



**WELCOME TO THE  
2016  
NEW YORK  
WILDFIRE AND  
INCIDENT MANAGEMENT ACADEMY**



**Dates:**

October 20 – October 30, 2016  
Classes will run from 8:30 a.m. – 5 p.m.

**Location:**

Brookhaven National Laboratory, Upton, NY 11973  
EXIT 68N (William Floyd Parkway)  
off the Long Island Expressway (I-495)

The Academy is managed under an Incident Command System (ICS) organization and offers Wildfire, Incident Command System and Emergency Management training courses. Students are trained to National Wildfire Coordinating Group and National Incident Management System standards, with certified trainers coming from local, state and federal agencies.

Please take the time to read the entire brochure. It should answer most, if not all, of your questions regarding classes, dates, times and registration procedures.

**Costs:**

\$60 per day per course postmarked by September 1  
\$70 per day per course postmarked by September 26  
\$75 per day per course postmarked after September 26

**Contacts:**

<http://www.dec.ny.gov/education/73.html>  
Question or comments should be directed to:  
[fire.academy@dec.ny.gov](mailto:fire.academy@dec.ny.gov) or [nywima@pb.state.ny.us](mailto:nywima@pb.state.ny.us)  
or call directly at: (631) 769-1556



**ACADEMY SPONSORING  
AGENCIES:**

- Central Pine Barrens Commission
- Central Pine Barrens Wildfire Task Force
- NYS Department of Environmental Conservation
- NYS Incident Management Team (NYS-IMT)
- NYS Division of Homeland Security & Emergency Services
  - Office of Emergency Management
  - Office of Fire Prevention & Control
  - Office of Interoperable Emergency Communications
- Brookhaven National Laboratory
- Suffolk County Department of Fire, Rescue & Emergency Services
- Fire Department New York (FDNY-IMT)
- USDA Forest Service
- Colorado Wildland Fire & Incident Management Academy
- Suffolk County Department of Parks, Recreation & Conservation

**ACADEMY SUPPORTING  
AGENCIES:**

- Federal Emergency Management Agency
- Massachusetts Department of Conservation & Recreation
- Nassau County Office of Emergency Management
- National Park Service
- New Jersey Forest Fire Service
- Northeastern Forest Fire Protection Compact
- U.S. Fish & Wildlife Service

# TRAINING RECOMMENDATIONS



This year's Academy class offerings are once again closely coordinated with position qualification listings found in **PMS 310-1 Wildland and Prescribed Fire Qualifications System Guide** and/or those same requirements listed in **FSH 5109.17 Fire and Aviation Management Qualifications Handbook**.

**Before signing up for a course(s), the Academy's staff recommends that students take the following steps.**

- Consult with your supervisor to determine appropriate course(s) to take.
- Review the position and training requirements that govern your agency's fireline qualifications rating system.
- Become familiar with task book and on the job training requirements for fireline positions.

Shown below are some of the **suggested** training options firefighters may want to consider taking. The listed course groupings do not necessarily complete all of the required and additional training recommendations needed for these positions.

Topic	Course #	Course Title	Dates
Firefighter Type 1 / Incident Commander Type 5 (ICT5) - Option A	S-133	Look Up, Look Down, Look Around	10/22
	S-131	Firefighter Type 1	10/23
	S-211	Portable Pumps and Water Usage	10/24 - 10/26
Firefighter Type 1 / Incident Commander Type 5 (ICT5) - Option B	S-133	Look Up, Look Down, Look Around	10/22
	S-131	Firefighter Type 1	10/23
	S-212	Wildland Fire Chainsaws	10/24 - 10/28
Crew, Dozer, Engine and Felling Boss (Single Resource)	S-230	Crew Boss (Single Resource)	10/25 - 10/27
	S-231	Engine Boss (Single Resource)	10/28 - 10/29
Crew, Dozer, Engine and Felling Boss (Single Resource)	S-270/L-987	NWCG Basic Air Operations & All-Hazard Intro. to Air Ops	10/21 - 10/23
	S-260	Interagency Incident Business Management	10/24 - 10/26 (half day)
Incident Commander Type 4 (ICT4)	S-215	Fire in the Urban Interface	10/21 - 10/23
	S-219	Firing Operations (Blended)	10/24 - 10/26
Multiple Finance Positions	S-260	Interagency Incident Business Management	10/24 - 10/26 (half day)
	S-261	Applied Incident Business Management	10/26 (half day) - 10/28

