



TWENTY-NINTH ANNUAL NEW YORK STATE WEEKEND NATIONAL FIRE ACADEMY

EMMITSBURG, MARYLAND

March 8-9, 2014

The New York State Office of Fire Prevention and Control and the Fire Academy Faculty Student Association proudly announces the 2014 29th annual New York State Weekend at the National Fire Academy. *This year we are pleased to announce that we will be sharing the date with the fire service from the State of Georgia. As NYS has never partnered with another state we welcome this unique opportunity to meet, learn and network with brothers and sisters from another state.* The NFA will continue to accommodate 240 NYS students at the 2014 NYS Weekend. Student selection will be predicated on a first come basis using 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

Each applicant must use their Federal Student Identification number in lieu of your SSN. Please go to <https://cdp.dhs.gov/elms> , Click on Create Account, follow the instructions. Federal application will NOT be processed without the FSIN. Instead of your SSN use the FSIN number in the SSN field (#6) on the FEMA FORM 119-25-2 form. This is not the same as your NYS training ID.

Transportation is included and buses will depart for Emmitsburg, Maryland on Friday March 7, 2014 in time to arrive by 4:00 p.m. for registration and dinner. Classes will be conducted on Saturday March 8, 2014 and Sunday March 9, 2014. Buses will depart the National Fire Academy on Sunday March 9, 2014 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 2014 NYS Weekend memorial brick for the memorial walkway.

Those wishing to attend the 2014 weekend must legibly complete the enclosed registration form and complete the FEMA application in accordance with the enclosed instructions and return it with payment by ~~December 6, 2013~~ to:

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

**DEADLINE EXTENDED TO
FRIDAY DECEMBER 13,
2013 AT 12:00PM**

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

Payment by check must be submitted with the NYS registration form and FEMA FORM 119-25-2, AUG. 2013.

Make checks Payable to "[Fire Academy FSA](#)" (Vouchers or purchase orders will not be accepted). 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.

For additional information contact Diane Caves at dianecaves@aol.com, or Nicholas Perrotta at nperrotta@dhses.ny.gov or the main OFPC office at 518-474-6746.

Please note the refund, cancellation and substitution information on the reverse side.

- **Cancellations after January 24, 2014 will not receive a refund.**
- **Substitutions are not permitted.**
- **Spaces created by cancellations will be filled from a stand-by list.**

**NYS WEEKEND 2014
REGISTRATION AND APPLICATION INFORMATION**

Registration Schedule

~~December 6, 2013.~~
FRIDAY DECEMBER 13, 2013 AT 12:00PM

Deadline for registration forms, FEMA application and payment.

January 10, 2014:	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.
January 24, 2014:	Deadline for cancellations and refunds.
January 27 to February 7, 2014:	Stand-by applicants will be contacted to fill spaces created by cancellations.

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. **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.**

Student selection, **which is based on five years' experience and rank**, will be on a first come basis using the National Fire Academy selection criteria. Selection may be affected by bus seating availability. 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 2012.

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.

Stand-by:

Registrants rejected because of courses or buses already being filled may 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 Jan 27 to Feb. 7, 2014.

Class Size:

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

Driving:

If you wish to travel by personal vehicle, you do so at your own expense, and must check the box on the registration form.

Registration Form:

Complete the enclosed NYS Weekend Registration Form and return it with the completed FEMA Application. 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.

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

FEMA Application:

Complete the enclosed FEMA General Admission Application (**FEMA Form 119-25-2,**) and return it with the registration form. . **Leave fields 12a, 12b and 12c (course information) and fields 20a, and 21 blank. Your chief must complete and sign the application on fields 19a, 19b, and 19c** (approval by head of sponsoring organization). **PRINT CLEARLY.**
http://www.usfa.fema.gov/downloads/pdf/ff_119_25_2_75_5a.pdf

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 January 24, 2014 and only if a stand-by fills the space. No refund will be sent for cancellations after January 24, 2014 or for a cancellation where a stand-by cannot be found. **If you must cancel**, notify Diane Caves at dianecaves@aol.com as soon as possible. Not showing up deprives another firefighter from attending the weekend. Please note the refund policy above and the substitution policy below.

No Shows: **A student who does not cancel attendance in writing will be denied admission for the next 24 months.**

Substitution: Only EMERGENCY SUBSTITUTIONS are permitted after January 24, 2014 per the National Fire Academy.

2014 NEW YORK STATE WEEKEND AT THE NATIONAL FIRE ACADEMY

March 8-9, 2014

Registration deadline – ~~December 6, 2013~~ **DECEMBER 13, 2013**

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: _____

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

Course Desired: See reverse side for course descriptions. Select at least three choices 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. Student selection Criteria: 5 year experience and meets the NFA Student Criteria or Target Audience.

- W0209 - Courtroom Preparation and Testimony for First Responders
- W0522 - Executive Skills Series: Exercising Leadership Through Difficult Conversations
- W0344 - Methods of Enhancing Safety Education
- W0455 - Strategy and Tactics for Initial Company Operations
- W0457 - Decision Making for Initial Company Operations
- W0290 - Training Operations in Small Departments
- W0804 - Leadership II for Fire and EMS: Strategies for Personal Success
- W0729 - Incident Safety Officer (Revised)

*GEORGIA COURSES**

W0121 – Politics and the White Helmet

W0321 – Incident Command for Highrise Operations

W0730 – Health and Safety Officer

**NYS students will have limited access to Georgia courses*

Check here if you wish to be placed on the stand-by list if you are not accepted in the initial selection.

