

2010

National Fire Academy Vermont In-State Weekend

at the Vermont Fire Academy
Pittsford, VT



This Weekend Features:

- Five National Fire Academy Courses to choose from.
- National Fire Academy Instructors
- On-campus lodging and meals available.

March 6 & 7, 2010

317 Academy Road—East Wing
Pittsford, VT 05763



**National Fire Academy
2010 Vermont In-State Weekend
March 6 & 7, 2010**

PLEASE POST!

Registration Information

Registration is open to all fire & emergency service personnel whether volunteer, call, or career. Priority will be given to Vermont & New Hampshire fire personnel. Pre-registration is required. All applicants will receive course confirmation by email or mail.

To register, you must:

- Complete and sign the enclosed National Fire Academy SHORT form application (#75-5A) **and**
- Complete and sign the enclosed Vermont Fire Academy's VT In-State Weekend 2010 application form.
- Indicate your first, second, and third class choice on the **VFA form**. (Every effort will be made to place applicants in their 1st class choice, this is not always possible.)
- **NON-U.S. CITIZENS MUST SEND IN A COPY OF THEIR GREEN CARD, VISA OR PASSPORT WITH THE APPLICATION**
- Return both application forms with original signatures and payment to the address below:

Vermont Fire Academy
672 Academy Road
Pittsford, Vermont 05763

Please note:

- Application forms may be duplicated as required for additional registrations.
- Please verify all of the sections of the forms are completed, or forms may be returned.
- Department Chief must sign each application form.

Registrations and payment (or payment option) must be received by the Vermont Fire Academy no later than 4:00 PM on Friday, February 5, 2010.

APPLICATION DEADLINE IS

February



2010

Alcohol, Drug, and Tobacco Use

Alcohol and non-prescription drugs are strictly prohibited on the Academy grounds.

Smoking is prohibited inside of the Academy buildings. There are designated smoking areas outside of each building. Smoking is only permitted in these areas.

There are receptacles for cigarette butts, please use them.

The use of chewing tobacco is prohibited inside of Academy buildings.

Security and Identification Requirements

Each student **MUST** possess a photographic identification in order to register.

Identification will be issued to students and shall be worn at all times on campus or while in class.

Student vehicle parking is restricted to the designated lots.

Meals and Lodging

Meals and Breaks

Meals are served on a fixed schedule and you must be present at your assigned time. On-campus meals will be served in the Academy Dining Room. Refreshments will be available during course breaks. A prime rib dinner will be held on Saturday evening in the Academy Dining Room.

Overnight Students

The Academy provides dormitory style lodging, which means that you will be sharing a room. Every effort will be made to assign you to a room with other students from your department or area. Dormitory space is limited and it is recommended that you register early to ensure availability.

The dormitory is co-ed with men's and women's rest rooms and showers provided on each floor of the dorm. There are no private, single-user bathrooms in the dorm rooms. A pillow and bed linen is provided, but you must bring your own toiletries and towels. There is a Day Room that is available for your use on each floor of the Dorm. This room has games, cards, and satellite television for your use.

The exterior doors are locked against entry at night and Academy overnight staff are on duty to assist you in the event of a problem or emergency. Proper conduct is strictly enforced in the dormitory.

Course Information

- Courses are lecture and student interactive. Student will be provided a text, pencil, and note taking materials.
- Classes start at 8:00 a.m. and will conclude at the course instructor's discretion. Classes range from 14 to 16 hours.
- Class size is limited depending upon the room capacity. A minimum of 20 applicants per course is required by the NFA.
- The National Fire Academy policy is to monitor and take corrective action for those who register for but do not report for NFA sponsored outreach training. Applicants should contact the Vermont Fire Academy in the event that it is necessary to cancel participation in the Vermont In-State Weekend program. Individuals who fail to cancel their course registration and do not attend will be prohibited from attending National Fire Academy sponsored courses for a period of two consecutive years.

Travel and Arrival

The Vermont Fire Academy is located at the Robert H. Wood, Jr. Training Complex, 672 Academy Road, Pittsford, VT.

Check-In/Registration is at the Training Complex

Overnight Students: Friday, March 5th—5:00 p.m. to 8:00 p.m.

Commuters: Saturday, March 6th—6:45 a.m. to 7:45 a.m.

