

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes –3rd Quarter
Wilson-Heirgood Associates (WHA) – Eugene, Oregon
July 15, 2015

Board President Susan Shepard called the meeting to order at 1 p.m. Treasurer, Jamie Vohs did roll call and Past President, Rhonda Grant gave the invocation.

Executive Board:

- ✓ President Susan Shepard, Polk County Fire District
- ✓ Vice President Deb Keehn, Jefferson Fire District
- ✓ Secretary Julie Spor, Sisters-Camp Sherman Fire District, via telephone
- ✓ 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 , via telephone
- ✓ 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, via telephone

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, Deb Keehn, Jefferson Fire District
- Audit Chair Laoreal Williams, OFDDA
- Event Resource Contact – Bonita Johnson, La Pine RFPD

Guests at this meeting included Pat Cane, Life Member and Chief Marlar from Douglas County Fire District #2 who is our new Liaison with the Oregon Fire Chiefs.

Jeff Griffin of Wilson Heirgood welcomed OFSOA and gave a brief report.

Approval of Minutes: *The 2nd Quarter Board Meeting Minutes were presented and reviewed. A motion was made by Rhonda Grant to approve the minutes. Deb Keehn seconded the motion, which passed unanimously.*

Correspondence: Rhonda Grant announced that Micki Valentine has taken a job with the City of Lyons and will be resigning her position with the Fire District. Rhonda reported this is a good move for Micki and bittersweet for OFSOA as Micki will be missed.

Susan Shepard announced that Marcia Gilson from Philomath has recently retired and her replacement, Lillie Rodriguez, will be joining OFSOA.

Other recent retirees include: Thelma Denney from DPSST and Shirlee O'Connor from TVF&R.

TREASURER'S REPORT:

The Treasurer's Report was reviewed. The 2014-15 Fiscal year-end report was presented. Jamie happily noted the anticipated carryover came in very close to projected amounts. No questions were raised regarding the reports. *A motion was made by Deb Keehn to approve the Treasurer's Report as presented. Pam Webber seconded the motion which passed unanimously.*

REPORTS OF THE REGIONAL REPRESENTATIVES:

Region 1: Jennifer Fox was unable to attend the meeting and no report was submitted.

Region 2: Lois Smith gave her report. Membership changes since the 2nd Quarter meeting include: Lillie Rodriguez, new member at Philomath Fire & Rescue. She has replaced Marcia Gilson. Micki Valentine has taken a job with the City of Lyons and does not have a replacement yet. Lois also reported she sent emails to each of the Region 2 members reminding them about the October conference. Lois reported she felt like she has not had much time to dedicate to being Region 2 Representative due to being so busy at work. The consensus of the group was they all have been busy and understood.

Region 3: Robin Paulson was unable to attend the meeting, and sent an email to Rhonda Grant, to read to the group. Robin will be assisting Kimberly Summers with the 2016 Conference. Robin has been in contact with many of her region members on an individual basis and she noted she enjoyed the Spring Workshop and thought it was a great use of her time away from the office.

Region 4: Mary Lou Busch reported her District is very short on response personnel right now. They just completed hiring a Deputy Chief and she is in process of transferring some of her duties over to him. She is down to ¼ time at work for the rest of the year. Mary Lou will be encouraging a new person from the organization to take over as Region 4 Representative prior to the October conference. She reports she has 47 members in her region, 4 of which are new and reported Shirlee O'Connor and Rhonda Melton recent retirees, were both from her region. Mary Lou plans to attend the conference in October.

Region 5: Paula Landrus reported she is working to include ODF and the new girls at Redmond Fire & Rescue at the conference in October. She has also sent some information to the Fire District in Ontario and invited them.

Region Liaison: Rhonda Grant reported she has sent an updated photo roster to Amy Anderson Rice. She has been working on item 3c in the Strategic Plan and researching how other organizations set up a living library. Rhonda also wrote an article for the newsletter on nominations. Positions that are open for this year are: Vice President, Treasurer, Region 4 and Region 5 Representatives. If anyone is not going to be re-running for their position, please let Rhonda know.

Special Guest: Jeff Griffin from Wilson Heirgood welcomed the group to the area and to his office. He thanked OFSOA for being there. Jeff expressed that the Fire Chiefs really feel it is important to have a good relationship with OFSOA. Jeff listed some of the recent lawsuits (harassment, drugs, alcohol, sex rings, misconduct) that are brought against Fire Districts and noted the majority of those cases we are involved in in some manner as all are HR related. Jeff expressed his hope that the Chiefs continue to be supportive of the service we provide.