Describe how your course selection relates to your current duties: _____

How did you receive this 2014 NYS Weekend announcement? mailing e-mail CFC Dept. posting other _____



If you desire to travel by bus, please indicate the city of pick up below:

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

Note: Bus Pick up points with low interest may be relocated.

Please see reverse side for additional information

2014 NEW YORK STATE WEEKEND AT THE NATIONAL FIRE ACADEMY

COURSE DESCRIPTIONS AND STUDENT SELECTION CRITERIA

- 1. 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.**
- 2. W0522 - Executive Skills Series: Exercising Leadership Through Difficult Conversations** —The purpose of this course is to provide knowledge and skills for having difficult conversations to exercise leadership in addressing adaptive challenges. The goal of this course is for the participant to identify and apply skills for having difficult conversations as they relate to exercising leadership when addressing adaptive challenges. **Selection Criteria: The primary target audience is fire and emergency service personnel in positions of authority (executive level officers) who have an opportunity to exercise leadership (NOTE: Participants must be minimally assigned to supervisory level position, e.g. company officer).**
- 3. W0344 - Methods of Enhancing Safety Education** - This 2-day course is designed for those who coordinate or assist their organization in public education. The course does not teach people how to deliver safety programs; rather it supports efforts to enhance safety education in their organizations and in their communities. Content is ideal for students from smaller or volunteer organizations who wish to enhance their public education and prevention efforts. Students will outline ideas and plans that they would like to apply when they return home. Students who take this 2-day program will be able to determine if public education is valued in their organizations and in their communities. Course content emphasizes three simple methods for establishing "roots" in public fire and life safety education: personal commitment to public education; determining and improving the organization's role in public education; and enhancing programs through greater community support. **Selection Criteria: Those who serve on local or State prevention or public education committees. Fire suppression personnel or volunteer firefighters who coordinate public education. Volunteer firefighters who wear many "hats," including public education; EMS personnel who coordinate programs such as basic life support; Community volunteers wishing to enhance fire and life safety efforts; Local schoolteachers who teach safety topics; Citizens who desire a more active role in safety education; Community health educators; Part-time or full-time public fire educators.**
- 4. W0455 - Strategy and Tactics for Initial Company Operations** - STICO is designed to meet the needs of Company Officers responsible for managing the operations of one or more companies during structural firefighting operations. STICO is designed to develop the management skills needed by company officers to accomplish assigned tactics at structure fires. **Selection Criteria: Senior firefighters who may at times assume the responsibilities of the company officer (NFPA 1001, Standard for Fire Fighter Professional Qualifications, Level II).**
- 5. 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.**
- 6. 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.**
- 7. W0804 - Leadership II for Fire and EMS: Strategies for Personal Success** - This 2-day course provides the company officer with the basic leadership skills and tools needed to perform effectively in the fire service environment. The course addresses ethics, use, and abuse of power at the company officer level, creativity in the fire service environment, and management of the multiple roles of the company officer. **Selection Criteria: Line fire officers, unit commanders, or program supervisors.* Fire or rescue personnel due for promotion/appointment to officer rank or supervisory position within 6 months. Training officers, staff, or administrative officers of fire and rescue organizations.**
- 8. W0729 - Incident Safety Officer (Revised)** - This 2-day course examines the Safety Officer's role at emergency responses. A specific focus on operations within an Incident Command System (ICS) as a Safety Officer is a main theme. Response to all-hazards types of situations will be emphasized. **Selection Criteria: Individuals who have a Safety Officer responsibility at emergency operation situations. Persons attending this course should have a working knowledge of the ICS, as taught by NFA, building construction principles, hazardous materials management, applicable NFPA guidelines, and Federal regulations.**

9. F0121 - *Politics and the White Helmet - This 2-day course is aimed at providing the chief officers in both fire service and EMS agencies with a overview of the ways to succeed and work within the local, county and state level political system to achieve positive results for their department. It will give the officer an improved insight into better ways to relate and speak to citizens and others to gain support and understanding of their needs for bond issues, tax votes, and general elections. Participants learn about successful approaches appropriate for government employees and volunteers. The course identifies successful tools needed to address the challenge necessary to bring about change, and how a department's culture of power, influence, negotiation, and coalition building is important to success. **Selection Criteria: Key fire service personnel in positions of leadership and Company Officers or other ranks above Company Officer and those who seek to learn of new approaches to better deal with their community's fire and EMS challenges including departmental officers and leaders, operational and administrative, in the Nation's departments. The course is directed at persons who hold officer or leadership position in both fire and EMS agencies. Open to all interested emergency services officers, including volunteer, career, and allied professions.**

10. F0321 - *Incident Command for Highrise Operations - This 2-day course is designed to assist emergency response officers who have responsibility for managing highrise incidents. This includes organizing resources, developing strategies, and managing tactical operations to protect life and to minimize damage during an incident. Students attending should have a working knowledge of basic Incident Command System organization; working knowledge of strategy and tactics for structural firefighting; knowledge of building construction; and understanding of the type of building systems existing in highrise buildings. **Selection Criteria: Anyone who would serve as a company officer/chief officer in communities that have highrise buildings.**

11. F0730 -* Health and Safety Officer (Revised) - 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.**

***These courses are assigned to the State of Georgia with limited spaces available to New York State Firefighters**