



OREGON FIRE SERVICE OFFICE ADMINISTRATORS 2024 ELECTIONS

POSITION OF: PRESIDENT



I would love to serve as OFSOA President for another term.

I became a member of OFSOA 10 years ago and it has been the best decision for my professional development and personal connections. OFSOA is important because it provides training specific to my role, as an Administrative Assistant for McKenzie Fire & Rescue, and in general, to the Oregon Fire Service. While I have always been outgoing, serving on the Board has stretched me – sometimes in uncomfortable ways, but that is where growth happens. And I continue to grow!

Currently, I have served on the Board in one capacity or another since 2016.

The friendships and networking relationships built through my membership and time on the Board are life-long and impactful.

Serving as Board President has allowed me to work with many of you and I feel like the Board successes are everyone’s successes to be celebrated.

I would encourage Board involvement, at any level, and appreciate your consideration in a second term as OFSOA President.

POSITION OF: SECRETARY



I started working in the fire service with Pleasant Hill Goshen Fire & Rescue three years ago. It was a steep learning curve and yet a challenging and rewarding job. Two years ago, I felt timid to be in the spotlight and did not want to add anything more to my current “New to the fire service” plate. At Fall Conference I was pulled aside and asked/encouraged to be the Secretary Chair, by a very supportive OFSOA member and friend... (who I won’t put on blast). But she was very reassuring that I would not do it alone and that she would be by my side to help support me through it. I saw the need in her plea and my desire to help others kicked in, being willing to help. There were no others wanting to step into this position and like all the other Board positions, it was a role that was crucial to the organization.

Against my comfort zone, I stood on stage at conference sharing why I was willing to be the Secretary. It was short and simple. I basically said, I

volunteered because I saw there was a need, and I was willing and wanting to help. I did not know the full extent of my position at the time, but I knew I could figure it out and had the support of past Secretary Dulcy Pierce and all the other fabulous ladies I met through OFSOA.

I must include that the friendships and support of the board have been instrumental in my professional growth both in the fire service and my personal life. I have no regrets being willing to help this amazing group of women.

Because of their amazing support and encouragement, I survived the past two years and am seeking reelection as Board Secretary. This decision is a combination of both wanting to help and support the Oregon Fire Service Office Administrators, as well as to continue to challenge myself professionally. I am aware that detailed and efficient minutes help keep our organization progressing and evolving. Past Secretary Pierce has been a great mentor as well as life members Pat Cane and Rhonda Grant as editors.

Continuing in this role feels like a small way I can help OFSOA and if reelected I will continue to challenge myself to record the “meat” of the meetings and get the minutes done as early as I can.

Thanks for considering me for this position. If I am not reelected, I would be more than happy to mentor and support the new elected Secretary. If I am elected as secretary and you are interested and/or willing to take on this role as secretary at a future election. I would be more than happy to have you shadow me to get an understanding of the role and what it entails. Do not hesitate to reach out to me if you have any questions or want to learn more about this position – Haley Meshnik

POSITION OF: REGION 1 REPRESENTATIVE



Greetings....my name is Dana Schulke from Crooked River Ranch Fire & Rescue. I am seeking re-election for the Board of Directors position of Region 1 Representative. I have been with OFSOA for eight years and I love being part of this organization and the fire service. There are so many aspects of the fire service, and I enjoy “showing the ropes” so-to-speak to new administrative personnel of the fire service, as well as new members of OFSOA. We are always learning and growing in this organization, as well as creating new friendships. As your Region 1 Representative, I will strive to continue to communicate all necessary information about the organization to you, as well as welcome you with open arms at all our events and conferences. Thank you for your consideration for this position.

POSITION OF: REGION 2 REPRESENTATIVE



I would like to serve as the Region 2 Rep.

I joined Tangent Rural Fire Protection District June of 2021. One of the first things Karen Duckworth (who was retiring) on the agenda was join OFSOA. I have attended the conferences ever since. I wanted to be more active with OFSOA but was unable to commit to adding anything extra to my plate at the time. I was asked if I would consider the position and now I am ready to get more involved!

I appreciate the training and having the network of other members to ask question... and get answers.

I look forward for your consideration of Region 2 Rep and having the opportunity to working closer with the Board and the members of OFSOA.

