



Oregon Fire Service Office Administrators
Board Meeting Agenda
Post Quarter Board Meeting
October 6, 2023 - 12:00 p.m.
The Best Western - Hood River, Oregon

President Dulcy Pierce welcomed everyone and called the meeting to order at 12:22 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
- Past President Julie Spor, Sisters-Camp Sherman Fire District
- 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
- Protocol Chair Rhonda Grant, Stayton Fire District

Subcommittees:

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

Recap of Awards - President Dulcy Pierce recapped the awards given at the conference.

Receiving Board Awards:

Former Vice President Ashley Naught
Past President Julie Spor
Treasurer Jamie Vohs

Receiving Committee Awards:

Education Chair Sally Cravinho
Membership Chair Donna Fleischman
Protocol Chair Rhonda Grant
Accreditation Nanette Howland
Merchandise Chair Trish Lutgen

Registrar Chair Trish Lutgen

Receiving Length of Service Awards:

Julie Spor, 20 Years

Paula Landrus, 20 years

Receiving Accreditation Awards:

Stephanie Hale, Level I

Dana Schulke, Level I & III

Jennifer Fox, Level I, II, & III

Trish Lutgen, Level IV

Receiving the President's Award:

Jeff Griffin, WHA Insurance

Business Items -

Topics discussed.

1. The need to make name tags with magnetic backs for board members. This will happen for the next conference.
2. Forms on the website are outdated. Brittney Burroughs said that they can create electronic forms or download them to PDFs. Jennifer Fox suggested we try it on the open positions tab to see how the fillable form looks.
3. The Oregon State Fire Marshal is no longer being called "Office of Oregon State Fire Marshal.
4. Jennifer Fox shared that it is hard to keep the online forms updated and that they should be intentional about updating the forms a few months before fall conference.
5. Rhonda Grant mentioned the topic of providing speaker gifts. She shared that some speakers looked like they were anticipating receiving a gift. It was noted that we need to watch the budget and concluded that at the very least, we could hand them a thank you card when they are done.
6. Open Committee and sub-committee Positions Available for nomination/application. Merchandise - Vacant. Positions can be filled by appointment.
7. Jennifer Fox thanked all the board members for all their help during the conference. Jennifer did a great job with the conference.
8. Laura Christy, of Cornelius Fire, is willing to help at the next conference and happy to present speakers.
9. It was discussed that speaking to people directly helps people feel like they are needed and possibly, they would be more willing to help with various tasks at conference or filling a board of committee position.
10. Following the Annual Conference Julie Spor is stepping down as Past President to focus on her studies. She is available as a support, but not able to be as involved.

A motion was made by Julie Spor to remove herself as Past President. The motion to approve was seconded by Rhonda Grant. Motion carried unanimously.

Good of the Order: Haley Meshnik suggested that at the next conference we explain the voting process to the members, so they are aware of the timeline between considering filling a vacant position and when the nomination window closes. She said that new members may not understand there is a short window to ask questions, understand the commitment, how nominations work, and when the nominations window will close.

Adjournment President Pierce adjourned the meeting at 12:33 pm

Respectfully submitted.

Haley Meshnik - Secretary

Approved