

# NEWELL VOLUNTEER FIRE DEPARTMENT

P.O. Box 28 • Newell, WV 26050

Phone: 304-387-0795

## MEMORANDUM

**FROM:** Office of the Chief / Office of Technology  
**TO:** All Active Membership / Active Retired Membership  
**DATE:** September 21, 2021  
**SUBJECT:** Online Access / Required Training

The Newell VFD has recently performed various upgrades to assist with emergencies, building access, and communications. Many of these upgrades are slowly being rolled out to all members as they become available. As we begin the process of phasing the systems out – it could not have come at a better time.

Today, we have been tasked by the Hancock County Office of Emergency Management on behalf of the Beaver Valley Power Station, to have all members complete a series of online training in a Self-Study curriculum. With the busyness of upcoming holidays, department events, and the ongoing Pandemic – HC OEM is not performing the typical annual training on-site.

With this being said – all members will need to complete the steps below to assist us in rolling out Phase 1 of our upcoming technology improvements which will also assist you in completing the required training.

### Phase 1 – Email Communications

The Newell VFD utilizes Microsoft 365 for email. To begin, use one of the following links to download the app on your mobile device:

[Apple iPhone Users – Click Here](#)

[Android Users – Click Here](#)

Once the app has been installed on your mobile device, you will login with the information that has been texted to you. The information will come from phone number: (304) 459-9244

Once you have completed the setup for your department email address, you should have an email from me with the links to the online training later this evening. Should you have any issues or questions, feel free to reach out. We intend to use department email to relay updates regarding other upgrades phased throughout the remainder of the year. Please continue to check for new emails weekly.

Thank You,  
Seth Chevront  
(304) 459-9244

