

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes – 4th Quarter
October 16, 2018 - 3 p.m.

President Julie Spor called the meeting to order at 3:03 p.m. at Riverbend Brewing Sports Pub, Bend Oregon. Secretary Sami Smith took roll.

Executive Board:

President Julie Spor, Sisters - Camp Sherman Fire District
Vice President Paula Landrus - Crook County Fire & Rescue - **Excused Absence**
Secretary Sami Smith - Tualatin Valley Fire and Rescue
Treasurer Jamie Vohs - Black Butte Ranch Fire District
Past President Susan Shepard - Polk County Fire District
Region 1 Representative Jennifer Fox - La Grande Fire Department
Region 2 Representative Alison McGrath, Siletz Fire Department - **Excused Absence**
Region 3 Representative Pam Webber - Medford Fire-Rescue
Region 4 Representative Diane Nave - Tualatin Valley Fire and Rescue
Region 5 Representative Tammie Waters - Sunriver Fire

Committee Chairs:

Education Chair Sally Cravinho - Office of State Fire Marshal
Membership Chair Bonita Johnson - La Pine Fire District
Communications Chair Ashley Naught - Tualatin Valley Fire and Rescue
Protocol Chair Rhonda Grant - Stayton Fire District

Subcommittees:

Accreditation Chair Vickey Dosier - Keizer Fire - **Excused Absence**
Website Chair Laura Houston - Stayton Fire - **Excuse Absence**
Hospitality Chair Dulcy Pierce - McKenzie Fire & Rescue
Merchandise Chair - **Vacant**
Event Resource Contact Bonita Johnson - La Pine Rural Fire Protection District
Goodwill Representative Donna Fleishman - McMinnville Fire - **Excused Absence**
Scholarship Chair Paula Landrus - Crook County Fire and Rescue - **Excused Absence**
Auditor-Laureal Williams - OFDDA - **Excused Absence**
Registrar Trish Lutgen, Aumsville Fire Department

Guests Attending:

Pat Cane, Life Member
Olivia Houck, Tualatin Valley Fire and Rescue
Kim Sunderlin, Tualatin Valley Fire and Rescue

Approval of Minutes:

Past President Susan Shepard moved, seconded by Communications Chair Ashley Naught, to approve the minutes of the July meeting with the changes presented by Trish Lutgen reported to add an and between Silverton and Aumsville on Page 4 for the 2020 Conference Host, Ashley Naught reported Page 4 to add the 2019 Conference location to the Grand Lodge at Bridgeport Village, as TVFR is hosting the conference . Motion carried with Aye votes by those present.

Correspondence: None

TREASURER'S REPORT: Membership dues are mostly received. Conference revenue and expenses are on track and will be included in the next financial report. Region 5 Representative and Conference 2018 Chair Tammie Waters explained that the Department of Public Safety Standards and Training (DPSST) has grant funds available for training. Because our conference is considered a training event, a grant for \$5,000 was

applied for through DPSST and received for the 2018 conference. The ending balance in the checking account is \$36,132.96.

Region 4 Representative Diane Nave moved, seconded by Secretary Sami Smith, to approve the Treasurer's Report. Motion carried with Aye votes by those present.

REGIONAL REPRESENTATIVE REPORTS:

Region 1 Representative Jennifer Fox has six members as of October 2018 with one new member, Shari Crocker from Umatilla RFPD. She emailed the Newsletter to her area departments and sent the board minutes to her region members.

Region 2 Representative Alison McGrath was unable to attend conference due to a family emergency. Past President Susan Shepard presented Alison's report of 44 active members. Alison emailed last quarter's board meeting minutes to her members. Her new members are: Sarah Hollenbeck from Goshen Fire Ashley Harlow from Southwest Polk County RFPD, Steffanie Hupp from Drakes Crossing RFPD, and Megan Sykes from Falls City Fire. At last count 24 members are attending Conference from Region 2. Diane Nave and Jennifer Fox volunteered to write the attendee welcome cards for Alison's members attending conference.

Region 3 Representative Pam Webber has 30 members as of October 2018. Her new members are: Dina McClure and Holly Lais of Siuslaw Valley RFPD #1. They were unable to attend conference, but attended workshop. She sent board minutes, welcome letters, and emails to her new members. She sent a reminder for Fall Conference. Currently she is gathering her committee for the Spring 2020 Workshop and planning details for that event.

Region 4 Representative Diane Nave has 43 members in Region 4. She has 16 members attending Conference. Since her last report she has submitted her bio for the Newsletter, emailed board meeting minutes and conference information including encouragement to run for open positions. She contacted two lapsed members, and both are renewing. New member, Melanie Bicket from TVF&R is a first-time attendee to Conference.

