



Oregon Fire Service Office Administrators

Board Meeting Agenda
4th Quarter Board Meeting
October 3, 2023 - 1:00 p.m.

The Best Western - Hood River, Oregon

President Dulcy Pierce welcomed everyone and called the meeting to order at 1:03 p.m.
Secretary Haley Meshnik took roll.

1. Welcome
2. Roll Call

Executive Board:

- President Dulcy Pierce, McKenzie Fire & Rescue
- Vice President, Jennifer Fox, La Grande Fire Department
- Secretary Haley Meshnik, Pleasant Hill Goshen Fire & Rescue
- Treasurer Jamie Vohs, Black Butte Ranch Fire District - Zoom
- Past President Julie Spor, Sisters-Camp Sherman Fire District - Zoom
- Region 1 Rep - Vacant
- Region 2 Rep - Ashley Adams, Dallas Fire & EMS - Zoom
- Region 3 Rep - Kelly Busch, Grants Pass Fire & Rescue
- Region 4 Rep - Vacant
- Region 5 Rep - Vacant

Committee Chairs:

- Education Chair Sally Cravinho, State Fire Marshal
- Membership Chair, Donna Fleischman, McMinnville Fire
- Communications Chair Stephanie Hale, Polk County Fire District #1 - Zoom
- Protocol Chair Rhonda Grant, Stayton Fire District - Was unable to attend.

Subcommittees:

- Accreditation Nannette Howland, Clackamas Fire - Zoom
- Current Website Chair Laura Houston, Stayton Fire District
- New Website Chair Brittney Burroughs, Medford Fire Department - Zoom
- Hospitality Chair Ashley Adams, Dallas Fire & EMS
- Good Will Kate Hennessy, Albany Fire Department - Was unable to attend.
- Merchandise Chair Trish Lutgen, Western Lane Fire & EMS - Was unable to attend.
- Auditor - Haley Meshnik, Pleasant Hill Goshen Fire & Rescue
- Registrar Trish Lutgen, Aumsville Fire - Was unable to attend.
- Event Planning Committee Chair (EPC) Jennifer Fox, La Grande Fire Department

Introduction of Guests - Life Member Pat Cane and visiting guest Brooklyn from Douglas County

Approval of Minutes

A motion was made by Julie Spor to approve the 3rd Quarter Board Minutes from July 25th, 2023, via Zoom. The motion to approve was seconded by Jennifer Fox. Motion carried unanimously.

**The Board reviewed the submitted reports, which are attached as addendums and are available on file.*

Treasury Report

Jamie Vohs presented the financials and shared that the conference income was coming in

and after the conference they will know the total conference expenses. She added that there will be donations of \$6,000 from DPSST and \$1,500 from OSFM.

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

Correspondence - Resignation letter from Past President Julie Spor effective after the fall 2023 conference, so that she can focus on her college studies.

Regional Representative Reports -

Region 2: Ashley Adams shared that people are requesting to be part of the Region 2 group, on the new website.

Region 3: Kelly Busch shared that in her region research there are numerous agencies not in our organization and she plans to reach out to them.

Liaison Reports -

SFM - Sally Cravinho shared that they hired new admins, and everyone is settling into their new office space. They are recruiting for more management positions. Fire Marshal Mariana Ruiz Temple shared that she was sorry that she could not join us this year at our conference. Sally said that anyone is welcome to stop by and get a tour of their new building.

OFDDA - No update provided

OFCA - Liaison is hosting the Chief Meeting today. - No report provided

Fire, Life & Safety - A transition/restructuring is in the works - No update yet.

Committee & Sub-Committee Reports

Education: Sally Cravinho shared that she is working with Nannette Howland on accreditation. She added that three from her office are in the Honor Guard, for the conference opening ceremonies.

Accreditation: Nannette Howland shared that she is requesting votes to approve Dana Schulke for Accreditation Level III and Stephanie Hale for Accreditation Level I.

