



30th Annual
2015 NEW YORK STATE NATIONAL FIRE ACADEMY WEEKEND
EMMITSBURG, MARYLAND
APRIL 11-12, 2015

The New York State Office of Fire Prevention and Control and the Fire Academy Faculty Student Association proudly announces the '2015' 30th annual New York State Weekend at the National Fire Academy. This year we are pleased to announce that we will be once again partnering with the fire service from the State of Georgia. The NFA will accommodate 330 students at the 2015 New York/Georgia Weekend. Student selection will be predicated upon the National Fire Academy selection criteria; Individuals must have a minimum of five years of firefighting experience and meet the NFA Student Criteria or Target Audience as listed under the course description.

Transportation is included and buses will depart for Emmitsburg, Maryland on Friday April 10, 2015 in time to arrive by 4:00 p.m. for registration and dinner. Classes will be conducted on Saturday April 11, 2015 and Sunday April 12, 2015. Buses will depart the National Fire Academy on Sunday April 12, 2015 at approximately 3:00 p.m.

The cost for the weekend will be **\$190.00**. This will include transportation, meals and lodging, evening refreshments (pizza & wings) a memento of the weekend and the purchase of a 2015 NYS Weekend memorial brick for the memorial walkway.

Those wishing to attend the 2015 weekend must legibly complete the enclosed registration form and complete the FEMA application in accordance with the included instructions and return it with payment by **January 9, 2015** to:

**NYS Weekend
C/o Fire Academy FSA
600 College Ave.
Montour Falls, NY 14865**

Make Checks Payable to "Fire Academy FSA" (Vouchers or purchase orders will not be accepted).

Payment by check must be submitted with the NYS registration form and FEMA FORM # 1660-0100 Expires November 30, 2016.

Credit Card payments please call: 1-800-758-1818.

Note: Payments may be combined in a single check. Checks will be deposited when received. Refunds will be sent to the originator of the check for rejected applications and for any standby spaces that are not filled. Please note there is a \$20.00 fee for a returned check.

Incomplete, illegible or unclear applications will not be processed and may be returned for completion.

For additional information contact us at NYSweekend@dhfes.ny.gov or the main OFPC office at 518-474-6746.

2015 NY/GA STATE WEEKEND COURSE OFFERINGS



STATE OF NEW YORK OFFERINGS

W0805 - Leadership III for Fire and EMS: Strategies for Supervisory Success - This course provides the company officer with the basic leadership skills and tools to perform effectively in the fire service environment. The course covers when and how to delegate to subordinates, assess personal leadership styles through situational leadership, discipline subordinates, and apply coaching/ motivating techniques. **Selection Criteria: Line fire officers, unit commanders, or program supervisors. Fire or rescue personnel due for promotion/appointment to a rank of officer or supervisor within 6 months. Training officers, staff, or administrative officers of fire and rescue organizations.**

W0760 - New Fire Chief I: Challenging Issues - This course is designed to develop the managerial, administrative and leadership skills necessary for the first time fire chief and chief officer who desire a leadership position in their department. This course addresses critical knowledge and skills pertaining to the responsibilities of a fire chief including such topics as local politics and the role of the chief officer, liability and risk management, resources and items of knowledge need to become a first time leader in a new position in their agency. **Selection Criteria: The primary candidates for this course include new or emerging chief officers in a volunteer or combination fire department or emergency service organization. The secondary candidate is a person who is a new career chief, department leader or emerging leader of fire department or emergency service organization. This course is open to all interested emergency services personnel including volunteer, career, and allied professionals, the class is intended primarily for those who have served or will begin to serve soon in leadership positions and who seek to learn more effective ways of managing and leading their agency.**

W0209 - Courtroom Preparation and Testimony for First Responders - This course will provide the necessary tools for all emergency responders who may be called upon for depositions and/or courtroom testimony relevant to facts witnessed on arrival at a scene as a first responder. This 2-day course will emphasize the importance of reporting factual events. It also will address the need to improve report-writing skills after witnessing an event, and oral presentation skills if asked to describe the event in a court of law. The intent of this course is to prepare all emergency responders, with emphases on volunteer firefighters, to present information to the legal system. **Selection Criteria: Open to all interested emergency services personnel, including volunteer, career, and allied professions, who are interested in controlling the arson problem.**

