

**Oregon Fire Service Office
Administrators
4th Quarter Board Meeting – October 11, 2021 – 10:00 a.m.
Via Zoom**

President Julie Spor welcomed everyone and called the meeting to order at 10:00 a.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 Rhonda Grant, Stayton Fire District
- Region 1 Rep Jennifer Fox, La Grande Fire Department
- Region 2 Rep Lillee Rodriguez, Philomath Fire & Rescue
- Region 3 Rep Pam Webber, Medford Fire Department
- Region 4 Rep Melissa Goodwater, Molalla RFPD #73 (1-year term)
- Region 5 Rep Nikki Osborn, Klamath County Fire District

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 Ashley Adams, Dallas Fire & EMS
- 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 Lillee 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: 3rd Quarter Board Meeting

A motion was made by Melanie Bicket to approve the 3rd Quarter Board Meeting Minutes, July 12, 2021, via Zoom. The motion to approve was seconded by Nikki Osborn. Motion carried unanimously.

Treasurer's Report

Treasurer Jamie Vohs reported a 2020–2021-year–end adjustment to the financials. Seven membership scholarships were presented to Oregon State Fire Marshal's Office (OSFM) members who have been affected by budgetary freezes. The scholarships will ensure a continuation of membership and an easier renewal process.

A motion to approve the year–end adjustment and scholarships for the OSFM members was made by Lillee Rodriguez, seconded by Pam Webber. Motion carried unanimously.

Membership dues were not fully reflected in this report. Jamie also noted that Gifts & Goodwill line reflects an overage. This is due to multiple retirements this year. OFSOA received a \$1500 grant from the Oregon State Fire Marshals Office.

A motion was made by Rhonda Grant, seconded by Lillee Rodriguez, to approve the Treasurer's Report as presented. Motion carried unanimously.

President Julie Spor requested an electronic vote by executive board members on August 13, 2021, to approve the application of a US Bank Visa card for OFSOA. A credit card will offer OFSOA an efficient method of paying for items and reduce the check writing process for Treasurer Jamie Vohs. On August 18, 2021, President Julie Spor provided the results of the electronic vote: 12 of the 13 members voted unanimously to approve the pursuit of a US Bank Visa card.

On September 13, 2021, proposed credit card acquisition and procedure was emailed to the Board for approval. Any amendments were to be sent to Rhonda Grant no later than September 17, 2021. President Julie Spor would like to use the OFSOA credit card for the Fall Conference expenses. By consensus, the board approved the credit card procedures for the OFSOA Procedure manual.

Correspondence

OFSOA received thank you notes from Deb Keene and Karen Duckworth. Both were appreciative of the retirement baskets. President Julie Spor thanked Goodwill Chair Dana Schulke, who personalized the baskets for each retiring member.

Reports

- a. Region 1: Rep Jennifer Fox: emailed minutes to region members, assisted the Event Planning Committee, and volunteered for the OFSOA annual audit.
- b. Region 2: Rep Lillee Rodriguez: has 40 members as of 6/30/21, identified new members to the Board, and emailed Fall Conference reminders and minutes to region members. She thanked Rhonda Grant for passing leads on to her. She has been in communication with the new admin at Lyons.
- c. Region 3: Rep Pam Webber: has 33 members as of 6/30/21, identified new members to the Board, and emailed Fall Conference reminders and minutes to region members. She reported five new members in her region.
- d. Region 4: Rep Melissa Goodwater: has 40 members, 25 of which are active. She has sent cards and emailed Fall Conference reminders and minutes to region members.
- e. Region 5: Rep Nikki Osborn: has 16 members as of 01/01/21. She emailed Fall Conference reminders and minutes to region members and has communicated with her new member.
- f. Region Representative/Past President Rhonda Grant: included in the Protocol report.

