



# Oregon Fire Service Office Administrators

## ACCREDITATION TRAINING HISTORY

### Communications

<i>Topic</i>	<i>Hrs</i>	<i>Date of Class</i>	<i>Accreditation Category</i>	<i>Sub-Category</i>	<i>Level</i>	<i>Location</i>	<i>Presenter</i>
Dealing with Tough People	2	1998 Oct	COMMUNICATION	<i>Customer Service</i>	I	LaPine	Chief McVicker
Host, Becoming a Great	1.25	1998 Oct	COMMUNICATION	<i>Customer Service</i>	I	LaPine	Chief McVicker
Juvenile Fire Setter Program	1	2000 May	COMMUNICATION	<i>Fire/Emerg Serv Term</i>	I	Salem	Baumann, Carol
OAIRS, What's New	2	2000 May	COMMUNICATION	<i>Fire/Emerg Serv Term</i>	I	Salem	Rogers, Roger / SFMO
Customer Service Roundtable	1	2009 Oct	COMMUNICATION	<i>Communication</i>	I	Newport	Webber, Pam
Casting Call ( Effective Communication)	0.75	2015 Oct	COMMUNICATION	<i>Communication</i>	I	Klamath Falls	Kim Probst
Paparazzi (Powerful/Persuasive Communications)	1.25	2015 Oct	COMMUNICATION	<i>Communication</i>	I	Klamath Falls	Professor Aaron Orendorff
The Artful Science of Effective Communications	1	2018 Apr	COMMUNICATION	<i>Communication</i>	I	Newport	Laureal Williams, OFDDA
Bridging the Generation Gap	2	2019 Apr	COMMUNICATION	<i>Communication</i>	I	Albany	Grant Axtell, OR Employment Div.
Statistical Writing	4	1995 May	COMMUNICATION	<i>Written Reports</i>	II	Roseburg	Umpqua CC Instructor
Public Speaking	2	1997 Oct	COMMUNICATION	<i>Public Speaking</i>	II	Salem	Sherman, Michael / Chief
Public Speaking	2	1997 Sept	COMMUNICATION	<i>Pubic Speaking</i>	II	Depoe Bay	Adams, Howard
Communication, Interpersonal	2	2001 Oct	COMMUNICATION	<i>Public Speaking</i>	II	Florence	Baker Jr, Howard Consultant
Business Writing	3	2002 Apr	COMMUNICATION	<i>Business Writing</i>	II	Veneta	Williams, Laureal & Janet Lockhart
Public Presence	2.75	2002 Oct	COMMUNICATION	<i>Public Speaking</i>	II	Hood River	Baker Jr, Howard
Business Writing	3	2005 Oct	COMMUNICATION	<i>Business Writing</i>	II	Tigard	Flora, Joan
Business Writing	3	2009 Oct	COMMUNICATION	<i>Business Writing</i>	II	Newport	Williams, Laureal
Communication in the Workplace	3.5	2010 Apr	COMMUNICATION	<i>Communication</i>	II	CCFD #1	Tyo, Paul
Business Writing	2.75	2010 Oct	COMMUNICATION	<i>Communication</i>	II	Bend	Williams, Laureal
Customer Service	1.25	2010 Oct	COMMUNICATION	<i>Communication</i>	II	Bend	Capp, Brian
Social Media Gone Wrong	1.5	2012 Apr	COMMUNICATION	<i>Communication</i>	II	Sisters	LeSage, Paul

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Public Education & Public Info.	1.5	2014 Apr	COMMUNICATION	<i>Public Information</i>	II	Lincoln City	Captain Jim Kusz, North Lincoln Fire & Rescue

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Director's Cut (Persuasive Communications)	1	2015 Oct	COMMUNICATION	<i>Communication</i>	II	Klamath Falls	Professor Aaron Orendorff
Social Media Do's & Don't's	1	2016 Apr	COMMUNICATION	<i>Communication</i>	II	TVFR	
Public Relations & Programs	4	1995 Feb	COMMUNICATION	<i>Public Education</i>	III	Bend	Johnson, Jeff / TVFR
Communications in Fire Service	4	1997 Feb	COMMUNICATION	<i>Public Information</i>	III	Portland	Ware, Rob / PIO
Public Ed. Tools & Resources for Office Administrator	2	1998 Feb	COMMUNICATION	<i>Public Education</i>	III	Medford	Olson, Colleen / SMFO
Public Education	1	2000 May	COMMUNICATION	<i>Public Education</i>	III	Salem	Olson, Colleen / SFMO
Media Relations	1	2000 Oct	COMMUNICATION	<i>Public Information</i>	III	Redmond	Birr, Tim / Dir of Comm Serv TVF&R
Public Education	4	2001 Oct	COMMUNICATION	<i>Public Education</i>	III	Florence	Thorson, Shannon - McMinnville
Policy Makers, Community & You	3.5	2002 Oct	COMMUNICATION	<i>Public Education</i>	III	Hood River	Parrott, Joe
Public Education from Scratch	3	2003 Apr	COMMUNICATION	<i>Public Education</i>	III	Keizer	O'Neil, Bill
Public Image and How Politics Affect the Fire Service	2	2003 Oct	COMMUNICATION	<i>Public Education</i>	III	Bend	Birr, Tim
Public Education	1.5	2004 Oct	COMMUNICATION	<i>Public Education</i>	III	Newport	O'Neil, Bill & Trett, Jim
Public Image, The Power of	4	2004 Oct	COMMUNICATION	<i>Public Education</i>	III	Newport	Walters, Gail
Promoting Your Business with Video	1	2006 Apr	COMMUNICATION	<i>Information Technology</i>	III	Jackson County FD #3	Clelland, Will
Multi-Family Housing Fire Reduction Program	1.5	2006 Oct	COMMUNICATION	<i>Public Education</i>	III	Seaside	Stoller, DFM Kate
Websites - Today's Communication Link	1.5	2006 Oct	COMMUNICATION	<i>Information Technology</i>	III	Seaside	Berner, Linda
Customer Service - Back to Basics	1	2009 Apr	COMMUNICATION	<i>Customer Service</i>	III	Chemeketa CC	Janine Mouthart, CCC
How to Communicate So Well Event the Fire Chief Listens	3	2009 Oct	COMMUNICATION	<i>Communication</i>	III	Newport	Buschmohle, Michael
Public Speaking and Presentations	2.75	2012 Oct	COMMUNICATION	<i>Communication</i>	III	Portland	Buschmohle, Michael
Elements of Successful Communication	3	2013 Oct	COMMUNICATION	<i>Communication</i>	III	Welches	Hollis, Bill & Jackie
Communicating with your Chief	1	2014 Apr	COMMUNICATION	<i>Communication</i>	III	Lincoln City	Chief Jim Aldrich, North Bay Fire
Lessons Learned from Storm King Mountain	2	2016 Apr	COMMUNICATION	<i>Communication</i>	III	TVFR	
Building and Maintaining the Bridge	1.25	2016 Oct	COMMUNICATION	<i>Communication</i>	III	Ashland	Jack Snook
When Big Things Happen and No One is Home	1.5	2019 Apr	COMMUNICATION	<i>Communication/PIO</i>	III	Albany	Sandy Roberts, Albany Fire



