

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes –4th Quarter
Central Fire Station – Klamath Falls, Oregon
October 13, 2015

Board President Susan Shepard called the meeting to order at 5 p.m. Secretary, Julie Spor 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
- ✓ 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, in at 6 p.m.
- Region 5 Rep Paula Landrus, Crook County Fire & Rescue

Committee Chairs:

- ✓ Education Chair Pam Webber, Medford Fire Department
- ✓ Membership Chair Amy Anderson-Rice, Roseburg Fire
- ✓ Communications Chair Stacy Brainard, Klamath County FD #1
- ✓ Protocol Chair, Parliamentarian Susan Barrett, Port of Portland, in at 6 p.m.

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 Laureal Williams, OFDDA
- Event Resource Contact – Bonita Johnson, La Pine RFPD

Guests attending included Life Member Pat Cane, Kim Summers and Kim Probst.

Conference 2016 Update - Kim Summers from Ashland Fire gave a report on the 2016 Conference that she is planning, along with Bonita Johnson from La Pine Fire and Robin Paulson from Illinois Valley Fire. The theme for the conference will be a Shakespearean theme and is scheduled for October 19-21 at the Ashland Hills Hotel and Suites. Kim is working on getting binders donated from Office Max as well as lining up speakers for the event. Kim reported she will work with Education Chair, Pam Webber after she has a draft lineup of speakers. Kim has already contracted with a hotel and is planning a Fun Night that coincides with the Shakespearean Festival. Laureal Williams added that Jack Snook has expressed interest in speaking to our group and Laureal will get Jack's contact information to Kim during conference.

Kim asked the Board how she should handle purchases for her event so she doesn't have to spend money out of her own pocket. Treasurer, Jamie Vohs said she can send in a check request for any conference related purchase she has. Jamie will talk with Kim further about the process later.

Approval of Minutes: *The 3rd Quarter Board Meeting Minutes were presented and reviewed. A motion was made by Deb Keehn to approve the minutes. Pam Webber seconded the motion, which passed unanimously.*

TREASURER'S REPORTS:

Treasurer Jamie Vohs reported the fiscal year ended well and financials are right on track with where they should be for the 15/16 fiscal year. Approximately \$600 is outstanding and still needs to be collected for membership dues. Laureal Williams complimented Jamie on how well she budgeted. *The A motion was made by Rhonda Grant to approve the Treasurer's Reports. Deb Keehn seconded the motion, which passed unanimously.*

REGIONAL REPRESENTATIVE REPORTS:

Region 1 Representative Jennifer Fox sent in a report. She has six members in her Region and has been in contact with them since the last meeting. Jennifer's Chief retired on September 30 so she has been busy reviewing the Chief's tasks while searching for a permanent replacement. Her interim Chief is Emmitt Cornford.

Region 2 Representative Lois Smith was unable to attend and had no report.

Region 3 Representative Robin Paulson reported she has 23 members including four new members and one retired member. Twelve of the Region 3 members are attending conference. Robin sent out postcards to each member in her region either supporting their decision to attend conference or encouraging them to attend and also to non-members to introduce OFSOA to those Districts. Robin expressed her appreciation to both the leadership and members of OFSOA for their support and encouragement of her and has sent special cards to members who have had health concerns. She finished her bio for the website and thanked Laura Houston for her "over the top" patience.

Region 4 Representative Mary Lou Busch was scheduled to arrive late to the meeting and her report was read by Rhonda Grant. Mary Lou has 10 new members in her region since the last meeting and mailed out welcome letters to the most recent five members before leaving for conference. Mary Lou has updated her Board Member book and the Region 4 book. Mary Lou has a new contract with her District making her one quarter time Administrative Assistant and plans to still volunteer as Assistant Chief. Mary Lou's new Chief supports her continued involvement as Region 4 representative if no one else applies for the position.

Region 5 Representative Paula Landrus has 14 members, eleven of which are attending conference. Paula has reached out to Redmond Fire and Rescue's administrative assistant, but she is not interested in joining OFSOA at this time.

