



Homeland Security  
and Emergency Services

Fire Prevention  
and Control

# 2018 NEW YORK STATE NATIONAL FIRE ACADEMY WEEKEND EMMITSBURG, MARYLAND

APRIL 14-15, 2018

The New York State Office of Fire Prevention and Control (OFPC) is proud to announce the 33rd Annual New York State Weekend at the National Fire Academy.

NYS Weekend check-in at the NFA begins on April 13, 2018 at 4:00 p.m. The weekend agenda will be distributed at check-in. Classes will commence on **Friday April 13, 2018** and continue on Saturday the 14, and Sunday the 15, 2018 (see itinerary of events). Those wishing to attend the 2018 weekend must complete the included NYS Weekend Registration Form and the FEMA General Admissions Short Form located at [http://www.usfa.fema.gov/downloads/pdf/ff\\_119\\_25\\_2\\_75\\_5a.pdf](http://www.usfa.fema.gov/downloads/pdf/ff_119_25_2_75_5a.pdf) and return both to the address below by **February 2, 2018** to:

**OFPC-NYS Weekend**  
**1220 Washington Avenue**  
**Bldg. 7A Floor 2**  
**Albany, NY 12226**

If you have any questions, contact the Office of Fire Prevention and Control at [NYSWeekend@dhses.ny.gov](mailto:NYSWeekend@dhses.ny.gov) or 518-474-6746

## HOW TO APPLY

### **New York State Weekend Registration Application:**

Complete the included NYS Weekend registration application, indicate your course preferences in rank order, you should select at least three courses in order of preference with first labeled #1. Draw a line through or insert a Zero (0) for 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. Indicate if you wish to be placed on the stand-by list if rejected because courses are filled. **Please make sure you include your e-mail address.**

**All contact will be made electronically.**

### **FEMA General Admissions Application Short Form:**

Download and complete the FEMA general admissions short form, [http://www.usfa.fema.gov/downloads/pdf/ff\\_119\\_25\\_2\\_75\\_5a.pdf](http://www.usfa.fema.gov/downloads/pdf/ff_119_25_2_75_5a.pdf)

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.

**Important:** Please make sure you include your e-mail address on the FEMA application. NFA certificates will be e-mailed to students. Authorizing signatures are required and the applicant cannot sign as the authorizing party.

**Cost:**

There is no cost to attend training or for lodging at the National Fire Academy. Students attending the NYS Weekend are responsible for their own meals (NFA weekend cost is approx. \$50.00) and transportation. Further details will be provided in the confirmation correspondence.

**Student Federal SID Number:**

NFA no longer uses Social Security Numbers for their application process. Instead a unique identifier to record class registration, send acceptance and rejection notifications, provide stipend reimbursement (when appropriate), and record course performance and transcripts will be used. A FEMA SID is required to register and to participate in any training provided by FEMA agencies. The FEMA SID serves as your personal identification number and links all of your FEMA training records under one account to simplify keeping track of your FEMA training accomplishments.

If you are interested in applying for a NFA course, you need to register for a FEMA SID.

**Applications for NFA courses that do not include a SID will not be processed.**

To obtain a SID:

1. Register at <https://cdp.dhs.gov/femasid>.
2. Select "Register for a FEMA SID."
3. Follow the instructions to create your account.
4. You will receive an email with your SID. Save this number in a secure location.

NOTE: This is not the same as your NYS training ID.

**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. Students 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. The NFA will accommodate 150 students at the 2018 New York State Weekend. 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 2017.

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:**

Applicants rejected because of courses 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 March 05 to March 09, 2018.

**Substitution:**

Only emergency substitutions are permitted after March 31, 2018 per the National Fire Academy.

**Cancellations:**

Cancellations on April 14 or later will be considered a NO SHOW, unless absence is caused by an emergency as deemed by OFPC/NFA. Applicants designated as No Shows will be denied admission for the next 24 months per NFA policy. To cancel contact our office at 518-474-6746 or e-mail [NYSweekend@dhses.ny.gov](mailto:NYSweekend@dhses.ny.gov) as soon as possible.

**Course Selection:**

Selection and prioritization is based on applicants meeting NFA course criteria, Students must have a minimum of five years of fire service experience and duty assignment. Early registration is recommended as applications received after the deadline may not be considered.

**Schedule:**

February 2, 2018: Deadline for NYS registration form, and FEMA application.

February 20, 2018: Notifications of persons selected will be made. Rejections and stand-by applicants will also be notified at this time. Confirmations and itinerary will be sent at this time.

March 2, 2018: Deadline for cancellations.

