

OREGON FIRE SERVICE OFFICE ADMINISTRATORS  
Post Conference Meeting  
Riverhouse On the Deschutes Hotel & Convention Center-Deschutes South  
2850 Rippling River Court, Bend Oregon  
October 19, 2018

President Julie Spor called the meeting to order at 12:42 p.m. 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 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-**Excused Absence**  
Protocol Chair Rhonda Grant, Stayton Fire District

**Subcommittees:**

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

**Guests Attending:**

Pat Cane, Life Member  
Lilly Rodriguez, Philomath Fire and Rescue  
Kim Sunderlin, Tualatin Valley Fire and Rescue  
Nikki Osborn, Klamath County Fire District #1

**BUSINESS ITEMS:**

President Julie Spor announced new officers and recapped the awards presented at the Annual Banquet. Julie also reviewed a question that was brought to her attention regarding Committee Chairs and gifts versus plaques at the Awards Banquet. Julie explained that Committee Chairs have their choice of a gift card or plaque when their term is up if they choose not to continue for another term. If you are continuing

in your position you will receive a certificate after you complete a two-year term. If there is confusion, please let her know.

**Years of Membership awards:**

- a) Susan Shepard, Julie Spor, Paula Landrus, Carol Norgard – 15 Years
- b) Lorinda Fawcett –20 Years
- c) Rebecca Hollenbeck-25 Years

**Accreditation Recipients:**

- a) Peggy Kirkpatrick - Level 3 Plaque

**President's Award:**

- a) Jamie Vohs

**Board Elections:**

- a) President – Julie Spor, Sisters-Camp Sherman Fire District
- b) Secretary – Olivia Houck, Tualatin Valley Fire and Rescue
- c) Region 1 Representative – Jennifer Fox, La Grande Fire and Rescue
- d) Region 2 Representative -Lillee Rodriguez, Philomath Fire and Rescue
- e) Region 3 Representative-Pam Webber, Medford Fire and Rescue
- f) Region 5 Representative (1-year to complete vacant Term) Nikki Osborn, Klamath County Fire District #1

New officers take office on November 1, 2018

**Disposal of Ballots:** Protocol Chair Rhonda Grant asked for a board vote as required for destroying ballots.

**A motion was made by Region 1 Representative Jennifer Fox, seconded by Secretary Sami Smith to destroy ballots from the Region 2 Representative vote. Motion carried with an Aye votes by members present.**

**Committee Appointments:** President Julie Spor reported the following Committee Appointments: Kim Sunderlin Merchandise Chair. Lillee Rodriguez Auditor. Diane Nave Event Resource Contact and Donna Fleischman Membership. Vickey Dosier reported that Heather Sears would like to take over as the Accreditation Chair. With her supervisors' approval, the board agreed to appoint Heather as the Accreditation Chair.

**Merchandise:** Treasurer Jamie Vohs reported that during conference, \$960 worth of merchandise was sold.

**Raffle Outcome Report:** Treasurer Jamie Vohs reported that \$435 was raised from the raffle and \$329 from the silent auction. In comparison with the budget Jamie budgeted \$400 for merchandise sales and \$350 for the silent auction.

**Donating from Raffles**—President Julie Spor made the decision to not donate a portion of the proceeds from the raffle to a cause as was requested by Conference Chair Tammie Waters at the 4<sup>th</sup> Quarter Board meeting. The decision was made based on concerns from the membership and fellow board members. Life Member, Pat Cane did some research during conference and determined the organization cannot legally do it in the first place. President Spor expressed she didn't feel comfortable making a decision to donate to a cause regardless, before the Board has a chance to create a policy addressing this type of request. Pam Webber will lead a small committee in preparing a draft policy regarding donations to be presented in January. Trish Lutgen reported that she is on the board for another group and she can check with them to see what the policies are for donations, and report back to Pam.

**FUTURE MEETING DATES:** President Julie Spor will establish the 2019 meeting dates and send them to the group. Secretary Sami Smith suggested the group utilize TVF&R's conference calling system for free for the January meeting. Julie also suggested moving the Strategic Plan review to March due to winter weather concerns.

**GOOD OF THE ORDER:**

Bonita Johnson would like to request the Board look at purchasing a new computer for the Treasurer and for membership data. Kim Sunderlin volunteered to help move the system over from Access to Excel or find a better system.

Diane Nave reported as the Event Resource Contact, looking over the binders and talking with upcoming hosts, one of the things that is not detailed enough is the contract's and who is responsible to sign off on them. With Bonita leaving, she had already approved the conference in two years at the Oregon Gardens. In the past the Event Resource Contact has reviewed the contract, then given it to the President to sign. Get the venue set with what they are going to charge, what they will provide, then the person hosting the conference can focus on the event. Once everything is approved it gets signed. Julie asked Rhonda to review the Procedure Manual to see if the President needs to sign the contract.

Susan Shepard asked about the photo roster and getting it up to date. Rhonda Grant asked if people could just send in a photo of themselves. President Julie Spor thought that would be a good idea and a quick way to get photos submitted and up for members to reference.

**Meeting Adjourned at 1:10 pm**

Respectfully submitted,

Sami Smith, Secretary