

Oregon Fire Service Office Administrators
1st Quarter Board Meeting
January 24, 2022 – 10:00 a.m.
Via Zoom

President Julie Spor welcomed everyone and called the meeting to order at 10:03 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 (excused)
- 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 (excused)
- Website Chair Laura Houston, Stayton Fire District (excused)
- Hospitality Chair Ashley Adams, Dallas Fire & EMS (excused)
- Good Will Dana Schulke, Crooked River Ranch Fire & Rescue (excused)
- Merchandise Chair Trish Lutgen, Aumsville Fire
- Scholarship Ashley Naught, Tualatin Valley Fire & Rescue
- Audit Chair Lillee Rodriguez, Philomath Fire & Rescue (excused)
- Registrar Trish Lutgen, Aumsville Fire
- Event Planning Committee Chair Diane Nave, Tualatin Valley Fire & Rescue

Introduction of Guests

Pat Cane, OFSOA Life Member

Susan Shepard, OFSOA Life Member

Approval of Board Meeting Minutes: 4th Quarter Board Meeting

A motion was made by Jennifer Fox to approve the 4th Quarter Board Meeting Minutes, October 11, 2021, via Zoom. The motion to approve was seconded by Melanie Bicket. Motion carried unanimously.

Approval of Fall Conference Post Conference Meeting Minutes

A motion was made by Pam Webber to approve Fall Conference Post Conference Meeting Minutes, October 21, 2021, via Zoom. The motion to approve was seconded by Nikki Osborn. Motion carried unanimously.

Treasurer's Report

Treasurer Jamie Vohs presented the 2021-2022 financial report. The most significant change came with the Fall Conference, which was moved to a virtual platform. A comparison report of conference budgets from 2017-current was included in the report. Jamie reported that OFSOA received a \$1500 grant from the Oregon Office of State Fire Marshal's.

A motion was made by Jennifer Fox to approve the Treasurers Report as presented. The motion to approve was seconded by Melissa Goodwater. Motion carried unanimously.

No Correspondence

Reports

- a. Region 1: Rep Jennifer Fox: emailed the agenda and minutes to region members, assisted the Event Planning Committee, contacted Baker City's new Administrative Assistant.
- b. Region 2: Rep Lillee Rodriguez: unable to attend but provided the Region 2 report. Region 2 has 34 members, made contact with new Office Administrator Julie Jordan, OSFM, and emailed the agenda and minutes to region members. Lillee reported she is working on a recruitment email for new administrative assistants in her region.
- c. Region 3: Rep Pam Webber: reviewed the Strategic Plan for the meeting and emailed the agenda and minutes to region members. Pam requested clarification on the new report form: should current member totals be added to the form. The form will be updated to reflect current region membership.
- d. Region 4: Rep Melissa Goodwater: emailed the agenda and minutes to region members, mailed OFSOA decals to new and renewing members, worked with Membership Chair Donna Fleischman to retrieve membership reports from the web site, and communicated with Protocol Chair Rhonda Grant on Bylaws and the Strategic Plan. Melissa voiced concern over current membership, down from 40 members pre-COVID, to 25 currently. She has sent emails and asked for suggestions on how to reach out. President Julie Spor will arrange a time to meet with Membership Chair Donna Fleischman and Melissa to discuss membership.
- e. Region 5: Rep Nikki Osborn: emailed the agenda and minutes to region members. Sunriver Fire has a new administrator. Membership Chair Donna Fleischman has been in communication with former Sunriver Administrative Assistant Tammie Waters, who would like to retain membership. The question was raised about Sunriver providing the membership funds. President Julie Spor will follow up with Nikki and Membership Chair Donna Fleischman.
- f. Region Representative/Past President Rhonda Grant: experienced technical difficulties and will provide her report later in the meeting.

Liaison Reports

- a. Oregon Fire Bridge – No report
- b. Oregon Fire Life Safety Team – No report
- c. OSFM – No report
- d. OFDDA - No report
- e. OFCA – No report

Committee & Sub-Committee Reports

- a. **Education** – Education Chair Sally Cravinho met briefly with the Event Planning Committee regarding the Spring Conference. Sally was approached by the OFSM office to see if OFSOA would be interested in conflagration billing training for an upcoming conference. President Julie Spor noted that while it would be good training for the Fall Conference, hosting the training at the Spring Conference would be a great refresher moving into fire season.
 - i. Accreditation – Chair Nannette Howland was unable to attend however, she provided a report to President Julie Spor. She is working with Event Planning Committee Chair Diane Nave on assigning accreditation levels for the upcoming classes at the Spring Conference.
 - ii. Event Planning Committee – Chair Diane Nave reported an overall good response on the Fall Conference survey. President Julie Spor will export the results in an excel spreadsheet and provide them to Diane.
The Spring Conference in May will be held at Oregon Gardens. The EPC is budgeting for 60

registrants and holding 70 rooms. Oregon Gardens asks that masks be worn in the halls but once the conference doors are closed, masks will be worn at OFSOA's discretion. Speakers: bringing conference speakers forward, from previous engagements that did not happen due to the Pandemic. This is a cost savings to OFSOA. The EPC is also finalizing registration fees. Once finalized, they will send registration information to the membership.

