



Mercer County Fire Academy
Captain John T. Dempster Sr. Fire Service Training Center
350 Lawrence Station Road
Lawrenceville, NJ 08648
Telephone: (609) 799-3245 Fax: (609) 799-1549
A Campus of the Mercer County Community College



FALL 2014 FIREFIGHTER I PROGRAM

APPLICATION PACKET

APPLICATION DEADLINE: **July 24, 2014**

FULL PROGRAM BEGINS: August 4, 2014 (CPR and Jr. FF Orientation begin earlier)

MAXIMUM CLASS ENROLLMENT: 25

PROGRAM DESCRIPTION:

The purpose of the Firefighter I course is to provide entry-level firefighters with the knowledge and skills to meet the minimum job performance requirements for paid and volunteer firefighters. Firefighter I candidates must demonstrate the knowledge and skills necessary to function safely and effectively as an integral member of a firefighter team. When engaged in hazardous activities the certified Firefighter I operates under direct supervision.

This course is designed to comply with N.J.A.C. 5:73-4.3 and utilizes curriculum designed to accompany the Jones & Bartlett Fundamentals of Firefighter Skills, New Jersey Edition (2nd Edition) which is based on the 2008 Edition of NFPA Standard 1001, Standard for Firefighter Professional Qualifications.

Those candidates who successfully complete the entire course requirements and successfully passes the New Jersey Division of Fire Safety Firefighter 1 written examination will receive a certificate of completion from the Academy. A copy of this certificate, with a completed certification application, can be submitted to the New Jersey Division of Fire Safety for a Firefighter 1 certification. (Jr. FFs will be issued a provisional certificate that can be exchanged for course completion certificate upon turning 18 years of age).

*****Please note that admission to this program is contingent upon the submission and satisfactory completion of the Application Form and all pre-requisite information.***

PROGRAM SCHEDULE:

Monday, Wednesday and Thursday night classes ~ 18:30 to 22:00 hours
Saturday classes ~ 08:30 to 17:00 hours

The course is approximately 4 ½ months in duration, attending class three nights a week and one to two Saturdays a month.

PROGRAM LOCATION:

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

PROGRAM COST:

Mercer County Chief's Associations Departments:	\$225.00
All Others:	\$325.00

ATTENDANCE, MAKE-UPS AND SUBSTITUTIONS:

Attendance and satisfactory completion of **ALL lecture modules are mandatory to take the New Jersey Firefighter 1 Exam.** Departure before the conclusion of a class will be considered an absence, unless prior arrangements have been made with the Course Coordinator. **Make-ups are the responsibility of the candidate.** Any certified NJ Fire Instructor (Level to be determined under N.J.A.C.), with the approval of the Academy, may complete make-ups. When a class is missed, the candidate must contact the Course Coordinator to obtain a make-up form. The instructor making the module up with the student is expected to contact the Academy to obtain the necessary materials for instruction. The Fire Academy may validate student learning comprehension through the use of a quiz or evaluation.

Candidates who are absent more than four (4) class sessions will be removed from the program and must repeat the entire course. (Saturdays will be counted as two class sessions)

Please note that if the candidate is late for two (2) class sessions, the candidate will be charged with one (1) class absence.

Students removed from the program by the Fire Academy will not be eligible to receive a refund.

Students who must withdraw shall notify the Course Coordinator immediately. The Fire Academy Director will evaluate the circumstances and recommend a refund where reasonable.

STUDENT WORKBOOK ASSIGNMENTS:

Student Workbook assignments are a means to encourage the candidate's self-study and a method to measure material comprehension. Candidates are expected to complete assignments by the designated due dates.

SKILLS EVALUATIONS:

Every candidate is required to satisfactorily complete various skills evaluations. The skills are based on the performance requirements found in N.J.A.C. 5:73-4.3 and N.F.P.A. 1001. These are designed to be pass/fail. Candidates will be evaluated during the delivery of the specific modules for progress and will have to satisfactorily complete the designated skills during a designated evaluation.

CLASS SUSPENSIONS/WEATHER CLOSINGS:

Announcements regarding the suspension of classes will be communicated in the following manners:

- Class postponement announcements regarding all weather or emergency related postponements, will be made by Mercer County Central Communications over Mercer County F-1 (154.430) during the morning and/or afternoon "Out of Service" reports.
- Students will be contacted utilizing provided contact information (e-mail/telephone).
- Cancellation signs will be posted at the Fire Academy main entrance and at the classroom.

