

OREGON FIRE SERVICE OFFICE ADMINISTRATORS

Board Meeting – 3rd Quarter
Wednesday – July 13, 2016 @ 1:00 pm
Wilson-Heirgood Assoc. (WHA)
2930 Chad Dr, Eugene OR 97408

Welcome & Invocation

President Susan Shepard opened the meeting at 1:10 and had attendees do introductions.
Jamie Vohs conducted roll call.

Roll Call:

Board:

- President Susan Shepard, Polk County Fire District**
- Vice President Laureal Williams, OFDDA**
- Secretary Julie Spor, Sisters-Camp Sherman Fire Dept.
- Treasurer Jamie Vohs, Black Butte Ranch Fire District on phone**
- Immediate Past President Rhonda Grant, Stayton Fire District**
- Region 1 Rep Jennifer Fox, LaGrande Fire Dept.
- Region 2 Rep Lois Smith, North Lincoln Fire & Rescue
- Region 3 Rep Robin Paulson, Illinois Valley RFPD
- Region 4 Rep Diane Nave, Newberg Fire District
- Region 5 Rep Kim Probst, Klamath County Fire District
- Education Chair Pam Webber, Medford FD**
- Membership Chair Amy Rice, Roseburg Fire Dept.**
- Communications Chair/Newsletter, Ashley Naught, TVFR**
- Protocol Chair Rhonda Grant, Stayton Fire District

Total Board of Directors in attendance 7 of 13

Subcommittees:

- Accreditation Chair – Vickey Dosier, Keizer Fire District**
- Website Chair – Laura Houston, Stayton Fire District
- Hospitality Chair – Paula Landrus, Crook County FD
- Good Will Rep – Lois Smith, N. Lincoln Fire & Rescue
- Merchandise Chair – Tammy Robbins, Jefferson Fire District**
- Scholarship – Laureal Williams, OFDDA
- New-To-You – Deb Keehn, Jefferson Fire District**
- Auditor – Laureal Williams, OFDDA, Assoc. member

Total attendance 10

Introduction of Guests: Life Member Pat Cane and 2016 Conference Chair Kimberley Summers

Oath of Office: President Shepard conducted the Oath of Office to Ashley Naught as the new Communications Chair.

Approval of Minutes: April 6th, 2016 – 2nd Quarter Board Meeting OSFM acronym correction (pg 2). Accreditation section (pg 3) question on parameters of training into Accreditation Guidelines vs. Procedure Manual. Moved by Laureal Williams, seconded by Amy Rice, to approve the minutes with the noted corrections. Motion carried.

Correspondence:

1. Susan reported on behalf of OFSOA at OVFA conference in Lebanon. They are extremely supportive of OFSOA.
2. Discussion on protocol regarding sending cards and flowers to members – there is no cost limit or protocol on what to send at this time. We did decide to send a plant to Jill Dorrell for Rick's passing so she can have something she can keep. Received a heartfelt thank you from Jill.

Treasurer’s Reports: Jamie Vohs

The income donations of \$1,000 this last year is not typical. The donations were; a general donation from SDIS for \$500 and Court St. Consulting and OFDDA \$250 each for registration help from OFSOA the Fire Service Conference.

In the future when donations are received, the Treasurer will let the President know so we can send a thank you.

Expenses: conference expenses include 2016 pre-paid conference expenses and not just the 2015 conference expense. Kimberley is pre-paying for supplies for the upcoming conference. Kimberley also gave Jamie information on recent donations for conference. It was suggested we create sub-accounts in revenue and expenses to show the conference year that the revenues and expenses are for.

Pat suggested for future budgets we might add a pre-paid conference line so it would distinguish the two amounts for current conference and next year’s conference. Laureal and Jamie will discuss this.

Jamie noted that the last Spring Workshop at TVFR netted a profit of \$648.

Moved by Laureal, seconded by Amy, to approve financial reports as presented. Motion carried.

Proposed FY 16-17 Budget Proposal for approval:

Jamie stated that this Budget was reviewed at April meeting, asked if there were any changes. Laureal asked if Jamie would like to see anything different – Jamie was comfortable with the Budget and how it serves our organization. Moved by Amy to approve the 2016-17 Budget as presented, seconded by Laureal. Motion carried. Appreciation was directed to Jamie for sending notes and invoices to Membership Chair and for being quick to reimburse those sending in payment requests.

Regional Representative Reports:

Region 1: Liaison read Jennifer’s report – 8 members, sent out conference information and board minutes

Region 2: Susan reviewed Lois’ report - will not be able to rerun as Region Rep, Amy will take over maintaining the scrapbook, Lois will continue as Good Will Rep

Region 3: Liaison read Robin’s report – 28 members, 2 more than last spring; Kimberley Summers is doing a wonderful job planning the conference; Robin will not be seeking re-election as Region Rep

Region 4: Liaison read Diane’s report – with Newberg FD merging with TVFR, she has been very busy; Region 4 member, Ashley Naught, is new Communication Chair; Diane sent out membership reminders. Amy gave kudos to Diane for her enthusiasm and energetic work as a new Region Rep.

