

Oregon Fire Service Office Administrators  
1<sup>st</sup> Quarter Board Meeting  
January 30, 2023 -10:00 a.m. Via Zoom

President Dulcy Pierce welcomed everyone and called the meeting to order at 10:05 a.m. Secretary Haley Meshnik was out sick, so President Dulcy Pierce took roll. Reports and other board packet information were posted prior to the meeting on Google Drive:

[https://drive.google.com/drive/folders/1jlCrd\\_QJakXfD94tMo1g3tf-AJnXrARY?usp=sharing](https://drive.google.com/drive/folders/1jlCrd_QJakXfD94tMo1g3tf-AJnXrARY?usp=sharing)

Executive Board:

- President Dulcy Pierce, McKenzie Fire & Rescue
- Vice President Ashley Naught, Tualatin Valley Fire & Rescue
- Secretary Haley Meshnik, Pleasant Hill Goshen Fire & Rescue
- Treasurer Jamie Vohs, Black Butte Ranch Fire District
- Past President Julie Spor, Sisters-Camp Sherman Fire District
- Region 1 Rep - Vacant
- Region 2 Rep - Vacant
- Region 3 Rep - Vacant
- Region 4 Rep - Vacant
- Region 5 Rep - Vacant

Committee Chairs:

- Education Chair Sally Cravinho, Office of State Fire Marshal
- Membership Chair, Donna Fleischman, McMinnville Fire
- Communications Chair Stephanie Hale, Polk County Fire District #1
- Protocol Chair Rhonda Grant, Stayton Fire District

Subcommittees:

- Accreditation Nannette Howland, Sandy Fire District No. 72
- Current Website Chair Laura Houston, Stayton Fire District
- New Website Chair Brittany Burroughs, Medford Fire Department
- Hospitality Chair Ashley Adams, Dallas Fire & EMS
- Good Will Kate Hennessy, Albany Fire Department
- Merchandise Chair Trish Lutgen, Aumsville Fire
- Scholarship Ashley Naught, Tualatin Valley Fire & Rescue
- Auditor - Vacant
- Registrar Trish Lutgen, Aumsville Fire
- Event Planning Committee Chair Jennifer Fox, La Grande Fire Department

**Introduction of Guests** - Life Members Pat Cane & Susan Shepard

**Approval of Minutes**

A motion was made by Stephanie Hale to approve the 4<sup>th</sup> Quarter Board Minutes on October 4<sup>th</sup>, 2022, via Zoom. The motion to approve was seconded by Rhonda Grant. Motion carried unanimously.

A motion was made by Julie Spor to approve the October 2022 Annual Business Meetings Day 1 & Day 2 Minutes. The motion to approve was seconded by Rhonda Grant. Motion carried unanimously.

A motion was made by Rhonda Grant to approve the October 7<sup>th</sup>, 2023 Special Meeting Post Conference Follow up Minutes. The motion to approve was seconded by Stephanie Hale. Motion carried unanimously.

## Treasury Report

Jamie Vohs - Presented the treasury report. It was noted that it may look like our Fall Conference expenses versus income are not adding up, but Jamie clarified that if you add the donations and grant income of \$8,250, to the Fall Conference income of, \$21,072, then it lines up with the Fall Conference expenses. Total Fall Conference expenses were \$31,089. Jamie shared that we are way over budget on awards and plaques but explained that this was to cover the awards that were not given during Covid, when conferences were not held.

A motion was made by Rhonda Grant to approve the treasury report. The motion to approve was seconded by Julie Spor. Motion carried unanimously.

## Correspondence

Received two nice thank you cards: One from Diane Nave for retirement gift and Alyce Vick, a charter member, for a gift and being included in the 30 year celebration.

Liaison - No update

## Committee & Sub-Committee Reports

### Education

Sally Cravinho - Shared that she met with the Event Planning Committee (EPC) and is looking forward to getting speakers and ideas for the fall conference. Sally will work with Nannette about accreditation questions the EPC had.