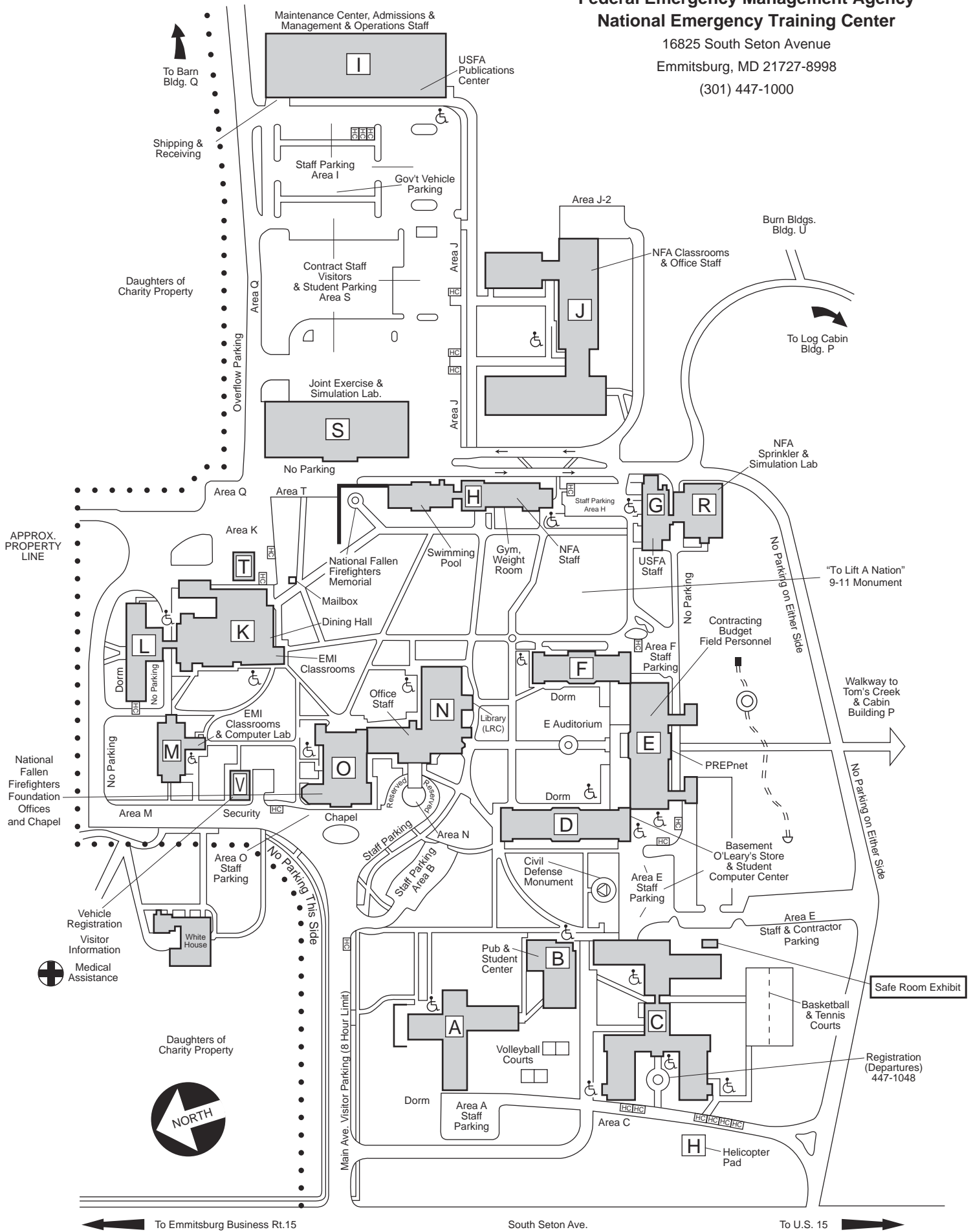
March 5 - 9, 2018: Stand-by applicants will be contacted to fill spaces created by cancellations.

**Itinerary of Events:**

- Friday, April 13, 2018: Dinner. You may join your fellow classmates in the dining hall in building K beginning at 5 p.m.
- Friday, April 13, 2018: 6 p.m.: Orientation, Building "J" auditorium.
- Friday, April 13, 2018: 7-9 pm All Classes will commence, please report to your classroom immediately following orientation.
- Friday, April 13, 2018: Immediately after class students can socialize at the Command Post Pub.
- Saturday, April 14, 2018 classes will be held in Building "J." from 8 a.m. to 5 p.m.
- A brief memorial service will be held at the Fallen Firefighters Memorial at 5:15 p.m. If weather becomes an issue an alternate site will be announced.
- Following the memorial service, dinner will be held at the pub at 6 p.m. This is another opportunity for attendees to relax and socialize.
- Sunday, April 15, 2018 check – out, classes will continue at 8am.

# Federal Emergency Management Agency National Emergency Training Center

16825 South Seton Avenue  
Emmitsburg, MD 21727-8998  
(301) 447-1000



# STATE OF NEW YORK COURSE OFFERINGS

## W0290 - Training Operations in Small Departments

This two-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 Occupational Safety and Health Administration and National Fire Protection Association 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 curricula 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.

## W0458 - Preparation for Initial Company Operations

This course is designed to develop a better understanding of the roles 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, and 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. AS those officers who are responsible for maintaining skills and company readiness.

