

**3rd Annual  
Virginia Public Safety Summit**



● ● ●  
**August 26-27, 2006**  
**Charlottesville, Virginia**  
● ● ●



## PROGRAM

### PURPOSE

- To provide a forum to work through the challenges of delivering fire, rescue and emergency medical services utilizing volunteer staffing and a combination of career and volunteer staffing.

### PROGRAM DESCRIPTION

- The one and a half day program is designed to provide decision-makers clear guidance on how to manage the unique challenges associated with volunteer-based & combination emergency services. Best practices and proven strategies will be presented, along with facilitated workshops designed to allow stakeholders from local delegations to work through delicate issues together.

### PROGRAM FEATURES

- Workshops specific to government officials and fire/EMS personnel
- Panel discussions to identify best practices
- Facilitated workgroup sessions
- Networking opportunities
- 1½ day format designed to give participants information they can apply and resources they can use

### TARGET AUDIENCE

- Localities are encouraged to send delegations comprised of decision-makers related to public safety and volunteer service delivery. Suggested participants include the following:
  - County Administrators/Executives
  - Town/City Managers
  - Elected Officials (Mayors, City Council, Board of Supervisors)
  - Fire & EMS Chief Officers
  - Volunteer Organization Leaders

### DATES

- Saturday & Sunday, August 26-27, 2006

### TIMES

- Saturday: 8:00 AM until 4:30 PM
  - Evening Social: 6:00 PM until 9:00 PM
- Sunday: 8:00AM until 12:00 PM

### LOCATION

- DoubleTree Hotel  
990 Hilton Heights Road ● Charlottesville, VA 22901  
Local: 434.973.2121 ● Reservations: 800.222.8733 ● [www.doubletree.com](http://www.doubletree.com)

### PRE-SUMMIT EVENT

- Friday, August 25, 2006 ● 12:00 PM ● The Promenade Ballroom at the DoubleTree Hotel  
Summit participants are invited and encouraged to attend the Virginia Recruitment & Retention Network meeting. Registration for the network meeting is not required; however, the courtesy of an RSVP is requested. Please mark the appropriate box on the registration form to RSVP. Lunch is provided.

### REGISTRATION

- A registration form is included with this packet, and a fee of \$25 is required.
- The deadline for Summit registration is Friday, August 11, 2006.



## SCHEDULE

### FRIDAY, AUGUST 25 [Optional Pre-Summit Event]

**12:00 PM – 3:00 PM**

[Promenade Ballroom]

#### **Virginia Recruitment & Retention Network Meeting**

Participants are welcome and encouraged to attend the Virginia Recruitment & Retention Network meeting at this optional pre-Summit event. This lunch meeting does not require registration; however, the courtesy of an RSVP is requested. Please mark the appropriate box on the registration form to RSVP.

### SATURDAY, AUGUST 26

**7:45 AM – 8:30 AM**

[Rotunda Ballroom D]

#### **Coffee & Pastries**

**8:00 AM – 8:30 AM**

[Rotunda Foyer]

#### **Registration**

**8:30 AM – 10:00 AM**

[Rotunda Ballroom A-B-C]

#### ***Lighting the Path of Evolution: The Red Ribbon Report:***

##### ***Leading the Transition in Volunteer and Combination Fire Departments***

Published by the Volunteer & Combination Officers Section (VCOS) of the International Association of Fire Chiefs (IAFC), the report analyzes the decline in volunteers in connection to an increasing demand for fire protection and emergency services. The report offers strategies for fire service leaders struggling to meet those demands while keeping costs down and maintaining safety. *The Red Ribbon Report* follows *The Blue Ribbon Report*, published by VCOS in March 2004, which noted that about three-quarters of all fire departments in the United States are staffed by volunteers.

**10:00 AM – 12:00 PM**

[Rotunda Ballroom A-B-C]

#### **Best Practices Panel Discussion**

Elected and appointed officials as well as career and volunteer chiefs from localities that have had success working with volunteer and combination systems will engage in an open and candid conversation with participants. Participants will be encouraged to pose questions and together, we will determine best practices to address the issues presented.

**12:00 PM – 1:00 PM**

[Promenade Ballroom]

#### **Lunch (Provided)**

**1:00 PM – 1:30 PM**

[Rotunda Ballroom A-B-C]

#### **Reconvene**

**1:30 PM – 4:30 PM**

[Gallery A-B-C]

#### **Facilitated Workgroups & Breakout Sessions**

- ***County Administrators/Executives & Elected Officials***

Facilitators who have proven experience in dealing with volunteer and combination systems will work with the group to develop clear understanding of what is required to create a successful volunteer/combination system. Government representatives will have time to ask very pointed questions and share ideas about the challenges associated with these systems. The entire group will convene later in the session to report on their findings.

[Rotunda Ballroom A-B-C]

- ***Fire & EMS Leaders***

Facilitators who have proven experience in dealing with volunteer and combination systems will work with the group to develop clear understanding of what is required to create a successful volunteer/combination system. Fire & EMS representatives will have time to express concerns and challenges associated with increasing expectations on the volunteer system and how to be successful in the future to ensure volunteers remain an active part of the emergency services system. The entire group will convene later in the session to report on their findings.



