



Oregon Fire Service Office Administrators

Board Meeting Agenda
2nd Quarter – April 28, 2026 – 10 a.m.
Held Virtually on Zoom

<https://us06web.zoom.us/j/85861055387?pwd=shfCb7mFd5qZXmdJrZK2oPYTfPt4uK.1>

Meeting ID: 858 6105 5387 Passcode: 806643

1. Welcome
2. Roll Call

Board Officers:

- ☐ 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
- ☐ Past President Julie Spor, Sisters-Camp Sherman Fire District
- ☐ Region 1 Rep, Dana Schulke, Crooked River Ranch Fire & Rescue
- ☐ Region 2 Rep, Denny Conrad, Tangent Rural Fire Protection District
- ☐ Region 3 Rep, Kelly Busch, Grants Pass Fire & Rescue
- ☐ Region 4 Rep, Vacant
- ☐ Region 5 Rep, Morgan Crabtree, Bend Fire & Rescue
- ☐ Education Chair Sally Cravinho, Oregon State Fire Marshal
- ☒ Event Planning Committee Chair, Jennifer Fox, La Grande Fire Department
- ☐ Membership Chair, Donna Fleischman, McMinnville Fire District
- ☐ Communications Chair, Erica Nicol, Junction City Fire
- ☒ Protocol Chair, Kate Hennessy, Albany Fire

Subcommittees:

- ☐ Accreditation Chair, Amy Rice, City of Roseburg Fire Department
- ☐ Website Chair, Wendy Rush, Central Coast Fire & Rescue
- ☒ Good Will, Kate Hennessy, Albany Fire
- ☐ Hospitality Chair, Vacant
- ☐ Merchandise, Vacant
- ☒ Scholarship, Jennifer Fox, La Grande Fire Department
- ☐ Registrar, Trish Lutgen, Western Lane Fire & Rescue
- ☐ Audit Chair, Vacant

Introduction of Guests and Life Members

3. Approval of the:
 - a. 2026 1st Quarter Board Meeting minutes
4. Secretary Haley Meshnik -Report Provided
5. Treasurer's Reports Q4 -Report Coming
 - a. Draft 2026/2027 Budget
6. Correspondence - Thank you from Susan Shepard for GoodWill Flowers.
7. Region Representative Reports -
 - a. Region 1 Rep - Dana Schulke - Nothing to Report
 - b. Region 2 Rep - Denny Conrad - Report Provided
 - c. Region 3 Rep - Kelly Busch - Report Provided

- d. Region 4 Rep - Vacant
- e. Region 5 Rep - Morgan Crabtree - No Report Provided
- 8. Liaison Reports - No Liaison Reports
- 9. Committee & Sub-Committee Reports
 - a. Education - Sally Cravinho - Report Provided
 - i. Accreditation - Amy Rice - No Report Provided
 - ii. Event Planning Committee - Report Provided
 - iii. Hospitality - Vacant
 - iv. Scholarship - Jennifer Fox - No Report Provided
 - b. Membership - Donna Fleischman - Report Provided
 - i. Good Will - Kate Hennessy - Nothing to Report
 - ii. Merchandise - Vacant
 - c. Protocol/Parliamentarian - Kate Hennessy - Nothing to Report
 - i. Registrar - Trish Lutgen - Nothing to Report
 - d. Communications - Erica Nicol - Report Provided
 - i. Website - Wendy Rush - Report Provided
 - 1. Survey to improve the website
 - e. Past President - Julie Spor - No Report Provided
 - f. Vice President - Jennifer Fox - Report Provided
 - g. President's Report - Dulcy Pierce - Report Provided
- 10. Unfinished Business Items
 - a. FY 2026-2027 Draft Budget
 - b. Board Member inventory lists
 - c. Stand for Level IV Accreditation Metal Inkwell & Quill award
 - i. New Glass Inkwell
 - d. Vacant Positions - Merchandise, Hospitality, Auditor, and Region 4 Rep
 - e. New Banners
 - f. Number of training hours a year discussion update
 - g. Online Merchandise discussion -
 - h. Restructuring the regions update
- 11. New Business Items
 - a. Board training for 2027
 - b. Board Jackets
 - c. Merchandise - Blanket Order
 - d. Attorney Retainer Discussion
- 12. Other business or good of the order
- 13. Next Board Meeting Tuesday, July 28th 10 a.m. (TBA??)
- 14. Adjourn