

OREGON FIRE SERVICE OFFICE ADMINISTRATORS
Board Meeting Minutes – 4TH Quarter
Eagle Crest Resort - Redmond, Oregon
October 14, 2014

Board President Susan Shepard called the meeting to order at 3:02 p.m. Past President, Rhonda Grant gave the invocation and Secretary, Julie Spor did roll call:

Executive Board:

- ✓ President Susan Shepard, Polk County Fire District
- ✓ Vice President Deb Keehn, Jefferson Fire District
- ✓ Secretary Julie Spor, Sisters-Camp Sherman Fire District
- ✓ Treasurer Jamie Vohs, Black Butte Ranch Fire District
- ✓ Immediate Past President Rhonda Grant, Stayton Fire District
- ✓ Region 1 Rep Jennifer Fox, La Grande Fire Department
- ✓ Region 2 Rep Micki Valentine, Lyons Rural Fire District
- Region 3 Rep Robin Paulson, Illinois Valley RFPD
- ✓ Region 4 Rep Mary Lou Busch, Mist-Birkenfeld RFPD
- ✓ Region 5 Rep Paula Landrus, Crook County Fire & Rescue – in at 3:41 p.m.

Committee Chairs:

- ✓ Education Chair Pam Webber, Medford Fire Department
- ✓ Membership Chair Amy Anderson-Rice, Roseburg Fire – via telephone
- Communications Chair Stacy Brainard, Klamath County FD #1
- ✓ Protocol Chair, Parliamentarian Susan Barrett, Port of Portland

Subcommittees:

- Accreditation Chair - Vacant
- ✓ Website Chair Laura Houston, Stayton Fire District
- ✓ Hospitality Chair, Bonita Johnson, La Pine Rural FPD
- Newsletter Editor Stacy Brainard, Klamath County Fire District
- ✓ Good Will Representative Lois Smith, North Lincoln F & R District 1
- ✓ Merchandise Coordinator Tammy Robbins, Jefferson Fire District
- ✓ Scholarship Deb Keehn, Jefferson Fire District
- ✓ New-To-You Store Cheryl Miles, Silverton Fire District
- Audit Chair Laureal Williams, OFDDA

Guests at this meeting included Kim Probst from Klamath County RFPD, Alison Arnold from Illinois Valley RFPD and Pat Cane, Life Member.

Oath of Office: President Susan Shepard gave Oath of Office for Vickey Dosier for Accreditation Chair.

Approval of Minutes: *The 3rd Quarter Board Meeting Minutes were presented and reviewed. A motion was made by Deb Keehn to approve the minutes. Paula Landrus seconded the motion, which passed unanimously.*

Correspondence: Life Member Pat Cane delivered a thank you card to the group for retirement gifts and granting life membership. Susan Shepard read an update on Phyllis Palmer's CaringBridge site posted by Phyllis's husband, Jerry. Many of the members follow the updates and encouraged others to as well.

TREASURER'S REPORT:

The Treasurer's Report was reviewed by Treasurer Jamie Vohs. Jamie reported that revenues are high at this time due to recent membership dues just coming in and conference expenses not being paid yet. Jamie also mentioned that Board Member Expense is high due to recent Strategic Plan retreat and update. *A motion was made by Rhonda Grant to approve the Treasurer's Report as presented. Pam Webber seconded the motion which passed unanimously.*

REPORTS OF THE REGIONAL REPRESENTATIVES:

Region 1: Jennifer Fox has seven members in her region and encouraged all members in her region to attend conference. Jennifer attended the Strategic Plan update workshop.

Region 2: Micki Valentine read her membership report which was distributed electronically. She encouraged new members to attend conference, invited Aumsville, Turner and Mill City office administrator's to attend conference and join OFSOA, encouraged members to work on accreditation and updated the Region 2 rep manual and website roster. Micki will not re-run for Region 2 rep because she has decided to serve on the Accreditation committee. She thanked the board for the opportunity to serve.