## SCHEDULE

### SATURDAY, AUGUST 26

**6:00 PM – 9:00 PM**

[Room #602]

#### Evening Social

Join us for a casual evening of socializing and networking at a hospitality suite hosted and sponsored by Howlett and Associates. This is a great opportunity:

- to share information and perspectives;
- to form new relationships with others in the field; and
- to build or maintain existing relationships.

Please mark the appropriate box on the registration form to RSVP.

### SUNDAY, AUGUST 27

**8:00 AM – 8:30 AM**

[Rotunda Ballroom D]

#### Coffee Chat

An opportunity to rise-and-shine, enjoy coffee and pastries while networking with other Summit participants from around the Commonwealth and the Nation.

**8:30 AM – 9:30 AM**

[Rotunda Ballroom A-B-C]

#### Virginia Legislative Workshop

This workshop enables attendees to gain a better understanding of legislative processes – both local and state. The workshop will provide insight from legislative representatives and a presentation on selections from the *Code of Virginia* that affect and apply to fire, rescue, and emergency medical personnel.

**9:30 AM – 11:30 AM**

[Rotunda Ballroom A-B-C]

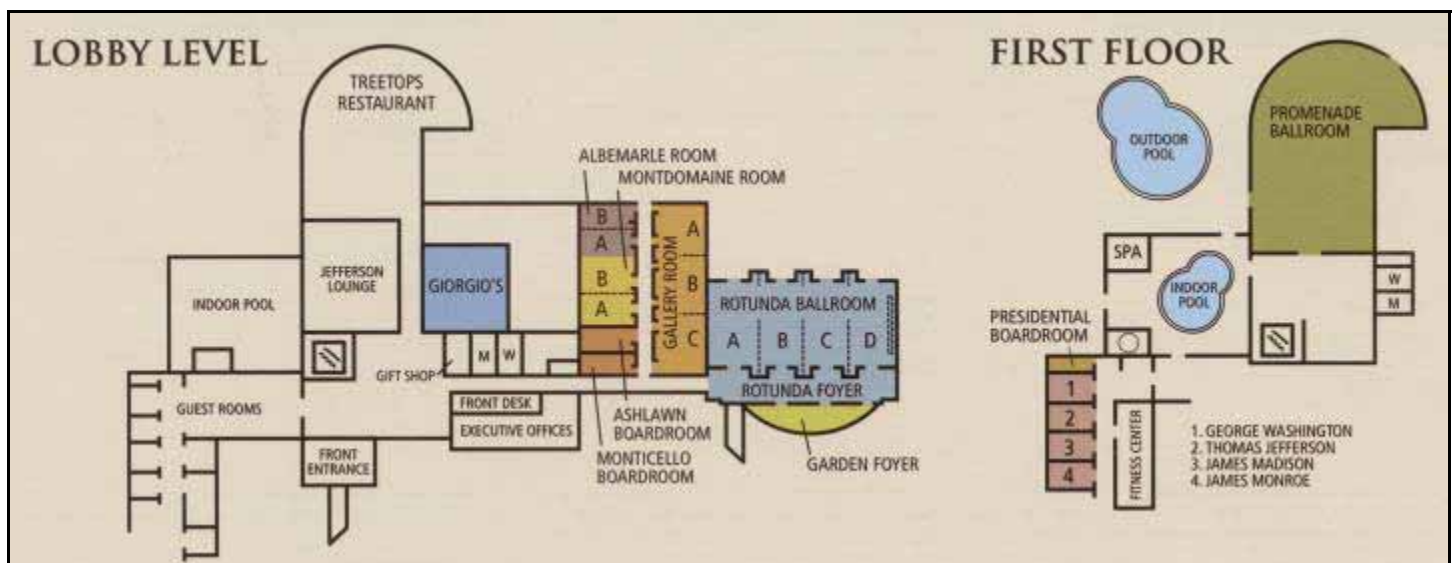
#### Workgroup Presentations

Workgroups will present discussion items and information from Saturday afternoon's facilitated workgroup sessions. Attendees will work together with facilitators to identify how to implement strategies and tactics to improve volunteer and/or combination systems. This session is designed to ensure that each participant leaves with action items that will improve his/her volunteer-based emergency services system.

**11:30 AM – 12:00 PM**

[Rotunda Ballroom A-B-C]

#### Review, Wrap-Up, & Evaluation





## BIOGRAPHIES (ALPHABETICAL ORDER)

### **W. Eddie Buchanan ● Division Chief ● Hanover County Fire-EMS, Virginia**

Edward (Eddie) Buchanan, Jr. began his career in the fire service in 1982 and currently serves as a Division Chief with Hanover County Fire-EMS. He is author of *The Volunteer Training Officer's Handbook* from Fire Engineering Books & Videos and serves on the Board of Directors for the Volunteer Combination Officer's Section (VCOS) of the International Association of Fire Chiefs (IAFC).

Chief Buchanan is the former Chief of the Henry Volunteer Fire Department and is also active with the International Society of Fire Service Instructors. He is an Adjunct Instructor for the Virginia Department of Fire Programs has served as a Hands-On Training (H.O.T.) Instructor for the Fire Department Instructor's Conference (FDIC) and has written various articles on training issues.



### **John M. Buckman, III ● Chief ● German Township Volunteer Fire Department, Indiana**

John Buckman serves as Fire Chief of German Township Volunteer Fire Department in Evansville, Indiana. He currently is working to develop the Indiana Firefighter Training System for Governor Mitch Daniels. He served as President of the International Association of Fire Chiefs in 2001-2002. In 2003 he was appointed by President George W. Bush to the Department of Homeland Security, State, Tribal and Local Advisory Group. This group developed the National Incident Management System along with the National Response Plan. In 2000, he was appointed to the America Burning Revisited Commission by President William J. Clinton.

Chief Buckman is the Editor of the Chief Officer Desk Reference. He is the co-author of the Third Edition of *Recruiting, Training and Maintaining Volunteer Firefighters*. Chief Buckman was selected by *Fire Chief Magazine* in 1995 as Fire Chief of the Year. He has authored over 70 articles and presented at a variety of conferences in all 50 states as well as Canada. The Indiana Fire Instructors Association selected Chief Buckman as Instructor of the Year in 1986. In 2002 Chief Buckman was presented with the Distinguished Hoosier designation from Indiana Governor Frank O'Bannon and was made a Sagamore of the Wabash – the State of Indiana's highest honor for a citizen.



### **Fred Crosby ● Chief ● Hanover County Fire-EMS, Virginia**

Fred Crosby serves as Chief of Hanover County's Fire-EMS Department. He assumed these responsibilities when the Fire and EMS Departments merged in July 2002. Prior to the merger, Chief Crosby served as Hanover's first EMS Chief, a position that began in 1989.

Chief Crosby has an extensive background in fire and emergency services. He began his career as a volunteer in 1976 with Lakeside Volunteer Rescue Squad. In 1979, he became a firefighter for Chesterfield County; and in 1983 he was one of the original seven firefighter/flight paramedics for the EMS Medflight Program. He was promoted to Chief Flight Paramedic in 1984. In 1986, Chief Crosby joined the Hanover County Fire Department to serve as the first Training Officer and acted as Fire Marshal before being promoted to Captain of Training. He is a Nationally Certified Paramedic, who holds numerous Fire & EMS certifications, and is an active member of multiple Fire & EMS associations.



### **J. Dan Eggleston ● Chief ● Albemarle County Department of Fire Rescue, Virginia**

Dan Eggleston, EFO-CFO, began his fire service career in 1978 and is the Chief of the Albemarle County Department of Fire Rescue. Chief Eggleston is a former volunteer chief officer with Chesterfield Fire & EMS and has held career chief officer positions in the southeast.

Chief Eggleston has an AAS Degree in Engineering, a BS degree in business, and is pursuing a graduate degree in Emergency Management from the University of Richmond. He is a graduate from the National Fire Academy's Executive Fire Officer Program and received his Chief Fire Officer Designation (CFOD) from the Commission on Fire Accreditation International.

Chief Eggleston is a Commonwealth of Virginia Department of Fire Programs adjunct fire instructor and is an active member of the International Association of Fire Chiefs and the Virginia Fire Chiefs Association. He has published many articles and research papers relating to fire and EMS administration and emergency management and has lectured and consulted throughout the country.



## BIOGRAPHIES

### **Aubrey “Buddy” Hyde, Jr. ● Former Executive Director ● Virginia Department of Fire Programs**

Aubrey W. “Buddy” Hyde, Jr. was appointed by Governor Mark R. Warner to serve as Executive Director of the Virginia Department of Fire Programs (VDFP) on November 1, 2004. As Executive Director, he was responsible for executive level supervision to agency staff; budgeting guidance; strategic planning; validation of programs; guidance on state preparedness issues; assistance with the coordination of statewide training and education programs; and agency response to large scale emergencies to support local jurisdictions. The VDFP employs 52 personnel across 7 office locations in the state and the agency administers an annual budget of over \$24 million. Hyde previously served as VDFP’s Chief Deputy Director after being appointed to that position by Governor Mark R. Warner on October 1, 2002. As Chief Deputy Director, he assisted in guiding VDFP through one of the largest budget deficits in the state’s history. Prior to his first appointment to VDFP, Hyde served in all 3 types of fire departments: all-volunteer, combination, and all-career.

During his career, Hyde has been employed in Virginia state government for 10 ½ years, all of which were served in agencies under the Public Safety Secretariat. A native of Virginia, Hyde was first employed with the Department of Military Affairs (DMA) while being assigned to the Virginia Air National Guard base which is home to the 192nd Fighter Wing located in Henrico County, Virginia at the Richmond International Airport. Occasionally, he volunteers his time to work with motor sports fire suppression and EMS crews on various racing circuits, which have included LMS, ASA, ARCA, Busch, and the Craftsman Truck Series. Hyde is married and has two young daughters.



### **Richard Johnson ● County Administrator ● Hanover County, Virginia**

Richard Johnson is the former County Administrator for Hanover County and led the government through the highpoints of the transition from volunteer to combination. These transitions also included merging the Fire and EMS departments and developing strategies for the EMS Revenue Recovery Program.

Mr. Johnson served on the Board of Directors for the Virginia Local Government Management Association and was active with the International City/County Managers Association. He has also served on the Virginia EMS Advisory Board.