A motion was made by Kelly Busch to approve the recommendation for Dana Schulke for Accreditation Level III and Stephanie Hale for Accreditation Level I. The motion to approve was seconded by Jennifer Fox. Motion carried unanimously.

Event Planning: Jennifer Fox shared that Fall 2024 Conference will be held in Newport. She added that she and Ashley Adams did a site visit where they learned they can do a simple breakfast in a hospitality suite that is easy to find, and hosted meals are affordable. Jennifer added that they have reduced costs, for the 2023 conference, by not offering break foods, but will still have coffee served all day. Jennifer recommended that we not return to the Hood River, Best Western, because it is too expensive, at \$26 per guest for just breakfast. Overall expenses were significant.

Hospitality: Ashley Adams shared that at the conference there will be wine tasting and a fun jeopardy game for members to play.

Scholarships: Jennifer Fox shared that there were 3 requests for scholarships that were all

approved by the committee. There are no funds left over.

Membership: Donna Fleischman shared that there are a total of 122 members and currently 90 active/paid members. A discussion ensued about the membership fees. Many felt \$40 was very low and that we should consider raising it to \$75. It was noted that most departments pay a lot for their Chief dues, and we could make the dues increase decision and announcement at the Fall Conference, so that members could budget for it next year. Rhonda Grant pointed out that the Bylaws says we have to give the member 30 days' notice, before the fall conference, of any dues increases. Donna and President Pierce will create a plan and members will be well informed of an upcoming increase.

Good Will: Kate Hennessy was not able to make the meeting.

Protocol: Rhonda Grant minimal update, see report.

Registrar: Trish Lutgen was driving and had no activity to report at this time.

Communication: Stephanie Hale shared that she is looking forward to talking to everyone about the website.

New Website: Brittney Burroughs shared that she will be presenting on how to use the website and some new features at the conference.

Audit: Haley Meshnik shared that the audit is complete and will present at the conference.

Life Member: Rhonda Grant will be retiring in March and is eligible for a life membership.

A motion was made by Jennifer Fox to appoint Rhonda Grant as a life member. The motion to approve was seconded by Kelly Busch. Motion carried unanimously.

Appoint returning Committee/Sub-Committee Positions:

A motion was made by Julie Spor to appoint the returning Committee/Sub-Committee Positions. The motion to approve was seconded by Ashley Adams. Motion carried unanimously.

Open Positions: Merchandise, Treasurer, Rep 1,4, & 5. The board would like to see new faces on the board.

Board Retreat: President Pierce shared that the goal is to refresh positions and roles and go over the goals attached to the strategic plan.

Good of the order: Help recruit members to help fill elected positions.

Pending To do:

- President Pierce, Julie Spor, and Jennifer Fox will do some research on costs of a one-day training and get a tentative budget set and work with Jamie Vohs. They will send out an amended budget to the Board for approval.
 - Board can vote via email on a Spring event modification amendment to the budget.

- Donna Fleischman will provide an updated list with who is in each region.
- Donna Fleischman will provide an updated membership list for the new website.
- President Pierce to have the Bylaw Committee discuss having the EPC Chair being a voting Board Member and what the process will be.

Adjournment: President Pierce adjourned the meeting at 1:42 pm

Respectfully submitted.

Haley Meshnik - Secretary

Approved



Report to the OFSOA Board of Directors

Complete this form and submit to president@ofsoa.com at least three days prior to the next OFSOA Board Meeting. If you will attend the meeting in person or via teleconference, note you will have 3 – 5 minutes to speak.

Region or Committee Name _____

Prepared By _____

Other Members / Associates Involved _____

Purpose of Report

Please check one:

- Quarterly Report
- Special Report
- To Request Assistance
- Other: _____

Topic 1 _____

Background Information / What has been accomplished so far?

Current challenges & opportunities:

How can OFSOA help or support?

Topic 2 _____

Background Information / What has been accomplished so far?

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Thank you!