Liaison Reports

- a. Oregon Fire Bridge – No report
- b. Oregon Fire Life Safety Team – Laura Houston reported that the team is working on a Prevention Education Guide with supporting resources for 2022. The guide will consist of weekly corresponding messages in an effort to increase clarity, efficiency, and a mindful approach to fire prevention. She also reported that fire prevention month materials are available until supplies run out. Contact OSFM if you did not receive notification. Also included are recent Board meeting minutes and smoke detector program information.
- c. OSFM – No report
- d. OFDDA - Curtis Hoopes, OFDDA Board President submitted an annual meeting report. The 72nd annual Fire Service Conference is scheduled to be held in Ashland, OR on November 4-6, 2021. All are encouraged to attend. OFDDA will offer free registration to two OFSOA members in return for assisting at the check-in counter. Contact President Julie Spor if interested.
- e. OFCA – No report

Committee & Sub-Committee Reports

- a. **Education** – Education Chair Sally Cravinho thanked the Event Planning Committee for their hard

work on the upcoming conference and OFSOA for the membership scholarship. She reported that she has assisted Diane Nave, Event Planning Chair, to finalize the upcoming Fall Conference. Sally has also worked with Accreditation Chair Nannette Howland to determine the accreditation levels for the Fall Conference classes and received the request for the Oregon State Fire Marshal's annual contribution to OFSOA and has submitted for payment.

- i. Accreditation – Chair Nannette Howland worked with Education Chair Sally Cravinho on accreditation levels. She reported that Melissa Goodwater has submitted paperwork and met the requirements for Accreditation Level III. A motion was made by Rhonda Grant to approve Melissa Goodwater, Molalla Fire District, for Level III accreditation. The motion was seconded by Melanie Bicket. Motion carries unanimously.
- ii. Event Planning Committee – Chair Diane Nave welcomed two members to the team: Holly Myers and Jennifer Fox. Diane has worked closely with President Julie Spor, Communications Chair Melanie Bicket, Education Chair Sally Cravinho, and Accreditation Chair Nannette Howland on the Fall Conference. Currently there are 56 members signed up for the conference, with 54 paid. Participation or Attendee packets have been sent to registered attendees. Diane extended her gratitude to the Event Planning Team, and Communications Chair Melanie Bicket, who have worked to make the virtual conference a success.

Diane has reached out to Julie Fink at DPSST regarding donations. It has been recommended that she reach out to Kayla Ballrot who is also with OSFM's office. She has sent emails to both and is waiting on a response. Jennifer Fox will make contact with OSFM's office.

President Julie Spor reported some issues with the new Zoom platform and registration for the Fall Conference. The EPC team determined that the members who attempted to register for Day 2 but were unable to do so due to technical difficulties, will be sent the Day 2 recordings.

The question was raised about members who were unable to make registration deadlines. Does OFSOA offer the recordings at no charge after a period? Members who were unable to attend due to scheduling conflicts will be offered the conference recordings at half price. President Spor invited members to email her, and Rhonda Grant, to share thoughts regarding sharing the recordings after the event. She would like to see a plan set in place moving forward.

Diane Nave also reported that the OFSOA reservations at Oregon Gardens are still in place for Spring Conference.

- iii. Scholarship – Vice-President Ashley Naught received one scholarship application. The scholarship was approved, and a recording will be provided.

- b. **Membership** – Chair Donna Fleischman reported that as of October 1, 2021, OFSOA has 124 members; 92 active members and 32 Life Members. The region lists have been updated and are available on the website. Donna can provide the Region Reps with inactive lists upon request. Rhonda Grant reminded the Board of the Renewal Process, under Memberships (page 7) in the OFSOA manual. After discussion, it was determined that Membership Chair Donna Fleischman will work with Treasurer Jamie Vohs to create a current renewal membership list. A report of inactive members will be provided to the Region Reps who will make contact after a reasonable renewal period. If members remain in the inactive status, President Julie Spor will follow up with them.

Donna reached out to the four members who retired in 2021 to update their current email information to ensure invitations to future events will be sent. She will work with Life Member Pat Cane on updating the Life Member roster.

- i. Hospitality – Chair Ashley Adams had nothing to report at this time. The Board welcomed her to this position.
- ii. Good Will – Chair Dana Schulke reported that a card and flowers were sent to Judy

Breeden at Sheridan Fire after the loss of her husband. A get-well card was sent to Ashley Naught as she and her husband recovered from COVID-19. A card and flowers were also sent to Siuslaw Valley Fire District after the loss of an employee in a motor vehicle accident.

