



# Colorado State Fire Chiefs' Association

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[www.colofirechiefs.org](http://www.colofirechiefs.org)

## MEMORANDUM

**To:** CSFCA Board of Directors & Leadership Conference Committee  
**From:** Paul L. Cooke, Executive Director  
**Subject:** FLC '08 Wrap-Up / FLC '09 Planning  
**Date:** January 2, 2009

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CSFCA Board of Directors & Leadership Conference Committee:

The next meeting of the Fire Leadership Challenge committee has been scheduled for Friday, January 16, 2008 at 2:00 P.M. at South Metro Fire Rescue Authority, 9195 E. Mineral Avenue, Centennial in the 1<sup>st</sup> Floor West Conference Room. This meeting has been scheduled to follow the CSFCA Board of Directors meeting which will be held in the same location, commencing at 9:30 A.M.

Traditionally, this meeting has been used to wrap-up the past years conference; however, I recommend we also use this meeting to begin planning the '09 conference. At minimum, I recommend the '09 committee be established and that the committee: (1) adopt a theme for the conference; (2) discuss prospective keynote/general session speakers; (3) approve distribution of a "Call for Presentations" for breakout sessions; and (4) adopt a meeting schedule for the year.

### FLC '08 Wrap-Up

The final count of conference participant registrations for the 2008 conference is 417 (includes 45 participants that attended only the Company Officer Leadership Symposium). This is further broken down as follows:

Conference Registrations		<u>372</u>
Early Registrations	268	
One-Day Registrations		
Friday Only	16	
Saturday Only	1	
Company Officer Leadership Program		
COLP Only	45	
COLP + One Day Conference	3	
COLP + Full Conference	13	
		<u>61</u>

The 2008 conference registration of 372 (which includes one-day registrations) is 55 less than the total registration of 427 in 2007.

Revenue/Expenses. We still have some outstanding invoices for the 2008 conference, not the least of which is the hotel bill. However, I will prepare and distribute financial reports in advance of the January 16<sup>th</sup> meeting.

**"Serving the Chief Fire Officers of Colorado Since 1968"**

Participant Survey. As you are aware, an on-line survey was developed and the link was sent to all participants that we had an Email address for. To date, a total of 114 individuals have responded to the survey. I will be sending a reminder out in the next couple of days. I believe the survey responses contain some very helpful information as we plan for the 2009 conference and I recommend you review the responses prior to the meeting.

The survey responses can be viewed at:

[http://www.surveymonkey.com/sr.aspx?sm=3N3ZOInBO0PuLEjVm95APUMrO1oMK3N9\\_2fU3BhDHnyKo\\_3d](http://www.surveymonkey.com/sr.aspx?sm=3N3ZOInBO0PuLEjVm95APUMrO1oMK3N9_2fU3BhDHnyKo_3d)

Conference Presentations. The 2008 conference presentations that I have copies of have been posted to the CSFCA website at: <http://www.colofirechiefs.org/2008LeadershipChallenge.htm>.

## **FLC '09 Planning**

In order to assist committee members in their consideration of themes, topics and presenters for the 2009 conference, a historical summary of all previous conferences was compiled and is included with this memo as a separate document. This document, which includes conference themes, presentation titles/topics, speakers and other historical information, will also help answer some of the questions that always come up during our conference planning, such as, "when was the last time we had so and so present?" or "when was the last time we had such and such topic?"

2009 Conference Theme. In order to assist committee members in their consideration of themes and to avoid redundancy, I have also researched the themes of some of the other conferences that chief fire officers may have been exposed to. These include:

Fire Rescue International (FRI)

- FRI 2009 – "Leadership for Tough Times"
- FRI 2008 – "Soaring to New Heights"
- FRI 2007 – "Building a Better Fire Department"

2008 IAFC Strategic Planning and Leadership Forum – "Thriving in Tough Times"

2007 California Fire Chiefs Association – "Emerging Issues in Fire & EMS"

2006 NSEFO Conference – "Polishing the Gold"

2004 IAFC Metro Chiefs Conference – "Facing Great Expectations"

My recommendation on a theme for FLC '09 is one of the following, which (except for the last one) are variations of the same basic theme of "Extraordinary Leadership" and "Extraordinary Times".

- The Leadership Challenge: Extraordinary Leadership in Turbulent Times
- Leadership on the Edge – Leading Through Extraordinary Times
- Leadership on the Line – Leading Through Turbulent Times
- Extraordinary Times Demand Extraordinary Leadership
- Extraordinary Leadership During Extraordinary Times
- Extraordinary Leadership in Tough and Challenging Times
- Turbulent Times Call for Extraordinary Leadership
- The Leadership Challenge: Where Do We Go From Here?