**OFSOA FINANCIALS
FISCAL YEAR 2023-2024**

APPROVED XX/XX/2023

GENERAL FUND

2020-2021	2021-2022	2022-2023	2022-2023 ACTUAL thru 4/18/2023	<u>GENERAL FUND RESOURCES</u>	2023-2024 ADOPTED BUDGET	2023-2024 ACTUAL thru 12/31/2023	2023-2024 % Spent
ACTUAL	ACTUAL	BUDGET			BUDGET		
37,741	38,610	40,474	38,283	Beginning carry-over	33,483	33,482.91	100.0%
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				
37,741	38,610	40,474	38,283				
0	2,650	23,000	21,322	Conference Income - Fall	17,650	18,195.00	103.1%
0	10,742	13,000	0	Conference Income - Spring	0	0.00	#DIV/0!
0	3,020	3,000	9,250	Donations/Grants	7,000	6,000.00	85.7%
4,840	5,040	5,080	5,460	Membership Dues (135 @ \$40)	5,400	4,020.00	74.4%
0	0	0	0	Miscellaneous Income	0	0.00	#DIV/0!
54	1,014	1,200	1,939	Store Revenue	1,200	645.00	53.8%
				Transfer In/Scholarship Revenue			#DIV/0!
0	0	0	0	Workshop Income Total (LAST WS 2019)			#DIV/0!
4	2	3	1	Interest	3	0.95	31.7%
42,639	61,078	85,757	76,256	TOTAL GENERAL FUND RESOURCES:	64,736	62,343.86	96.3%

2020-2021	2021-2022	2022-2023	2022-2023 ACTUAL thru 4/18/2023	<u>GENERAL FUND EXPENDITURES</u>	2023-2024 Adopted BUDGET	2023-2024 ACTUAL thru 12/31/2023	2023-2024 % Spent
ACTUAL	ACTUAL	BUDGET			BUDGET		
0	466	2,200	5,573	Awards, Plaques	2,600	1,666.93	64.1%
0	362	550	534	Bank Service Fees/CC Fees	550	462.24	84.0%
0	150	300	150	Board Meeting Expenses	300	149.90	50.0%
1,291	2,820	3,200	1,020	Communications	2,100	619.99	29.5%
0	4,015	23,000	31,089	Conference Expenses - Fall	24,650	22,071.80	89.5%
0	9,919	13,000	594	Conference Expenses - Spring	1,000	0.00	0.0%
202	1,324	700	505	Gifts & Goodwill	500	0.00	0.0%
		1,500	0	Insurance	0	0.00	#DIV/0!
50	281	200	50	Miscellaneous Expense	200	50.00	25.0%
0	424	300	0	New Member Orientation	300	0.00	0.0%
2,206	1,088	500	418	Office	450	0.00	0.0%
0	1,500	0	-1,750	Prepaid Conference Expenses	0	-1,681.54	#DIV/0!
280	192	3,000	684	Scholarship (\$1500/conference)	1,500	1,188.26	79.2%
0	255	1,400	1,384	Store Stock & Supplies	1,400	0.00	0.0%
0	0	0	0	Workshop Expenses (Conf. Spring) - (LAST WS 2019)	0	0.00	0.0%
4,029	22,795	49,850	40,251	TOTAL GENERAL FUND EXPENSES:	35,550	24,527.58	69.0%

				<u>GENERAL FUND BALANCE</u>			
2020-2021	2021-2022	2022-2023	2022-2023 ACTUAL thru 4/18/2023		2023-2024 ADOPTED BUDGET	2023-2024 ACTUAL thru 12/31/2023	
ACTUAL	ACTUAL	BUDGET			BUDGET		
38,610	38,283	35,907	36,005		29,186	37,816.28	