### **Dennis Morris ● Chairman ● Board of Supervisors ● County of Shenandoah, Virginia**

Dennis M. Morris hails from Shenandoah County, Virginia. Mr. Morris graduated from Strasburg High School in 1970 and from Lord Fairfax Community College in 1972 with a degree in Agriculture Business. Mr. Morris was first elected to the Shenandoah County Board of Supervisors in 1975 and took office in January 1976. He was recently elected to an eighth term during the November 2005 election. Mr. Morris presently serves as the Chairman of the Board. Since 1998, Mr. Morris has served as Chairman of the Shenandoah County Public Safety & Code Committee – a committee which works closely with the Emergency Services Department as well as the Fire and Rescue Association in Shenandoah County. Mr. Morris was recently appointed to the Department of Social Services Board in Shenandoah County.

Mr. Morris is an active member and Usher at the Valley Baptist Church in Edinburg, Virginia. He is a member of the Toms Brook Volunteer Fire Department Auxiliary, past president and member of the Maur-Brook-Olive Ruritan Club, and a member of the 4-H All-Stars. He is married to Doris Boyer Morris and has a step-son, Jeff Boyer. Mr. Morris also assists with the management of Moo Manor Farm, a family business raising Black Angus cattle and Holstein steers since 1962.



### **J. Larry Palmore ● Town Manager ● Blackstone, Virginia**

Larry Palmore is the Town Manager of the Town of Blackstone, Virginia. He has been the Town Manager since 1992. Mr. Palmore has worked for Blackstone for 22 years and has been involved with local government for over 30 years.

A native of Virginia, Mr. Palmore has much experience and involvement with volunteer fire departments, as he served as a volunteer for the Town of Kenbridge Fire Department and has worked extensively with the Blackstone Volunteer Fire Department through his position as Town Manager.

He is married and has four children.



## BIOGRAPHIES

### **Shane Ray ● Chief ● Pleasant View Volunteer Fire Department, Tennessee**

Shane Ray began his fire service career in 1984 and worked through the ranks of career and volunteer organizations serving from firefighter to chief. Shane currently serves as Chief of the Pleasant View, Tennessee Volunteer Fire Department and Associate Director of Public Fire Protection for the National Fire Sprinkler Association.

Chief Ray is a graduate of Eastern Kentucky University, Harvard's John F. Kennedy School of Government, the University of Maryland's Leadership Development Program, and the National Fire Academy's Executive Fire Officer Program. Shane served six years as the Mayor of the Town of Pleasant View and represents the fire service politically to state and national organizations. Shane is a visionary leader who understands that the key to taking the fire service to the next level is to become involved in government and community activities.

Shane was selected as Fire Chief Magazine's Volunteer Fire Chief of the Year for 2005 and Eastern Kentucky University's Distinguished Alumnus of the Year award for 2006.



### **Gary Scott ● Chief ● Campbell County Fire Department, Wyoming**

Gary Scott is the Fire Chief and Administrator for the Campbell County Fire Department in Gillette, WY, located in the extreme northeast corner of the state. The organization is a combination fire department governed by a Joint Powers Board of Directors with 180 volunteers, supported by 20 career positions. Services are provided to 40,000 residents in a 5,000 square mile area. Campbell County Fire is a host site for one of six Wyoming Regional Response Hazardous Material Teams.

Chief Scott is a 31-year veteran of the Wyoming Fire Service with an extensive background in managing volunteer and combination fire departments. He serves as the Legislative Chair for the Volunteer and Combination Officers Section (VCOS) of the International Association of Fire Chiefs, serves on the Wyoming Fire Chiefs Legislative Committee, and is a member of the Homeland Security Emergency Response Senior Advisory Committee to Secretary Chertoff, appointed after September 11, 2001. Chief Scott is the coauthor of two recently released VCOS publications; the *Blue Ribbon Report – Preserving and Improving the Future of the Volunteer Fire Service* and *Lighting the Path of Evolution; The Red Ribbon Report – Leading the Transition in Volunteer and Combination Fire Departments*.



### **David Smith ● Manager ● Mobile Care Ambulance, Greenville, South Carolina**

David Smith currently manages Mobile Care, a hospital affiliated interfacility and specialty care ambulance service based in Greenville, South Carolina. He has been a nationally-registered EMT-Paramedic for over twenty years and has a B.S. Degree in Emergency Health Services with a minor in Public Administration from the University of Maryland-Baltimore County.

David was the first Executive Director of Regional Emergency Medical Services Inc. (REMSI), in Pulaski County, Virginia. REMSI was created by combining local rescue squad agencies with local government and healthcare system resources in order to establish a non-profit combination volunteer-career EMS provider. Response times were significantly reduced and clinical capabilities were dramatically increased without a significant increase in local government spending.

David has experience with volunteer, private, municipal, hospital-based and non-profit ambulance systems. He has extensive knowledge concerning the implementation of fee-for-service systems, ambulance membership programs, fleet and capital purchase planning, and response time monitoring methods.



### **Fred Windisch ● Chief ● Ponderosa Volunteer Fire Department, Texas**

Fred Windisch, EFO CFO, is the Fire Chief of the Ponderosa Volunteer Fire Department near Houston, Texas. The Ponderosa Volunteer Fire Department is a combination department serving about 50,000 with a large business base and medical center.