## W0520-Executive Skills Series: Exercising Leadership within Communities

The purpose of this two-day course is to provide fire service authority figures with knowledge and skills, enabling them to exercise leadership when confronting adaptive challenges presented by increasingly diverse internal and external communities. The goal of the course is for participants to use the diversity of ideas, peoples and cultures as resources in exercising leadership to address adaptive challenges in their communities.

**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 a supervisory level position (for example, a Company Officer).

## W0634 - Youth Firesetter Program Manager

This two-day course is based on requirements of National Fire Protection Association (NFPA) 1035, Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional Qualifications. The course is designed for the person who is responsible or will be responsible for leading a youth firesetting prevention and intervention program. This course replaces Youth Firesetting Prevention and Intervention - Level 2.

The course covers the following: Review of NFPA 1035 for Youth Firesetter Program Manager, Leading a youth firesetting prevention and intervention program, Program development, Program evaluation.

At the completion of the course, students will be able to: Explain the differences in NFPA 1035 between Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager, Summarize the overall job performance requirements of a youth firesetting prevention and intervention program, develop a youth firesetting prevention and intervention program in their community, demonstrate how to evaluate a youth firesetting prevention and intervention program.

**Selection criteria:** Students either have or will have responsibilities related to developing, implementing, coordinating and/or managing a youth firesetting prevention and intervention program in their community. Students representing the fire service are encouraged to partner with other agencies for this training. Partners can include but are not limited to fire investigators, law enforcement, mental health, social services, juvenile justice, or other stakeholders who can assist in building and maintaining programs in their communities.

**Student pre-course materials and course syllabus:** W0634 Youth Firesetter Program Manager pre-course assignment: [https://nfa.usfa.fema.gov/ax/pcm/pcm\\_f0634.pdf](https://nfa.usfa.fema.gov/ax/pcm/pcm_f0634.pdf). The assignment includes reading, but also asks participants to do some research and have information pertinent to the individual's community and organization

## **W0646 - Leadership in Supervision: Creating Environments for Professional Growth**

This two-day course presents the supervisory with the basic leadership skills and tools needed to perform effectively in the fire service environment. The course includes concepts related to a successful transition to supervisory and leadership roles, including concepts of adaptive leadership; change management; active followership; effective communication, including difficult conversations and advocacy-inquiry based dialogue; ethics; authority; power; decision-making; and active engagement through development of a personal plan.

**Selection criteria:** First line supervisors in fire and emergency medical services organizations, Fire and emergency medical services personnel due for promotion/appointment to a first line supervisory position within 18 months, Fire and emergency medical services personnel who are regularly assigned acting supervisory positions, Fire and emergency medical services personnel currently enrolled in the NFA Managing Officer will be provided priority selection.

## **W0760 - New Fire Chief: 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 needed 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.

## **W0761 - New Fire Chief: Administrative Issues**

The goal of this course is to provide students the managerial, administrative and leadership skills and awareness necessary for new or recently appointed or elected Chiefs to effectively meet their obligations of the position.

**Selection criteria:** Primary Audience: The course is designed for the newly appointed Fire Chief in Volunteer, Combination or Career departments as well as Emergency Medical Services (EMS) Chiefs. Secondary Audience: The secondary audience is department leaders and current officers who may become Fire Chiefs and local government administrators and elected officials who are involved in the administration of a fire department or EMS service.

# 2018 NEW YORK STATE WEEKEND AT THE NATIONAL FIRE ACADEMY EMMITSBURG, MARYLAND • APRIL 14-15, 2018

Office Use Only

**REGISTRATION DEADLINE FEBRUARY 02, 2018**

**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: \_\_\_\_\_

FEMA SID \_\_\_\_\_ GO TO <https://cdp.dhs.gov/femasid> to obtain SID (*mandatory*)

**Course Selection: Programs are open to all applicants. Early registration is recommended as enrollment in each program is limited to 25 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 or insert a Zero (0) for any course you have already taken. If no alternate selections are indicated, the application may be rejected without consideration.**

- \_\_\_\_\_ W0290 – Training Operations in Small Departments
- \_\_\_\_\_ W0458 – Preparation for Initial Company Operations
- \_\_\_\_\_ W0520 – Executive Skills series: Exercising Leadership Within Communities
- \_\_\_\_\_ W0634 – Youth Firesetter Program Manager
- \_\_\_\_\_ W0646 – Leadership in Supervision: Creating Environments for Professional Growth
- \_\_\_\_\_ W0760 – New Fire Chief I: Challenging Issues
- \_\_\_\_\_ W0761 – New Fire Chief II: Administrative Issues

Check here if you wish to be placed on stand-by, if not selected.

**Print clearly. Incomplete, illegible, or unclear applications will not be processed and will be returned.**

**Send both this registration form and the FEMA application to:  
OFPC-NYS Weekend • 1220 Washington Avenue, Bldg., 7A, Floor 2 • Albany, NY 12226**

If you have any questions, contact the Office of Fire Prevention and Control at [NYSWeekend@dhses.ny.gov](mailto:NYSWeekend@dhses.ny.gov)  
or 518-474-6746