As in past years, all Academy courses will be filled on a first come/first served basis. While students are welcome to choose any course(s) or any number of course(s) they desire, it is anticipated that this year's Academy course groupings may result in greater demand so **early registration is highly recommended.**

# COURSE DESCRIPTIONS

<p><b>ICS-300</b>  <b>Intermediate ICS: ICS for Supervisors &amp; Expanding Incidents (with NIMS)</b>            Course is designed to enable personnel to operate efficiently using the Incident Command System (ICS) in supervisory roles on expanding or Type 3 incidents. Topics include: ICS fundamentals review, incident/event assessment &amp; agency guidance in establishing incident objectives, unified command; incident resources management; planning process, demobilization and incident transfer of command or close out. National Incident Management System (NIMS) compliant.  <b>Prerequisite(s):</b> I-200</p>	<p><b>ICS-400</b>  <b>Advanced ICS: ICS for Command &amp; General Staff &amp; Complex Incidents (with NIMS)</b>            Course is designed to enable personnel to operate efficiently in the advanced application of the Incident Command System in a complex incident environment. Topics include: fundamentals review for command and general staff, major and/or complex incident/event management, area command, and multi-agency coordination. National Incident Management System (NIMS) compliant.  <b>Prerequisite(s):</b> I-300</p>
<p><b>S-130/190</b>  <b>Firefighting Training/Intro to Wildland Fire Behavior</b>            Introductory course designed to train entry-level firefighters, Firefighter Type 2 (FFT2). Course covers basic incident management organization, firefighting techniques, suppression equipment, safety, and strategy/tactics along with fire behavior. Field exercises will be performed for valuable hands-on training. Includes L-180.  <b>Prerequisite(s):</b> None</p>	<p><b>S-130/190 Field Day(s)</b>  <b>Firefighting Training/Intro to Wildland Fire Behavior (Field Days Only)</b>  <b>**See special pricing information on registration page.</b>            Course is for individuals who have taken S-130/190 online. Students must submit proof upon arrival to the academy that they have completed the online portion of this class. Click on the following link to access S-130 and S-190 online courses. NWCG S-130 <a href="http://apps.usfa.fema.gov/nfacourses/catalog/details/10622">http://apps.usfa.fema.gov/nfacourses/catalog/details/10622</a> NWCG S-190 <a href="http://apps.usfa.fema.gov/nfacourses/catalog/details/10623">http://apps.usfa.fema.gov/nfacourses/catalog/details/10623</a>  <b>Prerequisite(s):</b> S-130/190 Online course</p>
<p><b>S-131</b>  <b>Firefighter Type 1</b>            Course is designed to meet the needs of an Advanced Firefighter Type 1 (FFT1). Course is interactive and contains several tactical decision games designed to facilitate learning. Topics include: fireline reference materials, communications and tactical decision making.  <b>Prerequisite(s):</b> Qualified as FFT2</p>	<p><b>S-133</b>  <b>Look Up, Look Down, Look Around</b>  <b>**See special pricing information on registration page.</b>            This four-hour course is designed to train ICT5 and FFT1 to identify environmental factors and indicators of hazardous fire conditions, and how to use these indicators when implementing the Risk Management Process.  <b>Prerequisite(s):</b> None</p>
<p><b>S-211</b>  <b>Portable Pumps &amp; Water Usage</b>            Course gives students practical knowledge and application skills in portable pump operations. Field exercises will train students in the setup and operation of a portable pump along with foam applications. Presentation to include pros and cons of retardant use.  <b>Prerequisite(s):</b> None</p>	<p><b>S-212</b>  <b>Wildfire Chainsaws with Storm Debris Removal</b>  <b>**See special pricing information on registration page.</b>            Course designed to meet the needs of wildland firefighters, while recognizing wildland firefighters, DPW and DOT personnel frequently assist with storm debris removal activities. Course includes proper use of chainsaw techniques necessary to prepare for role of chainsaw operator on a wildland fire. Focus of the storm debris session will be on tension and reactive forces in debris piles, tree felling techniques, spring poles and a discussion regarding interactions with utility crews and other public service issues. Students will receive an S-212 certificate for this class and an academy certificate for Storm Debris section.  <b>Prerequisite(s):</b> For wildland firefighters qualified as FFT2. For non-wildland firefighters, home agency approval</p>
<p><b>S-215</b>  <b>Fire Operations in the Wildland/Urban Interface</b>            Course is designed to assist initial attack incident commanders and company officers in confronting wildland fires that threaten life, property and improvements. Course is also suitable for volunteer firefighters who have leadership roles in fire companies that respond to wildland fires. <b>Local active Nassau and Suffolk County, NY volunteer firefighters are eligible to take this course for free.</b>  <b>Prerequisite(s):</b> FFT1 qualified. Must be knowledgeable of their agency's firefighting policy relating to wildland/urban interface fires.</p>	<p><b>S-219</b>  <b>Firing Operations (Blended)</b>            Identify the roles/responsibilities of the Firing Boss (FIRB) for planning, execution, safety, coordination and evaluation of ignition operations on a wildland or prescribed fire. Describe/demonstrate the applications of various firing devices. Students will prepare a firing plan and briefing that discusses fire behavior, firing techniques, resource requirements, coordination, and safety and risk factors to meet specific objectives.  <b>Prerequisite(s):</b> Qualified as a FFT2</p>