The theme and description I wish to offer up for consideration by the Conference Committee is:

**Theme:** "Extraordinary Leadership in Turbulent Times"

**Description:** The theme of FLC '09 is "Extraordinary Leadership in Turbulent Times". In these turbulent times, fire service organizations need extraordinary leadership to maintain the momentum necessary to achieve their vision. Extraordinary leaders find a way to keep going when facing seemingly insurmountable odds. This year's Fire Leadership Challenge brings together many of the industry's most respected leaders and offers an abundance of learning opportunities on how to go beyond the ordinary and become an extraordinary leader.

Please note that this is just my input, in order to get folks thinking about it and start the discussion.

**Keynote/General Session Speakers.** At the time of writing this memo, 82% of the survey respondents agreed with the change in the conference format, eliminating the Saturday morning General Session. Thus, it would seem prudent to carry this format forward to the '09 conference.

Following are some thoughts on potential keynote/general session presenters (and presentations):

**Chief Billy Goldfeder, Deputy Fire Chief, Loveland-Symmes FD (OH)**

At the request of the Conference Committee, I contacted Chief Goldfeder in early March 2008 about presenting at the 2008 FLC. He responded that he was fully booked for 2008 and 90% of 2009. He indicated that he did have some 09 dates open and about 50% 2010 dates open and asked if there was interest for him to join us in 2009 or 2010. I responded by providing him the conference dates for 2009 and 2010; but this is where it was left – no commitment by either party. Contact: [billyg@firefighterclosecalls.com](mailto:billyg@firefighterclosecalls.com) or [Chgold151@aol.com](mailto:Chgold151@aol.com).

**Chief Jack Snook, President, Emergency Services Consulting, inc (ESCi).**

"How to Survive the Challenging Times Ahead and Keep Perspective" (Motivational), Note: This was the title of the presentation made by Chief Snook at the 2008 IAFC Strategic Planning and Leadership Forum.

Chief Snook brings over 29 years of private and public sector experience at multiple levels. His career ranges from being the Chief Executive Officer of a city and corporation to being the chief and administrator of one of the nation's eighty largest fire departments. Chief Snook has extensive experience in providing consulting services to clients throughout the world. Areas of expertise include management and organization reviews, cooperative service and consolidation, strategic planning, program evaluations, and risk assessment.

**Kelvin Cochran, Chief, Atlanta Fire Department, GA**

Restoring Organizational Virtue

In these challenging economic times, fire service organizations and fire service leaders need virtue—effective force, power, potency—to maintain momentum towards achieving the mission and pursuing the vision. Organizations and leaders must find a way to keep going when facing seemingly insurmountable odds. When virtue is depleted, fire service leaders struggle with maintaining morale, carrying the burden of enhancing job satisfaction, as though it were only their responsibility to improve it. This presentation will address how to restore and organizational and leadership virtue, while addressing the chief officer's responsibility in enhancing morale.

**R. David Paulison, FEMA Administrator** (Soon to be former – Administrator Paulison announced in April that he intends to retire in January 2009).

Administrator Paulison has more than 35 years of experience in emergency management. He began his career as a firefighter and paramedic, rising to serve as Fire Chief in Miami-Dade, Florida. Since 2001, he has held a number of senior positions within the federal government, including the Director of the Preparedness Division of the Emergency Preparedness and Response Directorate and the U.S. Fire Administrator. In 2006, he was confirmed by the U.S. Senate as Director of FEMA and, with the 2007 Reorganization, continues to lead FEMA as Administrator.

**I. David Daniels, Fire Chief/Emergency Services Administrator, City of Renton, Washington.** Chief Daniels is a 27-year fire service veteran who has served in over twenty different capacities as a firefighter, company officer and chief officer. Chief Daniels is a member of the IAFC Board of Directors representing the Safety, Health and Survival Section. He also represents the IAFC on the NFPA Technical Committee on Fire Service Occupational Safety and Health as well as the National Fire Service Near Miss Reporting System Task Force. He is the current President of the King County Fire Chiefs Association and President of the Board of Directors of Fire 2020.