W0457 - Decision Making for Initial Company Operations - Decision Making for Initial Company Operations is designed to develop the decision making skills needed by Company Officers (COs) to accomplish assigned tactics at structure fires. All activities and scenarios used in this course are based on structure fires. As a Company Officer (CO) with the real possibility of being the first to arrive at an incident, the CO's initial decisions will have an impact throughout the entire incident. It is vital that they be able to make good management decisions that have a favorable impact on the eventual outcome. In addition to a possible role as the initial Incident Commander (IC), the CO may well be assigned a subordinate position within the ICS organization. COs need to have a clear understanding of the system, the position they are assigned, and their role in the organization if they are to function effectively and help make the system work. **Selection Criteria: This course is specifically designed for newly appointed Company Officers, for firefighters who may have acting Company Officer responsibilities or who want to become a Company Officer. This course is an excellent review for experience Company Officers.**

W0458 - Preparation for Initial Company Operations - This course is designed to develop a better understanding of the role and responsibilities of a Company Officer in preparing their company for incident operations. In addition, to clarifying the transition from firefighter to company officer and the new roles relating to leadership and safety. This course is designed for company officers, acting company officers, or senior firefighters responsible for the management of a single fire company at an emergency incident. Those officers who are responsible for company readiness, personnel safety, and leadership as it relates to company operation. **Selection Criteria: Company officers, acting officers, or senior firefighters who command a fire company during emergency operations. Those officers who are responsible for maintaining skills and company readiness.**

W0322 - Incident Command for Structural Collapse Incidents - This course is designed to provide fire officers with an understanding of command operations at structural collapse incidents. Students completing this course will be able to:* describe the aspects of a structural collapse;* explain basic command procedures and ICS organizational structure;* identify various resource levels, types, and capabilities used for structural collapse incidents;* identify critical factors and issues that affect scene management;* describe all unique operational considerations used at a structural collapse incident;* describe all response operations phases associated with a structural collapse incident; and* describe the technical rescue expertise and equipment required for safe operations and effective incident management. Students attending should understand and be able to apply the Incident Command System (ICS) concept. **Selection Criteria: Individuals who have statutory authority/responsibility and may serve in a unified command structure at a structural collapse; fire command officers.**

W0290 - Training Operations in Small Departments - This 2-day course is designed to provide students with some basic tools and skills to coordinate training in a small fire/EMS organization. A training function in a smaller department typically may include conducting training drills and coordinating training with a nearby larger city or State training function. Course content includes; Leadership issues in fire service training, such as why and how the local training officer must be a catalyst for change, and personal motivators within the department. Identifying the legal issues affecting the training function, including an understanding of a standard of care, and the impact of OSHA and NFPA standards; Safety considerations in training; Marketing training internally; Identifying ways to justify training needs. Resolving training conflicts using appropriate conflict resolution techniques. Selecting and evaluating training curriculum and materials from outside sources. Effective delivery and evaluation of training. **Selection Criteria: Fire and rescue personnel who coordinate training in small departments; Volunteer firefighters and officers who instruct in small fire and rescue departments; Fire personnel serving on training committees. Training officers in volunteer fire departments.** NOTE: Students who have taken NFA's Challenges for Local Training Officers through the Volunteer Incentive Program are not encouraged to take NFA's Training Operations in Small Departments.



STATE OF GEORGIA OFFERINGS

***W0523 Executive Skills Series: Exercising Leadership Ethically** - This new 2-day course provides students with the ability to recognize ethical dilemmas in the context of their environments, apply a decision model to resolve these dilemmas, render ethical decisions, and defend under scrutiny the resulting decisions that were made in an effort to resolve these dilemmas. The ESS: ELE course will become the fourth offering within the Executive Skill Series. **Selection Criteria: The target audience for all of the Executive Skill Series courses, including the Exercising Leadership Ethically course, are fire and emergency services personnel in positions of authority who have an opportunity to exercise leadership. An eligible student must be minimally assigned in a supervisory level position (e.g., a Company Officer). Line-firefighters or firefighter-paramedics are not within the target audience and will not be considered.**

***W0315 Introduction to Unified Command for Multi-agency and Catastrophic Incidents** - This course is designed for those officers who would likely function in a Command or General Staff position during a multi-agency operation. Students will be exposed to lectures and activities designed to promote a better understanding of multi-agency needs and a Unified Command structure. This course is designed to provide an understanding of the requirements of a Unified Command organization and the skills necessary to operate effectively at complex incidents. **Selection Criteria: Officers who have command responsibilities. Officers who are upwardly mobile and act in the position of a Command Officer. Officer, regardless of title, who would function in a command or general staff position during a Unified Command operation. Those officers who are initially responsible for setting up the Incident Command organization.**