# COURSE DESCRIPTIONS

<p><b>S-230</b> <b>Crew Boss (Single Resource)</b> Course is designed to meet the training needs of a single resource crew boss on an incident from initial dispatch through return to home unit. Units include preparation, mobilization, tactics and safety, off line duties, demobilization and post-incident responsibilities. <b>Prerequisite(s):</b> S-131 &amp; S-290; FFT1 qualified</p>	<p><b>S-231</b> <b>Engine Boss (Single Resource)</b> Course provides single resource boss training relevant to the engine boss position. Units covered include: identifying crew and engine capabilities, gathering information for assignments, communicating and coordinating effectively with crew members, and tactics and safety. <b>Prerequisite(s):</b> S-230; FFT1 qualified</p>
<p><b>S-248</b> <b>Status/Check-In Recorder (SCKN)</b> Course introduces students to tools and techniques used by SCKN. Course prepares students to set up and manage a check-in station. Process information using software and paper based methods, package information and assist with demobilization. <b>Prerequisite(s):</b> ICS-200, Basic Windows computer skills.</p>	<p><b>S-260</b> <b>Interagency Incident Business Management</b> Discusses business management principles associated with incidents. Course covers: employee responsibilities and conduct; recruitment; personnel time recording; pay and commissary; correct reporting procedures for traumatic injuries/occupational diseases; procurement and equipment time recording; property documentation; cooperative agreements with other agencies; claims/accident investigations. <b>Prerequisite(s):</b> None</p>
<p><b>S-261</b> <b>Applied Incident Business Management</b> Course is designed for entry-level finance positions. The format is a mix of exercises, facilitated group discussions and lectures. Students work directly from the Interagency Incident Business Management Handbook for most of the exercises. Upon course completion students will demonstrate proficiency in the skills/knowledge required to perform the tasks of the following positions: Commissary Manager (CMSY); Equipment Time Recorder (EQTR); Compensation for Injury Specialist (INJR); Claims Specialist (CLMS); and Personnel Time Recorder (PTRC). <b>Prerequisite(s):</b> None</p>	<p><b>S-270/L-987</b> <b>NWCG Basic Air Operations &amp; All-Hazard Introduction to Air Operations</b> Course covers all the NWCG requirements regarding aircraft types and capabilities, aviation management and safety for flying in and working with agency aircraft, tactical and logistical uses of aircraft, and requirements for helicopter take-off and landing areas. Additional time will be devoted to cover aspects of the All-Hazard Air Operations course that differ from NWCG course requirements. Students will receive certificates for both courses. <b>Prerequisite(s):</b> Satisfactory completion of NWCG pre-course work.</p>
<p><b>S-271</b> <b>Helicopter Crew Member</b> <b>**See special pricing information on registration page.</b> Course provides basic knowledge and skills required by individuals who will be working with helicopters. The skills taught relate to fire and non-fire project assignments. <b>Prerequisite(s):</b> Non-fire personnel: None Fire personnel: Qualified as FFT2</p>	<p><b>S-339/L-960</b> <b>NWCG &amp; All-Hazard Division/Group Supervisor</b> Course is designed to provide emergency responders with an understanding of the duties, responsibilities, and capabilities of a Division Group Supervisor. Course emphasizes an overview of the Operations Section, incident mobilization, initial situation awareness and unit management. It also provides detailed instruction on responding to the incident and the command needs of the incident, as well as emphasizing the importance of risk management and safety considerations. <b>Students seeking NWCG certification will be given an NWCG specific final exam. Course curriculum will cover aspects specific for NWCG certification.</b> <b>Prerequisite(s):</b> ICS-300 &amp; IS-700 &amp; 800 <b>Recommended:</b> ICS-400 <b>NWCG Prereqs:</b> TFLD OR ICT3 qualified OR ICT4 qualified &amp; any two strike team leader positions (one must be STCR or STEN)</p>
<p><b>FI-210</b> <b>Wildland Fire Origin &amp; Cause Determination</b> Course will provide a knowledge and skill base for the wildland fire investigator (INVF). Course involves field investigations and will cover the common roles and responsibilities of an INVF. Course will cover initial investigation environments, realistic scenarios, and administrative, civil and criminal litigation processes. <b>Prerequisite(s):</b> Law Enforcement or firefighter experience. Satisfactory completion of pre-selection assessment and pre-course work.</p>	<p><b>RX-301</b> <b>Prescribed Fire Plan Implementation</b> Course is designed to introduce the students to the tools and techniques used perform in the role of a Prescribed Fire Burn Boss. Objective is to provide students with the knowledge and practical experience needed to successfully review a prescribed fire burn plan for technical accuracy and implement a prescribed burn. <b>Prerequisite(s):</b> S-390, familiarity w/BEHAVE program, ICT4 qualified <b>*Recommended:</b> RX-341</p>