Every effort will be made to reschedule suspended classes as soon as reasonably possible. Candidates will be informed of the reschedule date.

DRESS CODE:

Firefighter I candidates will be required to wear a class “B” type uniform. The uniform will consist of a navy blue T-shirt (provided by the Academy), navy blue pants (“Dickies” style or similar), black belt and black shoes or boots as provided by the candidate. Hats are not permitted in the classroom. In colder temperatures, candidates may furnish their own navy blue sweatshirt for warmth. No shorts, cut-offs, skirts or dresses are permitted. 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 Fire Academy is not responsible for personal articles that become damaged, lost or stolen.

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 NFPA, OSHA and PEOSHA standards and regulations. Candidates 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. **HELMET CAMS ARE PROHIBITED ON THE DRILL GROUNDS.**

PERSONAL GROOMING AND LIVE FIRE AND/OR SCBA EVOLUTIONS:

Candidates with a beard of any kind 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 candidate 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/NFPA approved hood is acceptable.

PHYSICAL QUALIFICATION OF CANDIDATES:

Due to the physically demanding nature of Firefighter I training evolutions, candidates must receive medical clearance to participate in the Firefighter I program. **The attached Medical Clearance Form will be provided to the Academy confirming that a physical evaluation has been satisfactorily completed by a licensed physician. The Academy may require additional documentation as necessary.**

CANDIDATE CONDUCT:

Candidates shall be courteous and disciplined at all times. Proper decorum shall be observed at all times toward fellow candidates, Dempster Center staff, College staff, and instructors. Instructors will be addressed utilizing the title “Instructor” or by using the individual instructor’s rank title in his or her respective department, for example, “Instructor Smith” or “Chief Smith”. The use of instructor’s first names is not acceptable. Candidates will be responsible for maintaining all books, equipment, apparatus and buildings made available for their use. The following are prohibited; abusive, profane or obscene language or behavior; horseplay or any disturbance while on fire academy property; any form of gambling; sexual harassment; use, possession or introduction of any intoxicants; or reporting to class under the influence of intoxicants, fighting, stealing, cheating on quizzes or exams. Candidates are also expected to refrain from disturbing other training sessions or evolutions. Anyone who exhibits the aforementioned will be expelled from the Training Center and its property. Books, papers, equipment or other materials on the instructor’s desk, podium or chalkboard are for the use of the staff only.

Candidates on medical leave or suspension from their sending organization will not be permitted to attend class until written communication is received from the sending organization re-instating the candidates to training activities. **The student is expected to notify the Fire Academy staff immediately if this situation exists.** Failure to notify will result in removal from the program.

TOBACCO USE:

Smoking is not permitted within any of the Academy Buildings. Smoking is authorized in outside areas. All smoking materials shall be disposed of properly. Students are prohibited from using chewing tobacco during classroom instruction and training ground evolutions.

RADIOS, PAGERS, PHONES AND ELECTRONIC DEVICES:

All radios, pagers or scanners will be turned off during all class sessions. Personal pagers and cellular phones are to be turned off at all times.

ADDITIONAL ASSISTANCE:

Any candidates requiring additional educational assistance are encouraged to notify the course coordinator or individual instructor. Within reason and permissible by NJ Division of Fire Safety guidelines some assistance may be available.

PERSONNEL ACCOUNTABILITY OPERATING PROCEDURES:

This procedure is designed to establish a means to track and locate all Firefighter I candidates during program evolutions. It is further designed to introduce and indoctrinate candidates to the consistent use of an accountability system.

- 1) Every candidate will be issued two personal accountability tags (PATs) to maintain and have in their possession for the duration of the Firefighter I class.
- 2) Upon reporting to the Fire Academy, each candidate will affix his/her tag to the accountability board in the designated classroom or in the apparatus bay.
- 3) At the completion of each class, the lead instructor or his/her designee will return the PAT to the candidate or instruct the candidates to retrieve their tag.
- 4) When performing practical evolutions and exercises, the first tag will be deployed as described above. The second tag will be surrendered at a collection point designated by the Lead Instructor to simulate entering the hazardous area or structure.
- 5) Upon completion of the exercise, the candidate will immediately retrieve his/her tag from the collection point.
- 6) At all times, candidates will not work in less than teams of two. Additionally, if candidates are assigned as a crew to a specific task, it is imperative that they stay together as a crew. Freelancing will not be tolerated and will cause the candidate's removal from the evolution or exercise with make-up required.
- 7) In the event that a candidate(s) is unaccounted for, the Lead Instructor will immediately be notified. The Lead Instructor shall allocate the necessary resources to locate the candidate(s).
- 8) Candidates without PATs will be recorded as present in regards to attendance for lecture portions; however, they will not be permitted to participate in any evolutions and will be required to make-up the activities missed.