**Chief Bobby Halton, Editor in Chief /Education Director, Fire Engineering Magazine.** Chief Bobby Halton is currently editor in chief of Fire Engineering magazine and education director of the Fire Department Instructors Conferences (FDIC). Chief Halton began his career in structural firefighting with the Albuquerque Fire Department and rose through the ranks to include chief of training. Bobby was chief of operations until his retirement from Albuquerque in 2004. He then became chief of the Coppell (TX) Fire Department, Bobby left Coppell to assume the duties as editor in chief of Fire Engineering Magazine.

**Chief Randy Bruegman, Fresno Fire Department (CA).** Chief Bruegman began his career as a volunteer firefighter in Nebraska. He was hired as a firefighter in Ft. Collins, Colorado, where he served in a variety of positions including: engineer, inspector, lieutenant, captain, and battalion chief. He has served as the fire chief for the City of Campbell, California; the Village of Hoffman Estates, Illinois; Clackamas County Fire District No. 1 (Oregon); and fire chief for the City of Fresno since September 2003. He is a noted author and lecturer on such topics as Leadership and Managing Change in the Fire Service. He was elected as President of the IAFC in August of 2002 and has served as the President of the Board of Directors of the Center for Public Safety Excellence since 2003. [Note: Chief Bruegman presented at the 1999 Fire Leadership Challenge]

#### 2007 NSEFO Conference Presentation – “From Success to Significance – Creating a Legacy of Leadership”

As we promote through the ranks, we often measure our success by the number of trumpets that adorn our uniform. While important, the true measure of success will be the impact we have on our community, our firefighters, our family, and our friends. When we strive for significance, we find our view of success often changes. Our attitude towards leadership has a profound impact. Our relationships can color our view of our success and failures and defines how we measure success. When we can bridge our success to a life of significance, we can truly create a legacy of leadership.

**Lloyd Lewan, Ph.D., Lewan & Associates Inc., Denver, Colorado.** Dr. Lloyd S. Lewan is chairman of the board of Lewan & Associates, Inc., one of the largest office-technology companies in Colorado and Wyoming and now a core company of Global Imaging, Inc. of Tampa, Florida. Dr. Lewan holds the honor of chairman of the board and executive dean emeritus for the Institute for Shipboard Education, an organization sponsoring the international program Semester at Sea. [Note: Dr. Lewan presented at the 1993 Fire Leadership Challenge]

#### Breakout Session Presenters/Presentations

Following are some thoughts on potential break-out session presentations and presenters:

##### **Combination Leadership**

Mike Morgan, Chief, Rifle Fire Protection District, CO

The Combination Fire Department is one of the most dynamic and challenging organizations to manage and lead. Increasing demands on the fire service and population migration have drastically changed customer expectations making it difficult to recruit and retain personnel. In this class, several topics will be discussed to provide ideas and concepts on forward thinking for organizational success. Keeping “one foot on the brake, and one foot on the gas” for outcome based decision making to help the fire service leader.

Note: I received input that this presentation, from the 2008 VCOS Symposium, should be considered for the Fire Leadership Challenge.

### **Near Miss Reporting: Lessons from Yesterday for Tomorrow's Long Term Results**

BC John Tippett, Montgomery County Fire & Rescue (MD) & IAFC Project Manager

Near miss reporting is credited with preventing injury and improving safety in a variety of industries. The National Fire Fighter Near Miss Reporting System has recorded over 1900 accounts of firefighters' and other emergency responders' near miss events since going online in August 2005. These near miss reports have been credited with changing practices and improving firefighter safety.

This workshop will expose attendees to the value of near miss reporting through an examination of the role near miss reporting plays in a fire department's comprehensive safety program, a tour of the [www.firefighternearmiss.com](http://www.firefighternearmiss.com) website and exercises to demonstrate how near miss reporting can be infused in daily, weekly and monthly routines to promote everyone going home.

### **Other Potential Topics**

- Labor Management/Collective Bargaining Issues
- Recruiting, Training, and Maintaining Volunteer Fire Fighters
- The Transition from Volunteer to Combination Department
- LODD Reduction: Where Do We Go from Here?
- The Impact of Sleep Deprivation (48 and 24 Hour Shifts) on Critical Error Rates and Cardiac Health
- Work Force Planning - Identifying Future Critical Skills Needed for All Levels of Fire Service Personnel (and developing training programs to meet critical skills)
- Impact of Residential Fire Sprinkler Systems in Reducing Fire Related Deaths
- Use of Outcome-Based Performances Measures in the Fire Service
- Fire Ground Survival
- Contemporary Fire Service Legal Issues
- Near Miss Case Study and Lessons Learned
- Major Incident Case Study and Lessons Learned
- The Fire Service and School Safety - Overcoming Challenges And Creating Success

