

OREGON FIRE SERVICE OFFICE ADMINISTRATORS



THE SIXTH BUGLE

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President's Message
Karen Bracken
Keizer Fire

OFSOA Annual Conference is quickly approaching as you will find the conference registration information included with this mailing. Please take a moment to review this information. The classes that are being offered certainly pertain to the Office Administrators of the Oregon Fire Service and scholarships are always available for those Districts and Departments that have limited funds available for training. I am looking forward to attending the conference and having the opportunity to visit and network with each of you.

As our Annual Conference approaches, it's time to start thinking about your commitment to OFSOA and the opportunity to play an active role in the operation of our organization. You will note that the term of office for each position is two years, and because we stagger the terms, it allows us to combine new officers who have never held a position on the OFSOA Board with seasoned officers. The following positions will be open for nominations: Vice President, Treasurer, Region 4 Representative (Clatsop, Tillamook, Washington, Multnomah, Yamhill, & Clackamas Counties) and Region 5 Representative (Deschutes, Crook, Klamath, Lake, Harney, and Malheur Counties).

Descriptions and responsibilities of each position can be found on our website www.ofsoa.com in our Bylaws, and Policy Manual. Should you have any questions, contact Past President Elaine Parrott at (541) 327-2822 or via email at eparrott@jeffersonfire.org.

Anyone interested in running for office must complete an Officer Nomination Application which can also be found on our website www.ofsoa.com.

The Board of Directors strives to make your participation an excellent opportunity to increase your leadership skills in a supportive environment, while contributing to the overall success of OFSOA. We look forward to seeing you at our Annual Conference in Hood River, and encourage you to run for office.



OFSOA Fall Conference 2007 *Harvesting Your Potential*

Hosted by : Mid-Columbia Fire and Rescue

Oregon Fire Service Puzzle ~ Skills for Successful Team Building

BOLI Update ~ Wage & Hour ~ Payroll Record Keeping

CPR Refresher ~ Intentional Living

OFSOA Committees

Membership Committee
Barb Kunkel
Portland Fire Bureau

- **Hospitality**
Laura Houston,
Stayton Fire District

- **Merchandise**

Education Committee

Lauri Wilkerson
Jackson County Fire District #3

- **Accreditation**
Rebecca Hollenbeck,
Springfield Fire
- **Conference 2007**
Jane Herman,
Mid-Columbia Fire & Rescue
- **Conference 2008**
Bonita Johnson,
LaPine Rural FPD

Communication Committee

Lori Fawcett
Clackamas County Fire District#1

- **Web Site**
Laura Houston,
Stayton Fire District

Protocol Committee

Pat Cane
McKenzie Fire & Rescue

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FIRE CORPS - CITIZENS HELPING FIRE & EMS

What is Fire Corps? Fire Corps is the key component of Citizen Corps that supports and supplements resource constrained Fire and EMS departments through the use of citizen advocates for non-operational activities. Fire Corps provides information to Fire and EMS departments nationwide on how to implement a citizen advocate program and promote it in their community. Fire Corps is coordinated nationally through a collaborative partnership of the International Association of Fire Chiefs Volunteer Combination Officers Section, the International Association of Fire Fighters, the National Volunteer Fire Council, and the U.S. Fire Administration.

Whether you currently have a community outreach program, actively recruit volunteers, or would like to begin utilizing community members in your department, registering your program with Fire Corps will help your department establish, implement, maintain, and/or expand your citizen volunteer program by linking your department to a valuable network of tools, resources, and existing Fire Corps programs. Registration is free and takes only seconds to complete.

For a Starter Kit, contact Rhonda Grant, Stayton Fire District, (503) 769-2601, by email at rhonda.grant@staytonfire.org, or go online at www.firecorps.org for more information.



~ Check Your Body Language ~

You can't **not** communicate. Even when you're trying to conceal your thinking, your facial expression, gestures and stance can speak volumes. Do you know what signals you're sending?

Studies show that up to 93% of our communication has nothing to do with our words. Non-verbal signals (tone of voice and body language) communicate the loudest and have greater impact than words.

When **what** you're saying matches **how** you say it, others perceive you as trustworthy and congruent. When what you're saying and how you're saying it do not match, it generates confusion and mistrust.

We are often not aware of our facial expressions and gestures, and we don't realize that we may be sending mixed messages when we speak.

