



## Washington State Fire Prevention Institute

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

### CALL FOR PROPOSALS 2023

The Washington State Association of Fire Marshals is seeking proposals for presentations at the 2023 Fire Prevention Institute (FPI), being held October 16-20, 2023, at Campbell's Resort at Lake Chelan (Chelan, WA).

#### 2023 Theme: Changing Today for Tomorrow Making Livable Communities

Presentations may be submitted from national, local, state, and regional fire prevention/community risk reduction officials, researchers, or other prevention/community risk reduction 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:

- 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 and Case Studies
- Infrastructure (training, data collection and analysis, use of resources, etc.)
- Measurement of Organizational Progress
- Current Deployment and Performance
- Plan for Maintaining & Implementing Target Programs
- Data, Statistics, and Analysis
- All Hazard Risk Assessment
- Strategic Planning
- Leadership
- Interpersonal Skills
- Credentialing
- Measurement of Organizational Progress
- Public Information and Social Media
- Public Education Program Development

***All programs will be considered and discussed.***

If you have a program you would like to have considered for inclusion on the 2023 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. **All proposals must include 3 clearly identified Course Objectives.** Proposals not submitted on the form will not be considered. All programs must be at least 60-minutes and in 60 minute intervals. [Click here for the proposal form.](#)

#### **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 60 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 over \$550. Additional speaker expenses are to be detailed in the Presentation Proposal Form as all inclusive. Stipends for presenting are available but are limited.

**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 unless agreed upon. 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@mfdrra.org](mailto:tmaloney@mfdrra.org)

Proposals should be submitted by September 30, 2022 for first consideration. Proposals will be first reviewed by the committee during 2023 FPI. Any proposals received after the 2023 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 or email: [tmaloney@mfdrra.org](mailto:tmaloney@mfdrra.org)**



## 2023 FPI Presentation Proposal

**2023 Theme: Changing and Leading Through Collaboration**

**Track: (check one)**

Fire Prevention

Community Risk  
Reduction

Fire Investigations

**Name:**

**Address:**

**Affiliation:**

**Contact Number(s):**

**Email:**

**Program Title:**

**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, lodging, and rental car).

\$

**MEALS** (Reimbursed at WA State per diem rates of \$14 breakfast, \$16 lunch, and \$25 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

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

Email: [tmaloney@mfdrafa.org](mailto:tmaloney@mfdrafa.org)