# COURSE DESCRIPTIONS

## Brush Truck Training/Intro to LI Wildfire Behavior for the Volunteer Fire Service

Course is designed to equip volunteer firefighters with the knowledge and hands-on skills necessary to effectively use brush trucks in a wildland fire environment. Course covers: Fire behavior; Long Island hazards; tactics including size up & initial attack operations; crew capabilities and responsibilities; resource deployment; pumping operations; safe vehicle operations; risk assessment and driving; and operating an off-road engine on a simulated fire. **Students should bring their own engines. Fire Departments may register non-driving personnel for this class in addition to drivers. Course will be conducted on the Suffolk County brush truck training driving course.**

Volunteer firefighters who are designated as Brush Truck Operators by their department will receive a Brush Truck Operations certificate upon completing the driving portion of the course. Volunteer firefighters who are not yet designated by their department as Brush Truck Operators will receive a Brush Truck Awareness certificate. **These individuals can attend future academies at no charge when they are ready to undertake the driving portion of the course.**

**Prerequisite(s):** None

## Off-Highway Vehicle Basic Driver Course \*NEW\*

Course is designed for off-highway vehicle users involved in wildland firefighting and emergency response scenarios. This course is conducted by certified driver coaches. Course is a partial-day program that has approximately three hours of riding time that includes between-exercise discussions. Course includes six closed range exercises and up to seven optional open trail experiences, depending on terrain that is available. **Course is given by the Recreational Off-Highway Vehicle Association (ROHVA) and will satisfy the requirements for Utility Task Vehicle (UTV) skills on wildland firefighter's Red Cards.**

**About Prerequisite ROHVA E-Course:** This two-hour safety course helps develop safe driving habits but it is not a "learn to drive" course. E-Course focuses on: Key risk factors associated with ROV operation; Safe driving practices that will reduce risk of injury; the best resources for learning about your particular vehicle.