Chief Windisch is retired from Shell Chemical Company and has been with Ponderosa since 1975. He has participated in the VCOS since 1989 (a committee then), and has had significant input into the *Blue & Red Ribbon Reports*. *The White Ribbon Report* will be released in September. Chief Windisch represents the VCOS to the IAFC's Board of Directors.



## LODGING

**Attendees are encouraged to make lodging reservations early.**  
 University of Virginia students will be returning to campus during the weekend of August 25-27.



**DoubleTree**  
 990 Hilton Heights Road  
 Charlottesville, VA 22901  
 Local: 434.973.2121  
 Reservations: 800.222.8733  
[www.doubletree.com](http://www.doubletree.com)

**Proximity to Summit:** 0.0 Miles  
**Group Code:** Public Safety Summit  
**Online Group Code:** PSS

**Daily Rate:** \$78 (single)  
 \$93 (double)

**Rooms Released:** July 31



**Courtyard by Marriott**  
 638 Hillsdale Drive  
 Charlottesville, VA 22901  
 Voice: 434.973.7100  
[www.marriott.com](http://www.marriott.com)

**Proximity to Summit:** ~2.1 Miles  
**Group Code:** ACF

**Daily Rate:** \$109

**Rooms Released:** July 7



**Fairfield Inn**  
 577 Branchlands Boulevard  
 Charlottesville, VA 22901  
 Voice: 434.964.9411  
[www.marriott.com](http://www.marriott.com)

**Proximity to Summit:** ~2.0 Miles  
**Group Code:** Public Safety Summit

**Daily Rate:** \$79

**Rooms Released:** August 1



**Hampton Inn**  
 2035 India Road  
 Charlottesville, VA 22901  
 Voice: 434.978.7888  
[www.hamptoninn.hilton.com](http://www.hamptoninn.hilton.com)

**Proximity to Summit:** ~2.8 Miles  
**Group Code:** Public Safety Summit

**Daily Rate:** \$109 (single)  
 \$119 (double)

**Rooms Released:** July 31



**The Omni**  
 235 West Main Street  
 Charlottesville, VA 22902  
 Local: 434.971.5500  
 Reservations: 800.THE.OMNI  
[www.omnihotels.com](http://www.omnihotels.com)

**Proximity to Summit:** ~6.0 Miles  
**Group Code:** Public Safety Summit  
**Online Group Code:** 11200103664

**Daily Rate:** \$129

**Rooms Released:** August 1



## DIRECTIONS



**DoubleTree Hotel & Convention Center**  
 990 Hilton Heights Road  
 Charlottesville, Virginia 22901



### From Points East/Tidewater/Richmond Metropolitan Area

- Travel **Interstate 64 West** toward Charlottesville
- Take **Exit 124** (Route 250/Shadwell/Charlottesville)
- Turn **Right** onto Route 250/Richmond Road/250 Bypass West
- Continue for **~4.3 miles**
- Take **US 29 North Exit** toward Washington
- Continue on **US 29/Emmet Street/Seminole Trail North** for **~3.2 miles**
- Turn **Left** onto **Hilton Heights Road** at Wal-Mart & Brown Auto Plaza
- Turn **Right** at next traffic signal toward Sam's Club and DoubleTree Hotel

### From Points North/Northern Virginia Metropolitan Area

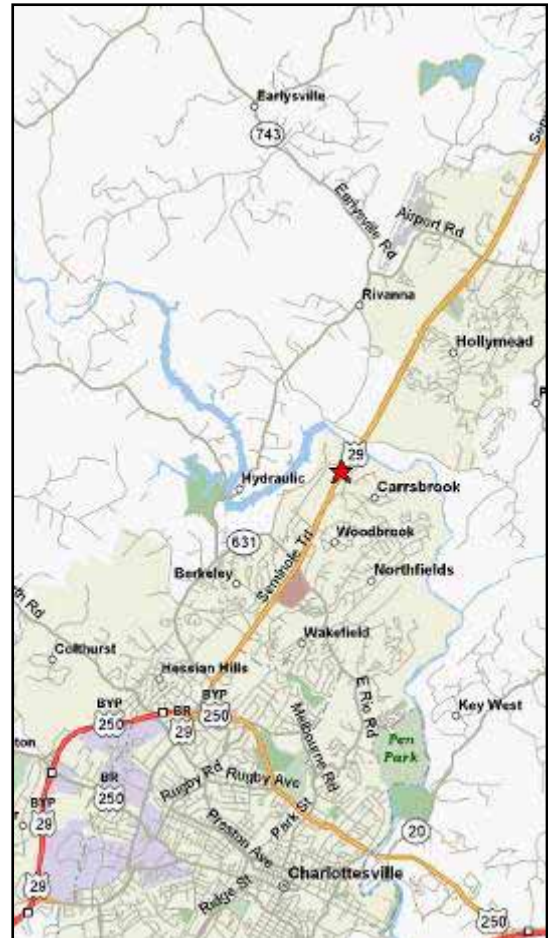
- Travel **Route 29 South** toward Charlottesville (~77 miles from Gainesville)
- Turn **Right** onto Hilton Heights Road at Wal-Mart & Brown Auto Plaza
- Turn **Right** at next traffic signal toward Sam's Club and DoubleTree Hotel

