

**Oregon Fire Service Office Administrators**  
**2nd Quarter Board Meeting – May 11, 2021 – 2:00 p.m.**  
Via Zoom

President Julie Spor welcomed everyone and called the meeting to order at 2:00 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 Lillie 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 (excused)

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 (excused)

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 (excused)
- Merchandise Chair Kim Sunderlin, Tualatin Valley Fire & Rescue (excused)
- Scholarship Ashley Naught, Tualatin Valley Fire & Rescue
- Audit Chair Lillie 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

Stephanie Hale, Polk County Fire District

**Approval of Board Meeting Minutes: 1st Quarter Board Meeting**

It was noted that the date on the footer on the 1<sup>st</sup> Quarter Board meeting minutes was incorrect and should read February 8, 2021 instead of February 28, 2021. A motion was made by Jamie Vohs to approve the 1st Quarter Board Meeting Minutes, with the date in the footer amended. The motion to approve was seconded by Melanie Bicket. Motion carried unanimously.

**Approval of Hot Topic & Member Check-in Follow-up Meeting held February 24, 2021 via Zoom.**

A motion was made by Susan Shepard to approve the Hot Topic & Member Check-in follow-up Board Meeting Minutes. The motion to approve was seconded by Jamie Vohs. Motion carried unanimously.

**Treasurer's Report**

Treasurer Jamie Vohs reported an uneventful 1<sup>st</sup> quarter. She and Membership Chair Donna Fleischman have been reviewing memberships. OFSOA is currently down 15 memberships from last year but attribute most to expense freezes due to COVID-19. Education Chair Sally Cravinho reported that the Oregon State Fire Marshal's office received approval and will be renewing this year after being unable to do so last year.

Treasurer Jamie Vohs presented the proposed 2021-2022 OFSOA budget. Membership dues dropped from 140 members to 125. Grant income was discussed. At Event Planning Committee Chair, Diane Nave's request, Sally Cravinho will follow up with the appropriate DPSST personnel who award grants to ensure it is

available to OFSOA. Jamie also proposed raising the Website expense line from \$2,000 to \$3,200 to allow for web site upgrades.

Following discussion, a motion was then made by Pam Webber, seconded by Ashley Naught, to approve the Treasurer's Report as presented. Motion carried unanimously.

President Julie Spor asked that the approval of the 2021-2022 annual budget be postponed until the end of the meeting to allow discussion for the Fall conference.

### **No Correspondence**

### **Reports**

- a. Region 1: Rep Jennifer Fox: emailed minutes to region members.
- b. Region 2: Rep Lilee Rodriguez: Emailed two new registrants from Depoe Bay and Albany Fire with OFSOA information. She reported that her region has 40 members. Counties in her region include Benton, Lane, Linn, Marion, and Polk.
- c. Region 3: No report.
- d. Region 4: Rep Melissa Goodwater: Reviewed breakout meeting questions, attended the virtual check-in on February 24<sup>th</sup>, emailed region members regarding the Breakout meeting, and sent SDAO COVID-19 relief information to region members. She reported that her region has 39 members.
- e. Region 5: Rep Nikki Osborn: no events, no activity.
- 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 – No report
- c. OSFM – No report
- d. OFDDA - No Report
- e. OFCA – No report