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## ACCREDITATION TRAINING HISTORY

### Financial

<i>Topic</i>	<i>Hrs</i>	<i>Date of Class</i>	<i>Accreditation Category</i>	<i>Sub-Category</i>	<i>Level</i>	<i>Location</i>	<i>Presenter</i>
Accounting, Basic	4	1995 Sept	FINANCIAL	<i>Accounting Procedures</i>	I	Salem	Williams, Laureal
Quick Books	1.5	2010 Oct	FINANCIAL	<i>Financial Management</i>	I	Bend	Demaris, Karen
Personal Finance – Investor Behavior	1.5	2013 Oct	FINANCIAL	<i>Financial Management</i>	I	Welches	Secolo, Angie
Beginning QuickBooks	1.25	2014 Oct	FINANCIAL	<i>Financial Management</i>	I	Eagle Crest	Barnett, John - Barnett & Co.
PERS, Info	2	1993 Sept	FINANCIAL	<i>Payroll/Benefits Admin</i>	II	Salem	Luehrs, Dirk
Workers Compensation Division	1	1993 Sept	FINANCIAL	<i>Payroll/Benefits Admin</i>	II	Salem	Dora, Mary
Deferred Compensation	2	1994 Apr	FINANCIAL	<i>Payroll/Benefits Admin</i>	II	Lincoln City	
PERS, Info	2	1994 Apr	FINANCIAL	<i>Payroll/Benefits Admin</i>	II	Lincoln City	
Auditing, Fire Department	4	1995 Sept	FINANCIAL	<i>Interpreting Reports</i>	II	Salem	Brown, Jerry / CPA
Deferred Compensation	2	1996 Nov	FINANCIAL	<i>Payroll/Benefits Admin</i>	II	Springfield	Smith, Mike / ICMA
PERS Update	2	1996 Nov	FINANCIAL	<i>Payroll/Benefits Admin</i>	II	Springfield	Delaney, Steve / PERS
Medicare/OMAP Workshop	4	1997 Nov	FINANCIAL	<i>Payroll/Benefits Admin</i>	II	Independence	
Budgets & Annual Reports	6	1999 Oct	FINANCIAL	<i>FC Budgets &amp; Reports</i>	II	Clackamas	Parrott, Joe / Chief
Financial Planning	1	2000 Oct	FINANCIAL	<i>Financial Management</i>	II	Redmond	Schiarla, Don / Certified FINANCIAL Planner
Employment & OTTER	2.5	2001 Apr	FINANCIAL	<i>Payroll/Benefits Admin</i>	II	Tualatin	Young, John
PERS, Info (2 hrs)	2	2001 Apr	FINANCIAL	<i>Payroll/Benefits Admin</i>	II	Tualatin	Ely, Linda / PERS
GASB 34	2	2002 Apr	FINANCIAL	<i>Financial Reports</i>	II	Veneta	Perdue, Richard P.C.
Conflagration Act	1	2003 Apr	FINANCIAL	<i>Financial Reports</i>	II	Keizer	Orr, Nancy
Deferred Compensation	1	2003 Apr	FINANCIAL	<i>Payroll/Benefits Admin</i>	II	Keizer	Giard, Denise
Financial Management (Fire Chief's Toolbox, 2 sessions)	3.5	2003 Oct	FINANCIAL	<i>Financial Management</i>	II	Bend	Parrott, Joe
Public Financing	1.5	2004 Oct	FINANCIAL	<i>Fire Dept Budgets</i>	II	Newport	Ulbricht, David

PERS Update	1.5	2005 Apr	FINANCIAL	<i>Payroll/Benefits Admin</i>	II	Albany	Gregory, Dan / PERS
Finance Section of ICS	1	2006 Oct	FINANCIAL	<i>Emergency Operations</i>	II	Seaside	Phillips, Sam - Training Chief
Personal Finance	1	2006 Oct	FINANCIAL	<i>Financial Management</i>	II	Seaside	Malone, Rod
Fraud in the Workplace	1.5	2008 Apr	FINANCIAL	<i>Financial Management</i>	II	Salem	Sarrett, Kori
Budget Law	3	2009 Oct	FINANCIAL	<i>Budget Law</i>	II	Newport	Tiemeyer, Gordon
Payroll Law	1.5	2011 Oct	FINANCIAL	<i>Payroll/Benefits Admin</i>	II	Silverton	Sarrett, Kari
How to Build a Rock Solid Financial Plan	1.75	2013 Apr	FINANCIAL	<i>Financial Management</i>	II	Seaside	Thomas, Rick
How Cooperative Purchasing Works	1.25	2014 Oct	FINANCIAL	<i>Purchasing</i>	II	Eagle Crest	Grindle, Crosby - NPP
Intermediate QuickBooks	1.25	2014 Oct	FINANCIAL	<i>Financial Management</i>	II	Eagle Crest	Barnett, John - Barnett & Co.
Billing for Conflagrations	1	2015 Apr	FINANCIAL	<i>Financial Management</i>	II	Newberg/McMinnville	Mariana Ruiz-Temple & Mariah Rawlins, OSFM
Props/Buying & Selling @ State Surplus	1.75	2015 Oct	FINANCIAL	<i>Financial</i>	II	Klamath Falls	Darren Kennedy/State Surplus
PERS Update	1.5	2016 Apr	FINANCIAL	<i>PERS</i>	II	TVFR	
Fraud and Embezzlement	2	2017 Oct	FINANCIAL	<i>Financial</i>	II	Lebanon	Kelly Paxton
Positioning Your District Atop a Solid Financial Foundation	1.5	2017 Oct	FINANCIAL	<i>Financial</i>	II	Lebanon	Kori Sarrett
Managing District Debt	1.5	2017 Oct	FINANCIAL	<i>Financial</i>	II	Lebanon	David Ulbricht, SDAO
Payroll Updates	1.25	2017 Oct.	FINANCIAL	<i>Financial</i>	II	Lebanon	Kori Sarrett
OSFM Mobilization Reimbursement	1	2018 Apr	FINANCIAL	<i>Financial</i>	II	Newport	Mariah Rawlins, OSFM
Financial Transparency	1	2019 Apr	FINANCIAL	<i>Purchasing/Budget/AR</i>	II	Albany	Jeanna Yeager, City of Albany
Bids, Contracts & Intergovernmental Agreements	2	1999 Feb	FINANCIAL	<i>Bids, Contracts, Etc.</i>	III	Lincoln City	Johnson, Jeff / Chief
Grant Writing	4	1999 Feb	FINANCIAL	<i>Grant Writing</i>	III	Lincoln City	Ingram, Kathy PHD
Coordinating a Successful Training Event	2	1999 Sept	FINANCIAL	<i>Contracts</i>	III	Stayton	Spence, Brenda & Williams, Laureal
Grant Writing	2	2003 Apr	FINANCIAL	<i>Grant Writing</i>	III	Keizer	Olson, Coleen
Grants, The Ins and Outs of	3	2004 Apr	FINANCIAL	<i>Grant Writing</i>	III	Tualatin	Chaffee, Kristin TVFR, Marhein, Matt, Oregon EMT