COMMITTEE REPORTS:

Membership: Susan Shepard reviewed Amy Anderson-Rice's committee report. Amy couldn't make the meeting due to being in the middle of hiring an assistant for her. Highlights include: 164 current members (21 Life Members, 1 Associate Member and 142 Active Members). Since last meeting, Amy has processed 6 new members and four more are in process of joining. Amy recommended to the Board that we present eight 15-year membership awards and one 20-year membership award at the Fall Conference. Amy has been dealing with two separate medical issues which may require surgery and is running a little behind on getting renewal invoices out to the membership.

Hospitality: Bonita is planning for her retirement from LaPine Fire in the near future. She asked that the Board rethink hospitality. In general, Bonita would like to see it scaled back to include just morning and afternoon snacks and do away with breakfast and evening events other than after the banquet. We will be unable to do a typical hospitality room at the both Klamath Falls and in Ashland because of location issues. Paula Landrus offered to look into doing a large suite at one of the hotels in Klamath Falls and use it for hospitality if the Board is interested for just after the banquet. After a lot of discussion, Susan Shepard noted the networking is the most important part of the hospitality suite. The consensus of the group was to scale it back and not do any cooking and consider the availability of the hospitality room on an event by event basis based on location and venue. In Klamath Falls, the conference committee has planned snack items for breaks at the conference hall.

With Bonita giving up her position for Hospitality, Paula Landrus has offered to take that position and will not run for Region 5 Representative.

Merchandising: Tammy Robbins gave her report. She has completed one pre-order for conference and The Square is all set up to be used for purchasing merchandise. Tammy has pricing on Walk for the Cause t-shirts. The consensus was to do the OFSOA logo on the back or front and leave the cause generic so if members wanted to participate in their local event. The shirts are approximately \$10-\$15. The date of the Walk for the Cause 5k is October 3 and it will be in Albany. After some discussion, Tammy and Deb will send out an email to the membership asking if anyone is interested in ordering a shirt and/or participating in the Walk for a Cause. The email will specify that members can order a shirt without participating in the walk.

Tammy reported the beer mugs and wine glasses were a hit at Workshop and she'd like to order more. She will work with Amy Anderson-Rice on the mugs. Some Board members expressed interest in coffee mugs as well. Julie Spor just ordered some nice mugs for her District and will send Tammy the information to review for OFSOA.

Tammy would like the Board's permission to mark down items that haven't sold for a year or more and the Board approved. Tammy will ensure she has a backup plan to bring merchandise to all events in case she is unable to attend.

New to You: Deb Keehn reported she sold a lot of items at workshop with her big sale event. She will be looking for new donations of lightly used OFSOA items for conference.

Liaison Reports:

OFCA President, Chief Greg Marlar gave a report. Chief Marlar is from Douglas County Fire District #2 and often works with Amy Anderson-Rice. Chief Marlar will try and attend our meetings whenever he can. He thinks it is very important for OFSOA and OFCA to communicate with each other.

The Chiefs are currently working on the following issues:

- Collaborative Interface Taxation Committee which will mean hundreds of thousands of dollars in lost revenue if this HB passes
- Jeff Griffin is working with OR-OSHA on updating FF1 and FF2 certifications as well as Entry Level Firefighter. This will be a positive change for safety and training.
- The Chiefs are also working on a Command School for career and volunteer personnel with classes specifically designed for Company Officers. OFCA is looking at ways to make iLearnFire available at a reasonable price to all Oregon fire districts. iLearnFire is a new platform that allows all agencies to train online, track courses and provide certificates.
- SDAO is working on Best Practices for both termination and resignation as well as for new hires. The Best Practices will help walk Districts through each of these processes.
- Lastly, the Chiefs are doing a comprehensive salary survey for the fire service plus developing a Best Practice for dealing with marijuana use.

OSFM Liaison Dave Gulledge sent in a report which Susan Shepard reviewed with the Board. Dave plans on attending our January meeting at DPSST. The supplement to the 2014 Annual Report is now being worked on and should be released by the end of July. Dave reported the timeliness of incident data continues to be an issue in Oregon as the average number of days to report an incident to SOFM after it occurred was 70 days in 2014. Timely incident data is crucial for the report to be effective. OSFM will be conducting a free 2-day NFIRS and Fire Bridge training class in Salem on August 3 and 4. Details are on their website. Other training available through OSFM is in-house NFIRS and/or Fire Bridge, Juvenile Firesetter Intervention Specialist and Smoke Alarm Installation training. Any department interested in receiving free, in-house training on NFIRS or Fire Bridge can contact the Analyst and Intelligence Unit to set it up.

