



# OREGON FIRE SERVICE OFFICE ADMINISTRATORS

## ACCREDITATION TRAINING HISTORY

### COMMUNICATIONS

Topic	Hrs	Date of Class	Accreditation Category	Sub-Category	Level	Location	Presenter
Dealing with Tough People	2	1998 Oct	COMMUNICATION	Customer Service	I	LaPine	Chief McVicker
Host, Becoming a Great	1.25	1998 Oct	COMMUNICATION	Customer Service	I	LaPine	Chief McVicker
Juvenile Fire Setter Program	1	2000 May	COMMUNICATION	Fire/Emerg Serv Term	I	Salem	Baumann, Carol
OAIRS, What's New	2	2000 May	COMMUNICATION	Fire/Emerg Serv Term	I	Salem	Rogers, Roger / SFMO
Customer Service Roundtable	1	2009 Oct	COMMUNICATION	Communication	I	Newport	Webber, Pam
Casting Call ( Effective Communication)	0.75	2015 Oct	COMMUNICATION	Communication	I	Klamath Falls	Kim Probst
Paparazzi (Powerful/Persuasive Communications)	1.25	2015 Oct	COMMUNICATION	Communication	I	Klamath Falls	Professor Aaron Orendorff
The Artful Science of Effective Communications	1	2018 Apr.	COMMUNICATION	Communication	I	Newport	Laureal Williams, OFDDA
Honor Guard/Flag Etiquette	0.5	2019 Oct	COMMUNICATION	Fire/Emerg Serv Term	I	Tualatin	TVFR Honor Guard Members
Providing Excellent Customer Service in Today's World Live on Zoom	4	2021 Mar	COMMUNICATION	Customer Service	I	Virtual	Sol Canyon
Connected Communication in a Changing World	2	2022 Oct.	COMMUNICATION	Customer Service	I	Salishan	Sol Canyon
Statistical Writing	4	1995 May	COMMUNICATION	Written Reports	II	Roseburg	Umpqua CC Instructor
Public Speaking	2	1997 Oct	COMMUNICATION	Public Speaking	II	Salem	Sherman, Michael / Chief
Public Speaking	2	1997 Sept	COMMUNICATION	Public Speaking	II	Depoe Bay	Adams, Howard
Communication, Interpersonal	2	2001 Oct	COMMUNICATION	Public Speaking	II	Florence	Baker Jr, Howard Consultant
Business Writing	3	2002 Apr	COMMUNICATION	Business Writing	II	Veneta	Willams, Laureal & Janet Lockhart
Public Presence	2.75	2002 Oct	COMMUNICATION	Public Speaking	II	Hood River	Baker Jr, Howard
Business Writing	3	2005 Oct	COMMUNICATION	Business Writing	II	Tigard	Flora, Joan
Business Writing	3	2009 Oct	COMMUNICATION	Business Writing	II	Newport	Williams, Laureal
Communication in the Workplace	3.5	2010 Apr	COMMUNICATION	Communication	II	CCFD #1	Tyo, Paul
Business Writing	2.75	2010 Oct	COMMUNICATION	Communication	II	Bend	Williams, Laureal
Customer Service	1.25	2010 Oct	COMMUNICATION	Communication	II	Bend	Capp, Brian
Social Media Gone Wrong	1.5	2012 Apr	COMMUNICATION	Communication	II	Sisters	LeSage, Paul
Public Education & Public Info.	1.5	2014 Apr	COMMUNICATION	Public Information	II	Lincoln City	Captain Jim Kusz, North Lincoln Fire & Rescue