OFSOA
Profit & Loss by Class
 July through December 2023

	Gen Fund	Unclassified	TOTAL
Income			
4000 · Beginning Fund Balance	33,482.91	0.00	33,482.91
Conferences Income			
Conf. Guest Meals	700.00	100.00	800.00
Conf. Raffle	0.00	815.00	815.00
Conf. Registrations			
2023 Fall Conference	15,080.00	0.00	15,080.00
Total Conf. Registrations	15,080.00	0.00	15,080.00
Conf. Sponsor/Vendor	1,500.00	0.00	1,500.00
Total Conferences Income	17,280.00	915.00	18,195.00
Donations	6,000.00	0.00	6,000.00
Interest	0.95	0.00	0.95
Membership Dues			
23-24 Dues	4,020.00	0.00	4,020.00
Total Membership Dues	4,020.00	0.00	4,020.00
Store Revenue			
New Merchandise Revenue	0.00	645.00	645.00
Total Store Revenue	0.00	645.00	645.00
Total Income	60,783.86	1,560.00	62,343.86
Expense			
Awards, Plaques			
Board Awards/Gifts	1,666.93	0.00	1,666.93
Total Awards, Plaques	1,666.93	0.00	1,666.93
Bank Service Charges	444.47	17.77	462.24
Board Meeting Expenses	149.90	0.00	149.90
Communications			
Newsletter/Bulletins	119.99	0.00	119.99
Website	500.00	0.00	500.00
Total Communications	619.99	0.00	619.99
Conference Expenses (FALL)			
Banquet	4,905.60	0.00	4,905.60
Complimentaries	1,341.10	0.00	1,341.10
Facility Exp	1,725.00	0.00	1,725.00
Hospitality Room	68.00	0.00	68.00
Meals and Breaks	8,421.60	0.00	8,421.60
Misc. Exp	209.12	0.00	209.12
President's Night	600.00	75.00	675.00
Speaker Exp			
Speaker Fees	4,382.54	0.00	4,382.54
Speaker Lodging	343.84	0.00	343.84
Total Speaker Exp	4,726.38	0.00	4,726.38
Total Conference Expenses (FALL)	21,996.80	75.00	22,071.80
Miscellaneous Expense	50.00	0.00	50.00
Prepaid Conf/Workshop Expenses	-681.54	-1,000.00	-1,681.54
Scholarship			
Fall Conf Scholarship	1,188.26	0.00	1,188.26
Total Scholarship	1,188.26	0.00	1,188.26
Total Expense	25,434.81	-907.23	24,527.58
Net Income	35,349.05	2,467.23	37,816.28

OFSOA Payables Quarter

Type	Date	Num	Name	Memo	Split	Amount
Checking-9555						
General Fund Checking						
Check	10/02/2023	2067	Cash	Raffle Bank	Petty Cash ...	-50.00
Check	10/02/2023	2068	Vohs, Jamie-ve...	Reimburse...	Board Awar...	-260.55
Check	10/02/2023	2069	Jefferson Fire Di...	2023 Fall ...	-SPLIT-	-1,032.40
Check	10/05/2023	2070	Spor, Julie-vendor	2023 Conf...	Board Awar...	-37.02
Check	10/06/2023	2071	Spor, Julie	2023 Conf...	Board Awar...	-24.99
Check	10/09/2023	2074	Adams, Ashley	2023 Fall ...	Hospitality ...	-68.00
Check	10/09/2023	2073	iFocus	Inv# 15645...	Website	-100.00
Check	10/09/2023	2072	Flow Yoga	Inv# OFS...	Speaker Fe...	-250.00
Check	10/10/2023	2075	Salem Laser En...	2023 Conf...	Compliment...	-452.00
Check	10/13/2023	2076	Best Western Pl...	10/3-10/6/...	-SPLIT-	-16,094.30
Check	10/16/2023	2077	Hollis Consulting	Inv# 100123	Speaker Fe...	-950.00
Check	12/07/2023	2080	iFocus	Inv# 15724...	-SPLIT-	-200.00
Check	12/07/2023	2079	Jefferson Fire Di...	2023 Fall ...	Compliment...	-65.82
Check	12/07/2023	2078	Corporation Divi...	2023 Annu...	Miscellaneo...	-50.00
Total General Fund Checking						-19,635.08
Scholarship Fund Checking						
Total Scholarship Fund Checking						
Checking-9555 - Other						
Total Checking-9555 - Other						
Total Checking-9555						-19,635.08
TOTAL						-19,635.08