Student Conduct

Dress Code

Classroom attire is business casual, which includes slacks and a collared shirt or a uniform.

Conduct

Unprofessional or unethical behavior such as: cheating during exams or disruptive behavior is a violation that may lead to dismissal from the course.

All classes are not on the same schedule. When on break, please be quiet in the hallways.

Please place all electronic devices in a quiet mode.

Fees

Weekend On-Campus	\$100.00
<i>Includes course enrollment, student materials, light meal on Friday evening with regular meals from Saturday morning through Sunday lunch (including Saturday evening prime rib dinner), on-campus dormitory lodging, and break refreshments.</i>	
Commuter with Lunch	\$20.00
<i>Includes course enrollment, student materials, lunch on Saturday and Sunday, and break refreshments.</i>	
Commuter without Lunch	FREE
<i>Includes course enrollment, student materials, and break refreshments.</i>	
Commuter Saturday Evening Prime Rib Dinner	\$20.00
<i>Commuters may attend the Saturday evening prime rib dinner by pre-registering and paying this fee.</i>	

Method of payment:

- Personal Check
- Department/Town Check
- Agency Payment Advice, requires signature of authorized agency representative for payment.

Course Offerings

Training Operations in Small Departments (TOSD) (F/W 290)

Objective:

To provide a foundation and general understanding of how training operations can be managed successfully within small fire and rescue organizations.

Description:

TOSD is a 2-day course designed to provide students with some basic tools and skills to coordinate training in a small fire / EMS department. A training function in a small department typically may include conduction training drills and coordinating training with a nearby larger department or State training function.

Audience:

Training officers, coordinators, instructors, and local or regional training committee members.

Instructor: Mr. Leonard Edge – Central Piedmont Community College – Charlotte, NC

Courtroom Preparations & Testimony for First Responders (CPTFR) (F/W 209)

Objective:

This course will provide the necessary tools for all emergency responders may be called upon for deposition and/or courtroom testimony relevant to facts witnessed on arrival at a scene as a first responder.

Description:

This 2-day course will emphasize the importance of reporting factual events. It also will address the need to improve report-writing after witnessing an event, and oral presentations skills if asked to describe the event in a court of law. The intent of this course is to prepare all emergency responders to present information to the legal system.

Audience:

All interested emergency service personnel

Instructor: Mr. Ray Walker – Fire Marshall – Town of Windsor, CT

Executive Skills Series: Managing and Leading Change (ESS: MLC) (F/W 517)

Objective:

The students will apply a four-step model to facilitate the dynamic process of managing and leading change with fire & emergency service organizations.

Description:

Students will be introduced to a four-step model for managing change effectively. These activities include analysis, planning, implementation, and evaluation. The same model will be used to examine the executive role of leading change.

Note: Additional homework will be assigned.

Audience:

Chief officers, battalion-level officers, or management leaders.

Instructor: Mr. Ronald Wakeham, CEO—The 831 Group

NIMS – Incident Command System for the Fire Service (NIMS-ICS FS) (F/W 806)

Objective:

This course is designed to develop an understanding of the Incident Command System (ICS) and its application in both emergency and non-emergency situations.

Descriptions:

This course addresses the need for an ICS, and overview of the structure and flexibility of ICS, and an understanding of the command skills necessary to function effectively in an ICS structure.

Audience:

All first responders with responsibilities to use, deploy, implement, and/or function within a ICS.

Instructor: Mr. Patrick Butler – Kalamazoo Township, MI. – Deputy Chief of Operations

Strategies and Tactics for Initial Company Operations (STICO) (F/W 455)

Objective:

The STICO course is designed to meet the needs of the Company Officers responsibilities for managing operations.

Description:

Students completing this course will be able to explain the purpose and use of the “communications model” and the “quick access pre-fire plan (QAP) in tactical operations at fire incidents.

Audience:

Company Officer’s or senior firefighters responsible for the management of a single fire company during fireground operations.

