



THE SIXTH BUGLE

VOLUME 10, ISSUE 1 FEBRUARY 2005

PRESIDENT'S MESSAGE

Karen Bracken
Keizer Fire

I am writing to you as your newly installed President and let me take a minute to thank you for your support and confidence in me as a leader. I believe that a leader must have a sense of direction for the organization and a vision for the future.

The OFSOA annual conference this past October was very successful with 70 of our 120 members in attendance and 10 of our members were awarded with Accreditation plaques 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."

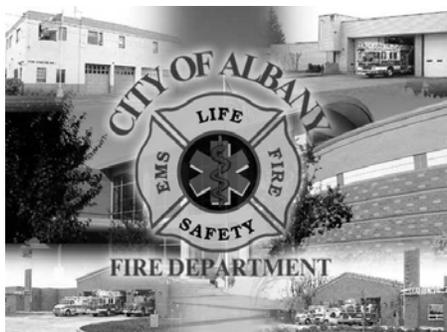
OSOA Spring Workshop is quickly approaching. You will find the workshop registration information included with this mailing. Please take a moment to review this information. The classes being offered are certainly apropos to the Office Administrators of the Oregon Fire Service. Please don't forget that 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.

Again thank you for your confidence in me and for allowing me the opportunity to lead you and our great organization.

Congratulations to Vickie Dones of Lebanon Fire District for being appointed OFSOA Vice President at the January 13, 2005 Board Meeting

2005 OFSOA Spring Workshop

All Classes Are Within the Guidelines of the Accreditation Program



Arson Investigation
PERS
Notary Public
Advanced Microsoft Word
Protect Yourself from Crime
Office Exercise & Diet

NEW OFSOA OFFICERS

Congratulations to our new OFSOA Officers:

President
Karen Bracken
Keizer Fire District

Secretary
Janet Huston
Siuslaw Valley Fire & Rescue

Region 1 Rep.
Jane Herman
Mid-Columbia Fire & Rescue

Region 2 Rep.
Monica Petrone
Marion County Fire District 1

Region 3 Rep.
Cheryl Hunter
Lane County Fire District 1

The term for these positions is two years. A special thank you to State Fire Marshal Nancy Orr who administered the oath of office to the new officers at the 2004 OFSOA Conference Awards Dinner.

Inside this issue:

PRESIDENT'S MESSAGE	1
LIFE SAFETY TEAM	2
NEW 2004 MEMBERS	3
TIME MANAGEMENT	3

2005 SPRING CONFERENCE INFORMATION INSIDE!!



**Elaine Parrott
Jefferson Fire District**

OFSOA is currently a participant in the *Oregon Life Safety Team*. A Life Safety 2000 task force recommended an OLST be organized to:

- 1) Change society's attitudes about fire.
- 2) Increase personal responsibility about fire safety.
- 3) Coordinate statewide fire prevention efforts. The OLST is comprised of representatives from the

Oregon Fire Chief's Association, Oregon Fire District Directors Association, Oregon Fire Marshals Association, Oregon Fire Service Office Administrators, the insurance industry (Insurance Information Services of Oregon and Idaho), Consumer Product Safety Commission, Oregon Department of Forestry and 15 regional representatives.

The purpose of OLST is to coordinate and implement consistent statewide fire prevention education. Previous statewide campaigns include a candle

fire safety campaign, "*Blow it Out, Before you go Out!*," urging Oregonians to use candles responsibly by following five key safety tips, *Smoke Alarms; A Best Practices Guide for the Oregon Fire Service*, and an electrical fire safety campaign, *Plug Into Electrical and Fire Safety*.

The OLST is developing the next statewide fire safety campaign, *Home Fire Safety is Up to You*. The campaign focuses on the leading causes of home fires in Oregon. An advertising and marketing firm and media

consultant is assisting the team in designing posters, brochures, TV and radio PSAs, and news releases. The target date to launch the campaign is *Fire Service Day at the Capitol* in 2005.

OFSOA members can help with this campaign by passing on the campaign materials and information to the person in their agency who will promote this campaign in your community. For more information including timelines, log onto the Office of State Fire Marshal website at: oregon.sfm@state.or.us

THANK YOU CONFERENCE SPONSORS!

OFSOA was fortunate to have the support from the following sponsors at our 2004 Fall Conference:

- Benefit Advisors LLC
- Braun Northwest - Dave Lapof
- Chemeketa Community College
- City County Insurance
- Emergency Services Consulting, Inc.
- Griffin-Tabor, Inc.
- Hughes Fire Equipment
- Keizer Professional Firefighters
- Portland Fire Bureau
- Professional Benefit Services
- R. Bauer Insurance
- Special Districts of Oregon
- Western Advocates
- Wildfire Pacific
- Wilson-Heirgood Agency – Jeff Griffin

CONFERENCE 2004: REFLECTING YOUR AGENCY'S IMAGE:

**Elaine Parrott
Jefferson Fire District**

The 2004 Conference, which was held in Newport on October 14-16, received high marks from our membership. The Conference Committee worked hard to provide those who attended a meaningful, educational, and professional experience. The presenters included:

Gail Walters, a nationally known and award-winning marketing professional, who talked with us about branding and marketing our agencies.

David Ulbricht of RBC Dain Rauscher, Inc. enlightened us on the various financing options available to Oregon local fire agencies.

Mary Beth Herkert from the Oregon State Archives Division explained Oregon Public Records Law and our responsibility for managing and retaining those records.

Lt./PIO Bill O'Neil from Marion County Fire District #1, one of Oregon's favorite public fire educators, provided the group with an array of marketing options from videos, newsletters, photos, and brochures.

Danna Cebulski of City County Insurance Services presented us with various ways we can explore wellness as an individual and within our workplace. She is a Health Risk Management Coordinator and provided us with a lot of resource options to promote wellness.

