



FEMA

R0810

Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration's National Fire Academy's Volunteer Incentive Program *Leadership and Administration* course. We look forward to your arrival, and hope to provide you with a rewarding learning experience. Please review and complete the enclosed pre-course materials.

It is important to note that this is a 6-day course, and the first day of class will begin on Sunday at approximately 8:30 a.m. just after orientation. Orientation will normally commence at 8 a.m.; however, make sure you confirm this when you check in. Subsequent classes will meet daily from 8 a.m. to 5 p.m., with graduation occurring on Friday at 4 p.m. Because of this schedule you will be provided lodging for Friday night. Evening classes may be required.

End-of-class graduation ceremonies are an important part of the course and you are expected to attend. Please do not make any travel arrangements to leave campus until after you and your classmates graduate.

Increasing numbers of students and instructors are bringing laptop computers 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. There is a limited number of 120 Volt AC outlets in the classrooms. 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 XP and Office 2007 as the software standard.

Should you need additional information related to course content or requirements, please feel free to contact Mr. Chuck Burkell, Executive Development Curriculum Training Specialist at (301) 447-1072 or email at Chuck.Burkell@fema.dhs.gov

Enclosure

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Onieal".

Dr. Denis Onieal, Superintendent
National Fire Academy
U.S. Fire Administration



FEMA

R0810

Dear *Leadership and Administration* Student:

Congratulations on your acceptance into the National Fire Academy Volunteer Incentive Program *Leadership and Administration* (R0810) course. The following instructions will help you prepare for the course:

- 1) It is essential that each student have a fundamental understanding of the leadership principles presented in the book *Leadership On The Line*, by authors Ronald A. Heifetz and Marty Linsky. This can be achieved by reading either of the following publications prior to the first day of class:

The article *A Survival Guide For Leaders* by Ronald A. Heifetz and Marty Linsky. The article will be mailed to you 4 to 6 weeks prior to the start of class.

OR

The book *Leadership On The Line* by Ronald A. Heifetz and Marty Linsky. The book can be purchased in many local and online bookstores for around \$25.

- 2) Carefully read the enclosed instructions regarding identification of an individual who is external to your fire/emergency services organization, and provide the requested information as soon as possible. This memo should be located on the next page.
- 3) Complete the pre-course questionnaire on pages 1 – 5 below and bring the questionnaire to class on the first day.
- 4) Please bring examples with you of any of the materials listed on page 6, if available.
- 5) After reading *A Survival Guide For Leaders*, complete the questions on pages 7 – 9 below and bring your completed responses to the first day of class.

Sincerely,

A handwritten signature in black ink that reads "Charles Burkell". The signature is written in a cursive style with a large, stylized initial "C".

Chuck Burkell
Training Specialist



FEMA

R0810

Dear *Leadership and Administration* Student:

As a required precourse activity, we are requesting that you identify an individual that is external to your fire/emergency services organization who may have some form of oversight (directly or indirectly) to your organization. Volunteer emergency services organizations provide fire and other emergency services to many types of communities, so the exact title and role of this individual will vary.

Examples could include a mayor, borough manager, district board chairperson, city manager, township administrator, supervisor, or fire authority head. Depending on your situation, your organization may function independently and autonomously from the jurisdiction that your department serves. In either case, we ask that you identify an individual who publicly influences your organization but is not an official within the fire/emergency services organization.

It is important that you communicate the name of this individual with contact information to Ms. Roxane Strayer as soon as possible, but **no later than 2 weeks** prior to the start of the class. The ideal manner to transmit this would be via email. Ms. Strayer's email address is roxane.strayer@fema.dhs.gov or please call her at (301) 447-1642.

Thank you for assisting us with this activity.

Sincerely,

A handwritten signature in black ink that reads "Chuck Burkell". The signature is written in a cursive style with a large, prominent "C" and "B".

Chuck Burkell
Training Specialist
Executive Development Programs

LEADERSHIP AND ADMINISTRATION
PRECOURSE QUESTIONNAIRE

Instructions:

In the space provided under each question, make some brief written notes of ideas and answers that occur to you. Please be realistic in your written responses.

These questions focus on some of the problems and needs faced by your organization. Hopefully, the course will provide you with tools to deal with them. These questions will form the basis of discussion throughout the course and advance thought will lead to a more fruitful discussion. Your in-class responses will be voluntary.

1. What do you believe are the three most critical problems emergency services organizations face today?

A.

B.

C.

2. What are the three most critical problems facing **your** organization today?

A.

B.

C.

3. Which of the following services are provided by your organization? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Suppression | <input type="checkbox"/> Disaster response |
| <input type="checkbox"/> Hazardous materials incidents | <input type="checkbox"/> Public education |
| <input type="checkbox"/> EMS | <input type="checkbox"/> Fire prevention |
| <input type="checkbox"/> Rescue | <input type="checkbox"/> Code enforcement or inspection |
| <input type="checkbox"/> Structural | <input type="checkbox"/> Arson investigation |
| <input type="checkbox"/> Vehicle | <input type="checkbox"/> Public relations |
| <input type="checkbox"/> Confined space | <input type="checkbox"/> Open houses |
| <input type="checkbox"/> Trench | <input type="checkbox"/> Blood drives |
| <input type="checkbox"/> High-angle | <input type="checkbox"/> Non-emergency services |
| <input type="checkbox"/> Water | <input type="checkbox"/> Animal rescue |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Flooding |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Lock in or out |
| <input type="checkbox"/> Farm | <input type="checkbox"/> List others |
| <input type="checkbox"/> Wilderness | <input type="checkbox"/> List others |

4. What are the three most frequent types of responses made by your organization?

A.

B.

C.

5. What have been the three most serious incidents that your organization has responded to in the last three years?

A.

B.

C.

6. Do you consider the services provided to the community by your organization to be outstanding? Adequate? In need of improvement? Why?

11. How is your organization financed? Is the financing adequate?

12. In the last three years, has your organization been a plaintiff in a civil suit?

13. Interview five people in your organization. What do they see as the three most significant trends impacting your personnel?

Materials

Please bring examples of any of the following materials that you have available to the course with you.

Single copy:

- Your department's budget and annual financial report
- The Mission Statement for your department
- Marketing information
- Listing of organizations your department has formally or informally identified as partners
- Grant related materials
- Revenue raising ideas

If your organization has developed any of the following items please bring them to class with you. If you are able to provide 30 copies for the class, please do so.

- Recruitment materials
- Retention items (for example, a benefits list)
- Any other item you would like to share with your peers

**Study Questions:
"A Survival Guide for Leaders"
by
Ronald A. Heifetz and Marty Linsky**

1. What is the difference between a technical challenge and an adaptive challenge?

Technical challenge:

Adaptive challenge:

2. Provide at least one example of each type of challenge from your experiences in the emergency services organization.

Technical challenge:

Adaptive challenge:

3. Cite at least three ways to manage opposition to your initiative(s).

-

-

-

4. What are some of the dangers within a leader's being that can derail that leader's efforts?

How can these dangers be avoided or conquered?

5. What are the leadership actions that cause change to be sustainable and not just temporary?

6. Why risk being a leader?

Materials to Bring with You to the National Fire Academy

Please bring examples of recruiting materials (posters, videos, public service announcements, etc.) your department uses or has successfully used in the past.

Please bring a copy of your department's budget and annual financial report.

Please bring a copy of your department's Mission Statement.