Northeast Forest Fire Protection Commission (NFFPC)
Wildland Fire Academy
November 16 to November 20, 2026 - South Portland, ME

Course/Date	Monday 16th	Tuesday 17th	Wednesday 18th	Thursday 19th	Friday 20th
M-410, Facilitative Instructor	8:00 am-5:00 pm	8:00 am-5:00 pm	8:00 am-5:00 pm	8:00 am-5:00 pm	8:00 am-12:00 pm
S-354, Facilities Unit Leader	8:00 am-5:00 pm	8:00 am-5:00 pm	8:00 am-5:00 pm	8:00 am-5:00 pm	
E/L 975, NIMS ICS All-Hazards Position Specific Finance/Admin Unit Leader		8:00 am-5:00 pm	8:00 am-5:00 pm	8:00 am-5:00 pm	
RX-310, Introduction to Fire Effects	8:00 am-5:00 pm	8:00 am-5:00 pm	8:00 am-5:00 pm	8:00 am-5:00 pm	8:00 am-12:00 pm

LOCATION: Best Western Merry Manor Inn
700 Main Street
South Portland, Maine 04106
Phone: 207-774-6151
Fax: 207-871-0537

SPONSOR: Northeastern Forest Fire Protection Commission

COURSE REGISTRAR & COORDINATOR: Steven Sherman

REGISTRATION FEE:

Facilitative Instructor Course - $200.00
Facilities Unit Leader Course - $180.00
Finance/Admin Unit Leader Course - 160.00
Introduction to Fire Effects Course - $200.00

- The deadline for submitting the nomination form is **October 26, 2026.**
- Individuals will be notified by October 30, 2026, as to course admittance.
- **Please email the Training Nominations Form to Steven Sherman ssherman@nffpc.org**

ACCOMMODATIONS: A block of rooms is reserved at the Merry Manor Inn (207-774-6151) at a NFFPC rate of $ 105.00 plus tax (USD) for a single or double room. Candidates are to make their own arrangements for rooms. Please state that you are with the Northeast Compact group. **Students need to make their own room reservations by November 6, 2026.**

NOMINATION PROCESS: Students must submit the attached NE Compact Nomination Form. Successful students will receive a certificate at the end of the course.

COURSE DESCRIPTIONS:

M-410, Facilitative Instructor

Course Description: This training course is designed to help students become effective facilitative instructors. The purpose of this course is to improve training delivery and quality by presenting instructional methods with an emphasis on student-oriented adult training techniques. This course is designed for students to meet NWCG instructor requirements.

Target Group: Personnel who will be instructing NWCG courses.

Course Prerequisites: Satisfactory completion of pre-course work.

S-354, Facilities Unit Leader

Course Description: This course prepares students to perform the job of Facilities Unit Leader (FACL) as outlined in the NIMS: Wildland Fire Qualification System Guide, PMS 310-1, and the position task book developed for the position. The instructional methods of the course include lecture with PowerPoint presentations, classroom exercises, and discussions. The lessons provide an introduction to operational leadership, mobilization, arrival at an incident, risk management, safety and tactics, demobilization, and post-incident responsibilities.

At the successful completion of this course, students will describe roles and responsibilities, and demonstrate proficiency in the skills/knowledge required to perform the tasks of a Facilities Unit Leader.

Target Group: The intended audience(s) are local- or State-level emergency responders who may be designated as a Facilities Unit Leader (FACL) on their local or state Incident Management Team.

Course Prerequisites: Qualified as Base/Camp Manager (BCMG)

E/L 975, NIMS ICS All-Hazards Position Specific Finance/Admin Unit Leader

Course Description: The goal of this professional development course is to provide federal, state, and local-level emergency responders with an overview of key duties and responsibilities of the four unit leaders within the Finance/Administration Section or a Type 3 All-Hazard Incident Management Team or Incident Management Assistance Team. These unit leader positions are the: Time Unit Leader, Procurement Unit Leader, Cost Unit Leader, and Compensation/Claims Unit leader.

Target Group: The intended audience(s) are local- or State-level emergency responders who may be designated as a Finance/Admin Unit Leader on their local or state Incident Management Team.

Course Prerequisites:

IS-100 Introduction to the Incident Command System, ICS 100

IS-200 Basic Incident Command System for Initial Response, ICS 200

IS-700 National Incident Management System, An Introduction

IS-800 National Response Framework, An Introduction

ICS-300 Intermediate Incident Command System for Expanding Incidents

ICS 400 Advanced Incident Command System for Complex Incidents

RX-310, Introduction to Fire Effects

Course Description: This course is designed to provide students with the knowledge and skills necessary to recognize and communicate the relationships between basic fire regimes and fire effects, the effects of fire treatments on fire effects, and to manipulate fire treatments to achieve desired fire effects. In an effort to maintain the currency and relevancy of the course materials for RX-310, Introduction to Fire Effects the instructional design has been modified to allow instructors to develop materials based on current information, changing technologies, and the needs of the students.

Target Group: Fire and resource specialists involved in fire-related decision-making. Interdisciplinary team resource advisors or prescribed fire crew members working toward burn boss, or other prescribed fire positions.

Course Prerequisites:

Working knowledge of fire behavior.

Understanding of basic ecological principles.

Satisfactory completion of pre-course work.

TRAINING NOMINATION FORM

Northeastern Forest Fire Protection Compact

Nominations due: 10/26/26

Return to:	Steven Sherman 51 Hammond Road Monroe, NH 03771 email (preferred): ssherman@nffpc.org

Course Number:	Course name:	Priority____of_____
IQCS Session Number:	Course Location:	Course Date(s):
Course Tuition (if required):	Course Coordinator Name (First Last): Steven Sherman	Course. Coord. Phone: 603-728-9817
Date Submitted:	Course Coord. E-Mail: ssherman@nffpc.org (preferred return)	Course Coord. FAX:

Employee's IQCS ID Number: **NA**

Nominee's Name (First, MI, Last): *Please print name as it will appear on a certificate*

Working Job Title:		E-Mail:	
Agency Name:		Fax:	
Home Unit:		Nominee's Mailing Address (if different):	
Street:		Street:	
City:	State/Province:	City:	State/Province:
Zip/Postal code:	Telephone:	Zip/Postal code:	Telephone:

List your past qualifications pertinent to the position applying for:

Nominee's Signature: (I will notify the Unit Training Representative if I am unable to attend.)

Supervisor's Signature: (I certify the nominee meets the prerequisites, or, if not met, I will put the reasons for attending the course in remarks.)

Remarks: