



# THE SIXTH BUGLE

Volume 16, Issue 2

August 2011

## President's Message:

One of the things I've always loved about OFSOA is the training we receive, whether through classes at our events or learning from each other. No matter how long we've been doing our jobs, we should never stop learning. Change is constant and there are always ways to improve on the skills we bring to the workplace.

We have another opportunity for great training at our annual conference planned for this October. We'll have inspirational speakers and informative sessions in a beautiful setting. Put in your training requests early—you won't want to miss it! You are a valuable asset and well worth the investment!

Through education, we learn how to DO our best so we can BE our best. Here are some things we can do to make our workplaces even better

- Look for ways to reduce costs
- Develop our skills (Attend OFSOA workshops and conference; take classes)
- Keep our supervisors informed with regular progress reports
- Treat everyone with respect, be positive and friendly, and be a good listener
- Arrive at work early so we can get settled in and give our employer a good full day of productivity.

My best regards to all....see you in October!

Rhonda Grant - Stayton Fire District

Oregon Fire Service Office Administrators  
Fall Conference

**Educate and Rejuvenate!!**



*Come join us at Oregon Garden Resort  
in Silverton, Oregon • October 12-14, 2011*

*The perfect place to network with fellow office administrators and  
to let your hair down and have some fun along the way!*

*Registration form inside.*

## You Can Do It!

### 2011 NOMINATIONS SOUGHT FOR OFSOA BOARD

The two-year term positions of Vice President, Treasurer, Region 4 and Region 5 will be up for election at the 2011 conference in October. Serving on the board is a great experience and with the upcoming elections, members are encouraged to think about pursuing a board position.

There are four scheduled board meetings each year (first part of the year, workshop, July, and at conference). The commitment of attending meetings, workshop and conference can take time away from your daily duties. However serving as a board member is very rewarding. Those interested are encouraged to review the by-laws to gain a full understanding of the process.

The nomination form, located on the *ofsoa.com* website under "documents" must be completed and signed by your supervisor, and a letter from your agency indicating their support is also required. According to the OFSOA By-Laws, the duties of the upcoming positions include:

Vice President – to perform the duties of the president as necessitated by the absence of the president, to work with the education and conference committees, and to assist the president whenever required.

Treasurer – to receive all monies due to the organization and to keep a complete account of the same; to make a full and complete report of all monies received and disbursed at each meeting of the organization and of the executive board; execute along with the president or vice president, all written contracts of the organization; and perform such other duties as are required by the president.

Region Representatives – to contact members in their regions and correlate information; to act as a liaison between the members of their area and the executive board; to work with the education committee in coordinating regional workshops and training seminars to be conducted in their areas.

Anyone interested in pursuing a board position can contact Past President Karen Bracken at: [kbracken@keizer-fire.com](mailto:kbracken@keizer-fire.com) or call 503-390-9111, who is serving as chair of the Nominations Committee.

SEE INSIDE FLYER FOR THE SPEAKERS, TOPICS  
AND TIMES FOR EVENTS.



### Eugene Fire and Rescue Leadership Camp

Eugene Fire and Rescue sponsored a Confidence and Leadership Camp the last week of June this year for fifteen young women from the ages of 15 to 19.

The Camp was initiated by Capt. Jean Woodard of Eugene Fire and Rescue.

The goals of the camp were to introduce the young women to fire and emergency medical services, teach them leadership, confidence and team-building skills. They received hands-on experinece in rapelling, live fire burns, physical fitness training and emergency medical treatment. Speakers from the community spoke to the girls throughout the week.

The graduation ceremony on Friday July 1st was attended by friends and family and comments were made by many that they are now considering a fire service career.

The hope is for this to become an ongoing summer camp for girls and more information can be attained by visiting [www.eugene-or.gov/fire](http://www.eugene-or.gov/fire).

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#### WHAT ARE QR CODES

Have you ever wondered what those weird looking blocks at the bottom of magazine ads or newspapers are? Well, they are called QR codes, which stand for Quick Response. They are designed to help you navigate the Internet for specific items, products, submission forms or even contact information. Sometimes they do multiple things like download maps to busy shopping malls, or even help you remember where you parked your car. QR codes work through smart phones (IE: iPhone, Droid, etc) and are easy to use. If you go to your application store (app store) on your phone, simply download a QR reader application. They are usually free and take seconds to download. Once you have downloaded the application, open it up and all you need to do is point your phones' camera at a QR block, and it will automatically take you to the website that it was programmed for. QR codes are still new to the public, so don't worry if you're not familiar with them yet. OFSOA has a QR code as well, if you have a moment, try it!

EXAMPLE



### When Should I Fly My American Flag?

The flag should be displayed on all days and especially on:

New Year's Day January 1	Labor Day First Monday in September
Inauguration Day January 20	Patriot Day September 11
Lincoln's Birthday February 12	Constitution Day September 17
Washington's Birthday Third Monday in February	Columbus Day Second Monday in October
Easter Sunday (variable)	Navy Day October 27
Mother's Day Second Sunday in May	Veterans Day November 11
Peace Officer's Day May 15 (half-staff)	Thanksgiving Day Fourth Thursday in November
Armed Forces Day Third Saturday in May	Pearl Harbor Remembrance Day December 7 (half-staff)
Memorial Day The Last Monday in May (half-staff until noon)	Christmas Day December 25
Flag Day June 14	Birthdays of States (the date of admission)
Independence Day July 4	State Holidays

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#### Join OFSOA

The organization strives to keep members updated on changes in the fire service, administrative procedures and other topics that support and encourage its members. Our fall conference and spring workshop are an excellent opportunity to network with your peers and find out what other fire districts are doing.

Membership information available on [www.ofsoa.com](http://www.ofsoa.com).

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#### Thank You! You're the BEST!

- Ellen Steele, Goshen Fire, for taking on the duties of Newsletter Editor!
- Julie Spor, Sisters-Camp Sherman Fire Department, for hosting our 2012 workshop!
- Analisa McKinley, Jackson County Fire District No. 3, for hosting our 2013 workshop!

## Ten Tips For More Effective Time Management

Do you feel exhausted by the end of day? Does your "to do" list seem endless? Get more control over your time and you'll feel better and accomplish more.

These tips can help.

### 1. Make time management your first priority

Take a few moments to prioritize your daily action items. The best time for this is either first thing in the morning or the last thing before you leave the office. Use whichever time slot works best for your schedule, but make sure you do it consistently. It will help you manage your projects and stay in control.

### 2. Stop driving yourself NUTS

Nagging Unfinished Tasks (NUTs) can easily zap your energy. After a week or two of putting off an unpleasant task it can start affecting your attitude and productivity. When an action item stays on your "to do" list too long, either buck-up and get it done or agree with yourself to let it go and stop worrying about it.

### 3. Find out what works for you

There are many time management tools available. Some people prefer date books or calendars. Some prefer software applications or programs like Outlook with built-in features like Task Lists. Ask your colleagues what tools they use to manage their time. Try several and then settle on the one that works best for you.

### 4. Give yourself a break

As your time management improves you'll see an increase in your personal productivity. It can be exciting and even a little addictive. If you find yourself frequently exhausted or working into the evening remember to pace yourself with occasional downtime. Schedule breaks or rewards to add a little balance to your workday.

### 5. Keep purpose top-of-mind

It's easy to follow familiar routines. Once a regular meeting is set-up or a process established it's easy to just go with the flow. But things change. Try to keep the larger purpose in

mind when you find yourself following the usual routine. If the purpose is valid, fine. But when routines are losing value or efficiency encourage a better use of the time.

### 6. Stay on track

In today's fast-paced, demanding workplace it's easy to get sidetracked. Keep your priority action items in mind throughout the day. Take a moment to reprioritize when an unexpected disruption occurs. The best time managers find a practical balance between dedication-to-task and flexibility.

### 7. Get organized

Being organized doesn't necessarily mean being neat. An organized person is one who can find what they're looking for quickly. If that's not you—whether it's your physical desktop or your computer desktop—take some time to get organized. You'll know you've been successful when you can find what you need fast.

### 8. Don't waste time waiting

It's only a matter of time before you find yourself delayed or stuck waiting for something or someone. With a little preparation you can put the unexpected time to good use by reading, making notes, or catching up on email or phone calls if you have a mobile device in hand. Much better than watching the minutes tick away.

### 9. Take charge of your time

Open calendars fill up quickly. If your workdays are often full of meetings with little time for your task list, try scheduling some time for yourself. Block out an hour or more on your calendar for working through your daily action items. And if you want to avoid a working lunch, you may need to schedule a daily lunch period too.

### 10. Track your time

If you can't figure out where your time goes, try keeping a time tracker. As you go through your day jot down everything you do in 15- or 30-minute intervals. In a week, you'll have enough data to see where improvements can be made.

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#### REMINDER

Don't forget about the Silent Auction—start collecting items to bring, they don't have to be fire dept. items

#### New Typing Shortcuts:

- |                   |  |                                    |
|-------------------|--|------------------------------------|
| <b>The Best:</b>  | To hide text in a document   | <b>ctrl+shift+h</b>                |
| <b>Next Best:</b> | To make words bold in a document<br>the words between * will become bold   | <b>type*type word, then type *</b> |
| <b>Also Good:</b> | To make words italic in a document<br>the words between _ will become italicized   | <b>type_type words then type _</b> |
| <b>In Word:</b>   | Click mouse in margin to right of line to highlight whole line. If you move the mouse up or down you will include the additional lines in your highlighted area. |                                    |
| <b>Excel:</b>     | To calculate time between 2 dates use =YEARFRAC (first date),(second date), 1. This will give you years as whole and fractions.                                  |                                    |

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Oregon Fire Service Office Administrators

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WALTERVILLE OR  
PERMIT NO. 2

- Fall Conference Brochure and Registration Form (included)
- \* Presidents Message
- Volunteer-Board Positions and Committee openings
- Eugene Fire & Rescue Leadership Camp
- What is QR
- Join OFSOA
- Thank You
- Tips & Tricks
- Don't forget Bunco Night at Conference



OREGON FIRE SERVICE  
OFFICE ADMINISTRATORS

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

Share this newsletter by  
posting it at your station!

**President's Fun Night**  
Wednesday, October 12, 2011

6:00 pm to 9:00 pm

**Don't miss this fun filled  
evening!!**