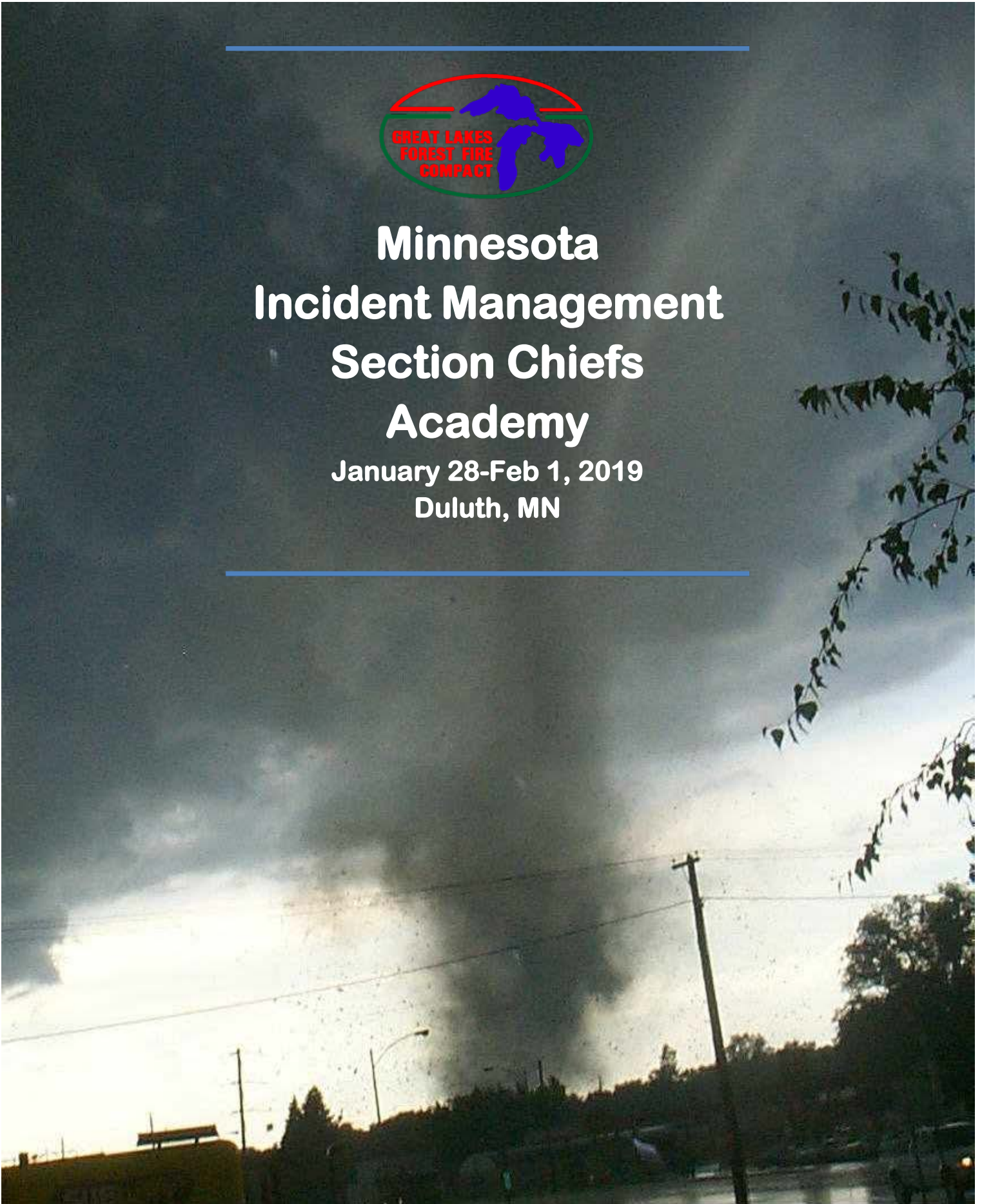




Minnesota Incident Management Section Chiefs Academy

**January 28-Feb 1, 2019
Duluth, MN**



Sponsored by the GREAT LAKES FOREST FIRE COMPACT

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The Great Lakes Forest Fire Compact (GLFFC) is sponsoring this Academy.