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Director's Cut (Persuasive Communications)	1	2015 Oct	COMMUNICATION	Communication	II	Klamath Falls	Professor Aaron Orendorff
Social Media Do's & Don't's	1	2016 Apr	COMMUNICATION	Communication	II	TVFR	
Empathy-Fueled Leadership	1	2023 Oct.	COMMUNICATION	Communication	II	Hood River	Elisa Hayes
Public Relations & Programs	4	1995 Feb	COMMUNICATION	Public Education	III	Bend	Johnson, Jeff / TVFR
Communications in Fire Service	4	1997 Feb	COMMUNICATION	Public Information	III	Portland	Ware, Rob / PIO
Public Ed. Tools & Resources for Office Administrator	2	1998 Feb	COMMUNICATION	Public Education	III	Medford	Olson, Colleen / SMFO
Public Education	1	2000 May	COMMUNICATION	Public Education	III	Salem	Olson, Colleen / SFMO
Media Relations	1	2000 Oct	COMMUNICATION	Public Information	III	Redmond	Birr, Tim / Dir of Comm Serv TVF&R
Public Education	4	2001 Oct	COMMUNICATION	Public Education	III	Florence	Thorson, Shannon - McMinnville
Policy Makers, Community & You	3.5	2002 Oct	COMMUNICATION	Public Education	III	Hood River	Parrott, Joe
Public Education from Scratch	3	2003 Apr	COMMUNICATION	Public Education	III	Keizer	O'Neil, Bill
Public Image and How Politics Affect the Fire Service	2	2003 Oct	COMMUNICATION	Public Education	III	Bend	Birr, Tim
Public Education	1.5	2004 Oct	COMMUNICATION	Public Education	III	Newport	O'Neil, Bill & Trett, Jim
Public Image, The Power of	4	2004 Oct	COMMUNICATION	Public Education	III	Newport	Walters, Gail
Promoting Your Business with Video	1	2006 Apr	COMMUNICATION	Information Technology	III	Jackson County FD #3	Clelland, Will
Multi-Family Housing Fire Reduction Program	1.5	2006 Oct	COMMUNICATION	Public Education	III	Seaside	Stoller, DFM Kate
Websites – Today's Communication Link	1.5	2006 Oct	COMMUNICATION	Information Technology	III	Seaside	Berner, Linda
Customer Service – Back to Basics	1	2009 Apr	COMMUNICATION	Customer Service	III	Chemeketa CC	Janine Mouthart, CCC
How to Communicate So Well Even the Fire Chief Listens	3	2009 Oct	COMMUNICATION	Communication	III	Newport	Buschmohle, Michael
Public Speaking and Presentations	2.75	2012 Oct	COMMUNICATION	Communication	III	Portland	Buschmohle, Michael
Elements of Successful Communication	3	2013 Oct	COMMUNICATION	Communication	III	Welches	Hollis, Bill & Jackie
Communicating with your Chief	1	2014 Apr	COMMUNICATION	Communication	III	Lincoln City	Chief Jim Aldrich, North Bay Fire
Lessons Learned from Storm King Mountain	2	2016 Apr	COMMUNICATION	Communication	III	TVFR	
Building and Maintaining the Bridge	1.25	2016 Oct	COMMUNICATION	Communication	III	Ashland	Jack Snook



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Teamwork Essentials: Communications & Trust	2	2018 Oct	COMMUNICATION	<i>Public Image</i>	III	Bend	Robin Rose
When Big Things Happen & No One is Home	1.5	2019 Apr	COMMUNICATION	<i>Public Information</i>	III	Albany	Sandy Roberts
Public Donations During Disasters	1	2021 Oct.	COMMUNICATION	<i>Public Information</i>	III	Virtual	Patence Winningham Melcher, Lane County
Project Lifesaver, Rescuing At-Risk Individuals	1	2022 May	COMMUNICATION	<i>Public Information</i>	III	Oregon Gardens, Silverton	Corrine Haning
Trauma Intervention Program	2	2022 May	COMMUNICATION	<i>Public Information</i>	III	Oregon Gardens, Silverton	June Vining
Radical Resilience	1	2022 Oct.	COMMUNICATION	<i>Public Image</i>	III	Salishan	Elisa Hayes



