



Public Safety Meeting

AGENDA

September 5, 2017

I. CALL TO ORDER

II. MATTERS BEFORE COMMITTEE

1. [Approval - Out of State Training](#)

III. ADJOURN



Public Safety Meeting

AGENDA

September 5, 2017

Item:

Approval - Out of State Training

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Out of State Training Info](#)



To: Public Safety Committee, City Council
From: Keith Glass, Director of Public Safety; Bill Owens, Assistant Fire Chief
Department: Fire
Date: 9/5/2017
Description: Out of state travel to the National Fire Academy in Emmitsburg, Maryland on September 17-22, 2017

Budget Account/Project Name: Out of State Travel for Training

Funding Source: Fire Training - 100-530-03500-00523-523700

Budget Allocation: \$10,000

Budget Available: \$ 3,502.91

Requested Expense: \$ 480.00

Company of Purchase: N/A

Recommendation:

Recommend Council APPROVE out of state training at the National Fire Academy in Emmitsburg, Maryland on September 17-22, 2017

Expenses of \$480.00 for meals
Lodging and travel expenses paid by FEMA

Background:

Fire Marshall Recardo Lott and Captain Jack Armstrong have been accepted to the National Fire Academy course, Managing Effective Fire Prevention Programs.

Designed to empower students with the ability to lead fire prevention/risk-reduction bureau. The course covers; Defining the new role of the fire marshal and community risk reduction, fostering cultural change, building fire prevention and risk-reduction strength, establishing bureau priorities and strategies and organizational finances.

Attachment(s):

Additional information (10 pages)



U.S. Fire Administration
Working for a fire-safe America

Managing Effective Fire Prevention Programs R0671

[Fire Prevention: Management](#) [\(/nfacourses/catalog/search?courseCurriculum=2\)](/nfacourses/catalog/search?courseCurriculum=2)

Delivery type	6-Day On-Campus
ACE recommendation	In the upper division baccalaureate degree category, three semester hours in fire science, public safety administration, or fire safety administration.
CEU's	3.8
Student pre-course materials and course syllabus	https://nfa.usfa.fema.gov/ax/pcm/pcm_r0671.pdf (https://nfa.usfa.fema.gov/ax/pcm/pcm_r0671.pdf) PDF 1.8 MB https://nfa.usfa.fema.gov/ax/syll/syllabus_r0671.pdf (https://nfa.usfa.fema.gov/ax/syll/syllabus_r0671.pdf) PDF 107 KB

Training Specialist

Mary Marchone

✉ mary.marchone@fema.dhs.gov (<mailto:mary.marchone@fema.dhs.gov>)

301-447-1476

Upcoming offerings

September 17 - 22, 2017 | March 11 - 16, 2018 | August 12 - 17, 2018 | [View more \(#schedule\)](#)

Course description

This six-day course is to empower students with the ability to lead a fire prevention/risk-reduction bureau. The course units will cover the following subjects:

- Defining your new role.
- Fostering cultural change.
- Building fire prevention and risk-reduction bureau strength.
- Power, politics and influence.
- Establishing bureau priorities and strategies.
- Organizational finances.

Selection criteria

The target audience is fire marshals, fire inspectors, fire and life safety educators, fire investigators and plan reviewers. It is designed for the student who has or will have responsibility for managing fire prevention/risk-reduction units. It is also designed for those who aspire to lead and/or manage sections of a fire prevention/risk-reduction bureau.

Prerequisites

Incident Command System (ICS)-100-level and ICS-200-level training. Preferred courses are Q0462 and Q0463, available through NFA Online at www.usfa.fema.gov/training/nfa/courses/online.html. Chief's signature attests that the applicant has completed this required training.

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Upcoming offerings

DATES	September 17 - 22, 2017
AVAILABILITY	Full
LOCATION	Emmitsburg, Maryland
CONTACT(S)	
CCP	

[Apply \(https://www.usfa.fema.gov/training/nfa/admissions/apply.html\)](https://www.usfa.fema.gov/training/nfa/admissions/apply.html)

DATES	March 11 - 16, 2018
AVAILABILITY	Vacancies
LOCATION	Emmitsburg, Maryland
CONTACT(S)	
CCP	

DATES	August 12 - 17, 2018
AVAILABILITY	Apply on 10/15/2017 - 12/15/2017
LOCATION	Emmitsburg, Maryland
CONTACT(S)	
CCP	

Post-course requirements	None
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Comments

Item # 1



FEMA



National Fire Academy

R0671 – Managing Effective Fire Prevention Programs
Version: 1st Edition, 9th Printing, March 2017

Quarter:

ACE Credit: In the upper division baccalaureate degree category, three semester hours in fire science, public administration, or management.
IACET Continuing Education Units: 3.8

Length of Course: 6 Days (40 contact hours, Sunday – Friday)

Prerequisite: Yes

Curriculum: Fire Prevention: Management

Training Specialist: Mary Marchone

Instructor:

Instructor email/phone:

Classroom: J-

Meeting Time: 8 AM – 5 PM

Table of Contents

Course Description	Course Resources
Primary and Secondary Audience	Evaluation Procedures
Course Scope	Course Outline
Course Objectives	Policies
Course Delivery Method	Grading Rubrics

Course Description (Catalog)

R0671 – *Managing Effective Fire Prevention Programs*. This six-day course is to empower students with the ability to lead a fire prevention/risk-reduction bureau. The course units will cover the following subjects:

- Defining your new role.
- Fostering cultural change.
- Building fire prevention and risk-reduction bureau strength.
- Power, politics and influence.
- Establishing bureau priorities and strategies.
- Organizational finances.