GLFFC is made up of three U.S. states (Michigan, Minnesota and Wisconsin) and two Canadian provinces (Manitoba and Ontario).

The association promotes effective prevention, pre-suppression and control of forest fires in member states and provinces in the Great Lakes region. GLFFC provides mutual aid through information, training, technology and resource sharing activities.

Member agencies:

- Manitoba Conservation Fire Program
- Michigan Department of Natural Resources
- Minnesota Department of Natural Resources
- Ontario Ministry of Natural Resources, Aviation, Forest Fire and Emergency Services
- Wisconsin Department of Natural Resources

INCIDENT MANAGEMENT SECTION CHIEFS ACADEMY

Incident Command System All-Hazards Position Specific Training enhances skills for

personnel responsible for managing incidents of greater complexity than those typically encountered during routine operations.

This training provides all-hazards competencies and behaviors for the eight Command and General Staff within the ICS structure.

Competencies within the individual courses of instruction in this training program are focused on the ability of the participant to assume specific position responsibilities, lead assigned personnel, communicate effectively, and ensure the completion of assigned tasks to meet identified objectives for the position(s).

GENERAL INFORMATION

Location

Holiday Inn Hotel and Suites
200 West First Street
Duluth, Minnesota

Meals

Refreshment breaks are provided for all course participants. All other meals are sending unit responsibility.

Lead Instructors

All lead instructors are members of Type 2 Incident Management Teams.

Academy Coordinator

Todd Manley
GLFFC/MNDNR Fire Training
218-322-2683
Todd.Manley@state.mn.us

PREREQUISITES

ALL Section Chief (Staff and General Command) courses require the following prerequisites:

- **E/G0300, ICS-300:** Intermediate Incident Command System for Expanding Incidents
- **E/G0400, ICS-400:** Advanced Incident Command System for Command and General Staff—Complex Incidents
- **IS-0100.b, ICS-100** Introduction to the Incident Command System
- **IS-0200.b,** Incident Command System for Single Resources and Initial Action Incidents
- **IS-0700.a,** National Incident Management System, An Introduction
- **IS-0800.b,** National Response Framework, An Introduction



E 0400 (ICS-400) prerequisites are ICS-100, ICS-200, and ICS-300.

Please send proof of prerequisites with your registration. Acceptable documentation includes IQS and IQCS records, or course certificates and Incident Qualification Cards.

Academy' block. Students may book their room online by clicking on this link

[MN Incident Management Section Chief Academy](#)

Students will be able to choose from the **\$112.75** rate Standard Rooms.

LODGING

Holiday Inn, Duluth

The Holiday Inn, Duluth has a block of rooms available for students at a rate of **\$112.75** per night.

Reservation deadline for this rate is Jan. 1, 2019.

Call 218-722-1202 for reservations. When making hotel reservations, mention the **'MN Incident Management Section Chief**



REGISTRATION INFORMATION

Deadline

Students from GLFFC agencies receive priority registration before Dec. 14, 2018. **After Dec. 14,** registration will be open to all students.

Registration deadline for all registrants is **Jan. 9, 2019.**

A late fee of \$50 will be charged for registrations after Jan. 9, 2019.



Register/Payment/Billing

For individuals **affiliated** with GLFFC recipient of a MN fire department grant **No charge**:

Submit completed registration form to MN Interagency Fire Center, Terry Flatley, 402 11th Street SE, Grand Rapids, MN 55744; Email to terry.flatley@state.mn.us; or FAX to 218-327-4527.

