

Mercer County Fire Academy

Spring 2017 COURSE CATALOG



350 Lawrence Station Road, Lawrenceville NJ, 08648

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MERCER COUNTY FIRE ACADEMY
SPRING 2017 COURSE CATALOG

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Mission Statement

The mission of the Mercer County Fire Academy (MCFA) is to prepare Mercer County Fire & Emergency Services personnel with the knowledge and skills necessary to successfully, safely and competently contribute to fulfilling their personal and organizational duties.

Vision Statement

The Mercer County Fire Academy is committed to providing exceptional and realistic training opportunities through cost-effective innovation; by providing a staff built upon excellence, experience and professionalism; and through dedication to a high standard of customer service.

Core Values and Principles

The Mercer County Fire Academy is committed to:

Doing the Right Thing

Integrity, Trust, Respect, and Commitment

The Ideal that Everyone Must Make a Difference

Individual and organizational responsibility, accountability,
team work and collaboration

Anticipating and Meeting the Mercer County Fire Service Needs

Proactive planning, innovation, creativity, responsiveness,
and excellent customer service

COURSE	DATE(S)	INSTRUCTOR	HOURS	PAGE
Art of Reading Smoke	03/15	Robert Tharp	4	5
Burnt Toast: Bread & Butter Gone Wrong <i>(Lecture and Practical)</i>	06/02 and 06/03	Keith Green Joseph Troyano	12	5
Drill Ground Instructor	02/18	William Chyzik	8	6
Electrical Fires - Investigating Cause & Origin	04/24	Kenneth Kandrak	3	6
Engine Company Operations: Vehicle Fires	04/19	Keith Greene	4	7
Firefighter I	01/24 – 06/22 Tues & Thurs and Saturdays	MCFA Instructors	180	7
Firefighter Safety & Survival <i>(Lecture and Practical)</i>	05/18 and 05/20	Richard Kraemer	12	8
Firehouse Kitchen Table Discussions	04/03	Joseph Troyano	4	8
Fire Police Basic <i>(Lecture and Practical)</i>	06/09 and 06/10	Wayne D'Artagnan David Burns Douglas Moore	12	9
Fire Scene Awareness	01/26	Gary Wasko	4	9
Hazardous Materials Awareness	02/21 and 02/23	G. Michael Loh III	5	10
Hazardous Materials Operations	04/22, 04/25 and 04/27	G. Michael Loh III	14	10
ICS-100 / NIMS-700	02/04	MCFA Instructors	4 / 4	11
ICS-200	02/17 and 02/18	Anthony Gulotta	12	11
ICS-300	03/19, 03/25 and 03/26	Scott W. Loh	24	12
ICS-400	05/09, 05/11 and 05/13	William Hopson	16	12
Ladder Company Operations <i>(Lecture and Practical)</i>	05/05 and 05/06	Kevin Donahue	12	13
Preparation for Initial Company Operations (PICO)	02/13, 02/15, 02/27 and 03/01	Mark Antozzeski	16	13
School Bus MVA's	02/13	Kenneth Kandrak	3	14
Strategy & Tactics for Single Family Dwellings	03/20	Kenneth Kandrak	3	14
Truck Company Ops: Power Saws & Cutting Techniques <i>(Practical)</i>	04/10	Keith Greene	4	15

ART OF READING SMOKE

This course will give first arriving officers and firefighters the ability to predict fire behavior and understand the stages of a fire. The effect it has on a building begins on scene by “Reading Smoke”. In this class we will assist the student in improving their understanding of conditions on arrival and develop the “Art of Reading Smoke”.

Instructor: Robert Tharp, (Retired) Deputy Chief, Trenton Fire Department

Date: March 15, 2017

Time: 1830-2230 hours

Cost: In County - \$30.00

Out of County - \$40.00

Registration Deadline: March 8, 2017

BURNT TOAST: BREAD and BUTTER GONE WRONG

(Lecture and Hands-On)

This is a hands-on course aimed at all ranks and levels of experience in the fire service. Students will improve their ability to respond to bread and butter incidents that unexpectedly expand beyond the routine. In a shared experience program students will expand their knowledge of the decision making process in a dynamic environment. This course utilizes lecture, simulation, and live fire evolutions to improve the student’s ability to create order out of chaos. Students will increase their ability to recognize and solve problems under pressure. Therefore, they will more effectively regroup and recover from a bread and butter operation gone wrong, and will ultimately create a more successful outcome.