Region Representative Liaison Rhonda Grant sent in articles for the newsletter including one about upcoming elections. Rhonda reported that the positions open for nomination are Vice President, Treasurer and Region 4 and 5 Representatives. Rhonda checked in with Region Representatives and

suggested they hand out new member cards individually to their members rather than placing the cards on the registration table.

COMMITTEE REPORTS:

Membership- Amy Anderson Rice provided the membership report. There are currently 141 current members including 22 life members and 119 active members. Amy has been working closely with Treasurer, Jamie Vohs regarding 24 members who have not paid their dues.

Amy has been working on the photo roster and will provide a draft copy to the Board for review, but would like feedback from the Board prior to providing the roster to the entire membership.

Amy ran a report based on a survey that was sent out asking why members have not renewed and will review the results of the report with the Region Representatives.

Amy expressed her thanks to the Board for their support with the UCC shooting rampage they just went through in Douglas County. Danna Wafer, Colleen Powell and Margie Ginsto will all be attending the conference tomorrow and will talk for a few minutes about their experience with the tragedy. Amy said the negative of the situation was seeing what the EMT's were going through and the positive for Amy was being able to help. Amy added that Robin Paulson "is a 10" as a Region Rep and also specifically thanked Jamie Vohs and Susan Shepard for their support.

Hospitality – Bonita Johnson will be attending conference, but was unable to attend the meeting. Susan Shepard read Bonita's report. Bonita said there is no Hospitality room at conference this year, which is a different, but sweet experience for her. Bonita is very excited that Paula Landrus has agreed to take over as Hospitality Chairperson with Bonita helping her out. Bonita is looking forward to revamping the way Hospitality works alongside Paula.

Merchandising – Tammy Robbins received 13 pre-order requests for the "Pink" t-shirts and they are in. Tammy has extra "Pink" shirts that will be available in the store during conference. Four members attended the "Walk for a Cause" and Tammy reported it was a lot of fun.

The Square is up and running and will be available for merchandise purchases throughout the conference. Tammy will continue to do hand-written receipts.

Tammy has 26 new clothing items for sale including engraved mugs and wine glasses.

Tammy asked if the Board would wear some type of OFSOA clothing during the conference to help promote sales.

New to You – Deb Keehn reported that she has not received any emails that anyone would be bringing used merchandise for the New to You store for conference. Deb had a big sale during workshop and has several items left over from that event.

Good Will Rep – Susan Shepard said she'd like to recognize Lois Smith for the great job she does as Good Will Rep. She was unable to attend the meeting, and provided no formal report.

Education – Pam Webber has been reviewing several topics for upcoming events including: Oregon Cooperative Procurement Program, Insurance Liabilities from Wilson Heirgood, Tim Dietz for Resilience and Leadership, Succession Planning, Storm King Mountain and Ann Kellogg. Pam said it is exciting to get leads on great classes and reminded the Board to pass along any classes that sound interesting and she will do further research on them.

Accreditation – Vickey Dosier reported she has three awards to present at the banquet including two level-three plaques and one level-one certificate. Vickey thought she'd have more people accredited after the spring workshop, but the worksheets require a lot of work.

Event Resource Contact – Susan Shepard read a report that Bonita Johnson provided since she was unable to attend the meeting. Office of the State Fire Marshall would like to host the 2017 workshop and Sunriver Resort is interested in OFSOA holding an event there as well. Pam Webber added that Brasada Ranch has invited OFSOA to their venue.

Scholarship – No applications were received for scholarships for conference.

Protocol – Susan Barrett handed out a draft page 11 from the procedure manual showing a change that was suggested at the July Board meeting. The change was to section III(A)(1) “must be an active member of OFSOA, in good standing for at least one (1) year, participating in meetings, workshops, and conferences whenever possible.” A motion to approve the draft language as presented was made by *Pam Webber*. *Amy Anderson-Rice seconded the motion, which passed unanimously.*

Susan Barrett announced she is retiring in March 2016 and this will be the last conference she attends.

