

# OFDDA/OFCA

## 2008 Joint Conference

November 6-8, 2008

Seaside Civic and Convention Center  
Seaside, Oregon

### Charting the Right Course for the Fire Service



**Local Budget Law**

**Fraud in the Workplace**

**Strategic Planning**

**Rules We Live By**

**Embezzlement**

**Fire Board/  
Fire Chiefs Basics**

**Succession Planning**

**Critical Decision Making**



# 2008 Joint Conference

Thank you for your interest in the 2008 OFDDA/OFCA Joint Conference. Our Associations continue to work hard to provide meaningful training on a variety of topics important to our Fire Chiefs and our District Directors. We feel communication is essential in forming the cohesiveness necessary to our roles within the fire service. We hope that you will recognize the Joint Conference as the tool to provide that connection.

This year's includes topics such as:

- Effective Leadership
- Communications between Fire Chiefs and Fire Boards
- Embezzlement
- Strategic Planning
- Budgeting
- Legislative and Ethic Issues
- Networking Opportunities

Please consider joining us.

Allen Forster, OFDDA President

Ted Kunze, OFCA President

## Registration Information

Online registration information can be found at:

**[www.ofdda.com](http://www.ofdda.com)**

**[www.ofca.org](http://www.ofca.org)**

Please return the enclosed registration form to:

**OFDDA**  
1284 Court St NE  
Salem, OR 97301  
Phone: (800) 223-9708  
Email: [wendy@ofdda.com](mailto:wendy@ofdda.com)  
Fax: (503) 364-9919

Hotel reservations can be made at:

**Best Western Oceanview Resort**  
414 North Prom  
Seaside, OR 97138

**Website: [www.oceanviewresort.com](http://www.oceanviewresort.com)**

**For reservations: (800) 234-8439 - (503) 738-3334 - Fax (503) 738-3264**

# Thursday, November 6, 2008 Pre-Conference Schedule

- 7:00 - 5:00 Registration.....Lobby
- 7:00 - 8:00 Breakfast..... Necanicum Room
- 8:00 - 10:00 **It Pays to Play** .....Pacific Room  
Emergency Services Consulting, Inc.

This session focuses on the value of planning for emergency service agencies. Staff members from Emergency Services Consulting, inc. will review different planning tools appropriate or fire departments and districts, including: work plans, tactical and operational planning, intervention plans, strategic plans, master plans, capital plans, financial plans, and succession planning. Conference attendees will be able to participate in a mock planning session and can expect to receive a basic 'how to' approach for both the master planning and strategic planning processes—invaluable tools for charting the course of your organization.

10:00 - 10:15 BREAK

- 10:15 - 12:00 **Effective Leadership** ..... Pacific Room  
Kyle Gorman, Executive Director, Clackamas Fire District #1

Kyle Gorman studied organizational development in Minneapolis. His class is science-based and represents leadership principles used by Boeing and other large corporations but are applicable to all organizations, regardless of size and type. This presentation focuses on the critical competencies and skills necessary for effective leadership.

12:00 - 1:00 Lunch..... Necanicum Room

- 1:00 - 2:30 **Top Ten Missteps**..... Pacific Room  
Christy Monson, Esq., Speer Hoyt, PC

Christy Monson will provide our attendees with plain-English interpretations of Oregon's ethics legalese. She will teach methods that allow a public official to easily remember the rules. After the lecture, participants will have the opportunity to play a Jeopardy-like game which focuses on applying their recently learned knowledge to real life situations. Having attended the training, participants can then access the game website from home or work to brush up on their ethics skills.

2:30 - 2:45 BREAK

- 2:45 - 5:00 **Local Budget Law for Fire Chiefs and District Directors**..... Pacific Room  
Lee Peterson, Oregon Dept. of Revenue

Lee Peterson is a Finance and Taxation Analyst with the Oregon Department of Revenue Property Tax Division. He works with local governments, county assessors and district patrons to educate, advise and ensure compliance with Oregon's Local Budget law. Lee will focus on the steps to take in setting a proposed budget, creating a budget committee, and through to the approval process. He will show how to adapt to changes during the fiscal year with supplemental budgets, appropriation transfers, natural disasters and other exceptions.