### Accreditation

Nannette Howland could not make the board meeting, however, recommends Dana Schulke from Crooked River Ranch for Level 1 Accreditation.

A motion was made by Rhonda Grant to approve the recommendation for Dana Schulke to receive her Level 1 Accreditation. The motion to approve was seconded by Jamie Vohs. Motion carried unanimously.

Included in Nannette's report was an example of a Level 4 Accreditation Award: a custom blown inkwell and quill, since the prior award is no longer available.

### Event Planning

Jennifer Fox - Shared that the Event Planning Committee (EPC) met in January and reviewed the evaluations from the Fall Conference. A few noted topics were more gluten free options and a clear map to the hospitality room, as it was difficult to find. The 2023 Fall Conference dates have been set and facility booked. October 4-6<sup>th</sup> in Hood River.

A discussion ensued on 2023 spring trainings, using Soul Canyon. We have several options.

1. Utilize Soul Canyon's free Lunch and Learn and have OFSOA members meet at designated host locations around Oregon to allow for networking.
2. 2. Ask Mary Hambleton, at Soul Canyon to do a ½ day training custom for our OFSOA members virtually. Mary would combine the topics 'Excellent customer service' with 'Accountable communication'. Or

3. Both options. The EPC is looking for discussion and approval from the board. Ashley Adams shared that an OFSOA group rate would cost \$1,400 and individual costs were \$67 per person.

Jennifer Fox asked for the Board's direction towards the Lunch and Learn or the 4-hour session with Mary, or both. And in addition, if the board wants the EPC to invest their time into that? Jennifer clarified that outside the Lunch and Learn, logistically we would have to do a course through OFSOA as a group, not individually, but wanted to clarify to the members that the intent of the EPC is to not necessarily commit to planning something like this every spring.

Julie Spor added that they have money budgeted for a Spring Conference. It was suggested that they could use some of those funds to pay for lunch during the lunch and learn. Julie Spor also made a recommendation that Nannette Howland and Sally Cravinho figure out where the classes will fit in the accreditation, prior to publishing the Lunch and Learn courses out to the members. It was added that the suggestion to use the Soul Canyon Lunch and Learn is a great option that does not take up too much EPC time.

Jennifer Fox added that the EPC meets in mid-February, and they welcome any new members. Julie Spor said she was willing to host a Lunch and Learn at her district, and help create a flyer.

#### Hospitality

Ashley Adams - Shared that she is working with the EPC to decide where to have the hospitality room at the Fall Conference, in Hood River.

#### Membership

Donna Fleischman - Shared that our memberships are increasing. We currently have 165 members and 133 of those are active members. A few regions have new members and she plans to update the listed members on the website.

#### Good Will

Kate Hennessy - Unable to attend, no report.

#### Merchandise

Trish Lutgen - Reported that merchandise at the Fall Conference went well. She had \$1,300 in expenditures and made \$1,900. She has started to work on getting new items/article to build up the inventory again.

Trish requested \$1,400 this fiscal year, so she can begin restocking the merchandise in time for the fall conference. A discussion ensued. Trish added that starting in July leaves her with a limited timeframe to get stuff and embroidered by October. Jamie Vohs supports making Trish's job easier, but stated that it needs to be a board decision. Rhonda Grant says she is ok with it, if we have the funds available. Julie Spor suggests we should wait for the new budget.

Trish explained that she tried to keep costs down by buying clearance items from Amazon and various deals. It was recommended to take funds from the 2023 Spring Conference scholarship and insurance line items since they have been budgeted and won't be used. A discussion ensued on how much to increase the line this fiscal year. If the board votes to over expend the merchandise line item, then Julie Spor suggests to keep it in that line so that we can track actual expenditures.

A motion was made by Jamie Vohs to give merchandise an additional \$800 for fiscal year 22/23. The motion to approve was seconded by Donna Fleischman. Motion carried unanimously.

