

# ARIZONA FIRE DISTRICT ASSOCIATION

2015 SUMMER  
CONFERENCE  
JUNE 25-27, 2015

## REGISTRATION BROCHURE

LOEWS VENTANA CANYON  
RESORT  
7000 N. RESORT DR. TUCSON 85750



### TITLE SPONSOR



### BRONZE SPONSORS



Life Safety is Serious Work®

### HOSPITALITY SPONSOR



Nationwide®  
is on your side

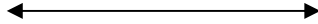
### BAG SPONSORS

ACTION AMBULANCE BILLING & HENRY SCHEIN

## GENERAL CONFERENCE INFORMATION

- One registration form per person - Please reproduce registration form as needed
- Your cancelled check is your confirmation
- Final class schedule will be provided when you check-in at the conference
- Pre-Registration Deadline:  
June 17, 2015

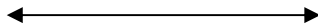
Cancellation Policy: Full refund will be given if written cancellation is received before June 20, 2015.



## STATUTORY TRAINING CLASSES

All newly elected fire board members and fire chiefs are required to have 6 hours of education within one year of election/hire in the following four areas:

1. Governance
2. Ethics & Fiduciary Responsibilities
3. Open Meeting Laws (OML)
4. Finance



## SCHOLARSHIP PROGRAM

Districts with an annual budget of less than \$100,000 are eligible to receive their conference registration fee waived depending on the number of requests received.

To apply for this scholarship, elected or District Officials should submit a written request on district letterhead signed by the Board Chairperson or Fire Chief.

Requests should be sent by June 17, 2015 to:  
AFDA Office  
7225 W. Oakland St., Chandler, AZ 85226  
Fax: 480-858-1802  
info@azfiredistricts.org



## QUESTIONS?

Contact Robin Hirth, AFDA Administrator  
Local: 480-496-4331, Fax: 480-858-1802  
Toll-Free: 1-888-511-AFDA,  
info@azfiredistricts.org

## SCHEDULE AT A GLANCE

THURSDAY, JUNE 25, 2015

8:00 a.m.  
2:30 p.m. -3:15 p.m.  
3:30 p.m. -3:45 p.m.  
3:45 p.m. -5:00 p.m.

Golf Tournament—The Lodge at Ventana Canyon Golf  
Registration/Attendee Check In  
Conference Opening  
General Membership Meeting - All Members Are Welcome and Encouraged to Attend  
Hospitality Suite

5:00 p.m.



FRIDAY, JUNE 26, 2015

7:00 a.m. -4:00 p.m.  
8:00 a.m. -9:30 a.m.  
9:30 a.m. -10:00 a.m.  
10:00 a.m. -11:30 a.m.

Registration/Continental Breakfast in AM

**KEYNOTE**  
**Breakthrough Performance**

Refreshment Break / Visit with Conference Vendors

**CONCURRENT SESSIONS**

1. Deep Dive Into Breakthrough Performance
2. EMS Roundtable
3. The Past, Present and Future of PSPRS

11:30 a.m. -1:00 p.m.  
1:00 p.m. -2:30 p.m.

Buffet Lunch

**CONCURRENT SESSIONS**

1. Statutory Training - Governance
2. The Keys to Fair Labor Standards Compliance
3. Wildfire Season Discussion & Update

2:30 p.m. -3:00 p.m.  
3:00 p.m. -4:30 p.m.

Refreshment Break / Visit with Conference Vendors

**CONCURRENT SESSIONS**

1. Statutory Training - Ethics & Fiduciary Responsibilities
2. Legislative 2015 Update
3. Combination & Volunteer Districts Roundtable

4:30 p.m.

Hospitality Suite



SATURDAY, JUNE 27, 2015

7:00 a.m. -1:00 p.m.  
8:00 a.m. -9:30 a.m.  
9:30 a.m. -10:00 a.m.  
10:00 a.m. -11:30 a.m.

Registration/Continental Breakfast in AM

**KEYNOTE**  
**Customer Service . . . It Does Make a Difference**

Refreshment Break / Visit with Conference Vendors

**CONCURRENT SESSIONS**

1. Statutory Training - Open Meeting Laws (OML)
2. Workers' Compensation 101
3. Trauma Doesn't Happen in a Vacuum . . .

11:30 a.m. -1:00 p.m.  
1:00 p.m. -2:30 p.m.