- 5:00 - 9:00 **Hospitality Suite/Dessert**..... **Ocean View Best Western - Room 528**  
Hosted by Wilson-Heirgood Insurance  
Hosted by the Oregon Fire Service Museum & Learning Center

# Friday, November 7, 2008 AM Conference Schedule

7:00 - 5:00	Registration.....	Lobby
7:00 - 8:00	Breakfast.....	Nacanicum Room
8:00 - 8:30	<b>Opening Ceremonies</b> .....	Pacific Room
8:30 - 12:00	<b>New Director's Toolbox #1</b> .....	Riverview ABC

## **Board Member Orientation**

Bill Cozart, Non-profit Organizational CEO

Speer Hoyt PC

George Dunkel - Fire Chief (Ret.)/SDAO Consultant

This inter-active session will explore leadership traits, responsibilities and expectations along with information and skills to help you become a more effective leader in your current and future leadership positions. The topics will cover the legal duties and responsibilities of a Board member, Board meeting practices and District orientation. Focus will be on efficiently transitioning a Board member into their new role and providing the tools for success.

8:30 - 12:00	<b>Critical Decision-Making</b> .....	Pacific Room
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Paul LeSage, Assistant Chief, Tualatin Valley Fire & Rescue

Can you teach situational awareness? What obstacles keep teams from effectively communicating? Why do veterans think differently than novices? How do stories affect our organization and personal culture? Paul LeSage, will teach you how to identify barriers to effective team communication. He will help you to understand how to improve situational awareness and identify organizational cultural factors that can inhibit learning. He will show you how to develop systems to analyze outcomes, allowing you to conduct high caliber quality improvement and help establish a high reliability organization. Paul has over 29 years experience as a Firefighter and Flight Paramedic. He is on faculty at Oregon Health Sciences University as a Clinical Assistant Professor, and lectures nationally in the emerging fields of Deployment, Critical Decision-Making, and High Reliability.

12:00 - 1:00	Sponsor Recognition Lunch .....	Nacanicum Room
1:00 - 2:00	OFDDA Business Session .....	Pacific Room
1:00 - 2:00	OFCA Business Session.....	Riverview ABC

# Friday, November 7, 2008 PM Conference Schedule

2:15 - 3:45 **Fraud in the Workplace** ..... Pacific Room  
Kori Sarrett, CPA, Koontz & Perdue, P.C.

**Investigation & Prosecution of Fraud and Embezzlement**  
Doug Prince, Marion County Deputy District Attorney  
Michael Korcek, Detective, Salem Police Department

Kori Sarrett, CPA and licensed Municipal Auditor will draw on actual cases of fraud in government organizations to help you to identify possible perpetrators. She will detail the conditions generally present when fraud occurs. Kori will provide you with the most effective fraud prevention measures including an internal control checklist.

Are you a witness or a suspect? Losses are eventually discovered, even years after the theft has occurred. This training focuses on the “how’s” and “what if’s” in uncovering a potential or realistic crime of fraud and embezzlement. Learn the justifications, the consequences and the tools available to investigate the crime.

3:45 - 4:00 BREAK

4:00 - 5:00 **Oregon’s LEPC’s - A New Direction** ..... Pacific Room  
Terry Wolfe, CR2K Compliance Specialist, OSFM

With the passage of HB 2101 in 2005, Oregon was provided a unique opportunity to restructure and revitalize its Local Emergency Planning Committee (LEPC) program. The Office of State Fire Marshal has created a successful program that supports and facilitates the development of LEPC’s at the local level. Come to this informative presentation to learn about the benefits of participating in an LEPC in your community. Some of the benefits you will learn about are:

- Focused planning at the local level
- Increased ability to gather information about hazards in your community
- Enhanced relationships between local government, industry, and the public
- Increased safety and protection of your community and the environment

5:00 - 7:00 **Hospitality Suite** .....**Ocean View Best Western Room 528**  
Hosted by Wilson-Heirgood Insurance

## Silent Auction

OFDDA and OFCA encourage you to participate in the annual Silent Auction.

Please help us make this event another great success by  
bringing your donated items to the conference.

Proceeds will be donated to the Burn Center and help offset Joint Conference Scholarships!

# Saturday, November 8, 2008 Conference Schedule

7:00 - 12:00	Registration.....	Lobby
7:00 - 8:00	Breakfast.....	Necanicum Room
8:00 - 10:00	<b>Legislative Updates</b> .....	Pacific Room
8:00 - 12:00	<b>OFCA Toolbox #2</b> ..... <b>Governance - Expectations - Current Assessment</b>	Seaside ABC

Through discussion, this module identifies the ways in which a fire department may be organized, what the roles, responsibilities and expectations are of Leadership, and the advantages of performing community risk assessment.

