

Oregon Fire Service Office Administrators
2nd Quarter Board Meeting
May 2, 2022 – 1:00 p.m.
Oregon Gardens, Silverton, Oregon
and Via Zoom

President Julie Spor welcomed everyone and called the meeting to order at 1:00 p.m. Secretary Dulcy Pierce took roll. Reports and other Board packet information were 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 (online)
- 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 (online)
- 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 County Fire District

Committee Chairs:

- Education Chair Sally Cravinho, Office of State Fire Marshal
- Membership Chair, Donna Fleischman, McMinnville Fire (online)
- Communications Chair Melanie Bicket, Tualatin Valley Fire & Rescue (excused)
- 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
- Good Will Dana Schulke, Crooked River Ranch Fire & Rescue
- Merchandise Chair Trish Lutgen, Aumsville Fire
- Scholarship Chair Ashley Naught, Tualatin Valley Fire & Rescue (online)
- 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
Susan Shepard, OFSOA Life Member
Holly Myers, Tualatin Valley Fire & Rescue

Approval of Board Meeting Minutes: 1st Quarter Board Meeting

A motion was made by Melissa Goodwater to approve the 1st Quarter Board Meeting Minutes, January 24, 2022, via Zoom. The motion to approve was seconded by Rhonda Grant. Motion carried unanimously.

Treasurer's Report

Treasurer Jamie Vohs reported technical difficulties with the recently purchased laptop. She is seeking assistance from IT personnel. Due to the technical difficulties the financial report was the most recent accessible report, April 20, 2022. Included in the report packet was the most recent bank statement verifying funds. Conference expenses will be added following the Spring Conference.

Treasurer Jamie Vohs also presented the proposed 2022-2023 budget. Goodwill Chair Dana Schulke requested an increase from \$600 to \$700 in the Goodwill line. President Julie Spor is still seeking an insurance quote for OFSOA. She is requesting that an insurance line be added to the General Fund Expenditures with a \$1500 budget for insurance premiums.

A motion was made by Rhonda Grant to approve the Treasurers Report as presented. The motion to approve was seconded by Lillee Rodriguez. Motion carried unanimously.

A motion was made by Lillee Rodriguez to approve the 2022-2023 Budget, with the discussed changes. The motion to approve was seconded by Rhonda Grant. Motion carried unanimously.

Correspondence

OFSOA received a thank you card from Sheila Forster, Scio Rural Fire Department, for the card and plant received after the loss of her mother.

Reports

- a. Region 1: Rep Jennifer Fox: Called into the meeting while traveling to the conference. Unable to give a verbal report due to spotty cell service.
- b. Region 2: Rep Lillee Rodriguez: Region 2 has 39 members. Lillee reported she emailed the agenda and minutes to region members and developed a recruitment email, which has been reviewed by Rhonda Grant, and sent on to President Julie Spor. She welcomed new members Tammy Baxter, Lyons RFPD; Julie Jordan, OSFM; Fire Chief Dave Lapof and Michaela Puentes, Siletz Valley FD.
- c. Region 3: Rep Pam Webber: Traveling to the conference. The Region 3 report was included in the Board packet and noted 30 members, including two new members from Medford and Douglas County. She emailed the agenda and minutes to region members and coordinated speakers from Medford Fire Department for the Spring Conference.
- d. Region 4: Rep Melissa Goodwater reported 41 members in Region 4. She emailed the agenda and minutes to region members, mailed OFSOA decals and a welcome card to new members, and worked with Membership Chair Donna Fleischman to retrieve membership reports to reach out to inactive region members.
- e. Region 5: Rep Nikki Osborn: emailed the agenda, minutes, and Spring Conference survey to region members.
- f. Region Representative/Past President Rhonda Grant: remains in communication with the Region Reps prior to the Spring Conference and assisted them with conference welcome note for attendees.

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 worked closely with the Event Planning Committee regarding the Spring Conference. She traveled with EPC members to tour potential venues for the Fall Conference.
 - i. Accreditation – Chair Nannette Howland reported that 20 conference attendees have registered for the Accreditation breakout session. Accreditation awards will be presented at the Fall Conference. President Julie Spor encouraged all members to look into their accreditation levels and work toward completion.
 - ii. Event Planning Committee – Chair Diane Nave reported the committee has been busy finalizing the Spring Conference. There are 61 members registered for the conference. This fall will be the 30th Anniversary of OFSOA. The conference will be held at Salishan at Gleneden Beach and will return to a Wednesday-Friday schedule.
EPC Chair Diane Nave announced her work retirement in December. She is happy to be a

liaison to assist with 2023 events.

