

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes –1st Quarter
DPSST, Salem OR
January 13, 2016

Board President Susan Shepard called the meeting to order at 1 p.m. Past President Rhonda Grant did roll call in Secretary's absence.

Executive Board:

Here / Phone

- X ___ President Susan Shepard, Polk County Fire District
- X ___ Vice President Laoreal Williams, OFDDA
- ___ Secretary Julie Spor, Sisters-Camp Sherman Fire District
- ___ X Treasurer Jamie Vohs, Black Butte Ranch Fire District
- X ___ 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
- X ___ Region 4 Rep Diane Nave, Newberg Fire District
- ___ X Region 5 Rep Kim Probst, Klamath County Fire District

Committee Chairs:

- ___ ___ Education Chair Pam Webber, Medford Fire Department
- ___ X Membership Chair Amy Anderson-Rice, Roseburg Fire – via telephone
- ___ ___ Communications/Newsletter Chair VACANT
- ___ ___ Protocol Chair, Parliamentarian Rhonda Grant, Stayton Fire District

Subcommittees:

- ___ ___ Accreditation Chair – Vickey Dosier, Keizer Fire District
- ___ ___ Website Chair Laura Houston, Stayton Fire District
- ___ ___ Hospitality Chair, Paula Landrus, Crook County Fire District
- ___ ___ Good Will Representative Lois Smith, North Lincoln F & R District 1
- X ___ Merchandise Coordinator Tammy Robbins, Jefferson Fire District
- X ___ Scholarship Deb Keehn, Jefferson Fire District
- ___ ___ New-To-You Store, Deb Keehn, Jefferson Fire District
- X ___ Audit Chair Laoreal Williams, OFDDA
- ___ ___ Event Resource Contact – Bonita Johnson, La Pine RFPD

Introduction of Guests: Pat Cane (phone), Dave Gullede (in person)

Approval of Minutes: Moved by Deb Keehn, seconded by Rhonda Grant, to approve all the minutes of the October meetings as presented. Motion carried of those present.

Correspondence:

President Shepard had a letter for us to read from Karen Bracken. She also stated that Angie from Springfield Fire lost her brother-in-law on Christmas Day in an MVA. Lois will send a card and she encouraged everyone to send their condolences.

TREASURER'S REPORT: Treasurer Jamie Vohs reported on current bank balance and reports; conference net \$900. Diane Nave asked about the donations % on the adopted budget report; it appears it did not calculate correct on that report. Amy Rice asked about ifocus payment, what time period that covered as they were looking at another company. Jamie stated it covered Nov-Jan. It was noted there was a NSF check that did not run through. Jamie stated the individual did contact her; it was due to fraud on her account and she is trying to take care of it; they are in communication with Jamie on a regular basis and will be sending a cashier's check. Board was asked to

consider a policy on how to handle NSF. Rhonda will check into a policy. Moved by Diane Nave, seconded by Deb Keehn, to approve the Treasurer's report as presented. Motion carried.

REPORTS OF THE REGIONAL REPRESENTATIVES:

Region 1: No report

Region 2: No report

Region 3: No report

Region 4: Diane Nave reported that she has 42 members in her region. Her goal is to update all membership information and begin a membership drive working to track down prior members about renewing. She plans to be selling Accreditation to her membership.

Region 5: Kim Probst reported that she has 14 members from 9 agencies in her region. She is working on reaching out to agencies with no OFSOA members. She is also working on inviting other agencies (ODF, USFS, Police administrative personnel) to OFSOA training. She will be sending out personal invitations to workshop.

Region Liaison: Rhonda Grant reported on tasks she has been working on: updated and distributed New Board Member Guides to our newest board members; reviewed Protocol Chair information passed on from Susan Barrett; emailed budget training information for Region Reps to share; reported on open Board position, Communications Chair as Stacy Brainard is moving and no longer able to fill the position.