Buffet Lunch

**CONCURRENT SESSIONS**

1. Statutory Training - Finance
2. Strategic Thinking and Navigation: The Road to Successful Planning
3. Career Districts Roundtable

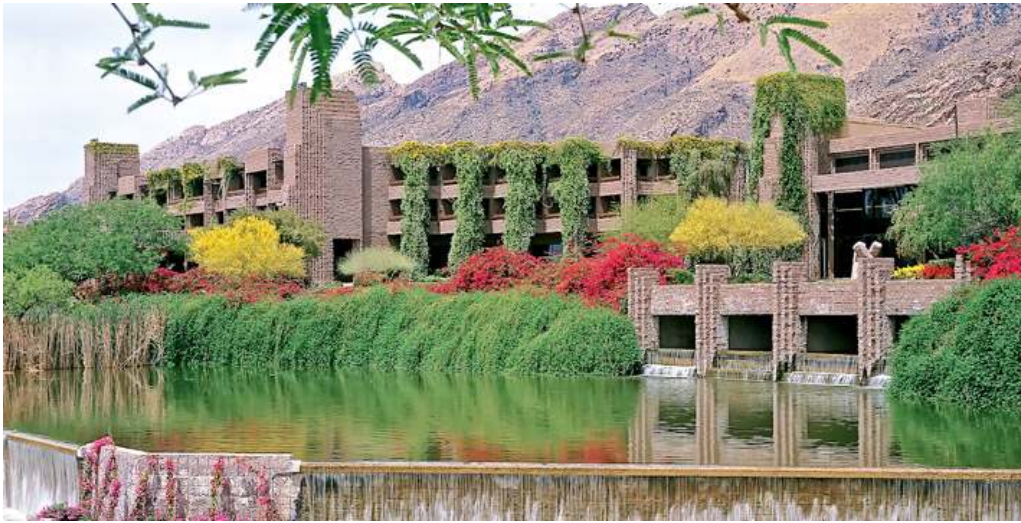
2:30 p.m. -3:00 p.m.  
3:00 p.m. -4:30 p.m.

Refreshment Break / Visit with Conference Vendors

**CONCURRENT SESSIONS**

1. Administrative Roundtable
2. The 2015 Fire Grant and Beyond
3. Taking Action Against Cancer in the Fire Service





# LOEWS

## VENTANA CANYON

**EXPERIENCE THE VERY BEST  
AT LOEWS HOTELS**

Welcome to the breathtaking Loews Ventana Canyon. If you can tear yourself away from spectacular views of the Catalina Mountains, consider one of the many activities the resort has to offer.

Loews Ventana Canyon features:

- Spa & Tennis Center - full-service spa offering a full range of treatments, recreation and fitness facilities and classes
- Two 18-hole, Fazio-designed PGA golf courses
- Two swimming pools with Jacuzzis
- Lighted tennis courts
- Hiking, bicycle rentals, croquet court, ping-pong, and basketball
- Window Walk Nature Trail
- Five dining options
- Concierge service
- 37,000 square feet of flexible function space accommodating groups up to 1,000
- 24-hour in-room dining

There are plenty of off-site restaurants and shopping within 5-10 minutes from the hotel.

### **CONFERENCE ROOM RESERVATION DEADLINE:**

**May 26, 2015**

After which all rooms under the room block will be released and you may have to pay a higher room rate. Room block usually fills early – make your reservation today!

### **Single/Double**

**\$109.00 per night**

*AFDA Room Rates Include:*

- ◆ Complimentary parking, including valet
- ◆ Complimentary guest room internet
- ◆ No resort fees
- ◆ 10% discount on Loews Lakeside Spa Service Treatment Menu

Visit <http://www.loewshotels.com/en/Ventana-Canyon-Resort/index/about> for more details and directions to this fabulous hotel.

Group rates are available three days prior to start of the conference and three days after based on availability. For reservations call 1-800-234-5117 - Ask for group code AZFD2015

# CONFERENCE SCHEDULE

## Thursday, June 25, 2015

7:00 a.m. Golf Tournament  
2:30 p.m. –3:15 p.m. Registration  
3:30 p.m. –3:45 p.m. Conference Opening  
3:45 p.m. -5:00 p.m. General Membership Meeting - All Members Are Welcome and Encouraged to Attend  
5:00 p.m. Hospitality Suite

## Friday, June 26, 2015

7:00 a.m. –4:00 p.m. Registration/Continental Breakfast/Visit with Conference Vendors

8:00 a.m. – 9:30 a.m.

### KEYNOTE

#### Breakthrough Performance

*Speaker: Jill Tomac, President, Leadership Resource Group*

Tired of communication challenges being a roadblock to your team's success? Ready for your employees to step up in a much bigger way? Does something need to change for your team to have breakthrough performance? When communication is not handled properly it can take away from the things that matter the most... customer service, project management, productivity, and results. During Jill Tomac's presentation, you will learn how to get to the heart of the matter while strengthening relationships and building trust. For the past 20 years, Jill has been a trusted advisor and confidant to hundreds of leaders throughout the public and private sections. Through her vast experience she has come to realize that good communication can make the difference between success and failure. She is excited to share her insight and provide a fresh perspective on how to bring out the best in others and inspire breakthrough performance.

9:30 a.m. –10:00 a.m.

Refreshment Break / Visit with Conference Vendors

10:00 a.m. –11:30 a.m.

### CONCURRENT SESSIONS

#### Deep Dive Into Breakthrough Performance

*Speaker: Jill Tomac, President, Leadership Resource Group*

Are you a success-driven, proactive leader interested in making changes to enhance your team's teamwork, morale, and overall efficiency? If you feel that miscommunication takes up your time, wastes energy, and may even hinder relationships -- take advantage of this opportunity to explore Jill Tomac's keynote presentation at a deeper level. Get hands on support as you apply the 3 Powerful Steps to Drive Breakthrough Performance. Through lively discussion, along with practice and exercises, you will apply these time-tested techniques to your own culture and situation

#### EMS Roundtable

*Speaker: Rebecca Haro, EMS Coordinator, Sun City West Fire/AFDA EMS Section Director*

Update membership as to the latest in EMS trends, legislation, and any other topics that impact AZ EMS providers.

#### The Past, Present and Future of PSPRS

*Speakers: Jared Smout, Acting Administrator, Public Safety Personnel Retirement System & Mark Steed, Portfolio Manager/Chief of Staff for Investments, Public Safety Personnel Retirement System*

Rising pension costs are a concern for all decision makers and some fire districts have certainly felt that increased burden. For those fire districts who are members of the Public Safety Personnel Retirement System, the employer contribution rates range from a low of 10.3% to a high of 45.9%. Similarly, the funded levels range from a high of 207.9% to a low of 31.5%. Do you know where you stand and how you got there? If not, you should. This class will help you understand the unique structure of PSPRS, the challenges that have led to these increased costs, and what is being done today to bring about change.

11:30 a.m. –1:00 p.m.

Buffet Lunch

1:00 p.m. -2:30 p.m.

### CONCURRENT SESSIONS

#### Statutory Training: Governance

*Speakers: Bill Whittington Esq. & Donna Aversa Esq.*

One of four training modules required of fire district elected officials and fire chiefs to meet the requirements of A.R.S. §48-803.H. This training module addresses requirements of Arizona law pertaining to the governance of Arizona fire districts and officials responsibilities under the law for effective administration of a fire district.

#### The Keys to Fair Labor Standards Compliance

*Speaker: Brenda Tranchina, Human Resource Strategies*

Is it your responsibility to ensure that your District is compensating your employees in accordance with the law? This session will focus on key components of the Fair Labor Standards Act, common misconceptions, and ways to ensure that your District does not fall prey to typical FLSA compliance errors. We will discuss FF pay issues, exempt v. non-exempt status, overtime requirements, and more!

#### Wildfire Season Discussion & Update

*Speakers: Don Howard, Chief, Summit FD & David Geyer, State Fire Mgmt. Officer, AZ Division of Forestry*

Discussion of the wildfire season and changes taking place through the Division of Forestry and Wildfire committee

2:30 p.m. –3:00 p.m.

Refreshment Break / Visit with Conference Vendors

3:00 p.m. –4:30 p.m.

### CONCURRENT SESSIONS

#### Statutory Training: Ethics & Fiduciary Responsibilities

*Speakers: Bill Whittington Esq. & Donna Aversa Esq.*

One of four training modules required of fire district elected officials and fire chiefs to meet the requirements of A.R.S. §48-803.H. This training module addresses officials fiduciary duties under Arizona Law and ethical responsibilities in governing a fire district.

#### Legislative 2015 Update

*Speaker: John Flynn, AFDA Executive Director & Lobbyist*

Legislative Update will provide a recap of the 52nd Arizona Legislature – First Regular Session which adjourned April 4, 2015 after recording the shortest legislative session since 1968. A review of the session's legislative enactments impacting fire districts and which will become effective July 3, 2015 will be discussed. Preliminary planning efforts for the 52nd Arizona Legislature – Second Regular Session which convenes in January 2016 will also be addressed.