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Topic	Hrs	Date of Class	Accreditation Category	Sub-Category	Level	Location	Presenter
Accounting, Basic	4	1995 Sept	FINANCIAL	Accounting Procedures	I	Salem	Williams, Laureal
Quick Books	1.5	2010 Oct	FINANCIAL	Financial Management	I	Bend	Demaris, Karen
Personal Finance – Investor Behavior	1.5	2013 Oct	FINANCIAL	Financial Management	I	Welches	Secolo, Angie
Beginning QuickBooks	1.25	2014 Oct	FINANCIAL	Financial Management	I	Eagle Crest	Barnett, John - Barnett & Co.
Quickbooks Essentials	4	2021 Mar	FINANCIAL	Accounting	I	Virtual	Sol Canyon
Personal Finance	1.5	2022 Oct.	FINANCIAL	Accounting	I	Salishan	Lissa Piper
PERS Reporting	1	5/16/2024	FINANCIAL	Payroll & Benefits	II	DPSST - Salem, Or	
Paid Leave Oregon	1	5/16/2024	FINANCIAL	Payroll & Benefits	II	DPSST - Salem, Or	HR Answers
PERS, Info	2	1993 Sept	FINANCIAL	Payroll/Benefits Admin	II	Salem	Luehrs, Dirk
Workers Compensation Division	1	1993 Sept	FINANCIAL	Payroll/Benefits Admin	II	Salem	Dora, Mary
Deferred Compensation	2	1994 Apr	FINANCIAL	Payroll/Benefits Admin	II	Lincoln City	
PERS, Info	2	1994 Apr	FINANCIAL	Payroll/Benefits Admin	II	Lincoln City	
Auditing, Fire Department	4	1995 Sept	FINANCIAL	Interpreting Reports	II	Salem	Brown, Jerry / CPA
Deferred Compensation	2	1996 Nov	FINANCIAL	Payroll/Benefits Admin	II	Springfield	Smith, Mike / ICMA
PERS Update	2	1996 Nov	FINANCIAL	Payroll/Benefits Admin	II	Springfield	Delaney, Steve / PERS
Medicare/OMAP Workshop	4	1997 Nov	FINANCIAL	Payroll/Benefits Admin	II	Independence	
Budgets & Annual Reports	6	1999 Oct	FINANCIAL	FC Budgets & Reports	II	Clackamas	Parrott, Joe / Chief
Financial Planning	1	2000 Oct	FINANCIAL	Financial Management	II	Redmond	Schiarla, Don / Certified Financial Planner
Employment & OTTER	2.5	2001 Apr	FINANCIAL	Payroll/Benefits Admin	II	Tualatin	Young, John
PERS, Info (2 hrs)	2	2001 Apr	FINANCIAL	Payroll/Benefits Admin	II	Tualatin	Ely, Linda / PERS
GASB 34	2	2002 Apr	FINANCIAL	Financial Reports	II	Veneta	Perdue, Richard P.C.
Conflagration Act	1	2003 Apr	FINANCIAL	Financial Reports	II	Keizer	Orr, Nancy
Deferred Compensation	1	2003 Apr	FINANCIAL	Payroll/Benefits Admin	II	Keizer	Giard, Denise
Financial Management (Fire Chief's Toolbox, 2 sessions)	3.5	2003 Oct	FINANCIAL	Financial Management	II	Bend	Parrott, Joe
Public Financing	1.5	2004 Oct	FINANCIAL	Fire Dept Budgets	II	Newport	Ulbricht, David
PERS Update	1.5	2005 Apr	FINANCIAL	Payroll/Benefits Admin	II	Albany	Gregory, Dan / PERS



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Finance Section of ICS	1	2006 Oct	FINANCIAL	<i>Emergency Operations</i>	II	Seaside	Phillips, Sam - Trainig 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	Sarreet, 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
Payroll Updates	1.25	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
OSFM Mobilization Reimbursement	1	2018 Apr.	FINANCIAL	<i>Financial</i>	II	Newport	Mariah Rawlins, OSFM
State Surplus: Posting, Buying, & Selling	1	2018 Oct.	FINANCIAL	<i>Fire Dept Budgets</i>	II	Bend	Darren Kennedy
Conflagrations & Out of State Deployment	1	2018 Oct.	FINANCIAL	<i>Fire Dept Budgets</i>	II	Bend	Mariah, OSFM
Financial Transparency	1	2019 Apr	FINANCIAL	<i>Financial Reports</i>	II	Albany	Jeanna Yeager
PERS Update	1	2019 Oct.	FINANCIAL	<i>Payroll/Benefits Admin</i>	II	Tualatin	Tim Collier, CFO TVFR
GEMT Update & Q&A	1	2019 Oct.	FINANCIAL	<i>Financial Reports</i>	II	Tualatin	Blake Jamison, OHA
Communicating Levy and Bond Measures to the Public	1	2021 Oct.	FINANCIAL	<i>Fire Dept Budgets</i>	II	Virtual	John Campbell & Martha DeLong, Campbell & DeLong Resources Inc.



