

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 and a workshop in the Spring. 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 colleagues that can be a resource to you in your job. Annual membership is only \$30 and includes access to our resource directory with fire agency budget and membership contact information. Our membership runs from July 1 to June 30. To join or to learn more about OFSOA, visit 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 or upon request by contacting the Accreditation Chair at accreditation@ofsoa.com.

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

Join today by contacting Membership Chair Barbara Kunkel at: membership@ofsoa.com or (503) 823-3730

OFSOA 2010-2011
BOARD OF DIRECTORS

Executive Board & Standing Committees

President	RHONDA GRANT , <i>Stayton Fire District</i>	503-769-2601
Vice President	SUSAN BOYLE , <i>Tualatin Valley Fire & Rescue</i>	503-642-0329
Secretary	MARY LOU BUSCH , <i>Mist-Birkenfeld RFPD</i>	
Treasurer	SUSAN SHEPARD , <i>Polk County FD#1</i>	503-838-1510
Past President	KAREN BRACKEN , <i>Keizer Fire District</i>	503-390-9111
Region 1 Rep.	JANE HERMAN , <i>Mid-Columbia Fire & Rescue</i>	541-296-9445
Region 2 Rep.	DEB KEEHN , <i>Albany Fire Department</i>	541-917-7733
Region 3 Rep.	ELLEN STEELE , <i>Goshen RFPD</i>	541-747-3104
Region 4 Rep.	JILL DORRELL , <i>Newberg Fire Department</i>	503-537-1230
Region 5 Rep.	PAULA LANDRUS , <i>Crook County Fire & Rescue</i>	541-447-5011
Membership Chair	BARB KUNKEL , <i>Portland Fire & Rescue</i>	503-823-3730
Education Chair	PAM WEBBER , <i>Medford Fire District</i>	541-774-2300
Protocol Chair	PAT CANE , <i>McKenzie Fire & Rescue</i>	541-746-6312
Communications	VACANT ,	



Subcommittees Chairs

Website	LAURA HOUSTON , <i>Stayton Fire District</i>	503-769-2601
Accreditation & Scholarship	SUSAN BOYLE , <i>Tualatin Valley F&R</i>	503-642-0329
Hospitality	VACANT	
Merchandise	AMY ANDERSON-RICE , <i>Roseburg FD</i>	541-673-4459

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

Mailing Address:

OFSOA. • 1284 Court Street • Salem, OR 97301

Email: ofsoa@ofsoa.com



Oregon
Fire Service
Office Administrators

VISION



OFSOA 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 its members' personal and professional growth

MISSION



To Support

Oregon Fire Service Office
Personnel Through
Education and Networking

www.ofsoa.com