



R0763

Dear National Fire Academy Student:

By now you should have received your acceptance email notification from the National Emergency Training Center (NETC) Admissions Office for this course. If you have not, you are not enrolled in this course.

Congratulations on your acceptance to the U.S. Fire Administration's/National Fire Academy's (USFA's/NFA's) *New Fire Chief* (NFC) course.

The NFC course presents a variety of contemporary topics that address your roles and responsibilities as a new fire chief. You have been entrusted by your community with the opportunity and responsibility to exercise leadership and management for residents' safety, the safety of their families and local businesses. In most cases, a new fire chief has a brief time to establish himself or herself as a credible and legitimate source of the effective exercise of management, leadership, and stewardship. To this condition, you will need to be strategic and thoughtful in your approach and efforts.

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, resources management, planning, community engagement, capital asset planning and acquisition, and other key topics for first-time leaders assuming a new position in their agency.

Prior to your arrival, in preparation for your active engagement in this course, you will need to consider the important issues and/or challenges you are facing as a new fire chief. You will be preparing a written paper and an in-class presentation on these issues and challenges. Use the information below to help guide your thoughts. As the course progresses through the various topics, you will have opportunity to develop your paper and presentation. The final document and an in-class presentation will be evaluated for purposes of determining a final course grade.

As a new fire chief, consider the three most important issues and/or challenges that you believe you can realistically address within the next year. Use the below questions to guide your consideration.

- What is the issue?
- Why is this a top-three choice?
- What do you need to do and/or want to do with these issues or challenges?
- How will you do it? Be specific in your thoughts.

For purposes of this activity, assume you will present a three- to four-page, double-spaced, written document and a brief five- to seven-minute oral presentation to your governing body during an open public meeting.

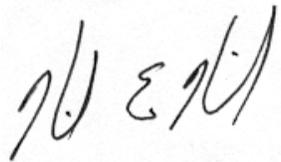
Your six days at the NFA will be busy and challenging. In addition to classroom time, there will be both individual and group evening study activities and networking. Please plan accordingly. Throughout your course, various representatives of the USFA and the NFA will be visiting and providing you with insights into the resources available to make your transition to fire chief as successful as possible.

The course materials for this course are now available in a Bring Your Own Device (BYOD) format, which will function on any electronic device. If you own an electronic device (laptop computer, tablet, etc.) and are familiar with its document reader functions, we are asking you to download the Student Manual (SM) **before you travel to Emmitsburg** and bring the preloaded device with you. Please see the page following this letter for complete instructions on successfully downloading your course materials. Please note: If you plan to bring/use an iPad, you may experience issues with saving/storing/printing course assignments since there is no Universal Serial Bus (USB)/thumb drive capacity for these devices.

For your information, the NFA classroom environment is PC based. As increasing numbers of students and instructors are bringing laptop computers or other electronic devices to campus, you alone are responsible for the security and maintenance of your equipment. The academy cannot provide you with computer software, hardware, or technical support to include disks, printers, scanners, etc. Classrooms are outfitted with surge protectors at each table for your convenience. Thumb drives or external hard drives used to bring course materials to class cannot be connected to Federal Emergency Management Agency (FEMA) property without being scanned for viruses. Due to time limitations for scanning, these devices cannot be larger than 8 gigabytes (GB). Anything over this amount will not be scanned and cannot be used. A Student Computer Lab is located in Building D and is available for all students to use. It is open daily with technical support provided in the evenings. This lab uses Windows 7 and Office 2013 as the software standard.

Should you need additional information related to course content or requirements, please feel free to contact Mr. Kevin Brame, Leadership and Executive Development Curriculum Training Specialist, at 301-447-1069 or email at kevin.brame@fema.dhs.gov. We look forward to your arrival.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Kirby Kiefer". The signature is written in a cursive style with some loops and flourishes.

Dr. Kirby Kiefer, Acting Superintendent
National Fire Academy
U.S. Fire Administration

Enclosure

National Fire Academy Bring Your Own Device (BYOD) Course Materials/Download Instructions

The **first step** is to download ADOBE Reader to your device. This will enable you to read and manipulate the course materials. ADOBE Reader can be used to comment and highlight text in Portable Document Format (PDF) documents. It is an excellent tool for note-taking purposes.

For Laptops and Computers

ADOBE Reader can be downloaded from www.adobe.com/downloads/. It is a free download. Please note that depending on your settings, you may have to temporarily disable your antivirus software.

For Tablets and Other Similar Hand-Held Devices

ADOBE Reader can be downloaded onto devices such as iPads, android tablets, and other hand-held devices. ADOBE Reader for these types of devices can be found in the device's Application Store using the search function and typing in "ADOBE Reader." Follow the instructions given. **It is a free application.** Note: In order to have the editing capabilities/toolbar, the document needs to be "opened with ADOBE Reader." There should be a function on your device to do this.

After you have successfully downloaded the ADOBE Reader, please use the following Web link to download your R0116, *New Fire Chief* (NFC) Student Manual (SM). (You may copy/paste this link into your Web browser.)

http://nfa.usfa.dhs.gov/ax/sm/sm_r0763.pdf

Note: Please make sure you download the ADOBE Reader first. To open the SM, you will need to open the ADOBE Reader and then open the SM through the ADOBE Reader in order for the note-taking tools to work properly.

If you need assistance, please contact nfaonlinetier2@fema.dhs.gov.