



2018 Saturday Seminar Series

The Washington Fire Commissioners Association is pleased to offer the 2018 Saturday Seminar Series. Class descriptions are outlined below; see reverse for dates, times and locations. To register, see reverse for the online link or use the form provided. If you have questions concerning the seminars, please contact the WFCA office at 800.491.9322.



SEMINAR FOR NEWLY ELECTED/APPOINTED AND EXPERIENCED COMMISSIONERS, CHIEFS & SECRETARIES

**Offered in Spokane (February 24th)
and Ocean Shores (April 7th)**

This seminar meets the statutory Open Public Records and Open Public Meetings training requirements which are required EVERY 4 YEARS for elected officials.

Attorney Brian Snure will present this seminar for new and experienced commissioners, chiefs, secretaries and other management personnel. The class will provide the knowledge and background needed to understand and address the challenges involved in governing, leading and operating fire districts and regional fire authorities. Topics for this full-day program, which is being held in Spokane and Ocean Shores, include the following:

- ◆ The relationships between fire commissioners and personnel.
- ◆ Powers, authority, duties and responsibilities of commissioners, chiefs and secretaries.
- ◆ Relationships with state and county offices.
- ◆ Risk management and insurance.
- ◆ Open Public Meetings and executive sessions compliance.
- ◆ Open Public Records Act and records retention compliance.
- ◆ Ethics — conflicts of interest.
- ◆ Compensation to commissioners, paid and volunteer personnel.
- ◆ Volunteer firefighter associations.
- ◆ Finances — revenue sources, tax levies, budgets, lid lifts, debt limitations, elections.
- ◆ Bid law requirements.

Other areas of law will be addressed with an opportunity for class participants to ask questions. Attendees will receive a certificate of participation that documents compliance with the Open Public Meeting and Open Public Record training requirements.

TEAM BUILDING FOR A SUCCESSFUL FIRE DISTRICT/RFA Offered in Chelan (June 2nd)

Fire districts and regional fire authorities are no different than other organizations, you need a strong team from the top down in order to deliver the best possible service to your citizens. The WFCA will offer a full-day seminar on team building with an emphasis on creative ways to establish and maintain a strong, positive team. More in-depth information on team building will be forthcoming.



FEBRUARY 24, 2018

SPOKANE

THE HISTORIC DAVENPORT HOTEL

AGENDA

- 8:00 a.m. Registration & Coffee
- 9:00 a.m. **Newly Elected, Appointed and Experienced Commissioners, Chiefs & Secretaries Seminar**
- 12:00 p.m. Lunch
- 1:00 p.m. **Seminar continues**
- 4:00 p.m. Program concludes

LOCATION & HOTEL INFO

10 South Post Street, Spokane, WA 99201
 509.455.8888 www.davenporthotelcollection.com

APRIL 7, 2018

OCEAN SHORES

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AGENDA

- 8:00 a.m. Registration & Coffee
- 9:00 a.m. **Newly Elected, Appointed and Experienced Commissioners, Chiefs & Secretaries Seminar**
- 12:00 p.m. Lunch
- 1:00 p.m. **Seminar continues**
- 4:00 p.m. Program concludes

LOCATION & HOTEL INFO

707 Ocean Shores Blvd NW, Ocean Shores, WA 98569
 360.289.4600 www.shiloinns.com
Guest room rate \$134

JUNE 2, 2018

CHELAN

CAMPBELL'S RESORT

AGENDA

- 7:30 a.m. Registration & Continental Breakfast
- 9:00 a.m. **Team Building for a Successful Fire District/RFA**
- 12:00 p.m. Lunch
- 1:00 p.m. **Seminar continues**
- 4:00 p.m. Program concludes

LOCATION & HOTELS

Campbell's - 104 W Woodin Ave, Chelan, WA 98816
 509.682.2561 www.campbellsresort.com
Room rates vary depending on the type requested.
 Other reservation options: Grandview (800.962.8723),
 Darnell's (800.967.8149), Best Western (800.468.2781)

REGISTRATION

Registration fee listed below is per person, per seminar. Fee includes lunch at the seminar for which you register and a continental breakfast in Chelan. 48 hours notice is required for registration refunds from the WFCA.

[REGISTER ONLINE](#)

or please return the completed registration below to:

WFCA, P.O. Box 134, Olympia, WA 98507

Fax: 360.664.0415 Email: wfca@wfca.wa.gov

MEMBER RATES: \$170, at the door \$220

NON-MEMBER RATES: \$450, at the door \$500

SIGN ME UP FOR THE SEMINAR I'VE CHECKED:

Spokane - February 24th

Ocean Shores - April 7th

Chelan - June 2nd

Representing: _____

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

Amount Enclosed \$ _____

Bill the District/RFA. If possible, please provide an email address for invoicing: _____