



sponsored by
National Fire Academy &
Maine Fire Service Institute



MAINE STATE WEEKEND JUNE 1-3, 2018

WELCOME! TO THE 30TH MAINE STATE WEEKEND AT THE NATIONAL FIRE ACADEMY IN EMMITSBURG, MARYLAND

We hope you have the opportunity to join us this year! The education you receive from experienced instructors, the networking with fellow students, and the sharing of collegial experiences is the success behind the Maine State Weekend program.

We will be joined by our colleagues from Florida and Indiana this year. MFSI and Maine State Weekend staff look forward to working together with them to provide a great educational experience for **240** students. There are **3** new, and **2** updated courses among the **8** being offered this year.

The MSW program began March 1987 and has served over 3100 Maine firefighters and EMS personnel at the NFA over the years. The program continues to strengthen and enhance the emergency service community, as it meets the needs of fire and rescue departments throughout our states.

REGISTRATION & INFORMATION

REGISTRATION FEE: \$140 ~ This includes a **Meal Card** valid from Friday night dinner thru lunch on Sunday; a **Pub Pass**; your lodging; and also a **Polo Shirt**.

IMPORTANT: You will need one of the following to get on the NFA campus. **Passport or Passport Card; Federal PIV (Personal Identity Verification) Card; Military ID (Active, Retired, Reserve, Civilian Employee); or TWIC (Transportation Worker's Identification) Card.** A Maine Driver's License will **not be excepted for ID!** You will be issued an NFA Photo Identification Badge that must be worn at all times and presented to security upon return to campus.

ARRIVAL TIME: You are required to arrive at the National Fire Academy between 3:00-5:00 p.m. on **Friday, June 1, 2018 for registration.** If you are unable to arrive between these hours, please call me, Jason Wheeler, at (207) 229-2466, or direct to NFA at (301) 447-1048 and a message will be delivered to MSW staff.

STATE WEEKEND PROGRAM:

- **Orientation: Friday night at 7:00 p.m.** You **MUST** attend.
- **Marc Bellefeuille MSW Scholarship Award:** A name will be drawn at Orientation. The recipient will be reimbursed their Registration Fee for the weekend.
- **Memorial Service:** Saturday afternoon staff and students are welcome to participate in a memorial service to honor all fallen Firefighters who have died in the Line of Duty. This ceremony is held on campus at the **National Fallen Firefighters' Memorial.** **If possible, wear a Class A uniform or Class B station uniform. If you don't have a uniform, you are still welcome to participate in the ceremony!**

If you are flying down, you will need to arrange for your own transportation from the airport to the National Fire Academy. NETC/NFA no longer provides ground transportation to and from the airport. However, you still need to submit your flight itinerary with your registration. If your flight is delayed, call the NFA Office (304) 447-1113 immediately. Thank you.

We look forward to having you join us this year!
~Jason E. Wheeler, MSW Coordinator

IMPORTANT: STUDENT IDENTIFICATION NUMBER

Each student must obtain a **Student Identification Number (SID)** in lieu of using your Social Security number for registration. The process is very easy. If you already have a SID, you must use that number. Do not reapply for a new number!

Go to <https://cdp.dhs.gov/femasid/Register.aspx> and register. You will instantly receive your SID. Use your SID number when filling out the **FEMA Form 119-25-2, (2/12).**

NOTE: Keep your SID number! Use this SID for all future courses, as well as pre-/post-courses, affiliated with NETC-NFA at the NFA in Maryland or for Maine in-state NFA programs.

- **REGISTRATIONS:** National Fire Academy requires all registrations 6 weeks in advance. Therefore, April 15, 2018 is the deadline for submitting your registration.
- **PAYMENT:** Payment is due in full prior to May 18, 2018. Checks should be made payable to: **Maine State Weekend**
- **CANCELLATIONS:** A \$25 fee will be charged for any cancellations after April 20, 2018.
- **REFUNDS:** No refunds for cancellations after May 18, 2018.
- **EMERGENCY:** If you have an emergency situation arise and cannot attend, you need to contact MSW Coordinator, Jason E. Wheeler at (207) 229-2466.