10:15 -12:00	<b>Fire Board/Fire Chief Basics 101</b> .....	Pacific Room
	Jeff Dyar, Fire Commissioner/Board President Upper Pine Protection District, Bayfield, CO	

Doing the work of a Special District Fire Board and dealing with Board members is hard work! This session will cover the basics of Board membership and the essentials for surviving in a Board capacity. Topics include: the roles and responsibilities of Board members and Fire Chiefs, dealing with difficult personalities, conflict resolution and managing the business of the organization. This session promises to be a lively and interactive experience for all attendees and will be facilitated by a nationally-recognized and experienced Board President/Fire Chief.

12:00 - 1:00	Lunch.....	Necanicum Room
1:00 - 5:00	<b>OFCA Toolbox #2 (continued)</b> .....	Seaside ABC
1:00 sharp	Silent Auction closes	
1:00 - 2:00	OFDDA Business Session .....	Pacific Room
1:00 - 2:00	OFCA Business Session.....	Riverview ABC
2:15 - 4:00	<b>Succession Planning for Senior Fire Positions</b> .....	Pacific Room
	Jeff Dyar, Fire Commissioner/Board President Upper Pine Protection District, Bayfield, CO	

Imagine at the next Fire Board meeting the Fire Chief suddenly resigns... What will the District do to fill the leadership void? Most fire departments do not have a succession plan to replace key positions. This session will cover basic succession planning and the costs of losing and recruiting new people. This is an interactive session with lots of hands-on discussion.

Name \_\_\_\_\_ Title \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Conference Registration Fees:**

<b><u>Pre-Conference</u></b>	<b><u>On or Before 10/17</u></b>	<b><u>After 10/17</u></b>
OFDDA/OFCA Member	\$99.00	\$149.00
OFCA Life Member	\$99.00	\$149.00
OFCA Life Member (active 20+ years)	\$74.75	\$111.75
Non Member	\$109.00	\$159.00
<b><u>Conference</u></b>		
OFDDA/OFCA Member	\$185.00	\$225.00
OFCA Life Member (active 20+ years)	\$138.75	\$168.75
Non Member	\$205.00	\$265.00

**Total Registration Fees**      **Pre Conference Fee \$** \_\_\_\_\_      **\$** \_\_\_\_\_  
**Conference Fee \$** \_\_\_\_\_  
**Total (Both) Fee \$** \_\_\_\_\_

**Guest Meals**

Thursday	Breakfast - \$17.00	Lunch - \$19.00
Friday	Breakfast - \$17.00	Lunch - \$19.00
Saturday	Breakfast - \$17.00	Lunch - \$19.00

**Total Guest Meals**      **\$** \_\_\_\_\_      **\$** \_\_\_\_\_

**Name to appear on guest badge** \_\_\_\_\_

\* Name Badge required for meal service

**How to Register**

**Online:** [www.ofca.org](http://www.ofca.org) - [www.ofdda.org](http://www.ofdda.org)

Fax: (503) 364-9919

Email: [wendy@ofdda.com](mailto:wendy@ofdda.com)

Mail: OFDDA

1284 Court St. NE  
 Salem, OR 97301

**Payment information**

Bill me \_\_\_\_\_

Check enclosed \_\_\_\_\_

Purchase Order# \_\_\_\_\_

**How to Contact Us**

1-800-223-9708

[wendy@ofdda.com](mailto:wendy@ofdda.com)

or

1-888-846-5741

[ofca@ofca.org](mailto:ofca@ofca.org)

Cancellations prior to 10/17 are subject to a 25% fee. No refunds after 10/17

**ALL CANCELLATIONS MUST BE RECEIVED IN WRITING VIA FAX, EMAIL OR US MAIL**

**OFDDA/OFCA Joint Conference**  
**1284 Court Street**  
**Salem, OR 97301**

**2008 OFDDA/OFCA Conference Materials Enclosed**

## *Networking Opportunities*



**At**

registration you will receive your scavenger hunt list. Enjoy the Conference as you try to gather all of the items. Prizes will be given at lunch on Saturday.

### **FUNLAND ARCADE**

All Conference attendees are invited to play for **FREE**  
at the Seaside Funland Arcade.

**Friday, November 7, 6:00 - 8:00pm**