



# THE SIXTH BUGLE

VOLUME 10, ISSUE 2      AUGUST 2005

## PRESIDENT'S MESSAGE

**Karen Bracken**  
Keizer Fire

OFSOA Annual Conference is quickly approaching as you will find the conference 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 and scholarships are always available for those Districts and Departments that have limited funds available for training. I am looking forward to attending the conference and having the opportunity to visit and network with each of you.

All of you should have received your annual membership dues invoice in the mail recently; take a minute to review the information sheet that is included with your invoice and make any corrections or additions. This sheet is very important to OFSOA, as it provides us with the information we need to keep our resource CD updated and current. If you are unable to renew your membership for the 2005/2006 year please make contact with us to let us know why so we can continue improving for the needs of our membership. OFSOA remains dedicated to its mission: "To support Oregon's Fire Service Office Personnel through networking and education."

And finally I would like to congratulate OFSOA member Teri Van Wagner of Griffin Tabor, Inc. for receiving the "Silver Trumpet Award" at the Meritorious Awards Banquet that was held in May. It was quite an honor for me to be representing OFSOA at the banquet when she received her award.

*Special congratulations to Teri Van Wagner of Griffin Tabor, Inc. on receiving the Silver Trumpet Award in recognition for her numerous contributions and unwavering dedication to the Fire Service.*

## OFSSOA Fall Conference ~ 2005



Emergency Preparedness  
Introduction to Incident Command  
Risk Leadership  
Business Writing  
The History of the Fire Service  
Work Styles: Bringing out the Best  
Lifetime Learning

## OFSOA Committees

### Communications Committee

**Lorinda Fawcett**  
Tualatin Valley Fire & Rescue

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

### Education Committee

**Susan Mootry**  
Tualatin Valley Fire & Rescue

- **Accreditation**  
Rebecca Hollenbeck, Springfield Fire
- **Conference 2005**  
Darla Sheldon, Gresham Fire

### Membership Committee

**Barb Kunkel**  
Portland Fire Bureau

- **Hospitality**  
Laura Houston, Stayton Fire District

### Protocol Committee

**Pat Cane**  
McKenzie Fire & Rescue

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2005 FALL CONFERENCE  
INFORMATION INSIDE!!

# CONFERENCE 2005 ~ "SETTING THE STANDARD"

**Gloria Gass**  
**Past President**

Conference is just around the corner and it is shaping up to be a great one. I am excited to see everyone again and look forward to the training that the committee is in the process of lining up.

One of the privileges that members receive at conference is to elect their officers. The positions available this year are as follows:

- \* Vice President
- \* Treasurer

- \* Region 4 Representative
- \* Region 5 Representative

The **Vice President** and **Treasurer** positions can be held by any member of the organization, regardless of their location.

The **Region 4 Rep** should reside in one of the following counties:

*Clatsop, Columbia, Tillamook, Washington, Clackamas, Yamhill, or Multnomah.*

The **Region 5 Rep** should

reside in one of the following counties:

*Malheur, Harney, Crook, Klamath, Deschutes, or Lake.*

Remember, this organization thrives because of the willingness of its membership to take an active role. This is an excellent opportunity to increase your leadership skills in a supportive environment, while contributing to the overall success of OFSOA.

I am more than happy to assist you in understanding the duties of any position for which you would like to apply.

If you are interested in

running for a position, there are two steps that must be completed prior to the Fall Conference:

1. Be certain to obtain a signed letter of support from your Department Supervisor.
2. Complete an OFSOA nomination form.

In order to obtain the necessary form, contact me by phone at 503-392-3321 or 503-812-1006. If preferred, I am also available via email at [gloria.g@earthlink.net](mailto:gloria.g@earthlink.net)

I hope to hear from YOU!

## OFSOA Accreditation Categories

- ◆ **Office Management**
- ◆ **Financial**
- ◆ **Communications**
- ◆ **Operations**
- ◆ **Interpersonal Dynamics**

**Stats at a Glance...**

OFSOA Members = 120  
Accredited Members = 19  
Subscribed Fire Agencies = 350

**Susan Mootry**  
**TVF&R**

Fall Conference is approaching quickly and should present another excellent time to network with friends—old and new. It would also be the perfect time for those friends and colleagues to help celebrate your achievement of OFSOA accreditation. Be it one, two, or all three levels of the process, now's the time to send in completed applications in order to ensure timely review of your records.