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Conflgation Billing	1	2022 May	FINANCIAL	Payroll & Benefits	II	Oregon Gardens, Silverton	OSFM
GEMT Update & Q&A	0.5	2022 Oct.	FINANCIAL	Government Finance	II	Salishan	Michelle Meuwissen
Billing	1	2023 Oct	FINANCIAL	Government Finance	II	Hood River	Angie Hambright, Tactical Group
Round Table	2	5/16/2024	Finance	Basic Bookkeeping	I	DPSST - Salem, Or	HR Answers
Bids, Contracts & Intergovernmental Agreements	2	1999 Feb	FINANCIAL	Bids, Contracts, Etc.	III	Lincoln City	Johnson, Jeff / Chief
Grant Writing	4	1999 Feb	FINANCIAL	Grant Writing	III	Lincoln City	Ingram, Kathy PHD
Coordinating a Successful Training Event	2	1999 Sept	FINANCIAL	Contracts	III	Stayton	Spence, Brenda & Williams, Laoreal
Grant Writing	2	2003 Apr	FINANCIAL	Grant Writing	III	Keizer	Olson, Coleen
Grants, The Ins and Outs of	3	2004 Apr	FINANCIAL	Grant Writing	III	Tualatin	Chaffee, Kristin TVFR, Marhein, Matt, Oregon EMT
Bids and Contracts	1	2006 Apr	FINANCIAL	Contracts	III	Jackson County FD #3	Wooldridge, Celeste
IRS Reporting – Part I	1.75	2008 Oct	FINANCIAL	Financial Management	III	Bend	Beard, Tim / SS Admin.
IRS Reporting – Part II	1.75	2008 Oct	FINANCIAL	Financial Management	III	Bend	Petersen, Gary / IRS
Grant Writing – A Management Overview	1	2009 Apr	FINANCIAL	Grant Writing	III	Chemeketa CC	Laura Houston, Stayton Fire
Audits and New Local Budget Law	1.5	2012 Apr	FINANCIAL	Budget Law	III	Sisters	Donaca, Richard
Grant Writing	1	2016 Apr	FINANCIAL	Grant Writing	III	TVFR	
Analyzing Fire Data Using Excel	1.75	2017 Apr	FINANCIAL	Financial Management	III	Keizer	Dave Gulledge, OSFM
The ABC's of Public Contracting	1.25	2017 Oct	FINANCIAL	Contracts	III	Lebanon	Carrie Connelly
Gift Cards Do's & Don'ts	0.5	2022 May	FINANCIAL	Bids, RFPS, Contracts	III	Oregon Gardens, Silverton	Kori Sarrett
Lease/Rental Agreement Standards	0.5	2022 May	FINANCIAL	Bids, RFPS, Contracts	III	Oregon Gardens, Silverton	Kori Sarrett



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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
Tribal Cultural Awareness	1	2018 Oct.	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	I	Bend	Warm Springs Tribal Council
Finding & Retaining the Right People	3	2022 Oct.	INTERPERSONAL DYNAMICS	<i>Human Resources</i>	I	Salishan	Sol Canyon
FLSA	1	2023 Oct	INTERPERSONAL DYNAMICS	<i>Human Resources</i>	I	Hood River	Anna Lee, HR Answers
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



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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





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Leadership – What Should I Expect	1.25	2010 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	CCFD #1	Kam, 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
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
Tapping into your Inner Strengths	1	2016 Apr	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Keizer	Candia Sanders
Stress First Aid/Chaplain Working Together	3	2016 Oct.	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Ashland	Jim Fields
Bridging the Generation Gap	2	2019 Apr.	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Albany	Grant Axtell
Building a Strong Department	1	2019 Apr.	INTERPERSONAL DYNAMICS	<i>Conflict Resolution</i>	II	Albany	Scott Casebolt
Perception	1	2019 Oct.	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Tualatin	Deric Weiss, TVF&R
Advanced Public Meetings/Executive Session	1	2019 Oct.	INTERPERSONAL DYNAMICS	<i>Conflict Resolution</i>	II	Tualatin	Eileen Eakins, SDAO
Diversity & Inclusion	3	2019 Oct.	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Tualatin	Miguel Valenciano
Cultivating Leadership Presence and Work/Life Balance	1	2021 Oct.	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Virtual	Ryan Kenny, Pause Meditation
Personality Types & Communications Skills	2	2023 Oct	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Hood River	Bill & Jackie Hollis
Mindfulness	1	2023 Oct	INTERPERSONAL DYNAMICS	<i>Communication Styles</i>	II	Hood River	Anna Lee, HR Answers



