



THE SIXTH BUGLE

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MARCH 2011

President's Message

Our upcoming workshop's theme is about embracing change. Some changes are great and easy to embrace while others are, well, not so great, like the changes in our economy for instance. Getting a great deal is so much more important and satisfying these days than ever before... and our workshop is a great deal.

Our workshop Chair, her Committee, and the Education Chair have been working hard to provide classes that are pertinent, educational, and affordable. By hosting our event at their facility, by using local and in-house presenters, and by researching for the most reasonably priced lodging for attendees, they were able to line up a great program **and** lower the cost. I commend them for their efforts. We all need to be just as diligent in looking for ways to save our districts money and get the most out of our dollars.

Enclosed you'll find the workshop flyer and registration form. You can also register on-line at www.ofsoa.com. Also, please make an effort to respond to our 2011 conference committee's request for topics and speakers. If you have something you've been needing to learn or someone you'd like to learn from, this is the time to let us know.

My best regards to all...see you in April!
Rhonda Grant - Stayton Fire District

Congratulations!

To the following elected officers:
President **Rhonda Grant** from Stayton Fire District; Secretary **Mary Lou Busch** from Mist-Birkenfeld FD; Region 1 Rep. **Jane Herman** from Mid-Columbia Fire & Rescue; Region 2 Rep. **Deb Keehn** from Jefferson Fire District; and Region 3 Rep **Ellen Steele** from Goshen FD;

To appointed Region 5 Rep **Paula Landrus** from Crook County FD #1 and Goodwill Rep. **Lois Smith** from N. Lincoln Fire & Rescue;

To the President's Award recipient **Jill Dorrell**, Newberg Fire Dept.; and

To Accreditation Award recipients: **Tamara Nunez**, Jackson County FD #3, **Tammy Robbins**, Jefferson Fire District, and **Susan Shepard**, Polk County Fire District #1.

**2011 Spring
Workshop**

"THE ABC'S FOR EMBRACING CHANGE"

Acquire information, Bring into play, Cultivate

Training Topics:

- Documenting Office Procedures ~ Rhonda Grant
- Conflagrations ~ Alan McMahan
- Haz-Mat Awareness for Office Administrators ~ Steve Brewer
- Managing Emotions ~ Brenda Brown
- Reducing Stress for a Healthier You ~ Chelsea Folino
- Electronic Record Retention ~ Connor Edmonds
- Tips/Shortcuts for Advanced Users of Word & Excel/ The Basics of Publisher ~ Lori Weigh
- Tour of the new Roseburg Public Safety Center

- Hosted by City of Roseburg Fire Department & Roseburg Public Safety Center -

Welcome to our Newest Members...

Region 2

Joanna Jarvis, Dallas Fire/SW Polk RFPD
 Sheila Forster, Scio Fire District
 Diane Shank, Sweet Home Fire & Amb. Dist.
 Karen Duckworth, Tangent Fire District
 Bria Dezotell, City of Salem Fire Dept.
 Mariah Spradlin-Crater, OSFM
 Sally Cravinho, OSFM
 Candice Clark, OSFM
 Rebecca Oberfoell, OSFM
 Jackie Sparks, OSFM

Region 3

Linda Adler, South Lane County F&R
 Ellen Steele, Goshen RFPD

Region 4

Judy Breeden, Sheridan Fire Dist
 Connie Brodehl, Wash. Co. Fire Dist. # 2.
 Donna Fleischman, McMinnville Fire Dept.

Region 5

Devinee Martin, Crook County F&R
 Melissa Danforth, Chiloquin RFPD



Newsletter Editor: Looking for someone with good proof-reading, writing, graphic design, and desktop publishing skills to oversee the publication of our newsletter.

2012 Workshop Host: Looking for location and host for our 2012 Workshop. This is a great opportunity to show off your station and locale, bring in local speakers, and plan an educational and fun event. We have many tools and resources available to assist you and your committee.

For more information on either ad, contact Rhonda at president@ofsoa.com.

Consider joining OFSOA so you don't miss out on any of the benefits! Hear what some of our current members have to say...

"Being a member of OFSOA has benefitted our district in a number of ways, from training on topics pertinent to my job, such as IRS/SSA rules, team-building skills and even self-defense, to having the ability to network with so many qualified people. It's been a real privilege being a part of such an amazing and supportive group of people!"

Amy Doran Sublimity Fire District

"OFSOA has increased my confidence as an individual and strengthened my skills as a professional. The organization has been invaluable in assisting me with my continuing education. The friendships I have formed through OFSOA will last a lifetime."

