



Hosted by  
Texas Fire Chiefs Association

# TEXAS FIRE ADMINISTRATIVE PROFESSIONALS

## 2026 Workshop

Igniting Collaboration, Empowering Fire Professionals

HILTON COLLEGE STATION, TEXAS | DATES: MAY 11-13, 2026



[www.txfirechiefs.org/fire-admins-workshop](http://www.txfirechiefs.org/fire-admins-workshop)

### REGISTRATION: SUNDAY, MAY 10

Registration	04:00 - 06:30	Hotel Check In - Tx Fire Administrative Professionals Registration
Optional Evening Networking	07:30 - 09:00	<b>SPEAKEASY</b> at Dean Fine Foods and Cocktails - Hilton CS Hotel Lobby <i>*For fun, we ask our guest to wear a dressy, <b>black</b> top</i>

### DAY 1: MONDAY, MAY 11



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

Breakfast	07:30 - 08:30	Registration Table Open & Breakfast Served
Opening Session	08:00 - 09:30	Opening Remarks & Welcome
Break / Team Builder	09:30 - 10:00	Coffee Break / Game / Team Builder / Ice Breaker
Professional Development	10:00 - 11:30	The 5% Rule Employee Relations – Mike McCall Consulting
Lunch	11:30 - 01:00	Lunch Break - On Your Own
Technology Focus	01:00 - 02:00	AI for Administrative Professionals – Scott Roseberry
Break	02:00 - 02:15	Snack Break
Crisis Management	02:15 - 04:15	What to do in a LODD – Billy Wusterhausen
Discussion	04:15 - 05:00	Open Discussion & Daily Reflection
Optional Evening Networking	05:30 - 07:30	Bunco Night! 🎲 (Light drinks & light snacks provided)

### DAY 2: TUESDAY, MAY 12



**\*\*WEAR YOUR 2026 TX FIRE ADMINISTRATIVE PROFESSIONALS **PINK** POLO TO DAY 2\*\***

Breakfast	07:30 - 08:30	Breakfast Served
Employee Management	08:00 - 09:30	Understanding EEOC Basics & Responding to Complaints - Marina Guerra
📷 Group Photo & Break	09:30 - 10:00	Group Photo / Coffee Break
Communication	10:00 - 11:30	Secrets of Great Communicators - Geoff Tumlin, On-Demand Leadership
Lunch	11:30 - 01:00	Lunch Break - On Your Own
Decision Making	01:00 - 02:00	Advanced Decision Making - Geoff Tumlin, On-Demand Leadership
Break	02:00 - 02:15	Snack Break
Leadership Values	02:00 - 05:00	Peak Performance - Geoff Tumlin, On-Demand Leadership

### DAY 3: WEDNESDAY, MAY 13

Breakfast	07:30 - 08:30	Breakfast Served
Professional Values	08:00 - 10:00	Trust, Accountability, and Service - Daniel DeYear
Break	10:00 - 10:30	Break & Hotel Check-Out
Leadership Talk	10:30 - 12:00	Table Talk with a Chief – Chief Dave Parker, Aldine Fire & Rescue

Colleagues



Productivity



Workflows