Region 5 Representative Tammie Waters reported that Region 5 has 19 active members. She emailed the last board minutes to her region members. All districts are working on wrapping up fire season and working on trainings and hiring. She is busy finishing up details for the fall conference.

Region Representative Liaison Susan Shepard continues to touch base with the Region Representatives, encourages them to send reminders out to their members, bring their Tax-Exempt Certificate for lodging, attend Presidents Night, and encourages them run for an open board position. She provides encouragement, help, and support for them.

LIAISON REPORTS:

Oregon Fire Bridge: No Report

Oregon Life Safety Team (OLST): President Julie Spor presented OLST Representative Laura Houston's report on the Oregon Life Safety Team. Current projects are a statewide "Community Risk Reduction Project" to reduce kitchen fires, and the two sub committees working on youth fire prevention and best practices guide for public educators.

Oregon Fire District Directors Association (OFDDA): No report

Oregon Fire Chiefs Association (OFCA): Bill Boos introduced himself from the Oregon Fire Chiefs Board of Directors and Western Fire Chiefs Assn. Oregon Representative. This year OFCA is taking their board meetings around the state to hopefully to reach Departments that can't attend meetings in Salem or Portland. In September the board meeting was in Pendleton. Currently their projects include: working on legislative items regarding House Bill 4030 Ground Emergency Medical Transportation (GEMT) as a means

to improve revenues for transporting districts and a bill regarding ambulance service areas and how they are governed. 2019's Spring Conference will be OFCA's 100th year anniversary.

COMMITTEE REPORTS:

Education Chair: Sally Cravinho reported she corresponded with Tammie Waters and Vickey Dosier on the speakers, accreditation, and agenda for the Fall Conference. She has been in contact with Vickey Dosier regarding Level IV Accreditation Guidelines.

Accreditation Chair: Vickey Dosier had district board meeting tonight and submitted her report in the board packet. There will be one individual receiving their Level III Certification and Accreditation Plaque at the Awards Banquet. She provided documentation for level IV award proposals for discussion. Vickey will be retiring from Keizer Fire as of October 31, 2018. She has contracted back for approximately six months to train her replacement. She hopes to find someone interested in transitioning into the Accreditation Chair position. Vickey said it has been a pleasure working with OFSOA and she will miss working with all of us.

Event Resource Contact: Bonita Johnson reported Ashley Naught from TVF&R is leading the 2019 Conference committee, to be held at the Grand Hotel in Bridgeport on October 16 – 18, 2019. Trish Lutgen will be leading the 2020 Conference to be held at the Oregon Gardens. As Bonita moves toward retirement she wants to transition and work with the new Event Resource Contact and to work with Oregon Gardens contract. President Julie Spor thanked Bonita Johnson for everything she has done in her role as the Event Resource Contact and other positions over the past several years.

Scholarship: President Julie Spor reported two lodging scholarships given for this Conference. We continue to have people not utilizing the funds available for scholarships. President Julie Spor encouraged Region Representatives to let their members know that there are scholarships available, and make sure that money is not the reason members are not attending as there are funds available.

Membership: Membership Chair Bonita Johnson reported there are 176 current members, 142 active members, and 27 life members, 1 Associate member. Currently Region 1 has 6 members, Region 2 has 45 members, Region 3 has 30 members, Region 4 has 43 members, and Region 5 has 19 members. Bonita Johnson reported that there are also four members with 15 years of service, one member with 20 years of service, and one member with 25 years of service. Bonita also reported that Peggy Kirkpatrick (Bend Fire) and Julie Rotoza (Lake Oswego Fire) retired this year that had over 10 years of active membership.

Hospitality: Hospitality Chair Dulcy Pierce worked closely with Tammie Waters and Bonita Johnson preparing for the Fall Conference. The Hospitality room will have an array of breakfast goodies in the Hospitality room for all to enjoy at 7:00 a.m. daily. The Hospitality room will also be open after the Presidents Night and after the Awards Banquet. Please swing by for the opportunity to socialize, network and relax in the 3 Sisters C room on the Hotel side. Dana Schulke was given a donation of five cases of beer from Worthy Brewing, which will be available in the Hospitality Room in the evening.

Good Will: Goodwill Representative Donna Fleischman was unable to attend, providing her report in the board packet. Since the last meeting she sent out two sympathy cards and two get-well cards to members who underwent surgeries in July and September.

Merchandise: Treasurer Jamie Vohs, who is filling in on merchandise, reported she ordered a few new items for Conference. President Julie Spor reported Kim Sunderlin will be taking over Merchandise.

