



Virginia Fire Prevention Association

P.O. Box 244
Middletown, Virginia 22645
www.vfpa.org

Enclosure 1

Officers

James R. Dawson, President
Lee Duckwitz, 1st Vice President
George Hollingsworth, 2nd Vice President
J.D. Mitchell, Treasurer
Wally Rinaldi, Secretary

Directors

Billy Hanks	James Ramsey
Phil Paquette	Scott Jones
David Seay	Ralph Phillips
Dave Diamantes	Elaine Gall
James Barber	Frank Teevan
John McCormick	

November 20, 2011

Chief Richard E. Burch, Jr.
Chairman, Virginia Fire Services Board
c/o Virginia Department of Fire Programs
1005 Technology Park Drive
Glen Allen, Virginia 23059-4500

Dear Chief Burch:

On behalf of the Virginia Fire Prevention Association, I cordially invite the Virginia Fire Services Board to hold their October meetings in conjunction with our Fall Conference. The 2012 conference will be held October 1, 2 and 3, 2012 at the Holiday Inn Roanoke Valley View, 3315 Ordway Drive.

At present, we have a signed contract with this facility for our conference, and we have the ability to expand our meeting space to accommodate the Fire Services Board's meeting needs over those days. We have also gotten a commitment from the hotel that they will honor the conference room rates for Fire Board members as well as conference attendees based on room availability.

I hope the Board will take this opportunity to meet in the western part of the Commonwealth and this may become a recurring partnership between the Virginia Fire Prevention Association and the Fire Services Board. Please let me know as soon as possible of the Board's decision so we can make appropriate arrangements with the hotel.

Sincerely,

James R. Dawson, Jr.
President

VIRGINIA FIRE PREVENTION ASSOCIATION