



Metro Fire Planners Board Meeting / Site Visit

Location: Tucson, Arizona
Doubletree Hotel Downtown Convention
Center – Second Floor Board Room

Agenda of the Board of Directors of the Metro
 Fire Planners

March 28th – 30th, 2024

- 1. Board Member Status: Chair Tom Clemo (Present) Vice Chair Maria Taylor (Present) Treasurer Maria Reyes (Absent) Secretary Nathan Adams (Present) Member at Large Peter Gatto (Present), Member at Large Amy Valdez (Present), Member at Large Brian Godlonton (Absent)**
- 2. Timeline for the Board Visit**

Thursday March 28, 2024	
Morning	Arrival of Board Members – Tucson Airport
15:30	Meet and Greet with TFD Command Staff

Friday March 29, 2024	
10:00	Meeting with Tucson Fire Staff for Venue walkthrough
11:00-14:00	Metro Planners Q & A Roundtable with Tucson Fire – Working Lunch Topics: Expectations, vendor management, room logistics, website update, finances and expenditures, contact list, topics for discussion
13:30-16:00	Metro Planners Annual Board Meeting Topics: Bylaw review, financial review, board position review, conference location discussion, planning next 3 years, mechanics of Canadian city hosting, locations for future hosts
18:00	Informal Dinner (TBD)

Saturday March 30, 2024	
0600-1100	Departure of Board Members Minute production and updates. Bylaw changes and related administrative work

Discussion with Host City

Action Items

- 1. Layout/schedule of events – Sunday – opening reception at TCC – Monday AM Honor Guard – opening remarks Tucson Fire Chief and City Manager – Monday evening free night – Tuesday evening – fun night – spouses can attend 50 per person (Sunday and Tuesday included) Wednesday morning sessions – closing and lunch – plan for 3 full days Monday-Wednesday**
- 2. Vendors – need specific level dollar amounts and include specifics on what they get for their sponsorship – Maria Reyes to get the W9 form to Mike – All money from participants and vendors to flow through Metro Planners account and Maria will issue payments/deposits in conjunction with Mike – Vendors are spectators not participants in the round table discussions.**
- 3. Add a couple participant presentations – case study – new technology etc**
- 4. Reduce vendors to roughly 7 – two tiers 5k and 7.5k**
- 5. Limit 3 attendees per 7.5k sponsorship and 2 attendees per 5k**
- 6. Pete to update the Metro Fire Planners logo**
- 7. Maria R to update links for website for participant registrants – coordinate with Mike**
- 8. Tom to send governance documents to Mike for uploading on website**
- 9. Target 65 participants plus board and vendors**