



sponsored by
National Fire Academy &
Maine Fire Service Institute

MAINE STATE WEEKEND MARCH 27-29, 2020

WELCOME! TO OUR 32ND MAINE STATE WEEKEND AT THE NATIONAL FIRE ACADEMY IN EMMITSBURG, MARYLAND

We hope you are able to join us this year! The weekend offers a great opportunity for all, in that you receive both an educational and rewarding experience while networking with classmates and great instructors throughout the weekend. This is the foundation for the success behind the Maine State Weekend program year after year.

We will be joined by our colleagues from Florida and Indiana again this year. MFSI and MSW staff look forward to working with them to provide **240 students** a selection of **11 courses** this year.

The MSW program began March 1987 and has served over **3225** Maine firefighters and EMS personnel at the NFA over the years. The program continues to strengthen and enhance the emergency service community, striving to meet the needs of fire and rescue departments throughout our state. 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). You **cannot** use a 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 4 weeks in advance. Therefore, February 21, 2020 is the deadline for submitting your registration.
- **PAYMENT:** Payment is due in full prior to March 13, 2020. Checks should be made payable to: **Maine State Weekend**
- **CANCELLATIONS:** \$30 fee will be charged for any cancellations after February 28, 2020.
- **REFUNDS:** No refund for cancellations after **March 13, 2020**.
- **EMERGENCY:** If you have an emergency situation arise and cannot attend, you need to contact MSW Coordinator, Jason E. Wheeler at (207) 229-2466.
- **NO SHOWS:** Per NFA a student who does not show for the weekend and has not canceled in writing, will be denied admission to the NFA for 2 years for all courses.

Mail Registration Form & Payments to:
Maine State Weekend, Attn: 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

REGISTRATION & INFORMATION

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

IMPORTANT: You will **not** need a Passport or Passport Card to get on the NFA campus for March 27-29. A Maine Driver's License will be accepted for ID. You can use a Passport, Federal PIV (Personal Identity Verification) Card; Military ID (Active, Retired, Reserve, Civilian Employee); or TWIC (Transportation Worker's Identification) Card as well. **Upon arrival at the NFA**, you will be issued an NFA Photo Identification Badge that must be worn at all times on campus, 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, March 27, 2020 for registration**. If you are unable to arrive between these hours, please contact Jason Wheeler at (207) 229-2466; or direct to the 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.** Orientation is required by the NFA.
- **Marc Bellefeuille MSW Scholarship Award:** A name will be drawn at Orientation. The recipient will be reimbursed for 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, that is fine, as you are still welcome to participate in the ceremony!**

If you are flying down: You will need to arrange your transportation to/from the airport to the National Fire Academy. The NFA does not provide transportation on weekend programs.

Note: You must submit your flight itinerary with your registration. If your flight is delayed, you must call the NFA Office (304) 447-1113 immediately.
~Thank you!



Like us on Facebook: Maine State Weekend / NFA

COURSES ~ March 28-29, 2020

16 Hours ~ Class Size: 30

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

1. (W0321) INCIDENT COMMAND FOR HIGHRISE OPERATIONS (NEW)

Curriculum: Incident Management. This two-day course is designed to assist emergency response officers who have responsibility for managing high-rise incidents. Course content includes organizing resources, developing strategies, and managing tactical operations to protect life and to minimize damage during an incident. Students attending should have the following: Working knowledge of basic Incident Command System organization. Working knowledge of strategy and tactics for structural firefighting. Knowledge of building construction. Understanding of the type of building systems existing in high-rise buildings. (Prerequisites: ICS 100 & ICS 200)

[ACE: 1 Hour Fire Science or Fire Administration + CEU: 1.4]

Audience: Chief Officer, Company Officer in communities that have high-rise buildings.

2. (W0458) PREPARATION FOR INITIAL COMPANY OPERATIONS (PICO)

Curriculum: Incident Management. 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. The course clarifies the transition from firefighter to Company Officer, and the new roles relating to leadership and safety. PICO is designed for those officers and individuals responsible for the management of a company at an emergency incident, and those who are responsible for company readiness, personnel safety and leadership as it relates to all operations. (Prerequisites: ICS 100 & ICS 200) (ACE: 1 Hour Fire Science or Fire Operations + CEUs: 1.6)

Audience: Officers and Senior Fire Personnel

3. (W0520) EXECUTIVE SKILLS SERIES: EXERCISING LEADERSHIP WITHIN COMMUNITIES (NEW)

Curriculum: Leadership & Executive Development. 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. (Prerequisites: ICS 100 & ICS 200)

[ACE: 1 Semester Hour in Public Administration, Leadership or Management + CEU 1.4]

Audience: Fire & EMS Supervisors or Officers

4. (W0602) SHAPING THE FUTURE

Curriculum: Leadership and Executive Development. This course is designed to assist supervisors and company officers in developing knowledge and skills in contemporary approaches to organizational problem-solving. The course incorporates facilitated student-centered methodologies, including lectures, small and large group activities, and individual assessments. Discussions will include how to use creative approaches to identify trends within your organization; apply problem-solving methodologies; how to quantify problems and solutions; and the importance of application for continuous improvement within your organization. This to include factors in organizational and individual resistance to change, and strategies for implementing change. Administrative officers, staff who have managerial responsibility or significant functions, and employees that have decision-making responsibilities are highly encouraged to take this course.

