



R0763

Dear National Fire Academy Student:

By now you should have received an email notification from the National Emergency Training Center (NETC) Admissions Office. This notification indicates your acceptance into the U.S. Fire Administration (USFA), National Fire Academy (NFA) “New Fire Chief” (NFC) course.

Congratulations on your acceptance to the USFA’s/NFA’s 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.

This class is a six day class which starts on Sunday at 8 a.m. Subsequent classes will meet daily from 8 a.m. to 5 p.m., with evening classes possible. The class graduation ceremony is an important part of the course. You are expected to attend this event. All departing travel arrangements should be made so that you do not leave campus prior to the class graduation.

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.

The NFA classroom environment is computer based. Increased numbers of students and instructors are bringing laptop computers or other electronic devices to campus; you are responsible for the security and maintenance of your equipment. The NFA cannot provide computer software, hardware (which includes disks, printers, scanners, monitors, etc.), or technical support for your device. For your convenience, we do provide surge protector power strips at each classroom table.

Should you need to access the Student Computer Lab, it is located in Building D and is available for all students to use. The lab is open daily with a technician available Monday through Thursday from 1700 to 2100 (5 p.m. to 9 p.m.) and on Saturdays from 0800 to 1200 (8 a.m. to noon). The lab uses Windows 7 and Office 2013 as the software standard.

If you need additional information related to your course's content or requirements, please contact Mr. Kevin Brame, Leadership and Executive Development Curriculum Training Specialist, at 301-447-1069, or by email at [kevin.brame@fema.dhs.gov](mailto:kevin.brame@fema.dhs.gov). Good luck, and I hope to see you on campus.

Sincerely,



Tonya L. Hoover, Superintendent  
National Fire Academy  
U.S. Fire Administration  
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/](http://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.)

[https://nfa.usfa.fema.gov/ax/sm/sm\\_r0763.pdf](https://nfa.usfa.fema.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](mailto:nfaonlinetier2@fema.dhs.gov).