Pre-Requisites: NJ State Firefighter 1 certification

PPE Requirements: Full Structural Ensemble including SCBA with a spare bottle

Instructor(s): Keith Greene, Lieutenant, Hamilton Twp. Fire District # 3

Joseph Troyano, Captain, Hamilton Twp. Fire District # 6

Date(s): June 2 & 3, 2017

Time: 1830-2230 hours (Friday) and 0830-1630 hours (Saturday)

Cost: In County - \$150.00

Out of County - \$175.00

Maximum Enrollment: 16 students

Registration Deadline: May 25, 2017

DRILL GROUND INSTRUCTOR

This course updates and replaces the General Safety, SCBA/Smokehouse and Live Burn Safety courses and is required for anyone wishing to obtain a Fire Instructor Certification issued by the Division of Fire Safety. The intent of this course is to ensure that Instructors understand the safety issues working on the drill ground and applying the NFPA standards that govern SCBA/Smokehouse and Live Burn Firefighter training. The students will be provided with a basic understanding of identifying and correcting unsafe situations as they occur, and will review various safety concerns regarding Drill Ground Instructional activities and student performance criteria.

Pre-Requisites: NJ State Firefighter 1 certification (Minimum 2 years)

Instructor: William Chyzik, Emergency Planning Training Coordinator PPPL

Date: February 18, 2017

Time: 0830-1630 hours

Cost: In County - \$75.00

Out of County - \$85.00

Registration Deadline: February 10, 2017

ELECTRICAL FIRES - INVESTIGATING CAUSE & ORIGIN

This course will give students an overview of electrical systems and their relationship in determining the potential of electrical involvement in fires. This course will include updated information for florescent and compact florescent lighting. The course is based on NFPA 921.

Instructor: Kenneth Kandrac, Battalion Chief (ret), North Hudson Regional Fire Rescue, Union, NJ

Date: April 24, 2017

Time: 1830-2130 hours

Cost: In County - \$30.00

Out of County - \$40.00

Registration Deadline: April 18, 2017

ENGINE COMPANY OPERATIONS: VEHICLE FIRES

(Hands-On Evolutions)

This is a back to the basics class designed for firefighters of all experience levels. The emphasis of this course will be a hands-on experience. A brief lecture on operational procedures & vehicle fire tactics will be presented at the start of the class. Students will then practice extinguishing fires using the MCFA's Vehicle Fire Simulator

Pre-Requisites: NJ State Firefighter 1 certification and current Fit Test Form

PPE Requirements: Full Structural Ensemble and SCBA with a spare bottle

Instructor: Keith Greene, Lieutenant, Hamilton Twp. Fire District # 3

Date: April 19, 2017

Time: 1830-2230 hours

Cost: In County - \$50.00

Out of County - \$75.00

Maximum Enrollment: 16 students

Registration Deadline: April 12, 2017

FIREFIGHTER 1

The basic firefighter course is designed to meet the requirements of NFPA 1001, Professional Qualifications for Fire Fighters and N.J.A.C. 5:73-4.3. Those who successfully complete and pass the course will be eligible to apply for a New Jersey Division of Fire Safety Fire Fighter 1 certification.

Course Coordinator: Dave Gayley, Deputy Director – Mercer County Fire Academy

Date(s): January 24, 2017 – June 22, 2017 (Tuesday and Thursday and occasional Saturdays)

Time(s): Tuesday and Thursday (1830-2230 hours) and Saturdays (0830-1630 hours)

Cost: Mercer County Chief's Assoc. Depts. - \$225.00 - All others \$325.00

Maximum Enrollment: 25 students

Registration Deadline: January 9, 2017

FIREFIGHTER SAFETY & SURVIVAL

(Lecture and Hands-On)

Firefighter Safety & Survival is a 12 hour program designed for all experience levels. Learn, review and test your abilities through a short lecture and skill stations designed to be both physically and mentally challenging. Topics to include: preparedness, decision making, SCBA management, emergency egress, MayDay review, orientation methods and entanglement.