Mail Registrations & Payments to: **Maine State Weekend**
C/O Jason E. Wheeler
P. O. Box 1742
Saco, ME 04072

For more information about the Maine State Weekend

Contact:

Jason E. Wheeler, MSW Coordinator
Home: (207) 499-7208 ~ Cell: (207) 229-2466
E-mail: mestwkd@hotmail.com



Like us on Facebook: Maine State Weekend / NFA

COURSES ~ June 1-3, 2018

16 Hours ~ Class Size: 30

You must be 18 years of age to attend the weekend program.

1. (W0762) NEW FIRE CHIEF III: CONTEMPORARY ISSUES (NEW)

Curriculum: Leadership & Executive Development. This course will develop the managerial skills, leadership skills, and contemporary issues and awareness necessary for the new or recently appointed Fire Chief / EMS Chief, Deputy/Assistant Chief in a volunteer, combination, or career department. Also appropriate for departmental leaders who may become chiefs; local government administrators; elected officials; as well as fire commissioners and board members. The course will help to develop knowledge, skills, and attitudes necessary to perform effectively in the position. (ACE: 1 Fire Science - ER Management / CEU's 1.3)

Audience: Chief Officers / EMS Chiefs / Current Officers / Dept Leaders / Local Government Administrators & Elected Officials

2. (W0636) BUILDING ORGANIZATIONAL SUPPORT FOR COMMUNITY RISK REDUCTION (NEW)

Curriculum: Fire Prevention Management. (Revised March 2017) This course is designed to help fire and emergency services learn what community risk reduction is and how to build organizational support for it. The course will address the challenges that fire departments face in shifting their priorities from response to prevention. In many departments, community risk reduction is still considered a low priority. This course will show you how community risk reduction can help you and your department become more of a community player in times of decreased budgets. Pre-course assignment is to complete attached form titled **BOSCRR COURSE**, and bring to class with you. (ACE: 1 Fire Science - Public Safety - ER Management / CEU's 1.3)

Audience: Officers / Fire & EMS Personnel / Emergency Managers

3. (W0646) LEADERSHIP IN SUPERVISION: CREATING ENVIRONMENTS FOR PROFESSIONAL GROWTH (NEW)

Curriculum: Leadership & Executive Development. This course provides the supervisor 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 and effective communication. It will include how to manage difficult conversations and advocacy-inquiry based dialogue; ethics; authority and power; decision-making; and active engagement through development of a personal plan.

Audience: Officers / Fire & EMS personnel with Supervisory Positions

4. (W0457) DECISION MAKING FOR INITIAL COMPANY OPERATIONS

Curriculum: Incident Management. This course is designed to develop the decision making skills needed by officers who may be the first on a scene and/or become the IC to accomplish assigned tactics at structure fires. All activities and scenarios used in this course are based on structure fires. With the real possibility of being the first to arrive at an incident, the officer's initial decisions will have an impact throughout the entire incident. It is vital that the IC and officers be able to make good management decisions that have a favorable impact on the outcome. The CO needs to have a clear understanding of the Incident Command System, and their role in a subordinate position in order to function effectively at a scene. (ACE: 1 Fire Science / CEU's 1.4)

Audience: Officers / Acting Officers / Senior Firefighters

5. (W0349) FIRE SERVICE SAFETY CULTURE: WHO PROTECTS FIREFIGHTERS FROM FIREFIGHTERS

Curriculum: Leadership & Executive Development (Updated 2017)

This course will help fire service personnel identify their present fire safety culture, explain how culture drives safety behavior, identify risk management strategies, and develop a fire service safety culture intervention plan to reduce injury and death to firefighters in your organization. The course includes *National Institute for Occupational Safety and Health (NIOSH) Fire Fighter Fatality Investigation and Prevention Program* reports, organizational change and leadership models, and risk control systems. Case studies, problem solving, strategic and tactical planning will be used in individual, small group, and class activities. (ACE: 1 Fire Science / CEU's 1.5)

Audience: Emergency Service Personnel

6. (W0610) WILDLAND URBAN INTERFACE FIREFIGHTING FOR THE STRUCTURAL COMPANY OFFICER

Curriculum: Incident Management. This course identifies operational activities and safety concerns for structural Company Officers assigned to a Wildland Urban Interface incident. Topics covered include introduction to WUI firefighting, interface environment, wildland fire behavior, command, and control issues of Wildland Urban Interface firefighting and tactics.

