

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Annual Business Meeting
Riverhouse On the Deschutes Hotel & Convention Center-Deschutes South
2850 Rippling River Court, Bend Oregon
October 17 & 18, 2018

Board President Julie Spor called the meeting to order at 12:00 p.m. and welcomed attendees.

(Attendee list attached).

President Julie Spor introduced Life Member Pat Cane.

The Board and Committees were introduced by President Julie Spor. She announced the position of Merchandise Chair, which was vacated by Bethany Emmert moving, will be filled by Kim Sunderlin. Kim was filling in and working in the Merchandise position at Conference. Lillee Rodriguez will be filling the position of Auditor.

TREASURER'S REPORT:

Treasurer – Jamie Vohs reported on the financials of the organization. Currently we have \$36,132.96 in the checking account. Revenues are currently looking good due to donations for the last two years from Conferences. Thank you to everyone who has worked hard on that.

Region Representatives presented on their membership numbers, attendees at the Conference and the counties their areas cover.

Business Items

Open Board Positions: Past President Susan Shepard discussed the nomination procedure and election process and said if anyone is interested in filling a position, they will need to fill out a board application and have their chief or manager sign off for permission to run for an OFSOA office. Susan announced the following are open positions: President, Secretary, Region 1, Region 2, Region 3 and a 1-year term (completion) of Region 5 Representatives, and any vacancies created by elections.

Audit Committee: President Julie Spor reported that Lillee Rodriguez will be chairing the Audit of finances and will need three to four volunteers, to join the audit committee to review transactions during conference. The Committee will meet tomorrow morning at 7:30 a.m. and should only take about 45 minutes. If you are interested, please see Lillee.

New Business:

The board was approached with a request to donate a portion of our raffle income to a cause. This is something that will take some time to review and we are not sure if we want to get involved in. So, at this time there is nothing other than just letting membership know this is something the board is going to consider. One of the board members is going to come up with a draft policy which will be reviewed, discussed and decided on at the January Board Meeting.

Good of the Order

Region 4 Representative Diane Nave reported that at the last Conference she asked anyone that was having EMS billing issues with Veterans Administration Billing to contact her. She shared that TVF&R has a policy that they have put into works and she would be happy to share. Please contact Diane if interested.

Meeting recessed at 12:18 p.m. on October 17, 2018.

President Julie Spor resumed the Annual Business Meeting at 12:12 p.m. on October 18, 2018

Attendee List attached:

Committee Reports:

Membership Chair: Bonita Johnson stated that Membership is in a transition, and this will be her last report and Membership Chair. Bonita reported there are 176 current members; Region 1 has 6 members, Region 2 has 45 members, Region 3 has 30 Members, Region 4 has 43 members, Region 5 has 19 and there are currently 27 life members. President Julie Spor reported that Donna Fleischman from McMinnville Fire will be taking over as the Membership Chair.

Hospitality Chair: Dulcy Pierce introduced herself and talked about the Hospitality room that OFSOA provides for the group during workshops and conferences. The room is meant to be a low-key place for members to network and catch up with each other. It is open in the evenings, in the morning for breakfast, after the Awards Banquet, and again for breakfast Friday morning.

Merchandise Chair: Kim Sunderlin wanted to thank everyone for understanding and being patient, since she just took over and Merchandise Chair on the first day of Conference. She reported that if anyone wanted something ordered to email her, and she will work with Jamie and Tammy to get the pricing. She will be working on getting organized and has a lot of ideas and welcomes any ideas anyone has.

Goodwill Chair: Donna Fleischman said that Goodwill is available for any of our members or their Departments. If a member or department is has experienced something such as a death or tragedy or just needs some cheering up, please let her know and she will send a card or flowers. Region 4 Representative Diane Nave requested that OFSOA send a card to Springfield Fire, for their recent incident they responded to involving a shooting.

Education Chair Sally Cravinho asked the group if there are any classes or speakers they would like to see at future Conferences or Workshops to please let her know.

Accreditation Chair: Vickey Dosier reported she has one individual receiving their Accreditation Award at the Awards Banquet. She has about four that are in the pending file so keep working on it. If you have any questions regarding accreditation, please let her know. Level IV has been adopted by the Board and she has a few members working on their award.

President Julie Spor announced that Vickey will be retiring soon but will be working back for about six months. If anyone has a passion for helping people achieve their Accreditation goals, please talk to Vickey or Susan Shepard.