Pre-Requisites: NJ State Firefighter 1 certification

PPE Requirements: Full Structural Ensemble including SCBA with a spare bottle

Instructor: Richard Kraemer, Chief, Hamilton Twp. Fire District # 6

Date(s): May 18 & May 20, 2017

Time: 1830-2230 hours (Thursday) and 0830-1630 hours (Saturday)

Cost: In County - \$150.00

Out of County - \$175.00

Maximum Enrollment: 16 students

Registration Deadline: May 11, 2017

FIREHOUSE KITCHEN TABLE DISCUSSIONS

The kitchen table is the hub of a firehouse. Far greater than the meals consumed are the discussions, lectures, debates and lessons shared. This session will have no power points, no charts, and no formal lecture. The instructors will have a series of topics current to the fire service to discuss and dissect. Instructors will guide the learning discussion based upon student input. Student participation, opinion and debate are encouraged.

Instructor: Joseph Troyano, Captain, Hamilton Twp. Fire District # 6

Date: April 3, 2017

Time: 1830-2230 hours

Cost: In County - FREE

Out of County - FREE

Maximum Enrollment: 12 students

Registration Deadline: March 28, 2017

FIRE POLICE

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, powerpoint 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, Past Chief, Lawrenceville Fire Co
Douglas Moore, Fire Police, Union Fire & Rescue, Titusville

Date(s): June 9 & 10, 2017

Time: 1830-2230 hours (Friday) and 0830-1630 hours (Saturday)

Cost: In County - \$75.00

Out of County - \$100.00

Registration Deadline: June 2, 2017

FIRE SCENE AWARENESS

This course is designed to train Firefighters and Fire Officers on how to understand the basic concepts of a fire scene investigation and when and why investigators should be notified. Students will learn to be able to apply observational skills that may be critical to a fire investigation. The use of accepted procedures such as NFPA 921 and NFPA 1033 will be used to educate on preserving the fire scene for further cause determination.

Pre-Requisites: NJ State Firefighter 1 certification

Instructor: Gary Wasko, Detective, Mercer County Prosecutors Office

Date: January 25, 2017

Time: 1830-2200 hours

Cost: In County - \$30.00

Out of County - \$30.00

Registration Deadline: January 20, 2017

HAZARDOUS MATERIALS AWARENESS

This course will explain what hazardous material incidents are, as well as giving the students skills to detect the presence of hazardous materials. The instruction includes an overview of how incidents are classified into levels and on introductions to the Incident Command System. Also covered are the roles and notification requirements of municipal, county and state organizations. This level will serve as a prerequisite to all other levels offered in the series. There will be Skill Testing along with a State Hazmat Awareness Exam.

(NJDSS OEMS CEU'S)

Pre-Requisites: NJ State Firefighter 1 certification or NJ State EMT certification

Instructor: Michael Loh, Deputy Chief, Bristol Myers Squibb Fire

Date(s): February 21 & 23, 2017

Time: 1830-2230 hours

Cost: In County - \$30.00

Out of County - \$40.00

Registration Deadline: February 7, 2017

HAZARDOUS MATERIALS OPERATIONS

This course will be presented as a classroom lecture with the addition of hands-on skills practice. The course provides training for those personnel who have some protective equipment and other resources that would enable them to take further defensive actions at a Hazardous Materials scene. There will be Skill Testing along with a State Hazmat Operations Exam.