## Combination & Volunteer Districts Roundtable

*Speakers: Glenn Brown, AFDA Combination District Section Director & Joseph DeWolf, AFDA Volunteer District Section Director*  
Open discussion of any issues that concern combination & volunteer departments.

4:30 p.m. Hospitality Suite

## Saturday, June 27, 2015

7:00 a.m. –1:00 p.m. Registration/Continental Breakfast/Visit with Conference Vendors

8:00 a.m. –9:30 a.m.

### KEYNOTE

#### Customer Service . . . It Does Make a Difference

*Speaker: Jack Harris*

From Board Member to Fire Fighter, all members have an essential role in defining, creating and maintaining a culture (not just a program) of customer service. The training will address a number of topics, including (1) how personal resilience relates to frustration & anger and its connection to communication and customer service related issues; (2) understanding different perspectives and how to deal more effectively with people during challenging situations; and (3) managements' role in setting expectations, being a role model, monitoring progress and holding people respectfully accountable.

9:30 a.m. –10:00 a.m. Refreshment Break / Visit with Conference Vendors

10:00 a.m. –11:30 a.m.

### CONCURRENT SESSIONS

#### Statutory Training: Open Meeting Laws (OML)

*Speakers: Bill Whittington Esq. & Donna Aversa Esq.*

One of four training modules required of fire district elected officials and fire chiefs to meet the requirements of A.R.S. §48-803.H. This training module addresses requirements of Arizona's Open Meeting Law and officials' responsibilities under the law for conducting public meetings and public business.

#### Workers' Compensation 101

*Speakers: Tod L Dennis, Association Coordinator & Rusty Summers, Loss Control Consultant for CopperPoint Mutual Insurance Company*  
Overview of Workers' Compensation, how and what to report, how losses affect your rates and your EMOD and controlling claims cost.

#### Trauma Doesn't Happen in a Vacuum . . .

*Speaker: Jack Harris*

It happens on top of the day to day stresses a person is experiencing. This presentation offers insight into how trauma and critical incidents can affect individuals and organizations, and gives the participants tools that can help them, their personnel and the organization recover after exposure to traumatic events.

11:30 a.m. –1:00 p.m. Buffet Lunch –Golf Tournament & Election Results, Raffle Drawing

1:00 p.m. –2:30 p.m.

### CONCURRENT SESSIONS

#### Statutory Training: Finance

*Speakers: Mary Dalton, Sun City West FD & Pat Moore, Northern Arizona Consolidated FD*

One of four training modules required of fire district elected officials and fire chiefs to meet the requirements of A.R.S. §48-803.H. This training module addresses officials' responsibilities in financial oversight, financial management and Arizona Law governing fire district finances.

#### Strategic Thinking and Navigation: The Road to Successful Planning

*Speaker: Ina Wintrich*

Developing an effective strategic plan for any organization does not begin with the creation of goals and objectives that reach into some unknown future. It has to rely on a broader understanding of what it will take to determine why we are 'in business', along with present and future needs, expectations and available resources necessary to deliver on the promises we make. This session will offer participants an overview of the strategic navigational issues that must be addressed for any planning efforts to succeed

#### Career Districts Roundtable

*Speaker: Randy Karrer, AFDA Career District Section Director*

This will be a roundtable discussion of Career Fire Districts to determine goals and objectives of the Arizona Fire Districts Association Career Section, with a focus on future needs. The intent is to re-energize the Career Section as a group and to identify challenges and issues specific to the career fire districts to include developing an action plan to provide support to career fire districts.

2:30 p.m. –3:00 p.m. Refreshment Break / Visit with Conference Vendors

3:00 p.m. –4:30 p.m.

### CONCURRENT SESSIONS

#### Administrative Roundtable

*Speaker: Karen Alexander, Admin Professional Section Director*

The goal of the Administrative Roundtable is to assist fire district administrative personnel by sharing information and networking. Through this information sharing we are able to communicate new information that will effect administration and assist members in preparing and planning for upcoming changes. Additionally, the meeting helps participants to build and maintain resources that focus on relevant job functions, and identify subject matter experts.