Instructor: Chief William Mackay – Niagara Falls, NY



VERMONT FIRE ACADEMY

672 ACADEMY ROAD

PITTSFORD, VERMONT 05763

Phone (802) 483-2755 or (800) 615-3473 Fax: (802) 483-2464

In-State Weekend Admission Application - March 6-7, 2010

Last Name _____ First Name _____ Middle Initial _____

Address _____ Town _____ State _____ Zip _____

Date of Birth _____ Student ID# (last 4 digits of SS#) _____

Department: _____ E-Mail _____

Contact: Home Phone _____ Mobile _____

Please indicate your course selections in order of preference:

- 1. _____
- 2. _____
- 3. _____

LODGING AND MEALS SELECTION

Weekend On-Campus **\$100.00**

Includes course enrollment, student materials, light meal on Friday evening with regular meals from Saturday morning through Sunday lunch (including Saturday evening prime rib dinner), on-campus dormitory lodging, and break refreshments.

Commuter with Lunch **\$20.00**

Includes course enrollment, student materials, lunch on Saturday and Sunday, and break refreshments.

Commuter without Lunch **FREE**

Includes course enrollment, student materials, and break refreshments.

Commuter Saturday Evening Prime Rib Dinner **\$20.00**

Commuters may attend the Saturday evening prime rib dinner by pre-registering and paying this fee.

Selection will be on a first come, first served basis, early registration is essential to secure your first choice.

APPLICATION DUE DATE: FRIDAY, FEBRUARY 5, 2010

I have read and understand the VFA Rules of Conduct and Student Dress Code that will be in effect during my attendance at the Vermont Fire Academy.

Applicant Printed Name: _____ Date: _____

Applicant Signature: _____ Date: _____

This form must be completely filled out and returned with appropriate payment method and the fully completed National Fire Academy Form 75-5A to be considered for participation in this weekend event.

PAYMENT METHOD: Personal Check Department/Town Check Agency Payment Advice
If payment is not enclosed, then a signature from an authorized agency representative is required below.

The _____ Fire Department agrees to pay all fees for attendance of the listed applicant upon billing by the Vermont Fire Service Training Council.

Signature of Authorized Agency Representative: _____ Date: _____

REVIEW CHECKLIST BEFORE MAILING TO THE VERMONT FIRE ACADEMY

- This In-State Weekend Application Form must be fully completed.
- This form must be accompanied by a fully completed Dept. of Homeland Security General Admission Application Form 75-5A.
- Payment by check or money order made payable to Vermont Fire Academy, or the signature of agency representative above.

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 May 31, 2010

USE THIS FORM ONLY IF APPLYING FOR NFA OFF CAMPUS COURSES (EXCLUDING REGIONAL DELIVERIES)

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 If No, City and Country of Birth: _____	
4a. ETHNICITY 1. <input type="checkbox"/> HISPANIC or LATINO 2. <input type="checkbox"/> NOT HISPANIC or LATINO		4b. RACE (Please check all that apply) 1. <input type="checkbox"/> AMERICAN INDIAN or ALASKA NATIVE 4. <input type="checkbox"/> WHITE		2. <input type="checkbox"/> ASIAN 3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN 5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER	
5. PLEASE PRINT YOUR NAME (Last, First, Middle, Suffix)				6. SOCIAL SECURITY NUMBER	
7. HOME ADDRESS (Street, avenue, road no./city or town, state and zip code)			8. WORK PHONE NO. ()		
			9. HOME PHONE NO. ()		
			10. FAX NO. ()		
			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 STUDENTS 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 2. <input type="checkbox"/> COUNTY GOVERNMENT 3. <input type="checkbox"/> CITY/TOWN/VILLAGE	4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP/ TRIBAL NATION 5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS) 6. <input type="checkbox"/> INDUSTRY/BUSINESS	7. <input type="checkbox"/> FOREIGN 8. <input type="checkbox"/> DHS/FEMA 9. <input type="checkbox"/> NDER/IMA	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, sex, 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

EQUAL OPPORTUNITY STATEMENT

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, sex, 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, sex, 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 volunteer 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.

INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PL 93-579, SECTION 7(b) - E.O. 9397 authorizes the collection of the SSN. The SSN is necessary because of the large number of individuals who have identical names and birthdates and whose identities can only be distinguished by the SSN. The SSN is used for recordkeeping purposes, i.e., to ensure that your academic record is maintained accurately. Disclosure of the SSN is voluntary. However, if you do not provide your SSN, another number will be substituted, which will delay processing of your application or course certificate.

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 6 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1670-0100). **NOTE: Do not send your completed form to the above address.**