(NJDSS OEMS CEU'S)

Pre-Requisites: Hazmat Awareness Certification and NJ State Firefighter 1 Certification

Instructor: Michael Loh, Deputy Chief, Bristol Myers Squibb Fire

Date(s): April 22, 25 and 27, 2017

Time: 0830-1630 hours (Saturday) / 1830-2230 hours (Tuesday & Thursday)

Cost: In-County - \$60.00

Out of County - \$85.00

Registration Deadline: April 7, 2017

ICS-100 / NIMS-700

The ICS-100 course is required for all federal, state, territorial, tribal, private sector and non-governmental personnel at the following levels of responsibility in emergency management operations – first line supervisor, mid-level management, command and general staff. This course focuses on the following topics and objectives: Purpose of ICS, Basic Features of ICS, Incident Commander and Command Staff Functions, General Staff Functions, Facilities and Common Responsibilities.

The NIMS-700 course is an introduction to the National Incident Management System, this awareness level course that explains NIMS components, concepts and principles. All personnel with a direct role in emergency preparedness, incident management or response must complete NIMS-700.
(NJDSS OEMS CEU'S)

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

Date: February 4, 2017

Time: ICS 100 (0830-1230 hours) and NIMS 700 (1300-1630 hours)

Cost: In County - \$30.00 for ICS 100 / \$30.00 for NIMS-700

Out of County - \$40.00 for ICS 100 / \$40.00 for NIMS-700

Registration Deadline: January 30, 2017

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 students can apply for an Incident Management Level 1 Certification obtained from the NJ Division of Fire Safety.

(NJDSS OEMS CEU'S)

Pre-Requisites: 3 years as a Firefighter with a NJ State Firefighter 1 certification

(Copies must be attached with registration form)

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

Date(s): February 17 & 18, 2017

Time: 1830-2230 hours (Friday) and 0830-1630 hours (Saturday)

Cost: In County - \$125.00

Out of County - \$150.00

Registration Deadline: February 10, 2017

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.

(NJDSS OEMS CEU'S)

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: Scott W. Loh, Princeton University Fire Marshal

Date(s): March 19, 25 and 26, 2017

Time: 0830-1630 hours (Saturday & Sunday's)

Cost: In County - \$175.00

Out of County - \$200.00

Registration Deadline: March 13, 2017

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).

(NJDSS OEMS CEU'S)

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, (retired) Asst. Fire Marshall, Ocean County Fire Marshal's Office

Date(s): May 9, 11 and 13, 2017

Time: 1830-2230 hours (Tuesday & Thursday) and 0830 – 1630 hours (Saturday)

Cost: In County - \$150.00

Out of County - \$175.00

Registration Deadline: May 2, 2017

LADDER COMPANY OPERATIONS

(Lecture and Hands-On)

This is a hands-on course aimed at all ranks and levels of experience in the fire service. This class will reinforce the core responsibilities of a Ladder company. Ladder company functions are required at every fire scene even if a ladder truck is not available. Students will learn the fundamentals of search & rescue, forcible entry, laddering and ventilation at multiple skill stations. Students will then be put to the test under realistic conditions in group scenarios. This class will be physically taxing and under as realistic conditions as possible

Pre-Requisites: NJ State Firefighter 1 certification

PPE Requirements: Full Structural Ensemble including SCBA with a spare bottle

Instructor: Kevin Donahue, Firefighter, Philadelphia Fire Department

Date(s): May 5 & 6, 2017

Time: 1830-2230 hours (Friday) and 0830-1630 hours (Saturday)

Cost: In County - \$175.00

Out of County - \$200.00

Maximum Enrollment: 16 students

Registration Deadline: April 28, 2017

PREPARATION FOR INITIAL COMPANY OFFICERS

(PICO)

This course is designed to develop a better understanding of the roles and responsibilities of a Company Officer in preparing their company for incident operations. In addition, to clarify the transition from firefighter to company officer; and the new roles relating to leadership and safety. This course is designed to company officers, acting company officers or senior firefighters responsible for the management of a single fire company at an emergency incident. And for those officers who are responsible for company readiness, personnel safety, and leadership as it relates to company operation.