Course Schedule

The purpose of the course schedule is to give you, at a glance, the required preparation, activities, and evaluation components of your course.

	DAY ONE	DAY TWO
	Introduction, Welcome and Administrative	Unit 2: Fostering Cultural Change (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 1: Defining Your New Role	Unit 2: Fostering Cultural Change (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 1: Defining Your New Role (cont'd)	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength
	<i>Lunch</i>	<i>Lunch</i>
	Unit 2: Fostering Cultural Change	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 2: Fostering Cultural Change (cont'd)	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength (cont'd)
Evening assignment		Continue work on culminating activity. Study for Examination 1

	DAY THREE	DAY FOUR
	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength (cont'd)	Unit 4: Power, Politics and Influence (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength (cont'd)	Unit 4: Power, Politics and Influence (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 4: Power, Politics and Influence	Unit 4: Power, Politics and Influence (cont'd)
	<i>Lunch</i>	<i>Lunch</i>
	Unit 4: Power, Politics and Influence (cont'd)	Unit 5: Organizational Finances
	<i>Break</i>	<i>Break</i>
	Unit 4: Power, Politics and Influence (cont'd)	Unit 5: Organizational Finances (cont'd)
Evening assignment	Continue work on culminating activity	Culminating activity due in the morning of Day Five

	DAY FIVE	DAY SIX
	Unit 5: Organizational Finances (cont'd)	Unit 6: Establish Bureau Priorities and Strategies (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 5: Organizational Finances (cont'd)	Unit 6: Establish Bureau Priorities and Strategies (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 6: Establish Bureau Priorities and Strategies	Unit 6: Establish Bureau Priorities and Strategies (cont'd)
	<i>Lunch</i>	<i>Lunch</i>
	Unit 6: Establish Bureau Priorities and Strategies (cont'd)	Examination 2
	<i>Break</i>	<i>Break</i>
	Unit 6: Establish Bureau Priorities and Strategies (cont'd)	Evaluation Graduation
Evening assignment	Study for Examination 2	

Training costs for National Fire Academy courses

Ensure you have an enjoyable and informative stay at the National Emergency Training Center (NETC) by familiarizing yourself with the expenses and reimbursement policies associated with your National Fire Academy (NFA) course.

Tuition

All tuition, instruction and course materials for NFA courses are provided to you at no cost.

Transportation and lodging

You ARE eligible for stipend reimbursement if you represent a:

- Career or volunteer fire department.
- Rescue squad.
- State or local government.

You ARE NOT eligible for stipend reimbursement if you represent:

- Another federal agency.
- Private industry.
- A contractor for a state or local fire department.
- A contractor for a government entity.
- Non-U.S. citizen.

If you are not eligible for the stipend reimbursement you must pay your own transportation and lodging fees. You may pay these fees by cash, personal check, traveler's check or credit card (MasterCard, Visa, American Express and Discover). If you are eligible for stipend reimbursement and opt to stay off-campus you will not be reimbursed for your transportation and lodging costs.

Air travel

You will be reimbursed for the cost of a pre-purchased, 21-day, nonrefundable, round-trip ticket (no side trips or extended stays) by common carrier in economy coach class. You will not be reimbursed for a ticket purchased with frequent flyer miles or for related travel expenses, such as upgrades, flight insurance or other check-in fees. If your ticket does not meet these guidelines, you will be reimbursed according to NETC's state ceiling. You can review the Reimbursement section of the [NETC Welcome Package \(/downloads/pdf/netc_welcome_package.pdf\)](/downloads/pdf/netc_welcome_package.pdf) PDF ~ 1 MB for additional information on transportation reimbursement requirements.

Driving

If you drive to attend your course using either your own vehicle or your organization's vehicle, you will be reimbursed according the current Privately Owned Vehicle federal mileage allowance or the NETC state ceiling, whichever is less. You can review the Reimbursement section of the [NETC Welcome Package \(/downloads/pdf/netc_welcome_package.pdf\)](/downloads/pdf/netc_welcome_package.pdf) PDF ~ 1 MB for additional information on transportation reimbursement requirements.

Meals

If you live on-campus during your course, you must purchase a meal ticket for cafeteria meals. If you choose not to purchase a meal ticket you will be required to live off-campus and will not be eligible for stipend reimbursement for food or lodging expenses associated with your course. On-campus food service includes three meals per day beginning with dinner on the day before the start date of your course through breakfast on the last day of your course, plus morning and afternoon breaks. You can purchase your meal ticket in advance or when you arrive at the training center. You can find additional details about food service in the [NETC Welcome Package \(/downloads/pdf/netc_welcome_package.pdf\)](#) PDF ~ 1 MB.