[ACE: 1 Fire Service Administration / CEU: 1.4]

Audience: Fire & EMS Officers

5. (W0609) INTRODUCTION TO UNIFORMED COMMAND FOR ALL-HAZARD INCIDENTS (NEW)

Curriculum: Incident Management. This two-day course is designed to provide Company Officers with a better understanding of multi-agency needs and a Unified Command structure. The attendees will gain an understanding of the requirements of a Unified Command organization, and provide learners with the knowledge and skills necessary to operate effectively in complex incidents. Attendees should have command responsibilities, and act in a command or general staff position for setting up Incident Command operations.

(Prerequisites ICS 100 & ICS 200) [CEU: 1.2]

Audience: Chief & Company Officers, Fire & EMS Personnel

6. (W0637) WILDLAND URBAN INTERFACE: FIRE-ADAPTED COMMUNITIES / INTRODUCTION & LEADERSHIP (NEW)

Curriculum: Wildland Urban Interface. This course introduces students to the national wildland urban interface (WUI) fire problem, and motivates them to initiate action to address the problem within their local community. The course defines the WUI fire problem; the elements of a fire-adapted community in the WUI; and illustrates the need for action at the local level.

(Prerequisites ICS 100 & ICS 200) [ACE: 1 Hour Fire Science, Fire Prevention or Public Policy]

Audience: Fire & EMS officers / personnel, Commissioners, Elected officials, Local leaders / Policymakers; Code officials; Land managers & Foresters / Environmental groups

CELEBRATING OUR 32ND YEAR AT THE NATIONAL FIRE ACADEMY!

COURSES ~ March 28-29, 2020

16 Hours ~ Class Size: 30

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

Curriculum: Leadership and 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.

(Prerequisites: ICS 100 & ICS 200) [ACE: 1 Hour Leadership or Management / CEU: 1.4]

Audience: Fire & EMS Officers / Fire & EMS personnel with Supervisory Positions

8. (W0647) LEADERSHIP IN SUPERVISION: PERSPECTIVES IN THINKING

Curriculum: Leadership & Executive Development. This course provides the supervisor with the conceptual foundation and framework for success in leadership roles by exploring creative, analytical, political and critical-thinking perspectives. The course addresses skills needed for assessing situations from multiple perspectives, making critical decisions, fostering creativity and innovation, and using persuasion. (Prerequisites: ICS 100 & ICS 200) [ACE: 1 Hour Leadership or Management & CEU: 1.5]

Audience: Chief Officers / Fire & EMS personnel with Supervisory Positions

9. (W0648) LEADERSHIP IN SUPERVISION: FRAMEWORKS TO SUCCESS

Curriculum: Leadership & Executive Development. This two-day course provides the supervisor with the knowledge and skills to perform successfully in the fire and emergency medical services environments. The course addresses professionalism, resilience, emotional intelligence, and situational awareness; as well as managing conflict, delegating mentoring, coaching, empowering, and building collaboration and synergy for professional growth. Course is designed for company officers at supervisor level; personal in management level as a Chief officer or above; and personnel who are due for a promotion to a first line supervisory position.

(Prerequisites: ICS 100 & ICS 200) [ACE: 1 Hour Leadership & CEU: 1.4]

Audience: Chief Officers / Fire & EMS Officers in supervisory positions; personal due for a promotion/supervisory position

10. (W0722) HEALTH & SAFETY PROGRAM MANAGER (NEW)

Curriculum: Responder Health and Safety. This two-day course will provide fire, Emergency Medical Services department personnel and other related emergency responders with the aptitudes and abilities necessary to manage the duties and responsibilities of the Health and Safety Program Manager (HSPM) within their respective organizations. The course examines the role in identifying, evaluating and implementing policy and procedures that affect health and safety aspects for emergency responders. (Prerequisites: ICS 100 & ICS 200)

Audience: Fire & EMS Personnel who have department-level Health and Safety responsibilities

11. (W0761) NEW FIRE CHIEF: ADMINISTRATIVE ISSUES

Curriculum: Leadership & Executive Development. This course is designed for the new or recently appointed Fire or EMS Chief for a volunteer, combination, or career department. The goal of this course is to provide those individuals with managerial, administrative and leadership skills, and provide the awareness necessary to effectively meet the obligations to the position. Local government administrators, or elected officials involved in the administration of a fire department or EMS service, are also encouraged to attend this class.

(Prerequisites: ICS 100 & ICS 200) [ACE: 1 Fire Science & CEU: 1.2]

Audience: Newly appointed Fire & EMS Chiefs; Government Administrators & Elected Officials involved in the administration of Fire/ EMS departments.

