



Mercer County Fire Academy

Spring 2021 Courses



FIRE POLICE BASIC

This program is designed to meet the criteria of P.L. 1998, C.61. The course prepares students to function as fire police officers with a focus on safety. The student will understand how to perform the basic duties of the position as well as gaining and understanding of the laws and regulations affecting the performance of such duties. The course is presented in lecture, power point and video formats utilizing the NJ Division of Fire Safety Fire Police Basic course manual. There is also a practical exam that students must participate in.

Instructor(s): Wayne D'Artagnan, Past Chief, Hamilton Twp. Fire Dist. # 8

David Burns, Deputy Chief, Lawrenceville Fire Company

Douglas Moore, Fire Police, Union Fire & Rescue, Titusville

Date(s): April 17, 2021

Time(s): 0830 – 1630 hours (Saturday)

Cost: In-County - \$75.00 Out of County - \$100.00

Maximum Enrollment: 16 students Registration Deadline: April 10, 2021

ICS 200

All federal, state, territorial, tribal, private sector and non-governmental personnel at the first like supervisor, middle management and command and general staff levels of Emergency Management Operations must complete ICS-200 level training. The course focuses on the following topics and objectives: Leadership and Management, Delegation of Authority and Management by Objectives, Functional Areas and Positions, Briefings, Organizational Flexibility and Transfer of Command. After completing this course and with three years' experience, students can apply for an Incident Management Level 1 Certification obtained from the NJ Division of Fire Safety.

Pre-Requisites: NJ State Firefighter 1 certification

Instructor: Anthony Gulotta, EMT, Robert Wood Johnson Hospital EMS

Date(s): April 12, 14 & 19 Time(s): 1830-2230 hours (Monday/Wednesday)

Cost: In County - \$100.00 Out of County - \$125.00

Maximum Enrollment: 16 students Registration Deadline: April 5, 2021

ICS 300

Required for all mid-level management, federal, state, local, tribal, private sector and non-governmental personnel to include; persons serving as command staff, section chiefs, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and multi-agency coordination system/emergency operations center staff. Training will include ICS Staffing and Organization, Transfer of Command, Unified Command functions in a multi-jurisdictional or multi-agency incident, ICS forms, Resource Management and Interagency mission planning and procurement. After completing this course, students can apply for an Incident Management Level 2 Certification obtained from the NJ Division of Fire Safety.

Pre-Requisites: 3 years as a Firefighter with a NJ State Firefighter 1 certification and IMS Level 1 certification - (Copies must be attached with registration form)

Instructor: Anthony Gulotta, EMT, Robert Wood Johnson Hospital EMS **Date(s):**

May 10, 12, 15, 17, 19

Time(s): 1830-2230 (Monday/Wednesday) and 0830–1630 hours (Saturday)

Cost: In County - \$150.00 Out of County - \$175.00

Maximum Enrollment: 16 students

Registration Deadline: May 3, 2021

ICS 400

This course is intended to serve as a vehicle to share proven incident management strategies and practices as well as to enhance teamwork and coordination among all response agency officers directly responsible for emergency response to a WMD/terrorism incident or other “Incident of National Significance”. The course is specifically intended for those emergency response personnel who have duties that require that they be directly involved in incident management or command at either a “Field” Incident Command Post (ICP) or in a city, county or regional emergency operations center (EOC). After completing this course, students can apply for an Incident Management Level 3 Certification obtained from the NJ Division of Fire Safety.

Pre-Requisites: 3 years as a Firefighter with a NJ State Firefighter 1 certification and ICS 100, 200 and 300 certifications - (Copies must be attached with registration form)

Instructor: William Hopson, Asst. Fire Marshal (ret.) Ocean County Fire Marshal’s Office

Date(s): May 22, 24 & 26

Time(s): 1830-2230 hours (Monday/Wednesday) and 0830 – 1630 hours (Saturday)

Cost: In County - \$125.00 Out of County - \$150.00

Maximum Enrollment: 16 students

Registration Deadline: May 15, 2021

POLICIES & PROCEDURES

All students must follow Mercer County Fire Academy COVID-19 Safety Guidelines. Students must wear a mask and social distance at all times.

Course Registration

Students wishing to enroll in any course offered by the Dempster Center shall submit a properly completed Course Registration Form. This form can be found on the web at www.dftc.org or at the end of this catalog. Registration forms must **be clearly** and **completely filled out**. Submission must be prior to the start of the class. **No walk-ins will be permitted!** Payment may accompany registration, please submit payment in the form of a check, money order or Department Purchase Order (Made out to the “Mercer County Community College”). If payment is not made with registration, Departments/Agencies or individuals will be billed upon completion of the class, at which time an invoice will be generated and sent out. ****Unless otherwise stated, the enrollment deadline is one week prior to the class start date**.**

Course Enrollment Confirmations

Course enrollment confirmations will be faxed back to the sponsoring agency as soon as they are received and approved.

