

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes –2nd Quarter
Shilo Inn, Newberg, Oregon
April 15, 2015

Board President Susan Shepard called the meeting to order at 4 p.m. Past President, Rhonda Grant gave the invocation and Secretary, Julie Spor did roll call:

Executive Board:

- ✓ President Susan Shepard, Polk County Fire District
- ✓ Vice President Deb Keehn, Jefferson Fire District
- ✓ Secretary Julie Spor, Sisters-Camp Sherman Fire District
Treasurer Jamie Vohs, Black Butte Ranch Fire District
- ✓ Immediate Past President Rhonda Grant, Stayton Fire District
Region 1 Rep Jennifer Fox, La Grande Fire Department
- ✓ Region 2 Rep Lois Smith, North Lincoln Fire & Rescue, District 1
- ✓ Region 3 Rep Robin Paulson, Illinois Valley RFPD
- ✓ Region 4 Rep Mary Lou Busch, Mist-Birkenfeld RFPD
- ✓ Region 5 Rep Paula Landrus, Crook County Fire & Rescue – in at 3:41 p.m.

Committee Chairs:

- ✓ Education Chair Pam Webber, Medford Fire Department
- ✓ Membership Chair Amy Anderson-Rice, Roseburg Fire – via telephone
- ✓ Communications Chair Stacy Brainard, Klamath County FD #1
- ✓ Protocol Chair, Parliamentarian Susan Barrett, Port of Portland

Subcommittees:

- ✓ Accreditation Chair – Vickey Dosier, Keizer Fire District
Website Chair Laura Houston, Stayton Fire District
Hospitality Chair, Bonita Johnson, La Pine Rural FPD
- ✓ Newsletter Editor Stacy Brainard, Klamath County Fire District
- ✓ Good Will Representative Lois Smith, North Lincoln F & R District 1
Merchandise Coordinator Tammy Robbins, Jefferson Fire District
- ✓ Scholarship Deb Keehn, Jefferson Fire District
- ✓ New-To-You Store Cheryl Miles, Silverton Fire District
Audit Chair Laureal Williams, OFDDA

Guests present at this meeting included Kim Probst from Klamath County RFPD, Jill Dorrell from Newberg Fire and Pat Cane, Life Member, via telephone.

Approval of Minutes: *The 1st Quarter Board Meeting Minutes were presented and reviewed. A motion was made by Deb Keehn to approve the minutes. Paula Landrus seconded the motion, which passed unanimously. Deb Keehn commended Secretary Spor for the great job she does on the minutes. Julie thanked her and also thanked Rhonda Grant for filling in for her last meeting.*

Correspondence: Life Member Pat Cane announced she is weaving and generally enjoying retirement.

TREASURER'S REPORT:

The Treasurer's Report was reviewed. Treasurer, Jamie Vohs was absent from the meeting and no questions were raised regarding the reports. *A motion was made by Pam Webber to approve the Treasurer's Report as presented. Deb Keehn seconded the motion which passed unanimously.*

REPORTS OF THE REGIONAL REPRESENTATIVES:

Region 1: Jennifer Fox was unable to attend the meeting and Past President Rhonda Grant gave the Region 1 report. Jennifer has a new member, Kip Miller from Hood River Fire Department. Jennifer has encouraged region members to attend the workshop and has emailed the newsletter and Board minutes to all her region members.

Region 2: Lois Smith gave her report for Region 2. She has had four new members since January including: Fraser Wick of the Office of State Fire Marshal, Rebecca Bolante of Chemeketa Community College, Lorri Harms of Chemeketa Community College and Renee Kilian of Depoe Bay Fire District. Lois asked if it's possible to get copies of the application form sooner so the Welcome Letter can be sent out to new members sooner. Lois has seven members from her Region attending Workshop. She has been busy sending out emails to members attending Workshop. Lois asked if the OFSOA brochure could be updated to show her as Region 2 Representative.

Region 3: Robin Paulson gave her report for Region 3. She has 9 members from her Region attending Workshop. Robin has been very ill for the past six months and has not been in contact as much as she'd like with her members. She is doing much better now and plans to reach out and connect with her members again. She thanked OFSOA for the support and encouragement she's received.

Region 4: Mary Lou Busch gave her Region report for Region 4. She has been entering new members into the website and has sent Welcome Letters. She has one new member since Conference: Shawna Yost from Netarts/Oceanside RFPD. She has welcome cards for her members attending Workshop. Mary Lou has 45 paid members in her Region.

Region 5: Paula Landrus gave her report for Region 5. She has one new member and a total of seven coming to Workshop.

Region Liaison: Rhonda Grant reported she has updated the New Member Orientation Manual and prepared copies for new members. She emailed an electronic version of the Orientation Manual to new members from 2014 that were unable to attend conference. She also mailed them their Welcome gift. She has been busy proofreading the newsletter, workshop brochure and has started to review her tasks in the new Strategic Plan. She has also been checking in with Board members as Liaison.

COMMITTEE REPORTS:

Membership: Amy Anderson-Rice reported on membership. We have 163 current members including the following: 21 Life Members, 1 Associate Member and 141 active members. Amy reported since last meeting, we've had 10 new members. Amy updated the OFSOA Officer & Event History Log. She reported the following: Debbie Bates is no longer with Chemeketa Community College, Joan Staggs retired in January from Crescent RFPD, Marcia Gilson is retiring from Philomath on June 30, and David Ulbricht works for a new company called Charter Municipal Advisory Group, LLC. She has worked with Vickey Dosier regarding Accreditation Level 4. Amy will work with Rhonda Grant at Workshop on the photo roster. Lastly, Amy reported that Shirley O'Connor and Thelma Denney are retiring soon.

Hospitality: Bonita was unable to come to Workshop and no report was given.

