

Oregon Fire Service Office Administrators
1st Quarter Board Meeting – February 8, 2021 – 2:00 p.m.
Via Zoom

President Julie Spor welcomed everyone and called the meeting to order at 2:03 p.m. Secretary Dulcy Pierce noted attendees. 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 (excused)
- Region 4 Rep Melissa Goodwater, Molalla RFPD #73 (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, Nannette Howland, Sandy Fire & Rescue
- Website Chair Laura Houston, Stayton Fire District
- 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
- Audit 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

Approval of Board Meeting Minutes: 4th Quarter Board Meeting

A motion was made by Melanie Bicket to approve the 4th Quarter Board Meeting Minutes, October 28th, 2020. The motion to approve was seconded by Ashley Naught. Motion carried unanimously.

Treasurer's Report

Treasurer Jamie Vohs reported the two computers, approved by the Board, have been purchased. QuickBooks has been installed on the new Treasurer computer. Microsoft Office will be installed on both computers. Once this is done, she will implement a plan to deliver the second computer to Membership Chair. Treasurer Jamie Vohs is also working on the 2021-2022 budget and requested any needs for next year be communicated to her. President Julie Spor inquired about the status of the old computers. Jamie Vohs suggested having them wiped clean and will enquire as to the cost.

Treasurer Jamie Vohs also identified a nonrefundable credit for \$3,500 with Soul Canyon Training & Development. Diane Nave, Events Planning Committee will discuss this further during her report.

A motion was then made by Susan Shepard, seconded by Jennifer Fox, to approve the Treasurer's Report as presented. Motion carried unanimously.

No Correspondence

Reports

- a. Region 1: Rep Jennifer Fox: Report posted in the Board packet. She has six members and emailed the 4th quarter meeting minutes to region members.
- b. Region 2: Rep Lillee Rodriguez: Report posted in the Board packet. She reported that her region has 37 members. Counties in her region include Benton, Lane, Linn, Marion, and Polk. She emailed the updated and approved bylaws to region members at the end of October 2020.
- c. Region 3: No report.
- d. Region 4: Rep Melissa Goodwater: Report posted in the Board packet. She reported that her region has 39 members. She also reported that she has introduced herself and shared 4th quarter minutes to region members via email, and notified her region members of the cancelled Spring Conference.
- e. Region 5: Rep Nikki Osborn: Report posted in the Board packet: She has 16 members, including one new member, and emailed the 4th quarter meeting minutes to region members.
- f. Region Representative/Past President Susan Shepard reported that she is staying in communication with Region Reps and assisting President Julie Spor, as needed.

Liaison Reports

- a. Oregon Fire Bridge – No report
- b. Oregon Fire Life Safety Team – Oregon Life Safety Team member Laura Houston reported the new Bigfoot Campaign messaging. They are working on getting Bigfoot virtual and into classrooms.
- c. OSFM – Sally Cravinho reported organizational changes are happening within OSFM.
- d. OFDDA - No Report
- e. OFCA – No report

Committee & Sub-Committee Reports

- a. **Education** – Sally Cravinho reported she attended the Event Planning Committee virtual meeting on December 7, 2020 to discuss upcoming conferences in light of COVID-19 mandates.
 - i. Accreditation – Chair Nannette Howland: no report, no activity.
 - ii. Event Planning Committee – Chair Diane Nave reported that the Spring Conference, with Board approval, has been cancelled. She initiated discussion regarding the credit with Soul Canyon Training & Development. Would OFSOA like to make the credit available to the membership in the form of tickets for free or reduced cost web classes between now and August? Class topics include Excel, Word, and Communication. Members could use a ticket to purchase a class that would fit their needs. President Julie Spor would like to continue this discussion during her report.
 - iii. Scholarship – Vice-President Ashley Naught: no events, no activity.
- b. **Membership** – Chair Donna Fleischman reported OFSOA currently has 145 active and Life members. President Julie Spor requested a comparison report to previous years to identify any impacts COVID-19 may have on membership.
 - i. Hospitality – Chair Dulcy Pierce: no events, no activity.
 - ii. Good Will – Chair Dana Schulke reported that she sent cards to several members and cupcakes to the employees at Court Street Consulting. She inquired about members having an option to provide home addresses, instead of work addresses, to send cards. Life Member Pat Cane would also like to see updated personal email addresses for members who have retired. President Julie Spor recommended working with Web Site Chair Laura Houston on an optional Membership/Renewal form.
 - iii. Merchandising – Chair Kim Sunderlin reported there are no current orders. She has been

researching local vendors.

- c. **Protocol/Parliamentarian** – Chair Rhonda Grant reviewed/proofed the 4th quarter minutes, posted the current bylaws with recent updates, and assisted with the Social Media Policy.
 - i. Auditor – Chair Lillie Rodriguez: no activity, no report.
 - ii. Registrar – Chair Trish Lutgen: no events, no activity.
- d. **Communications** – Chair Melanie Bicket presented the final draft of the social media policy for OFSOA. She will email the final draft to the Board members. Discussion is tabled until the 2nd Quarter meeting. She will send out the updated 6th Bugle Newsletter, is working on a content calendar, and is in possession of the scrapbooks retrieved from Amy Rice in Roseburg.
 - i. Website – Chair Laura Houston reported that the updated bylaws and accreditation guides have been posted on the web site. She has also forwarded news blasts, reviewed Google account status, and is following up on several ticketed items.

No Business Items

Presidents Report

- President Julie Spor included her report in the Board packet. Items noted in the report included, news blasts sent out, worked with the Treasurer to procure the new computers, worked with Communications on year-end messages, worked with Accreditation, worked with Web Site Chair, reviewed the social media policy, and worked with VP and Communication.
- She has worked with Jeff Griffin and SDAO to provide a virtual workshop on Wednesday, February 24th to the membership. This workshop will be from 10:00-noon and Communication Chair Melanie Bicket will oversee the workshop and will put members into break out rooms by region to engage in further discussion. Topics to include COVID-19 update with Jason Janzi, SDAO. It is the hope to provide multiple virtual workshops between now and October.
- A short Board meeting will follow directly after the workshop.
- President Julie Spor thanked Vice-President Ashley Naught and Communication Chair Melanie Bicket for their help with the workshop.
- At 2:55 p.m. President Julie Spor left the meeting, turning it over to Vice-President Ashley Naught.
- Vice-President Ashley Naught re-opened the discussion on the Soul Canyon Training & Development credit. Soul Canyon has made 55 tickets available to OFSOA members and will also offer a discounted class price on additional classes. Classes are offered on specific dates and times. They also offer a free lunch and learn class the first Wednesday of each month from 12:00-1:00 p.m.
- Social Media Policy: Communication Chair Melanie Bicket presented the Social Media Policy draft and answered questions from the Board regarding the implementation of a social media platform for OFSOA. After discussion, the Board agreed to table approval, pending further discussion.
- After discussion, the Board agreed to offer free classes to the OFSOA membership until the credit balance is zero.

Good of the Order

- Susan Shepard, Past President, will retire on June 30, 2021. She will be hired back for a time.

Upcoming Meeting Dates

- May meeting will likely take place virtually. President Julie Spor will email details.

Adjournment Vice-President Ashley Naught adjourned the meeting at 3:17 p.m.-

Respectfully submitted,

Dulcy Pierce

Secretary