For individuals **not affiliated** with GLFFC or a recipient of a MN fire department grant: Submit complete registration form along with payment (in the form of a check, or PO/billing

Fire Center, Terry Flatley, 402 11th Street SE, Grand Rapids, MN 55744; Email to terry.flatley@state.mn.us or FAX to 218-327-4527.

Registration and payment must be sent on or before January 9, 2019.

Acceptable payment methods:

- Check payable to GLFFC
- Agency purchase order
- Letter of billing authorization on agency letterhead

The Academy will bill organizations/agencies for tuition if students provide a purchase order or

agency administrator on official letterhead with the appropriate billing address. Agencies will be billed regardless of attendance.

Registration forms are also available at www.glffc.org and www.mnics.org

Registration Questions

Call Terry Flatley at 218-322-2702 or Todd Manley at 218-322-2683

Tuition

Tuition depends on class length, facility and materials. Tuition also includes refreshment breaks for each day the student is in class.

Cancellation

Cancellations must be in writing.

No refunds after Jan. 14, 2019.

Confirmation

Class confirmation will be mailed at least 10 days prior to the Academy. If you have not received class information by **Jan. 22, 2019** please call 218-322-2702. Check personal and class information carefully and report errors immediately.

Grants for MN fire department members

Some seats will be available for Minnesota fire department members. Tuition for fire department members who are not employed by a wildland fire agency will be paid through a Volunteer Fire Assistance Grant. Do not send payment with your registration. To apply for a tuition grant, contact Tim Oland 218-322-2688 or email tim.oland@state.mn.us Lodging and meals are the responsibility of the student or their fire department.

COURSE

DESCRIPTIONS



authorization) to MN Interagency

authorization letter signed by an

E 0400, ICS-400

ICS for Command & General Staff & Complex Incidents

Mon, January 28, 0800 to Wed, Jan 30, 1200

Advanced Incident Command System for Command and General Staff—Complex Incidents. This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in ICS-100 through ICS-300 courses.

Course Objectives: Explain how major incidents engender special management challenges, describe the circumstances in which an Area Command is established, and describe the circumstances in which Multiagency Coordination Systems are established.

Program Area(s): Incident Command System Delivery.

Selection Criteria: The target audience for this course is senior personnel who are expected to perform in a management capacity in an Area Command or Multi-Agency Coordination Entity.

Prerequisites: See list page 3. Also recommended: Experience using concepts and principles from ICS-100, ICS-200, and ICS-300 and use of skills in an operational environment

Course Length: 2.5 days

Class size: 24

Course Fee: \$175

L 0950

NIMS ICS All-Hazards Incident Commander

Mon, January 28, 0800 to Fri, Feb 1, 1700

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Incident Commander (IC) on an All-Hazards Incident Management Team (AHIMT).

These responsibilities fall into two categories:

- 1) Responding to incident and command needs of the incident, and
- 2) Effectively fulfilling position responsibilities of an IC on an All-Hazards ICS IMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Objective: Participants will demonstrate understanding of the duties, responsibilities, and capabilities of an effective Incident Commander.

Program Areas: Incident Command System; Multi-Hazard Mitigation Planning; National Response Framework; Universal Emergency Preparedness Delivery.

Selection Criteria: Priority will be assigned to students who are regularly assigned to functional, support, or unit leader positions (or trainees) on Incident Management Teams or by those persons who want to seek credentials/certification in those positions.

Prerequisites: See list page 3.

Course Length: 5 days

Class size: 24

Course Fee: \$250





L 0952

NIMS ICS All-Hazards Public Information Officer

Mon, January 28, 0800 to Fri, Feb 1, 1700

This course is designed for a Public Information Officer (PIO) assigned to an incident as a member of an All-Hazards Incident Management Team (AHIMT) and IMTs, as well as for the PIO assigned to an incident as an Assistant PIO in a variety of capacities.

This course will help participants develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced functions to concentrate training on the fundamental duties and responsibilities of the PIO in an all-hazards environment.

