



September 20, 2009

Dear Fire Professional,

Eastern Michigan University's Center for Regional and National Security is proud to offer its Twelfth Fire Staff and Command Program at EMU's Ypsilanti campus, beginning February 18, 2010 and ending October 22, 2010.

Class dates are as follows:

Orientation – February 18-19	Week 5 – June 21-25
Week 1 – March 15-19	Week 6 – July 19-23
Week 2 – March 29-April 1	Week 7 – August 16-20
Week 3 – April 26-30	Week 8 – September 20-24
Week 4 – May 24-28	Week 9 – October 15-22

The Fire Staff and Command Program has been approved by the Bureau of Fire Services for Inspectors for continuing education credits.

This is an intensive undergraduate and graduate level program consisting of 350 hours of classroom instruction that will require out-of-class study, preparation for papers, projects, and examinations. The School of Fire Staff and Command will take the officer beyond traditional operational methods and expose them to conceptual thinking and problem solving paving the way for further advancement to senior leadership positions within their department.

EMU's School of Staff and Command has a reputation for excellence and is supported by quality instructors and fire management professionals who make up the foundation of this unique educational/training program. Our faculty comes from across the State of Michigan from various educational institutions, fire service community, and the private sector.

The programs reputation for excellence is praised by our graduates who have stated the knowledge, skills, and abilities learned assist them in providing quality leadership for their department.

The Fire Staff and Command Program is dynamic and on the forefront of technology. Command Officers will be challenged by management situations, decisive decision-making, and being able to control, direct and supervise personnel under their command. The Fire Staff and Command program will enhance the performance of personnel in the command positions by:

- Understanding the management theorist's approach to managing fire agencies.
- Utilizing Michigan Labor Law as it relates to personnel management in hiring, discipline, ADA, sexual harassment, workman's compensation, and ACT 312.



EASTERN

MICHIGAN UNIVERSITY

"Education First"

- Understanding the role of the fire administrator in the day-to-day operation of a fire agency.
- Understanding management responsibilities for Michigan Criminal and Civil Law in cases rising from negligence retention, failure to train, and other situations that require defense in a civil court.
- Development of fiscal responsibilities for managing a budget, special project funding, grant administration, forfeiture assets, and duties required for sound fiscal management.
- Utilizing the latest instruments for planning and decision-making requirements for management responsibilities.
- Utilizing technology for computer enhancement in the workplace. This section is a hands-on approach to computer skills relating to preparing written documents, utilizing spreadsheets in the preparation of budget detail, analyzing data through data base preparation, developing professional presentations through the use of Visio, and learning how to plan and develop projects utilizing project management software.

Please complete the enclosed application and forward it to **The School of Fire Staff and Command, Eastern Michigan University, c/o JillAnne Bauer, 16 Sill Hall, Ypsilanti, MI 48197**. Your Chief or Director must sign the application. Applicant selections and acceptance notifications will be made by January 15, 2010.

Cost for the entire program is \$3,000, which includes all books, materials, and parking pass. This cost does **NOT** include undergraduate or graduate college credits. For those students interested earning EMU credit, please refer to EMU tuition and fee information at: www.emich.edu/controller/sbs/tuitionfeesoutline.html. Tuition and fees are established according to Eastern Michigan University Board of Regents.

The Michigan Municipal Risk Management Authority has monies available for its member communities on an individual basis. Students must successfully complete the program in order to be eligible for one-half tuition refund. Contact Al Smolen for additional information at 734.513.0300.

If you have any questions or concerns please contact me at 734.487.1590 (fax 734.487.1620) or jillanne.bauer@emich.edu. Applications and a complete schedule can be obtained on line at <http://www.emich.edu/cerns/sc/index.html>.

Sincerely,

JillAnne M. Bauer
Program Manager
School of Fire Staff and Command

Eastern Michigan University
Center for Regional and National Security

EMU School of Fire Staff and Command

Application for Admission 2010
Program Starting Date of February 18, 2010
Fax application to 734.487.1620

Must be TYPED

Program Cost: \$3,000.00

Deadline Date for submission: December 22, 2009

Applicant Name: _____
Last First Middle
Preferred Mailing Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

(You will be receiving information at your mailing address prior to the start of classes. Please ensure the address and telephone numbers supplied are ones you regularly check)

Current Rank or Position: _____ **Hire Date:** _____ / _____ / _____
Month Day Year

Telephone: (Work) (_____) _____
(Home) (_____) _____ (optional)
(Cell) (_____) _____ (optional)

Please indicate the e-mail address or telephone number that you can be reached at during business hours.