(ACE: 1 Fire Science - ER Management / CEUs: 1.4)

Audience: Chief Officers / Company Officers / Training Officers / Fire Personnel aspiring to be an Officer

"Special thanks to *The Lahaie Fund* for their support!"



ATTACHMENT: W0636 COURSE OUTLINE FORM

Please complete and bring to class with you...

BUILDING ORGANIZATIONAL SUPPORT FOR COMMUNITY RISK REDUCTION

PRE-COURSE ASSIGNMENT

To prepare for the BOSCRRR course, please perform the following actions:

1. Locate and bring the mission statement for both your organization and the municipality it serves. Be prepared to discuss the following:
 - A) What are your city's priorities?
 - B) Where does the fire department fit into the scope of priorities?
 - C) What departments exist within your local government (i.e. parks, police, water, etc.)?
 - D) How is the municipality's budget divided amongst the departments (percent)?
2. Have knowledge and understanding of the community risk reduction programs being offered by your department. Be prepared to discuss the following:
 - A) What programs does your department offer?
 - B) How effective do you believe they are?
 - C) If there are successes that can be attributed to specific programs, what are they?
 - D) If there are challenges that are impeding the impact of specific programs, please identify them.
3. Have an understand of the level of organizational support for community risk reduction that exists within your organization. Be prepared to discuss the following:
 - A) Is more than one person (or small group) actively involved in performing / supporting risk reduction efforts?
 - B) Does the organization provide support to the programs in the for of time, people, and funding?
 - C) What types of internal support exist for risk reduction?
 - D) What are the overall attitudes and behaviors displayed toward risk reduction by your organization's leadership and membership at large?



2018
MAINE STATE WEEKEND
NETC / NFA



Jason E. Wheeler, Coordinator
P. O. Box 1742, Saco Maine 04072
(207) 229-2466
mestwkd@hotmail.com

Date: August 1, 2017
To: All Maine Fire and EMS Service Personnel
From: Jason E. Wheeler
Re: Lahaie Fund Scholarship for the Maine State Weekend at the NETC / NFA

Greetings all,

The **Lahaie Fund** Scholarship is offered again this year for Maine Fire and EMS personnel. This scholarship funding is intended for those individuals who **have not** had the opportunity to attend the Maine State Weekend Program at the National Emergency Training Center / National Fire Academy in Emmitsburg, Maryland **due to financial restrictions**. This scholarship funding will cover the **\$140.00** Maine State Weekend registration / tuition fee. **Transportation to and from the NETC / NFA is not included or part of this funding.**

Again this year, there is funding available for (4) individuals to participate in the 2018 Maine State Weekend program. This is an excellent opportunity for individuals motivated to obtain advancement personally and organizationally. All (4) scholarships will be awarded.

The scholarship application form has been attached to this letter.

This year will mark the 30th year of the Maine State Weekend Program at the NETC / NFA. The program will take place on June 1, 2 & 3, 2018. Colleagues from the States of Florida and Indiana will be joining Maine for this year's weekend programs. There are (8) courses to choose from this year.

