

OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
Board Meeting Minutes – Post Conference Board Meeting  
Ashland Hills Inn & Suites  
October 21, 2016

President Susan Shepard called the meeting to order at 12:32 p.m.

**Executive Board:**

- ✓ President Susan Shepard, Polk County Fire District
- ✓ Vice President Laoreal Williams, OFDDA
- ✓ Secretary Julie Spor, Sisters-Camp Sherman Fire District
- ✓ Treasurer Jamie Vohs, Black Butte Ranch Fire District
- ✓ Past President Rhonda Grant, Stayton Fire District
- ✓ Region 1 Rep Jennifer Fox, La Grande Fire Department
- Region 2 Rep - Open
- ✓ Region 3 Rep Robin Paulson, Illinois Valley RFPD
- ✓ Region 4 Rep Diane Nave, TVFR
- Region 5 Rep - Open

**Committee Chairs:**

- ✓ Education Chair Pam Webber, Medford Fire Department
- ✓ Membership Chair Amy Rice, Roseburg Fire Department
- ✓ Communications Chair Ashley Naught, TVFR
- ✓ Protocol Chair 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 Rep Lois Smith, N. Lincoln Fire & Rescue
- ✓ Merchandise Chair Tammy Robbins, Jefferson Fire District
- ✓ Scholarship Laoreal Williams, OFDDA
- ✓ New-To-You Deb Keehn, Jefferson Fire District
- ✓ Auditor/Registrar Laoreal Williams, OFDDA
- ✓ Event Resource Contact Bonita Johnson, La Pine RFPD

**Guests attending:** Bonnie Graham from Dexter RFPD and Pat Cane Life Member.

**Business Items:**

1. Recap of Conference awards and Board elections:
  - a. President – Julie Spor, Sisters-Camp Sherman RFPD
  - b. Secretary – Sami Smith, TVFR
  - c. Region 1 Representative – Jennifer Fox, La Grande Fire Department
  - d. Region 2 Representative – Alison McGrath, Siletz Fire Department
  - e. Region 3 Representative – Pam Webber, Medford Fire Department
  - f. Region 5 Representative (one year to fill vacancy) – Tammy Waters, Sunriver Fire
  - g. Accreditation Recipients:
    - i. Level one – Kelly Busch, Grants Pass Fire & Rescue
    - ii. Level one and two – Peggy Kirkpatrick, City of Bend Fire
    - iii. Level three plaque – Judi Norris, City of Bend Fire
    - iv. Level three plaque – Kimberley Summers, Ashland Fire
  - h. Years of Service:
    - i. 15 year – Kelly Franzen, Clackamas Fire
    - ii. 20 year – Laura Houston, Stayton Fire

- i. Life Membership
    - i. Jill Dorrell
    - ii. Micki Valentine
    - iii. Susan Barrett
    - iv. Stacy Brainard
  - j. President's Award
    - i. Jim Walker, Oregon Office of State Fire Marshal
2. Disposal of ballots not needed due to unanimous ballot being cast.
3. President Shepard congratulated new board members and distributed orientation guides.
4. With Board consensus, President Shepard appointed the following members to vacant positions and gave the Oath of Office:
  - a. Membership Chair – Bonita Johnson, La Pine RFPD
  - b. Education Chair – Sally Cravinho, OSFM
  - c. Merchandise Chair – Kimberley Summers, Ashland Fire
5. Silent Auction brought in \$241 for 12 items. The raffle had 17 baskets and brought in \$600 and 720 tickets were sold.
6. Future meeting dates were established at the following locations:
  - a. January 11, 2017 at DPSST in Salem at 1 p.m.
  - b. April 19, 2017 at Workshop - Keizer Fire/OSFM at 3 p.m.
  - c. July 12, 2017 at Wilson-Heirgood at 1 p.m. (12:30 lunch will be provided)
  - d. October xx, 2017 at conference location at 3 p.m.
7. Good of the order
  - a. Laoreal Williams reported that Bonnie Graham from Dexter RFPD is interested in taking over the Registrar position for the organization. Laoreal will work with Bonnie over the next year and Bonnie will take over at conference next year.
  - b. Amy Rice thanked everyone for allowing her to be a part of the Board. She announced that she will not attend workshops for a while to allow her new office assistant to attend.
8. No further business was discussed and the meeting adjourned at 12:49 p.m.

Respectfully submitted,

Julie A. Spor  
Secretary