



Arizona Fire District Association August 2008 Conference Registration

August 22-24 at the JW Marriott Starr Pass, 3800 W. Starr Pass Blvd., Tucson 85745

Please select your class choices (1st, 2nd and 3rd) for each of the sessions times*.

Lunch is from 11:30 a.m.—1:00 p.m. each day

FRIDAY, AUGUST 22, 2008

8:00-9:30 am	Choice #
Keeping Good People Good	
ISO 101	
PSPRS—What Is It?	

10:00-11:30 am	Choice #
Fire District Finance, Part 1 of 3*	
ASRS	
The Fire Grant—Myths, Truths and Success	

1:00-2:30 pm	Choice #
Fire District Finance, Part 2 of 3*	
Giving Feedback That Matters	
Administrative Professional Roundtable	

3:00-4:30 pm	Choice #
Fire District Finance, Part 3 of 3*	
To Train or Not To Train...	
Administrative Professional Section Meeting	

PAYMENT INFORMATION

SELECT APPROPRIATE REGISTRATION (includes class registration, refreshment breaks & lunch for applicable days)

- Full 3 Days - Friday thru Sunday \$110.00 \$ _____
 - One Day - Friday (incl. Sun. Membership Mtg.) \$60.00 \$ _____
 - One Day - Saturday (incl. Sun. Membership Mtg.) \$60.00 \$ _____
 - Extra Lunch Ticket - Friday _____ x \$20.00 ea. \$ _____
 - Extra Lunch Ticket - Saturday _____ x \$20.00 ea. \$ _____
 - Friday Golf (see schedule for location) \$57.00 \$ _____
- TOTAL DUE:** \$ _____

PRE-REGISTRATION DEADLINE: AUGUST 15, 2008

Mail Registration Form and Check to:
AFDA, 7225 W. Oakland St., Chandler AZ 85226

Please Print Clearly

Name: _____

District: _____

Phone: _____

Email: _____

SATURDAY, AUGUST 23, 2008

8:00-9:30 am
GENERAL SESSION
Legislative Update

10:00-11:30 am	Choice #
Strategic Planning, Part 1 of 3*	
Roundtable—Board Liability	
Fire Station Planning & Construction	
ABC's of Health Insurance	

1:00-2:30 pm	Choice #
Strategic Planning, Part 2 of 3*	
Roundtable—Human Resources Legal Issues	
Financing Fire Stations	
Suburban Section Meeting	

3:00-4:30 pm	Choice #
Strategic Planning, Part 3 of 3*	
Fire Protection Planning for Fire Station Locations	
Urban Section Meeting	
Rural Section Meeting	

*Core class for certification program, must attend and sign in at each session to receive credit

FOR OFFICE USE ONLY

Check # _____

Total Amount \$ _____ # of People _____

Class Descriptions

FRIDAY CLASSES

Keeping Good People Good by Jack Harris, Jack Harris & Associates

Keeping Good People Good translates into increased job satisfaction and reduced employee related problems. In the beginning, fire personnel are passionate and excited about their new profession. They are often heard saying "I can't believe they pay me to do this job." However, "reality" and exposure to subtle day-to-day pressures and demands that can lead to increased frustration, disillusionment, anger, inappropriate behavior and burnout. This presentation is aimed at helping the participants prevent the day-to-day pressures from destroying the very things they work so hard to build and create the balance and personal resiliency that is essential for their long-term professional and personal well-being.

ISO 101 by David Eaves, Insurance Services Office, Inc.

What is ISO and how does the Fire Suppression Rating Schedule work? The rating is used to evaluate the Public Fire Protection for a community and to provide underwriting information to the Fire Insurance Industry. Will answer any questions that a department could have prior to going through a grading.

PSPRS - What is it? by Brian Moore, City of Phoenix Fire Dept. & Daisy Mountain FD Board Member

An overview of the Public Safety Personnel Retirement Systems and its benefits and services. Retirement, death & disability benefits and cancer insurance and the attendant costs of those benefits will be discussed as well as an update on new and future legislative efforts.