Region 3: Robin Paulson was unable to attend the meeting and the conference at the last minute due to an illness and her co-worker, Alison Arnold read a note from her and gave her report. Region 3 has 25 members, 16 are scheduled to attend conference. Seven of the 16 are first-time attendees. Robin sent postcards to remind members to attend and sent a different post card to those in her region who are not members of OFSOA encouraging them to join our organization.

Region 4: Mary Lou Busch reported after the last meeting she went to see Jill Dorrell who was recovering from surgery. Jill is back to work part time and will have a couple more surgeries to go. Jill appreciates all the notes she's received from the group. Mary Lou thanked Laura Houston for helping her with the website. Ten Region 4 members will be attending conference.

Region 5: Paula Landrus has 16 members in her region, seven will be attending conference. Region 5 has a new member from La Pine and Redmond Fire has a new employee who will be joining also.

Region Liaison: Rhonda Grant has prepared the nominations/elections article for the newsletter, updated the photo roster on the website, participated in the Strategic Plan update, updated the New Member Orientation Manual and prepared copies for those who will be attending the conference. She reported the following nominations have been received: Susan Shepard for President, Julie Spor for Secretary, Jennifer Fox for Region 1 representative, Phyllis Palmer and Lois Smith for Region 2 representative; and Robin Paulson for Region 3 representative. She confirmed all candidates are current, active members certified to run for their position.

COMMITTEE REPORTS:

Membership: Amy Anderson-Rice thanked Micki Valentine for the good job she's done as Region 2 representative. Amy reported she is providing new member cards for the region reps to hand out. They should arrive this afternoon. She reviewed her membership report which includes 144 current members (21 life members and 123 active members). She reported the organization has 12 new members and has another potential new member, Mike Balzer from Canon Beach. She announced we have eleven 20-year awards and six 15-year awards that will be presented at the banquet. Amy's goals before next meeting are to write a policy with Vickey Dosier regarding accreditation hours, change format for membership pictures to make it easier to add/remove members on the photo roster and to continue to follow up on those members that did not renew and look for departments that have potential new members or no members at all currently and forward that information to region reps.

Hospitality: Bonita Johnson reported hospitality was simplified for this conference and she would entertain the option of someone else taking over the position of Hospitality Chair. Hospitality will be more of a continental style offering this time not including cooking. Please let Bonita know if you have thoughts or concerns.

Merchandising: Tammy Robbins purchased several new items for conference. She reported OFSOA is all set up to use the Square for credit/debit card purchases, however the actual "square" didn't arrive in time for her to bring it. It will be available at workshop.

New to You: Cheryl Miles reported the New to You store has a fair amount of items available. She announced her retirement date of December 31, 2014. Elaine Parrott will be doing the hiring process for her district and Cheryl will encourage her replacement to join OFSOA. Deb Keehn has agreed to take over the New to You store after Cheryl's retirement.

Education: Pam Webber discussed some class/speaker ideas she's been researching including: Code Four - Office Security, Margie McNabb; Laoreal Williams – writing class; Storm King speaker and others. Amy Anderson-Rice asked if we could have an hour-long class on how to use the resource manual and website. It was also mentioned that we may need to find a replacement for doing the CPR renewals on odd years since Bill Boyle is no longer in the area. Discussion followed on whether CPR was still necessary as all districts provide.

Good Will Representative: Lois Smith reported she has been sending Phyllis Palmer cards on a regular basis. Please let her know if you have anyone you would like her to send a card to. Also, she reported she will email the instructor list from the spring workshop as promised.

Event Resource Contact: Bonita reported that Valley River Center in Eugene is interested in having us for a future conference.

Scholarship: Deb Keehn reported we granted one full scholarship for this conference.

Accreditation: New Accreditation Chair, Vickey Dosier thanked the Board for allowing her to serve. She recently met with Susan Boyle and Susan had everything ready to go for conference and Vickey is happy to report she will be awarding two certificates and five plaques at the banquet. She also reported Micki Valentine will be on the Accreditation Committee and they will begin working on a 4th level of accreditation soon.

