



THE SIXTH BUGLE

VOLUME 13, ISSUE 1 MARCH 2008

President's Message
Karen Bracken
Keizer Fire

I had the honor of participating in the OFSOA Strategic Planning Workshop that was held earlier this month; I must say this organization is gifted to have a very dedicated membership who truly has the organizations best interest at heart. The group took two days to review the current plan; they eliminated objectives that have been accomplished, re-worked objectives that seem to have difficulty getting completed and then proposed new objectives. The plan still has some work to be completed; the board of directors anticipates delivering it to the membership at conference this fall in Bend.

The OFSOA annual conference this past October was very successful with 60 of our 111 members in attendance with one of our members, Micki Valentine of Lyons Rural 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.

CONGRATULATIONS TO OUR NEWLY ELECTED OFFICERS!!

Vice-President ~ Rhonda Grant, Stayton Fire District
Treasurer ~ Rebecca Shivers-Singleton, Turner Fire Department
Region 4 ~ Jill Dorrell, Newberg Fire Department
Region 5 ~ Bonita Johnson, La Pine RFPD



OSFOA Spring Workshop

Sponsored by:

Salem Fire Department

- Fraud & Embezzlement
- Accreditation Lab
- Software Users Group / Networking
- Aerial Platform Evolutions
- Tour of DPSST

OSFOA Committees

Membership Committee

Barb Kunkel
 Portland Fire Bureau

- **Hospitality**
 Laura Houston,
 Stayton Fire District
- **Merchandise**
 Amy Anderson-Rice,
 Roseburg Fire

Education Committee

Lauri Wilkerson
 Jackson County Fire District #3

- **Accreditation**
 Rebecca Hollenbeck,
 Springfield Fire
- **Conference 2008**
 Bonita Johnson,
 LaPine Rural FPD
- **Conference 2009**
 Ami Anderson-Rice,
 Roseburg Fire

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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WASHINGTON FIRE ADMINISTRATIVE SUPPORT



Together We Serve

**Washington
Fire Administrative
Support**



The State of Washington has an organization for their office administrators called Washington Fire Administrative Support. Kathy Streissguth, Chair of the WFAS, has contacted OFSOA inviting us to their training in 2008. A spring workshop, to be held in Yakima, is scheduled for March 20th at Yakima County Fire District #12.

The WFAS Conference is scheduled for May 5 – 7 at the Heathman Lodge in Vancouver. More information is available on the Washington Fire Chief's website www.wsafc.org under Fire Administrative Support, or you may email Kathy at kstreissguth@ccfd12.org.

~ OFSOA Resource Manual ~

The 2007-2008 OFSOA Resource Manual is finally finished and has been posted to the Member's Corner.

You will need your login and password to access the Manual. The login and resource manual is only available to current members. If you do not have your login and/or password, contact Laura Houston at website@ofsoa.com or 503-769-2601.

Once you have successfully logged in to the Member's Corner, you click on 'Resource Manual' on the light blue bar just under the Mountain logo in order to view the Resource Manual web page.

The Resource Manual is compiled of information that is provided by our members when they join and/or renew their membership with OFSOA. One of our greatest strengths is the value of networking and we feel that the Resource Manual will assist you. It will provide the tools to contact fellow members when you need assistance or to make comparisons based on district size or numbers.

I would like to thank everyone that completed their OFSOA membership renewal forms this year. Without those updates, the manual wouldn't be possible. A special thanks to Pat Cane of McKenzie Fire for her assistance in editing the Resource Manual. Her help and support was invaluable to the success of this project!

Laura Houston
Stayton Fire

FREE TRAINING!

Each year the IRS provides training free of charge on various topics. The next session will be held:

Date: Thursday, May 1st

Location: GSA Building (Near the Portland Lloyd Center)

Topics: Taxable Fringe Benefits / Independent Contractor versus Employee and 1099-MISC Reporting

For More Information: Karen Park, State Social Security Coordinator, 503-603-7633



OFSOA Spring Workshop
April 17 - 18, 2008

Hosted by Salem Fire Department

◆ Fraud and Embezzlement

◆ Accreditation Lab ◆ Software Users Group/Networking ◆ Aerial Platform Evolutions

◆ Tour of Department of Public Safety Standards and Training (DPSTT)

Classes will be held at the Salem FD Training Office Classrooms located at
2740 25th Street SE, Salem, Oregon 97301

An OFSOA Board Meeting will be held at 6:00 p.m. on Wednesday, April 16, 2008 at the Comfort Suites
Hotel - Salem Room.