The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Objective: The course objective is to help the participant develop a strong set of core PIO skills and the ability to apply them within the context of an All-Hazards Incident Management Team.

Program Areas: Citizen Preparedness; Incident Command stem; Universal Emergency Preparedness.

Selection Criteria: Priority will be assigned to students who are regularly assigned to functional, support, or unit leader positions (or trainees) on Incident Management Teams or by those persons who want to seek credentials/certification in those positions.

Prerequisites: See list page 3.

Course Length: 5 days

Class size: 24

Course Fee: \$250

L 0956

NIMS ICS All-Hazards Liaison Officer

Wed, Jan 30, 1300 to Fri, Feb 1, 1700

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Liaison Officer on an All-Hazards Incident Management Team (AHIMT). Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Objective: Prepare the participant for the duties, responsibilities, and capabilities of an effective Liaison Officer on an All-Hazards Incident Management Team.

Program Areas: Incident Command System; Multi-Hazard Mitigation Planning; Response and Recovery; FEMA Employee Training

Selection Criteria: Training designed for personnel who are regularly assigned to functional, support, or unit leader positions, or by those persons who want to seek credentials/certification in those positions.

Prerequisites: See list page 3.

Course Length: 2.5 days

Course Fee: \$175

Class size: 24

L 0967

NIMS ICS All-Hazards Logistics Section Chief

Mon, Jan 28, 0800 to Fri, Feb 1, 1700

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief on an All-Hazards Incident Management Team (AHIMT).

These responsibilities include responding to the incident and effectively fulfilling the position responsibilities of a Logistics Section Chief on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Objective: Provide local- and state-level emergency responders with an understanding of the duties, responsibilities, and capabilities of a Logistics Section Chief on an All-Hazards Incident Management Team.

Program Areas: Incident Command System; Public Works; Response and Recovery; Universal Emergency Preparedness.

Selection Criteria: Priority will be assigned to students who are regularly assigned to functional, support, or unit leader positions (or trainees) on Incident Management Teams or by those who want to seek credentials/certification in those positions.

Prerequisites: See list page 3.

Course Length: 5 days

Class size: 24

Course Fee: \$250



L 0973

NIMS ICS All-Hazards Finance/Administration Section Chief

Tues, Jan 29, 1300 to Fri, Feb 1, 1700

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief on an All Hazards Incident Management Team (AHIMT).

These responsibilities include managing the Finance/Administration Section personnel and managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Objective: Provide local- and state-level emergency responders with an understanding of the duties,

responsibilities, and capabilities of an effective Finance/Administration Section Chief on an All-Hazards Incident Management Team.

Program Areas: Incident Command System; Response and Recovery.

Selection Criteria: Priority will be assigned to students who are regularly assigned to functional, support, or unit leader positions (or trainees) on Incident Management Teams or by those who want to seek credentials/certification in those positions.

Prerequisites: See list page 3.

Course Length: 3.5 days

Class size: 24

Course Fee: \$225





S-404

Safety Officer

Tues, Jan 29, 0900 to Fri, Feb 1, 1700

Course Description: This course is designed to meet the training needs of the safety officer type 2 (SOF2) position in the incident command system. Topics include safety officer effectiveness, analysis techniques, safety messages, briefings and reports, and high hazard operations.

Course Objective: Provide local- and state-level emergency responders with an understanding of the duties, responsibilities, and capabilities of a Safety Officer on an All-Hazards IMT.

Program Areas: ICS; Multi-Hazard Mitigation Planning; Response and Recovery; Safety Delivery

Course Prerequisites: See page 3, plus qualified as a division/group supervisor (DIVS). Course Level regional, state, or area.

Course Length: 4 days

Class size: 24

Course Fee: \$225

S-430/ L 0959

Operations Section Chief

This is an NWCG and NIMS ICS All-Hazards Course.