Thank you! to all of you who have supported the Maine State Weekend over the past 31 years that Maine has attended the National Fire Academy. The State Weekend program would not be where it is today without the direct support from departments, communities, management, and individuals who have attended the weekend programs. You all should be proud, because you have made a difference!

MAINE STATE WEEKEND 2020

MSW REGISTRATION FORM

REGISTRATION CLOSING DATE: FEBRUARY 21, 2020

IMPORTANT: This MSW REGISTRATION FORM & FEMA FORM 119-25-2 must be completed and mailed to:

→ JASON E. WHEELER: c/o Maine State Weekend, P. O. Box 1742, Saco ME 04072

- A CHIEF OR HIS / HER DESIGNEE must sign this MSW Registration Form where indicated below.
- PLEASE COMPLETE FEMA FORM 119-25-2 (see separate attachment)
- PLEASE SELECT A SHIRT size. (see below)
- REGISTRATION FEE: \$ 140 ~ THIS COVERS MEAL CARD / PUB PASS / POLO SHIRT
- PAYMENT: Make your Purchase Order or Check payable to: MAINE STATE WEEKEND ~ Thank you!

PLEASE PRINT INFORMATION:

Name: _____ Cell: _____ Home: _____

Mailing Address: _____ City/Town: _____

State: _____ Zip Code: _____ Email: _____

Fire / EMS Position: _____

SELECT YOUR COURSE PREFERENCE: PLACE #1 BY YOUR FIRST CHOICE; #2 SECOND CHOICE; AND #3 THIRD CHOICE.
(PLEASE CHOOSE 3) NOTE: COURSE CHOICE IS BASED UPON FIRST COME / FIRST SERVE BASIS UNTIL THE COURSE IS FILLED.

- _____ W0321 - Incident Command for High-rise Operations *(NEW)*
- _____ W0458 - Preparation for Initial Company Operations (PICO)
- _____ W0520 - Executive Skills Series: Exercising Leadership Within Communities *(NEW)*
- _____ W0602 - Shaping the Future
- _____ W0609 - Introduction to Unified Command for All-Hazard Incidents *(NEW)*
- _____ W0637 - Wildland Urban Interface: Fire-Adapted Communities - Introduction & Leadership Course *(NEW)*
- _____ W0646 - Leadership in Supervision: Creating Environments for Professional Growth
- _____ W0647 - Leadership In Supervision: Perspectives in Thinking
- _____ W0648 - Leadership in Supervision: Frameworks to Success *(NEW)*
- _____ W0722 - Health and Safety Program Manager *(NEW)*
- _____ W0761 - New Fire Chief: Administrative Issues

This applicant is a member of _____ Fire/Rescue department, and is covered by our department's insurance to travel to the NFA, attend class, and return from the NFA located in Emmitsburg, Maryland.



Chief's Signature (required)

Date

Chief

Print Name

From the National Fire Academy

***Attendance:** You are required to attend all sessions of the course. If you do not, you will not receive a certificate. Any student needing to depart campus early and miss any portion of the course; must make the request in writing to the Maine State Coordinator. The State Coordinator, in collaboration with the Superintendent at the NFA, may waive the attendance requirement in order to accommodate the student with extraordinary circumstances. If you leave without notifying your State Coordinator, you can be barred for 3 years from the NFA for all courses.

***Dress Attire is Business Casual.** No tank tops; or t-shirts w/slogans or without sleeves; no flip-flops, or ripped jeans. **Blouses:** no backless or low-cut blouses; sleeveless blouses & dresses must have 3-4 inches of material covering the shoulder.

***NFA does NOT allow alcohol brought on campus.**

***Rooms: Outside visitors are NOT allowed in your dormitory rooms.**

POLO SHIRT

(PLEASE PICK SIZE)

MALE _____

FEMALE _____ (shirt more fitted)

___ SMALL	___ 2X LARGE
___ MEDIUM	___ 3X LARGE
___ LARGE	___ 4X LARGE
___ X LARGE	___ OTHER

"THANK YOU FOR ATTENDING THE MAINE STATE WEEKEND !"

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)						4a. ETHNICITY	
1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE		2. <input type="checkbox"/> ASIAN		3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN		<input type="checkbox"/> HISPANIC or LATINO	
4. <input type="checkbox"/> WHITE		5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER				<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	1. <input type="checkbox"/> ALL CAREER	2. <input type="checkbox"/> ALL VOLUNTEER	3. <input type="checkbox"/> VOLUNTEER
2. <input type="checkbox"/> COUNTY GOVERNMENT	5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS)	8. <input type="checkbox"/> DHS/FEMA	2. <input type="checkbox"/> ALL VOLUNTEER	3. <input type="checkbox"/> COMBINATION	4. <input type="checkbox"/> DISASTER RESERVIST
3. <input type="checkbox"/> CITY/TOWN/VILLAGE	6. <input type="checkbox"/> INDUSTRY/BUSINESS	9. <input type="checkbox"/> TRIBAL NATION	3. <input type="checkbox"/> COMBINATION		

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