Lunch is provided Thursday only and breakfast is provided by the hotel for registered guests. For those
not staying at the hotel, breakfast can be purchased for \$6.50 – RSVP with Vickey at 503-588-6245 by
April 11th if you would like breakfast but are not staying at Comfort Suites

Lodging
Comfort Suites Hotel, 630 Hawthorne Ave SE
Phone: 503-585-9705
Fax: 503-585-9761
Government Rate: \$70 King, \$86 Two Queens
Please call for reservations. Rooms will be held until midnight April 1, 2008.
Tax exempt certificates accepted

Registration Deadline: April 1, 2008
Registration fees cannot be refunded after this date

OFSOA Spring Workshop Registration Form or register online at www.ofsoa.com

Last Name: _____ First Name: _____

Position: _____ Agency: _____

Mailing Address: _____

Phone (____) _____ Fax (____) _____ E-mail: _____

**Make checks payable to OFSOA
and mail to:**

OFCA
727 Center St. NE, Suite 300
Salem, OR 97301
Phone: (888) 846-5741
Fax: (503) 365-7893

- | | | |
|--------------------------|-----------------------------|---------|
| <input type="checkbox"/> | Full Workshop - Members | \$75.00 |
| <input type="checkbox"/> | Full Workshop – Non-members | \$90.00 |
| <input type="checkbox"/> | Thursday Only - Members | \$45.00 |
| <input type="checkbox"/> | Thursday Only – Non-Members | \$60.00 |
| <input type="checkbox"/> | Friday Only - Members | \$30.00 |
| <input type="checkbox"/> | Friday Only – Non-Members | \$45.00 |

Total due with registration:\$ _____

◆ Funding is available through the OFSOA Scholarship Fund, created from donations for the purposes of assisting OFSOA members with partial or all expenses of workshops and conferences. If funding is the only reason you will not be attending, contact Elaine Parrott at (541) 327-2822 or via email at scholarships@ofsoa.com



OFSOA Spring Workshop Schedule
Salem Fire Department
2740 25th Street SE
Salem, Oregon 97301

Wednesday Evening, April 16

6:00 pm Board Meeting Comfort Suites - Salem Room

Thursday, April 17

6:30 - 8:00 am Hotel's Complimentary Breakfast* Comfort Suites

8:00 - 8:30 Registration & Networking Training Facility

8:30 - 8:45 Welcome Fire Chief, Gregory H. Keller

Honor Guard..... Salem Fire Department Honor Guard

8:45 - 10:30 am Fraud in the Workplace Kori Sarrett, Koontz & Perdue, P.C.

10:30 - 11:00 *Break & Networking*

11:00 - 12:00 Investigation & Prosecution of Fraud and Embezzlement

Doug Price, Marion County Deputy District Attorney

Michael Korcek, Salem Police Department

12:00 - 1:15 pm *Lunch (Included)*

1:15 - 2:15 Accreditation Lab or Software User Group/Networking (Choose One)

Lauri Wilkerson, Education - Jackson County Fire District #1

Rebecca Hollenbeck, Accreditation - Springfield Fire & Life Safety

2:15 - 2:30 *Break*

2:30 - 4:30 Aerial Platform Evolutions "Hands-On Demonstration"

4:30 - 5:30 *Free Time (Return to hotel and prepare for dinner)*

5:30 Best Little Roadhouse – No Host Dinner

1145 Commercial Street SE (Enclosed Patio Reserved)

Friday, April 18

6:30 - 8:00 am Hotel's Complimentary Breakfast* Comfort Suites

8:00 - 8:30 Registration & Networking Training Facility

8:30 - 9:00 Travel to: Department of Public Safety Standards & Training

4190 Aumsville Hwy SE, Salem OR 97301

9:00 - 11:30 DPSST Tour

(Wear casual clothes for walking outside, including umbrellas, coats depending upon weather)

11:30 End of Workshop / Lunch on your own

(DPSST has a great cafeteria that opens at 11:30 for those wanting lunch)

* Breakfast is complimentary for registered guests. Breakfast can be purchased for \$6.50, if you are not staying at the Comfort Suites. If you want to eat breakfast at the hotel but are not a registered guest, please contact Vickey Dosier at 503-588-6245 or by email at region2@ofsoa.com by Friday, April 11th.



