

LOS ANGELES FIRE DEPARTMENT

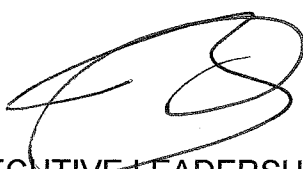


BRIAN L. CUMMINGS
FIRE CHIEF

May 17, 2012

BOARD OF FIRE COMMISSIONERS
FILE NO. 12-052 R

TO: Board of Fire Commissioners

FROM: Brian L. Cummings, Fire Chief 

SUBJECT: IN-KIND DONATION FOR EXECUTIVE LEADERSHIP TRAINING

| | | | |
|---------------|-----------------------------------|---|------------------------------------|
| 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 Withdrawn |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:

1. Accept a donation from the Los Angeles Fire Department Foundation (LAFDF) for Executive leadership training on March 27-29, 2012. The Executive leadership training will provide instruction on leadership methods for the Senior Leadership of the Los Angeles Fire Department (LAFD).
2. Instruct the Commission Executive Assistant to forward this report for necessary action to City Council in accordance with the Los Angeles Administrative Code, Ordinance 155514, Article 12, Section 5.111.4(a).

Summary:

The 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 Executive Leadership training on March 27-28, 2012. This training will benefit the LAFD by helping the Department build a cohesive and evolving organization.

Fiscal Impact:

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

Conclusion:

The approval of this recommendation will allow the Department to discover different aspects of leadership and help guide the organization in the future.

The Los Angeles Fire Department benefits tremendously from the 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.

Attachments



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@supportlafdf.org, by fax to 31-552-9052.

Revised Fee Schedule for LAFD

Hi Trevor, I've put a sharp pencil to what this should cost and what I will actually be charging. Compare page one to this page for contrast and reductions. Let's discuss it in as much detail as you want after you overview it. Best Regards, Larry

Consulting, Program Development will take 2+ days for development and it's usually 2 days of development for each day of program (I've already spent 0.5 days on it that I'm not adding in to the equation.) Design the flow of the 1.5 days, all the exercises and discussion points, the detailed manual for it, the PowerPoint's, etc. We'll call it an even 2 days for all this. **Standard Dev. \$5000+; Reduced to Staff fee \$800; Dr. Iverson \$2000**

Retreat for Leadership Team the normal fee for doing this 1.5 day retreat would be \$10,000. My reduced rate would be \$7300; I'm reducing that another <\$1300> so my fee is **only \$6000 for the Retreat.**

TeleConferencing normally by the time we've finished talking about all of this and I'm doing it, teleconferencing charges are about **\$500 to \$750 <No Charge>**

Printing -- you print from our masters and **save about \$100.**

Supplies for Exercises distributed to **exec team ex. materials are \$375**

Airfare -- My usual 1st class airfare is reduced to coach. As of today **roundtrip air is \$460** since it's less than 2 weeks and it's going up.

Car Rental with tax for **2 days is \$180**

Hotel Accommodations and parking about \$225 per day so **approximately \$450**

Per Diem costs for food and miscellaneous expenses: \$50 per day, **2 days is \$100**

Travel Time when done during regular business hours: \$100 per hour for any IAD staff member, with \$350 maximum for any one day. Though I'm traveling during business hours, and it's a total of about 2.5 hours 2 different days, **instead of \$500 <No Charge>**

Corporate Rate for a 1.5 day Retreat: \$16,665

Reduced Rate for Fire Organizations: \$13,365

LAFD Retreat Reduced Further to: \$ 10,365

Trevor, Since this is our first time working together (and I believe the executive team will get so much from this we'll do it again) I'm willing to reduce my fees even further for this session, by another \$1500.

\$2800 development fee reduced another \$500 down to \$2300

\$6000 for the retreat reduced another \$1000 down to \$5000

Total for LAFD retreat: \$8865

Authorized by: Larry Iverson PhD, Director
The Institute for Advanced Development LLC

Revised Fee Schedule for Fire Service Agencies

The Institute for Advanced Development LLC and Dr. Larry Iverson give a significant reduction in their standard corporate fee schedule to fire services organizations. Even with these reduced fees, there are cost cutting measures that can make some fees negotiable.

Consulting, Program Development, Customization, Executive Coaching:

Standard: \$2500 per 8 hour day, or \$325 per hour with a 2 hour minimum.

Reduced to: Straight \$100 per hour for staff time, and \$250 per hour for Dr. Iverson's time.

Training or Retreat for Management or Staff (Call for Large Group pricing)

Standard: \$3500 per half-day; \$6500 for one-day of training.

Reduced to: \$2500 per half-day; \$4800 for one-day.

Keynote Program (75 minutes or less):

Standard: \$6000 per keynote

Reduced to: \$3500 per keynote

Tele-Conferencing--Up to 15 Participants on the Call:

Standard \$300 per hour will be reduced to \$250 per hour of tele-conferencing.

(Teleconference carrier charges not included.)

Manual for Attendees of the Program, per participant:

Cost per attendee manual supplied by IAD--\$20.00.

Printing performed by you from masters provided by IAD--no charge.

Travel Related Expenses

All travel related expenses incurred are direct billed with no handling charges.

Airfare -- 1st class airfare reduced to coach airfare.

Car Rental for Dr. Iverson or IAD staff trainer: Average cost \$70-\$85 per day incl. taxes.

Hotel Accommodations for IAD staff: Range \$150 - \$250 per day. This includes hotel fees, taxes, etc., per day per room.

Per Diem costs for food and miscellaneous expenses: \$50 per day.

Travel Time when done during regular business hours: \$100 per hour for any IAD staff member, with \$350 maximum for any one day. (All travel will be performed during off-hours whenever possible, to assist in reducing expenses incurred by IAD staff.)

For more information call The Institute for Advanced Development at (800) 673-3217.