***W0730 Health and Safety Officer** - This 2-day course examines the Health and Safety Officer's role in identifying, evaluating, and implementing policy and procedures that affect health and safety aspects for emergency responders. Risk analysis, wellness, and other occupational safety issues will be the main emphasis of this course. **Selection Criteria: Individuals who have department-level health and safety responsibilities. Persons attending this course should have a working knowledge of the Incident Command System, as taught by NFA, applicable NFPA and OSHA requirements and recommendations, and responsibility for setting policy for the department on such issues.**

**NYS students have access to Georgia course with GA students having priority*

REGISTRATION

SCHEDULE:

- January 9, 2015: **Deadline for NYS registration form, FEMA application and payment.**
- February 9, 2015: Notifications of persons selected will be made. Rejections and stand-by applicants will also be notified at this time. Confirmation, bus assignment, and itinerary will be sent at this time.
- February 24, 2015: Deadline for cancellations and refunds.
- February 24 to March 6, 2015: Stand-by applicants will be contacted to fill spaces created by cancellations.

STAND-BY:

Registrants rejected because of courses or buses already being filled will be placed on a stand-by list, if requested (check box on registration form). In the event of an opening through a cancellation, those placed on Stand-by will be notified February 24 to March 6, 2015. Anyone not selected and who does not wish to be on stand-by will have their payment returned.

SUBSTITUTION:

Only EMERGENCY SUBSTITUTIONS are permitted after March 6, 2015 per the National Fire Academy.

PAYMENT:

Payments for multiple applicants may be combined into a single check and sent with registration forms and FEMA Applications. All checks must be payable to "**Fire Academy FSA**". Please note that there is a \$20.00 fee for returned checks.

REFUNDS/ CANCELLATIONS:

Full refunds will only be made for cancellations made before February 24, 2015 and only if a stand-by fills the space. No refund will be sent for cancellations after February 24, 2015 or for a cancellation where a stand-by cannot be found. To cancel, notify our office at 518-474-6746 or e-mail NYSweekend@dhses.ny.gov as soon as possible. Cancellations on April 10 or later will be considered a NO SHOW, unless cancellation is caused by an emergency as deemed by OFPC/NFA.

No Shows-Any student who does not cancel attendance in the appropriate time frame will be denied admission for the next 24 months per NFA policy.

STUDENT SELECTION:

The National Fire Academy conducts specialized training courses and advanced management programs of national impact. The NFA offers courses and programs in a concentrated, residential setting that is conducive to intensive learning. On-campus programs target middle-and top-level fire officers, fire service instructors, technical professionals, and representatives from allied professions. (Note: OFPC staff & State Fire Instructors please put your Instructor Number on the application). Student selection, **Individuals must have a minimum of five years of firefighting experience and meet the NFA Student Criteria or Target Audience as listed under the course description.**

Selection preference will be given to members of fire departments participating in the NYS fire reporting system, with submission of reports for 8 out of the 12 months of calendar year 2013.

Students must meet the NFA campus requirement of completion of ICS-100 and ICS-200. Attach NFA completion certificates to NYS Weekend registration form unless your completion was obtained through a NYS delivery and is already recorded on your NYS training record.

COURSE SELECTION:

Both NY and GA courses are open to all applicants. NY selection and prioritization is based on applicants meeting NFA course criteria, having at least 5 years of fire service experience and duty assignment. Early registration is recommended as applications received after the deadline may not be considered. You should select at least three courses in order of preference with first labeled #1. Draw a line through any course you have already taken or do not wish to be considered for. If no alternate selections are indicated, you will limit your ability to attend the weekend.

CLASS SIZE:

Class size for each course will be limited to 30 students per course.

HOW TO APPLY:

Students must complete the NYS and NFA Student Registration form included with this brochure.

Authorizing signatures are required and the applicant cannot sign as the authorizing party.

REGISTRATION FORM:

Complete the enclosed NYS Weekend Registration Form and return it with the completed FEMA Application http://www.usfa.fema.gov/downloads/pdf/ff_119_25_2_75_5a.pdf. Indicate your course preferences in rank order. Selection will be based on National Fire Academy selection criteria as well as the fire service background and description of how this course relates to your current duties as provided on the application. Indicate the desired bus departure point – Note: low interest pick-up points may be relocated. Indicate if you wish to be placed on the stand-by list if rejected because courses or buses are filled. Indicate if you wish to travel by personal vehicle. Duplicate form as necessary.

IMPORTANT: Please make sure you include your e-mail address on the FEMA application. NFA certificates will be e-mailed to students.

