



# THE SIXTH BUGLE

VOLUME 12, ISSUE 1 MARCH 2007

**President's Message**  
**Karen Bracken**  
**Keizer Fire**

The groundhog did not see his shadow this past week so that tells us spring is on the way! I am anxiously awaiting the daffodils to pop open so we know this cold winter is coming to an end. We are so fortunate to live in beautiful Oregon with its mild climate and not have to deal with the extreme conditions that seem to be pounding the rest of the nation.

The OFSOA annual conference this past October was very successful with 52 of our 116 members in attendance with one of our members, Rebecca Shivers Singleterry of Turner Fire District, awarded with her Accreditation Plaque for completing all three levels of Accreditation. OFSOA remains dedicated to its mission: "To support Oregon's Fire Service Office Personnel Through Networking and Education."

OSFOA Spring Workshop is quickly approaching as you will find the workshop registration information included with this mailing. Please take a moment to review this information; the classes that are being offered certainly pertain to the Office Administrators of the Oregon Fire Service. Remember that scholarships are always available for those Districts and Departments that have limited funds available for training. I am looking forward to attending the workshop and having the opportunity to visit and network with each of you.

*"I feel being a leader entails serving your teammates in any way that you can, making their job easier, helping them to be successful & not caring about who gets the credit."*

*James Broman, Fire Chief Lacey Washington Fire District*

**CONGRATULATIONS TO OUR NEWLY ELECTED OFFICERS!!**

- President ~ Karen Bracken, Keizer Fire District**
- Vice-President ~ Susan Mootry, Tualatin Valley Fire & Rescue**
- Secretary ~ Paula Wydra, Crook County Fire & Rescue**
- Region 1 ~ Jane Herman, Mid-Columbia Fire & Rescue**
- Region 2 ~ Vickey Dosier, Salem Fire Department**
- Region 3 ~ Janet Huston, Siuslaw Valley Fire & Rescue**

## OSFOA Spring Workshop

*Sponsored by:*  
**Winston-Dillard Fire District**

- Jaws of Life Demonstration
- Crisis Intervention in the Workplace
- Current Health Issues
- Confined Space Rescue Demonstration
- Are You Ready?
- Wildlife Safari Tour



**WILDLIFE SAFARI**



## OSFOA Committees

**Membership Committee**  
**Barb Kunkel**  
 Portland Fire Bureau

- **Hospitality**  
 Laura Houston,  
 Stayton Fire District
- **Merchandise**  
 Teresa Hall,  
 Sunriver Fire

**Education Committee**  
**Lauri Wilkerson**

**Jackson County Fire District #3**

- **Accreditation**  
 Rebecca Hollenbeck,  
 Springfield Fire
- **Conference 2007**  
 Jane Herman,  
 Mid-Columbia Fire & Rescue
- **Conference 2008**  
 Bonita Johnson,  
 LaPine Rural FPD

**Communication Committee**

**Lori Fawcett**  
 Clackamas County Fire District#1

- **Web Site**  
 Laura Houston,  
 Stayton Fire District

**Protocol Committee**

**Pat Cane**  
 McKenzie Fire & Rescue

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## IAFC RELEASES FLSA GUIDE FOR VOLUNTEERS

To date, fire chiefs managing volunteer and combination departments have struggled with conflicting interpretations about how to implement Fair Labor Standards Act rules. A resource to assist chiefs in that effort is now available in the form of a new publication from the International Association of Fire Chiefs, *Managing Volunteer Firefighters for FLSA Compliance*.

In his introduction to the FLSA Guide, IAFC President Chief Jim Harmes wrote "For nearly two decades, fire chiefs have been confused by differing interpretations of the Fair Labor Standards Act. To bring order to this issue, the IAFC sought and gained from the Department of Labor a series of letter rulings to clearly define the requirements that individuals must meet to qualify as a volunteer firefighter under FLSA regulations. The IAFC has published this brochure as a guide for fire chiefs and community leaders to better manage volunteer firefighters for FLSA compliance."

The document is divided into 12 chapters:

1. FLSA Volunteer Exemption
2. Payments to Volunteers
3. Do Volunteer Services Constitute the "Same Type of Services"?
4. Do Two Entities constitute the "Same Public Agency"?
5. Use of Paid Leave and Compensatory Leave.
6. Payment of Wages by Separate Agency.
8. Working with the Union to Ensure Good Relations.
9. Taxation of Payments and Benefits.
10. Checklist for managing Volunteer Firefighters.
11. Conclusion.
12. Sources of Additional Information.



Garen E Dodge, Esq., and Maia L. Mullarkey, Esq., provided the legal expertise; Alan Caldwell of the IAFC Government Relations Department and Chief Gary Scott of the Campbell County (Wyo.) fire Department provided the fire service perspective.

The guide is available for purchase through the IAFC Web site at [www.iafc.org](http://www.iafc.org).

*Fire Chief Magazine, January 2007*

### ~ 2006 Fall Conference Re-cap ~

Wow, what a year! OFSOA has come so far since its inception in 1992. The Conference Committee some how manages to out do themselves every year. I think it is safe to say that everyone enjoyed the topics as well as the Bunco night! This year, there were 22 members attending Conference from Region 4 alone!