#### Taking Action Against Cancer in the Fire Service

*Speaker: Kane Nixon, State Director Arizona Chapter, Firefighter Cancer Support Network*

This class will discuss the magnitude of the current cancer problem within the fire service. common actions of firefighters and first responders that can result in unnecessary exposures and how to reduce these exposures. The roles and responsibilities of the firefighters, company officers, shift commanders, administrators and governing jurisdictions to protect their firefighters from cancer exposures. Simple and effective exposure documentation methods to protect the personnel if diagnosed with Cancer. Finally, role of the Firefighter Cancer Support Network in caring for firefighters and their families during the treatment phase of a cancer diagnosis.

#### The 2015 Fire Grant and Beyond

*Speaker: Doug Woods, Regional Fire Program Specialist, DHS/FEMA Region IX*

The current status of the 2015 AFG Fire Grant and strategies for all three 2016 AFG applications.

4:30 p.m. Conference Close

# AFDA 2015 Summer Conference Attendee Registration Form

**AFDA Registration Deadline: Forms & payment postmarked or faxed by June 17, 2015 will be pre-registered.**

We will accept a limited number of on-site registrations. Returned checks will be assessed a \$25 processing fee. Cancellation Policy: \$25 cancellation fee for written notice given by June 17. Refunds will not be given after June 17 unless attendee can prove operational or hardship reason.

**Please print or type REQUIRED\* information.** Submit a separate registration form for each registrant.

Name\*: \_\_\_\_\_ District\*: \_\_\_\_\_  
 Select Appropriate: [ ] Board Member [ ] Fire Chief [ ] Administration [ ] Operations  
 Phone\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

## CLASS SIGN-UP

For each session time, please rank your class choices 1 - 3. In the event your first choice is full, you will be assigned your second choice

### FRIDAY, JUNE 26, 2015

#### 10:00-11:30 a.m.

Deep Dive Into Breakthrough Performance ..... \_\_\_\_\_  
 EMS Roundtable ..... \_\_\_\_\_  
 The Past, Present & Future of PSPRS ..... \_\_\_\_\_

#### 1:00-2:30 p.m.

STATUTORY TRAINING: Governance ..... \_\_\_\_\_  
 The Keys to Fair Labor Standards Compliance .... \_\_\_\_\_  
 Wildfire Season Discussion & Update ..... \_\_\_\_\_

#### 3:00-4:30 p.m.

STATUTORY TRAINING: Ethics & Fid. Resp. .... \_\_\_\_\_  
 Legislative 2015 Update ..... \_\_\_\_\_  
 Combination & Volunteer Districts Roundtable ..... \_\_\_\_\_

### SATURDAY, JUNE 27, 2015

#### 10:00-11:30 a.m.

STATUTORY TRAINING: Open Meeting Laws ..... \_\_\_\_\_  
 Workers' Compensation 101 ..... \_\_\_\_\_  
 Trauma Doesn't Happen in e Vacuum ..... \_\_\_\_\_

#### 1:00-2:30 p.m.

STATUTORY TRAINING: Finance ..... \_\_\_\_\_  
 Strategic Thinking & Navigation ..... \_\_\_\_\_  
 Career Districts Roundtable ..... \_\_\_\_\_

#### 3:00-4:30 p.m.

Administrative Roundtable ..... \_\_\_\_\_  
 The 2015 Fire Grant & Beyond ..... \_\_\_\_\_  
 Taking Action Against Cancer in the Fire Service ..... \_\_\_\_\_

## PAYMENT INFORMATION

### **FULL CONFERENCE REGISTRATION—\$135**

*Includes class registration and all food & beverage functions on Thursday-Saturday.*

\$ \_\_\_\_\_

### **ONE DAY REGISTRATION—\$100 per day**

*Includes class registration and food & beverage functions for the selected day only.*

\$ \_\_\_\_\_

**Please check which day you are attending:** [ ] FRIDAY ONLY [ ] SATURDAY ONLY

Bringing family members? You can purchase extra buffet lunch tickets.

EXTRA BUFFET LUNCH TICKET-FRIDAY

\_\_\_\_\_ X \$30 \$ \_\_\_\_\_

EXTRA BUFFET LUNCH TICKET-SATURDAY

\_\_\_\_\_ X \$30 \$ \_\_\_\_\_

### **GOLF TOURNAMENT—\$85**

Have a guest who would just like to golf? Great, sign them up!

