

April 3, 2012

LOS ANGELES FIRE DEPARTMENT



BRIAN L. CUMMINGS  
FIRE CHIEF

March 19, 2012

BOARD OF FIRE COMMISSIONERS  
FILE NO. 12-052

TO: Board of Fire Commissioners

FROM: Brian L. Cummings, Fire Chief

SUBJECT: IN-KIND DONATION FOR EXECUTIVE LEADERSHIP RETREAT FOR  
MARCH 27-28, 2012

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

**Recommendation:** That the Board:

Accept a donation from the Los Angeles Fire Department Foundation (LAFDF) for the Senior Leadership of the Los Angeles Fire Department (LAFD).

**Summary:**

Administration is requesting the use of funds in the amount of \$8,865.00 from the LAFDF to acquire the services of Dr. Larry Iverson of the Institute for Advanced Development. Dr. Iverson will facilitate an Executive Leadership Retreat on March 27-28, 2012.

**Fiscal Impact:**

There is no fiscal impact to the Department's budget in the acceptance of this donation.

**Conclusion:**

The Los Angeles Fire Department benefits tremendously from gracious donations such as those received from the LAFDF. The Administration would like to acknowledge the LAFDF for their generous donation.

Board report prepared by the Planning Section.

Attachment



## LOS ANGELES FIRE DEPARTMENT FOUNDATION Grant Request Form

Date: March 14, 2012

Amount Requested \$8,865.00

Contact Name: Captain James Stewart

Phone 213 978-3845

E-mail james.stewart@lacity.org

Type of funding request (name of program or equipment):  
**LAFD Executive Leadership Retreat**

Provide a brief description and the need for the program/equipment/service (use attachment if needed): **This executive retreat will assist the management team in developing skills that will increase their abilities at self-leadership, as well as best practices in effective leadership of team members. In addition, it will help to unite the management team with a common vision of what our desired LAFD could look like and how to get there. This retreat will help the staff with values driven leadership, partnerships within the team, communicating openly and clearly, and with strategies for building effective relationships with employees and with the residents of the City of Los Angeles.**

Is there a fiscal impact to approving this request? (maintenance costs, monthly service cost, extra equipment or services etc.). Please describe: **N/A**

Has this program/equipment/service previously been requested through the city budget? **NO**

If yes, list the most recent date of submission and the result: **N/A**

If no, explain the reason why it was not submitted:

What objectives will be accomplished if the funding is granted?

- 1) Enhancement of leadership abilities and professional relations in the work environment**
- 2) Achieve a higher level of production and employee satisfaction**
- 3) Will help build a collaborative partnership between leaders, employees and clients**
- 4) Will discover new management tools for improving customer service**
- 5) Boost overall team morale**

Please attach an itemized list for expenses or a quote from the equipment manufacturer on the vendor's letterhead including model numbers and total units needed. Upon approval, the foundation will pay the vendor directly.

SEE ATTACHMENT

Fire Station Commander's signature

"A" Platoon \_\_\_\_\_

"B" Platoon \_\_\_\_\_

"C" Platoon \_\_\_\_\_

Unit or Section Commander's signature

Division Commander's signature

Bureau Commander's signature

Fire Chief's signature

(Any signature of a higher rank will imply approval from the lower ranks)

If applicable:

Building Administrative Section: \_\_\_\_\_ Date \_\_\_\_\_

Management Information Systems: \_\_\_\_\_ Date \_\_\_\_\_

Any questions regarding Foundation procedures can be directed to the Los Angeles Fire Department Foundation at 310-552-4139. Once the grant request has been approved by the foundation, the Community Liaison Office will forward the paperwork for appropriate Fire Department processing.

You may submit your request by e-mail to [Karen@supportlafd.org](mailto:Karen@supportlafd.org), by fax to 31-552-9052.