Oregon Liaison Reports:

OSFM – Dave Gullede reported the supplement to the annual report was posted to their website: Dave stressed the importance of timely submission of incident reports; 285 out of 318 agencies have reported for 2015, just over 90%. The state reporting system, Fire Bridge, will see some improvements. The newer version will be more user-friendly and able to run more customizable reports. OSFM offers free training on NFIRS and Fire Bridge – this is paid for by State but free to fire agencies.

OFCA – Greg Marlar submitted the agenda and minutes of last Chiefs meeting for our review.

OLST Liaison Report – Rhonda Grant read Laura Houston's report. A presentation on Aging and People with Disabilities was given at their last meeting. You can go to the ADRC website for information and resources to assist seniors and people with disabilities in your communities. www.ADRCofofOregon.org

OFDDA: Laoreal reported, Dennis Rogers is new OFDDA President; there is one opening on board so encourage your own District's board members to run for a position. 2015 fire service conference was at Seaside, Deb Keehn and Susan Shepard worked at the registration desk which was a tremendous help. Next year's conference will be earlier in the year, changed from first week of Nov to Oct 27-29 in Bend. Conference committee will look over evaluations about the compressed schedule which has the conference starting Thursday afternoon, instead of Thursday morning, to see how people liked it. There will be a conference committee meeting on Feb 2; a board meeting this Saturday. OFDDA is responsible for the LOSAP program – if you'd like to look into it, talk to Laoreal.

COMMITTEE REPORTS:

Membership: Amy Rice reported – 148 current members, 23 life members (Micki Valentine added), 122 active members. Numbers by region starting with region 1: 6, 37, 24, 42, 13. There are 4 new members; Laura Houston assisted Amy to update the brochure and put it on the website. Amy will be out of the office six weeks beginning in Feb for surgery. She plans to update member's corner and history log. Stacy Brainard was working on scrapbook with patches and gave it to Susan. Amy's new email is arice@cityofroseburg.org. Diane Nave had questions on a couple members' paperwork and payments. Also a couple others that were interested yet paperwork is outstanding. (Three more members added just today)

Hospitality: Paula Landrus did not have anything to report at this time

Merchandising: Tammy Robbins reported on store sales at conference- \$951 in sales, 64% cash and check, 30% using The Square; 68 items were sold. Diane Nave asked about the charge for using the square – Tammy stated it was around 3% but only charged when we use it.

New to You: Deb Keehn reported we are running low on gently used items for the New to You store. She will put an article in the next newsletter

Good Will Rep: No report

Education: Pam Webber reported she has a couple new leads for topics: “Relationship of Admin with Chief” and “Future of EMS in Oregon” (OFCA Laureal Williams had some info to send her on that). Amy Rice suggested a class on getting organized, strategies in the workplace and HR/Front Desk Admin. Pam has been in touch with Kim Summers from Ashland to assist her with classes for next conference. Amy Rice stated that new members suggested Tips and Tricks in Office (Excel) and Working with Finances and Accounting. Susan Shepard reported on Mark Stevens class at Fire Service conference – Future of EMS – stating it was great class.

Accreditation: Vickey Dosier sent in her report. She is currently working with several members on their accreditation certification. The question was asked about challenging an OFSOA course by taking a test for example to get credit for it. Discussion followed. Board consensus was to discourage the concept of challenging an OFSOA course with a written test or essay as OFSOA already offers so many options of training to count toward accreditation. Laureal Williams said OFDDA can help with accreditation by offering other class options..

Event Resource: Bonita is working with Kim Summers on the next conference.

Scholarship: Laureal Williams reported we have budgeted \$2000 for scholarships to be available for lodging and registration. We will continue to remind members that this is available. Are scholarships available for non-members – manual does not state this is prohibited – could be a good membership incentive.

Protocol: Rhonda Grant presented the suggested Procedure Manual updates. Amy Rice had a question on Item E regarding including every Rep and Liaison on every email. It was suggested we change the wording to read:

“E) Ensure the region representative liaison and all other region representatives are included in all communications that are applicable to all the region reps.”

Moved by Laureal Williams, seconded by Amy Rice, to approve the proposed procedure manual changes to include the new wording for item E. as stated above. Motion carried. Susan Shepard also stated we need to add Event Authorization form to the appendix in Procedure Manual.