Instructor: Mark Antozzeski, Chief, Hamilton Township Fire Dist. # 9

Date(s): February 13, 15 27 and March 1, 2017

Time: 1830-2230 hours (Monday & Wednesday)

Cost: In County - \$150.00

Out of County - \$175.00

Registration Deadline: February 7, 2017

SCHOOL BUS MVA'S

This course lecture will review School Bus MVA's and incident considerations for firefighters. The course will look at several areas of School Bus MVA's which includes scene assessment, school bus layout & design, safety precautions, cribbing and firefighter responsibilities.

Instructor: Kenneth Kandrac, Battalion Chief (ret), North Hudson Regional Fire Rescue, Union, NJ

Date: February 13, 2017

Time: 1830-2130 hours

Cost: In County - FREE

Out of County - FREE

Registration Deadline: February 7, 2017

STRATEGY & TACTICS FOR SINGLE FAMILY DWELLINGS

This program is designed to take an in-depth look at our most common fire emergency, the single family dwelling. Topics include single family dwelling construction characteristics, fire behavior, safety precautions and fire attack methods.

Instructor: Kenneth Kandrac, Battalion Chief (ret), North Hudson Regional Fire Rescue, Union, NJ

Date: March 20, 2017

Time: 1830-2130 hours

Cost: In County - \$30.00

Out of County - \$40.00

Registration Deadline: March 14, 2017

TRUCK COMPANY OPS: POWER SAWS & CUTTING TECHNIQUES

(Practical)

The purpose of this class is to improve the student's knowledge and understanding of the chain saw and rotary (K12) saws used in the fire service. This course will cover general operating and maintenance procedures, as well as provide plenty of hands-on time cutting wood, concrete and metal. Students will also learn how to effectively use a torch for cutting operations.

Pre-Requisites: NJ State Firefighter 1 certification

PPE Requirements: Full Structural Ensemble and safety glasses

Instructor: Keith Greene, Lieutenant, Hamilton Twp. Fire District # 3

Date: April 10, 2017

Time: 1830-2230 hours

Cost: In County - \$75.00

Out of County - \$100.00

Maximum Enrollment: 16 students

Registration Deadline: April 3, 2017

EMT Hybrid Course- Spring 2017

(EMT courses MUST register at www.mccc.edu or call 609-570-3311)

Emergency Medical Technician (EMT)

Prerequisite: All students must obtain a Health Care Provider Level CPR card prior to the start of the class. Students will need to obtain a Stethoscope, B/P cuff and penlight for use both in lab and for independent practice.

During the 220-hour Emergency Medical Technician (EMT) course, you will learn about human anatomy and physiology, pathophysiology, patient assessment techniques, management of common medical complaints, management of the trauma patient, administration of limited medications, and concerns for special patient populations. Course material will be presented through lectures, simulation labs, and clinical rotations where students will interact with patients. Successful course completion requires obtaining the minimal level of competency as outlined in the National EMS Educational Standards. After successfully completing this course, students will be eligible to sit for either the NJ EMT Certification Exam or the National Registry EMT Certification Exam to obtain certification.

There is a 4 hour weekly lab session on Monday nights in addition to three Saturday lab exams. In addition to the weekly lab sessions students should anticipate spending a minimum of 10 hours a week completing the online learning component and reading assignments.

Attendance at all sessions and keeping up with the online content is mandatory. Textbook is required and is available in the college bookstore.

Tuition: \$1,295

January 23rd – May 13th every Monday night*

18 sessions: Monday nights - 6:30pm - 10:30pm; Three Saturdays 3/11, 3/25 and 5/13 - 8:30am-4:30pm

10 hours per week of online work.

*Meets at Dempster Fire Training Center,
350 Lawrence Station Rd., Lawrenceville, NJ 08648

Ian Malik, EMS Coordinator, Mercer County Fire Academy - maliki@mccc.edu

(EMT courses MUST register at www.mccc.edu or call 609-570-3311)

GENERAL INFORMATION

“The Dempster Center”

The Captain John T. Dempster Fire Service Training Center is located in central Mercer County in close proximity to the Quakerbridge Road and U.S. Route 1 area. Set in a semi-suburban area, the original mission was to provide a central training focus for the fire service community in and around Mercer County. Today, the Dempster Center has an ever-expanding role in providing training to other Emergency Services Personnel, some of whom include Emergency Medical Professionals, Law Enforcement Professionals, Hazmat Professionals and Emergency Management Professionals.