Course Cancellations

If you have to cancel for some reason, you must do so at least one (1) week prior to the starting date of the class or program. All cancellations must be made through the Academy’s Administrative Office during normal business hours. **(If you do not cancel as stipulated above, you will be responsible for the full registration fee).**

Dress Code

Students are reminded that they are a representative of their organization and are expected to dress accordingly.

Lecture (Classroom) Courses or Programs:

Casual but neat clothing is permitted. Hats are not to be worn while in the classroom. Students are reminded that they represent not only themselves, but also their organization.

Practical (Hands On) Courses, Programs or Evolutions:

Comfortable clothing is suggested. All loose jewelry shall be removed prior to arriving at the Dempster Center. No earrings, necklaces or bracelets shall be permitted during live fire training. Note: Medic Alert bracelets and necklaces are acceptable if properly covered.

(The Dempster Center is not responsible for personal articles that become damaged, lost or stolen)

Pre-Requisites

Some courses may require pre-requisites. The specific requirements can be found in the course description for each course. Please make sure that you have completed the necessary pre-requisites prior to enrolling in any course. Documentation of required pre-requisites must accompany the Course Registration forms. Any student not meeting pre-requisite requirements **will not** be permitted to register for the course.

Academic Requirements

Successful completion of any course will require the student to meet minimally established competencies. If applicable, students may have to obtain a minimum passing grade (usually 70%) on a written test, successfully complete practical evaluations, or satisfy stated criteria. Students will not be given credit for any unit of instruction in which they did not actively and satisfactorily participate or attend.

Attendance and Make-ups

Attendance at **ALL** classes or course sessions is **MANDATORY** to successfully complete any course. Departure before conclusion of the class will be considered an absence.

Facility Hours of Operation / Class Hours

The Dempster Center Administrative Office is open normal business days from 8:00AM to 4:00PM. Hours of operation for classroom facilities and the training grounds are by appointment only; unscheduled use of the classroom facilities or training grounds is strictly prohibited. Scheduled times for courses and training classes will be specified in the individual course description.

Protective Clothing, Protective Equipment and SCBA

The use of protective clothing and equipment is strictly enforced at the Dempster Center. All equipment and clothing shall meet all applicable OSHA and PEOSHA standards and regulations. Students are expected to provide their own equipment based upon the requirements of the course or class. Protective equipment, when necessary for class, shall be stored in the apparatus bay when not in use. No boots or turnout gear is permitted in carpeted areas of the Training Center.

Personal Grooming and Live Fire and/or SCBA Evolutions

Students with a beard or excessive facial hair shall not be permitted to participate in any courses that require the use of Self Contained Breathing Apparatus (SCBA). This includes any flammable gas or liquid evolutions. This is according to OSHA 29 CFR 1910.134, NFPA 1500 and Sec. 5-3.10 PEOSHA. Any student participating in live fire training, who has hair that extends below his or her collar, must arrange their hair so that it does not fall below the collar. Hair enclosed in an OSHA approved hood is acceptable.

Physical Qualification of Students

Due to the physical requirements of Emergency Services training and the demanding nature of Emergency Services training evolutions, any student who would pose a direct threat to the health or safety to themselves and/or to others shall not be permitted to participate in such evolutions. The aforesaid rules shall conform to the requirements of the A.D.A. In addition, a Doctor's approval may be required for certain courses requiring strenuous physical activity.

Liability

It is the responsibility of each organization that uses the Fire Academy to provide a Certificate of Liability Insurance from their insurance company prior to any class or training evolution. The Certificate of Liability Insurance must provide the following: Liability Insurance amount; The County of Mercer and the Mercer County Community College shall be named as an additional insured; The Certificate of Insurance holder shall be the Mercer County Fire Academy.

Student Conduct

Students shall be courteous and disciplined. Proper decorum shall be observed at all times toward fellow students, Fire Academy staff, MCCC staff, and Instructors from other agencies. Students will be responsible for maintaining all books, equipment, apparatus and buildings made available for their use. The following is **prohibited**: abusive, profane or obscene language or behavior; horseplay or any disturbance during class; any form of gambling; sexual harassment; possession or introduction of any intoxicants; or reporting to class under the influence of intoxicants, fighting, stealing, cheating on quizzes or exams. Students are also expected to refrain from disturbing all other training sessions or evolutions. Anyone who exhibits the aforementioned will be expelled from the Fire Academy and its property. Books, papers, equipment or other materials on the instructor's desk, podium or chalkboard are for the use of the Academy Staff ONLY.

