



THE SIXTH BUGLE

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PRESIDENT'S MESSAGE

Karen Bracken
Keizer Fire

I am wondering if I will ever see the shine of the sun again; we are drowning in the valley and the mountains are covered in snow. I am heading to the Northwest Garden Show in Seattle the weekend of February 11th, hopefully that will lift my spirits and get me thinking about spring again.

The OFSOA Annual Conference this past October was very successful with 60 of our 123 members in attendance and 4 of our members awarded Accreditation Plaques for completing all three levels of Accreditation. OFSOA remains dedicated to its mission: "To support Oregon's Fire Service Office Personnel through networking and education."

OSOA Spring Workshop is quickly approaching and you will find the workshop 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. Scholarships are always available for those Districts and Departments that have limited funds available for training. I am looking forward to attending the workshop and having the opportunity to visit and network with each of you.

Speaking of conference and workshop; the days of the week that the two training sessions are going to be held has been changed. **The annual conference is being moved from a Thursday through Saturday schedule to Wednesday through Friday and the workshop will be held Thursday & Friday instead of Friday & Saturday.** The board certainly hopes this entices more of our members to stay through the entire training session instead of heading out early to get home.

I look forward to seeing you in Medford this coming April.

Congratulations 2005 Accreditation Recipients!

Sheryl Forrest
Jefferson RFPD

Karin Goodman
Vernonia RFPD

Shaney Stroe Wanner
Canby Fire District

Lauri Wilkerson
Jackson County

2006 Spring Workshop

Hosted by Jackson County Fire District #3

Bids & Contracts

Optimizing Group Work

Accreditation Lab

Fire Extinguisher Class

Special Ops Group Demo

Tying it all Together

Promoting Your Business w/ Video

Your Health

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2006 SPRING WORKSHOP
INFORMATION INSIDE!!



**Susan Mootry
Tualatin Valley
Fire & Rescue**

“The principal goal of education is to create men who are capable of doing new things, not simply repeating what other generations have done.” ~ Jean Piaget

After reading this quote, how educated you should feel after attending workshops and seminars, and embracing new tasks and learning opportunities

in your fire districts! In my many years as a career woman, I have not worked in an atmosphere where I have worn so many hats or been provided with as many occasions to continue to learn.

My responsibility, as the OFSOA Education Chair, is not only to ensure that conferences and workshops are chaired and run smoothly, and accreditation plaques awarded appropriately, but to

act as a sponge and soak up your ideas, wishes, and needs to help you become the most capable office administrators possible. To that end, I encourage you to let me know what new things you need to do to not simply repeat the past.

I look forward to seeing all of you at the Spring 2006 Workshop to be held in Medford. Accommodations are available at the Red Lion Inn.

For information about extra-curricular activities in and around Medford, check out the following websites:

www.visitmedford.org

www.medfordchamber.com

And don't forget, Crater Lake is only 25 miles away and Ashland, the home of the Shakespeare Festival community, is only 15 miles away.

Keep reaching for your goals!

NEW OFSOA WEBSITE!

**Laura Houston
Stayton Fire**

The OFSOA website committee is currently working on revamping the website. At the 2005 OFSOA conference the Board decided to switch to a web based site by "PublicAware" that will allow online editing and updating. Besides having a new look, the site will allow more people to maintain the site, afford us more control on site layout, and decrease time needed for site maintenance. This will help keep the site current and give more people ownership in the site.

The Website Committee; Pat Cane, Phil Hull, and Laura Houston, are working on updating content and adding new pages. Once that is complete the committee will focus on site navigation and improvements.

As soon as the new site is made public the committee will continue to make changes until the Board and Committee chairs are trained on maintaining page content. Once the *Members Only* section is working the OFSOA Resource Manual will be added to the site.

Thank you for your patience as we make this transition – it will be worth the wait....

OREGON FIRE SERVICE OFFICE ADMINISTRATORS ~ UPCOMING ELECTION INFORMATION

**Pat Cane
McKenzie Fire & Rescue**

At the 2006 Fall Conference the Board of Director positions of President, Secretary, and Region 1, 2 & 3 Representatives will be open for nomination and election to a two-year term. On the alternate years, elections will be held for Vice President, Treasurer, and Regions 4 & 5.

The OFSOA Executive Board is comprised of the President, Vice President, Secretary, Treasurer, the five Region Representatives, and the Past President.

All committee chairs are by appointment, and along with the Executive Board, form the OFSOA Board of Directors.

Committee involvement can be a fun first step toward an elected office.

Our bylaws in Article IV, Section 1, states that members seeking election to the office of President shall have previously served at least one year as a member of the OFSOA Board of Directors. And that all officers shall enter upon their official

duties following their installation at the annual conference.

The President ensures that all board meetings are organized; in addition to representing OFSOA at all statewide meetings of fire-related organizations, or appoints a delegate to attend. The President oversees all functions of the OFSOA organization.

The Secretary prepares and distributes minutes of all board and annual meetings, and assists the President with correspondence.

Regional Representatives are the OFSOA main point of contact for all fire organizations in the State of Oregon. Besides communicating with office administrators in their respective regions, they are also responsible for dispersing information and making initial contact.