Tues, Jan 29, 0800 to Fri, Feb 1, 1700

Course Description: This course is designed to meet the training needs of the operations section chief type 2 (OSC2). This course is designed to be interactive in nature and contains several exercises designed to facilitate group and classroom discussion.

Course Objectives:

- Explain the four elements of planning critical to the OSC: information gathering, strategy meetings, preparation of the Incident Action Plan (ICS 215), and the OSC role in demobilization.
- Discuss OSC supervision responsibilities that pertain to operational period briefings, managing the operations section, risk assessment and safety management, and adjusting tactics.
- Describe the OSC role in external and internal coordination. Target Group - Personnel desiring to be qualified as an operations section chief type 2 (OSC2).

Course Prerequisites: See page 3, or for NWCG Certificate, qualified as a division/group supervisor (DIVS).

Course Length: 4 days

Class size: 24

Course Fee: \$225

S-440/ L0962

Planning Section Chief

This is an NWCG and NIMS ICS All-Hazards Course.

Tues, Jan 29, 0800 to Fri, Feb 1, 1700

Course Description: This course is designed to meet a portion of the training needs of the planning section chief type 2 (PSC2). Topics include information gathering, strategies, meetings and briefings, incident action plan (IAP), interactions, forms, documents, supplies, demobilization, and an optional technology section. In the final exercise, students observe a simulated planning meeting and use the information derived to find errors in an IAP. Students must pass the unit tests and the final exercise to successfully complete the course.

Course Objective: The student will display the skills, knowledge, and tools necessary to perform the duties and responsibilities of the planning section chief type 2 (PSC2).

Course Prerequisites: See page 3, or for NWCG Certificate, qualified as a Situation Unit Leader (SITL) or as a Resources Unit Leader (RESL). Successful completion of pre-course work.

Course Length: 4 days

Class size: 24

Course Fee: \$225

COURSE SCHEDULE & TUITION

Code	Course Title	Tuition	Course schedule									
			Mon Jan 28 am pm		Tues Jan 29 am pm		Wed Jan 30 am pm		Thurs Jan 31 am pm		Fri Feb 1 am pm	
E 0400 (ICS-400)	ICS for Command and General Staff and Complex Incidents	\$175										
L 0950	Incident Commander (formerly S-400, Incident Commander)	\$250										
L 0952	Information Officer (formerly S-403, Public Information Officer)	\$250										
L 0956	Liaison Officer	\$175										
L 0967	Logistics Section Chief (formerly S-450, Logistics Section Chief)	\$250										
L 0973	Finance/Administration Section Chief (formerly S-460, Finance Section Chief)	\$225										
S-404	Safety Officer	\$225										
S-430/ L0959	Operations Section Chief	\$225										
S-440/ L0962	Planning Section Chief	\$225										



Registration Form

2019 Incident Management Section Chiefs Academy Registration

Name: (First, MI, Last)

Organization/Agency/Fire Department:

Address:

City, State, Zip:

Student email:

Phone #1:

Phone #2:

Emergency contact and phone:

POLO SHIRT: A Polo Shirt Will Be Provided to Each Student

Please indicate what size polo shirt you would like

Men's Sizes: ☐ Small ☐ Medium ☐ Large ☐ X-Large ☐ XX-Large
 Women's Sizes: ☐ Small ☐ Medium ☐ Large ☐ X-Large

SPECIAL EVENT: Free Buffet Dinner & Presentation

I plan to attend the Wednesday Dinner and presentation event: Please circle one YES NO

COURSE REGISTRATION

Course Code	Course Title	Tuition
	Total Tuition	

METHOD OF PAYMENT

☐ Check enclosed made out to *Great Lakes Forest Fire Compact*

☐ Purchase Order or Letter of Billing Authorization enclosed. Include billing contact:

Name _____

Phone _____

Address _____

☐ Fire department member: Tuition paid through Volunteer Fire Assistance Grant.

Fire Chief, please provide:

☐ I verify this student is a member of _____ Fire Department.