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Radical Resilience	1	2023 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	II	Hood River	Elisa Hayes
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, Laoreal
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, Laoreal - 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



# OREGON FIRE SERVICE OFFICE ADMINISTRATORS

## ACCREDITATION TRAINING HISTORY

### INTERPERSONAL DYNAMICS

Topic	Hrs	Date of Class	Accreditation Category	Sub-Category	Level	Location	Presenter
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
Professional Excellence	3	2013 Oct	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Welches	Jones, Jeff
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
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
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
Leadership & Data	1	2016 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	TVFR	
Generations in the Workplace	2	2017 Apr	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Keizer	Grant Axtell
Maintaining Professionalism in the Workplace	2.75	2017 Oct.	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Lebanon	Bill Gallagher
Sexual Harrassment	1	2018 Apr.	INTERPERSONAL DYNAMICS	<i>Org Psych &amp; Culture</i>	III	Newport	Spencer Rockwell, SDAO
Teamwork Essentials: Communications & Trust	2	2018 Oct.	INTERPERSONAL DYNAMICS	<i>Problem Solving</i>	III	Bend	Robin Rose
Changing Workforce	1.25	2019 Oct.	INTERPERSONAL DYNAMICS	<i>Goal Setting</i>	III	Tualatin	Patrick Fale, Division Chief TVFR
Colorful Connections - Team Building Live on Zoom	4	2021 Mar	INTERPERSONAL DYNAMICS	<i>Problem Solving</i>	III	Virtual	Sol Canyon
Volunteer Recruitment & Retention	1	2022 Oct.	INTERPERSONAL DYNAMICS	<i>Problem Solving</i>	III	Salishan	Mike Hussey & Shannon Deutschman
The Secret to Successful Time Management	1	2022 Oct.	INTERPERSONAL DYNAMICS	<i>Time Management</i>	III	Hood River	Abigail Barnes



# OREGON FIRE SERVICE OFFICE ADMINISTRATORS

## ACCREDITATION TRAINING HISTORY

### OFFICE MANAGEMENT

Topic	Hrs	Date of Class	Accreditation Category	Sub-Category	Level	Location	Presenter
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, Laurel
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
Board Minutes	0.75	2009 Oct	OFFICE MANAGEMENT	<i>Records Management</i>	I	Newport	Jones, Ken
The New Ethics Law	0.75	2009 Oct	OFFICE MANAGEMENT	<i>Ethics Laws</i>	I	Newport	Jones, Ken



# OREGON FIRE SERVICE OFFICE ADMINISTRATORS

## ACCREDITATION TRAINING HISTORY

### OFFICE MANAGEMENT

Topic	Hrs	Date of Class	Accreditation Category	Sub-Category	Level	Location	Presenter
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>Effective Meeting Minutes</i>	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
US Fire Administration & National Fire Academy Topics	1	2021 Oct.	OFFICE MANAGEMENT	<i>Records Management</i>	I	Virtual	Erik Gabliks, US Fire Administration
Acomplishing Accrediation	1	2022 May	OFFICE MANAGEMENT	<i>Record Keeping/Minutes</i>	I	Oregon Gardens, Silverton	Rhonda Grant & Pat Cane
Procedure Manual	1	2023 Oct.	OFFICE MANGEMENT	<i>Office Procedures</i>	I	Hood River	Rhonda Grant
Proofreading	4	1996 Nov	OFFICE MANAGEMENT	<i>Proofreading/Editing</i>	II	Springfield	Williams, Laoreal
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, Laoreal & Janet Lockheart



# OREGON FIRE SERVICE OFFICE ADMINISTRATORS

## ACCREDITATION TRAINING HISTORY

### OFFICE MANAGEMENT

Topic	Hrs	Date of Class	Accreditation Category	Sub-Category	Level	Location	Presenter
Proofreading Business Writing	2.75	2002 Oct	OFFICE MANAGEMENT	<i>Proofreading/Editing</i>	II	Hood River	Williams, Laoreal
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
Records Management Training	1	2018 Oct.	OFFICE MANAGEMENT	<i>Records Management</i>	II	Bend	Kelsey Quinn
Excel Essentials Level II on Zoom	4	2021 Mar	OFFICE MANAGEMENT	<i>Computer Applications</i>	II	Virtual	Sol Canyon
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