Region 5: No report at this time. (Note: Kim welcomed a new baby girl July 6th, Brooklyn Ariel)

Liaison: Working on Strategic Plan objectives

Liaison Reports:

Oregon Fire Bridge	Dave Gulledge, OSFM – no report at this time
Oregon Life Safety Team	Laura Houston, Stayton Fire - no report at this time
OFDDA	Dennis Rogers, OFDDA President – report included in packet; Susan sits on their conference planning committee and they ask that we send her ideas for conference topics; Susan’s participation is appreciated.
OFCA	Chief Greg Marlar, Douglas Co. FD No.2, OFCA Liaison – minutes of their meetings included in packet; no new progress on Project 360

Committee Reports:

Membership:

Amy Rice reported: 157 members, 6 new members and several members resigning due to job changes/retirements/etc; Liaison will reach out to new members to get them set up on the web, etc. Amy is working on Years of Service award records and recipients. She has several awards on hand so no need to order more at this time.

*Hospitality Paula Landrus - no report at this time.

*Merchandising:

Tammy Robbins – at April Workshop sales were \$262; we have 4 pre-orders and she will be placing a new order in a month so if anyone has any ideas or suggestions let her know. Kimberley will have hydro flasks to put in store for conference. Tammy noted that some of the beer steins had a flaw in the glass and she will check with manufacturer to get them replaced.

Tammy stated she would like to resign her position and is looking for someone new to get involved. She would like to possibly take on something new within the organization. She purchased a check reader to use along with the Square. The board had some questions which were discussed on using Paypal - No action taken.

*New To You

Deb Keehn – Gave an update on Susan Barrett who is retired and now in Palm Desert CA, doing well and sends her greetings. Deb will send Ashley a blurb on 'New to You' for the newsletter. Not much "used" merchandise right now. Only sold around \$10 at last workshop.

*Good Will Rep

Lois Smith – cards were sent to Olivia Houck and Kim Probst for new babies; card and flowers sent to Jill Dorrell for husband's passing

*Registrar

Laureal Williams - Online registration is open and running. She has received one scholarship request so far. The cutoff date for requests is Sept. 30. She will submit an article for the newsletter regarding scholarship funds available for registration, lodging, etc.

Education:

Pam Webber reported: Have one new lead on Behavior Health – 'Support for Spouses'. Kim knew some people that attended it and will get her some feedback on "Support for Spouses of Public Safety Professionals". Mentioned several educational topics i.e. Feedback – Giving and Receiving. Pam has done research for the current conference - contacted Stacy Maxwell on performance management and evaluations. Kimberley asked Pam to be looking for a financial topic for a one hour session for conference.

*Accreditation

Vickey Dosier reported: One person to receive her accreditation this year and two pending for conference. Pam, Kimberley and Vickey worked on setting the accreditation levels for fall conference classes. An additional Level 4 suggestion was a Health and Safety category – Vickey will research this.

*Event Resource Contact

Bonita Johnson - no report at this time; no plans to retire yet

***Scholarship**

Laureal Williams reported: Question – could we consider scholarships for non-OFSOA events to offer more opportunities for our members to get training for Accreditation etc? Discussion but no action taken on at this time. Pat Cane suggested maybe offer a scholarship for dues. Laureal will research this, what the procedure manual says, and propose additional wording. Amy suggested we also have a written process in place for a waiting time before scholarships can be awarded to same person.

Protocol:

Rhonda Grant reported: Updated Procedure Manual with NSF procedure, and Cash Advance procedure that were previously approved and posted the updated Manual to the website. She was asked to notify the Board and Members when the Manual is updated on the web so they can have the most current copy on hand.

***Audit Committee**

Laureal Williams reported that the audit will be conducted at conference; she will be asking for volunteers on the first day; asked for Merchandise inventory value to include in audit.

Communications

*** Newsletter**

Ashley Naught is excited to take on this role in the organization. Amy will meet with Ashley to give her the newsletter process information after the meeting today.

***Web Site**

Pat reported that she is assisting Laura on the background work on the website, pictures of newest board members posted, Pat will post bios tonight. Amy asked Pat for help with the posting Photo Roster and Resource Guide. Amy thanked Pat and Laura for the great job done on the website.

Business Items:

- 1) Workshop 2016 – Certificates will be coming out shortly; Ashley will give the Workshop evaluations to Laureal and she will go through and create a summary report.
- 2) Conference 2016 – Conference will be Oct 19-21, 2016 in Ashland hosted by Kimberley Summers, with Robin Paulson, Margie Calvert, and Amy Rice assisting. They will be meeting Aug 5 at Ashland Hills Inn to go over details and work up menus; question whether hospitality can be for breaks only as the hotel offers a continental breakfast. We usually get a suite for hospitality (for the hospitality person to stay in) for breaks and after banquet. Discussion on hospitality room possibilities – open night before, maybe have just drinks and portable snacks, close by, etc. It was suggested to keep hospitality simple and easy

For Banquet agenda – plan to have a comedian and keynote speaker. Discussed on program – Kimberley and Susan will work on this.

