

## WHAT IS OFSOA?

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 Clerk positions.

The organization evolved from informal networking to the formation of a state-wide organization in July 1991. The needs of fire service administrative personnel were identified, and in the fall of 1992, a mission statement, objectives, and bylaws were developed based upon those needs. Charter Officers were installed in January 1993.

Although emphasis has primarily been on meeting the needs of administrative personnel, anyone affiliated with a fire service organization is eligible for membership and encouraged to attend OFSOA-sponsored training activities. Associate memberships are also available.

In 1996, the organization began a process to re-evaluate its mission and establish goals to ensure that the needs of the membership are met. As a result of those goals, an Accreditation Program was developed to provide a process for members to track individual training and attain certification for various levels of achievement.

As the organization grows, its goals and objectives will change, but members remain dedicated to upholding the mission and values adopted by OFSOA.

## Education

OFSOA holds an annual conference in October, a workshop in April, and regional one-day workshops throughout the year. The organization strives to offer affordable and timely education that will benefit office personnel in performing their jobs.

We provide many opportunities for networking with your peers. We believe that some of the best information can be obtained from informal discussions on the day-to-day workings and challenges of a fire service organization office.

## Membership

OFSOA is a great way to meet friends that can be a resource to you in your job. Annual Membership is only \$30 and includes access to a resource document with fire agency budget and membership contact information. Our membership year runs from July 1 to June 30. To join or to learn more about OFSOA, visit our website at [www.ofsoa.com](http://www.ofsoa.com) or contact any Board Member.

## OFSOA Statement of Values

### Relationships

We value developing and maintaining relationships that are supportive and encouraging.

### Image

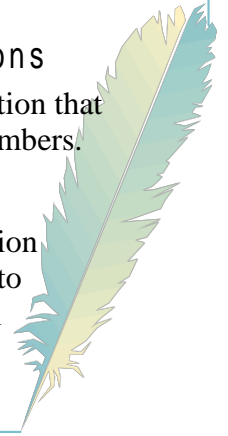
We value the professional image of our organization as an integral part of the fire service.

### Communications

We value timely communication that supports the needs of our members.

### Training

We value progressive education and training that is pertinent to the professional and personal growth of our members.



## OFSOA ACCREDITATION

The OFSOA Accreditation Program is an optional program for the self-improvement of our membership. Though structured, it is an on-going and flexible program.

Each of the three Levels of Certification require a total of 52 hours of courses in the following categories: Office Management, Communications, Financial, Operations, and Interpersonal Dynamics.

Packets of the Accreditation Outline and Accreditation Documentation Sheets that explain the program and requirements are available at [www.ofsoa.com/accreditation](http://www.ofsoa.com/accreditation) or upon request by calling Vickey Dosier at 503-390-9111.

Recognition for completion of Level I, Level II, or Level III will be made at the annual OFSOA conference each year.

Join today by contacting Membership Chair Bonita Johnson at [membership@ofsoa.com](mailto:membership@ofsoa.com) or (541) 536-2935

## OFSSA 2016-2017

### BOARD OF DIRECTORS

#### Executive Board & Standing Committees

President	<b>JULIE SPOR</b> , <i>Sisters-Camp Sherman FD</i>	541-549-0771
Vice President	<b>LAUREAL WILLIAMS</b> , <i>OFDDA</i>	541-378-0896
Secretary	<b>SAMANTHA SMITH</b> , <i>TVF&amp;R</i>	503-259-1197
Treasurer	<b>JAMIE VOHS</b> , <i>Black Butte Ranch RFPD</i>	541-595-2288
Past President	<b>SUSAN SHEPARD</b> , <i>Polk County Fire District</i>	503-838-1510
Region 1 Rep.	<b>JENNIFER FOX</b> , <i>La Grande Fire Department</i>	541-963-3123
Region 2 Rep.	<b>ALISON MCGRATH</b> , <i>Siletz Fire</i>	541-444-2043
Region 3 Rep.	<b>PAM WEBER</b> , <i>Medford Fire &amp; Rescue</i>	541-774-2316
Region 4 Rep.	<b>DIANE NAVE</b> , <i>Newberg Fire District</i>	503-537-0722
Region 5 Rep.	<b>TAMMIE WATERS</b> , <i>Sun River Fire</i>	541-593-8622
Membership Chair	<b>BONITA JOHNSON</b> , <i>La Pine Fire</i>	541-536-2935
Education Chair	<b>SALLY CRAVINHO</b> , <i>OSFM</i>	503-934-8205
Protocol Chair	<b>RHONDA GRANT</b> , <i>Stayton Fire District</i>	503-769-2601
Communications	<b>ASHLEY NAUGHT</b> , <i>TVF&amp;R</i>	503-259-1503

#### Subcommittees

Accreditation Chair	<b>VIKEY DOSIER</b> , <i>Keizer Fire District</i>	503-390-9111
Audit/Registrar Chair	<b>LAUREAL WILLIAMS</b> , <i>OFDDA</i>	503-378-0896
Good Will Rep	<b>LOIS SMITH</b> , <i>North Lincoln Fire &amp; Rescue</i>	541-996-2233
Hospitality Chair	<b>PAULA LANDRUS</b> , <i>Crook County Fire &amp; Rescue</i>	541-447-5011
Merchandise Chair	<b>KIMBERLEY SUMMERS</b> , <i>Ashland Fire</i>	541-552-2216
New to You Chair	<b>DEB KEEHN</b> , <i>Jefferson Fire District</i>	541-327-2822
Scholarship Chair	<b>DEB KEEHN</b> , <i>Jefferson Fire District</i>	541-327-2822
Website Chair	<b>LAURA HOUSTON</b> , <i>Stayton Fire District</i>	503-769-2601

*If you have an interest in serving on any committee or have ideas for establishing new committees, please contact your Region Representative.*

**OFSSA Central Answering Point:** OFSSA • 1284 Court St • Salem, OR 97301

Phone 503-378-0896 • Fax 503-364-9919 • Email: [ofsoa@ofsoa.com](mailto:ofsoa@ofsoa.com)



## *Oregon Fire Service Office Administrators*

*"Sharing a Standard of Excellence"*

### VISION



#### *OFSSA will be:*

- The premier organization that office personnel want to join
- Recognized by the fire service as the leading administrative resource and a valuable partner
- An organization that empowers members to succeed in their jobs
- The leading education and training resource for all fire service office personnel
- An organization that continually inspires our members' personal and professional growth

### MISSION



*To Support  
Oregon Fire Service Office  
Personnel Through  
Education and Networking*

[www.ofsoa.com](http://www.ofsoa.com)