# OREGON FIRE SERVICE OFFICE ADMINISTRATORS

## ACCREDITATION TRAINING HISTORY

### OFFICE MANAGEMENT

Topic	Hrs	Date of Class	Accreditation Category	Sub-Category	Level	Location	Presenter
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
Pay Equity & Hot Topics	2.25	2018 Oct.	OFFICE MANAGEMENT	<i>Office Procedures</i>	III	Bend	Laurie, HR Answers
Stay Safe/Strategies for Personal Safety in the Workplace	1.75	2018 Oct.	OFFICE MANAGEMENT	<i>Office Procedures</i>	III	Bend	Jim Bennett
Data Helps Me Sleep at Night	2	2018 Oct.	OFFICE MANAGEMENT	<i>Office Procedures</i>	III	Tualatin	Mike Duyck, TVFR Retired Fire Chief
Live Word Webinar on Zoom - Part 2	4	2021 Mar	OFFICE MANAGEMENT	<i>Computer Applications</i>	III	Virtual	Sol Canyon
OFSSA Website Training	0.5	2023 Oct.	OFFICE MANGEMENT	<i>Office Procedures</i>	III	Hood River	Brittney Burroughs



# 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





# OREGON FIRE SERVICE OFFICE ADMINISTRATORS

## ACCREDITATION TRAINING HISTORY

### OPERATIONS

Topic	Hrs	Date of Class	Accreditation Category	Sub-Category	Level	Location	Presenter
DPSST Tour	2.5	2008 Apr	OPERATIONS	Safety Awareness	I	Salem	Gablks, Eriks / DPSST
Reducing Stress & Preventing Burnout	3	2008 Oct	OPERATIONS	Health & Wellness	I	Bend	Rose, Robin
CPR Refresher	1.75	2009 Oct	OPERATIONS	Safety Awareness	I	Newport	Boyle, Bill
Wellness	1	2010 Apr	OPERATIONS	Health & Wellness	I	CCFD #1	Goodrich, Heather
Reducing Stress for a Healthier You – A Positive Lifestyle	1.25	2011 Apr	OPERATIONS	Health & Wellness	I	Roseburg	Folino, Chelsea
CPR Refresher	3	2011 Oct	OPERATIONS	Safety Awareness	I	Silverton	Boyle, Bill
Fire Extinguisher Training	1.5	2011 Oct	OPERATIONS	Safety Awareness	I	Silverton	Keizer Fire
Rescue Demonstration	1.5	2012 Apr	OPERATIONS	Rescue Demonstration	I	Sisters	Sisters-Camp Sherman Fire
Beach Safety and Rescue	0.75	2013 Apr	OPERATIONS	Safety Awareness	I	Seaside	Dennis, Genesee
Emergency Preparedness for a Catastrophic Disaster	1	2013 Apr	OPERATIONS	Safety Awareness	I	Seaside	Bronstein, Sarah
Protecting Yourself	0.75	2013 Apr	OPERATIONS	Safety Awareness	I	Seaside	Brandt, Lorna
CPR Refresher	3	2013 Oct	OPERATIONS	Safety Awareness	I	Welches	Boyle, Bill
Fitness, Nutrition & ZUMBA	1	2014 Apr	OPERATIONS	Health & Wellness	I	Lincoln City	
Driver Rodeo & Ladder Truck Demo	1	2014 Apr	OPERATIONS	Safety & Demonstration	I	Lincoln City	Captain Clark, DC Mason N. Lincoln F & R
Self Defense	1	2014 Apr	OPERATIONS	Safety Awareness	I	Lincoln City	Lt. Jerry Palmer, Lincoln City Police Department
Everything you want to know about the ISO	1	2015 Apr	OPERATIONS	Safety Awareness	I	Newberg/McMinnville	Chief Dan Peterson, Jackson Co. FD #3
Fit for Duty	1.75	2015 Apr	OPERATIONS	Health & Wellness	I	Newberg/McMinnville	Chief Rich Leipfert, McMinnville FD
Get Up & Moving	0.5	2016 Apr	OPERATIONS	Health & Wellness	I	TVFR	
You're Role in Emergency Preparedness	2.25	2016 Oct	OPERATIONS	Emergency Prep.	I	Ashland	John Karns, Ashland Fire & Rescue
Stay Fit, Stay Strong, Stay Youthful	1.25	2016 Oct	OPERATIONS	Health & Wellness	I	Ashland	Carol Garner
Fire Extinguisher Protocols	1	2018 Apr.	OPERATIONS	Safety & Demonstration	I	Newport	Chief RC Mock, Siletz Valley Fire