### **Other Prospective Presenters** (from FLC Participant Survey and other sources)

**Garry L. Briese, Regional Administrator, FEMA Region VIII.** Garry Briese is the Regional Administrator for the Federal Emergency Management Agency (FEMA) Region VIII office. Mr. Briese has over 30 years experience in the fire service, both as a volunteer chief officer and as a paid fire fighter. In 2007, he became the Vice President of Emergency Management & Homeland Security for ICF International; a private sector consulting firm specializing in energy, environment, transportation, social programs, defense, and homeland security markets. Prior to ICF, Mr. Briese served for 22 years as the Executive Director of the International Association of Fire Chiefs (1985 - 2007) where he was responsible for the organizational vision, development, and implementation of their strategic plan. [Note: Garry has presented at 13 of the 17 Fire Leadership Challenges and always receives good reviews]

**Chuck Burkell, Training Specialist, Executive Development Program, FEMA/NFA.** Chuck is responsible for Executive Development Programs which includes the Executive Fire Officer Program, Harvard Fellowship Program, and other USFA/NFA initiatives. Contact: [chuck.burkell@fema.gov](mailto:chuck.burkell@fema.gov) or 301-447-1072.

### 2007 VCOS Keynote Address: **If Everyone Is to Go Home, Then Our Culture Must Change**

Fire officers often recognize that culture shapes nearly every facet of any organization. These shared belief systems also impact one's ability to exercise leadership; to either sustain or to change these (often unstated) belief systems. Mr. Burkell's presentation will examine the power of organizational culture and how every behavior one attempts to change in the interest of safety and health often

faces a counter culture. He will also offer practical behaviors and steps for fire officers to employ in "changing the culture." [Note: Chuck has presented at 6 of the 17 Fire Leadership Challenges]

**Chase Sargent, Division Chief, Virginia Beach Fire Department (Retired).** Chase Sargent is a decorated 24-year fire and rescue service veteran, recently retired. Currently he is President of Spec Rescue International, a contractor training in explosive incident countermeasures and is a Special Operations Medic-Operator-Instructor. He has authored over 70 articles for national and professional journals and is the author of *From Buddy to Boss: Effective Fire Service Leadership*, published by Fire Engineering Books. To contact: [cnsargent@aol.com](mailto:cnsargent@aol.com).

**John Salka, Battalion Chief, FDNY.** John Salka is a 27-year veteran of the FDNY and currently holds the rank of Battalion Chief in the 18th Battalion in the Bronx. He is the author of *First In, Last Out - Leadership Lessons From the New York Fire Department* and conducts leadership lectures and workshops for fire service and other corporate audiences. Chief Salka conducts lectures, seminars, workshops and hands-on training through his company, Fire Command Training. For training inquiries go to the website [www.firecommandtraining.com](http://www.firecommandtraining.com) or e-mail him at [firecomtraining@aol.com](mailto:firecomtraining@aol.com).

**Rick Lasky, Fire Chief, City of Lewisville, Texas.** A 25-year veteran of the fire service, Rick has been a line firefighter, firefighter-paramedic, company grade officer, training officer and command-level officer in the Bedford Park, Illinois; Darien-Woodridge, Illinois; Coeur d'Alene, Idaho; and Lewisville, Texas fire departments.

**John "Skip" Coleman, Deputy Chief, Toledo (OH) Fire Department.** Chief John "Skip" Coleman has served with the Toledo department for more than 27 years. He has published two books on fire management, *Incident Management of the Street Smart Fire Officer* and *Managing Major Fires*, and is an Editorial Advisor for *Fire Engineering* magazine. He is also a member of the FDIC Educational Advisory Committee and is a Resident Instructor at the National Fire Academy for courses on incident command and disaster management.

**John Mittendorf, Battalion Chief, Los Angeles City Fire Department.** Chief John Mittendorf has more than 30 years of experience with the Los Angeles City Fire Department. His background includes extensive experience as an international lecturer on tactics and strategy, and he is the author of numerous fireground operations articles for fire service magazines in the U.S. and Europe.

**Meri-K Appy, President, Home Safety Council.** Meri-K Appy is President of the Washington-based Home Safety Council, the only national organization solely dedicated to preventing unintentional home injuries. In her previous position as Vice President for Public Education at the nonprofit NFPA, Appy was credited with launching the NFPA Champion Award Program in 1994, and with creating Risk Watch, a unique safety curriculum for school-age children, their families, and communities.