Protocol: Susan Barrett has incorporated all the changes to the Procedure Manual she has received. The changes were listed in the report distributed with the Board packet. Discussion ensued regarding terms of office and how to stagger them based on suggestions in the Strategic Plan. Some thought the positions should be staggered on odd/even years and after much discussion on how to do this, Pat Cane recommended not staggering the terms of the four Committee Chairs. Other change noted was on page 15, Item 1a, second bullet and should say "Those interested a chair position will submit a letter of interest to the President for consideration." *A motion was made by Micki Valentine to approve the Policy Manual with changes noted. Deb Keehn seconded the motion, which passed unanimously.*

Audit Committee: Susan Shepard announced the audit review would take place during the conference. Laoreal Williams has asked Mary Lou Busch to chair the committee as Laoreal is unable to be present at our conference this year. Mary Lou will ask for volunteers during the Business Meeting to serve on the audit committee.

Communication/Newsletter: Stacy Brainard reported the fall Sixth Bugle newsletter was published on August 25th. She encouraged everyone to share the publication with someone who doesn't typically get it. She will begin working on the spring edition after the first of the year.

Website: Laura Houston has been busy working on the website. She has worked through trouble shooting issues with the website, posted the Procedure Manual, updated the back-end instructions, worked on the new photo roster, assisted region reps as needed and still needs to get the New to You store information up on the website. She will update new chair positions, add new members and delete the old and has reviewed her section of the Procedure Manual. Laura asked Vickey Dosier to send her a bio and a photo for the website.

Liaison Reports:

Oregon Life Safety Team – Laura Houston reported that the month of October is now considered Fire Prevention Month rather than having just one week in October for Fire Prevention. OSFM office has a new employee in the Fire Prevention Division who is making some new changes to the social media campaign for October. OSFM has some great handouts and freebies, so take advantage of these.

OFDDA- Don Trotter provided a written report. The program has been set for the Oregon Fire Service conference they are hosting November 6th to 8th in Sunriver. Don thanked President Susan Shepard for her involvement on the committee, who helped set the program. OFDDA continues to administer the LOSAP program and they have improved elements of that plan including a reduction in the vesting period. OFDDA has updated their website making it more interactive. Don thanked OFSOA for our administrative skills.

Business Items:

- 1) Conference 2014 update was provided by Jamie Vohs and Julie Spor. Jamie expressed hope that this would be the best conference you've ever attended.
- 2) Susan Shepard reported about the Strategic Plan update and retreat. The final draft will be presented to the membership at the Business Meeting.
- 3) Rhonda Grant reminded Board members to keep your board reports, keep your binders up-to-date, be observant for others who show interest and encourage them to be involved.
- 4) Bonita Johnson asked the Board how they felt about having members from each region help with a break or an evening event in the Hospitality Room to take the pressure off of the Hospitality Chair. All thought it was a great idea and mentioned that Bonita should run this by the membership for feedback as part of the evaluation forms.
- 5) Workshop 2015 is on April 16-17, 2015 at Newberg Fire. Diane Nave and Donna Fleishman will chair the event.
- 6) Conference 2015 is on October 14-16, 2015 at the Ross Ragland Theater and Cultural Center in Klamath Falls. Stacy Brainard and Kim Probst will chair the event and mentioned a celebrity will be involved somehow. Amy Anderson-Rice will assist with planning.
- 7) Life membership nomination. *A motion was made by Deb Keehn to make Cheryl Miles a Life Member of OFSOA. Rhonda Grant seconded the motion, which passed unanimously.*

Other Business/Good of the Order:

- Susan Shepard reminded the Board to respond to news blast requests when you receive them. She asked Region Reps to seek out their members and welcome them to conference and told the Board how much she appreciates all of them. Each Board member was asked to pick up a thank you gift from Susan from the table.

No further business was discussed and President Susan Shepard adjourned the meeting at 4:52 p.m.

Respectfully submitted by,

Julie A. Spor, Secretary