# OREGON FIRE SERVICE OFFICE ADMINISTRATORS

## ACCREDITATION TRAINING HISTORY

### OPERATIONS

Topic	Hrs	Date of Class	Accreditation Category	Sub-Category	Level	Location	Presenter
Fossil Hide & Seek on the Oregon Coast	0.75	2018 Apr.	OPERATIONS	<i>Safety &amp; Demonstration</i>	I	Newport	Guy DiTorrice, The Fossil Guy
Chaplains & Their Connection to the Fire Service	1.25	2018 Oct.	OPERATIONS	<i>Safety Awareness</i>	I	Bend	Joel Stuzman & Local Chaplains
EMS Mock Transport	0.5	2018 Oct.	OPERATIONS	<i>Safety Awareness</i>	I	Bend	Lifeflight & Sun River Fire & Rescue
Car Fire Training	0.5	2018 Oct.	OPERATIONS	<i>Fire Extinguisher Use</i>	I	Bend	Don Willis, DPSST & Sun River Fire & Rescue
Emergency Preparedness Kits	0.5	2019 Oct.	OPERATIONS	<i>Safety Awareness</i>	I	Tualatin	Diane Nave, TVFR
Firefighter Cancer Awareness & Protection	1.5	2022 May	OPERATIONS	<i>Safety in the Workplace</i>	I	Oregon Gardens, Silverton	Jon Peterson
Workplace Ergonomics	1.5	2022 May	OPERATIONS	<i>Safety in the Workplace</i>	I	Oregon Gardens, Silverton	Nathan Sweet & Sandy Roberts
Sleep Study Analysis	1.5	2022 Oct.	OPERATIONS	<i>Safety in the Workplace</i>	I	Salishan	Dr. Dave Dedrick
Human Movement & Preventing Workplace Injury	1	2023 Oct	OPERATIONS	<i>Safety in the Workplace</i>	I	Hood River	Stephanie Adams
Workplace Ergonomics	1	2023 Oct	OPERATIONS	<i>Safety in the Workplace</i>	I	Hood River	Lisa Masters
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"



# OREGON FIRE SERVICE OFFICE ADMINISTRATORS

## ACCREDITATION TRAINING HISTORY

### OPERATIONS

Topic	Hrs	Date of Class	Accreditation Category	Sub-Category	Level	Location	Presenter
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	<i>Basic Incident Command</i>	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 Oct	OPERATIONS	<i>Basic Incident Command</i>	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