Liaison will work with the Region Reps to coordinate the welcome gift for conference attendees.

Judy and Peggy from Bend Fire and Amy Rice will be arriving early to help with conference prep. Board meeting is set for Tuesday before conference at 3:00. Verified we have a space for New

Member Orientation. Any cash advances and reimbursements for conference expenses have been working smoothly. Two people that are helping with the conference are having their rooms comped.

- 3) Registration online payment options - Laureal will do article for newsletter with information on how to use the Square for paying for registration. Board consensus that Laureal and Jamie will take care of this.
- 4) Banner Contest - Amy, Pat, and Laureal will send out contest information for floor and table top banners this week for the contest which will end Aug 26. Board will vote by September 2; the winning banners will get sent to the vendor in time to have them made by the time of conference and the winners will be notified. A prize of \$25 will be awarded for each size winning design.
- 5) Code of Ethics - Reviewed shorter version. Discussion and question on how this is to be used. Possibly include the Code of Ethics on the membership application stating the expectation is that all members abide by this Code of Ethics. (Obj. 3.E states to Create Code of Ethics and provide to members (include it with Mission, Vision, Values), update Bylaws to include disciplinary action for violation of Code of Ethics – this could possibly be something like placing membership on probation and/or to eliminate their ability to be a member in the future) Rhonda will send a copy out to the board for further review.
- 6) Life Membership: Susan Barrett and Stacy Brainard have already been nominated and approved. Amy Rice nominated Jill Dorrell for Life Membership (as Membership Chair, she knows she meets requirements) seconded by Rhonda Grant. Motion carried with all in favor. With the merger of Newberg Fire with TVF&R Jill has switched to a job with the City of Newberg.
- 7) Event Binders: Binder should be updated to state that a copy of certificates and original sign in sheets need to go to Accreditation Chair. This helps if someone loses their certificate or if we need verification of their attendance for any individual class.
- 8) Accreditation Guidelines: Vickey Dosier presented new proposed qualifications to apply for Accreditation which are: Must be a current OFSOA member in good standing (current on dues), and must have 2 years of active OFSOA membership before applying. All agree with these to qualifications. The last qualification is in regards to percentages of training. It was discussed that fire service training (current or prior fire service agency course or OFSOA courses) should carry more weight in our accreditation program. Discussion followed. Moved by Amy Rice that we approve the following requirements be added to the Accreditation Guidelines: To apply for Accreditation, a person must be a current OFSOA member in good standing (current on dues), and must have 2 years of active OFSOA membership before applying, and that at least 75% of courses submitted be fire service related and up to 25% of courses submitted can be external courses (non-fire service related) for each level, seconded by Laureal Williams. Motion carried.
- 9) Procedure Manual updates: Procedure Manual and Bylaw verbiage discrepancy: change Procedure Manual, Section III. Officers, Item 1 to read “Members seeking election to the Office of President shall have previously served at least one (1) year as a member of the OFSOA (~~executive~~) Board of Directors.” Moved by Laureal Williams, seconded by Amy Rice to approve this change to Procedure Manual. Motion carried.
 - a) Discussion on members eligible to run for President. Rhonda Grant will contact eligible members and encourage them to consider running for President and request nominations.
 - b) Group Emails – Currently seven positions can send out email blasts; it was recommended we hone the number down to these positions: President, Vice President, and Communications Chair to limit the number of emails being sent out. Discussion followed. Moved by Amy Rice to update the Procedure Manual, section I. Organizational, subsection I. Communications to

Members, Item 4, to state only President, Vice President and Communications Chair can send out email blasts, seconded by Laureal Williams. Motion passed. Board will re-evaluate this again next year to see how it goes.

- 10) 2017 Workshop: To be hosted by OSFM – Sally Cravino and Bethany Emmert
- 11) 2017 Conference – Susan will talk to Darlene at Lebanon about possibly hosting it at the new facility (Best Western Boulder Falls Inn) in Lebanon

Other Business / Good of the Order

*Scrapbook holder – Amy Rice. Amy will work on and store the current scrapbooks with the historical scrapbooks.

*Fire Museum Brick - Laureal Williams reported that OFSOA has purchased a brick for \$150 to be part of the walkway for Phase One of the building construction.

* Flowers / card for members when sick or loss of loved ones: Discussion on when to send flowers vs just a card for members when sick or loss of loved ones: Discussion – will work on an example procedure and something in newsletter to let members know.

* Susan shared information on the Celebration of Life for Jill Dorrell's husband, Rick Dorrell, who passed recently after a battle with cancer.

Adjournment: Meeting adjourned at 3: 43 pm

Next meeting October 18 at 3:00, Tuesday, before conference

Minutes taken by Rhonda Grant