Email Address: _____ @ _____ **Work**

Email Address: _____ @ _____ **Home (optional)**

Department Name: _____

Invoice to: _____
Contact Name/Title Telephone Number

Street Address: _____ **City:** _____

State: _____ **Zip Code:** _____ **County:** _____

Management or Supervisor Schools previously attended:

1: _____ **Dates Attended:** _____

2: _____ **Dates Attended:** _____

Have you obtained your Bachelor's Degree? ___ Yes ___ No **If Yes, list: Major:** _____ **Minor:** _____

Do you plan to take this program for: ___ College Credit (___ Undergraduate ___ Graduate) ___ Self-Improvement

Current Level of Computer Skills: ___ None ___ Beginner ___ Intermediate ___ Advanced

The information contained here is true to the best of my knowledge and belief. I realize that any falsification in the application constitutes grounds for rejections and or dismissal. Further, I authorize Eastern Michigan University or its representative to verify any/all information I have provided in this application.

Applicants Signature: _____ **Date:** _____

Chief or Designate PRINTED NAME: _____

Chief or Designate Signature: _____ **Date:** _____

SELECTION CRITERIA

1. Position held: Chief, Deputy Chief, Assistant Chief, Captain, Lieutenant, Sergeant.
2. Qualified Police/Fire, Emergency Management, or Communications Supervisors in the State of Michigan.
3. The Advisory Board will consider and evaluate those situations where an individual is being considered for promotion into a supervisory position. A letter from the applicant's chief executive officer must accompany this application.
4. Applications received from individuals who are recent graduates from a comparable school of staff and command, i.e., National Fire Academy, FBI National Academy, Southern Institute, etc., will receive consideration only after candidates meeting the preceding characteristics/qualifications have been selected.

NOTE: APPLICATIONS MUST BE RECEIVED PRIOR TO **December 22, 2009** FOR CONSIDERATION.

For additional information contact JillAnne Bauer @ 734.487.1590 or fax: 734.487.1620 – jillanne.bauer@emich.edu

Program Cost: *\$3,000.00

Mail to: Eastern Michigan University
Center for Regional and National Security
School of Fire Staff and Command
16 Sill Hall
Ypsilanti, MI 48197

Fax to: 734.487.1620

***NOTE Fees for this course do not cover cost for undergraduate or graduate college credits. If you wish to receive college credit for this course you must pay current tuition and per-credit hour costs.**

Students will be required to use a computer system utilizing the Microsoft Office suite (Word, Excel, Powerpoint, Visio). The computer classes will be taught using the Office 2007 version. All written assignments (Research project, Grant proposal, and Budget project) ***MUST*** be turned in both a digital and paper format, using a version of the Microsoft Office Suite (versions 1997-2007 will be accepted). Access to EMU computers possessing this software will be available if needed. Students will be supplied a portable flash drive for storage and transportation of their files.

All classes will be held on the EMU main campus, located in Ypsilanti, Michigan, Monday thru Friday 8:00 am to 4:00 pm. A small chance exists that the schedule may have to be modified but any modifications will be kept to a minimum.

February 18 & 19 Orientation (Thursday and Friday)	June 21-25 -- Week 5
March 15-19 -- Week 1	July 19-23 -- Week 6
March 29-April 2 -- Week 2	August 16-20 -- Week 7*
April 26-30 -- Week 3	September 20-24 -- Week 8
May 24-28 -- Week 4	October 18-22 -- Week 9 (Graduation Friday, October 22nd)

School of Fire Staff and Command

January 2010 - December 2010

January 2010

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2010

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010

S	M	T	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2010

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2010

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2010

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2010 Staff and Command Schedule

FIRE SCHEDULE

Orientation	February 18--19
Week 1	March 15--19
Week 2	Mar 29--Apr 1
Week 3	April 26--30
Week 4	May 24--28
Week 5	June 21--25
Week 6	July 19--23
Week 7	August 16--20
Week 8	September 20--24
Week 9	October 15--22

MAR 19 Combo-Fire and Police

OCT 15 Combo-Fire and Police