PRINT CLEARLY. Incomplete, illegible, or unclear applications will not be processed and may be returned for completion.

STUDENT FEDERAL SID NUMBER:

A FEMA SID is required to register for and to participate in any training provided by FEMA agencies. FEMA training providers' registration systems and enrollment procedures require a valid FEMA SID. FEMA SID serves as your personal identification number and merges/links/connects/combines all of your FEMA training records under one account to simplify keeping track of all your FEMA training accomplishments.

Each applicant must use their Federal Student Identification number in lieu of their SSN. Go to <https://cdp.dhs.gov/elms>, Click on Create Account, follow the instructions. Federal application will NOT be processed without the SID. This is not the same as your NYS training ID.

WEEKEND COST:

\$190.00, this includes memento, 2015 NYS weekend memorial NFFF brick, Friday night dinner, three meals Saturday (cookout/social), breakfast and lunch Sunday, along with a bagged lunch for the ride home.

ITINERARY OF EVENTS

Friday, April 10, 2015 (5 p.m.): Dinner. You may join your fellow classmates in the dining hall in building K beginning at 5pm.

Friday, April 10, 2015 (7 p.m.): Orientation, Building "E" auditorium. Immediately after orientation, a social will be held in the Command Post Pub. This is an opportunity to relax and socialize with other students.

Saturday, April 11, 2015 classes will be held in Building "J" from 8 a.m. to 4 p.m.

Memorial Service to honor fallen firefighters from each state, a brief joint memorial service will be held at the Fallen Firefighters Memorial at 5:30 p.m. Saturday April 11, 2015.

After the memorial service, a cookout will be held at the pub . This is an opportunity for attendees to join together in fellowship.

Sunday, April 12, 2015 classes will be from 8 a.m. to 3 p.m.

CAMPUS MAP:

http://www.usfa.fema.gov/downloads/pdf/campus_map.pdf

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Office Use Only

Registration Deadline – January 9, 2015

PLEASE PRINT CLEARLY:

Complete Name _____ NYS Fire Training # _____

Home Address – Street, PO Box, City, State, Zip: _____

County: _____ DOB _____ LAST 4 SSN _____ Contact Number(s): Home () _____

Cell () _____ Email address: _____

Fire Department: _____ FDID: _____

Current Rank: _____ # Years in Position: _____ # Years in Fire Service: _____ (Must be min. of 5 years)

Chief's Name: _____ Chief's Contact Number(s): Home () _____

Cell () _____ Email address: _____

SID _____ GO TO <https://cdp.dhs.gov/elms> to obtain SID (mandatory)

Course Selection: Programs are open to all applicants. Early registration is recommended as enrollment in each program is limited to 30 students, unless otherwise noted. Applicants must list three course choices. Select at least three courses in order of preference with first preference as #1. Draw a line through any course you have already taken. If no alternate selections are indicated, the application may be rejected without consideration.

- ☐ W0805 – Leadership III for Fire and EMS: Strategies for supervisory Success
- ☐ W0760 – New Fire Chief I: Challenging Issues
- ☐ W0209 – Courtroom Preparation and Testimony for First Responders
- ☐ W0457 – Decision Making for Initial Company Operations
- ☐ W0458 – Preparation for Initial Company Operations
- ☐ W0322 – Incident Command System for Structural Collapse Incidents
- ☐ W0290 – Training Operations in Small Departments
- ☐ Check here if you wish to be placed on stand-by, if not selected.

GEORGIA COURSES*

- ☐ W0523 – Executive Skills Series:
Exercising Leadership Ethically
- ☐ W0315 – Introduction to Unified
Command for Multi-agency and
Catastrophic Incident
- ☐ W0730 – Health and Safety
Officer

**NYS students have access to Georgia course with GA students having priority*

DESIRED BUS DEPARTURE POINT: (CHECK ONE)

Bus # 1 Buffalo ☐ Rochester ☐ Corning ☐

Bus # 4 Albany ☐

Bus # 2 Syracuse ☐ Cortland ☐ Binghamton ☐

Bus # 5 Poughkeepsie ☐ Westchester ☐

Bus # 3 Watertown ☐

Driving ☐ Check box if you will not be traveling by bus. Please submit number of occupants, names of occupants and vehicle information (make, model, plate number) to NYSweekend@dhses.ny.gov before March 6, 2015. The weekend fee will not be adjusted for those choosing other forms of transportation.

Send this registration form together with the FEMA application and your payment to:
NYS Weekend C/o Fire Academy FSA 600 College Ave. Montour Falls, NY 14865