# OREGON FIRE SERVICE OFFICE ADMINISTRATORS

## ACCREDITATION TRAINING HISTORY

### OPERATIONS

Topic	Hrs	Date of Class	Accreditation Category	Sub-Category	Level	Location	Presenter
SAIF Return to Work for Injured Workers	1	2017 Apr	OPERATIONS	Health & Wellness	II	Keizer	SAIF
Little City, Big Problem (I-5 Bridge Collapse)	1	2018 Apr.	OPERATIONS	Disaster Preparedness	II	Newport	Chief Roy Hari, Aumsville FD
The Front Liners	1.5	2018 Oct.	OPERATIONS	Fire Operations	II	Bend	ODF & USFS
The 2020 Almeda Fire Review	2	2022 May	OPERATIONS	Basic Incident Command	II	Oregon Gardens, Silverton	MFD Chief Eric Thompson & Chief Jason John
Crag Rats Mountain Rescue	1	2023 Oct	OPERATIONS	Rescue Command	II	Hood River	Devon Wells
Eagle Creek Fire 360	1	2023 Oct	OPERATIONS	Fire Operations	II	Hood River	Mariah Rawlins
Fire Investigations	1	2023 Oct	OPERATIONS	Fire Operations	II	Hood River	Chad Hawkins
Disaster Preparedness	4	1998 Feb	OPERATIONS	Disaster Preparedness	III	Medford	Chief Penicook & Jeff Griffin, WHA
Disaster Preparedness, OSFM Role	4	1998 Feb	OPERATIONS	Disaster Preparedness	III	Medford	Garrison, Robert / OSFM
Legislature & the Oregon Fire Service (tour of Capitol)	2	2000 May	OPERATIONS	Laws Affecting Personnel	III	Salem	
Civil Rights Hiring & Firing/Wage & Hour Law	3	2000 Oct	OPERATIONS	Laws Affecting Personnel	III	Redmond	Russon, Helen / Attorney
Ethics, Review of Ethics Laws	2	2000 Oct	OPERATIONS	Laws Affecting Personnel	III	Redmond	Hearn, Patrick , ED OR Govt. Standards/Practices
Legal Issues Facing the Fire Service	3	2000 Oct	OPERATIONS	Laws Affecting Personnel	III	Redmond	Griffin, Jeff, OFDDA & Andrew Jordan Attorney
Legal Issues, Organization & Personal Liability – “Mock Trial”	5	2001 Apr	OPERATIONS	Laws Affecting Personnel	III	Tualatin	Fisher, Gene CCC, Chief Abel, Ken Jones, Atty.
Civil Service Systems	1	2001 Oct	OPERATIONS	Laws Affecting Personnel	III	Florence	Fowler, Donna Consultant
Resolutions and Ordinances	1	2003 Apr	OPERATIONS	Laws Affecting Personnel	III	Keizer	Jones, Ken
Prepare Yourself (for a Major Emergency)	1.5	2005 Oct	OPERATIONS	Disaster Preparedness	III	Tigard	Rubin, Jeff / TVF&R Emergency Manager
CERT – Are You Ready?	3	2007 Apr	OPERATIONS	Disaster Preparedness	III	Winston Dillard	Busby, Jean
Self-Defense and Personal Safety	2.25	2009 Apr	OPERATIONS	Safety Awareness	III	Chemeketa CC	Officer Joe Miller, Salem PD
Emergency Preparedness	1.75	2017 Apr	OPERATIONS	Safety Awareness	III	Keizer	Anne-Marie Storms - Keizer Fire Dist.
IT & Cyber Security	1.5	2017 Oct	OPERATIONS	Security	III	Lebanon	Chief Duyck (TVF&R)



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## ACCREDITATION TRAINING HISTORY

### OPERATIONS

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Hot Topics in the Fire Service	1.25	2017 Oct	<b>OPERATIONS</b>	<i>Operations</i>	III	Lebanon	Jantzi & Stratton, SDAO
The Lifecycle of a Firefighter	2	2019 Apr.	<b>OPERATIONS</b>	<i>Disaster Preparedness</i>	III	Albany	Jason Jantzi, SDAO
Public Safety Officer Benefit	1	2019 Oct.	<b>OPERATIONS</b>	<i>Laws Affecting Personnel</i>	III	Tualatin	Steve Brodehl, OFCA Chaplain
New OSHA Rules: Protecting Workers from Wildfires & Smoke & High Heat	1	2021 Oct.	<b>OPERATIONS</b>	<i>Laws Affecting Personnel</i>	III	Virtual	Jason Jantzi, SDAO
Fire Corps	1	2021 Oct.	<b>OPERATIONS</b>	<i>Disaster Preparedness</i>	III	Virtual	Beverly Halcon, Sisters-Camp Sherman Fire Dist.
OR Alerts Earthquakes & Wildfires	1	2022 May	<b>OPERATIONS</b>	<i>Disaster Procedures</i>	III	Oregon Gardens, Silverton	William Chapman
First Net Broadband for First Responders	1	2022 May	<b>OPERATIONS</b>	<i>Disaster Preparedness</i>	III	Oregon Gardens, Silverton	Kiley Breiting
Hot HR Topics: Investigations & Discipline	1	2022 Oct.	<b>OPERATIONS</b>	<i>Laws Affecting Personnel</i>	III	Salishan	Bonnie Barasch
Empathy Fueled Leadership	1	2022 Oct.	<b>OPERATIONS</b>	<i>Leadership</i>	III	Salishan	Elisa Hayes