

**Oregon Fire Service Office Administrators  
Annual Business Meeting**

**October 17, 2019 – 11:00 a.m.**

The Grand Hotel at Bridgeport  
7265 SW Hazel Fern Road– Tigard, OR

President Julie Spor resumed the Annual Business meeting by calling the meeting to order at 11:45 a.m. and welcoming attendees.

**Introduction of Committees & Subcommittees**

Committee Chairs:

- Education Chair Sally Cravinho, Office of State Fire Marshal
- Membership Chair, Donna Fleischman, McMinnville Fire
- Communications Chair Ashley Naught, Tualatin Valley Fire & Rescue
- Protocol Chair Rhonda Grant, Stayton Fire District

Subcommittees:

- Accreditation Chair Heather Sears, Jackson County FD #3 - **absent**
- Website Chair Laura Houston, Stayton Fire District
- Hospitality Chair Dulcy Pierce, McKenzie Fire & Rescue
- Good Will Donna Fleischman, McMinnville Fire
- Merchandise Chair Kim Sunderlin, Tualatin Valley Fire & Rescue
- Scholarship Paula Landrus, Crook County Fire & Rescue - **absent**
- Auditor Lilliee Rodriguez, Philomath Fire & Rescue
- Registrar Trish Lutgen, Aumsville Fire
- Event Planning Committee Chair Diane Nave, Tualatin Valley Fire & Rescue
  - Event Planning Committee Member Karen Duckworth, Tangent Fire
  - Event Planning Committee Member Deb Keehn, Jefferson Fire
  - Event Planning Committee Member Kimberly Huettl, Bend Fire & Rescue
  - Event Planning Committee Member Tammy Robbins, Jefferson Fire

**Committee Reports**

1. Membership – Donna Fleischman reported we have 163 members (136 active and 27 life)
  - a. Hospitality – Dulcy Pierce reviewed when Hospitality is open and encouraged attendees to join them after banquet.
  - b. Merchandise – Kim Sunderlin asked for ideas for store merchandise, she ordered more of the popular items, and noted several older items are marked down.
  - c. Goodwill – Donna Fleischman reported she sent out 8 cards this last year. She asked that members let her know of events where she can send a card (get well, new baby, thinking of you, etc.).
2. Education – Sally Cravinho reported that she assisted in obtaining speakers and asks members to inform her of any potential speakers they know of. She is also filling in for Accreditation during Heather’s maternity leave.
  - a. Accreditation – Sally Cravinho reported that several Accreditation applications were reviewed.
  - b. Event Planning – Diane Nave reported on the newly established Event Planning Committee. She introduced the members of the committee and reviewed their responsibilities. Pam Webber reported on some of the topics for the next spring conference in Medford. Diane noted she will not be re-running for Region 4 Rep.

3. Protocol – Rhonda Grant reported on the documents that govern our organization. After affirming everyone had received copies of the proposed bylaw changes, ballots were distributed and collected for approval of the changes.
  - a. Registrar – Trish Lutgen reported on tracking registrations. Attendance is up 19% this year to conference.
  - b. Auditor – Lillie Rodriguez and the audit committee that consisted of Mary Lou Busch, Melanie Bicket, Dana Schulke and Margie Giusto, reviewed the processes and the financials, and commended Treasurer Jamie Vohs for doing an amazing job.
4. Communications – Ashley Naught reported that she has been putting news on the website and busy with conference preparations. She will not be continuing as Communications Chair.
  - a. Website – Laura Houston invited suggestions and comments on the website updates.

#### **Business Items**

1. Members hear speeches from:
  - VP nominee Ashley Naught
  - Secretary nominee Dulcy Pierce
  - Treasurer nominee Jamie Vohs
  - Reg. 4 Rep nominee Connie Brodehl (for 1-year term)
  - Reg. 5 Rep nominee Nikki Osborn
2. Elections – Susan Shepard reminded attendees that only active, retired and life members were able to vote. With only one person per position, Past President Shepard called that a unanimous ballot be cast for the nominees. *Motion by Sammy Smith, second by Jennifer Fox, to cast a unanimous ballot for the nominees.* Motion carried with all in favor.

**Good of the Order** – Members were reminded to drop by Hospitality after banquet.

**Adjournment** – The OFSOA Annual Business Meeting adjourned at 12:20 p.m.

Respectfully Submitted  
Rhonda Grant