

# TEXAS FIRE ADMINISTRATIVE PROFESSIONALS WORKSHOP

JANUARY 17-18, 2022  
COLLEGE STATION, TEXAS  
COST: FREE!

Fire Department administrative staff carry a heavy burden. Without a strong administrative staff, organizations can not achieve their full potential and operate efficiently. The goal of this workshop is to provide position-specific training and development opportunities, and to help connect Fire/EMS administrative staff members and enable them to provide the highest level of support possible.



Room Rates: \$115

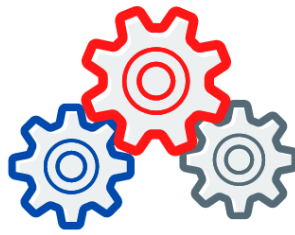
**SEE TFCA WEBSITE FOR WORKSHOP REGISTRATION  
AND HOTEL INFORMATION**

**[HTTPS://WWW.TXFIRECHIEFS.ORG/FIRE-ADMINS-WORKSHOP](https://www.txfirechiefs.org/fire-admins-workshop)**

**REGISTRATION IS LIMITED SO DON'T DELAY!**

---

**This workshop is supported by the  
Texas Fire Chiefs Association  
(TFCA)**



**TEXAS FIRE  
ADMINISTRATIVE  
PROFESSIONALS**



SUNDAY, 1/16

- 4:00PM** ARRIVE AND HOTEL CHECK-IN - REGISTRATION OPENS
- 6:00PM** REGISTRATION CLOSSES
- 6:00PM** BRW TO HOST WELCOME RECEPTION **BRWARCHITECTS**  
BRAZOS PROPER TEXAS KITCHEN FOCUSED ON WHAT MATTERS  
(HOTEL RESTAURANT LOCATED ON THE FIRST FLOOR)

MONDAY, 1/17



**\*\*REPRESENT YOUR DEPARTMENT BY WEARING YOUR DEPARTMENT SHIRT TO DAY 1\*\***

- 8:00AM** CONTINENTAL BREAKFAST PROVIDED
- 8:30AM** **ADMINISTRATIVE PROFESSIONALS WORKSHOP PT 1 W/ADMIN GURUS**  
**PRESENTERS: MELISSA PEOPLES AND SHEENA HUBBARD**  
[HTTPS://WWW.MELISSAPEOPLES.COM/](https://www.melissa Peoples.com/)
- 11:30AM** LUNCH ON YOUR OWN
- 1:00PM** **ADMINISTRATIVE PROFESSIONALS WORKSHOP PT 2 W/ADMIN GURUS**
- 4:00PM** **TCFP SESSION - FOCUS: FIDO**
- 5:00PM** DAY 1 CLOSSES - DINNER ON YOUR OWN

TUESDAY, 1/18

- 7:45AM** CONTINENTAL BREAKFAST PROVIDED
- 8:00AM** **TRAUMA & RESILIENCE SESSION W/TANIA GLENN**  
[HTTPS://WWW.TANIAGLENN.COM/](https://www.taniaglenn.com/)
- 10:00AM** MORNING BREAK  
CHECK-OUT OF ROOM (HOTEL CHECKOUT IS 11AM)
- 11:00AM** **RECORDS MANAGEMENT SESSION W/A REPRESENTATIVE FROM THE TEXAS STATE LIBRARY AND ARCHIVES**  
[HTTPS://WWW.TSL.TEXAS.GOV/](https://www.tsl.texas.gov/)
- 12:30PM** WORKSHOP ENDS
- 1:30 PM** **TEEX TOUR (OPTIONAL):**  
GUIDED TOUR OF TEEX FACILITY AND DISASTER CITY



**Teamwork**

**Productivity**

**Innovation**