



Texas Fire Chiefs Association Presents:

Texas Fire Administrative Professionals

*Workshop 2025*



SUNDAY

**19**  
JAN

**REGISTRATION & HOTEL CHECK-IN**

5:00PM HOTEL CHECK IN - TFAP REGISTRATION  
7:00PM TFAP REGISTRATION CLOSURES  
8:15PM UNOFFICIAL MEET UP AT THE DIXIE CHICKEN

MONDAY

**20**  
JAN

**DAY 1**

7:00AM REGISTRATION OPEN UNTIL 8:00AM  
7:30AM BREAKFAST AVAILABLE UNTIL 8:30AM  
8:00AM WORKSHOP WELCOME  
8:45AM FIRE DEPARTMENT TRIVIA  
10:00AM OPEN TOPIC DISCUSSIONS  
11:45AM LUNCH - PROVIDED BY TX FIRE ADMIN PROFESSIONALS  
1:00PM - 5:00PM CURT VARONE  
  
Evening activities (optional)  
8pm to 11pm Blauer Hospitality Suite

TUESDAY

**21**  
JAN

**DAY 2**

7:30AM BREAKFAST AVAILABLE UNTIL 8:30AM  
8:00AM CURT VARONE  
11:45AM LUNCH - PROVIDED BY TX FIRE ADMIN PROFESSIONALS  
1:00PM - 5:00PM CURT VARONE  
  
Evening activities (optional)  
8pm to 11pm Blauer Hospitality Suite

WEDNESDAY

**22**  
JAN

**DAY 3**

7:30AM BREAKFAST AVAILABLE UNTIL 8:30AM  
8:00AM TBD  
10:00AM BREAK & HOTEL CHECK OUT  
10:30AM TABLE TALK WITH A CHIEF-CHIEF AMY RAMON, CY-FAIR  
12:00PM END OF WORKSHOP



# Workshop 2025



## FEATURED SPEAKER

# CURT VARONE

TOPICS:  
FD FLSA BOOTCAMP, FIREFIGHTER DISCIPLINE

CURT VARONE has more than 50 years of experience in the fire service, including 29 years as a career firefighter with Providence, RI, retiring as a deputy assistant chief (shift commander). He is a practicing attorney licensed in both Rhode Island and Maine, and served as the Director of the Public Fire Protection Division at the NFPA. Curt is the author of two books, Legal Considerations for Fire and Emergency Services, and Fire Officer's Legal Handbook. He is a contributing editor for Firehouse Magazine and remains active as a deputy chief with the Exeter (RI) Fire Department.

### FLSA Bootcamp for Fire Departments

This program will cover the basics of the Fair Labor Standards Act (FLSA) for fire departments. Included will be basic wage and hour law, how overtime is calculated, understanding what is compensable time and what is not, overtime for officers, training time and volunteers.

### Nuts and Bolts of Firefighter Discipline

This program will provide a basic overview of the disciplinary challenges facing the fire service, along with an introduction to the professional standards concept. The ten common types of misconduct, as well as the ways fire department often mishandle disciplinary investigations will be reviewed. Best practices for fire officers, company level as well as chiefs, will be reviewed. Lesson learned from recent headline cases will also be examined.

- Intro to the FLSA
- Basic wage and hour
- Regular rate
- What is compensable work
- 207k – basics
- Officers & overtime
- Training time
- Volunteers



## FEATURED CHIEF

# AMY RAMON

TOPICS:  
TABLE TALK WITH A CHIEF

AMY RAMON is currently the Fire Chief for Harris County Emergency Services District No. 9 dba Cy-Fair Fire Department in northwest Houston. Amy Ramon joined the Cy-Fair Fire Department in 1990 as a 20 years old volunteer firefighter. She has worked her way up to station officer, board member and assistant chief of EMS until she accepted the role of Fire Chief in mid-2014. This past year she received the Texas Fire Chiefs Association's Fire Chief of the Year Award. She is the first women to receive this honor.

Ramon has a bachelor's degree in business management and a Juris Doctorate degree from South Texas College of Law. She works with Lone Star College locally to advance the fire science and EMS industries, serves as an instructor and Executive Committee for the Texas Fire Chiefs Association and is on the executive board of the Harris County Fire Chief's Association.