Bids and Contracts	1	2006 Apr	FINANCIAL	<i>Contracts</i>	III	Jackson County FD #3	Wooldridge, Celeste
IRS Reporting – Part I	1.75	2008 Oct	FINANCIAL	<i>Financial Management</i>	III	Bend	Beard, Tim / SS Admin.

IRS Reporting – Part II	1.75	2008 Oct	FINANCIAL	<i>Financial Management</i>	III	Bend	Petersen, Gary / IRS
Grant Writing – A Management Overview	1	2009 Apr	FINANCIAL	<i>Grant Writing</i>	III	Chemeketa CC	Laura Houston, Stayton Fire
Audits and New Local Budget Law	1.5	2012 Apr	FINANCIAL	<i>Budget Law</i>	III	Sisters	Donaca, Richard
Grant Writing	1	2016 Apr	FINANCIAL	<i>Grant Writing</i>	III	TVFR	
Analyzing Fire Data Using Excel	1.75	2017 Apr	FINANCIAL	<i>Financial Management</i>	III	Keizer	Dave Gulledge, OSFM
The ABC's of Public Contracting	1.25	2017 Oct	FINANCIAL	<i>Contracts</i>	III	Lebanon	Carrie Connelly



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## Interpersonal Dynamics

<i>Topic</i>	<i>Hrs</i>	<i>Date of Class</i>	<i>Accreditation Category</i>	<i>Sub-Category</i>	<i>Level</i>	<i>Location</i>	<i>Presenter</i>
Disabilities Commission	1	1993 Sept	INTERPERSONAL DYNAMICS	<i>Americans w/Disabilities</i>	I	Salem	Organ, Eugene - Ex. Director
Sexual Harassment in Workplace	4	1998 Feb	INTERPERSONAL DYNAMICS	<i>Sexual Harassment</i>	I	Medford	Mellema, Virginia - EEOC Admin. Judge
Ethics – The Law, Practices & Realities	1.5	2004 Apr	INTERPERSONAL DYNAMICS	<i>HR Ethics Laws</i>	I	Tualatin	Hearn, Pat
Human Resources – Labor Laws Diversity	1.5	2004 Apr	INTERPERSONAL DYNAMICS	<i>HR Labor Laws</i>	I	Tualatin	Hamilton, Ron
Harassment in the Workplace	1.25	2007 Oct	INTERPERSONAL DYNAMICS	<i>HR Labor Laws</i>	I	Hood River	Russon, Helen / BOLI
Payroll Record Keeping	1.25	2007 Oct	INTERPERSONAL DYNAMICS	<i>HR Labor Laws</i>	I	Hood River	Russon, Helen / BOLI
When Tragedy Strikes Close	2.5	2008 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	I	Bend	Taylor, Mark / Bend FD
Courage to Be Safe	1	2010 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	I	Bend	Kim Lightley
Professional Image	1.25	2012 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	I	Portland	Siegmund, Jill
After It's Over	0.75	2013 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	I	Seaside	Chaplain Sachs, Robert
Building Better Teams/Strength in Diversity	1	2016 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	I	Ashland	Jodi Rasor
From Heels to Boots	1	2016 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	I	Ashland	Fire Marshal Margueritte Hickman
Promoting Dept & Self	4	1994 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Lincoln City	Johnson, Jeff / TVFR
Office Administrator, Role of the	2	1995 Feb	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Bend	Snook, Jack / Chief
Communication Skills/Models	4	1996 Feb	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Coos Bay	Hollis, Bill & Jackie Practicing Psychologists
Empowerment	7	1996 Feb	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Coos Bay	Cain, Reba
Teambuilding / Motivation	4	1997 Feb	INTERPERSONAL DYNAMICS	<i>Conflict Resolution</i>	II	Portland	Cain, Reba
Teambuilding/Motivation	2	1997 Oct	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Salem	Crawford, James - Portland FD
Communication between Chief/Assistant	4	1999 Feb	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Lincoln City	Morton, Terry
Changes in the Fire Service	1	1999 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Clackamas	Bruegman, Randy / Chief
Civil Service Systems	2	2001 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Florence	Fowler, Donna Consultant
Communication, Interpersonal	1	2001 Oct	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Florence	Baker Jr, Howard Consultant



Trauma Intervention Program (TIP)	5	2001 Oct	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Florence	Vining, June TIP
Teambuilding Exercise – hose & turnout relay	1.5	2003 Apr	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Keizer	Marion County Team
Compassion, Scenes of	1.5	2003 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Bend	Dietz, Tim
Crisis, Organizational Response to	1.5	2003 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Bend	Dietz, Tim
FISH (4 basic principles: Play, Be There, Make Their Day, and Choose Your Attitude)	2.5	2003 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Bend	Kilmurry, Jennifer
Performance Management	1.5	2003 Oct	INTERPERSONAL DYNAMICS	<i>Performance Management</i>	II	Bend	Fowler, Donna
Bringing Out the Best in Yourself and Others	3	2005 Oct	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Tigard	Rose, Robin
History of the Fire Service	3.5	2005 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Tigard	Birr, Tim
Let's Glue It All Together	1	2006 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Jackson County FD #3	Messmer, Brenda
Cultural Drift	2.5	2006 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Seaside	LeSage, AC Paul
Twenty-First Century Successes	1.5	2006 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Seaside	Oliver, Paulette
Crisis Intervention	1.5	2007 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Winston Dillard	McGinnis, Div Chief Ken /Winston Dillard FD
Teambuilding – Skills for Successful	3	2007 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Hood River	Jackson County FD #3
Hit By the Stupid Truck	2	2008 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Bend	Johnson, Chief Jeff
Not Just Another Boring Class – Communications	1.25	2009 Oct	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Newport	Williams, Chief Joshua
Leadership – What Should I Expect	1.25	2010 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	CCFD #1	Karn, BC Jamie
Managing Emotions	1.5	2011 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Roseburg	Brown, Brenda
Office Administrator's Role in Fire Chief/Board Conflict	1.25	2012 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Sisters	Robertson, Tay
Emotional First Aid	1.5	2012 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Portland	Vining, June
Practical Approaches for Dealing w/Change in the Workplace	2.75	2014 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Eagle Crest	Dietz, Tim
Reducing Stress & Managing Emotions through EFT	1.75	2015 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Newberg/McMinnville	McConnell, Helen
Dressing the Part (Professional Appearance)	2	2015 Oct	INTERPERSONAL DYNAMICS	<i>Professional Appearance</i>	II	Klamath Falls	Katie Harman Ebner, Formes Miss. America
Stunt Doubles (Conflict Management)	1.25	2015 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Klamath Falls	Detective Peter York, City of KF PD
Tapping into your Inner Strengths	1	2016 Apr	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Keizer	Candia Sanders
Resilience in an Adrenaline Fueled Workplace	1.5	2016 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Ashland	Anne Kellogg
Team Building	1	2016 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Ashland	Leigh Anne Jasheway

Team -Building	1	2019 Apr.	INTERPERSONAL DYNAMICS	<i>Performance Management</i>	II	Albany	Chief Scott Casebolt, Tangent FD
Problem Solving	2	1994 Apr	INTERPERSONAL DYNAMICS	<i>Performance Management</i>	III	Lincoln City	Warnock, Ed - The Cumulous Group
Project Management	4	1994 Apr	INTERPERSONAL DYNAMICS	<i>Performance Management</i>	III	Lincoln City	Warnock, Ed - The Cumulous Group
Teams, Self-Directed	2	1995 Feb	INTERPERSONAL DYNAMICS	<i>Project Management</i>	III	Bend	Snook, Jack / Chief
Goal Setting & Planning	4	1996 Feb	INTERPERSONAL DYNAMICS	<i>Performance Management</i>	III	Coos Bay	Sherman, Michael / Chief
Goals Finalizing	2	1997 Feb	INTERPERSONAL DYNAMICS	<i>Performance Management</i>	III	Portland	Sherman, Michael / Chief
Time Management	4	1998 May	INTERPERSONAL DYNAMICS	<i>Time Mgmt./Project Mgmt.</i>	III	Klamath Falls	Pence, Paula & Davenport, Linda Klamath Lake Employment Training
Time Management, Managing Your Boss's Time	2	1998 Oct	INTERPERSONAL DYNAMICS	<i>Time Mgmt./Project Mgmt.</i>	III	LaPine	Chief McVicker
Goal Setting	2	1999 Feb	INTERPERSONAL DYNAMICS	<i>Performance Management</i>	III	Lincoln City	Sherman, Michael / Chief
Coordinating a Successful Training Event	4	1999 Sept	INTERPERSONAL DYNAMICS	<i>Project Management</i>	III	Stayton	Spence, Brenda & Williams, Laureal
Teambuilding	4	2000 Oct	INTERPERSONAL DYNAMICS	<i>Performance Management</i>	III	Redmond	Jack Snook & Joe Parrott - ESCI
Leadership from Within	2.5	2002 Oct	INTERPERSONAL DYNAMICS	<i>Performance Management</i>	III	Hood River	Hanamura, Steven
Multitasking, The Zen of	1.5	2004 Apr	INTERPERSONAL DYNAMICS	<i>Time Mgmt./Project Mgmt.</i>	III	Tualatin	Williams, Laureal - Western Advocates
Tactical Awareness	1.5	2004 Apr	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	III	Tualatin	Sgt. Mike Janin & Res. Sgt. Erin Mottry, Beaverton PD
Optimizing Group Work	1	2006 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Jackson County FD #3	Pittman, Garth
Intentional Living	3	2007 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Hood River	Lucas, Shelley
Work and Life Balance	2.5	2008 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Bend	Wheeler, Monia
Understanding Personality Differences in the Workplace	3	2010 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Bend	Gallagher, Bill
Handling Conflict in the Workplace	2.5	2010 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Bend	Thurman, Barbara
Generational Differences	3.25	2011 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Silverton	Hanamura, Steve
Managing Gossip in the Workplace	3	2011 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Silverton	Word
Clamming Up, Blowing Up, or Speaking Up in the Workplace	2.75	2013 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Seaside	Gallagher, Bill
Professional Boundaries in the Workplace	3	2013 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Welches	Gallagher, Bill
How to Respond to Crisis in the Workplace	2	2014 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Lincoln City	Griffin, Jeff
Maximizing Your Work Relationships	3	2014 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Eagle Crest	Hambleton, Rob & Mary

Professional Excellence	3	2014 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Welches	Jones, Jeff
Change Management and Leadership	2	2015 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Newberg/McMinnville	Tim Craig, Deputy Chief Sisters/Camp Sherman FD
Leadership & Data	1	2015 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	TVFR	
Best Lead in a Production (Decide to Succeed)	1.5	2015 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Klamath Falls	Katie Harman Ebner, Formes Miss. America
Generations in the Workplace	2	2017 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Keizer	Grant Axtell



# Oregon Fire Service Office Administrators

## ACCREDITATION TRAINING HISTORY

### Office Management

<i>Topic</i>	<i>Hrs</i>	<i>Date of Class</i>	<i>Accreditation Category</i>	<i>Sub-Category</i>	<i>Level</i>	<i>Location</i>	<i>Presenter</i>
Archives Division – Info	1	1993 Sept	OFFICE MANAGEMENT	<i>Records Management</i>	I	Salem	Wendell, Dave / Archivist
Minute Writing	4	1995 May	OFFICE MANAGEMENT	<i>Effective Meeting Minutes</i>	I	Roseburg	Umpqua CC Instructor
Recordkeeping & Filing Procedures	2	1995 May	OFFICE MANAGEMENT	<i>Records Management</i>	I	Roseburg	Umpqua CC Instructor
Form 10	2	1996 Nov	OFFICE MANAGEMENT	<i>Records Management</i>	I	Springfield	Phillips, Anita & Emberson, Heather SFMO
Records Management, Electronic	4	1999 Feb	OFFICE MANAGEMENT	<i>Records Management</i>	I	Lincoln City	Williams, Laureal
Accreditation Work Session, OFSOA	2	2002 Apr	OFFICE MANAGEMENT	<i>Records Management</i>	I	Veneta	Shinn, Elaine / OFSOA President
Health Insurance Portability & Accountability Act (HIPPA)	1.5	2003 Apr	OFFICE MANAGEMENT	<i>Records Management</i>	I	Keizer	Giard, Denise
Care & Feeding of Chief Officers	3	2003 Oct	OFFICE MANAGEMENT	<i>Office Procedures</i>	I	Bend	Johnson, Jeff
OAIRS Reporting	3	2004 Apr	OFFICE MANAGEMENT	<i>Records Management</i>	I	Tualatin	Pelley, Vi - OSFM, A. Anderson Roseburg Fire
Records Retention	1.5	2004 Oct	OFFICE MANAGEMENT	<i>Records Management</i>	I	Newport	Herkert, Mary Beth
Health Insurance Portability & Accountability Act (HIPPA)	0.5	2005 Apr	OFFICE MANAGEMENT	<i>Records Management</i>	I	Albany	Giard, Dennise / EMS Chief
Notary Public	1.5	2005 Apr	OFFICE MANAGEMENT	<i>Office Procedures</i>	I	Albany	Hume, Kristine / Sec State Office
Postal OPERATIONS and ID Theft	1.5	2006 Oct	OFFICE MANAGEMENT	<i>Office Procedures</i>	I	Seaside	
Record Keeping – OSHA Style	1	2006 Oct	OFFICE MANAGEMENT	<i>Records Management</i>	I	Seaside	Jantzi, Jason
Accreditation Lab	1	2008 Apr	OFFICE MANAGEMENT	<i>Accreditation</i>	I	Salem	Mootry, Susan / Parrott, Elaine / Grant, Rhonda
Investigation and Prosecution of Fraud and Embezzlement	1	2008 Apr	OFFICE MANAGEMENT	<i>Office Procedures</i>	I	Salem	Prince, Doug - MC DA & Koreck, Mike - Salem PD
Public Records Law	1	2008 Oct	OFFICE MANAGEMENT	<i>Records Management</i>	I	Bend	Matthews, Michael / OR State
Strategic Plan	0.5	2008 Oct	OFFICE MANAGEMENT	<i>Strategic Plan</i>	I	Bend	Parrott, Elaine
The New Ethics Law	0.75	2009 Oct	OFFICE MANAGEMENT	<i>Ethics Laws</i>	I	Newport	Jones, Ken
Board Minutes	0.75	2009 Oct	OFFICE MANAGEMENT	<i>Records Management</i>	I	Newport	Jones, Ken
Incident Reporting	1.5	2010 Oct	OFFICE MANAGEMENT	<i>Records Management</i>	I	Bend	McGrew, Claire
Accreditation	1.5	2010 Oct	OFFICE MANAGEMENT	<i>Records Management</i>	I	Bend	Parrott, Elaine

Basics of Oregon Public Records Management	1.5	2011 Apr	OFFICE MANAGEMENT	<i>Records Management</i>	I	Roseburg	Maguire, Dan - OR. State Archives Div.
Fire Bridge Reports	1.5	2011 Oct	OFFICE MANAGEMENT	<i>Records Management</i>	I	Silverton	Divine-Schley, Charissa
Travel Planning Secrets	0.75	2012 Apr	OFFICE MANAGEMENT	<i>Office Procedures</i>	I	Sisters	Johnson, Jeff
Front Office Safety/Violence in the Workplace	1	2014 Apr	OFFICE MANAGEMENT	<i>Office Management</i>	I	Lincoln City	McGee, MaryBeth - Clackamas Fire
Accreditation Information	0.75	2014 Apr	OFFICE MANAGEMENT	<i>Accreditation</i>	I	Lincoln City	
OSHA 300 Reporting	1	2014 Oct	OFFICE MANAGEMENT	<i>Risk Management</i>	I	Eagle Crest	Jantzi, Jason - SDIS
Accreditation	1.75	2015 Apr	OFFICE MANAGEMENT	<i>Accreditation</i>	I	Newberg/McMinnville	Work Session – Accreditation Mentors
Behind the Scenes (Tools to assess Dept. Safety)	1.25	2015 Oct	OFFICE MANAGEMENT		I	Klamath Falls	Jason Jantzi - SDAO
Public Records Law & Hot Topics	1	2018 Apr.	OFFICE MANAGEMENT	<i>Records Management</i>	I	Newport	Dustin Karstatter, Jason Jantzi, SDAO
Proofreading	4	1996 Nov	OFFICE MANAGEMENT	<i>Proofreading/Editing</i>	II	Springfield	Williams, Laureal
Computer, Introduction to the Internet	2	1996 Sept	OFFICE MANAGEMENT	<i>Current Office Software</i>	II	Bend	
Computers & Software Tips/Tools	6	1997 Apr	OFFICE MANAGEMENT	<i>Current Office Software</i>	II	Silver Cr Falls	
Computer, Excel	4	2000 May	OFFICE MANAGEMENT	<i>Current Office Software</i>	II	Chemketa	Parrott, Joe / Chief
Computer, Power Point	4	2000 May	OFFICE MANAGEMENT	<i>Current Office Software</i>	II	Chemeketa	Chemeketa CC Instructor
Computer, Microsoft Word - Advance	3	2002 Apr	OFFICE MANAGEMENT	<i>Current Office Software</i>	II	Veneta	Williams, Laureal & Janet Lockheart
Proofreading Business Writing	2.75	2002 Oct	OFFICE MANAGEMENT	<i>Proofreading/Editing</i>	II	Hood River	Williams, Laureal
Computer, Microsoft Word - Advance	3	2005 Apr	OFFICE MANAGEMENT	<i>Current Office Software</i>	II	Albany	Smith, Sharon / Linn-Benton CC
Workplace Violence	2.5	2010 Apr	OFFICE MANAGEMENT	<i>Safety Awareness</i>	II	CCFD #1	McGee
Documenting Office Procedures	1.5	2011 Apr	OFFICE MANAGEMENT	<i>Office Procedures</i>	II	Roseburg	Grant, Rhonda
Tips/Shortcuts for Advanced Microsoft Office	1.5	2011 Apr	OFFICE MANAGEMENT	<i>Records Management</i>	II	Roseburg	Parker, Janice
The Three Reasons Chiefs Get Fire and How You Help or Hurt	1.5	2012 Apr	OFFICE MANAGEMENT	<i>Personnel Management</i>	II	Sisters	Johnson, Jeff
Tips, Tricks, and Shortcuts in Publisher, Excel, and Word	1.5	2013 Apr	OFFICE MANAGEMENT	<i>Office Procedures</i>	II	Seaside	Francis, Jane
Tips & Tricks for Excellent in Office Administration	3	2013 Oct	OFFICE MANAGEMENT	<i>Office Procedures</i>	II	Welches	Piper, Lissa
Civil Service Systems	1	2014 Oct	OFFICE MANAGEMENT	<i>Personnel Management</i>	II	Eagle Crest	Jones, Ken - Speer Hoyt
Auditioning (Selecting the right person for the Job)	1.5	2015 Oct	OFFICE MANAGEMENT	<i>Personnel Management</i>	II	Klamath Falls	Jeff Burgess - BOLI
Notary & Business Outreach	3	2016 Oct	OFFICE MANAGEMENT	<i>Office Management</i>	II	Ashland	Tom Wrosch

