

Sample Retreat by Firefighter's ABCs

www.FirefightersABCs.com

This is a sample planning guide for your Recruitment retreat:

We suggest your agenda be sent at least four weeks prior to your retreat.

At the conclusion of the retreat provide a summary report within one week to all attendees including Senior Staff and Human Relations (electronic).

Summary should include but **not** limited to the following:

- Overview
- Attendees including rank or title
- Goals
- Date of next meeting
- Cost
- Etc.

Recruitment Advisory Staff Retreat

- 00/00/00
- To attending organizations, as discussed, this memorandum approves and outlines the City F. D. Recruitment Advisory Staff Retreat.
- I spoke with Chief W. Jones on 00/00/00 and the following date and agenda has been approved.
- **Date:** March 8, 0000
- **Location:** Plaza Hotel
- 0000 Central Avenue East
- **Room:** Island Board Room (First Floor)
- **Attire:** Casual dress or station uniform
- **Attendees:** All attendees shall attend on duty when possible
- Overtime will not be compensated for those attending off duty
- **Agenda:** 0800 – 0900 Recruit Officer and Advisory Staff (Only)
- Recruit Officer, Overview of meeting (30 min.)
- Pres/Rep. of each organization Overview of organization (15 min. each)
- 0900 – 1200 Senior Staff, Human Relations and Advisory Staff
- Presentation from Senior Staff – 1 hour including Q & A
- Discussion of future minimum qualifications for firefighter as well as other hiring concerns
- Presentation from HR – 1 hour including Q & A
- Overview FDRC - NRD - D.R.I.V.E. Program
- Overview of testing process

- Overview of recruitment outreach efforts
- Presentation from Advisory Staff – 1 hour (depending on the number of organizations including Q & A)
- Each organization to present their concerns

Each organization is requested to provide electronic copies of their presentation for Senior Staff, Human Relations and the other attending organizations

- 1200 – 1300 Lunch provided by fire department
- Buffet lunch provided - Jade Lunch Center
- 1300 – 1500 Recruit Officer and Advisory Staff (Only)
- 1300 – 1320 Review of morning meeting
- 1320 – 1400 Organizational Report from each organization (10 min. each)
- Please provide at least (00) copies of your report as well as one electronic copy
- 1400 – 1430 Concerns of each organization (8 min.)
- 1430 – 1500 Rebuttal to concerns by each organization
- 1500 – 1530 Establish joint goals for 0000 and beyond
- 1530 – 1524 Break
- 1545 – 1700 Recruit Officer and Advisory Staff
- 1545 – 1600 Review of Recruitment report from 00/00/00 to 00/00/00
- 1600 – 1630 Discussion re: Ongoing bi-monthly meetings for Advisory Staff
- 1630 – 1700 Open discussion / establish date and time for next meeting

If you have any questions, concerns or agenda items please forward them to Joy Gardner at Joy.Gardner@CityFireDepartment.org

Please include the following in your email:

- Organization Name
- Contact Telephone
- Shift and Station or other Assignment
- Secondary contact information

I look forward to a very productive retreat

Yours,

Joy Gardner – Recruit Officer

C: Nita R. Jones – Human Relations
Deputy Chief Demond Smith – City Fire Department