### From Points West/Shenandoah Valley/Roanoke

- From **Interstate 81**
- Take **Exit 221** (Charlottesville/Richmond)
- Merge onto **Interstate 64 East** toward Charlottesville
- Continue for **~31.2 miles**
- Take **Exit 118B** (Charlottesville/Culpeper)
- Merge onto **Route 29 North/250 Bypass East**
- Continue for **~4.2 miles**
- Take **US 29 North Exit** toward Washington
- Continue on **US 29/Emmet Street/Seminole Trail North** for **~3.3 miles**
- Turn **Left** onto **Hilton Heights Road** at Wal-Mart & Brown Auto Plaza
- Turn **Right** at next traffic signal toward Sam's Club and DoubleTree Hotel

### From Points South/Lynchburg

- Travel **Route 29 North** toward Charlottesville (~70 miles from Lynchburg)
- Take **US 29 North Exit** toward Washington
- Continue on **US 29/Emmet Street/Seminole Trail North** for **~3.3 miles**
- Turn **Left** onto **Hilton Heights Road** at Wal-Mart & Brown Auto Plaza
- Turn **Right** at next traffic signal toward Sam's Club and DoubleTree Hotel





## USEFUL WEBLINKS

To make the most of your visit to Albemarle County and Charlottesville, we are pleased to refer you to the following websites:

### General Information

- Albemarle County
- City of Charlottesville
- University of Virginia

[www.albemarle.org](http://www.albemarle.org)  
[www.charlottesville.org](http://www.charlottesville.org)  
[www.virginia.edu](http://www.virginia.edu)

### Visitor/Travel Information

- Charlottesville-Albemarle County Convention & Visitor's Bureau
- Charlottesville-Albemarle Regional Chamber of Commerce

[www.soveryrvirginia.com](http://www.soveryrvirginia.com)  
[www.cvillechamber.org](http://www.cvillechamber.org)

### Travel & Transportation

- Albemarle-Charlottesville Airport
- Charlottesville Transit Service (CTS)
- Jefferson Area Community Transportation Services (JAUNT)

[www.gocho.com](http://www.gocho.com)  
[www.charlottesville.org/transit](http://www.charlottesville.org/transit)  
[www.ridejaunt.com](http://www.ridejaunt.com)

### Wellness & Fitness

- ACAC Fitness & Wellness Centers
- Gold's Gym-Charlottesville

[www.ACAC.com](http://www.ACAC.com)  
[www.goldsgym.com](http://www.goldsgym.com)

### Media

- The Cavalier Daily
- CBS 19, FOX 27, & ABC 16
- C'ville Weekly Newspaper
- The Daily Progress
- The Hook Weekly Newspaper
- NBC 29

[www.cavalierdaily.com](http://www.cavalierdaily.com)  
[www.charlottesvillenevnewsplex.tv](http://www.charlottesvillenevnewsplex.tv)  
[www.c-ville.com](http://www.c-ville.com)  
[www.dailyprogress.com](http://www.dailyprogress.com)  
[www.readthehook.com](http://www.readthehook.com)  
[www.nbc29.com](http://www.nbc29.com)

### Miscellaneous

- Monticello Avenue (Public Access Web Hosting)

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

## PARTNERS & SPONSORS

We invite you to visit the websites of our Summit sponsors & partners:

- Albemarle County Department of Fire Rescue
- Hanover County Fire & EMS
- Howlett and Associates
- International Association of Fire Chiefs (IAFC)
- Virginia Association of Counties (VACO)
- Virginia Department of Fire Programs
- Virginia Fire Chiefs Association (VFCA)
- Virginia Municipal League (VML)
- Virginia Office of Emergency Medical Services
- Volunteer & Combination Officers Section (VCOS)

[www.ACFireRescue.org](http://www.ACFireRescue.org)  
[www.hanoverfireandems.com](http://www.hanoverfireandems.com)  
[www.howlettandassociates.com](http://www.howlettandassociates.com)  
[www.iafc.org](http://www.iafc.org)  
[www.vaco.org](http://www.vaco.org)  
[www.vafire.com](http://www.vafire.com)  
[www.sfcav.org](http://www.sfcav.org)  
[www.vml.org](http://www.vml.org)  
[www.vdh.virginia.gov/oems](http://www.vdh.virginia.gov/oems)  
[www.vcos.org](http://www.vcos.org)



## SPECIAL EVENTS



Friday, August 25, 2006  
12:00 Noon  
Promenade Ballroom  
@ DoubleTree Hotel

Virginia's Recruitment & Retention Network is a casual association of emergency medical services and fire department personnel with a clear interest in staffing, manpower, retention, and recruitment interests. The Network has been described as a "think tank," and the "sharing of ideas" is key to its success. The mix of volunteer and "full-time" membership officers and recruiters inspires diverse topics free-and-clear of any career versus volunteer slant. The Network meetings are not the place to focus on training, operations, financial, or administrative matters. The Network assembles every other month for lunch (afternoon) meetings. For more information, please contact Dave Tesh ([teshd@chesterfield.gov](mailto:teshd@chesterfield.gov)) or Cris Leonard ([icleonard@co.hanover.va.us](mailto:icleonard@co.hanover.va.us)).