- (W0290) ~ Training Operations in Small Departments
- (W0349) ~ Fire Service Safety Culture: *Who Protects Fire Fighters from Fire Fighters* (updated 2017)
- (W0457) ~ Decision Making for Initial Company Operations (DICO) - (1 of a (3) part series)
- (W0549) ~ Emergency Response to Terrorism: *Strategic & Tactical Considerations for Supervisors* (updated)
- (W0610) ~ Wildland Urban Interface Firefighting for the Structural Company Officer
- (W0636) ~ Building Operational Support for Community Risk Reduction (NEW)
- (W0646) ~ Leadership in Supervision: Creating Environments for Professional Growth (NEW)
- (W0762) ~ New Fire Chief III: Contemporary Issues (New)

For course descriptions go to the USFA web site: www.usfa.fema.gov/training/nfa/

The primary considerations for these scholarships are for those individuals and organizations that have not been able to attend the NFA, in the past, due to financial constraints. Scholarship award selections will be based **only** on the information given on the completed applications. **Applications must be received by April 15, 2018!**
Incomplete application forms will not be considered.

"SEE YOU AT THE ACADEMY!"

2018 LAHAIE FUND / MAINE STATE WEEKEND

SCHOLARSHIP

APPLICATION FORM

(All questions, brief narrative and signature required for scholarship consideration)

Name: _____

Organization represented: _____

How long have you been involved in the Fire and or EMS Service field?

Months: _____ Years: _____

Within your current organization, what job title / position or rank do you currently hold (if any)?

Position / Title / Rank: _____ Time in current position? _____

What best describes the type of staffing in your current organization? (Check all that may apply)

Fulltime / Career _____ Per Diem _____ Call force _____ Volunteer _____

Have you ever attended the Maine State Weekend Program at the National Emergency Training Center (NETC) / National Fire Academy (NFA) in Emmitsburg, Maryland?

Yes _____ No _____

Have you ever attended the NETC / NFA in Emmitsburg, MD at any time, for any program(s)?

Yes _____ No _____

If you answered "Yes" to the question above, what organization were you with at the time?

Organization: _____

To the best of your knowledge, has anyone in your current organization attended the Maine State Weekend Program at the NETC /NFA?

Yes _____ No _____

Are you seeking personal and organizational advancement?

Yes _____ No _____

What area or areas of advancement are you interested?
(Check all that apply to your advancement goals)

Chief Officer / Director _____ Line Officer / Field Supervisor _____

Training Officer / Training Supervisor _____ Safety Officer / Safety Supervisor _____

Are you interested in networking with other Firefighters and EMS personnel in the State of Maine and other states?

Yes _____ No _____

"SEE YOU AT THE ACADEMY!"

22a. DISPOSITION

ACCEPTED REJECTED

22b. SIGNATURE OF REVIEWER

22c. DATE

EQUAL OPPORTUNITY STATEMENT

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, gender, race, color, religious belief, national origin, or disability in their admissions and student-related procedures. Both schools make every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minority and women candidates are encouraged to apply for all courses.

PRIVACY ACT STATEMENT

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), Title 5 United States Code (U.S.C.), Section 552a, for individuals applying for admission to NFA Or EMI.

AUTHORITY - Federal Fire Prevention and Control Act of 1974, as amended, Title 15 U.S.C., Sections 2201 et. seq.; Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Title 42 U.S.C., Sections 5121, et. seq.; Title 44 U.S.C. Section 3101; Executive Orders 12127, 12148, and 9397; Title VI of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973.

PURPOSES: To determine eligibility for participation in NFA and EMI courses. Information such as age, gender, and ancestral heritage are used for statistical purposes only.

USES: Information may be released to: 1) FEMA staff to analyze application and enrollment patterns for specific courses, and to respond to student inquiries; 2) a physician to provide medical assistance to students who become ill or are injured during courses; 3) Members of the Board of Visitors for the purpose of evaluating programmatic statistics; 4) sponsoring states, local officials, or state agencies to update/evaluate statistics of NFA and EMI participants; 5) Members of Congress seeking first party information; and 6) Agency training program contractors and computer centers performing administrative functions.

EFFECTS OF NONDISCLOSURE - Personal information is provided on a voluntary basis. Failure to provide information on this form, however, may result in a delay in processing your application and/or certifying completion of the course.