Ethics	1.5	2018 Apr.	OFFICE MANAGEMENT	<i>Ethics Laws</i>	II	Newport	Tammy Hedrick, OR Govt. Ethics Commission
Computer, Desktop Publishing for Windows	4	1996 Sept	OFFICE MANAGEMENT	<i>Computer App II</i>	III	Bend	
Computer, Internet Toolbox	3	1998 Oct	OFFICE MANAGEMENT	<i>Networking</i>	III	LaPine	Chief McVicker
Computer, Web Design Basics (2.5 hrs)	2.5	2002 Oct	OFFICE MANAGEMENT	<i>Computer App II</i>	III	Hood River	Zowtendijk, Gert / Lake Oswego FD
Harassment in the Workplace	1.75	2010 Apr	OFFICE MANAGEMENT	<i>Personnel Management</i>	III	CCFD #1	Clark, Judy
Performance Evaluations and Job Descriptions	1.5	2010 Oct	OFFICE MANAGEMENT	<i>Personnel Management</i>	III	Bend	Sherman, Michael
Managing Multiple Projects	2.75	2012 Oct	OFFICE MANAGEMENT	<i>Office Procedures</i>	III	Portland	Williams, Laoreal
Disability, Interactive Process for Reasonable Accommodation	1.25	2014 Oct	OFFICE MANAGEMENT	<i>Personnel Management</i>	III	Eagle Crest	McClory, Mike - Bullard Law
Redeveloping Your Performance Management	1.75	2016 Oct	OFFICE MANAGEMENT	<i>Performance Management</i>	III	Ashland	Stacy Maxwell & Kelly Williams
Protecting Your Essential Records	1.5	2017 Oct.	OFFICE MANAGEMENT	<i>Records Management</i>	III	Lebanon	Rhonda Grant & Pam Weber



# Oregon Fire Service Office Administrators

## ACCREDITATION TRAINING HISTORY

### Operations

Topic	Hrs	Date of Class	Accreditation Category	Sub-Category	Level	Location	Presenter
OR-OSHA, What is it?	2	1993 Sept	OPERATIONS	Safety Awareness	I	Salem	DeForest, Terry / Chief of Safety Enforcement
Haz-Mat Awareness - Handling the Unexpected	2	1995 Feb	OPERATIONS	Safety Awareness	I	Bend	Griffin, Jeff , WHA
Ergonomic Awareness, OSHA #109, Safety in the Workplace	2	1995 Sept	OPERATIONS	Safety Awareness	I	Salem	OR-OSHA Rep
Burn-to-Learn (*see also fire extinguisher use)	2	1996 June	OPERATIONS	Fire Extinguisher Use	I	Stayton	Stayton Officers & Crews
Stress Release Through Yoga	2	1996 Sept	OPERATIONS	Safety Awareness	I	Bend	
Fire Cause Determining	2	1997 Feb	OPERATIONS	Fire Detection	I	Portland	Keller, Greg & Char (fire dog)
CPR	2	1997 Sept	OPERATIONS	First Aid/CPR	I	Depoe Bay	Depoe Bay Officers/Crews
Stress Management	3.5	1998 Oct	OPERATIONS	Safety Awareness	I	LaPine	Chief McVicker
Oregon Safe Kids	1	2000 May	OPERATIONS	Safety Awareness	I	Salem	Disch-Price, Donna
Risk Management	2	2002 Apr	OPERATIONS	Safety Awareness	I	Veneta	Griffin, Jeff
CPR & AED Training & Certification	3	2003 Apr	OPERATIONS	First Aid/CPR	I	Keizer	OFSOA Team
Personal Wellness Program, Enhancing Your	2	2004 Oct	OPERATIONS	Safety Awareness	I	Newport	Cebulski, Danna
Reducing Stress & Preventing Burnout	3	2004 Oct	OPERATIONS	Safety Awareness	I	Newport	Rose, Robin
Health & Fitness in the Office Environment	1	2005 Apr	OPERATIONS	Safety Awareness	I	Albany	Fox, Susan / FF/Para
Protect Yourself from Crime	1	2005 Apr	OPERATIONS	Safety Awareness	I	Albany	Corder, Steve / DC
Risk Leadership	1.5	2005 Oct	OPERATIONS	Safety Awareness	I	Tigard	Griffin, Jeff & Dunkel, George
Fire Extinguisher Use	1	2006 Apr	OPERATIONS	Fire Extinguisher Use	I	Jackson County FD #3	Jackson County FD #3 Personnel
Life: We All Have a Terminal Disease	1.5	2006 Apr	OPERATIONS	Safety Awareness	I	Jackson County FD #3	Stone, Dr. Janine
Courage to Be Safe	3	2006 Oct	OPERATIONS	Safety Awareness	I	Seaside	Dahl, AC Rob
Healthy Worksites	1.5	2007 Apr	OPERATIONS	Safety Awareness	I	Winston Dillard	Cline, Dr. Nick
CPR	3	2007 Oct	OPERATIONS	CPR	I	Hood River	Boyle, Bill and Mootry, Susan
DPSST Tour	2.5	2008 Apr	OPERATIONS	Safety Awareness	I	Salem	Gablks, Eriks / DPSST