Participants are welcome and encouraged to attend the Virginia Recruitment & Retention Network meeting at this optional pre-Summit event. Please mark the appropriate box on the registration form to RSVP.

## Evening Social

Saturday, August 26, 2006  
6:00 PM – 9:00 PM  
Room #602

Join us for a casual evening of socializing and networking at a hospitality suite hosted and sponsored by Howlett and Associates.

This is a great opportunity:

- to share information and perspectives;
- to form new relationships with others in the field; and
- to build or maintain existing relationships.



P.O. Box 5746  
Williamsburg, VA 23188  
804-338-9419

Please mark the appropriate box on the registration form to RSVP.



## Idea-Share

Does your organization have successful volunteer recruitment and/or retention initiatives that you would like to share with others?

We invite willing participants to share displays, literature, storyboards, and other recruitment/retention materials during the Summit.

Please mark the appropriate box on the registration form to indicate your willingness to share your ideas!

For more information, please contact Jason Nauman ([jnauman@albemarle.org](mailto:jnauman@albemarle.org)).

Albemarle & Montdomaine Rooms



## MAKING THE MOST OF YOUR SUMMIT EXPERIENCE

### THE BASICS

- Turn your mobile telephone, pager, or BlackBerry off. or set it to vibrate.
- Dress professionally, but wear comfortable clothing and shoes.
- Keep aspirin or ibuprofen and a water bottle with you for the Summit, just in case.
- Snacks are provided, but it's never a bad idea to pack some special goodies.
- Layer your clothing so that you can go from air conditioning to warmer temperatures (temperatures and room comfort varies widely and there is little organizers can do about that).
- Ensure an adequate supply of business cards.
- Wear your nametag high so people can see it.
- Learn a "stump speech" about you and your organization. People you meet will want to know about you and where you come from.
- Upon arrival, orient yourself. Familiarize yourself with all of the Summit locations (conference center, hotels, and special events locations). Know where the coffee is; know where the washrooms are. If you're not sure where something is, don't be afraid to ask.
- Thank the partners and sponsors for sponsoring the Summit in so many ways. As a result of their participation, your experience is definitely richer and less expensive.

### GETTING INVOLVED

- Complete the evaluation forms. Your input makes a difference.
- Be sure to attend social events and functions. It is easier to "mingle" at a reception, than trying to tell someone about your experiences during a fifteen-minute afternoon break.
- Volunteer to become involved in future events. Let organizers know of your willingness to help with planning and/or execution.
- Be positive. Don't bash other individuals, organizations, or establishments.
- Start laying the groundwork for returning next year.

### BENCHMARKS

- Set benchmarks for your Summit experience:
  1. I met at least one new person.
  2. I learned at least one useful thing that I didn't know.
  3. I had at least one substantive discussion with a colleague.
  4. I had fun, every day!

### AFTER THE SUMMIT

- Keep connections. Follow up with new contacts or presenters. Getting to know your colleagues and peers is one of the most rewarding components of Summit attendance.
- Apply your experiences. Even you if aren't required to "report back" on your time at the Summit, you will retain new information and ideas better if you discuss them with your organization. Share your notes or experiment with new ideas that you learned at the Summit.



## EFFECTIVE NETWORKING TIPS FOR SUMMIT

### Tip #1

**Set Goals.** Take a few minutes to think about what you want to get out of your summit experience whether it's looking for new program ideas, actively seeking new opportunities to develop partnerships or collaborations, or gathering and sharing resources to make your work easier.

### Tip #2

**Plan Ahead.** Look at the summit program in advance and plot your path through various sessions, activities, and networking events. Although you may be busy preparing for your next session, find time to meet people and learn from others. Keep your schedule handy so you can let others know where they can find you for further conversation.

### Tip #3

**Be Strategic .** Whether you are presenting or attending a workshop, you will likely find people with the same interests as you. Select sessions based not only on the topics to be presented, but also on who is likely to be the audience. When not presenting, look for presenters and workshops, that could help enhance your work. Ask presenters and participants for their business cards so that you can correspond with them later.

### Tip #4

**Spread Your Name.** Wear your name badge at all times. When presenting, asking questions in workshops, or participating in information conversations, lead off with your name and organization so people will have some context. Bring lots of business cards with you and hand them to people after your conversation.

### Tip #5

**Be Bold.** Don't be shy; make the first move and introduce yourself to people sitting near you in workshops, meetings, and even while waiting in line. There are people all around you who have ideas and experiences that may add to your work. Take advantage of the fact that you are together in one place at the same time.

### Tip #6

**Think Creatively.** When you meet someone from a different type of organization, program, or setting, explore what they can do and how it might relate to what you do now, or what you might do in the future. Learn more about areas of the field that you haven't explored before.

### Tip #7

**Collect Cards.** When talking, you may find that someone may have ideas, experiences, or resources of interest to you. Ask for their business card and jot a note on the back that will help you to remember the person and what they might offer. Keep all your cards in one place for safekeeping.