As with any organization, its survival and growth are only as strong as its members unity and ability to communicate. If there is anything that OFSOA can do to help you - please feel free to contact any board member or email me at [jill.dorrell@ci.newberg.or.us](mailto:jill.dorrell@ci.newberg.or.us)

**Jill Dorrell**  
Newberg Fire

## New Mileage Reimbursement Rate!

**The General Services Administration (GSA) has announced that the private vehicle mileage reimbursement rate will be 48.5 cents per mile, effective January 1, 2007 for Federal Agencies.**

## TIPS TO AVOID ID THEFT FOR YOUR HOME OFFICE

Identity theft is the fastest-growing crime in America, with no signs of slowing down. Most of these crimes stem from stolen paperwork. Properly storing sensitive documents and properly disposing of them when it is time, can help you avoid becoming a victim. Here is a guide to safely storing documents, where to store documents, and how long to keep them on hand; courtesy of the shredder manufacturer Fellowes. It is best to consult your accountant or financial adviser when in doubt. One of the most effective ways to prevent ID theft is to shred your documents and plastic media, such as CD's and credit cards.

*Tim Talevich – The Costco Connection*

ITEM	WHERE TO STORE IT	HOW LONG
Birth, Marriage & Death Certificates	Safe deposit box or fireproof home storage	Permanently
Will	Signed original with probate division or circuit court or safe deposit box, copy in home file	As long as in effect
Advanced Directive (living will/durable power of attorney for health care)	Home file, safe deposit box and copies with agents and family members	Permanently (update as needed)
Passports	Home Storage or safe deposit box	Until replaced
Social Security Card	Home Storage	Permanently
Medical History	Home Storage	Permanently - update as needed
Inventory of valuable papers	Home file; leave copy with advisers, trusted family members or friends	Permanently - update annually
Stocks, bonds & other securities	Safe deposit box; listing in home file	Duration of ownership (longer if needed for tax purposes*)
Bank accounts, account registers, & statements	Home file	Duration of ownership (longer if needed for tax purposes*)
Canceled checks	Home file	Duration of ownership (longer if needed for tax purposes*)
Copies of past tax returns	Home file	Six years minimum

## LIFELONG LEARNING ~ A JOURNEY OF EXCELLENCE

Not too long ago, while being observed doing some homework, this nice 18-year-old young man asked if I was going to school. Replying that, yes, I was taking some classes, his comment was, "I guess you're never too old to learn". Although I'm sure he meant well, I have to admit I didn't take an instant liking to the boy. But, despite his youth, I do believe his statement displayed wisdom beyond his years. Now I realize many of you are not much older than this young man but this can be a lesson to all of us regardless of our age.

We don't have to be seeking a degree, career advancement, or professional rewards to learn something new. I think we should always be striving to be the best we can be by increasing our knowledge, improving our skills, and keeping our brains sharp. The best part is there are a lot of enjoyable ways to accomplish this:

- \* **Read...** more specifically, comprehend. We can learn this way in our own homes, at our own pace, every day.
- \* **Mentor...** Think of someone with a particular skill you would like to learn, then set up time to meet with them for some one-on-one training. Another way to learn from mentoring is to be a mentor yourself. You often learn as much from the process as the person you're teaching.
- \* **Take Classes...** get formal training through college courses or professional seminars; pick a topic, options are endless.
- \* **Sharpen your Brain...** challenge and exercise your brain by working puzzles, playing memory games, or learning a new language.
- \* **Get a Good night's Sleep...** According to researchers, sleep is necessary for the brain to process and consolidate knowledge and for memories to form. During sleep, researchers say, the hippocampus (area of the brain associated with memory) becomes highly active and moves knowledge from short-term memory to long-term memory.

So, it's 2007 and you are on a new journey, a journey of learning, a journey of excellence.

**Rhonda Grant**  
**Stayton Fire District**



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WWW.OFSOA.COM

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SHARING A STANDARD OF  
EXCELLENCE

*The Oregon Fire Service Office Administrators is a networking and educational organization for administrative personnel serving Oregon Fire Service Agencies - from Fire Chiefs and Administrative Assistants to Entry Level Clerks.*

*Although emphasis has primarily been to meet the needs of administrative personnel, anyone affiliated with a fire service organization is eligible for membership and is encouraged to attend OFSOA sponsored training activities.*

*If you would like more information about OFSOA, contact President Karen Bracken at: [kbracken@keizerfire.com](mailto:kbracken@keizerfire.com)*



## CONFERENCE REMINDER

I would like to take this opportunity to remind everyone that Conference 2007 will be October 17-19<sup>th</sup> in Hood River at the Best Western Hood River Inn. OFSOA conferences are truly an amazing experience. The training is affordable and great networking occurs.

If you would like to be a part of conference 2007, please contact me on the OFSOA website, email to [jherman@mcf.org](mailto:jherman@mcf.org) or call at 541-296-9445

# The Sixth Bugle

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inside....

**SPRING WORKSHOP 2007**

REGISTER ONLINE! [www.ofsoa.com](http://www.ofsoa.com)