The facility is also home to Emergency Service agencies such as the Mercer County Office of Emergency Management and the Mercer County Central Communications Center. Various other groups and functions use the facility. For example: the Mercer County Improvement Authority, and the New Jersey Division of Fire Safety.

The facility consists of three (3) classrooms, one (1) central auditorium, a small library, a seminar room (small group classroom), and lunchroom area, a three (3) bay apparatus room and 450,000 square foot Training Ground. The Training Grounds are equipped with pre-staged propane simulation props, a high-rise tower with burn room, a residential building with first floor burn room and second floor Bedroom Fire Simulator, a Motor Vehicle Simulator, a drafting pond, and a special operations pad.

Directions:

From NJ Turnpike (above exit 9): Take exit 9 to Route 18 North to Route 1 South. Proceed approximately 18 miles to Quaker Bridge Road. Take Quaker Bridge Road exit. After mall, proceed 1/2 mile and turn right onto Lawrence Station Road. Training Center is on the right after approximately 3/4 mile.

From NJ Turnpike (below exit 8): Take exit 7A to Route 195 West. Follow 195 West to 295 North. Take exit for Route 1 North. Follow Route 1 North to Quaker Bridge Road. Take Quaker Bridge Road exit. After mall, proceed 1/2 mile and turn right onto Lawrence Station Road. Training Center is on the right after approximately 3/4 mile.

How to Contact Us:

Mailing Address: Mercer County Fire Academy
Captain John T. Dempster Fire Service Training Center
350 Lawrence Station Road
Lawrenceville, New Jersey 08648

Office Phone: (609) 799-3245
Facsimile: (609) 799-1549
Web Address: [**www.dftc.org**](http://www.dftc.org)

Class Suspensions / Weather Closings

Announcements regarding all suspensions, weather or emergency related, will be made by Mercer County Central Communications over Mercer County F-1 (154.430) during the morning and afternoon “Out of Service” reports. Every effort will be made to reschedule suspended classes as soon as reasonably possible. Students will be informed of the reschedule date.

Holiday Schedules

As a campus of the Mercer County Community College, the Academy’s Administrative Offices are subject to the holiday schedule adopted by the college. Normal business hours are 8:00 AM to 4:00 PM.

Facility Rental

The Fire Academy will rent classrooms or the auditorium to organizations for the purpose of meetings and training sessions. All inquiries and requests for rental should be directed to the Administrative Offices. All uses will be subject to the approval of the Director without exception.

Facility Use Requests

Agencies wishing to apply for the utilization of any facility at the Academy will submit a written request by utilizing the provided forms. Requests for classroom, auditorium, or interior facilities will submit a Facility Use Request Form. Requests for the outside training ground areas, training props or exterior facilities will submit a Training Ground Use Request Form. **(All facility requests will be made at least one (1) week in advance of the desired date of activity)**. Forms without complete information will be rejected. The completed forms must come with a Certificate of Liability Insurance. All facility requests are subject to the approval of the Director or the Director’s designee. Agencies utilizing any facility or resource of the Dempster Fire Training Center are expected to abide by all applicable regulations without exception. The forms can be found on the web at www.dftc.org.

POLICIES & PROCEDURES

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. Also 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

Field Delivery Program

Overview

The Field Delivery Program (previously Drill Maintenance Program) was originally developed to assist area Fire Departments meet their training needs but at the same time not put additional burdens on the department officers. Drills involving lectures only will be given at the department's fire station. All live burn training will be conducted at the Fire Academy. Other hands on training not involving live burns may be given at the Fire Academy or a site in the department's fire district, which ever meets the course regulatory and safety requirements. *(Courses in this catalog **WILL NOT** be part of the Field Delivery Program).*

Procedures

Departments wishing to participate in the Field Delivery program should notify David Gayley, Deputy Director at (609) 799-3245 or gayleyd@mccc.edu of their intent to participate by submitting a "Field Delivery Course Application".

