

Oregon Fire Service Office Administrators
1st Quarter Board Meeting – January 15, 2020 – 2:00 p.m.
Via Conference Call

President Julie Spor welcomed everyone and called the meeting to order at 2:00 p.m. Secretary Dulcy Pierce took roll. Reports and other Board packet information was posted prior to the meeting on Google Drive.

Executive Board:

- President Julie Spor, Sisters-Camp Sherman Fire District
- Vice President Ashley Naught, Tualatin Valley Fire & Rescue
- Secretary Dulcy Pierce, McKenzie Fire & Rescue
- Treasurer Jamie Vohs, Black Butte Ranch Fire District
- Past President Susan Shepard, Polk County Fire District
- Region 1 Rep Jennifer Fox, La Grande Fire Department
- Region 2 Rep Lilliee Rodriguez, Philomath Fire & Rescue
- Region 3 Rep Pam Webber, Medford Fire Department
- Region 4 Rep Connie Brodehl, Tualatin Valley Fire & Rescue (1-year term)
- Region 5 Rep Nikki Osborn, Klamath Co FD

Committee Chairs:

- Education Chair Sally Cravinho, Office of State Fire Marshal
- Membership Chair, Donna Fleischman, McMinnville Fire
- Communications Chair Melanie Bicket, Tualatin Valley Fire & Rescue
- Protocol Chair Rhonda Grant, Stayton Fire District

Subcommittees:

- Accreditation Chair, Open
- Website Chair Laura Houston, Stayton Fire District (excused)
- Hospitality Chair Dulcy Pierce, McKenzie Fire & Rescue
- Good Will Dana Schulke, Crooked River Ranch Fire & Rescue
- Merchandise Chair Kim Sunderlin, Tualatin Valley Fire & Rescue
- Scholarship Ashley Naught, Tualatin Valley Fire & Rescue
- Auditor Chair Lilliee Rodriguez, Philomath Fire & Rescue
- Registrar Trish Lutgen, Aumsville Fire
- Event Planning Committee Chair Diane Nave, Tualatin Valley Fire & Rescue

Introduction of Guests

Pat Cane, OFSOA Life Member
Melissa Goodwater, Molalla RFPD #73

Approval of Board Meeting Minutes: 4th Quarter Board Meeting, Annual Business Meeting, and Post Conference Board Meeting – There is one correction to the Annual Business Meeting minutes on page two (2). Goodwill Chair's last name is spelled Schulke.

A motion was made by Jennifer Fox to approve the 4th Quarter Board Meeting Minutes, October 15, 2019, the Annual Business Meeting minutes with noted correction, October 16, 2019, and the Post Conference Board Meeting, October 18, 2019. The motion to approve was seconded by Pam Webber. Motion carried unanimously.

Treasurer's Report

Report included. Treasurer Jamie Vohs also reported the bank account has been updated to include the new Board members, Vice-President Ashley Naught and Secretary Dulcy Pierce.

The final conference revenue from Fall Conference 2019 was \$30,745.00, while the expenses totaled \$16,195.33 for a net difference of \$14,549.67. The difference is attributed to an increase in sponsorships and donations. Store Stock & Supplies line is currently over budget but will balance out

with special orders and sales following the resupply of general merchandise.

President Spor reminded the Board to ensure that two new laptop computers, agreed upon by the Board at the 2nd Quarter 2019 Board meeting, are included in the 2020-2021 Budget. One computer for the Board Treasurer, and a second new computer for Membership.

A motion was made by Ashley Naught, seconded by Lilliee Rodriguez, to approve the Treasurer's Report as presented. Motion carried unanimously.

Reports

- a. Region 1: Rep Jennifer Fox reported that her region has six members. She emailed the Board minutes from the 4th quarter meeting to her region members.
- b. Region 2: Rep Lilliee Rodriguez reported that her region has 41 members. She sent outreach letters to non-members in her region prior to the holidays and will be following up with them. She emailed the Board minutes from the 4th quarter meeting to her region members.
- c. Region 3: Rep Pam Webber reported that she has no new members since the October 2019 report of 30 members. She emailed the 4th quarter Board minutes to her region members. Pam has been working closely with the Event Planning Committee on the Spring Conference 2020. The speakers have been confirmed, with the exception of two. Her goals included the confirmation of the two remaining speakers, the organization of group transportation to Jacksonville, the review of accreditation with Sally Cravinho, who is currently overseeing the open Accreditation position, seek sponsors, and confirm the presentation order for registration materials. Pam would like to see a registration cap of 65 for the Spring Conference. President Spor recommended a news blast to inform members of the registration cap.
- d. Region 4: Rep Connie Brodehl reported that her region has 45 members. She has contacted non-members in her area regarding potential membership. She emailed the Board minutes from the 4th quarter to her region members.
- e. Region 5: Rep Nikki Osborne reported that her region has 17 members. She currently has one member who is not receiving news blasts. President Spor will follow up with Website Chair, Laura Houston. She emailed the Board minutes 4th quarter meeting to her region members. She is compiling a list of departments/districts within her region to send recruitment letters to.
- f. Region Representative/Past President Susan Shepard reported 10 new members in attendance at the Fall Conference 2019 orientation. She also noted on her report that under the heading *Held Nominations the second year term for Region 4 should be Melissa Goodwater, instead of Beck.