Protocol Chair: Rhonda Grant discussed the role of Protocol Chair. The Protocol Chair is to make certain that all meetings are conducted properly, the minutes are accurate, and provide the appropriate historical information. Some of the changes that have been made this year were just some minor housekeeping to make sure the Bylaws line up with our Procedure Manual. She also reminded members of a change that requires them to have served for at least two years on the Board if they would like to run for President and serve for at least one year if they would like to run for Vice President. The current version of both the Procedure Manual and Bylaws are available on our website under documents.

Registrar Trish Lutgen reported that we have 68 members attending the Conference; we have three 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. President Julie Spor reported that Trish Lutgen is the person responsible for accounting of all the online and paper registrations. After she receives them, she sends the information out to the Conference and Workshop committees, so they know what to plan for.

Auditor Lillee Rodriguez reported that every year at Conference an Audit Committee gets together to meet with the Treasurer of the organization to review the financials for the prior year. This morning with the help of committee members Trish Lutgen, Jennifer Fox, Mary Lou Busch, and Heidi Timberman, they met, asked questions, did their review, and reported that the financials looked flawless. Lillee reported that Treasurer Jamie Vohs is doing a great job for the organization.

Communications Chair: Ashley Naught reported that the Newsletter went out last week, but we seem to be having some trouble with the blast. She asked for a show of hands to see who received the Newsletter with the majority showing they had received it. Ashley also asked for a show of hands to see who uses the email blasts. Also reporting by the show of hands showing most were using them. Ashley explained that the blast can be used to ask the entire membership questions related to policy, job procedure, etc. Blast requests can be sent to the President or the Communications Chair. Ashley asked if anyone ever wonders what the answer was to the question asked in news blast requests. Ashley let the group know the Board is considering adding a section to the website that lists the question asked, who asked the question and their email address, so you can contact that person directly for responses they have received. We don't want to set it up unless it would be useful. The majority indicated it would be useful.

Website Chair: Ashley Naught reported on behalf of Laura Houston. As many of you know the new website is now live and hopefully you have been able to see it when you were registering for the Conference. It is now being used to facilitate membership processing and you can now pay online for event registrations. Thank you for your patience and encouragement as we utilize the new website.

Business Items

President Julie Spor announced the raffle baskets and silent auction items are a source of revenue for OFSOA. A lot of the baskets are put together by our members. Winners will be announced on the last day of Conference. She encouraged members to see Pat Cane to purchase tickets.

Nomination Speeches

Past President Susan Shepard announced that yesterday no one had turned in a nomination for Region 5 but today she received one from Nikki Osborn. She asked the candidates to come forward and tell the membership why they would like the position.

Nomination speeches were given by the following people:

- a. Julie Spor-President
- b. Olivia Houck- Secretary
- c. Jennifer Fox-Region 1
- d. Trish Lutgen, Lillee Rodriguez, and Tammy Robbins-Region 2
- e. Pam Webber, Region 3
- f. Nikki Osborn, Region 5

Susan Shepard explained the election process. Only Active, Retired and Life Members can vote. Susan asked for a unanimous vote to be cast for the positions of President, Secretary, Region 1 Representative, Region 3 Representative, and Region 5 Representative since there were only one nomination for each of those positions. A secret ballot vote will be required for the office of Region 2 Representative due to there being three nominations.

A motion was made by Sami Smith to cast a unanimous vote for the positions with one candidate. Seconded by Deb Keehn the motion passed unanimously with an aye vote by the members present. A vote was cast for the position for the office of Region 2 Representative, with Lillee Rodriguez being selected by the members present. The new officers will be installed at the Banquet.

2019 Conference Update- Ashley Naught from TVF&R introduced Olivia Houck and Connie Brodehl who passed out a save-the-date item. TVF&R will be hosting the 2019 Conference at the Grand Hotel at Bridgeport Village in Tigard. Ashley Naught reported that TVF&R will be signing the contract in the next week and we are encouraging everyone to book your rooms early. The dates are October 16-18, 2019. We have some amazing speakers and ideas planned, but if you have any ideas please reach out.

Good of the Order

Vickey Dosier announced her retirement as of October 31, 2018. She has signed an agreement with Keizer Fire to work back for six months, while they hire and train a new person. The Office Manager position is posted and will close on November 2nd. If anyone is interested, please see Vickey.

No further business was discussed, and the meeting adjourned at 12:45 p.m. on October 18, 2018.

Respectfully submitted,
Sami Smith, Secretary