This week, increase your awareness of what your body language is saying to others. You can use a mirror to check it out. A relaxed physiology includes:

- an easy smile - do your eyes smile when your mouth does?
- your breathing is steady and slow
- shoulders are relaxed and down
- arms and hands are loose - no gripping or tension
- legs are relaxed

Have fun exploring your communication. Notice when your words and body language match, and when they don't. Ask someone you trust for feedback. See if you can find any areas where you can generate a better match between your words and your body language. Notice how you feel and how others respond when you have greater congruence.

~You can subscribe to Robin's free StayWell at www.robinrose.com

Pat Cane
McKenzie Fire

Honesty Still the Best Policy

A survey of 1400 chief officers from US companies with 20 or more employees finds that the most desired quality for a business leader to possess is integrity. It rated higher than experience, communication skills, and technical expertise.

"Integrity: the quality of possessing and steadfastly adhering to high moral principles or professional standards." ~Robert Half Management Resources (www.roberthalf.com)

**Tax Exemption Certificate for Lodging
Hood River Best Western is accepting tax exempt letters
download your Tax Exemption Certificate on the OFSOA web site!**

DISCOVER YOUR STRENGTHS

You grow the most in the areas of your strengths. So the logical conclusion for ultimate performance is that you invest in the areas where you have natural strength and manage around your weaknesses. Too often people focus on improving their weaknesses instead of playing to their strengths.

DO YOU KNOW WHAT YOUR STRENGTHS ARE?

There are signs to look for in discovering your strengths.

- A yearning quality, an activity you look forward to doing
- An activity you're naturally inquisitive about
- An activity that leaves you feeling strong (when done, you feel good, uplifted, and fulfilled).

You may not be the best at something and you may have room to grow, but it can still be your strength. Pay attention to what you're drawn to and how you feel when you're doing it.

HOW CAN YOU MAKE THE MOST OF YOUR STRENGTHS?

- Seek out situations that call upon your strengths
- Learn new skills that sharpen and improve your strengths
- Interview people that excel in that area
- Figure out a way to measure it and focus on improving it

Your strengths reveal the very best in you, take them seriously.

HOW CAN YOU CUT OUT WHAT WEAKENS YOU?

A weakness is an activity that makes you feel dragged down, that drains you. Spend less time on activities that weaken you. How?

- Stop doing it and see if anyone cares
- See if there's someone else who loves doing it and hand it off to them
- Change your perspective

If you're part of a team you know that a team functions best when each player knows what they can rely on the other people for. You owe it to your team to let them know what strengthens you, then play to your strengths.

If you manage people, work on activities that will move a person towards their strengths.

Managers that focus on cultivating employees' strengths rather than simply improving their weaknesses stand to dramatically increase efficiency and success because their people are doing what they like the most.

There may be risks to betting on our strengths, but it's our responsibility to make the greatest contribution while we're here.

~ Based on the studies of best selling author and Sr. Researcher at The Gallup Organization, Marcus Buckingham

*Rhonda Grant
Stayton Fire District*



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VISIT US ON THE WEB
WWW.OFSOA.COM

SHARING A STANDARD OF
EXCELLENCE

The Oregon Fire Service Office Administrators is a networking and educational organization for administrative personnel serving Oregon Fire Service Agencies - from Fire Chiefs and Administrative Assistants to Entry Level Clerks.

Although emphasis has primarily been to meet the needs of administrative personnel, anyone affiliated with a fire service organization is eligible for membership and is encouraged to attend OFSOA sponsored training activities.

If you would like more information about OFSOA, contact President Karen Bracken at: kbracken@keizerfire.com



Last year over 200,000 women were diagnosed with breast cancer. In January 2006 I became one of them. This September, I am walking (crawling) 60 miles in the Seattle Breast Cancer 3-Day. But this is so much more than 'just a walk'. It's a way for me to commemorate my survival and to raise money for the Susan G.

Komen for the Cure and the National Philanthropic Trust Breast Cancer Fund. I must raise \$2,200 in order to participate.

I invite you to support me by making a fully tax-deductible donation. I'll be doing the walking...all you need to do is send in the donation slip. You may send a check, payable to "Breast Cancer 3-Day" or, you can also donate directly on-line at www.The3Day.org. I thank you for your support and generous donation.

Brenda Burks ~ Winston-Dillard Fire District.

The Sixth Bugle

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FALL CONFERENCE 2007

REGISTER ONLINE! www.ofsoa.com