Audit – Laureal Williams will ask for volunteers to form a committee to meet and do a spot check on the organization's financials during conference. Laureal would also like to work with Tammy Robbins on determining the financial liability and best practices to ensure the store inventory is accurate and determine how the audit committee can help Tammy out and lessen her liability. The Audit Committee will meet at 7:15 a.m. rather than after classes since everyone will need time to prepare for the banquet after classes are out on Thursday.

Communications – Stacy Brainard reported the next newsletter will go out in February and she will do a first call for articles in January.

Stacy's husband has signed a conditional offer of employment in Ketchikan, Alaska as their Assistant Fire Chief and if all goes well, she will be moving very soon. Stacy asked the Board if she should look for a replacement for her position as Communications Chair now and the consensus from the Board was yes.

Website – Laura Houston was unable to attend conference, but provided a report. Pat Cane has offered to assist Laura with more of the website tasks on the back end. Laura is currently working on creating a page for the New to You subcommittee and going through the different pages of the site to identify any editing or updating needs. She has made updates to the mail list and assisted the workshop and conference committees with registration information and posted to OFSOA.com.

Laura reported there have been increasing issues with OFSOA's public sites compatibility with different platforms as well as increasing issues with the website's admin portal related to different browsers. Laura asked the website company to prepare a proposal to address the issues and they have made the

following recommendations: Redesign the public website using HTML5, which will be able to be viewed on all platforms, desktops, tablets and phones. The new code would be compatible with all browsers. During the redesign, OFSOA will be allowed to change colors, logos, layouts, etc. The redesign also allows us to add features to the site to create excel spreadsheets for registrations, which was requested by our Registrar. The total cost of the upgrade will be \$2,000. Half of that will be due at the front end and the remainder at completion of the redesign. Monthly fees will remain the same. Laura added the site has not been updated since its creation, approximately ten years ago.

Stacy Brainard asked if we can find a cheaper website host than the \$300 per quarter we are currently paying. Laureal Williams said it is not that simple to switch, but she will email Laura Houston about Wild Apricot, which is another hosting option. The consensus of the Board was to ask Laura to bring the quotes to the January meeting for approval, but all agree it is time to upgrade the site.

LIAISON REPORTS:

Oregon Fire Bridge – No report received. Susan Shepard reported that Dave Gullledge told her he will try to attend the January meeting at DPSST.

Oregon Life Safety Team (OLST) – Pam Webber read the report for Laura Houston. The Oregon Life Safety Team meets at the Office of State Fire Marshall on the third Tuesday of the month for most of the year. OLST implements statewide fire prevention and safety education and endorse, promote and distribute educational materials. Laura Houston represents OFSOA as a partner association. Past minutes and agendas for the team are available on the OFSOA website under the quick links section of the homepage.

Laura would like to remind OFSOA that the Office of State Fire Marshall provides free items to the fire service to help with fire prevention. Order forms are available on the OFSOA website under resource links. New prevention items available this year are puzzles for children ages four to five that fit this year's fire prevention theme: Hear the Beep Where you Sleep. Other items include an updated smoke alarm brochure, temporary tattoos and much more.

OFDDA- Laureal Williams gave the report for OFDDA President Mark Kreutzer. The Oregon Fire Service Conference will be held in Seaside, Oregon on November 5-7. The program layout is a little different this year, starting on Thursday afternoon to help agencies cut down on lodging and registration costs. Laureal reported that dual tracks are still available and the conferences are not just for Fire Chiefs. The Keynote speaker this year is a former Superintendent of Oregon State Police. Genoa Ingram has made a \$250 donation to OFSOA to show appreciation for our help with the registration desk at the conference. Laureal reported the 2016 conference location will be in Bend and the 2017 may be in Ashland. The Fire Service Conference planning committee has authorized Districts to have an exhibit table.

OFDDA offers a 25% discount in annual maintenance fees to member Districts for the LOSAP plan.

If you would like Laureal to add you to the mail list to get updates from OFDDA, please send Laureal an email and she will add you to the list. Laureal will send out an email blast offering this to the membership as well.

OFCA- Chief Greg Marlar was not in attendance for the meeting, but asked Susan Shepard to announce that OFCA is starting a Chief Mentoring Program. They have also re-assigned liaisons for the new year and he will stay as our representative.