Amy Anderson-Rice, City of Roseburg FD

"There are people like myself who unexpectedly end up in a position they are not ready for due to unforeseen circumstances and being able to attend training was a great resource for me. Everyone was so friendly and willing to help.

I would like to say that the OFSOA email is a great tool for research as it allows submitting any question you may have and it will reach everyone within the OFSOA organization for help."

Patricia Johnson, Idanha-Detroit RFPD

"OFSOA training workshops and conferences have kept me up-to-date with ever-changing rules with such things as tax issues and the OSFM reporting requirements. I always enjoy learning shortcuts and techniques with software such as QuickBooks or Excel; it makes my job a little bit easier. The motivational speakers are very encouraging and renew my enthusiasm for the job. The members are invaluable.

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able for their help and camaraderie. The officers do a great job leading us and encouraging us to better ourselves. OFSOA is a hub of information and support; I'd be lost without them! Just can't say enough good things about it!"

Micki Valentine - Lyons FD

"Collaborative learning (sharing your experiences, listening to your peers, and working together to arrive at solutions) is a highly effective way to gain and convey knowledge. The OFSOA training workshops and conferences I have attended have brought to life the principles and practices I need to master to become an effective team member to the Albany Fire Department."

Carrie Compton, City of Albany FD

OFSOA's 2011 Fall Conference Will Be Here Before You Know It!

This year, our conference will be held at the beautiful Oregon Gardens Resort in Silverton. We are looking for any and all ideas/suggestions you might have for topics and/or speakers you would like to see on the program.

Please do not hesitate to contact either Tammy Robbins or Deb Keehn at Jefferson Fire with your thoughts. We can be reached at (541) 327-2822, or emails: trobbsins@jeffersonfire.org or dkeehn@jeffersonfire.org. We look forward to hearing from you.

Keyboard Shortcuts

Some keyboard shortcuts are actually faster than using the mouse—try them and see.

If you have a Microsoft Keyboard, or any other compatible keyboard that includes the Windows logo key, you can use these keyboard shortcuts:

| | |
|---------------------------------|--|
| Display or hide the Start menu. |  |
| Show the desktop |  +D |
| Minimize all windows |  +M |
| Restores minimized windows |  +Shift+M |
| Open My Computer Directory |  +E |
| Search for a file or folder |  +F |
| Lock your computer |  + L |

I found that if I picked one or two to practice then each week added a couple more, I slowly learned them and remembered that a shortcut existed. With my list close at hand it was easy to check on the keystrokes. Have fun.

~ Pat Cane, McKenzie Fire

Tips and Tricks for MS Word

Be selective. You already know that double-clicking selects a single word, and you probably figured out that triple-clicking selects an entire paragraph. But if you just want to select a single sentence, hold down Ctrl and click on any word.

Need to find another word to express yourself? Use the built-in Thesaurus: Right click mouse and click on 'Lookup' or click on your word, hold down the Alt button and click on the word again. For keyboard users press Shift +F.7

When asked to edit/proofread a WORD document for a friend, instead of emailing them back with the changes or suggestions just add a Comment Box directly in the document by highlighting the portion of text, click the Review tab in the Ribbon bar, and select New Comment. Another way is to click on Review tab, and click on Track Changes in the tracking section.



**OREGON FIRE SERVICE
OFFICE ADMINISTRATORS**

VISIT US ON THE WEB
WWW.OFSOA.COM

*"Sharing a Standard
of Excellence"*

Share this newsletter by
posting it at your station!



**Oregon Fire Service
Office Administrators**

**2011
Spring Workshop
Fun Night**

BOWL ~EAT~DRINK~PLAY

Join us for the 2011 Spring workshop "Fun Night" on Thursday evening at 6 p.m. The "Fun Night" will be at Ten Down Bowling / Splitz Bar & Grill. This will be the perfect opportunity to network with other OFSOA members.

If you enjoy bowling or want to give it a try, you can join us at Ten Down Bowling for two hours of bowling and fun. The bowling will include shoes, ball, all you can eat pizza, soda, salad, and dessert for \$15 per person. There will be prizes for those participating in the bowling event.

If you prefer to relax and have dinner, drinks, or appetizers, then Splitz Bar & Grill is the place for you. Splitz Bar & Grill is adjoining to Ten Down Bowling & Entertainment.

Please visit the website below to view pictures of the state of the art, 38,000 square foot, non-smoking entertainment facility that opened in 2007.

www.tendownbowling.com



The Sixth Bugle

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