Fire District Finance - Parts 1 - 3 by Matthew Breecher, Breecher & Company PC

During this full-day class, we will be addressing the issues of budgets, revenue funding, legal requirements of finance, financial reports, and long-term financial considerations. This class will effectively prepare board members and fire chiefs for their financial obligations of managing a fire district.

This is one of the core classes for our AFDA-CERTIFICATED program.

Arizona State Retirement Systems (ASRS) by Michelle Briggs, ASRS

Unlike employees of a private industry, employees of the State of Arizona and its political subdivisions are provided Social Security coverage through a voluntary Section 218 agreement. This session will clarify what the Section 218 agreement is, how it relates to firefighters and the Arizona State Retirement System.

The Fire Grant - Myths, Truths and Success by Doug Woods, Assistance to Firefighters Grant Program, FEMA

Ninety minutes with Doug Woods the FEMA Fire Grant Program Specialist for Arizona, California, Nevada & the Pacific. A few minutes of both impressive and mind numbing national statistics then we will cover all three grant opportunities that FEMA's Assistance to Firefighter Grant Program offers. Successful grant writing and management is a year round process and we will discuss planning, process, application, the proper place to insert AZ sales tax, pre-award negotiations email, grant management, turndown letters and closeout. Let's do some abatement on all those myths and rumors but most of all bring your success stories to share. No handouts, so bring pen and paper with you and be prepared to participate.

Giving Feedback That Matters: The Secret to Becoming a Successful Leader and Manager by Jack Harris, Jack Harris & Associates

While giving feedback in real-life situations is often uncomfortable, overwhelming and even frightening, without a doubt it is one of the most critical aspects of being an effective fire officer or board member. Not giving feedback and/or not doing it well makes even the most well-intentioned leaders and managers ineffective. This presentation focuses on the keys to giving effective feedback and provides specific, practical skills that will help the participants develop the courage, ability and confidence to engage in the difficult conversations that are essential to their success as fire officers or board members.

Administration Professional Roundtable lead by Katie Sayre, Green Valley FD & Admin Section Director

This session will offer administrative professionals, board members and Chiefs the opportunity to share ideas, plans and solutions for fire service administration issues including but not limited to document management, benefits, compensation, resource management and professional development. There will be some prepared topics offered if there is no specific subject matter requested by the group.

Admin Section Meeting by Katie Sayre, Green Valley FD & Admin Section Director

This session is particularly intended for administrative professionals working in fire districts. It will focus on updates and the continuation of the section projects, development of section goals and identification of future training/development opportunities for administrative staff.

To Train or Not To Train—That Is The Question by Mike Rauton, Verde Valley FD

Fire Chiefs, administrators and board members will have a better understanding of mandated training for fire and administrative personnel and also the funding needed to achieve the mandated requirements. Discussion will include: Federal and State mandates. Insurance Service Office (ISO), NFPA recommendations, SARA title III, AZ State Fire Marshal's Office, AZ Department of Health Service (ADHS), Civil Right Act of 1964, and other miscellaneous requirements. The training will be based from an extensive research project conducted by the Verde Valley Fire Chiefs Association and the Verde Valley Fire Service Training Committee, to obtain an accurate count of required annual training hours for fire service personnel. Mike will also explain required Multi-Company training, Auto-Aid and Mutual-Aid training, company training, driver training, new driver training, hazmat training, night drills, recruit, and single-company training. Each participant will receive a copy of the training mandates to take back to their Districts, and examples of Training Officer monthly and Annual Board Reports.