Snack Bar

The Dempster Center does provide a small snack area with snack food and beverage vending machines and fixed seating for such items. All such items **are not** permitted in the classrooms.

Smoking

Smoking or the use of chewing tobacco is not permitted anywhere within the buildings or on the actual training grounds. Smoking is only permitted in outside areas where appropriate smoking material refuse containers are provided. All discarded smoking materials will be placed in the provided containers (not on the ground) without exception.

Trash/Recyclables

Students are expected to place all trash in the provided receptacles. The Dempster Center does participate in a recycling program. All cans and bottles are to be placed in the yellow recycling containers.

Restrooms

Men and women's restrooms are located in the Administration Building, adjacent from "Classroom B" and the "Snack Room". Restrooms are also located on the first floor of the Control Building on the training grounds (which are to be used during training ground evolutions).

Pagers / Cellular Phones / Radios / Personal Organizers / Personal Computers, Etc.

All pagers and cellular phones will have silent features enabled or be shut off during training sessions. Radios will not be permitted to remain on during training sessions. Personal organizers and personal computers will not be used unless in conjunction with the training session. The student will not utilize any item that causes the disruption of any training session or evolution. Students who become a nuisance to the Instructor and other students will be asked to leave the session or evolution. **Exception:** Crews with apparatus and Chief Officers that are "in-service" for an immediate emergency response from the Training Center are permitted to leave radio and paging equipment on provided that the volume is kept as low as reasonably possible and the Instructor is notified at the beginning of the class of the possibility of departure.

Facility Parking

Facility parking is located in front of the main entrance to the Dempster Fire Training Center. Additionally, the posted designation of parking areas for Fire Academy Staff, OEM Staff and Communications Staff will be observed at all times. Any vehicle not properly parked may be towed at the owner's expense.

****NO PERSONAL VEHICLES ARE PERMITTED ON THE TRAINING GROUNDS AT ANY TIME,
THERE ARE NO EXCEPTIONS****



Mercer County Fire Academy
 Capt. John T. Dempster Sr. Fire Training Center
 350 Lawrence Station Road
 Lawrenceville, NJ 08648
 Telephone: (609) 799-3245 Fax: (609) 799-1549



COURSE APPLICATION AND REGISTRATION FORM

Course Information

Course Title	Start Date
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Applicant Information (to be completed by the applicant)

Name		Mailing Address	
NJ DFS Firefighter #	NJ OEMS EMT Certification #	Date of Birth	
Home Phone	Cell Phone	E-Mail Address	

Enrollment & Course Requirement Reminders:

<p>Only those applicants meeting and providing course pre-requisites will be accepted. Please ensure all necessary documentation is attached.</p>	<p>No student shall be permitted to attend/participate in any course or evolution which requires the use of an SCBA if they have excessive facial hair.</p>	<p>Casual but neat clothing is permitted, no cutoffs, non-fire department uniform shorts or open toe footwear will not be permitted.</p>
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Certification Section (to be reviewed by the Applicant and completed by the Agency, Department or Organization)

Agency/Department/Organization Name	Mailing Address
Agency/Department/Organization Phone	Agency/Department/Organization Fax

The undersigned certifies that the applicant enrolled in the above course does not have any physical and/or other conditions, which would prevent him or her from actively participating in all portions of this course. The student will be provided with PPE and SCBA by this department/organization which complies with PEOSHA standards NJAC 12:100-10 and has complied with the NJ Department of Labor adopted Respiratory Standard 29 CFR 1910.134 as it applies to medical evaluations and fit testing. The undersigned also certifies that the student enrolled in this course is covered by the department/organization's Workman's Compensation, Liability and medical insurance as indicated by a copy of a current certificate of insurance attached to this application or on file at the Fire Academy.

The above named organization and individual shall hold harmless and indemnify the County of Mercer, the Mercer County Community College and the Mercer County Fire Academy, its officers, agents and employees from any and all injuries, damages and claims for damage to persons and/or property arising from the actions of its attendees at the Mercer County Fire Academy, except as such injuries and damages are caused by the gross negligence of the Academy or its employees or agents.

Authorizing Officer's Name	Authorizing Officer's Rank	Authorizer's Signature	Date
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For Fire Academy Use Only

Your Department's/Organization's course application has been approved. Invoice will be forwarded once class begins.

_____ Date _____ Mercer County Fire Academy

Your Department's/Organization's course application has been returned for the following reasons. Please provide information requested and return.

_____ No current Certificate of Insurance _____ Student does not meet course prerequisite requirements

_____ Course is Full _____ Other _____

_____ Date _____ Mercer County Fire Academy