



OFFICE OF THE STATE FIRE COMMISSIONER
PA STATE FIRE ACADEMY
1150 RIVERSIDE DRIVE
LEWISTOWN, PA 17044



37th ANNUAL PENNSYLVANIA STATE WEEKEND
Co-Sponsored by PENNSYLVANIA FIRE & EMERGENCY SERVICE INSTITUTE
held at the NATIONAL FIRE ACADEMY
June 30 - July 1, 2018

This Annual Weekend Program, offered exclusively for the emergency services personnel of Pennsylvania, is a joint venture of the National Fire Academy (NFA) Field Programs Division, the Pennsylvania State Fire Academy (PSFA), and the Pennsylvania Fire & Emergency Service Institute (PFESI) as a co-sponsor. This 2 day program consists of (9) nine NFA courses.

The NFA hosts the program in Emmitsburg, Maryland and provides the instruction and course materials. The PA State Fire Academy selects the courses, recruits and registers the participants according to established student selection criteria. This weekend offers the opportunity to strengthen a State's fire service community through education, personal networking, and a shared collegial experience.

On Campus lodging and meals are provided by the NFA. Participants are responsible for the purchase of a meal ticket when applying. On Saturday, participants have the option to engage in a Memorial Service dedicated specifically for the Pennsylvania Emergency Responders who have died in the line of duty.

The application process will be open **January 29 through May 11, 2018.**

To register for the weekend:

- A. Applicants **MUST be 18 years of age and have at least 3 years' experience in emergency services.**
- B. All applicants MUST complete both the FEMA application and PA State Weekend application.
Note 1: All applicants must have a "SID number" (FEMA Student Identification Number) prior to completing the FEMA application. The SID number will be used in place of the Social Security number. Applicants that do not already have a FEMA Student Identification (SID) number may obtain their FEMA SID # by following steps 1-4:
Step 1: To register, go to <https://cdp.dhs.gov/femasid>
Step 2: Click on the "Need a FEMA SID" box on the right side of the screen.
Step 3: Follow the instructions and provide the necessary information to create your account.
Step 4: You will receive an email with your SID number.
Note 2: Please make sure you have both signatures on the FEMA application. (Section III #18 applicant signature and #19 for the approval by the head of sponsoring organization signature.)
Note 3: If you have any special needs (i.e. allergies to food, disabilities) make sure you note this on the FEMA application, question #13.
- C. Prerequisite(s) **MUST** be attached to the PA State Weekend application. Prerequisite(s) are listed below with the course description.
- D. Check/Money Order **MUST** be enclosed.

The mandatory meal ticket for the weekend is \$60.00 which includes breakfast and lunch for both Saturday and Sunday, a Saturday evening cookout, and the mandatory REC Association fee.

Golf Shirt(s) (with the NFA logo and PA Weekend embroidered on the shirt) may be purchased (optional) for \$25.00 each. Advance payment for the meal ticket and golf shirt(s) **MUST** be enclosed with the application packet. All monies **MUST** be in the form of a check or money order (No Cash) made out to "PFESI - PA Weekend".

****INCOMPLETE APPLICATIONS WILL BE RETURNED AND COULD RESULT IN NON-ACCEPTANCE.** The Deadline for submitting applications is **May 11, 2018.** Accepted applicants will receive notice of their acceptance; likewise, others will be notified of non-acceptance, particularly when the enrollment capacity has been attained.

Lodging for students is provided on campus. Attendees must report to the National Fire Academy at Emmitsburg, MD, on Friday evening, June 29th, between 4:00pm and 7:45pm in the West Lobby of Building “C” to complete registration. Registration includes receiving dormitory assignment, meal ticket, and Golf Shirts (ordered and paid for in advance). There will be an orientation held at 8:00pm on Friday evening. **ATTENDANCE IS MANDATORY!** Course hours are on Saturday and Sunday from 8:00am to 5:00pm. The Weekend program should conclude no later than 5:00pm on Sunday.

NO SHOW POLICY: The National Fire Academy has established a “No Show Policy” in which any person who has received notice of admission to a course and then fails to register and attend the course without notification, will forfeit acceptance of subsequent enrollment applications for two (2) years. This would include acceptance into any course at the National Fire Academy as well as Pennsylvania’s Weekend program.

Mail application packets to:
Attn: Terri Brooks
PA State Fire Academy
1150 Riverside Drive
Lewistown, PA 17044

Contact information: www.osfc.state.pa.us
(717) 247-3747 or
email: tebrooks@pa.gov

The courses being presented this year are listed below: (Please pay close attention to the prerequisites.)

Emergency Response to Terrorism: Strategic and Tactical Considerations for Supervisors

(ERT:STCS) (W0549): This updated two-day course is designed for the responder(s) who may be responsible for initial and expanded command of incidents involving terrorism. The course is intended to build upon the students' existing skills as Incident Commanders (ICs) and practitioners of Incident Command System (ICS), with knowledge of National Incident Management System, the National Response Framework, and terrorism. The class will assist the officers in preparing an effective response to the consequences of terrorism. ICs must be prepared to operate as part of a multiagency, multidiscipline and multijurisdictional response. The course uses lecture supported by case studies and practice scenarios to address the command and control challenges that will likely confront the IC. This will enable the students to apply their knowledge of pre-incident planning, managing emergency incidents, and operating as part of a Unified Command structure to ensure the safety of responders while bringing the incident to a successful conclusion.