Incidental expenses

Incidental course expenses, such as a class photo and class donation are your responsibility. Personal expenses, such as laundry, dry cleaning, vending machines, campus recreation facilities and off-campus class dinner also are your responsibility.

How you receive stipend reimbursements

You will be reimbursed by direct deposit. You must provide a voided check (NOT a deposit slip) on a bank account bearing your name. You will not be reimbursed if you do not provide the necessary banking information. If you have questions about your eligibility to receive a stipend, please call 301-447-1035.

Annual stipend reimbursement

You are eligible for stipend reimbursement on one trip per year to the NFA. You will not be considered for another NFA course in the same fiscal year unless you notify the NFA in advance that you understand your second trip, including transportation, lodging and meals will be at your own expense.

YOUR TRIP TO:

16825 S Seton Ave

**10 HR 56 MIN | 678 MI** **Est. fuel cost: \$43.20**

Start of next leg of route



1. Start out going **north** on S Madison Ave toward E Spring St/US-78 Byp W/US-78 Byp E/GA-10 Bus.

Then 0.07 miles

0.07 total miles



2. Take the 1st **left** onto E Spring St/US-78 Byp W/GA-10 Bus.
Mr Quick's is on the corner.

If you are on N Madison Ave and reach E Highland Ave you've gone a little too far.

Then 0.15 miles

0.21 total miles



3. Take the 3rd **right** onto N Broad St/GA-11. Continue to follow GA-11.
GA-11 is just past N Lumpkin St.

*Peyton Pettus State Farm Insurance is on the right.**If you are on W Spring St and reach N Wayne St you've gone a little too far.*

Then 13.70 miles

13.91 total miles



4. Turn **slight left** onto Atlanta Hwy SE/US-29 Bus S/GA-53/GA-8/GA-11/GA-324.
Continue to follow US-29 Bus S/GA-53/GA-8/GA-11/GA-324.
US-29 Bus S is 0.2 miles past Russell Rd.

Then 0.89 miles

14.81 total miles



5. Turn **right** onto N Broad St/GA-53/GA-11.
N Broad St is just past N Jackson St.

*Burger King is on the left.**If you are on W May St and reach S Center St you've gone about 0.1 miles too far.*

Then 1.64 miles

16.45 total miles







6. Turn **slight left** onto Gainesville Hwy/GA-53. Continue to follow GA-53.

Then 8.94 miles

25.39 total miles

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-  **7. Merge onto I-85 N toward Greenville (Crossing into South Carolina).**
If you are on Highway 53 and reach Chardonnay Trce you've gone about 0.2 miles too far.
 Then 91.28 miles 116.67 total miles
-  **8. Keep left to take I-85 N toward Spartanburg.**
 Then 27.19 miles 143.86 total miles
-  **9. Keep left to take I-85 N toward Charlotte (Crossing into North Carolina).**
 Then 169.61 miles 313.47 total miles
-  **10. Keep left to take I-85 N toward I-40 E/Raleigh/Durham (Crossing into Virginia).**
 Then 171.53 miles 485.00 total miles
-  **11. Merge onto I-95 N via the exit on the left toward Richmond.**
 Then 117.92 miles 602.92 total miles
-  **12. Keep right toward Tysons Corner/Tysons Corner Center.**
 Then 0.66 miles 603.58 total miles
-  **13. Merge onto I-495 N/Capital Beltway N via EXIT 170B toward Tysons Corner/Tysons Corner Center (Crossing into Maryland).**
 Then 18.43 miles 622.01 total miles
-  **14. Keep left to take I-270 Spur N via EXIT 38 toward Rockville/Frederick.**
 Then 2.30 miles 624.31 total miles
-  **15. I-270 Spur N becomes I-270 N/Dwight D Eisenhower Hwy N.**
 Then 0.83 miles 625.13 total miles
-  **16. Keep left to take I-270 (EXPRESS) N/Dwight D Eisenhower Hwy N.**
 Then 8.48 miles 633.62 total miles
-  **17. I-270 (EXPRESS) N/Dwight D Eisenhower Hwy N becomes I-270 N.**
 Then 20.72 miles 654.34 total miles
-  **18. I-270 N becomes US-40 W/Frederick Fwy N.**
 Then 1.05 miles 655.39 total miles
-  **19. Stay straight to go onto US-15 N/Frederick Fwy N. Continue to follow US-15 N.**
 Then 22.22 miles 677.61 total miles

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20. Turn **slight left** onto US-15 Bus N/Catoctin Mountain Hwy N/S Seton Ave.

Continue to follow US-15 Bus N/S Seton Ave.

US-15 Bus N is 0.6 miles past Catoctin Mountain Hwy.

Then 0.52 miles

678.12 total miles

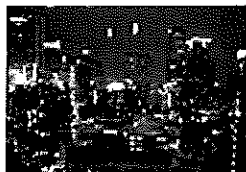


21. 16825 S Seton Ave, Emmitsburg, MD 21727-8920, 16825 S SETON AVE is on the **right**.

Your destination is 0.2 miles past Old Emmitsburg Rd.

If you reach Washington St you've gone about 0.3 miles too far.

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