Thank you,

Denny Conrad

POSITION OF: REGION 3 REPRESENTATIVE



I started working at the City of Grants Pass in September 2004 in the Finance/Water Department. I was the “mean lady” who ordered your water shut off if you did not pay your water/sewer bill.

In 2007 I applied for and was hired as the Prevention Program Assistant with the City of Grants Pass Fire Rescue Department. In 2011 I was recruited by the current region representative to join OFSOA. It was an eye opener and one of the best moves I ever made. I wish I had heard of this organization earlier. I have not missed a conference since my first one.

I will be becoming a “Grammy” again for the 4th time soon. I’m very proud of Carson, Laurel, Magnolia and Nyles (due by September 15th). I guess that means I’m getting old, but I certainly don’t feel or act my age. I love to hang out (especially with this group) and play games, which may or may not include some adult beverages.

Due to the varied training I have received through my administrative career(s) I’m proud to have achieved my Level 3 Accreditation and hope to achieve my Level 4 before I retire. Only 8 more years to accomplish this!

The networking and comradery I've experienced has led to making lifelong friends and colleagues. We have such a vast array of knowledge available to all members due to the diversity of OFSOA.

The networking and platform to post questions and get assistance from everyone in the organization is worth the annual membership fee alone.

I had been interested in applying for a position as the Region 3 Representative and when the position became available my Chief encouraged me to apply for it. I was also encouraged to apply by another board member whom I connected with and consider a sister. Hopefully my representation of OFSOA will make my predecessors proud. My main goal is to recruit as many new members as possible and assist all members in my Region to the best of my ability.

I would love to continue representing Region 3 and am asking for your support. Thank you.

POSITION OF: EDUCATION CHAIR



I became a member of OFSOA 13 years ago at the recommendation of a coworker who said, "You've got to join this amazing group of women." It's been one of the BEST decisions I've made! Since then, I've recruited several of our office staff to become members and to also get involved with this incredible organization.

I joined to learn and grow in my position at work but didn't realize the value of becoming a member until attending all the conferences and workshops over the years, something I looked forward to each year. After a couple of years of being a member, I wanted to become more involved and give back to this great group of women. I was encouraged by other board members to challenge myself and join them serving as the Education Chair. It's been a great experience and I'm glad I listened!

I value all the friendships, networking, and relationships I've established throughout my membership and especially being on the board. This is an incredible opportunity to continue supporting this great organization of women and encouraging others in reaching their goals as well as becoming a board member in the future.

I'm looking for your support to continue as your Education Chair for the next term.

Thank you,

Sally Cravinho

POSITION OF: MEMBERSHIP CHAIR	
	<p>My name is Donna Fleischman, I am the Office Manager for the McMinnville Fire District and have worked for this department for over 16 years. I started as the front desk receptionist and Fire Med coordinator. I fell in love with the Fire Service on day one and when the Office Manager position became available, I applied and was promoted to that position.</p> <p>My supervisor at the time of my hire was Donna Mehlhaff who was one of the earliest members of OFSOA. She pushed me to join and get involved. I always enjoyed going to conference and the workshops, but I did not truly appreciate all that this organization has to offer until I was encouraged to join a committee. I started with Goodwill Chair then quickly transitioned to Membership. I really enjoy being Membership Chair because it gives me an opportunity to get to know and recognize our members and the Fire Agency they're associated with. I also feel good that this position allows me to assist members in gaining access to information they need and keeping them connected to the organization.</p> <p>Being on the OFSOA Board has been a great experience and I would like to continue to serve on the Board and as the Membership Chair for another term.</p>



My name is Donna Fleischman, I am the Office Manager for the McMinnville Fire District and have worked for this department for over 16 years. I started as the front desk receptionist and Fire Med coordinator. I fell in love with the Fire Service on day one and when the Office Manager position became available, I applied and was promoted to that position.

My supervisor at the time of my hire was Donna Mehlhaff who was one of the earliest members of OFSOA. She pushed me to join and get involved. I always enjoyed going to conference and the workshops, but I did not truly appreciate all that this organization has to offer until I was encouraged to join a committee. I started with Goodwill Chair then quickly transitioned to Membership. I really enjoy being Membership Chair because it gives me an opportunity to get to know and recognize our members and the Fire Agency they're associated with. I also feel good that this position allows me to assist members in gaining access to information they need and keeping them connected to the organization.

Being on the OFSOA Board has been a great experience and I would like to continue to serve on the Board and as the Membership Chair for another term.