Audit Committee: Laureal submitted Audit Committee report and included the process the committee uses in performing the annual audit. She commended Treasurer Jamie Vohs for the great job she does tracking and reporting on the organization’s finances. There were no recommendations to change the current recordkeeping processes. The Square Up process is working well for Stores at this time. It was recommended that OFSOA take the next step to accept electronic payment for dues, registration fees, raffle sales, etc. Committee asked that the Merchandise Chair include value of inventory (stores) at cost to be included as asset on financial reports. It will help take advantage of the software’s ability to track inventory. Laureal thanked all those that served on the Audit committee with her (Julie Spor, Lyn Komp, Allison McGrath, Lilee Rodrigues, Jennifer Fox and Pam Webber).

Communication/Newsletter: President Shepard will put a notice of this vacancy out to the membership. Amy Rice offered to assist temporarily and will work with Stacy to get up to date until another member steps up. The next newsletter should go out around the end of Feb.

Website: Rhonda read Laura Houston's report. Laura has been doing a lot of updates to the website and email list (removing old emails, updating and adding new emails). She is working with the workshop committee to get the registration posted and information updated. She has assisted a couple members on posting documents. Research is being done on a new website company/solution. She has updated our domain name for another 5 years.

Business Items:

- 1) Conference 2015 evaluation – the evaluation summary created by Kim Probst was reviewed and discussed. Kim and Stacy were commended for doing a great job on the entire event.
- 2) Workshop 2016 TVFR – Olivia Houck, Sammie Smith sent in a draft theme layout, schedule of speakers and topics, and fun night information for April 7-8, 2016 workshop at TVF&R.
- 3) Conference 2016 Ashland - Kim Summers sent in a draft conference schedule with speakers and topics to be held in Ashland Oct 18-21, 2016.
- 4) Workshop 2017 will be at OSFM
- 5) Communications Chair Position: - covered under Communications report
- 6) Registration Costs – President Shepard had questions on the higher cost of one day attendance for non-members. Discussion on cost of changing the website registration page for each event; this can get costly. Rhonda Grant reported that the board had decided that workshops non-member fees were to be \$15 more than member fees and conference non-member fees were to be \$50 more than member fees. This information is in the Event Binder. Discussion on a set format for the registration form; Laoreal will check on the history of one-day attendance. Tabled to discuss at next board meeting.
- 7) 501(c)(3) Status- Laoreal Williams has obtained the information and will get that to Jamie to investigate it further to see if we qualify and if it would be worth it for us. Tabled
- 8) Board Packets – Julie Spor asked about having board packets before our meetings. Laoreal Williams suggested using a folder on iCloud for board members to post information to. Laoreal can set up an ofsoaboard@gmail.com account for OFSOA board members to access. We will try it for a couple quarters to see how it works. Laoreal will create this and get the information out to the board members. Deadline to submit reports will be one week before meeting.
- 9) Strategic Plan – President Shepard reviewed some objectives: 1.B.1 are we following up with new members after events? Laoreal will work on survey for 2.C.1. Objective 3.D has been completed. Need to work on 3.E.1 code of ethics. Objective 3.F.1 and 2 in progress. Objective 4.A. promote value of OFSOA in progress. Objective 4.B.1 training on web, email blast and create a FAQ document (possibly a presentation by Amy and Laura) – members need regular refreshment on this.
- 10) Banner Display – Pat Cane is looking into costs. Tabled.



Example of a retractable floor banner.

Can also have tabletop banners.

They are usually made of material like nylon.

Other Business/Good of the Order:

- Discussion on emailing vs regular mail for getting member applications, and info sheets. Diane Nave is nominating Susan Barrett for Lifetime Membership if she is eligible. She will check with Amy and report back at the next meeting.
- Next board meeting is at 3:00 at TVFR
- Should Region Reps send out minutes to membership –Yes, see Strategic Plan 1.A.1.
- New Board members have received a New Board Member Guide

Adjournment: President Shepard adjourned the meeting at 3:05 pm

DRAFT