### **Committee & Sub-Committee Reports**

- a. **Education** – Sally Cravinho reported she corresponded with Accreditation Chair Nannette Howland on accreditation levels and qualifying materials, advised the Events Planning Committee of OSFM's financial support, and corresponded with Kim Huettl on speakers and defining roles and responsibilities of the Education Chair and Events Planning Committee.
  - i. Accreditation – Chair Nannette Howland reported that three OFOSA members have submitted paperwork for accreditation. Rachel Bottemiller has been approved for Level III, Dulcy Pierce has been approved for Level I, II, and III, and Susan Shepard has been approved for Level IV.  
A motion was made by Jamie Vohs to approve Rachel Bottemiller for Level III, Dulcy Pierce for Level I, II, and III, and Susan Shepard for Level IV. The motion was seconded by Ashley Naught. Motion carried unanimously.
  - ii. Event Planning Committee – Chair Diane Nave reported that there are 15 tickets left for online classes with Soul Canyon Training & Development. She would like to discuss eliminating these 15 tickets and in return, Soul Canyon Training & Development would provide reduced pricing to OFSOA members on any future classes.  
After discussion, a motion was made by Pam Weber to eliminate remaining tickets in lieu of reduced pricing for future classes for OFSOA members. Susan Shepard seconded the motion. Motion carried unanimously.  
\_\_\_\_ EPC Chair Diane Nave requested direction from the Board regarding the Fall conference. Should the Committee proceed with accommodations and speakers or look into virtual platforms, given the uncertainty of COVID-19. Following discussion, it was determined that

President Julie Spor will summarize the discussion and send out a poll to the membership, requesting a short turnaround in their response, to determine which option: in person, virtual, or a hybrid conference, will be best for the members.

- iii. Scholarship – Vice-President Ashley Naught: no events, no activity.
- b. **Membership** – Chair Donna Fleischman reported that our membership numbers have rebounded.
  - i. Hospitality – Chair Dulcy Pierce: no events, no activity.
  - ii. Good Will – Chair Dana Schulke reported no activity this quarter.
  - iii. Merchandising – Chair Kim Sunderlin reported she has placed an order for car decals. She is working on an inventory list and will send out a blast to confirm interest levels.
- c. **Protocol/Parliamentarian** – Chair Rhonda Grant reviewed/proofed the 1st quarter minutes and workshop notes, attended an online Soul Canyon class, and updated the Procedure Manual with the Social Media policy. The updated procedure manual has been emailed to the Board and posted to the website.
  - i. Auditor – Chair Lillee Rodriguez: no activity, no report.
  - ii. Registrar – Chair Trish Lutgen: no activity, no report.
- d. **Communications** – Chair Melanie Bicket reported that the first edition of the reformatted Sixth Bugle newsletter was sent out to members. Look for a second edition in June or July. She created and sent out education flyers for the Soul Canyon online classes and continues to work with Event Planning Committee Chair Diane Nave to determine the best approach to communicate and handle remaining tickets.
  - i. Website – Chair Laura Houston was unable to attend, no report.

### **Business Items**

- Approval of the 2021-2022 Budget  
*A motion was made by Pam Weber to approve the 2021-2022 budget as presented, with the increase in Communications from \$2,000 to \$3,200. Susan Shepard seconded the motion.* Motion passed unanimously.

### **Presidents Report**

- President Julie Spor included her report in the Board packet. Items noted in the report included news blasts sent out, working with Communications Chair Melanie Bicket to move OFSOA documents to the new OFSOA Google Drive, and working with the Board on the Member Check-In and Workshop.
- She noted her appreciation of Ashley Naught and Melanie Bicket, assisting with the news blasts.
- She will move forward with the process of having the previous Treasurers computer “cleaned” and will arrange to have this done while the IT tech is at her station to help reduce costs.
- President Julie Spor noted the retirement, and upcoming retirement of Board and Committee members Deb Keene, Karen Duckworth, and Susan Shepard.
- Board member terms will also be an issue based on the staggered terms agreed upon in 2020. She will send out an email to Board members and committee chairs to determine their continued work in current positions. She will report back to the Board following the poll response regarding the Fall conference. This will determine the manner of voting.

### **Good of the Order**

- Pam Weber thanked the Events Planning Committee for their efforts, especially given the challenges of 2020.

### **Upcoming Meeting Dates**

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

**Adjournment** President Julie Spor adjourned the meeting at 3:33 p.m.

Respectfully submitted,

Dulcy Pierce  
Secretary