Being an officer does involve a commitment and dedication. The Board of Directors meets quarterly (usually January,

April, July, and October). The April and October meetings are held in conjunction with the Spring Workshop and the Fall Conference. It is important to be able to attend the meetings and the events.

Because participation does involve some time away from the workplace, and could impact your work load, you must have written approval verifying and supporting your nomination to the desired position. Any member can make a nomination; however, the nominated person will need written authorization before the balloting takes place.

The officer nomination application form is available on the website under "documents." I encourage all members to look over the Officer or Committee list and choose a position where you would like to become involved. Also think about others you have met at workshops or conference that would make good officers. For more information on duties or specific questions please feel free to contact me at:

patcane@mckenziefire.com

Free Classes On-Line ~ Business Etiquette 101

Pat Cane
McKenzie Fire & Rescue

The internet has become such a valuable tool for so many reasons. One being, the vast amount of resources that are just a "mouse-click" away.

Through the years, I have completed many on-line classes provided through the following website:

pendaflexlearningcenter.com

This site offers free, on-line classes sponsored through Pendaflex/Office Depot.

The courses included such topics as:

- Excel
- Managing Projects
- Word
- Website Building

The classes are four to eight weeks long with lessons, assignments, and quizzes posted on-line one to two times each week; depending on the subject.

I have often printed out and archived the lessons in order to later reference them when problem solving.

Here are just a few of

the suggestions offered through the Pendaflex/Office Depot course titled:

"Business Etiquette"

In order for people to respond to you more positively, here are some proven body language tips you can implement during your next business meeting:

- 1) Lean forward.
- 2) Maintain eye contact.
- 3) Take up space.
- 4) Maintain an open body posture (*avoid crossing arms or legs*)

- 5) Sit up straight.
- 6) Use facial expressions that indicate you are interested.
- 7) Arrive on time. (*In business, it is never fashionable to be late!*)

I hope you are able to find a few moments in your busy schedule to enjoy this free, on-line resource.

Have fun Learning!



PROTECT YOURSELF FROM IDENTITY THEFT...

Rhonda Grant
Stayton Fire

Identity theft has quickly become one of the most prevalent crimes of the 21st century. Criminals have become quite creative with methods to steal personal information; from 'dumpster diving' for discarded paperwork to videotaping transactions at ATM machines.

We've all heard the stories on the news, know someone, or even experienced it first-hand. Victims not only experience a financial loss, but possibly a ruined credit history and the time-consuming, complicated task of piecing their financial life back together.

So what can we do to protect ourselves? Here are a few tips to reduce your exposure to identity theft:

Explore the Federal Trade Commission website at :

<http://www.consumer.gov/idtheft>

Guard your social security number and personal information zealously.

Shred your old mail. Mail bills from your post office instead of your mailbox.

Empty your wallet of anything you don't absolutely have to carry. Photocopy the contents of your wallet and store in a safe place. Cancel any credit cards you do not use.

Never provide sensitive information via email or telephone.

Beware of "Phishing". Phishing is a way cyber-criminals create an imitation or copy of an existing, legitimate Web page; then trick users into providing personal information.

Store your extra checks and deposit slips in a secure, locked location and properly destroy cancelled checks. Never leave your checkbook in your vehicle.

Destroy or shred your excess supply of checks and deposit slips when you close a bank account.

Pick up your checks from the bank instead of having them mailed to your home mailbox.

Use PINs and other passwords that are difficult to guess; do not use social security numbers, addresses, family or pet names.

Pay attention: check your credit card balances often. Review your credit reports for unusual activity at least once a year.

Always remember to clear your temporary Internet files.

If you ever become a victim of identity theft be sure to:

File a police report immediately in the jurisdiction where your checks or credit cards were stolen.

Call the three national credit reporting organizations immediately to place a fraud alert:

Equifax: 800-525-6285

Experian: 888-397-3742

Trans Union: 800-680-7289

Advise your bank and creditors of the theft.

Report of the theft with the Federal Trade Commission.

It's unfortunate that we have to go to so much trouble, but it's very important to take the appropriate steps to protect yourself and those you love.



**OREGON FIRE SERVICE
OFFICE ADMINISTRATORS**

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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

Bargains Galore! Prices Slashed! 1/2 off Sale!

Teresa Hall of Sunriver Fire, will have a display of all of our OFSOA apparel and accessories during our Spring Workshop.

If you can't make the Workshop, you can check out the catalog at collegiateusa.com or call Teresa at 531-593-2768.

~ ANNOUNCEMENTS ~

Region 4 - Representative:
Region 5 - Representative:
New OFSOA Member:

*Jill Dorrell
Bonita Johnson
Jennifer Molina*

Newberg Fire
LaPine Rural
Estacada Fire

The Sixth Bugle

*Oregon Fire Service Office Administrators
727 Center Street N.E.
Suite 300
Salem, Oregon 97301*

Bulk Rate
U.S. Postage
PAID

inside....

SPRING WORKSHOP 2006

REGISTER ONLINE! www.ofsoa.com