**Ed Kirtley, IFSTA Projects Coordinator for Fire Protection Publications at Oklahoma State University.** Prior to that, he was the Officer/Instructor coordinator at OSU Fire Service Training. Ed is the former chief of the Guymon, OK Fire Department and retired from the Colorado Springs, CO Fire Department in 1998, his last position being that of Training Chief. Ed has been an active fire service instructor for over 20 years, taught extensively at the National Fire Academy, and written numerous articles on fire service training. Contact: [ed.kirtley@okstate.edu](mailto:ed.kirtley@okstate.edu) or 405-744-8334.

**Jerry DiMillo, Public Education & Information Officer, Portland (ME) Fire Department.** He has authored a variety of JFS-related articles as well as *Children and Fire-- A Bad Match*, a juvenile firesetter program developed for the State of Maine in 1997. Contact: [gdimill1@maine.rr.com](mailto:gdimill1@maine.rr.com) or (207) 283-1370.

**Howard Cross.** Howard Cross is the president and owner of Howard Cross & Associates, a human resources and organizational development consulting company specializing in fire and emergency services interventions. He has extensive experience in organization and human resource development for a large number of private and public sector customers. Mr. Cross is an Adjunct Instructor for the

Executive Fire Officer program, National Fire Academy in Emmitsburg, MD. [Note: Howard presented at the 2006 and 2007 Fire Leadership Challenges]

**Kimberly Alyn.** Kimberly Alyn is a best-selling author and a national fire service speaker and trainer. She is the owner of Fire Presentations, a company dedicated to training workshops for the fire service.

**Dr. Mike McEvoy, EMS Coordinator, Saratoga County (NY).** Mike McEvoy is the EMS Coordinator for Saratoga County and EMS Director on the Board of the New York State Association of Fire Chiefs. He is a clinical specialist in cardiac surgery and teaches critical care medicine at Albany Medical College. Mike is a paramedic, firefighter, and a FireEMS editor for Fire Engineering.

Note from Steve Conney, Regional Manager, Masimo Corporation ([SConney@masimo.com](mailto:SConney@masimo.com) or 303-818-8320): This may seem early to even think about next years speakers? I have a great idea for a speaker that we could possibly sponsor like we did in 2007. Dr. McEvoy is becoming a National expert on Fire Rehab (New NFPA 1584 Requirements for Firefighters) and would be interested in getting on your list of candidates to speak specifically about this topic in 2009. Please keep me as a contact for this idea. I look forward to seeing you soon.

**Gordon Graham.** Mr. Graham is a 33 year veteran of California Law Enforcement. During his tenure as a police professional, he was awarded his teaching credential from California State University, Long Beach. He was later graduated from University of Southern California with a Master's Degree in Safety and Systems Management. Subsequent to this he was graduated from Western State University with a Juris Doctorate. His education as a Risk Manager and experience as a practicing attorney, coupled with his extensive background in law enforcement have allowed him to rapidly become recognized as a leading professional speaker with multiple areas of expertise. His penetrating wit coupled with his vast knowledge in multiple disciplines provides the enlightened listener with an information packed seminar. [Note: Mr. Graham has presented at 4 of the 17 Fire Leadership Challenges – the last time in 2007]

**Thomas W. Aurnhammer, Deputy Chief, Los Pinos Fire Protection District.** Deputy Chief Aurnhammer started his fire service career in 1976 as a paid-on-call member of the Millburn (NJ) Fire Department, as well as becoming an auxiliary member of the Newark (NJ) Fire Department during the same period. In 1980 he moved to Farmington, New Mexico after accepting a position as a career firefighter. He has held the ranks of Firefighter, Fire Engineer, Captain, Fire Marshal, and retired in May of 2003 after serving 5 years as Chief of Department. He is also a member of the adjunct faculty at the New Mexico Firefighter Training Academy, as well as the National Fire Academy in Emmitsburg, MD. Tom has taught at numerous regional and state seminars, and many of his articles on various aspects of fire service management have been published in national trade journals. E-Mail: [aurhammert@lospinosfire.org](mailto:aurhammert@lospinosfire.org).

**Denis Onieal, Ph.D., Superintendent, National Fire Academy (USFA).** Dr. Denis Onieal was appointed superintendent of the National Fire Academy in 1995. A native of Jersey City, he has been a career firefighter since 1971, rising through the ranks to become Deputy Fire Chief in 1991, and Acting Chief of a uniformed force of 600. He earned a Doctorate Degree in Education from New York University, a Master's Degree in Public Administration from Fairleigh Dickinson University, and a Bachelor's Degree in Fire Administration from Jersey City State College. He was a Professor in the Master and Doctorate Degree Programs in Education at New York University prior to his appointment, and has over 20 publications in the field.