**Prerequisite(s):** ROHVA E-Course.

## RECON

### All Hazard Field Reconnaissance



This is course is intended to address the needs of mapping and developing situational awareness at all hazards incidents. The course describes the duties and provides basic skills necessary to operate as a RECON. Topics include overview of maps, geographic location services, use of compass and laser range finder, basic damaged structure assessment and digital data collection. Course concludes with a field exercise to apply learned skills. **Course is suitable for emergency responders who need a basic familiarity with these skills in order to respond to All-Risk Incidents. Students will receive an Academy Certificate. Course will include field activities.**



**Prerequisite(s):** Basic land navigation skills including use of a GPS receiver. Basic understanding in the use of Smart phones and or Tablets.

# WORKSHOPS

## Intelligence & Investigations Function in the Incident Command System (I&I) \*NEW\*

Course is intended to address the needs of developing and implementing the Intelligence and Investigations function as part of an Incident Command System (ICS). This course describes the roles and responsibilities associated with the Intelligence and Investigation function in support of an all-hazard incident or event. Students will learn the role to be played by the Intelligence and Investigation function in the ICS planning process including identifying intelligence needs, the intelligence collection process and the sharing and distribution of intelligence and information. **Target Audience:** The course is intended for experienced ICS personnel who may need to perform an Intelligence and Investigation role or someone with an investigative or intelligence background who may find themselves in an ICS role. **Participants will receive an Academy certificate upon completing the course.**

## ICS Intermediate Refresher – Incident Action Plan (IAP) \*NEW\*

**\*\*See special pricing information on registration page.**

This workshop is an Incident Command System Intermediate (ICS-300) refresher. It is designed to assist in maintaining proficiency in establishing an Incident Command System for initial response and expanding incidents. Topics will include an ICS-300 fundamentals review and Incident Action Plan development sessions.

**Target Audience:** Full or part time public safety assignments in government, volunteer or private sector organizations, tasked with providing incident command organization, structure and management in support of multi-agency/multi-jurisdictional operations. Course is appropriate for a broad range of emergency organizations including law enforcement, fire services, community planning, hospitals, health and medical facilities and services, public works, voluntary organizations, businesses and local government officials.

# COURSE SCHEDULE

ALL CLASSES RUN APPROXIMATELY 8:30 a.m. – 5 p.m. UNLESS OTHERWISE NOTED

Course #	Course Title	Dates	# of Days	Field	Pre-work
ICS-300	Intermediate ICS with NIMS	10/24 - 10/26	3		
ICS-400	Advanced ICS with NIMS	10/27 - 10/28	2		
S-130/190	Firefighting Training/ Intro to Wildland Fire Behavior	10/24 - 10/28	5	F	
S-130/190 - Online	Basic Firefighting and Wildfire Behavior – <b>Field Days Only</b>	10/21 – 10/22	2	F	Online
S-131	Firefighter Type 1	10/23	1		
S-133	Look Up, Look Down, Look Around – <b>1 p.m. start</b>	10/22	1		
S-211	Portable Pumps & Water Usage	10/24 - 10/26	3	F	
S-212	Wildfire Chainsaws with Storm Debris Removal	10/24 - 10/28	5	F	Online
S-215	Fire Operations in the Wildland/Urban Interface	10/21 - 10/23	3	F	
S-219	Firing Operations (Blended)	10/24 – 10/26	3	F	Online
S-230	Crew Boss (Single Resource)	10/25 - 10/27	3		Online
S-231	Engine Boss (Single Resource)	10/28 – 10/29	2		Online
S-248	Status/Check-In Recorder	10/21 – 10/23	3		
S-260	Interagency Incident Business Management	10/24 – 10/26 Class ends at 12 p.m. on 10/26	2.5		
S-261	Applied Incident Business Management	10/26 – 10/28 Class begins at 1 p.m. on 10/26	2.5		
S-270/L-987	NWCG Basic Air Operations & All-Hazard Introduction to Air Operations	10/21 – 10/23	3		Online
S-271	Helicopter Crew Member	10/24 – 10/27	4	F	
S-339/L-960	NWCG & All-Hazard Division/Group Supervisor	10/25 - 10/27	3		Online
FI-210	Wildland Fire Origin & Cause Determination	10/24 – 10/28	5	F	Online
RX-301	Prescribed Fire Plan Implementation	10/26 – 10/28	3	F	Online
BTT	Brush Truck Training/Intro. to LI Wildfire Behavior for the Volunteer Fire Service	10/22 - 10/23 10/29 - 10/30	4	F	
OHV	* NEW * Off-Highway Vehicle Basic Driver Course	10/27 & 10/28 * 1 p.m.	1	F	
RECON	All-Hazard Field Reconnaissance	10/21 – 10/23	3	F	
I & I	* NEW * Intelligence and Investigations	10/24 – 10/25	2		
IAP	* NEW * Incident Action Plan Refresher	10/21 or 10/22	1		