PAPERWORK BURDEN DISCLOSURE NOTICE

*Public reporting burden for this data collection is estimated to average 6 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0100) **NOTE: Do not send your completed form to this address.***

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
GENERAL ADMISSIONS APPLICATION SHORT FORM

See Reverse for
 Privacy Act Statement

O.M.B. No. 1660-0100
Expires November 30, 2016

SECTION I - GENERAL INFORMATION

1. DATE OF BIRTH (Mo, Day, Yr.)		2. GENDER <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE		3. U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PERMANENT RESIDENT		If No, City and Country of Birth:	
4. RACE (Please check all that apply) 1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE 2. <input type="checkbox"/> ASIAN 3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN 4. <input type="checkbox"/> WHITE 5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER						4a. ETHNICITY <input type="checkbox"/> HISPANIC or LATINO <input type="checkbox"/> NOT HISPANIC or LATINO	
5. PLEASE PRINT YOUR NAME (Last, First, Middle, Suffix)						6. STUDENT IDENTIFICATION (SID) NUMBER	
7. HOME MAILING ADDRESS (Street, avenue, road no., P.O. box/city or town, and zip code)				8. Work Phone Number: _____			
				9. Home Phone Number: _____			
				10. FAX Number: _____			
				11. E-MAIL ADDRESS _____			
12a. ENTER COURSE CODE AND TITLE				12b. COURSE LOCATION		12c. DATE	
13. DO YOU HAVE ANY DISABILITIES (Including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL CONSIDERATION DURING YOUR ATTENDANCE IN TRAINING? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, indicate & describe any special considerations required on a separate sheet)							

SECTION II - EMPLOYMENT INFORMATION

14a. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED		14b. NFIRS # (NFA ONLY)	15. CURRENT POSITION AND NUMBER OF YEARS IN POSITION	
16. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION			16b. ORGANIZATION	16c. CURRENT STATUS
16a. JURISDICTION 1. <input type="checkbox"/> STATEWIDE 4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP 7. <input type="checkbox"/> FOREIGN 2. <input type="checkbox"/> COUNTY GOVERNMENT 5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS) 8. <input type="checkbox"/> DHS/FEMA 3. <input type="checkbox"/> CITY/TOWN/VILLAGE 6. <input type="checkbox"/> INDUSTRY/BUSINESS 9. <input type="checkbox"/> TRIBAL NATION			1. <input type="checkbox"/> ALL CAREER 2. <input type="checkbox"/> ALL VOLUNTEER 3. <input type="checkbox"/> COMBINATION	1. <input type="checkbox"/> PAID FULL TIME 2. <input type="checkbox"/> PAID PART TIME 3. <input type="checkbox"/> VOLUNTEER 4. <input type="checkbox"/> DISASTER RESERVIST

SECTION III - ENDORSEMENT AND CERTIFICATION

17a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (U.S.C. 1001).
 17b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief officer or designee.
 17c. Further, I understand that the National Emergency Training Center (NETC), the Mt. Weather Emergency Operations Center (MWEOC), and the Noble Training Facility (NTF) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.
 17d. I agree to abide by the rules, policies, and regulations of NETC, MWEOC and NTF. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.

18a. SIGNATURE OF APPLICANT		18b. DATE
19. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION (NOT REQUIRED FOR SELF STUDY PROGRAMS)		
By signing this application, I certify that my organization does not discriminate on the basis of age, gender, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees.		
19a. SIGNATURE	19b. PRINTED NAME AND TITLE	19c. DATE
20. ADDITIONAL ENDORSEMENTS FOR APPLICATION TO THE EMERGENCY MANAGEMENT INSTITUTE (NOT REQUIRED FOR SELF STUDY PROGRAMS)		
20a. SIGNATURE AND DATE (State Office)		20b. SIGNATURE AND DATE (FEMA Regional Office)
21. SUBMIT APPLICATION TO APPROPRIATE SPONSOR		

22a. DISPOSITION

ACCEPTED REJECTED

22b. SIGNATURE OF REVIEWER

22c. DATE

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