**Tim Vandanbrink, Assistant Fire Marshal, Edmonton Alberta FD (Public Education)**  
Contact: [tim.vandenbrink@edmonton.ca](mailto:tim.vandenbrink@edmonton.ca) or

**Craig Zablocki** - Craig Zablocki's Positively Humor (See: <http://www.craigzablocki.com>)

**Chris Widener** – See: <http://www.madeforsuccess.com>

**Stephen M. Gower, CSP** – See: [www.stephengower.com](http://www.stephengower.com) Contact: [smg@stephengower.com](mailto:smg@stephengower.com) or 800-242-7404.

**Impact of Move to Keystone.** One of the advantages of Breckenridge is that participants, spouses and guests could easily get into town for meals and shopping. It is likely that we have all heard from someone concerned about the move to Keystone for this reason alone. After 17 years, folks have become comfortable with Breckenridge and some are uneasy with the move. I recommend we do all we can to minimize the impact of the move on our participants and their families and guests. Some of the thoughts I have concerning this is to assign someone to: (1) transportation; and (2) guest services.

Regarding transportation; I believe it would be helpful if we could develop a “how to” guide to transportation that identifies how the bus system works; i.e. how to get to Dillon, Silverthorne and Breckenridge including a schedule and bus stop locations.

Regarding guest services; I believe it would be helpful if we could develop a guide to restaurants, shopping and recreation for the Keystone, Dillon, Silverthorne area. We might also include information about lift ticket sales and rentals (stuff that people are always asking about). I believe it would be also helpful if we could develop a guide to housing so folks have a clear understanding of their lodging options, along with information about the shuttle service.

While the above information could be provided in their packets, it would be nice if we had it done in advance and posted to the conference website.

**Vendor Issues.** I am not sure where to begin with this one, as we are pretty much starting over from scratch. We will need to develop a floorplan for the vendor area(s) to determine how many booths of what size we will be able to accommodate. We will also need to determine how many outside displays we will be able to accommodate. Further, I am not sure if the question was answered as to whether small vehicles can be accommodated indoors. The earlier we can develop this information, the earlier we can start soliciting vendors. I know there are several new vendors looking to display at the conference.

We will also need to reexamine our costs involved with providing the display space and related costs and ensure we are charging enough for the space.

A question that arose from a few participants was why don't we have the vendor area open on Thursday afternoon following the CSFCA Annual meeting. There are some folks that attend the meeting that don't attend the conference, and there are a number of folks that attend the meeting but don't go to the combination or volunteer chiefs meetings. To my knowledge, this question has not been raised by vendors and I am not sure how they would feel about having an extra half-day.

Is this something we want to consider, maybe as an option to the vendors for additional cost? Should we pose the question to some of our longstanding vendors first?

One of the other things we should consider is that we will likely have an increased number of non-profits and partner associations looking to have booth space. One thing we might consider instead of “free” booth space is either providing the booth space at cost or requiring them to register at least one of their folks for the conference (and paying for any extras, such as extra meal tickets).

#### **Other Comments/Issues:**

- Impact of Company Officer Leadership Symposium on the number of presenters needed – consider presenters that can do a presentation for both venues.
- We should actively pursue sponsors for the all speakers; especially the keynote/general session speakers. If we can find sponsors to cover more of the conference expenses, it might be possible to reduce the participant cost and/or provide more partial or full sponsorships.

## **Questions:**

1. Should the entire conference be moved up a day, so it concludes on Friday instead of Saturday?

At the time of writing this memo, 46% of the survey respondents were opposed to making this change and 37% were in favor of it.

2. Should we continue with the Company Officer Leadership Symposium as a pre-conference workshop or should it be a concurrent session?

3. Should we eliminate the "New Fire Chiefs Workshop" as a pre-conference workshop, shorten it to 1-1/2 hours and present as a break-out session?

4. Are we going to increase the number of break-out sessions or provide larger rooms for the "large draw" presentations?

5. Whether or not we increase the number of sessions, should we have specific "tracks" of presentations, such as a "combination chiefs track", a "fire prevention track", a "leadership development track" and a "firefighter safety and survival track"?