Name: \_\_\_\_\_

\_\_\_\_\_ x \$85 \$ \_\_\_\_\_

**TOTAL DUE:** \$ \_\_\_\_\_

**CHECK #** \_\_\_\_\_

## 3 WAYS TO REGISTER:

**Check:** Mail Registration Form(s) to AFDA, 7225 W. Oakland St. #1, Chandler, AZ 85226-2433

**Online:** Register through the Online Store on the website *(please call 1-888-511-2332 if you have trouble)*

**Credit Card:** Fax to 480-858-1802 *(if you are paying for multiple attendees on one card, you only need to write number on one form)*

Visa/MC/Amex # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp: \_\_\_\_\_ Name on card: \_\_\_\_\_

FOR OFFICE USE ONLY: CHECK TOTAL \$ \_\_\_\_\_ # REGISTRANTS \_\_\_\_\_

# AFDA 2015 Summer Conference Vendor Registration Form

**WE GENERALLY SELL OUT EARLY—SO DON'T WAIT, GET YOUR REGISTRATON IN!**

**AFDA Registration Deadline:** Forms postmarked or faxed by June 17, 2015 or until sold-out. Returned checks will be assessed a \$25 processing fee. Cancellation policy: Cancellation Policy: \$25 cancellation fee for written notice given by June 17. Refunds will not be given after June 17.

**NOTE FOR ADVERTISING PACKAGE PARTICIPANTS AND SPONSORS:** If you signed up for an advertising package or are a sponsor that includes a vendor table(s), you must complete this form and return to the AFDA office by June 2 but DO NOT include the table fee - only include payment for golf or if you need additional lunch tickets above what is allotted with each table. **Note: You can exhibit both days at no extra charge.** Questions? Contact Robin Hirth at the AFDA office 480-496-4331/888-511-2332/info@azfiredistricts.org

Company: \_\_\_\_\_

## PROGRAM INFORMATION

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

On-site Contact, if different from above: \_\_\_\_\_ On-site Contact Email: \_\_\_\_\_

**Registration Fees:** select appropriate fee

**Friday Only—\$300/table**     **Saturday Only—\$300/table**     **Friday & Saturday—\$400/table**

Fee includes a 6' table with 2 chairs, electricity access, listing in the program and 2 buffet lunches for Saturday and/or Friday, if applicable.

**Set-up information & table assignment will be emailed to the on-site contact about a week prior.**

We will need electrical access—(please bring a power strip if needed)     We will NOT need electrical access

Vendor nametags—limited to 2 reps per table. Additional rep nametags are an additional \$25 per person (covers breakfast and breaks)

\_\_\_\_\_  
\_\_\_\_\_

**SCHOLARSHIP RAFFLE DONATIONS:** We would greatly appreciate a donation of one or two items for the on-site district scholarship program raffle. If you can help, please indicate that you are donating and bring your items to the conference registration table. THANK YOU IN ADVANCE!     Yes, our company will donate something for the raffle

**GOLF TOURNAMENT:** \$85.00 per golfer

Thursday, June 25, 2015    Shotgun: 8:00 a.m. @ The Lodge at Ventana Canyon Golf

Player #1: \_\_\_\_\_ Player #3: \_\_\_\_\_

Player #2: \_\_\_\_\_ Player #4: \_\_\_\_\_

**All vendors must be current Corporate members to exhibit.** If you are a new member, please include dues with vendor payment. New members will also be required to complete and return a membership application.

## PAYMENT INFORMATION

If you are a sponsor or purchased an Advertising Package, write COMP on the Vendor Table line below.

Vendor Table(s) - Friday Only	_____ tables @ \$300.00 ea.	\$ _____
Vendor Table(s) - Saturday Only	_____ tables @ \$300.00 ea.	\$ _____
Vendor Table(s) - Friday & Saturday	_____ tables @ \$400.00 ea.	\$ _____
Extra Rep. Nametags	_____ @ \$25.00 ea.	\$ _____
Extra Buffet Lunch Tickets	Fri # _____ Sat # _____ @ \$30.00 ea.	\$ _____
Golf Tournament	_____ @ \$85.00 ea.	\$ _____
Required Annual Corporate Member Dues, if applicable	\$450.00	\$ _____

**TOTAL DUE:** \$ \_\_\_\_\_ **CHECK #** \_\_\_\_\_

VISA/MC/AMEX # \_\_\_\_\_ EXP: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

Mail/Fax Registration Form & Payment to  
AFDA \* 7225 W. Oakland St. #1 \* Chandler, AZ 85226 \* Fax 480-858-1802