

Oregon Fire Service Office
Administrators
3rd Quarter Board Meeting – July 12, 2021 – 2:00 p.m.
Via Zoom

President Julie Spor welcomed everyone and called the meeting to order at 2:11 p.m. Secretary Dulcy Pierce took roll. 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 (excused)
- Region 2 Rep Lillee Rodriguez, Philomath Fire & Rescue (excused)
- 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 (excused)
- Membership Chair, Donna Fleischman, McMinnville Fire (excused)
- 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 (excused)
- 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
- Scholarship Ashley Naught, Tualatin Valley Fire & Rescue
- Audit Chair Lillee Rodriguez, Philomath Fire & Rescue (excused)
- Registrar Trish Lutgen, Aumsville Fire (excused)
- Event Planning Committee Chair Diane Nave, Tualatin Valley Fire & Rescue

Introduction of Guests

Pat Cane, OFSOA Life Member

Laureal Williams, OFDDA

Approval of Board Meeting Minutes: 2nd Quarter Board Meeting

A motion was made by Ashley Naught to approve the 2nd Quarter Board Meeting Minutes, May 11th, 2021, via Zoom. The motion to approve was seconded by Melanie Bicket. Motion carried unanimously.

Treasurer's Report

Treasurer Jamie Vohs overviewed the financials. 2021 has been uneventful thus far. Membership dues will begin coming in. No questions on the 2021-2022 budget. She will begin working with Audit Chair Lillee Rodriguez on the 2020-2021 audit.

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

No Correspondence

Reports

- a. Region 1: Rep Jennifer Fox: emailed minutes to region members.
- b. Region 2: Rep Lillee Rodriguez: introduced herself to Mt. Angels' new Administrative Assistant,

Kacie Wiesner, and will follow up with an informational packet, has 33 members as of 6/30/21, and emailed minutes to region members.

- c. Region 3: Rep Pam Webber: emailed minutes to region members.
- d. Region 4: Rep Melissa Goodwater: reported that her region has 39 members she shared the fall conference survey and 2nd quarter minutes with, she worked with Kim Sunderlin on decals, and worked with Communications to learn how to do a news blast.
- e. Region 5: Rep Nikki Osborn reported that her region has 16 members. She emailed minutes to region members.
- f. Region Representative/Past President Susan Shepard reported continued contact with Region Reps; Susan commended Julie Spor for the great job she is doing and making the tough decisions as President during these difficult times; Susan retired as of 6/30/21 and this will be her last meeting with OFSOA as the Past President and Region Liaison. Rhonda Grant will be taking over the duties as Past President. The Board thanked Susan for everything she has done for OFSOA.

Liaison Reports

- a. Oregon Fire Bridge – No report
- b. Oregon Fire Life Safety Team – No report
- c. OSFM – No report
- d. OFDDA - Laoreal Williams reported that OFDDA has been tracking over 100 pieces of legislature, the priority making the Oregon State Fire Marshals Office a stand-alone office. A Task Force has been created to aid in this transition. Laoreal also reported that the 2021 Oregon Fire Service Conference will be held in Ashland, November 4-6th.
- e. OFCA – No report

Committee & Sub-Committee Reports

- a. **Education** – Sally Cravinho: unable to attend, no report.
 - i. Accreditation – Chair Nannette Howland worked with President Julie Spor to send out Accreditation certificates.
 - ii. Event Planning Committee – Chair Diane Nave reported that SoulCanyon has offered free classes to departments/districts who have training budget freezes. She reminded us that SoulCanyon holds a free Lunch & Learn the first Wednesday of each month, from 12:00-1:00. SoulCanyon has also offered OFSOA reduced class fees for future classes. The reservations at Oregon Gardens for the Fall Conference have been cancelled. Oregon Gardens is holding the contract and negotiated terms to be used for the Spring Conference 2022.

There are two positions available on the EPC: Holly Myers, TVFR, is seeking to fill one position and will be submitting an interest form to President Julie Spor. The second position should be someone with a focus on hotel contracts/venue/meal planning. Diane Nave has worked with Sally Cravinho to secure speakers for the upcoming Fall Conference, October 12-13th. They are reviewing contracts and finalizing the schedule and member registration pieces. She also worked with Laura Houston on redesigning a registration form for the virtual conference format, so be watching for it. Cost will be \$50 per person. The Board discussed upcoming conferences: virtual, hybrid, and in-person and registration fees. No decisions were made. The Board will continue to monitor COVID-19 mandates.