6. How aggressively are we going to market the conference outside of Colorado?

This past year, about mid-way through our registration process when it appeared our numbers would be down, we marketed the conference to border states. However, this was before we had course descriptions and all of the presenters identified. I believe the decline in conference participation this year from Colorado agencies will continue into next year, due to the general state of the economy. Thus, even though departments across the county are affected by the economy, we should consider advertising the conference outside of Colorado in an effort to offset a further slide in registrations.

7. Should we decrease the cost of the conference registration by say \$25 (and increase the non-member surcharge from \$25 to \$50)?

## **Call for Presentations.**

With assistance from Steve Pischke, I have prepared a "Call for Presentations" to be distributed to all prospective conference presenters that we are aware of. It has been suggested that the "Call for Presentations" approach will afford us the opportunity to be organized with respect to conference presentations/presenters much earlier in the year. This, in turn, will allow us to promote the conference, with specific information about presenters/presentations.

If nothing else, the "Call for Presentations" approach will prevent Donna from pulling out any more of her hair when we are only weeks out from the conference and she still doesn't have speaker bios and presentation descriptions.

This will not preclude the Conference Committee from soliciting specific presentations and presenters, and it would not prevent us from making changes if a more pressing issue or topic arises during the year. It would, however, require a proposal for all presentations that includes the following:

- Name
- Title
- Organization
- Short Biography
- Presentation Title
- Presentation Abstract

A draft of the call for presentations is attached. Your review of this document prior to the meeting would be appreciated. The highlighted area will change based upon the theme and description adopted by the conference committee.

### **Proposed Conference Committee Schedule/Timetable**

Following is a proposed meeting and events schedule for the next couple of months:

January 16, 2009	Conference Committee Meeting - FLC '08 Wrap-Up / FLC '09 Planning
January 19, 2009 – February 27, 2009	Distribute "Call for Presentations" and receive proposals.
February 13, 2008	Conference Committee Meeting – Focus on Vendor Issues
February 27, 2009	Deadline for submission of presentation proposals.
March 6, 2008	Conference Committee Meeting – Initial Selection of Conference Presentations
March 20, 2009	Presenters selected by the Conference Committee will be notified by this date.
April 10, 2008	Conference Committee Meeting – Approve Distribution of Conference Flyer and Vendor Solicitation

### **Agenda for January 16, 2009 Meeting**

I will work with the outgoing and incoming conference committee chairs to finalize the agenda for the January 16<sup>th</sup> meeting and will distribute it in advance of the meeting.

I have heard from some of you regarding interest from other individuals to participate on the Conference Committee. If you would provide me with their contact information, it would be appreciated.

On behalf of the CSFCA Board of Directors, I wish to thank the FLC Conference Committee members for all you do to make this conference the success that it is.

Please let me know if you have any questions or comments.

### **Attachment**

Draft Call for Presentations



# CSFCA Fire Leadership Challenge

c/o Colorado State Fire Chiefs Association  
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Tel: (720) 874-8116 • Fax: (720) 862-2181

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## 18<sup>th</sup> Annual Fire Leadership Challenge

December 3 – 5, 2009

Keystone, Colorado

### Call for Presentations

You are invited to submit an abstract to be considered for presentation during the 18<sup>th</sup> Annual Fire Leadership Challenge to be held at the Keystone Resort & Conference Center in Keystone, Colorado on December 3-5, 2009. This is your opportunity to help shape the program by sharing your knowledge and expertise with fire service leaders from around the state and nation.

The Fire Leadership Challenge is Colorado's premier fire service conference and exhibitor event, and annually brings together more than 400 chief and company officers from across the state and region.

The Conference Committee is seeking presentations on new ideas and practical solutions to the challenges facing today's Fire Service, related to this year's conference theme:

#### **"Extraordinary Leadership in Turbulent Times"**

*The theme of FLC '09 is "Extraordinary Leadership in Turbulent Times". In these turbulent times, fire service organizations need extraordinary leadership to maintain the momentum necessary to achieve their vision. Extraordinary leaders find a way to keep going when facing seemingly insurmountable odds. This year's Fire Leadership Challenge brings together many of the industry's most respected leaders and offers an abundance of learning opportunities on how to go beyond the ordinary and become an extraordinary leader.*

Presenting at the Fire Leadership Challenge offers the presenter the opportunity to visit the heart of Colorado's ski county and showcase their topic to a wide range of fire Service personnel.

