



CHIEF FIRE OFFICER MANAGEMENT TRAINING

September 10, 17, 24, 2015
October 1, 22, 29, 2015
November 19, 2015
December 3, 10, 17, 2015
January 7, 14, 21, 2016

Course Number:
200-014-331-2015-FA-A

Location:
Massachusetts Firefighting
Academy
One State Road
Stow, MA
Classroom - 127

Time:
0800-1600

Application Due Date:
July 3, 2015

Notes:
This is a "Priority Selection" course
which is not first come-first serve.

Priority Selection Date:
July 17, 2015

Credits
FCC = pending
FPO = 8

The Chief Fire Officer Management Training Program is an intensive 13 session course, presented in partnership with the University of Massachusetts Edward J. Collins Jr. Center for Public Management.

This course is designed to provide the new chief officer with a variety of leadership and management skills essential in municipal management. The information covered and case histories will be pertinent to Massachusetts municipal government.

The topics covered include: leadership and the chief officer; administrative structure; communication skills; budget and financial skills; supervision and management; human resource management; community and intergovernmental relations; emergency management; logic, ethics and decision making; comprehensive safety and health programs; fire and life safety programs; and organizational and strategic planning.

Course Completion Requirements:

Students are expected to attend and participate in 100% of all sessions. The participant is required to do a considerable amount of out-of-class preparation in advance of each session to maximize their understanding of the course materials.

A key requirement of this program is the successful development and completion of an applied research paper on a topic relevant to the student's duties and responsibilities as a senior fire official. Students will also be required to present and defend their paper in a separate oral presentation.

In addition to the course dates, those accepted will be required to attend a separate one-day orientation prior to the start of this program.

Registration

Register **online** at [List of Current MFA Courses](#). To register by mail, please complete the DFS/MFA - Student Application - Chief Fire Officer and mail to: Massachusetts Firefighting Academy, Attn: Robert Loomer, Coordinator, Chief Fire Officer Management Training, P.O. Box 1025, One State Road, Stow, MA 01775



Department of Fire Services, Massachusetts Firefighting Academy
University of Massachusetts
Edward J. Collins Jr. Center for Public Management
Chief Fire Officer Program
Application



Name _____
MFA Student ID or Driver's License # _____
Fire Department _____ Current Position/Rank _____
Daytime Phone _____ Home/Cell Phone _____
Email _____
Home Address _____
City, State, Zip _____

A completed application includes:

- ☐ Letter of application for admission (a signed, one-page letter addressed to the admissions committee explaining why the applicant feels he or she should be accepted into the program)
- ☐ Proof of all current national fire service certifications, state credentials and licenses, and college degrees
- ☐ A professional resume which details your fire service experience
- ☐ Copy of organizational chart, indicating your position within your fire department
- ☐ I understand that if selected for this program I will be expected to fully participate in 100% of all 13 classroom sessions and the orientation. I also acknowledge that I will be required to do considerable out-of-class preparation in advance of each week's session. I further understand successful completion of this program requires the successful completion of an applied research paper on a topic relevant to my duties and responsibilities as a senior fire official.

Research papers must be submitted no later than Thursday, January 14, 2016 at 5:00pm.

Applicant Signature: _____ Date: _____

Application deadline is Friday, July 3, 2015.

Mail complete application to:

Massachusetts Firefighting Academy
Attn: Robert Loomer, CFO Coordinator
P.O. Box 1025
One State Road, Stow, MA 01775