Merchandising: Tammy Robbins was ill and unable to attend Workshop at the last minute. Deb Keehn reported that Tammy has got the Square and it will be available for use at Conference. Tammy has been working with a local vendor in her area on purchasing "Pink" OFSOA shirts for Breast Cancer Awareness in October.

New to You: Deb Keehn has New to You clothing available for purchase at Workshop. Everything has been marked way down. In the future, if Tammy is unable to attend an event, Amy Anderson Rice has offered to bring the merchandise. Deb reported she is still working on information for the Cancer walk in October. Deb will report more on the Cancer walk in July.

Good Will Representative: Lois Smith reported she hasn't had many requests for cards since she's been back to work. She will be sending out some retirement cards.

Education: Pam Webber reported she attended the Code 4 class on Front Desk Safety & Security and it was awesome! She is receiving a lot of ideas from folks and from the surveys about diversity training. QuickBooks is still requested a lot, but is hard to do. She's had requests for the following speakers: Gordon Graham, Jack Snook, Etiquette and Manners and Margie McBride. Pam heard recently that Rob and Mary Hambleton's son died unexpectedly. She also heard about a speaker named Peewee Harrison, but has not researched him yet.

Event Resource Contact: Bonita was unable to attend Workshop and did not provide a report. She is working with Stacy Brainard and Kim Probst on the conference.

Scholarship: Deb Keehn reported one scholarship was granted for Workshop.

Accreditation: Vickey Dosier has been busy working on forms and the history of classes' spreadsheet. She provided a handout regarding Level 4 Accreditation that she and Amy Anderson Rice worked together on. After spending quite a bit of time on Level 4, Vickey reviewed the Strategic Plan and is wondering if we've jumped the gun a bit on expanding the Accreditation program since she has not completed Objective 2-A. She will work with Deb Keehn on Objective 2-A, and asked the Board to review the Level 4 proposal handout and provide her with any feedback.

Protocol: Susan Barrett did not have any new changes made to the Manual since last meeting.

Audit Committee: Laureal Williams was unable to attend the meeting, but has no report for the Audit Committee at this time.

Communication/Newsletter: Stacy Brainard handed out the fall 2015 Newsletter Timeline for review. She is interested in highlighting a woman in the fire service in the upcoming edition and will also be working on highlighting a committee.

Registrar: Laureal Williams sent a report regarding OFSOA Workshop registrations. 58 members are registered for the Thursday program and 60 are registered for Friday. These numbers represent a slight increase over last year's workshop. 14 registrants have identified themselves as first-time attendees. Laureal reported the online registration process seems to be working well with only one reported glitch that she is aware of. Laureal thanked the Board for reviewing the registration list on a frequent basis and the event planners for being so responsive and helpful in addressing concerns and requests presented by the registrants.

Website: Laura Houston has been busy working on the website and is unable to attend Workshop.

Liaison Reports: No Liaison reports were received this meeting.

Business Items:

- 1) The 2015-16 Budget was reviewed. The following change was suggested: change Membership Dues to \$4,200. One addition was made to the justification sheet under the "Office" category, which was "mailing certificates". No other changes were suggested.
- 2) The 2015 Workshop Committee was introduced: Diane Nave, Donna Fleishman, Jill Dorrell, and Judy Breeden. The committee has worked hard to make this a nice event. They will work on re-doing/updating the Workshop binder when they are finished. The Committee asked for help around 9 p.m. tonight to finish setting up. Diane reported that Jill Dorrell received an award from the City of Newberg called the George Layman Award. Congratulations to Jill.

- 3) Kim Probst and Stacy Brainard reported on the Fall Conference to be held in Klamath Falls October 15-17. They are very excited to be hosting this event! The Klamath Falls area is restricted on lodging and they have room blocks at 3 separate hotels. The Conference will be held at the Ross Ragland Theater. Because of the three lodging locations there will be no hospitality room at the Conference. The class line-up was briefly discussed and will include the following topics/speakers: SDAO, BOLI and Diversity. They have a great, emotional keynote speaker lined up and it was announced that the "Celebrity" who will be speaking at the Conference is Miss America 2001, Katie Harmon. Fun Night is going to have a new name and the price will be included in your registration. Stacy would like to work with Vickey Dosier to determine accreditation level to list on the registration forms. The Committee does have questions regarding expenses and how they are reimbursed or paid up front, scholarships, and how to figure registrations that are comped. This brought up a bigger discussion of the Event Binder. The Event Resource Contact should be updating the book and passing it along with changes to each Committee who plans an event. Susan Shepard will follow-up with Bonita to see where we are with this project.
- 4) Conference 2016 is being hosted in Ashland. Kimberly Summers and Robin Paulson will be Committee Chairs.
- 5) Workshop 2016 has not been picked up yet.
- 6) Susan Shepard reminded the Board to review the Strategic Plan and work on any items they are responsible for.

Other Business/Good of the Order:

- Susan Shepard talked briefly about the possibility of a Survey Monkey to ask the membership about how they would like to receive handouts for Workshop/Conference. It was decided for now that the survey would not be necessary and that Committee should request handouts ahead of time as per the recommendation in the Event Binder.
- The question was raised about granting a "scholarship" to members and their Districts who have not paid for financial reasons to get them back in the membership. More to come in July.
- The Event Binder should include the task of creating a "summary" for the scrapbook for OFSOA. Lois Smith keeps the scrapbook.
- Pat Cane asked the Workshop Committee to take photos of the OFSOA banner and send them to her. She will research updating or expanding the banner to include more of the membering Districts. She will report at the July Board meeting.

No further business was discussed and President Susan Shepard adjourned the meeting at 5:54 p.m.

Respectfully submitted by,

Julie A. Spor, Secretary