Selection Criteria: The primary target audience for this course is individuals (chief officers, shift supervisors, etc.) who hold command-level positions in their organizations. These people should have command and control responsibilities of incidents involving terrorism, and be familiar with operating in an incident management structure.

Prerequisite: NIMS—Incident Command System for the Fire Service (NICS-FS) **or** NIMS-Introduction & Basic Incident Command System (ICS-100 & ICS-200) or equivalent

Executive Skills Series: Exercising Leadership through Difficult Conversations (ESS:ELDC)

(W0522): This two-day 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 a supervisory level position (for example, a Company Officer).

Prerequisite: Must be company officer (past or present) within their department/organization. Must note this on the NFA application (#15) or submit a letter from another chief officer from within the same department/organization stating applicants’ duties and how the applicant meets the “Selection Criteria” listed above.

Fire Service Safety Culture: Who Protects Firefighters from Firefighters? (FSSC:WPF)

(W0349): This two-day course is designed to assist emergency services personnel in defining and advocating organizational change within the fire service relating to safety. Topics include safety and risk cultures within organizations; influences on safety culture and risk categories; concepts, goals, and processes of risk management; The course incorporates a facilitated student-centered methodologies including lecture, small and large group activities, and individual assessments.

Selection Criteria: The primary target audience includes anyone in emergency services with an interest in changing culture in his or her organization. The secondary target audience includes all interested individuals and community people who are responsible for risk management.

Prerequisite: None

Incident Command System for Structural Collapse Incidents (ICSSCI) (W0322):

This two-day course is designed to provide fire officers with an understanding of command operations at structural collapse incidents. Students completing this course will be able to: • Describe the aspects of a structural collapse. • Explain basic command procedures and Incident Command System (ICS) organizational structure. • Identify various resource levels, types and capabilities used for structural collapse incidents. • Identify critical factors and issues that affect scene management. • Describe all unique operational considerations used at a structural collapse incident. • Describe all response operations phases associated with a structural collapse incident. • Describe the technical rescue expertise and equipment required for safe operations and effective incident management. Students attending should understand and be able to apply the ICS concept.

Selection Criteria: Individuals who have statutory authority/responsibility and may serve in a Unified Command structure at a structural collapse; fire command officers.

Prerequisite: NIMS—Incident Command System for the Fire Service (NICS-FS) **or** NIMS-Introduction & Basic Incident Command System (ICS-100 & ICS-200) or equivalent

Incident Safety Officer (ISO) (W0729):

This two-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. Individuals attending this course should have a working knowledge of ICS as taught by the National Fire Academy, building construction principles, hazardous materials management, applicable National Fire Protection Association guidelines, and federal regulations.

Prerequisite: NIMS—Incident Command System for the Fire Service (NICS-FS) **or** NIMS-Introduction & Basic Incident Command System (ICS-100 & ICS-200) or equivalent **AND Hazardous Materials Operations level**

Leadership in Supervision: Creating Environments for Professional Growth (LS:CEPG)

(W0646): 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: The primary target audience for this course are those individuals who are at the first line level of supervision. For purposes of student selection first line level is considered to be those at the Company Officer or Unit (fire prevention, fire education, communications, EMS, etc.) Supervisor level. More specifically primary selection criteria are as follows: • 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 or • Fire and emergency medical services personnel currently enrolled in the NFA Managing Officer will be provided priority selection.

Prerequisite: None

Leadership in Supervision: Perspectives in Thinking (LS:PT) (W0647): This two-day 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.

Selection Criteria: The primary target audience for this course are those individuals who are at the first line level of supervision. For purposes of student selection first line level is considered to be those at the Company Officer or Unit (fire prevention, fire education, communications, EMS, etc.) Supervisor level. More specifically primary selection criteria are as follows: • 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 or • Fire and emergency medical services personnel currently enrolled in the NFA Managing Officer will be provided priority selection.

Prerequisite: None

Leadership in Supervision: Frameworks to Success (LS:FS) (W0648): 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.

Selection Criteria: The primary target audience for this course are those individuals who are at the first line level of supervision. For purposes of student selection first line level is considered to be those at the Company Officer or Unit (fire prevention, fire education, communications, EMS, etc.) Supervisor level. More specifically primary selection criteria are as follows: • 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 or • Fire and emergency medical services personnel currently enrolled in the NFA Managing Officer will be provided priority selection.

Prerequisite: None

New Fire Chief: Challenging Issues (NFCCI) (W0760): This two-day 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, and resources and items of knowledge needed to become a first time leader in a new position in his or her 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 candidates are new career chiefs, department leaders or emerging leaders of a 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.

Prerequisite: None