From: ASHLEY ADAMS <ashley.adams@dallasor.gov>

Sent: Tuesday, October 31, 2023 9:28 AM

To: Dulcy Pierce <dpierce@mckenziefire.com>; Jennifer Fox (jfox@cityoflagrande.org) <JFox@cityoflagrande.org>

Subject: Sad News

Good Morning Ladies,

It hurts so much to have to write this email, but unfortunately, I must step down from the Region 2 Rep position and the Hospitality Chair. I have given my two weeks notice at Dallas Fire & EMS and will be pursuing other opportunities. I hope that my relationship with you amazing women continues. I am forever thankful for everything OFSOA has taught me, and the connections I was able to make in order to be the best I could be in my position at Dallas. If you need any outside help on events, I would love to assist!

Thank you so much for everything. I will miss being a part of this extraordinary group.

In all of the ugliness we see -
Receiving the care packages of
supplies was a beautiful
thing. Please send my deepest
gratitude to your friends.

let's chat soon!

Wayley



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Region or Committee Name _____

Prepared By _____

Other Members / Associates Involved _____

Purpose of Report

Please check one:

- Quarterly Report
- Special Report
- To Request Assistance
- Other: _____

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Thank you!



Report to the OFSOA Board of Directors

Meeting Location: Zoom mtg Date: January 30, 2024

Region or Committee Name: Protocol Chair

Prepared By: Rhonda Grant

Other Members Involved: _____

Purpose of Report - Please check one: Quarterly Report

Special Report Other:

Background Information / What has been accomplished so far?

- Reviewed and proofed board minutes
- Working on updating the Procedure Manual to match Bylaw updates

Current challenges & opportunities:

Looking for someone interested in Protocol position. I will be available to train them and I'm sure Pat Cane will still be a resource as well.

How can OFSOA help or support?



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Thank you!



THE SIXTH BUGLE

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
OFFICIAL NEWSLETTER

Little Drummer Boy

BY: FOR KING + COUNTRY



Welcome to our holiday newsletter! I am thrilled to share the latest updates, exciting festivities, and heartwarming stories that have unfolded within our OFSOA group during this joyful season. Join me as I spread the holiday cheer, celebrate cherished traditions, and embrace the spirit of giving. I hope this newsletter brings a touch of magic to your day and inspires you to embrace the warmth and joy that this holiday season brings. So, sit back and relax, and immerse yourself in the joyous tales and memories that await you in this holiday newsletter.

Happy Holidays!



MORE OFSOA NEWS INSIDE
WHAT ARE YOU MAKING FOR
THE FAMILY? -5

**IMPORTANT DATES TO
REMEMBER**

OCTOBER 2-5, 2024

**2024 ANNUAL OFSOA
CONFERENCE
NEWPORT, OREGON**

**2023
CONFERENCE
PHOTOS--
CHECK OUT
THE LINK!**



Fun and Historical Holiday Facts

- Santa Claus has worn blue and white and green in the past, but his traditional red suit came from a 1930's ad by Coca-Cola.
- "Jingle Bells" holds a Guinness World Record for being the first song ever played in outer space.
- Candy canes were invented to help keep children quite during church.
- It takes an average of 7 years to grow a Christmas tree.
- Mariah Carey only spent 15 minutes writing "All I want for Christmas Is You".
- In Ireland, it's tradition for kids to leave out a pint of Guinness instead of the traditional milk and cookies.
- Over 25% of all emails are sent during the holidays.
- The highest-grossing Christmas movies of all time is "How the Grinch stole Christmas" (the Jim Carey one).
- There are 364 gifts total given out in the "12 Days of Christmas" song.