Robin Rose focused on helping us bring our best self forward when we are under pressure by illustrating what we are like when using our thinking brain versus our survival brain. Robin Rose has a Masters of Arts in Counseling Psychology. Her presentation amazed all of

us as we learned how our body reacts in different situations.

The conference wasn't designed for those who attended to just sit in class all day. There were great networking opportunities and meeting lots of new friends.

A big "thank you" to **Laura Houston** who worked very hard on making sure we had breakfast each morning and for keeping the hospitality room available for us to visit.

One of the highlights of this year's conference was the visit to the Oregon Coast Aquarium for *President's Fun Night*. The evening was organized by Past President **Chris Lewallen** who did an outstanding job putting it all together.

Thank you to all of the Conference Committee members who helped make it happen!

NEW OFSOA MEMBERS FOR 2004!

Phil Hull

Klamath Co. Fire Dist. #1

As we move into 2005, it is sure to be a year full of new challenges and opportunities. I would like to take a moment to recognize those members who joined OFSOA in 2004. If you became a new member and are not listed below, please send me an e-mail at phil@kcfid1.com.

Region 1

Region Rep - Jane Herman
541-296-9445

Tammy Pierce
Baker City Public Safety

Region 2

Region Rep - Monica Petrone
503-485-2131

Sheryl Forrest
Jefferson RFPD

Phyllis Palmer
Depoe Bay Fire

Molly Hansen
Marion County Fire District #1

Anna Kindred
Marion County Fire District #1

Lorri Headrick
Albany Fire

Lois Smith
North Lincoln Fire & Rescue #1

Tania Kleinschmit
(Welcome back!)
Marion County Fire District #1

Rebecca Shrivvers-Singleterry
Turner Fire

Region 3

Region Rep - Cheryl Hunter
541-935-2226

Erica Nicole
Junction City Fire

Laurie Wilkenson
Jackson County Fire

Brenda Syrie
Winston-Dillard RFPD

Diane Tucci
(Welcome back!)
Ashland Fire & Rescue

Region 4

Region Rep - Darla Sheldon
503-618-2847

Tara Constantine
Astoria Fire

Diane Mayzak
Gresham Fire & EMS

Shaney Storoe-Wanner
Canby Fire

Carrie Szabo
Clackamas County Fire District 1

Kathie Cicerich
Boring Fire

Betty Maxwell
Canby Fire District #62

Evelyn Estibar
Gresham Fire & EMS

Region 5

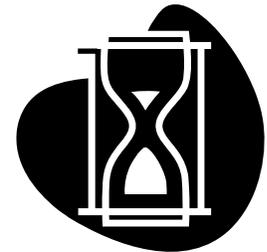
Region Rep - Phil Hull
541-885-2056

Julie Spore
Sisters Fire

Tracy Read
LaPine RFPD

Welcome all of you, once again, to OFSOA!

I'd like to wish the entire OFSOA membership a happy, healthy, and prosperous 2005!



TIME MANAGEMENT FOR ACHIEVERS...

Rhonda Grant **Stayton Fire**

There's just so much to do in a day, a month, or a life. If we stop for a moment and examine how we use our time, we'll find we often don't use it wisely. So here are some tips on time management for home and the office on how to get things done more efficiently.

- **Use Lists:** This is a good way to keep track of tasks you need to get done and to visualize what you've accomplished.
- **Set Goals and Prioritize:** Record short-term and long-term goals, prioritize them and refer to them often. As your life changes, so will your goals.
- **Do the Worst First:** Do jobs you dislike the most

before you work on what you like. It gets them out of the way and makes your other tasks more enjoyable.

- **Organize Your Home and Office:** Disorganization is one of the biggest time wasters. By organizing your office space and home, you free up your time and increase efficiency.
- **Learn To Say "No":** It's okay to say 'no' but take the time to explain why. Be honest; if you're too busy or don't think you are the best person for the job, say so. You can also suggest optional possible solutions to get the job done.
- **Delegate:** This is giving someone else a job to do and allowing them to accomplish it within your

guidelines. You can greatly increase the amount of time you have available and be more productive when you learn to delegate effectively. It also helps others succeed and realize their potential as well.

- **Plan Ahead:** This is a big one. To reduce morning stresses, try preparing lunches, laying out your clothes, and setting the breakfast table the night before.
- **Fore evening survival try planning menus for the week and shopping accordingly, cook and freeze extra meals over the weekend, assign responsibilities to your children, control time in front of the TV, and take 15 minutes before you go to bed to pick up the day's things. Plan ahead**

at the office too. Set aside the first half hour each morning to review and prioritize your tasks for the day and to work on routing activities. Do this and your day will run much smoother.

- **Be Flexible:** Unexpected events or projects? Don't panic. Take a deep breath and relax. Think things through, then get the job done.
- **Take a Break:** Take a few moments to clear your head, stand up, walk around, or get a drink of water. Diverting your attention for a short period can revive your energy and spirit.

Try implementing some of these techniques and enjoy your FREE TIME!



OREGON FIRE SERVICE OFFICE ADMINISTRATORS

Editor: Lorinda Fawcett
Tualatin Valley Fire & Rescue
Email: Lorinda.Fawcett@TVFR.com

Publisher/Distributor: Teri Van Wagner
Griffin Tabor, Inc.
Phone: 1-877-631-3772
Fax: 503-365-7893

VISIT US ON THE WEB
WWW.OFSOA.COM

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

The Sixth Bugle

Oregon Fire Service Office Administrators
727 Center Street N.E.
Suite 300
Salem, Oregon 97301

Bulk Rate

U.S. Postage

PAID

inside....

SPRING WORKSHOP 2005

REGISTER ONLINE! www.ofsoa.com