The Fall Conference will utilize Zoom as the virtual platform. Diane Nave has worked closely with Communications Chair Melanie Bicket and Vice-President Ashley Naught. The current platform will work well however, Zoom will be launching Zoom Events, a platform specifically designed for large-scale events, soon. They will continue to monitor the launch of this program.
 - iii. Scholarship – Vice-President Ashley Naught: no events, no activity.

- b. **Membership** – Chair Donna Fleischman reported 156 current members and three new member applications. The region lists have been updated and are available on the website.
 - i. Hospitality – This position is open. President Julie Spor has received an application from Ashley Adams, Dallas Fire Department.
 - ii. Good Will – Chair Dana Schulke reported that a card was sent to Emily Matlock at Ashland Fire following an injury and a gift basket was put together for Susan Shepard’s retirement party. EPC Chair Diane Nave asked what the criteria is for retiring member gifts. Rhonda Grant recommends creating a list of previous retirees and gifts to help formulate a practice moving forward. Vice President Ashley Naught will continue the conversation with President Julie Spor.
 - iii. Merchandising – Chair Kim Sunderlin reported she placed an order for car decals and they should be available soon. She extended her congratulations to Susan Shepard on her retirement.
- c. **Protocol/Parliamentarian** – Chair Rhonda Grant reviewed/proofed the 2nd quarter minutes, researched bylaws and procedures on the election process and Board terms, participated in the online vote regarding the Fall Conference and filling vacant positions, and attended Susan Shepard’s retirement party.
 - i. Auditor – Chair Lilee Rodriguez: no activity, no report. Treasurer Jamie Vohs will contact her regarding the 2020-2021 audit.
 - ii. Registrar – Chair Trish Lutgen: no activity, no report.
- d. **Communications** – Chair Melanie Bicket reported that she will be sending out interest forms for open board positions. She is working on the private OFSOA Facebook page.
 - i. Website – Chair Laura Houston was unable to attend, no report.

Business Items

- President Julie Spor had to leave the meeting at 2:46 p.m.; Vice-President Ashley Naught took over.
- Life Membership Nominations: Karen Duckworth, Deb Keehn, and Susan Shepard. *A motion was made by Rhonda Grant to confirm Karen Duckworth, Deb Keehn, and Susan Shepard as OFSOA Life Members. Dulcy Pierce seconded the motion.* Motion passed unanimously.
- Open Committee Positions: Merchandise, Region 4, and Event Planning Committee member. Communication Chair Melanie Bicket is creating interest forms to send out. Diane Nave reported the EPC is seeking someone to help with hotel budget and contracts. Life Member Pat Cane reminded the Board that Region 4’s position is an elected position and the term can be filled appointment until the next election.

No Presidents Report

No Good of the Order

Upcoming Meeting Dates

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

Adjournment Vice-President Ashley Naught adjourned the meeting at 3:06 p.m.

Respectfully submitted,

Dulcy Pierce
Secretary

**Oregon Fire Service Office
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3rd Quarter Board Meeting Addendum**

- President Julie Spor emailed the Board on Friday, August 13th, 2021, requesting input on a Credit Card policy and use by OFSOA Board members. Traditionally, all expenditures have been paid by check. She attached a draft policy for review. In the same email, she requested feedback on purchasing the new Zoom Events platform that recently became available. Because both items affect the Fall Conference, President Julie Spor will send the Board an email vote form.
- President Julie Spor reported via email, on August 18th, 2021, that 12 out of 13 members voted, and all were in approval of OFSOA obtaining a U.S. Bank credit card. Treasurer Jamie Vohs will begin the process. If the policy needs adjustment, please email President Julie Spor and copy Protocol/Parliamentarian Chair Rhonda Grant.
- In addition, a unanimous vote was received to pursue the purchase of the Zoom Events platform. Communications Chair Melanie Bicket will begin familiarizing herself with this for the Fall Conference.
- On August 27, 2021, President Julie Spor emailed the Board, notifying them of an interest form received for the Hospitality Chair position by Ashley Adams, Dallas Fire & Emergency. All responding Board members were in favor and President Julie Spor appointed Ashley Adams as Hospitality Chair on September 1, 2021. Welcome aboard Ashley!