# GENERAL ACADEMY INFORMATION

## REGISTRATION:

Registrations must be received by close of business Monday, September 26, 2016. **A confirmation letter will be sent to the email address you provide.**

Registrations received after that date will be processed as time and class availability allows.

Federal employees whose agencies face end of the fiscal year spending restrictions may still register. Invoices will be based on registration date and can be paid in the new federal fiscal year.

There will be a separate registration process for entrance into the Brookhaven National Lab (BNL). The BNL registration is for access into Brookhaven National Lab **only**. It does not register you for the Academy. BNL registration information will be sent to you with your NYWIMA registration confirmation package.

**\*\*Classes that do not reach ten students by Sept. 16 may be canceled.**

## SECURITY:

Due to the security at Brookhaven National Lab, anyone who **IS NOT a U.S. Citizen**, must have their registration form in by **Sept. 4. If you do not register by then, you will not be allowed on BNL property.**

Any personal computers brought onto BNL premises with a Windows operating system must be upgraded to **Windows 7 or higher** for security purposes.

## FINANCIAL:

**\*\* For your registration to be processed, it must be accompanied by a check, credit card number or agency voucher and must be completely filled out.** Visa & MasterCard accepted.

**Ray Corwin Memorial Scholarship:** S-130/190 Basic Firefighting & Wildfire Behavior (five day and field day courses) and S-215 Fire Operations in the Wildland/Urban Interface are **FREE** for Suffolk and Nassau County, New York volunteer firefighters.

**Refund Policy:** All cancellations must be made in writing to [NYWIMA@pb.state.ny.us](mailto:NYWIMA@pb.state.ny.us) and must be received no later than **Oct. 7, 2016**. No refunds will be given for "No Shows." Full refunds will be given for all cancellations made by the close of business, Friday, Oct. 7. After Oct. 7, a fee of \$65 will be charged for each class cancelled. If you are taking a one day only class, the cancellation fee is \$50 for cancellations after Oct. 7. Substitutions are possible.

## LODGING:

Dormitory Lodging will be available on-site for \$47 per night. All reservations are made directly with BNL's Housing Office. Contact BNL at (631) 344-2541 or (631) 344-2551. Have a credit card available. American Express, Visa and Master Card accepted.

**NOTE:** If you do not check in on the first night that you requested, you will be charged for that night. If you have a change of plans, please let housing know ASAP.

**Hours of Operation: Mon. - Fri.: 8 a.m. - Midnight, Sat. - Closed; Sun. 4 p.m. - Midnight**

After Hours: Housing Keys are to be picked up or returned to Police Headquarters, Bldg. 50.

## Hotel Information:

The Hampton Inn and Marriott Springhill Suites are extending special rates to Academy participants. When booking a room, you must guarantee your room with a credit card. All hotels include a free continental hot breakfast and shuttle service to and from Brookhaven Lab and around town. Call for further details:

**Hampton Inn:** \$89/night - 2000 N. Ocean Ave. Farmingville, NY 11738 – (631) 732-7300 [www.hamptoninnbrookhaven.com](http://www.hamptoninnbrookhaven.com)

**Marriott Springhill Suites:** \$92/night – 2 Sawgrass Dr. Bellport, NY 11713 – (631) 924-0090 [www.marriott.com](http://www.marriott.com)

*\*Rates are tax exempt with proper identification forms.*

**State that you are with the NY Wildfire & Incident Management Academy.** If you will need a pickup, let the hotel know as far in advance as possible. Any cancellations need to be made at least 48 hours in advance of scheduled arrival.