### Tip #8

**Follow Up.** After the Summit, be sure to schedule time on your calendar to follow up. Refer to the business cards you collected or the Summit participant list. If you offer to share information, be prompt in sending it so people will remember your interaction and connect it to what you send. Don't promise things that you can't deliver.

### Tip #9

**Have Fun!** It's good to make business contacts, but it's also great to meet people you enjoy spending time with. Invite people to join you for drinks or dinner in the evening. If you discover something fun to do in the area, let others know and perhaps organize a group outing. **Enjoy your Summit experience!**



## REGISTRATION FORM

**Please print or type. A registration form must be completed for each attendee.**  
**Registration Deadline: Friday, August 11, 2006.**

|  |   |                        |  |
|--|---|------------------------|--|
| Name:  |   | Title:                 |  |
| Department and/or Locality:  |   |                        |  |
| Mailing Address:   |   |                        |  |
| City:  | State:  | ZIP:                   |  |
| Day Telephone:   | Evening Telephone:  |                        |  |
| E-Mail Address:  |   |                        |  |
| Delegation:  | If you are part of a delegation, please indicate which delegation to ensure proper seating. |                        |  |
| <input type="checkbox"/> I plan to attend the optional pre-Summit meeting of the Virginia Recruitment & Retention Network on Friday, 25 August 2006 at 12:00 PM. |   |                        |  |
| <input type="checkbox"/> I plan to share successful recruitment and/or retention initiatives at the Idea-Share.  |   | <i>Items to share:</i> |  |
| <input type="checkbox"/> I plan to attend the Evening Social on Saturday, 26 August 2006.  |   |                        |  |

**Please check the appropriate boxes. Check all that apply.**

| Which do you represent?  | Which type of organization do you currently have?       |
|--|---|
| Local Government <input type="checkbox"/>                              | All Volunteer <input type="checkbox"/>                  |
| Fire/EMS/Rescue Department <input type="checkbox"/>                    | Combination Volunteer/Career <input type="checkbox"/>   |
| Fire Department Only <input type="checkbox"/>                          | <b>What size is your fire and/or EMS department?</b>    |
| EMS/Rescue Department Only <input type="checkbox"/>                    | 1-25 Members <input type="checkbox"/>                   |
| <b>What is your position/rank?</b>                                     | 26-50 Members <input type="checkbox"/>                  |
| Local Government Chief Administrative Officer <input type="checkbox"/> | 51-100 Members <input type="checkbox"/>                 |
| Chief of Department <input type="checkbox"/>                           | 101-150 Members <input type="checkbox"/>                |
| Elected Official <input type="checkbox"/>                              | 150-300 Members <input type="checkbox"/>                |
| Volunteer Leader/Volunteer Administrator <input type="checkbox"/>      | 300+ Members <input type="checkbox"/>                   |
| Other (Explain): <input type="checkbox"/>                              | <b>What is the make-up of your department?</b>          |
| <b>Is your position?</b>   | What percentage is paid/career? _____                   |
| Career/Paid <input type="checkbox"/>                                   | What percentage is volunteer? _____                     |
| Volunteer <input type="checkbox"/>                                     | What percentage (if any) is paid-on-call/stipend? _____ |

All registration forms must include a check for \$25 payable to Hanover County Fire-EMS.

**Please mail registration form and fee to:**  
 Virginia Department of Fire Programs • 1005 Technology Park Drive • Glen Allen, VA 23059-4500



## EVALUATION FORM

**Thank you for attending the 2006 Virginia Public Safety Summit. Please take the time to complete this program evaluation to help us plan for next year's Summit. Your honest feedback is very important.**

### WORKGROUP

Which workgroup were you in?  Government Officials  Fire & EMS Leaders

### LOGISTICS

How comfortable was the Summit site?  Very  Acceptable  Not at All

How accessible was the Summit site?  Very  Acceptable  Not at All

How were the amenities of the Summit site?  Excellent  Fair  Poor

Did you stay in a hotel for the Summit?  Yes  No

### SCHEDULE & CONTENT

Was the Summit schedule designed appropriately?  Yes  No

Was our time managed well?  Very  Acceptable  Not at All

Please rate the overall content.  Very Valuable  Valuable  Not Valuable

Please rate the panel discussion.  Very Valuable  Valuable  Not Valuable

Please rate the afternoon work session.  Very Valuable  Valuable  Not Valuable

Please rate the legislative workshop.  Very Valuable  Valuable  Not Valuable

Please rate the overall quality of the speakers/facilitators.  Excellent  Good  Fair

### SATISFACTION

How would you rate your overall satisfaction with the Summit?  Very Satisfied  Satisfied  Not Satisfied

Did the Summit meet your expectations?  Yes  No

Do you plan to attend the 2007 Summit?  Yes  No

What would you change about the Summit? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What would you keep the same? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_







# SAVE THE DATES!

4<sup>th</sup> Annual Virginia Public Safety Summit  
25-26 August 2007

*Leading the evolution of volunteer and combination fire departments*



November 9-12, 2006 • Orlando, FL  
Sheraton World Resort



2006 Virginia EMS Symposium

November 8-12, 2006 ♦ Norfolk Waterside Marriott



2007 Mid-Atlantic

*Expo & Symposium*

February 22-25, 2007  
Virginia Beach Convention Center