Fire Chief's signature _____

Fire Chief's name (printed) _____

IMPORTANT: Mail registration (and payment for individuals not affiliated with GLFFC or a recipient of a MN fire department grant) to Terry Flatley at MIFC, 402 11th Street SE, Grand Rapids, MN 55744

Incident Management Section Chiefs Academy

January 28-Feb 1, 2019

Sponsored by



Great Lakes Forest Fire Compact

Duluth Downtown

Dining Guide

Holiday Inn restaurants
The Greenery Bakery/Café, 2nd Level
Lyric Kitchen-Bar, 1st Level

Other Options

Valentini's To Go – Skywalk, 2nd Level
Subway - Skywalk, 2nd Level
Zen House Japanese Restaurant -
Skywalk, 2nd Level
Sammy's Pizza - 1 block
Duhb Linn Irish Pub - Skywalk, 1 block
7 West Taphouse - 2 blocks
Hanabi Japanese Cuisine - 2 blocks
Pizza Lucé - 3 blocks

Canal Park

Endion Station Public House
Canal Park Brewing Company
Old Chicago
Famous Daves
Green Mill
Cloud 9 Asian Bistro
Grandma's Restaurant & Saloon
Grandma's Sports Garden
Bellisio's Italian Restaurant & Wine Bar
Little Angies Cantina & Grill
Lake Avenue
Northern Waters Smokehaus
Taste of Saigon

Bars and Nightlife

Duhb Linn Irish Pub - Skywalk, 1 block
Aces on First - 1 block
Spurs on First - 1 block
Duluth Flame Nightclub - 1 block
Roscoe's Pioneer Bar - 2 blocks
7 West Taphouse - 2 blocks
Hanabi Japanese Cuisine - 2 blocks
Pizza Lucé - 3 blocks
Blackwater Lounge- 4 blocks
Red Herring Lounge - 5 blocks
Carmody Irish Pub - 6 blocks

Canal Park

Endion Station
Canal Park Brewing Company
Hoops Brewing Company
Old Chicago
Green Mill
Cloud 9 Asian Bistro
Grandma's Restaurant & Saloon
Grandma's Sports Garden
Bellisio's Italian Restaurant & Wine Bar
Little Angies Cantina & Grill

The Duluth Experience -
Please call 218-464-6337 to
book your brewery tour!

SPECIAL EVENT

High Reliability Organizations Presentation and Buffet Dinner

Wednesday, January 30, 2019

Join fellow students for a **free** Buffet dinner in the Great Lakes Dining room at 5:30 pm followed by a presentation at 6:30 pm on High Reliability Organizations. Pete Leschak, one of *Great Lakes Forest Fire Compact's* most entertaining speakers, will discuss how teams survive when the going is tough.

A High Reliability Organization (HRO) is a high-functioning team that routinely faces the possibility of catastrophic error in dangerous environments and operations, and yet has fewer accidents than might be expected. Incident Management Teams should be the epitome of an HRO.

The HRO concept was introduced in the wake of the 14 firefighter fatalities at South-Canyon Storm King in 1994. The HRO principles apply to all the fire service organizations – wildland and municipal.

Peter Leschak is a MNDNR Fire Training Specialist. He has logged over 36 years in the fire service –

wildland and municipal – and has worked over 900 incidents in 13 states and one Canadian province. He spent 19 years in fire/ground helicopter operations.



Pete works for a rural volunteer fire department, where he was chief for 30 years. He is also a fire trainer with the Great Lakes Forest Fire Compact, and a fire instructor for the Minnesota State College and University system. As a freelance writer, he's published over 280 magazine articles in both regional and national periodicals. He also has 10 non-fiction books in print. Two are featured on the NWCG Leadership Development website <http://fireleadership.gov/>.

Incident Management Section Chiefs Academy January 28-Feb 1, 2019 Duluth, Minnesota



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