Protocol/Parliamentarian: Rhonda Grant reported that since our last meeting she submitted a couple small articles for the Newsletter; prepared the protocol report for the Annual Business Meeting & Orientation session; checked with the Past President Susan Shepard on elections procedures; and made sure the most current copies of the Bylaws and Procedure Manuals were distributed to the Board Members and posted on the OFSOA website.

Auditor: President Julie Spor reported Laureal Williams is unable to attend Conference, due to conflicts with other conferences, and will be relinquishing the Auditor position. Laureal has asked that Trish Lutgen to help with the Audit Committee at Conference. If anyone has any interest in the position, please contact Julie. We will be announcing the opening at the Annual Business Meeting.

Registrar: Trish Lutgen reported that we have 68 members attending the conference, we have 3 members attending from Region 1, 25 members attending from Region 2, 12 members attending from Region 3, 16 members attending from Region 4, and 11 members attending from Region 5, and a representative from Tumwater FD/Washington, Catherine Blakeway.

Communications: Ashley Naught sent out many news blasts while President Spor was out on medical leave. The Sixth Bugle went out last week. Ashley reported that she has become aware of some members not receiving the Newsletter, and she will follow up as to why. Ashley met with some members at TVF&R to brainstorm the possibility of a website forum, a few questions and concerns are; would people use it, would it be cost effective, if you must go out to a forum will it be effective? Representative Diane Nave suggested posting a questions and answer list, so members could follow-up as a new section on the website

Website: Laura Houston was unable to attend providing her report in the Board Packet. She set up the Website Online Conference Registration, and the pay online feature for paying with a credit card. She has been updating the website's "how to documents" for members posting documents and assisted committee members in adjusting to the new system. She wanted to thank all the members for their encouragement and understanding with the rolling out process of the new website.

BUSINESS ITEMS:

1. Conference 2018 Update – Tammie Waters requested help to finish setting up room for Conference.
2. Upcoming Events Update – President Julie Spor announced the 2019 Workshop will be in Albany with Kate Hennessey leading committee, 2019 Conference will be at the Grand Hotel in Bridgeport Village with TVF&R leading committee, 2020 Workshop will be in Medford with Pam Webber leading committee, and 2020 Conference at the Oregon Gardens in Silverton with Trish Lutgen leading committee. The Strategic Plan update work session will be in January 2019 and documents presented at the Spring Workshop.
3. Open Board Positions – Past President Susan Shepard reported the following open board positions and received paperwork for nominations: President Julie Spor, Secretary Olivia Houck, Region 1 Representative Jennifer Fox, Region 2 Trish Lutgen, Region 3 Pam Webber, have all confirmed they are running for the open positions. Region 5 is currently open to fulfill the 1-year term. President Julie Spor reported interest has been expressed, and she would like board approval to appoint people into the following positions: Donna Fleischmann for Membership, Kim Sunderlin for Merchandise, Lilee Rodriguez for Auditor, and Diane Nave for Event Resource Contact.

Region 3 Representative Pam Webber moved, seconded by Secretary Sami Smith, to appoint the members into the board positions the Motion carried with Aye votes by those present.

PRESIDENTS REPORT: President Julie Spor reported that since the 3rd Quarter Board Meeting she had completed the following tasks: sent out numerous news blast requests, prepared an article for the Newsletter, prepared the annual report, assisted with the 2018 Fall Conference tasks, worked on securing hosts for upcoming events and talked with various members regarding upcoming Board/Committee positions.

UPCOMING OPPORTUNITIES: Julie shared upcoming opportunities including an event planning class, strategic plan update work session, and attending the Washington Fire Administration 2019 Conference.

OTHER BUSINESS/GOOD OF THE ORDER:

1. Diane Nave will update a draft of the Conference Event Binder with information from Julie on the conference and from Pat Cane on raffle and silent auction guidelines and procedure.
2. Rhonda Grant has completed a document with a history of who participated/lead sessions or led conference committees and workshop committees in the past. For Level IV Accreditation proof of participation/leadership will be required so documentation will become very important. There will be documents to use for proof documentation.
3. Tammie Waters asked the board to donate the proceeds from the raffle and silent auction to the local breast cancer organization. By consensus the board decided that because of our 503C6 tax status we need to research if we can legally do and then create a policy and procedure before we make decision.

The 1st Quarter Board Meeting will be in January by Teleconference.

No further business was discussed, and the meeting was adjourned at 4:29 p.m.

Respectfully submitted,
Sami Smith, Secretary