- iii. Merchandising – Chair Kim Sunderlin reported that, apart from the OFSOA car decals, no merchandise has been added to the inventory. Water bottles were sent to EPC member Kimberly Huettl for speaker gifts. Kim has a new position at work and would like to find a member to take her place as Merchandise Chair. A news blast has been sent to the membership. President Julie Spor has additional OFSOA bracelets that will be sent to inventory for purchase and store credit will be given as prizes during the Fall Conference. She would like to see the merchandise added to the OFSOA Facebook page, when it goes live, for members to shop.
- c. **Protocol/Parliamentarian** – Chair Rhonda Grant reviewed/proofed the 2nd quarter minutes, worked with Good Will Chair Dana Schulke on a proposed retiree gift procedure, worked with Past President Susan Shepard to update OFSOA new member guidelines to send to Region Reps, and reported that she is staying in contact with Region Reps if they need assistance.
A motion was made by Jennifer Fox to approve the proposed retiree gift procedure. The motion was seconded by Lillee Rodriguez. Motion passes unanimously.
 - i. Auditor – Chair Lillee Rodriguez: reported that due to in-person limitations, the 2020-2021 audit was conducted remotely. She reported no irregularities were found and thanked Treasurer Jamie Vohs and the Audit team: Jennifer Fox, Kate Hennessy, and Tracy Read.
A motion was made by Melanie Bicket to accept the 2020-2021 audit. The motion was seconded by Ashley Naught. Motion passes unanimously.
 - ii. Registrar – Chair Trish Lutgen: no activity, no report.
- d. **Communications** – Chair Melanie Bicket reported that she has been busy learning the new Zoom Events platform and has conducted a trial run. She has been in contact with the speakers. She extended her thanks to Registrar Trish Lutgen and Treasurer Jamie Vohs for their assistance. She is appreciative of the support.
 - i. Website – Chair Laura Houston reported that she is working on a proposal submitted by President Julie Spor. In addition, she has emailed member updates, forwarded news blasts, updated items on the web site, uploaded new membership applications, and submitted website repair tickets while monitoring outcomes. She will continue to work on repair tickets and work with Communications Chair Melanie Bicket on additional resources for training.

Business Items

Update on Facebook Page: Communication Chair Melanie Bicket has focused on learning the Zoom Events platform to ensure a good experience for attendees at the virtual Fall Conference. She will continue to work on the private OFSOA membership page after the conference.

Committee Positions: Merchandise Chair Kim Sunderlin will be unable to continue as Merchandise Chair. If anyone is interested, please email President Julie Spor.

Presidents Report

President Julie Spor reported she has sent out news blasts, worked with Treasurer Jamie Vohs on the US Bank Visa card and the policy/procedure associated with credit card purchases, merchandise, and the purchase of the Zoom Events platform. She reported ongoing Fall Conference discussions with EPC, Treasurer, Vice-President, and Communications Chair, and has worked on the slideshow presentation. President Julie Spor thanked EPC member Holly Myers for creating the slideshow template.

She continues to work on the insurance quote with Jeff Griffin, Wilson-Heirgood, and will update the Board as information becomes available.

Recently, President Julie Spor was approached about becoming an affinity partner with a vendor. Other organizations honor these. She contacted Special District Association of Oregon (SDAO) and spoke with Jason Jantzi to determine if the partnership would be considered ethical. Jason recommended that Julie discuss this with the OFSOA attorney. Currently, OFSOA does not have an attorney. She asked long-time members how a situation like this may have been handled in the past. She encouraged members to reach out to her via email.

Post-Conference meeting: President Julie Spor would like to work with EPC to draft a survey to go out to conference attendees. Diane Nave recommended sending it out prior to the post-conference meeting so the results can be shared at that time. President Julie Spor will send a list of potential dates to the Board to meet. Region Rep Pam Webber recommended keeping a running list of items noted during the conference to bring back at the post-conference meeting. Communications Chair Melanie Bicket encouraged keeping a list for Zoom Events as well. They welcome feedback as they work to improve their platform.

Good of the Order

Vice President Ashley Naught extended a personal thank you to OFSOA for the ongoing support received while she and her husband recover from COVID-19. She received a work promotion and will work on the transition. Congratulations Ashley!

Upcoming Meeting Dates

- President Julie Spor will email potential dates for the Post-Conference meeting.

Adjournment President Julie Spor adjourned the meeting at 11:27 a.m.

Respectfully submitted,

Dulcy Pierce
Secretary