[Watch a tutorial on how to wrap a Tiffany Bow](#)





SHERYL BARRONE FROM NORTH DOUGLAS COUNTY FIRE AND EMS HAVE A COMFORT DOG NAMED MOLLY. SHE REALLY LOVES HER JOB AND SOME DAYS YOU'LL FIND HER HARD AT WORK!! HI SHERYL, THANKS FOR SHARING!

ITS ALL FUN AND GAMES UNTIL SANTA CHECKS THE NAUGHTY LIST



Holiday Food Traditions

Glazed Ham
Scalloped Potatoes
Green Bean Casserole
Turkey & Gravy
Mashed Potatoes
Prime Rib
Tofurkey
Yorkshire Pudding
Sweet Potato Casserole
Duck
Cranberry Salad
Ambrosia
Deviled Eggs
Spanakopita
Stuffing



Please share your traditional holiday recipes

[The BEST Sweet Potato Pecan Casserole recipe](#)

30
YEARS

— HAPPY —

Retirement



Rhonda Grant

Thank you for your hard work and dedication throughout the time you have served on the Board. We wish you well on your new journey of life. You Will Be Missed!

- President
- Past President
- Vice President
- Treasurer
- Protocol Chair



Conference Banquet



Swearing in the new members

Geo-caching with friends



GETTING TO
KNOW
JENNIFER FOX



BASEBALL
SEASON
WITH MASON



JENNIFER'S
BELLA KITTY



JENNIFER'S
SWEET KITTY
HAZEL



JENNIFER, GRANDA
AND KELLEN COOKING
IN THE KITCHEN



JENNIFER AND
HER MOM AT OAK
ALLEY
PLANTATION



SPOTIFY'S SOUNDTRACK
OF THE SEASON

1.) All I Want For Christmas Is You
by Mariah Carey

2.) Last Christmas by Wham!

3.) Rockin' Around The Christmas
Tree by Brenda Lee

4.) Jingle Bell Rock by Bobby Helms

5.) Santa Tell Me by Ariana Grande

DID YOU KNOW...

Deck The Halls is the most popular
Christmas song in Oregon!?

1.57

-0.34





Federal Updates for 2024

IRS Mileage Reimbursement Rate:

The IRS standard mileage rate will increase from 65.5 cents per mile driven for business purposes to 67 cents per mile.

Be sure to update your systems to account for this change



Lunch & Learn Video

Passcode: p&DVyA7M

Please Download Link- It Expires on
February 3rd.

CLICK HERE
TO REGISTER

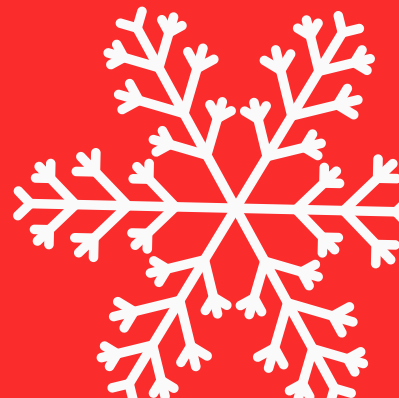
FRANCES ONLINE ~

MAKE SURE YOU HAVE BENEFIT ACCESS
TO VIEW ANY SUBMITTED CLAIMS!



Nudging Your Way to Workplace Satisfaction

Dive into the intriguing world of behavioral psychology and organizational dynamics in this compelling presentation with Jule Deges. From holding in pee to the concept of Flow, she explores how immersion in tasks impacts productivity. Discover the Negativity Bias and how subtle changes – or “Nudges” – in our environment can shape decisions without compromising choice. Uncover the concept of “Positive Nudging” and its potential to drive strengths-based development and organizational change. This talk encourages a fresh perspective on leveraging psychology for workplace transformation, leaving you inspired to harness the power of nudging for a brighter future.





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Prepared By _____

Other Members / Associates Involved _____

Purpose of Report

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- To Request Assistance
- Other: _____

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Current challenges & opportunities:

How can OFSOA help or support?

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