*Citizens
Helping
Fire & EMS*

Encourage citizen participation

Empower citizen advocates to serve

Enhance your department resources



Everybody Wins!

Departments gain greater efficiency—Emergency Responders gain stronger support—Emergency Services acquire an army of new advocates—Citizens get to do their part for emergency preparedness

If you already utilize citizen advocates (Support Team or Auxiliary) or are looking to start a group in your department, register with Fire Corps and get all the resources you'll need to build a strong volunteer team.

For more information go to www.firecorps.org or contact Rhonda Grant at rhonda.grant@staytonfire.org

ME, A LEADER??

You might not think of yourself as a leader, but you are! You might be thinking:

*“I don’t have the skills to lead”
“People don’t listen to me”
“I have nothing to offer that would make any difference”*

But listen. You don’t have to be the CEO of a company, have celebrity status, or be a great public speaker to be a leader. Leadership is influence. I believe we all have the ability to inspire others, to motivate them, and to make a difference in how they take on the day.

What makes a good leader? I have a plaque on my wall that states some of the qualities of a good leader. It states: Leaders are first a servant of those they lead. They are a teacher, a source of information and knowledge. They are a standard setter, more than a giver of directions and a disciplinarian. Leaders do not say ‘Get Going’. Instead they say “Let’s Go” and lead the way. They do not walk behind with a whip; they are out in front with a banner. Leaders are people builders. They help those around them to grow because they realize that the more strong people an organization has, the stronger the organization will be. Leaders lead with their hearts as well as their head. After they have looked at the facts with their head, they let their heart take a look, too. Leaders have a sense of humor. They are not ‘stuffed shirts’. They can laugh at themselves. They have a humble spirit. Leaders can be led. They are not interested in having their own way, but in finding the best way. They have an open mind.

Being an effective leader does not always require moving heaven and earth. A leader’s role can vary and be effective in small, yet extremely powerful ways.

- A clarifier listens, summarizes, and makes things clearer.
- A coach encourages others to develop their skills.
- A facilitator helps the group set goals, make decisions, choose directions, and evaluate progress.
- A delegator helps each group member apply her talents and interests to the group's goals.
- An initiator gets things moving.
- A manager helps coordinate the parts of a project and keeps an eye on progress.
- A mediator helps resolve differences.
- A networker connects people with people and people with ideas to move the project forward.
- A problem-solver suggests solutions and ways to get things done.
- A visionary sees creative solutions, new directions, and possibilities.

I’m sure each of you saw a quality you possess somewhere in that list. Remember, you ARE a leader, take on the attitude of being a leader, and be a good one.

*“For most people, it’s not what they are that holds them back; it’s what they think they are not.”
~ John C. Maxwell ~*

**Rhonda Grant
Stayton Fire**

Scholarships Available!

Scholarships are available for registration and lodging for the spring conference. Applications are available on the website at ofsoa.com in the documents section. Contact Scholarship Committee Chair Elaine Parrott if you need further information at 541-327-2822 or email eparrott@jeffersonfire.org.



OREGON FIRE SERVICE OFFICE ADMINISTRATORS

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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

Get Involved!

Have you considered becoming more involved in OFSOA? The following two-year positions will be available during the annual elections at our Annual Conference in October: **President, Secretary, Region 1 Representative, Region 2 Representative, and Region 3 Representative.** For information regarding the duties and the criteria for board positions, please refer to the OFSOA By-Laws Articles IV and V. The OFSOA Policy Manual also refers to guidelines and responsibilities for officers. You can find both of these documents at www.ofsoa.com by going to the "About OFSOA" link.

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 2008

REGISTER ONLINE! www.ofsoa.com