The Academy will then contact the participating department to discuss needs and delivery options and scheduling. Remember, departments may schedule as few or as many drill modules as they desire. The scheduling of modules is usually flexible enough that program could be offered daytime, evening or weekends. The Fire Academy requests two weeks' notice to be able to properly prepare all classes and paperwork.

Record keeping

Records of the program, both content and attendees will be kept by the Academy.

Cost

The cost of this program will vary depending on the drill modules selected by the participating company/department.

MCCC FIRE SCIENCE TECHNOLOGY PROGRAM

**Fire Science Technology
Associate in Applied Science Degree**

**Fire Science Technology-Fire Code Enforcement
Certificate of Proficiency**

**Fire Science Technology-Fire Officer/Administrator
Certificate of Proficiency**

The associate degree program in Fire Science Technology is designed to meet the needs of individuals entering the fields of fire fighting and fire prevention and to provide opportunities for professional and volunteer fire service personnel to advance their knowledge and skills.

Students pursuing programs in fire science should be aware that various municipal and industrial fire service agencies establish physical, mental, and character requirements. Persons interested in this option are advised to gain an awareness of the specific requirements for their desired work setting.

Since the degree program is designed to meet the needs of the part-time student, the program will normally take a minimum of three years to complete. All fire science courses are offered during the day and evening.

Mercer graduates are employed by city, state, and federal departments dedicated to the fire services field.

Agreements have been made to facilitate transfer to fire science programs at John Jay College of Criminal Justice, Holy Family College, New Jersey City University, University of Maryland-University College, City University of New York and Thomas A. Edison State College. Students interested in transferring to these institutions should contact the program advisor early in their course work at Mercer.

Admission requires a high school diploma or equivalent and competency in English and mathematics as demonstrated by placement testing.

The Fire Science courses offered by Mercer County Community College are held at the Dempster Fire Training Academy. In addition to an Associate Degree Program, the College also offers Certificate Programs in various areas. More information may be obtained by contacting James McCann, Fire Academy Director or the Community College.

Email: mccannj@mccc.edu or by calling (609) 799-3245

Visit Mercer County Community College on the web: www.mccc.edu

MERCER COUNTY FIRE ACADEMY
ADMINSTRATIVE STAFF

James J. McCann Director

David Gayley Deputy Director

Helen M. TaylorAdministrative Specialist

Paul Sobke.....Training Ground Assistant

MERCER COUNTY FIRE ACADEMY INSTRUCTORS

Aberger, Julie
Antozzeski, Mark
Batt, Jeffrey
Burns, David II
Burzachiello, Michael
Chyzik, William
Crammer, Bernard III
D'Artagnan, Wayne
DeVita, Eric
DiLapo, Ronald
Donahue, Kevin
Freeman, Alice
Gayley, David
Glover, Edward
Gossard, GERALYNNE
Greene, Keith
Gulotta, Anthony
Heller, Aaron
Hopson, William
Kandrak, Kenneth
Kiernan, Michael
Kraemer, Richard
Kraemer, Steven
Lane, Walter
Loh, G. Michael III
Loh, Scott
Lubertazzi, Michael

Malik, Ian
Manuel, William
McCann, James
Metzger, Timothy
Moore, Douglas
Moran, Anthony
Mull, Charles
Murdza, Ronald
Newborn, Paul
Ogle, James Jr.
Orlandi, Cindy
Pante, Michael
Pierson, Jarred
Sanders, Melvin
Sanders, Richard
Smisloff, John
Smith, Christopher
Smolka, David
Sobke, Paul
Summers, Harold Jr.
Taylor, Frederick
Tharp, Robert
Tomalin, Dan
Troyano, Joseph
Vorp, Douglas
Wagner, Matthew
Wasko, Gary
Welling, John



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:

Only those applicants meeting and providing course pre-requisites will be accepted. Please ensure all necessary documentation is attached.	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.	Casual but neat clothing is permitted, no cutoffs, non-fire department uniform shorts or open toe footwear will not be permitted.
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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