SATURDAY CLASSES

General Session

Join us for a review of the past legislative session which dealt primarily with tax issues. Your AFDA Board was very engaged in the various legislative and initiative efforts designed to manage tax revenues for fire districts. AFDA managed to get fire districts through this year intact; however the real challenge will lie in next year's session. If we want fire districts to exist as we know them today, your knowledge, participation and commitment are required in the future

Strategic Planning - Parts 1 - 3 by Ina Wintrich, ASU

Part I - What is a Strategic Plan? Why Plan? Change and Change Drivers, Determining the Benefits, Risks, Challenges, and Opportunities of Conducting a Strategic Planning Process.
Part II - Elements of Strategic Planning. Developmental Steps, Surveying Stakeholders, Gauging Community Support, Conducting a Real World SWOT Analysis, Knowing the Real 'Business' of Your Fire District.

Part III - Developing Goals, Objectives, Strategies, Action Plans, Measures. Understanding the Roles of Policymakers and Staff in the Process, Identifying Managers and Champions, Ensuring Resource for the Process.

This is one of the core classes for our AFDA-CERTIFICATED program.

Roundtable—Board Liability by Donna Aversa & Bill Whittington

Whether you are a seasoned Fire Board Member or just took office, there are potential liabilities that you have assumed. Hear from the States leading legal experts in Fire District Law and learn what you can do to limit your liabilities. In most cases, a little education can prevent big problems.

Fire Station Planning & Construction by Mark Tranchina, MWT Project Management

Designing, cost estimating and constructing an operations-based fire station can be an overwhelming project for your Fire District. Join us for a panel discussion to address where do we start, what do we need, how much will it cost..... Additionally, come prepared with questions your District may have, and the panel will share their knowledge and expertise. The panel will be led by Mark Tranchina, MWT Project Management, a former Fire Chief now providing project management in fire station design/construction. Joining Mark will be Richard Luckett, an architect with The Breckenridge Group, and Jerry Wyatt, of Lang-Wyatt Construction, both of whom have extensive experience in fire station design/construction.

ABC's of Health Insurance by Benefit Logic

In an ever changing world of health care, come learn the ABC's of providing Health Care Insurance to your employees. FSA's, HSA's, catastrophic medical insurance policies, options, plans, rising costs are all things that we face not only as employers but also as employees. Learn what is available today and what trends you can expect in the future.

Roundtable—Human Resource Legal Issues by Donna Aversa, Attorney; Brenda Tranchina, Human Resource Strategies, LLC & Bill Whittington, Attorney

Life is like a box of chocolates, you never know what you are going to get! This session is designed to discuss Human Resource related topics of YOUR choice. We will provide information on any new, updated HR laws and/or issues, as well as answer questions from the audience.

Capital Financing Alternatives for Arizona Fire Districts by Michael LaVallee, Stone & Youngberg

Short description: Looking for efficient ways to finance your expanding Capital improvement Plan? This session will cover the basics of capital financing alternatives for Arizona fire districts. Topics will include discussion of privately placed versus publicly offered debt financing, General Obligation Bonds, Lease Purchase and Certificates of Participation, and State and Federal Agency financing assistance.

Suburban Section Meeting with Glenn Brown, Mayer Fire District & AFDA Board Suburban Section Director

Open discussion of any issues that concern suburban/combo departments.

Fire Protection Planning for Fire Station Locations by Scott Bliss, Central Yavapai FD & Mike Bradley, Highlands FD

Are your fire stations where they need to be? What decisions drove their current locations? Was it free land or was community fire protection planning utilized? This session will explore some of the considerations that need to be addressed when placing a new station or moving an existing one. Our stations are some of the most expensive capital improvements we have. Making sure they are located properly is vital. Remember, from our fire stations that our mission and customer service starts.

Urban Section Meeting with Doug Chappell, Drexel Heights Fire District & AFDA Board Urban Section Director

Open discussion of any issues that concern urban/career departments.

Rural Section Directors Meeting with Joseph DeWolf, Sonoita Elgin Fire District & AFDA Board Rural Section Director

Open discussion of any issues that concern rural departments.