Liaison Reports

- a. Oregon Fire Bridge – No report
- b. OSFM – Sally Cravinho is the new OSFM representative. She recommended the Gated Wye publication as a great source of information from the OSFM's office.
- c. OFDDA – Past President Susan Shepard attended the 2019 OFDDA Conference. She had three requests for information. The interested parties were sent the Perspective Member Brochure and directed to the OFSOA website.
- d. OFCA – Report was provided, noting no upcoming legislature and a list of upcoming events.

Committee & Sub-Committee Reports

- a. Education – Sally Cravinho reported that she met with the Event Planning Committee (EPC) at The Oregon Gardens. Sally also reported that she reviewed the submitted surveys from the 2019 Fall Conference.
 - i. Accreditation – This position is open. Sally Cravinho will oversee Accreditation until a member is

- appointed.
- ii. Event Planning Committee – Report included. Event Planning Chair Diane Nave also reported that 56 surveys were reviewed following the 2019 Fall Conference. Of the 56 responses, one member felt the OFSOA had “cliques.” Both EPC Chair Diane Nave and President Julie Spor reminded the Board to keep their ears open. The OFSOA is welcoming to all. The 2020 Spring Conference will be online registration only and registration will be capped at 65. Communications Chair Melanie Bicket will send out a notification news blast to the membership. Hospitality will not be required at the 2020 Spring Conference. Pat Cane will be the Raffle Coordinator for future events. Event Planning Committee Chair Diane Nave said she would like to include the Raffle Facilitator’s lodging in the Event Planning Committee Budget. She also said she would like the Board to consider waiving the lifetime member’s registration fees. Discussion ensued regarding the EPC covering the lodging, and it was decided lodging could be covered in the EPC budget. The Event Planning Committee continues to work on retaining speakers for future events. A brief synopsis of Fall Conference 2020 survey results was provided.
 - iii. Scholarship – Vice-President Ashley Naught: nothing to report at this time.
 - b. Membership – Report included. Membership Chair Donna Fleischman reported total membership of 164 as of December 31, 2019: 137 Active members and 27 life members. President Spor would like to see Barbara Slinger, DPSST, added to the OFSOA. It is agreed that membership fees would be waived.
 - i. Hospitality – Chair Dulcy Pierce reported that the 2019 Fall Conference Hospitality room was well attended.
 - ii. Good Will – Chair Dana Schulke reported that she has sent one get well card.
 - iii. Merchandising – Chair Kim Sunderlin reported that she appreciated all of the feedback received to date. Currently the Merchandise line is over budget but will balance out with special orders and sales following the resupply of general merchandise. Kim is seeking name tag ideas to update our current name tags from CruiseMasters and checking with a local vendor for merchandise supplies.
 - c. Protocol/Parliamentarian – Chair Rhonda Grant provided Procedure Manual revisions to the Board. A discussion followed regarding the non-member purchase of logo items. Region 5 Rep Nikki Osborn moved to accept the revisions, with the exception of Logo revisions on page 30. Membership Chair Donna Fleischman seconded the motion, which passed unanimously. The non-member purchase of logo items discussion will be tabled for the time being.
 - i. Auditor – Chair Lillie Rodriguez included her report and had nothing additional to add.
 - ii. Registrar – Chair Trish Lutgen nothing new to report.
 - d. Communications – Report included. Chair Melanie Bicket also reported that she has received 42 survey responses from the membership following the 2019 Fall Conference. Melanie gave an overview of the responses and will send out a follow-up survey encouraging additional responses.
 - i. Web Site – Chair Laura Houston was unable to attend but included her report.

Business Items

- a. Event Planning Committee Chair Job Description – Job descriptions for each position on the committee was discussed and approved at the 2019 4th quarter meeting, October 15, 2019.
- b. Storage of Archives – Rhonda Grant volunteered to store archived documents at Stayton. Diane Nave will plan to collect the items, 3 to 4 boxes, in Roseburg during an upcoming visit.
- c. Nomination Duties to Vice-President – Past President Susan Shepard requested that nomination duties be passed to the Vice-President at the 2019 Post-Conference meeting, October 18, 2019. Following a discussion, the Board agreed to move the nomination duties to the Vice-President position.
- d. Accreditation Position Resignation – President Julie Spor received a resignation notice from

Accreditation Chair Heather Sears. She will reach out to Heather as a follow-up. Interest was expressed at the 2019 Fall Conference. Pat Cane will reach out to the interested party to determine if the interest is still there and report back to President Julie Spor.

Presidents Report

- President Julie Spor reminded the Board that the Accreditation Chair is open. Please consider potential nominees for this. Pat Cane will follow up with a member who expressed interest at the 2019 Fall Conference.
- Life member nomination: Peggy Kirkpatrick. President Spor will make contact with Peggy to identify the level of interest and will report back.
- President Spor recommended that the new Board members go through the OFSOA Procedure Book regarding their position descriptions.
- President Spor also asked the Board members to review their tasks assigned to them through the Strategic Plan process and give a status report at the next meeting.

Good of the Order

- Reminder: All 2020 membership renewals will be done online. A news blast will be sent out to the membership later this spring.
- 2nd Quarter and 4th Quarter meetings will be re-scheduled to be from 1:00-3:00.

Upcoming Meeting Dates

- 2nd Quarter meeting will take place on Monday, May 11th, at 1:00 p.m. The meeting will be held in Medford. Call in information and location will be announced prior to the meeting and the Board packet will be posted on Google Drive.

Adjournment President Spor adjourned the meeting at 3:36 p.m.

Respectfully submitted,

Dulcy Pierce
Secretary