OLST Laura Houston sent in a report to Susan Shepard which she shared. The theme for this year's Fire Prevention Safety Week is "Hear the Beep where you Sleep, Every room needs a Smoke Alarm". OLST will be adopting the same theme. Laura reports that OFSM has reported that the fire safe cigarettes have not lessened the cigarette related fires; the number of those fires has actually increased. This month, OLST agenda includes OSU/UofO partnership in smoke and carbon monoxide law updates.

OFDDA President Mark Kreutzer sent a report. Highlights of the report are: 2015 Oregon Fire Service Conference will be held in Seaside on November 5-7. The conference begins at 1 p.m. on Thursday in an effort to reduce conference costs for Districts and attendees. The theme this year will be "Shaping Leadership for the Future". New benefits of an OFDDA membership include: free SDAO Board training events and a possible reduction in LOSAP maintenance fees. The Fire Service Planning Committee has extended complimentary exhibit space at the Conference to sister organizations such as OFSOA. OFDDA also has a vacancy on its Board of Directors and three are scheduled for re-election in November. Please encourage your Board members to run for an office at the Fall Conference. For more information visit their website.

Good Will Representative: Lois Smith reported she has sent out several cards since the 1st quarter meeting including: two retirement, a congratulations, sympathy, a thinking of you, and four thank you cards. As always, if you have a need for a card to be sent to someone, please let Lois know.

Education: Pam Webber has received several education requests from the membership. Some of the classes requested are: Oregon Cooperative Purchasing, a class by Collette Carlson (but Pam thinks this may be too spendy), WHA Jeff Sinclair on insurance liability, Fit for Duty, Tim Dietz, and a presentation from a Storm King Mountain Survivor. She is looking further into these and will report back in October.

Accreditation: Vickey Dosier reported that twenty members attended the accreditation session at workshop in April. The session went well and most who attended the session would like to see this session offered at other events. It seems that everyone was lacking in Communications Level 1, so Vickey will be working with Pam on getting classes to help fill that void.

Event Resource Contact: Due to Bonita Johnsons impending retirement, she would like to find someone to fill this position. Also, Susan Shepard has been in contact with Jessica Carpenter at OFDDA and she is willing to review facility contracts for us since that is her area of knowledge.

Scholarship: Deb Keehn reported the process is going well. She has sent Stacy Brainard an article regarding scholarships to print in the fall newsletter. If you know a department who would like to send someone to an event, but cannot due to budgetary constraints, please have them consider a scholarship and ask them to contact Deb.

Protocol: Susan Barrett is adding language to the manual requiring a minimum of one year as a member of OFSOA to be able to run for any office on the Board. This will go on page 11 in the Officer's Section and Susan Shepard handed out a copy of the proposed verbiage. Pat Cane suggested that in addition, we add the requirement for the President's position a minimum of one year in a Board position to run (to reflect what is in the Bylaws). Rhonda Grant asked for clarification whether or not "Officer and Board Member" was the same thing. Pat Cane stated the Executive Board is the Officers (President, Vice President, Secretary, Treasurer and five Region Reps)

and Board Members are Committee Chairs. After further discussion Susan Barrett will put specific language in the Manual regarding eligibility to run for office to Executive Board positions and will present a final draft for review at the 4th Quarter meeting.

Audit Committee: Laureal Williams was not able to attend the meeting, but reported to Susan Shepard the Audit Committee will perform the Audit at the Fall Conference and Laureal will be able to attend.

Communication/Newsletter: Stacy Brainard reported the fall newsletter will be going out at the end of August. Stacy planned to send out a second call for articles next week, but she has quite a few articles already. Unless the Board would like her to send out a second notice, she feels she has enough material to publish at this time. The Board agreed. Stacy received a request from a member asking about a poll in the newsletter on who is or is not part of a union. After some discussion it was decided this request would be best suited in an email blast rather than via the newsletter.

Website: Susan Shepard read Laura Houston's report. Laura has been working with Stacy Brainard on gathering conference information for the website.

