



## Washington State Fire Prevention Institute

[www.wsafm.com](http://www.wsafm.com)

### CALL FOR PROPOSALS 2019

**The Washington State Association of Fire Marshals is seeking proposals for presentations at the 2019 Fire Prevention Institute (FPI), being held October 21-25, 2019, at Campbell's Resort at Lake Chelan (Chelan, WA).**

#### **2019 Theme: Creating Change Through Education and Leadership**

Presentations may be submitted from national, local, state, and regional fire prevention officials, researchers, or other prevention advocates. Prevention projects or programs must have demonstrated some level of effectiveness at meeting targeted objectives. Proposed programs should be representative of fire prevention disciplines priorities including:

- Community Risk Reduction
- Engineering (plan review programs, new technologies, etc.)
- Enforcement (adoption, administration, or enforcement of fire codes)
- Education (may include multi-hazard education as long as fire is part of the program)
- Fire Investigation
- Infrastructure (training, data collection and analysis, use of resources, etc.)
- Measurement of Organizational Progress
- Documentation of Area Characteristics
- Current Deployment and Performance
- Plan for Maintaining & Implementing Target Programs
- Data, Statistics, and Analysis
- All Hazard Risk Assessment
- Strategic Planning
- Leadership
- Interpersonal Skills
- Continual Learning
- Measurement of Organizational Progress

***Programs that represent the strategies of Vision 20/20 are also encouraged.***

If you have a program you would like to have considered for inclusion on the 2019 agenda, please forward your bio, a brief summary of the program you would like to present - including the length of time needed for the presentation, along with a detail of any fees/costs associated with your participation on the proposal form. Proposals not submitted on the form will not be considered. All programs must be at least 90-minutes.

#### **The Evaluation Process**

Members of the Conference Education Planning Committee will evaluate all proposed programs based on the following criteria: overall quality, relevance and timeliness to the fire and emergency service community, well-defined focus based on the education priorities noted above, practical applications of material, and speaker qualifications.

To be considered as a speaker, your program must be informative in nature — focusing on not just **solutions or outcomes but how would one implement this in their own jurisdiction.**

Your presentation material must be original; otherwise, reference your sources. Sessions may not include sales, commercialization, or product promotion of any kind. **Incomplete program submissions will not be considered.**

The final program selections will be made by November. You will be notified **only** if your program is selected.

### **Program Guidelines**

Your proposal should embrace the education priorities noted above, how you or your organization has addressed these priorities, and how they have transformed or are transforming your organization.

Please specify the education priority you will address. Presentations are at a minimum of 90 minutes in length, including a brief session for question and answer, and a maximum of 3-hours. Sessions are limited to no more than two presenters.

### **Important Notes Speaker Expenses**

Individuals invited to present at the Fire Prevention Institute will receive a complimentary full conference registration valued at \$475. Additional speaker expenses are to be detailed in the Presentation Proposal Form.

### **Examples:**

**Air Travel:** Flights are to be booked at **Coach Fare** by the speaker at least 21-days in advance to avoid higher flight costs. Upgraded fares will be the responsibility of the Speaker, and must not be included in the Speaker Fee.

**Rental Car:** Rental car will be mid-size car rental only

**Mileage:** Reimbursed at the current federal rate.

**Lodging:** Lodging will be provided the night before and night of the presentation. Additional lodging nights will be at the speaker's expense. Lodging will be direct-billed to the conference, and **reservations will be made by the Conference Coordinator.** Please be prepared to provide your credit card at check-in, as required by the hotel (incidental expenses or additional lodging).

**Additional expenses and/or arrangements must be discussed and approved prior to submitting the proposal.**

Please forward proposals to:

Tom Maloney, Deputy Chief / Fire Marshal

Marysville Fire District • 1094 Cedar Avenue • Marysville, WA 98270 • (360) 363-8506

[tmaloney@marysvillewa.gov](mailto:tmaloney@marysvillewa.gov)

Proposals should be submitted by **September 30, 2018** for first consideration. Proposals will be first reviewed by the committee during 2018 FPI. Any proposals received after the 2019 agenda has been finalized will be kept on file for consideration in following year.

**If you have questions or would like additional information, please contact Conference Chair Tom Maloney at (360) 363-8506.**



## 2019 FPI Presentation Proposal

### 2019 Theme: Creating Change Through Education and Leadership

**Track: (check one)**       Fire Prevention     Public Education     Fire Investigations

**Name:**

**Address:**

**Contact Number(s):**

**Email:**

**Program Length:**

**Presentation Description:**

List at least three specific  
course objectives.  
(200 words maximum)

**Speaker Bio:**

(150 words maximum)

**Detailed Expenses:**

**SPEAKER FEE (Inclusive of all travel costs – including costs for flight and rental car)**

\$

**MEALS** (Reimbursed at WA State per diem rates of \$13 breakfast, \$15 lunch, and \$23 dinner, *for meals not provided during the conference*)

\$

**MISC. (provide detail)**

\$

**TOTAL REIMBURSEMENT**

\$

**Forward completed proposals to (email is the preferred method of submittal):**

Tom Maloney, Deputy Chief / Fire Marshal

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