She thanked the EPC, noting they are phenomenal to work with.

- iii. Scholarship – Vice-President Ashley Naught reported one scholarship application for Spring Conference was received and approved.
- b. **Membership** – Chair Donna Fleischman attended online. President Julie Spor reviewed the report submitted to the Board. OFSOA currently has 125 active members, including 17 new members.
 - i. Hospitality – Chair Ashley Adams worked with the EPC and will provide a hospitality hour, bunco and games, and the garden tour.
 - ii. Good Will – Chair Dana Schulke reported on activity since the January meeting. Activity included sympathy cards and flowers to three members and one retirement basket for Sheila Forster, Scio Rural Fire Department.
 - iii. Merchandising – Chair Trish Lutgen reported that all OFSOA merchandise will be available at the conference. She is creating a catalog for member purchases. Trish encouraged members to send in suggestions on future merchandise.
- c. **Protocol/Parliamentarian** – Chair Rhonda Grant reviewed/proofed the 1st Quarter minutes, assisted Region Reps with research and questions, responded to email blasts, and worked on accreditation class preparations with Accreditation Chair Nanette Howland, Education Chair Sally Cravinho, the EPC, and Pat Cane.
 - i. Auditor – Chair Lilliee Rodriguez: Reported no challenges but asked the Board if the Audit team will revert to in-person with the lifting of COVID mandates. After discussion, the Board agreed to continue with the virtual audit.
 - ii. Registrar – Chair Trish Lutgen: reported 60 registrations for the Spring Conference, including 13 first-timers. There was one cancellation due to extenuating circumstances, therefore a refund will be issued. There was also one late registration, which offset the cancellation.
- d. **Communications** – Chair Melanie Bicket: Unable to attend but reported she has been working with Dulcy Pierce on a plan to email OFSOA information out to members regularly.
 - i. Website – Chair Laura Houston: did not include a report.

No Business Items

Presidents Report

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

Website and Affinity Partnership: President Julie Spor has been unable to find legal counsel to determine if an affinity partner is ethical.

A proposal for a new website, without any affinity partnership, was included in the Board packet. The new website platform would offer many benefits including shared links, a media section, membership management, and an online payment portal. Newsblasts would carry topics and include history for future review. An event calendar and private messaging is also available. After discussion and proposal review, the Board would like President Julie Spor to pursue a quote for setup and ongoing expenses with the new platform company.

Insurance: President Julie Spor has received two insurance quotes. She will be reaching out to one more agency for a third quote and will report back at the 3rd Quarter meeting.

Upcoming Position Vacancies: In October, the following positions will be open for election:

President

Secretary

Region Reps 1-3

President Julie Spor announced she will not be seeking re-election in the President's position but will make herself available to assist the incoming President. She is currently working on a

succession plan and will report at the 3rd Quarter meeting.

Good of the Order

Diane Nave extended thanks to Holly Myers for her assistance with the creation of all of the Spring Conference forms. She did a great job!

Upcoming Meeting Dates

- Monday, July 25th at 10:00 am, location to be determined.

Adjournment President Julie Spor adjourned the meeting at 2:31 pm.

Respectfully submitted,

Dulcy Pierce
Secretary

Addendum

With Board approval at the 2nd Quarter Board meeting on May, 2, 2022, President Julie Spor obtained a quote for the new website. She emailed the quote from Alpine Internet to the Executive Board on Tuesday, June 7, 2022. Information included the following cost estimate:

Project setup/integration/training: \$1,625.00

One year professional management/hosting:	
(non-profit discount on management/security/hosting is good through 2025)	\$1,560.00
<u>Monthly Rainmaker subscription (broadcast email sending):</u>	<u>\$ 420.00</u>
Total Project Cost:	\$3,605.00

Upon approval, OFSOA will pay \$1,500 prior to year end (June 30, 2022) and the remainder will be billed in July. The monthly subscription will be set up to be paid with the OFSOA credit card.

The Executive Board was directed to reply with a vote of yes or no.

All Executive Board members voted unanimously by June 20, 2022, to proceed with the website transfer to Alpine Internet.

Respectfully submitted,

Dulcy Pierce
Secretary