BUSINESS ITEMS:

- 1) Life Memberships – *Amy Anderson-Rice made a motion to grant Life Membership to ~~Mickie~~ Micki Valentine. Rhonda Grant seconded the motion, which passed unanimously.*
- 2) Banner Info Board – Life Member Pat Cane presented a price estimate for an OFSOA banner from 4imprint. The banner would replace the old, bulky banner OFSOA displays at events. The banner would be easy to change design-wise once the hardware is purchased. Pat also reported that 4imprint gives back to the community. Rhonda Grant suggested OFSOA have a contest to see who should design the banner. The banner could be easily transported to various events OFSOA hosts or attends.

A motion was made by Pam Webber to create a contest committee for the banner design. Committee will be Laureal Williams, Pat Cane and Kim Probst. The committee will gather price, design and wordsmithing for the January meeting. Robin Paulson seconded the motion, which passed unanimously.

Stacy Brainard offered to help head up a scrapbooking committee to remove all the old patches from the current banner and place them in the scrapbook along with any member who has been a part of OFSOA and list those members along with the patches.

- 3) Event Hosting Request Form – Susan Shepard presented a new draft form for requesting to host an OFSOA event. Currently OFSOA doesn't have any formal process in place to allow a Fire Chief to sign off on his/her OFSOA member to host an event. This could be an appendix to the Procedure Manual. Laureal Williams asked why we need to collect a reason why a Fire Chief disapproves of his District hosting an event and Susan Shepard stated that it has been a problem in the past with some Districts and it would be good information to pass along to someone if their Chief disapproves. *A motion was made by Julie Spor to include the OFSOA Event Hosting/Planning Request Form in the Procedure Manual. Stacy Brainard seconded the motion, which passed unanimously.* Susan Barrett stated she will add the form as an Appendix to the Procedure Manual and the Secretary will collect the completed forms.
- 4) Procedure Manual updates/approval was covered earlier in the meeting.
- 5) Conference last minute brief was given by Stacy Brainard and Kim Probst. Stacy said she is nervous and excited about the event and hopes it goes smooth. She said everyone who attends Fun Night will walk away with a prize (all of which were donated). The Banquet will be held in the Ross Ragland Theater. She has a good lineup of classes and the doors will open at 8 a.m. tomorrow morning. New member orientation was discussed and Vickey Dosier told the Board she thinks it is too intimidating to have new members have to attend a new member orientation and be called out as "new members". A lot of discussion ensued regarding the topic and how new members are "labeled". The consensus of the Board was that the orientation is still a good

thing to have new members attend and good information is presented. Stacy added the post conference Board meeting will take place at the Ross Ragland.

- 6) Susan Shepard reminded the Board to continue to work on the Strategic Plan and goals.
- 7) Workshop 2016 will be hosted by TVF&R, Olivia Houck and Sammy Smith on April 7 & 8.
- 8) Conference 2016 was discussed at the first part of the meeting.
- 9) Susan Shepard wants to make sure that we comp one night of lodging for the State Fire Marshal at our conferences since he is performing OFSOA a service. The Board agreed and this will be added to the event binder.
- 10) Protocol Appointment – Susan Shepard would like someone within the Board to take on this role and Rhonda Grant has expressed interest. No one else has expressed interest and so Susan Shepard appointed Rhonda Grant as Protocol Chair. Her term will commence post-conference and Susan Shepard will do an Oath of Office for Rhonda at the post-conference board meeting.
- 11) Square-up for registration. The Board agreed there are no issues with paying for an event registration with the Square, but that it would need to include a service fee. Laoreal Williams and Laura Houston will research adding a fee and also the ability to be able to pay online. The topic is tabled until the January meeting.

OTHER BUSINESS/GOOD OF THE ORDER:

Treasurer Jamie Vohs and Registrar Laoreal Williams will work together on researching 501c3 status for the organization and will report back at the January meeting.

No further business was discussed and the meeting adjourned at 7:39 p.m.

Respectfully submitted,

Julie Spor, Secretary