## EMERGENCY ACADEMY INFORMATION:

The emergency contact number for the Academy is (631) 394-5451. The Academy will also make attempts to update its website at [www.dec.ny.gov/education/73.html](http://www.dec.ny.gov/education/73.html), [www.nywima.com](http://www.nywima.com) and

<https://www.facebook.com/pages/New-York-Wildfire-Incident-Management-Academy/586382014770526>

in the event of course cancellations due to weather emergencies or other events.

# 2016 NYWIMA REGISTRATION FORM

**REGISTER ONLINE AT: [HTTP://WWW.NYWIMA.COM](http://www.nywima.com) OR COMPLETE REGISTRATION FORM  
MAIL INTO ADDRESS BELOW OR FAX TO (631) 769-1772**

<b>ALL INFO MUST BE COMPLETED IN <u>Part 1</u> FOR REGISTRATION TO PROCESSED</b>	<b>Part 1</b>	US Citizen: <u>  </u> yes <u>  </u> no
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<b>Nominee's Name:</b> _____	<b>Date Submitted:</b> _____
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**Are you a Volunteer Firefighter?**  NO  YES – DEPARTMENT: \_\_\_\_\_

<b>Agency/Department Name &amp; Address:</b> _____	<b>Agency Email:</b> _____	<b>Agency Cell No.:</b> _____
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<b>Personal Mailing Address:</b> _____	<b>Personal Email:</b> _____	<b>Personal Cell No.:</b> _____
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## Part 2 - Financial

<b>Course selection:</b> 1st Course: _____ # of Days and/or half day _____ 2nd Course: _____ # of Days and/or half day _____ 3rd Course: _____ # of Days and/or half day _____ <p style="text-align: center;"><b>**Courses cannot overlap**</b></p>	<b>Cost per day for courses:</b> _____ days @ \$60 for full days = \$ _____ <small>(By Sept. 1st) \$30 for ½ day</small> _____ days @ \$70 for full days = \$ _____ <small>(Sept. 2nd – Sept. 26th) \$35 for ½ day</small> _____ days @ \$75 for full days = \$ _____ <small>(After Sept. 26th) \$37.50 for ½ day</small> _____ Specialty price = \$ _____
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<b>Specialty Class Pricing:</b> <ul style="list-style-type: none"> <li>➤ <b>Brush Truck Training: \$40</b></li> <li>➤ <b>S-130/190 Field Day: \$150</b></li> <li>➤ <b>S-133 Look Up, Look Down, Look Around: \$30</b></li> <li>➤ <b>S-212 Wildfire Chainsaws with Storm Debris Removal: \$350</b></li> <li>➤ <b>S-271 Helicopter Crew Member: \$280</b></li> <li>➤ <b>IAP Incident Action Plan Refresher: \$75</b></li> <li>➤ <b>S-130/190 &amp; S-215: <i>Free of charge for Nassau and Suffolk Volunteer Firefighters only.</i></b></li> </ul>	<b>Trainee selection</b> (see reverse side for IMT Trainee Details) <small>(\$200.00 per 5 day session for Trainees) (\$50.00 per day for Observers)</small> _____ Trainee Fee = \$ _____ <small>(session)</small> _____ # days Observer Fee <small>(# of days x \$50)</small> = \$ _____  Admin. Fee = \$ <b>15.00</b> <b>Shirt Size:</b> _____ Total: = \$ _____ <p style="text-align: center;"><b>**Payment options listed below**</b></p>
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## REGISTRATIONS DUE BY SEPTEMBER 26, 2016

~ **Payment must be made in order to receive certificate of course completion** ~

Make checks payable to: **“New York Wildfire & Incident Management Academy”** Fed.ID# 11-3286762

**Mail registration & payments to:** New York Wildfire & Incident Management Academy  
624 Old Riverhead Road, Westhampton Beach, NY 11978

**\*Method of Payment:**  VISA  MASTER CARD  CHECK [Check # \_\_\_\_\_] [PO # \_\_\_\_\_]

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

3 Digit Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Cardholder Zip Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

# TRAINEE REGISTRATION

**Registration for the Incident Management Team Trainee positions is due by September 16, 2016**

## **Incident Management Team Trainee Program**

**Trainee** positions are open for several Command, Command Staff, General Staff, Unit Leader and Manager positions for a minimum of a five-day training program.