Reducing Stress & Preventing Burnout	3	2008 Oct	OPERATIONS	<i>Health &amp; Wellness</i>	I	Bend	Rose, Robin
CPR Refresher	1.75	2009 Oct	OPERATIONS	<i>Safety Awareness</i>	I	Newport	Boyle, Bill
Wellness	1	2010 Apr	OPERATIONS	<i>Health &amp; Wellness</i>	I	CCFD #1	Goodrich, Heather
Reducing Stress for a Healthier You – A Positive Lifestyle	1.25	2011 Apr	OPERATIONS	<i>Health &amp; Wellness</i>	I	Roseburg	Folino, Chelsea
CPR Refresher	3	2011 Oct	OPERATIONS	<i>Safety Awareness</i>	I	Silverton	Boyle, Bill
Fire Extinguisher Training	1.5	2011 Oct	OPERATIONS	<i>Safety Awareness</i>	I	Silverton	Keizer Fire
Rescue Demonstration	1.5	2012 Apr	OPERATIONS	<i>Rescue Demonstration</i>	I	Sisters	Sisters-Camp Sherman Fire
Beach Safety and Rescue	0.75	2013 Apr	OPERATIONS	<i>Safety Awareness</i>	I	Seaside	Dennis, Genesee
Emergency Preparedness for a Catastrophic Disaster	1	2013 Apr	OPERATIONS	<i>Safety Awareness</i>	I	Seaside	Bronstein, Sarah
Protecting Yourself	0.75	2013 Apr	OPERATIONS	<i>Safety Awareness</i>	I	Seaside	Brandt, Lorna
CPR Refresher	3	2013 Oct	OPERATIONS	<i>Safety Awareness</i>	I	Welches	Boyle, Bill
Fitness, Nutrition & ZUMBA	1	2014 Apr	OPERATIONS	<i>Health &amp; Wellness</i>	I	Lincoln City	
Driver Rodeo & Ladder Truck Demo	1	2014 Apr	OPERATIONS	<i>Safety &amp; Demonstration</i>	I	Lincoln City	Captain Clark, DC Mason N. Lincoln F & R
Self Defense	1	2014 Apr	OPERATIONS	<i>Safety Awareness</i>	I	Lincoln City	Lt. Jerry Palmer, Lincoln City Police Department
Everything you want to know about the ISO	1	2015 Apr	OPERATIONS		I	Newberg/McMinnville	Chief Dan Peterson, Jackson Co. FD #3
Fit for Duty	1.75	2015 Apr	OPERATIONS	<i>Health &amp; Wellness</i>	I	Newberg/McMinnville	Chief Rich Leipfert, McMinnville FD
Get Up & Moving	0.5	2015 Apr	OPERATIONS	<i>Health &amp; Wellness</i>	I	TVFR	
You're Role in Emergency Preparedness	2.25	2016 Oct	OPERATIONS	<i>Emergency Prep.</i>	I	Ashland	John Karns, Ashland Fire & Rescue
Stay Fit, Stay Strong, Stay Youthful	1.25	2016 Oct	OPERATIONS	<i>Health &amp; Wellness</i>	I	Ashland	Carol Garner
Fossil Hide & Seek on the Oregon Coast	0.75	2018 Apr.	OPERATIONS	<i>Safety &amp; Demonstration</i>	I	Newport	Guy DiTorrice, The Fossil Guy
Fire Extinguisher Protocols	1	2018 Apr.	OPERATIONS	<i>Safety &amp; Demonstration</i>	I	Newport	Chief RC Mock, Siletz Valley Fire
Burn-to-Learn (*see also fire extinguisher use)	4	1996 June	OPERATIONS	<i>Incident Command System</i>	II	Stayton	Stayton Officers & Crews
Burn-to-Learn (*see also fire extinguisher use)	4	1996 June	OPERATIONS	<i>Fire Operations</i>	II	Stayton	Stayton Officers & Crews
Rescue Demonstration, Coast Guard Helicopter	2	1997 Sept	OPERATIONS	<i>Rescue Demonstration</i>	II	Depoe Bay	Coast Guard
Confined Space Rescue Demo	2	1998 May	OPERATIONS	<i>Incident Command System</i>	II	Klamath Falls	Hagen, FF Mike & Crew
Conflagration 102	2	1998 May	OPERATIONS	<i>Incident Command System</i>	II	Klamath Falls	Madden, Bob / Bend FD