This fall will be the 30th Anniversary of OFSOA. Mt Hood Oregon Resort in Welches has been recommended for this milestone. EPC has reached out and they have availabilities this fall. After Board discussion, the EPC will investigate further and report back at the 2nd quarter meeting.

- iii. Scholarship – Vice-President Ashley Naught reported no activity until Spring Conference registration begins.
- b. **Membership** – Chair Donna Fleischman reported that membership numbers are down. Currently 137 active members. Donna would like to create a process of sending out renewal reminders within 30 days of the initial membership renewal blast. She would like to create a process of paring down the membership renewal list and email reminders to members who haven't renewed within 30 days, 60 days, etc. Donna also reported 15 new members this year, and four that have joined but not yet paid. Donna reviewed the strategic plan and questioned how to get OFSOA information to departments who have no representation. President Julie Spor will discuss this with her at a later time.
 - i. Hospitality – Chair Ashley Adams was unable to attend and had nothing to report.
 - ii. Good Will – Chair Dana Schulke was unable to attend. A Thank You basket was sent to Court Street Consulting team for their support of OFSOA.
 - iii. Merchandising – Chair Trish Lutgen reported that she met with Julie Spor, Jamie Vohs, Laura Houston, and, at a separate time former Merchandise Chair Kim Sunderlin, regarding OFSOA merchandise. Trish is creating a binder which will include all current OFSOA merchandise. The Board discussed showcasing merchandise on the web site, private Facebook page, or in a catalog of some sort that can be shared with the membership. Also discussed was the mark-up on merchandise and options for the profit margin. It was recommended that a portion of the proceeds from the sales of OFSOA merchandise be donated locally. President Julie Spor reminded the Board that any donations to outside organizations will require legal review. Jennifer Fox asked that we review previous minutes to determine the outcome of the decision two years ago.
- c. **Protocol/Parliamentarian** – Chair Rhonda Grant reviewed/proofed the 4th Quarter and Post Conference minutes, updated the Past Presidents Guide, updated the Procedure Manual with the Credit Card policy, Retiree Gift procedures, reviewed the Strategic Plan, and commended the Region Reps for their communication.
 - i. Auditor – Chair Lillie Rodriguez: unable to attend, nothing to report at this time.
 - ii. Registrar – Chair Trish Lutgen: reported no activity until Spring Conference.
- d. **Communications** – Chair Melanie Bicket reported that she met with Secretary Dulcy Pierce to discuss communication items. The Board agenda will be completed a week prior to the meeting. Dulcy will email the agenda to Melanie, who will email it to the Region Reps for disbursement to region members. Also discussed were quarterly blasts to the membership; mini newsletters (Did You Know), tips and tricks, education options, features of the web site, etc. The main challenge is time and capacity. Calendar reminders will be created to aid in the consistency of communications. Melanie encouraged the Board to share articles, tips and tricks, etc. for future blasts.

Communication Chair Melanie Bicket and Secretary Dulcy Pierce will work together to send a needs survey to committee chairs a month prior to the OFSOA board meeting to identify committee needs. Melanie recommended reviewing the interest survey results from the Fall Conference, specifically, for members interested in serving, to create a master list.

Chair Melanie Bicket recommends a review of all current forms. Once updated, President Julie Spor would like to have the forms set up on the OFSOA Google drive.

- i. Website – Chair Laura Houston was unable to attend.

No Business Items

Presidents Report

President Julie Spor's report was included in the Board packet. Also discussed:

President Julie Spor thanked those who have assisted with sending out News Blasts.

She is drafting a letter to Oregon Fire Service Leadership, thanking them for their continued support of OFSOA.

Julie has joined the Oregon's Women's Leadership Group. This group hosts monthly training, with recordings available. If the training will benefit OFSOA, Julie will share.

Affinity Partnership: In October, Julie received communication from Alpine Internet, Brian Cash, regarding the OFSOA web site. He proposed using a marketing tool to coordinate between OFSOA and an affinity partner, an organization of similar interests. The affinity partner would be considered a Premiere Sponsor and would give OFSOA a discount on services, if we would be willing to promote their business/organization. OFSOA would be responsible for a one-time set-up fee and user fees moving forward and would have a mobile-friendly site/app. There is a membership side of the site and would offer bulletin board discussions, private messaging, regional groups, payment options, file storage, also includes administrative tools, directories, and much more.

President Julie Spor will be meeting with Alpine Internet this afternoon. If things progress quickly, she may email the Board with request for an e-vote.

Insurance: New insurance proposal is located in the google drive. President Julie Spor encouraged Board members to review the proposal and reach out to her with any questions. She will follow up with Jeff Griffin following the Board meeting. Julie recommends reviewing procedures for internal controls and updating those procedures, if needed. President Julie Spor will follow up with Protocol Chair Rhonda Grant to see if OFSOA procedures require updating.

Good of the Order

Diane Nave extended thanks to Julie Spor for her research and investigation on the web site and insurance recommendations.

Upcoming Meeting Dates

- Monday, May 2nd at 3:00 pm at Oregon Gardens.

Adjournment President Julie Spor adjourned the meeting at 11:47 am.

Respectfully submitted,

Dulcy Pierce
Secretary