Business Items:

- 1) The 2015-16 Budget was reviewed. The following change was made to the budget based on suggestions from the 2nd Quarter meeting: increase Membership Dues revenue account line item to \$4,200. Jamie Vohs also noted that on the Budget she presented, she forgot to update the 2014-15 end of year figures. She will make that change when she returns to the office. No questions were presented and the Budget was unanimously approved by the Board with the change noted above. Motion by Deb Keehn, Pam Webber seconded the motion.
- 2) During the accreditation workshop in April, Vickey Dosier had a lot of questions come up and recognized several inconsistencies in regards to how far back members could go to count their classes attended or college courses taken. Vickey discussed with Pam Webber and Susan Shepard for some guidance and they decided to bring it to the Board for discussion. Should we have a guideline on how far back we'll go to count a person's degree for example? Some members have had their transcripts accepted and others have not. Rhonda Grant felt like any training should be current because things change so much. Julie Spor said that it should be on a case by case basis depending upon what the training was and if it's pertinent to the job. For instance, if someone has taken office administration classes in college and has a degree from ten years ago, but has been using those skills for the past ten years in a relative job, those should be counted. If the course or training is not relatable to a current position then perhaps not. Julie stated she thinks a guideline (not a requirement) would be good, but keep it loose. Pam Webber relayed that she feels like if someone has invested a tremendous amount of time on a degree they should be able to count that and it should have a value. Pam and others think we need to be careful of how this is handled. Vickey also asked for guidance on whether or not we accept on the job training. The group consensus was it will generally have to be training from an outside source or an official trainer not including a co-worker showing you how to do your job. Rhonda Grant presented the idea of possible having a test to be able to get your accreditation such as payroll laws. Susan Shepard felt like if we implemented something like a test for skills, it would need to be considered with the 4th level of accreditation only as it has not been past practice to do on the first three levels. Vickey also wanted to confirm that members who do not attend classes but receive handouts later and have their Chief sign off that the member reviewed them, will not count toward accreditation. The consensus was too much information is missing when you don't actually attend the class and therefore would not count. Also discussed was how the classes offered by OFSOA are assigned a category and level of accreditation and are given a general category and level and cannot be split into several different areas. Pam suggested to Vickey that at a later date, the Board may want to consider widening out the committee on the approval process so everyone is treated equitably.

- 3) The 2015 Workshop evaluations were handed out and reviewed by Susan Shepard. All in all the results were great and a common comment in all evaluations is to include handouts or blank paper in the event binders.
- 4) Pat Cane was asked to plan to update the OFSOA banner that is hung at Conference. After discussion, consensus of the Board was to keep the banner as historical and price a new portable banner without patches.
- 5) Susan Shepard reminded the Board to review the Strategic Plan and try to work on any tasks that you are responsible for or involved in. She asked that meeting minutes get out to the Region Reps to distribute to their members as quickly as reasonably possible after the meeting so members have ample opportunity to review them.
- 6) Conference 2015 committee is making final plans. Stacy has been busy working with one new hotel owner to re-negotiate the hotel contracts. Kim Probst and Stacy Brainard are the only two on the committee now as their third committee member has been diagnosed with breast cancer and had a double mastectomy and been off work. Stacy would like to move people around a lot at conference so everyone gets to know each other better and asked for support from the Board. Stacy asked if Jamie Vohs was able to research a credit card for OFSOA and after some discussion, Jamie recommended doing a check request up front and providing a reconciliation of what the money was spent on along with receipts at the end. Pam Webber also suggested having some quotes or an accounting up front with a general idea of the money that the committee wishes to spend.
- 7) The 2016 Conference Committee is put together and the contract is set in Ashland. The Committee includes: Kimberly Summers, Robin Paulson, and Bonita Johnson.
- 8) Laureal Williams provided some information on grant opportunities through OFDDA. The grants are \$500 and are awarded to one entity per year.
- 9) Both OSFM and TVF&R have expressed interest in hosting the 2016 Workshop.
- 10) No life membership recommendations were brought forward at this meeting.
- 11) Susan Shepard asked the Board to review the Succession Planning class Rhonda did at last year's 3rd Quarter meeting and keep your ears and eyes open for people in the membership that you feel might make a good officer/board member. Susan asked the Board not to make a quick judgement call based on what you see in someone, rather, observe how they interact and determine if you feel they might make a good fit on the Board.

Other Business/Good of the Order:

- Susan Shepard asked board members to keep in mind possible donations from our communities businesses for events. Everyone in the membership can help the Conference Committee out with this and it helps keep registration costs down. She also asked if anyone had heard from their Chiefs about the BUP (Bereavement Uniform Program offered by Lighthouse Uniforms and so far no one has. She will have more information on the BUP program at the next meeting.

No further business was discussed and President Susan Shepard adjourned the meeting at 3:40 p.m.

Respectfully submitted by,

Julie A. Spor, Secretary