If tackling the project seems overwhelming, I would suggest breaking it down into small tasks:

- Collect and copy all of your certificates and course records.
- Print out the OFSOA worksheets for all three accreditation levels.

- Begin at the top of your pile of photocopies and simply start penciling in the most obvious tasks completed. Place questionable certificates in a separate pile.
- Contact Rebecca Hollenbeck, Vickie Dones, Elaine Parrott, or myself; Susan Mootry, to clarify any of your questions.

Before you know it, your accreditation worksheets will be full and your application complete. Good Luck!!

**Be sure to send your completed applications no later than September 1st to:**

Rebecca L. Hollenbeck  
OFSOA Accreditation  
Springfield Fire & Life Safety  
225 Fifth Street,  
Springfield, Oregon 97477  
(541) 726-3738

## EMPLOYER'S FILING DUE DATES

Quarterly Report Forms—OQ AND 132	
First Quarter	April 30
Second Quarter	July 31
Third Quarter	October 31
Fourth Quarter	January 31

Agency Information	
1099 Questions	<a href="http://www.irs.gov">www.irs.gov</a>
W-2 Questions	<a href="http://www.oregon.gov/dor">www.oregon.gov/dor</a>
State Income Tax	<a href="http://www.oregon.gov/dor">www.oregon.gov/dor</a>
Workers Comp	<a href="http://www.oregon.gov/dcbs">www.oregon.gov/dcbs</a>
Workers Benefit	<a href="http://www.oregon.gov/dcbs">www.oregon.gov/dcbs</a>

## FOR ADDITIONAL INFORMATION

[WWW.OREGON.GOV/EMPLOY](http://WWW.OREGON.GOV/EMPLOY)

# OFSOA REGIONS ~ WHICH ONE IS YOURS?

**Phil Hull**  
**Klamath County FD #1**

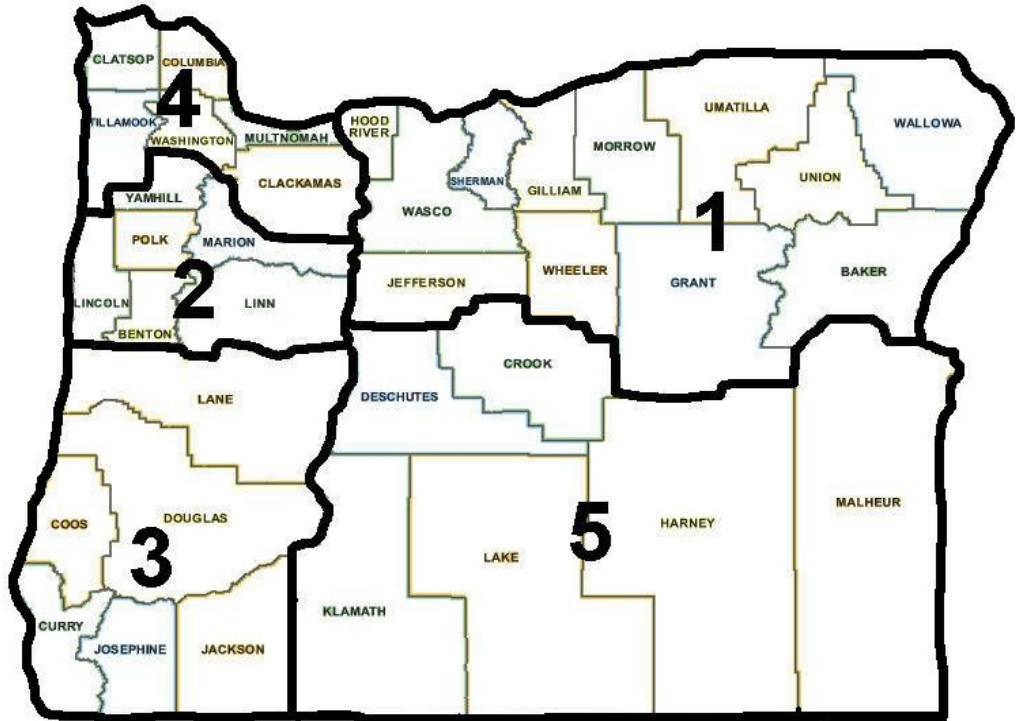
**Region 1**  
 Region Rep - Jane Herman  
 541-296-9445