- **Trainees** should have an open position task book for the trainee position being requested;
- Local Type 3 IMT's may apply as a team for the five-day training program to manage the Academy (space permitting); and
- All trainees will be supervised and trained by the qualified Academy Incident Management Team.



**There are TWO five-day training sessions to choose from at the Academy.**

**Trainees** have the opportunity to work on:

- Initial response phases of incident management including Agency Administrator's Briefing;
- Management of daily operational periods of an incident, conduct a transition with another IMT/trainee and demobilization of an incident depending on the session attended; and
- Trainees will work through the Planning "P" on a daily basis, conduct Section or Unit level meetings, participate in Command and General Staff meetings, plan and develop the daily Incident Action Plan and conduct daily Operational Period Briefings for incident management staff and academy participants.

Each **Trainee** will perform tasks listed in their position task book under the direction of a type 1, 2, or 3 qualified level trainer. Trainee's will actively perform position responsibilities and will work in excess of eight hours per day. **Trainees** are limited to one position task book per session.

Since there are a limited number of **Trainee** positions available per five-day training session, each **Trainee** applicant will be evaluated to ensure the applicant has had the required:

- ICS classroom training;
- Field incident experience and position task book for the Trainee position applied for; and
- Listing of incident/event experience, preferably in the ICS function or position being applied for.

If the Academy evaluation determines the applicant needs additional training or experience, we will provide that direction to the applicant and assist the applicant in receiving additional training. If you are accepted as a **Trainee**, your academy trainer will contact you and begin designing your individual training program with you directly along with the assistance of the Academy's Training Specialist.

The Academy’s goal for all **Trainees** is to receive actual incident management exposure with qualified trainers, so that **Trainees** have the ability to advance themselves technically, gain confidence in the ability to perform their ICS positions and be better prepared for their next incident response with their home unit.

**Another option for individuals that do not meet the “trainee” requirements listed above would be to register as an “OBSERVER” to gain more knowledge and experience in the Incident Command System.**

Individuals registering as an “OBSERVER” will be assigned to the Liaison Officer who will arrange for the individual to observe the management of an incident under the incident command system, including operational briefings, command and general staff meetings, unit level meetings, strategy meetings, planning meetings and development and preparation of a daily incident action plan.



**No position task books will be worked on by individuals registering as an “OBSERVER.”**

**Trainees will receive notification of their acceptance by September 30.**

**Please do not make any trip reservations until you receive an acceptance for your desired trainee position.**

**\$200 per 5 day session for Trainees  
\$50 per day for Observers**

**All trainee positions are limited to two (2) or less per session at this time.**

Trainee Positions		(A) 10/20 – 10/24	(B) 10/24 – 10/28
<b>Command &amp; Command Staff</b>	Incident Commander (ICt)		
	Safety Officer (SOFrt)		
	Public Information Officer (PIOt)		
	Liaison Officer (LOFRt)		
<b>Operations</b>	Operations Section Chief (OSC2t)		
	Division/Group Supervisor (DIVSt)		
<b>Plans</b>	Plans Section Chief (PSC2t)		
	Resource Unit Leader (RESLt)/ Demo Unit Leader (DMOBt)		
	Situation Unit Leader (SITLt)		
	Status/Check-In Recorder (SCKNt)		





2016 New York Wildfire & Incident Management Academy  
624 Old Riverhead Road  
Westhampton Beach, NY 11978

Registration  
due by  
September 26,  
2016

Register online:  
[www.nywima.com](http://www.nywima.com)

Find us on 

[www.dec.ny.gov/education/73.html](http://www.dec.ny.gov/education/73.html)

VISIT OUR WEBSITE AT

**FOR MORE INFORMATION CONTACT:**  
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