If you would like the opportunity to present at the 2009 Fire Leadership Challenge, plenary (general) and concurrent (break-out) session topics are being accepted through February 27, 2009. All presentation proposals must include the following:

- Name
- Title
- Organization
- Short Biography
- Presentation Title
- Presentation Abstract

Presentation proposals should be submitted by Email to: [paul@colofirechiefs.org](mailto:paul@colofirechiefs.org). The proposal may be contained in the body of the E-mail or as an attachment. If submitted as an attachment, the proposal should be in MS-Word format.

**"Preparing the Colorado Fire Service to Meet the Challenges of Leadership"**

## Call for Presentations Process

Call for Presentation Process Opens: Presentations are accepted January 19, 2009 – February 27, 2009.

Submission Deadline: All presentation proposals must be submitted by close date to be considered.

Acknowledgement: All presentation submissions will be acknowledged via e-mail upon receipt.

Review Period: Proposals will be reviewed by the Fire Leadership Committee and selections of presentations/presenters will be made on or about March 6, 2009.

Notification: Presenters selected by the Fire Leadership Committee will be notified no later than March 20, 2009.

## Review and Selection Information

### Review Criteria:

- Clarity of Submission
- Relevance to attendees and session topic
- Appeal to Conference Attendees
- Timeliness of topic
- Original material
- Contribution of New Ideas and Practices
- Overall perceived level and quality of session content
- Completeness of presentation proposal
- Speaker qualifications, including: previous presentations in topic area, participant evaluations of presenter(s) at previous events (if applicable) and speaking experience of presenter(s)
- Length of presentation - Submissions should be based on a 90 minute presentation
- Sales pitches for products or services submitted as proposals will be eliminated

The Conference Committees reserves to the right to select any - or none - of the submissions. A proposal may be exceptional, but inconsistent with the goals of the Conference Committees, duplicate another session, or prove otherwise not acceptable.

### Important Information for Presenters:

- Plenary sessions are 1-1/2 to 2 hours in length.
- Break-out sessions are 1-1/2 hours in length and are typically presented twice; once on Friday and once on Saturday.
- Prospective presenters may submit multiple topics and/or topics for both plenary and breakout sessions.
- Panel discussions of two to four panelists or speakers on a particular topic will be considered.
- Most communication with conference committee and staff will be done by email. Please ensure that we have your current email address at all times.
- Presenters are provided with hotel accommodations and complementary conference registration, and are reimbursed for travel expenses and meals. Honorarium and speakers fees are typically not paid except to keynote speaker(s).

A summary of all previous conferences which includes conference themes, presentation titles/topics, speakers and other historical information may be downloaded from the CSFCA website at:

[http://www.colofirechiefs.org/docs/FLC\\_History.pdf](http://www.colofirechiefs.org/docs/FLC_History.pdf).

Examples of potential topics for plenary or break-out sessions include, but are not limited to the following:

- Labor Management/Collective Bargaining Issues
- Recruiting, Training, and Maintaining Volunteer Fire Fighters
- The Transition from Volunteer to Combination Department
- Combination Fire Department Leadership
- LODD Reduction: Where Do We Go from Here?
- The Impact of Sleep Deprivation (48 and 24 Hour Shifts) on Critical Error Rates and Cardiac Health
- Work Force Planning - Identifying Future Critical Skills Needed for All Levels of Fire Service Personnel (and developing training programs to meet critical skills)
- Impact of Residential Fire Sprinkler Systems in Reducing Fire Related Deaths
- Use of Outcome-Based Performances Measures in the Fire Service
- Fire Ground Survival
- Firefighter Health and Safety
- Contemporary Fire Service Legal Issues
- Near Miss Case Study and Lessons Learned
- Major Incident Case Study and Lessons Learned
- The Fire Service and School Safety - Overcoming Challenges And Creating Success

### **Speaker Obligations and Agreements**

The Speaker must:

- Submit their photo, bio, presentation, handouts, and AV support requirements by the deadline dates.
- Submit a final presentation and handouts to CSFCA 30 days before the conference.
- Work with the Conference Committee members to refine the presentation so that it meets the goals for the session.
- Check in on-site at Speaker Registration at least one hour prior to the scheduled start of the presentation.
- During their presentation, provide educational material ONLY and refrain from sales pitches for specific products or services.
- Allow CSFCA to post copies of your final presentation online after the conference (proprietary information excepted)

Questions concerning this Call for Presentations should be directed in writing to Paul Cooke, CSFCA Executive Director at [paul@colofirechiefs.org](mailto:paul@colofirechiefs.org).

Sincerely,

Dave Parmley, Chair  
2009 FLC Conference Committee  
Fire Chief, Lake Dillon Fire Rescue