**Region 2**  
 Region Rep - Monica Petrone  
 503-485-2131

**Region 3**  
 Region Rep - Cheryl Hunter  
 541-935-2226

**Region 4**  
 Region Rep - Darla Sheldon  
 503-618-2847

**Region 5**  
 Region Rep - Phil Hull  
 541-885-2056



## TIME SAVER TIPS FROM AROUND THE STATE

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

They say "necessity is the mother of invention" and that's definitely true when you're trying to save time at home or at work. I recently sent out an e-mail requesting ideas that people have come up with or invented to help them save time with day-to-day tasks. Here are some great ones I hope you can use.

**Shorten Your Meetings**  
**Lisa Hargitt**  
**West Valley FD**

- Provide a Board Packet to your Board members several days before the meeting that gives them an agenda and all documentation to be covered at the meeting.
- Keep a Board Packet file near your desk. As documents come in for the Board meeting, make copies for each Board member and place them in the file.
- Pre-write motions to include in Board Packets.

- Make an outline of the minutes so that all you have to do at the Board meeting is fill in the blanks.

**Organize Your Tasks**  
**Shaney Wanner**  
**Canby FD**

Keep three files close by labeled as follows:

1. "To Do" - for everything you need to do.
2. "Pending" - for when you are awaiting follow-up on items.
3. "To File" - for items you need to file but can't get to right away.

**Time Management**  
**Amy Anderson-Rice**  
**Roseburg FD**

- Use your Outlook calendar to track everything. Type in tickler reminders for meetings, press releases, public notice dates, re-occurring events, etc.

**Keep Track of Bills**  
**Rhonda Grant**  
**Stayton FD**

- Place bills in an alphabetized accordion file. This makes it quick and easy to sort them for payment. You can also place reminders here for those payables that only come due once or twice a year.

I hope you find some of these ideas helpful. I'm always looking for more timesaving and organizational hints so e-mail me at [rhonda.grant@staytonfire.org](mailto:rhonda.grant@staytonfire.org) with your ideas and I will share them in future issues of The Sixth Bugle.



## Northwest Fire & Rescue Expo

Thanks for your help!

- \* Jill Dorrel
- \* Laura Houston
- \* Glenn Mathey
- \* Susan Mootry
- \* Shirlee O'Connor
- \* Shaney Wanner

These fine members assisted with registration at the 2005 NW Fire & Rescue Expo that was held in Portland over May 20th and 21st.

This opportunity allowed OFSOA to be a visible component within the fire service and also provided our organization with **\$600.00** toward our scholarship fund.



## OREGON FIRE SERVICE OFFICE ADMINISTRATORS

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VISIT US ON THE WEB  
[WWW.OFSOA.COM](http://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)

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### Communications Committee Members

Karen Bracken - Keizer Fire \* Pat Cane - McKenzie Fire  
Vickie Dones - Lebanon Fire \* Gloria Gass - Past President  
Rhonda Grant - Stayton Fire \* Jane Herman - Mid-Columbia Fire  
Laura Houston - Stayton Fire \* Phil Hull - Klamath County Fire  
Cheryl Hunter - Lane County Fire \* Janet Huston - Siuslaw Fire  
Barbara Kunkel - Portland Fire \* Susan Mootry - Tualatin Valley Fire  
Elaine Parrott - Jefferson County Fire \* Monica Petrone - Marion County Fire  
Darla Sheldon - Gresham Fire \* Andrea Smith - Tualatin Valley Fire  
Shaney Wanner-Canby Fire

# *The Sixth Bugle*

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727 Center Street N.E.  
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Salem, Oregon 97301

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Bulk Rate

U.S. Postage

PAID

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inside....

**FALL CONFERENCE 2005**

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