### Protocol

Rhonda Grant - Reported that the Bylaws committee have had several meetings. They meet every two weeks and are on article 6 of 12. They have researched bylaws from other organizations, had lots of thoughtful input, made a few changes, and are making good progress.

### Communication

Stephanie Hale - Reported that the 1<sup>st</sup> holiday issue for the 6<sup>th</sup> Bugle went out. She participated and facilitated Zoom for the round table on Paid Leave Oregon (PLO). She plans to meet with Melonie Bicket to get photos to make a scrapbook that they can bring to future conferences.

Current Website - No update

### New Website

Brittany Burroughs - Reported that the new website is pretty much built. She is cleaning it up, updating things, to make sure she is ready when it goes live. Brittany is thankful that Laura Houston is managing the old website so that she can focus on the new website.

Brittany is requesting the spreadsheet with new board members and any other member managed, current documents that need to be added to the website or updated be sent to her.

A discussion ensued on how much notice the old website needed before it was shut down, to understand the lead time. Jamie Vohs shared that the payment for the old website is every 3 months. Brittany shared that the goal is to have the new website available mid-summer to be able to use for Fall Conference registration.

### Business Item

President Pierce - Shared that the survey results and concluded that 79% of the members said yes to only having one big event per year. There was minimal discussion on the survey. President Pierce asked, if based off the survey, does the Board agree with one event per year? Rhonda Grant added that one big event is enough, but she still has strong feelings that we have a spring event and that the Event Planning Committee help with it. Rhonda added that she believes that is what they created the EPC for. It doesn't have to be a big event, virtual is good, with regional hosting locations. Rhonda concluded saying that OFSOA is all about training our people and we can't let that slide.

Donna Fleischman agrees that moving to one big conference makes sense, with all the time and effort that goes into making a good conference. But she also feels it's good to have a spring training. She added that it makes sense for the EPC to stay connected and help facilitate that, because someone needs to be in charge to make that spring training happen. She added that knowing a group is in charge of facilitating the pieces to make it happen and getting the info out to the members is important to make sure we can move forward.

### Registrar

Trish Lutgen - No activity to report at this time.

## Banking

President Pierce - Shared that the current check signers are Jamie Vohs, Julie Spor, Dulcy Pierce, and Ashley Naught. Typical process is to remove signers after board elections and update account signers to the new President, VP, Secretary, and Treasurer. Since the majority of the checks are to reimburse members who have purchased things for OFSOA it is President Pierce's recommendation that Past President Julie Spor remains as a signer and an approval process be created so that Jamie can still have Julie sign. This way the reimbursement process does not slow down, because geographically, it is financially efficient. President Pierce added that this will be revisited when positions change.

Rhonda Grant added that we will need to update the procedure manual.

*A motion was made by Jamie Vohs for the Past President Julie Spor, to continue as a signer until geographically it makes sense and with a process in place that an official signer acknowledges the payments. The motion to approve was seconded by Rhonda Grant. Motion carried unanimously.*

Jamie Vohs added that every month when she reconciles, those statements and reconciliations are sent to the President and Vice President for an extra set of eyes to review.

## Open Positions

President Pierce - Shared that we have several open positions. Vice President Ashley Naught got a promotion and can no longer fulfill her duties as VP and Scholarships. We also still have all 5 regional board positions vacant. In addition, we have two subcommittee openings, the scholarship chair mentioned before and auditor. Rhonda Grant stated that we need to advertise what positions are open, what the responsibilities are, and the Board can appoint people to fill these positions until the next election. President Pierce will work on an announcement to get out to the members via the communications online and via email.

## President Report

President Pierce shared that she is preparing to speak at the SDAO Fire Caucus and the OFCA meeting.

New Business - None

Good of the Order - None

## Upcoming Meeting Dates

- 2<sup>nd</sup> Quarter Board Meeting will be on April 25<sup>th</sup> via Zoom, at 10am.

Adjournment President Pierce adjourned the meeting at 11:10 a.m.

Respectfully submitted.

Haley Meshnik  
Secretary