Fire Simulation Training Demo	2	1998 May	OPERATIONS	<i>Fire Operations Table Top</i>	II	Klamath Falls	Herbold, John
Incident Command System	2	1998 Oct	OPERATIONS	<i>Incident Command System</i>	II	LaPine	Chief McVicker
Flashover Burn Prop Demo	3	1999 Oct	OPERATIONS	<i>Rescue Demonstration</i>	II	Clackamas	Clackamas FD Crew
Rappelling Demo, Training Tower	1.5	1999 Oct	OPERATIONS	<i>Rescue Demonstration</i>	II	Clackamas	Clackamas FD Crew
Water Rescue Demonstration	2	1999 Oct	OPERATIONS	<i>Rescue Demonstration</i>	II	Clackamas	Clackamas FD Crew
Arson Dog Demonstration	1	2005 Apr	OPERATIONS	<i>Demonstration</i>	II	Albany	Aragon, Rick & "Cheyenne"
Arson Investigation Techniques	2	2005 Apr	OPERATIONS	<i>Investigation</i>	II	Albany	McGilvray, Michael DFM
Incident Command System (ICS), Intro	1.5	2005 Oct	OPERATIONS	<i>Incident Command System</i>	II	Tigard	Rubin, Jeff
Special Operations Group Demonstration	1	2006 Apr	OPERATIONS	<i>Rescue Demonstration</i>	II	Jackson County FD #3	Jackson County FD #3 SOG Team
Auto Extrication	1.5	2007 Apr	OPERATIONS	<i>Rescue Demonstration</i>	II	Winston Dillard	Winston Dillard FD
Confined Space Rescue	2	2007 Apr	OPERATIONS	<i>Rescue Demonstration</i>	II	Winston Dillard	Roseburg Forest Products
Oregon Fire Service Puzzle	3	2007 Oct	OPERATIONS	<i>Safety Awareness</i>	II	Hood River	Duyck, DC Mike / TVF&R
Aerial Platform Evolutions Demonstration	2	2008 Apr	OPERATIONS	<i>Rescue Demonstration</i>	II	Salem	Salem FD Training Division
BOLI – Family Leave – State and Federal Laws	1	2009 Apr	OPERATIONS	<i>Laws Affecting Personnel</i>	II	Chemeketa CC	Joseph Tam, BOLI
Fire Dangers in the Home	1	2009 Apr	OPERATIONS	<i>Safety Awareness</i>	II	Chemeketa CC	FM Paula Smith, WVFRA
Going Green and Covanta Tour	2	2009 Apr	OPERATIONS	<i>Sustainability</i>	II	Chemeketa CC	Alan Pennington, Marion County Public Works
HazMat Awareness for Office Administrators	II	2011 Apr	OPERATIONS	<i>Safety Awareness</i>	II	Roseburg	Roseburg Fire
Health and Wellness	1.5	2011 Oct	OPERATIONS	<i>Health &amp; Wellness</i>	II	Silverton	Severson, Mike
Managing Stress & Challenging Change	2.75	2012 Oct	OPERATIONS	<i>Health &amp; Wellness</i>	II	Portland	Rose, Robin
Volunteer Excellence – From A to Z	1.5	2013 Oct	OPERATIONS		II	Welches	Johnson, Damien
Health & Wellness	1.25	2014 Oct	OPERATIONS	<i>Health &amp; Wellness</i>	II	Eagle Crest	Metcalf, Tate - Sisters Athletic Club
Government Ethics & Conflicts of Interest	1	2014 Oct	OPERATIONS	<i>Laws Affecting Personnel</i>	II	Eagle Crest	Jones, Ken - Speer Hoyt
Volunteer 360 Report	1.75	2014 Oct	OPERATIONS	<i>Laws Affecting Personnel</i>	II	Eagle Crest	Chief Kevin Henson
Mystery Theatre	1.25	2015 Octo	OPERATIONS		II	Klamath Falls	Scott Rice - OSFM
NFIRS State Program/Incident Reporting Outline	1	2016 Oct	OPERATIONS	<i>Incident Command System</i>	II	Ashland	Dave Gulledege - OSFM
Managing Stress	1.25	2016 Oct	OPERATIONS	<i>Health &amp; Wellness</i>	II	Ashland	Leigh Anne Jasheway

Hazmat Operations	1	2017 Apr	OPERATIONS	<i>Hazmat</i>	II	Keizer	Mike Heffner - OSFM
SAIF Return to Work for Injured Workers	1	2017 Apr	OPERATIONS	<i>Health &amp; Wellness</i>	II	Keizer	SAIF
Little City, Big Problem (I-5 Bridge Collapse)	1	2018 Apr.	OPERATIONS	<i>Disaster Preparedness</i>	II	Newport	Chief Roy Hari, Aumsville FD
Disaster Preparedness	4	1998 Feb	OPERATIONS	<i>Disaster Preparedness</i>	III	Medford	Chief Penicook & Jeff Griffin, WHA
Disaster Preparedness, OSFM Role	4	1998 Feb	OPERATIONS	<i>Disaster Preparedness</i>	III	Medford	Garrison, Robert / OSFM
Legislature & the Oregon Fire Service (tour of Capitol)	2	2000 May	OPERATIONS	<i>Laws Affecting Personnel</i>	III	Salem	
Civil Rights Hiring & Firing/Wage & Hour Law	3	2000 Oct	OPERATIONS	<i>Laws Affecting Personnel</i>	III	Redmond	Russon, Helen / Attorney
Ethics, Review of Ethics Laws	2	2000 Oct	OPERATIONS	<i>Laws Affecting Personnel</i>	III	Redmond	Hearn, Patrick , ED OR Govt. Standards/Practices
Legal Issues Facing the Fire Service	3	2000 Oct	OPERATIONS	<i>Laws Affecting Personnel</i>	III	Redmond	Griffin, Jeff, OFDDA & Andrew Jordan Attorney
Legal Issues, Organization & Personal Liability – “Mock Trial”	5	2001 Apr	OPERATIONS	<i>Laws Affecting Personnel</i>	III	Tualatin	Fisher, Gene CCC, Chief Abel, Ken Jones, Atty.
Civil Service Systems	1	2001 Oct	OPERATIONS	<i>Laws Affecting Personnel</i>	III	Florence	Fowler, Donna Consultant
Resolutions and Ordinances	1	2003 Apr	OPERATIONS	<i>Laws Affecting Personnel</i>	III	Keizer	Jones, Ken
Prepare Yourself (for a Major Emergency)	1.5	2005 Oct	OPERATIONS	<i>Disaster Preparedness</i>	III	Tigard	Rubin, Jeff / TVF&R Emergency Manager
CERT – Are You Ready?	3	2007 Apr	OPERATIONS	<i>Disaster Preparedness</i>	III	Winston Dillard	Busby, Jean
Self-Defense and Personal Safety	2.25	2009 Apr	OPERATIONS	<i>Safety Awareness</i>	III	Chemeketa CC	Officer Joe Miller, Salem PD
Emergency Preparedness	1.75	2017 Apr	OPERATIONS	<i>Safety Awareness</i>	III	Keizer	Anne-Marie Storms - Keizer Fire Dist.
IT & Cyber Security	1.5	2017 Oct	OPERATIONS	<i>Security</i>	III	Lebanon	Chief Duyck (TVF&R)
Hot Topics in the Fire Service	1.25	2017 Oct	OPERATIONS	<i>Operations</i>	III	Lebanon	Jantzi & Stratton, SDAO
Fit for Duty	2	2019 Apr	OPERATIONS	<i>Laws Affecting Personnel</i>	III	Albany	Jason Jantzi, SDAO