*Candidates who lose their PAT must immediately report the same to the primary instructor or course coordinator for a replacement tag. Candidates will be assessed a \$3.00 fee for the replacement of each tag.

REQUIREMENTS FOR ADMISSION TO THE PROGRAM:

The following criteria must be met to be eligible for placement in the Firefighter I program. Meeting the criteria for selection does not guarantee admission to the Firefighter I Program. Priority will be given to students that are 18 years of age or older.

- 1) Complete the **FIREFIGHTER I APPLICATION** (form attached).
- 2) All candidates must be a member or an emergency services agency that is able and willing to provide personal protective equipment and self-contained breathing apparatus.
- 3) All candidates must be at least 17 years of age on or before the start of the program and 18 years of age by the completion of the program. Candidates are required to submit **A COPY OF THEIR BIRTH CERTIFICATE OR DRIVER'S LICENSE** to verify their age.
- 4) **Any candidate under 18 years of age will be required to attend a mandatory informational session with a parent or legal guardian scheduled for July 31, 2014 at 7pm – no exceptions. The intent of this session will be to disclose hazards that the minor will face during the Firefighter 1 training program. Admittance to the program will be contingent upon the receipt of a completed release form at the conclusion of the informational session.**
- 5) Provide a fully completed **MEDICAL CLEARANCE FORM** or copy of a Physician's Clearance that is less than 1 year old.
- 6) Provide a copy of your **RESPIRATORY PROTECTION FIT TEST FORM**. Please provide a copy of the documentation from the test provider (subject to Fire Academy acceptance).
- 7) Ensure that your sending organization has a current **CERTIFICATE OF INSURANCE** on file at the Fire Academy. No personnel will be allowed to participate in any training evolutions without proper insurance coverage as provided by their respective agency.
- 8) Complete and submit the **FIRE DEPARTMENT ADMINISTRATION MODULE FORM** (form attached). N.J.A.C. 5:73-4.3 identifies training objectives that are specific to Candidate's sending department. Those objectives are:
 - a. Describe the organizational structure of your fire department.
 - b. Explain the Firefighter's role as a member of your fire department; explain the rules and regulations that apply to the position.
 - c. Explain the mission(s) of your fire department.
 - d. Explain the function of your standard operating procedures and provide those to the firefighter candidate.
 - e. Candidates will be provided Introductory Incident Management System training; however we request that the candidate receive an explanation of the basic components of your local incident management system and the firefighter's role(s) within that system.
 - f. Explain the role of other agencies that may respond to emergencies with your department.
 - g. Describe the components of a member assistance program if your department provides one.
- 9) **Provide a copy of your Cardio Pulmonary Resuscitation (CPR) – Professional Rescuer Level certification. Students that cannot provide a CPR card with their application packet will be required to attend the MANDATORY CPR Training session on August 2, 2014 at 08:30 hours.**

**Failure to provide necessary documentation
or comply with the above requirements will
results in denial of the application or removal
from the program!**

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Fall 2014 Firefighter I Schedule

Monday, Wednesday and Thursday class starts at 18:30 hours

*** * * Saturday class starts at 08:30 hours.**

Book: *Jones and Bartlett's Fundamentals of Firefighter Skills, New Jersey Edition (2nd Edition)*

Work Book: *Jones and Bartlett's Fundamentals of Firefighter Skills Student Workbook, New Jersey Edition (2nd Edition)*

Other(s):

- *New Jersey Addendum (on CD)*
- *New Jersey State Police Hazardous Materials Response Unit (NJSP HMRU) Hazardous Materials Awareness Student Guide*
- *NJSP HMRU Hazardous Materials Awareness Student Guide*
- *NJSP HMRU CBRNE Awareness Student Guide*
- *Federal Emergency Management Agency (FEMA) ICS-100.A: Introduction to ICS Student Manual Version 2.0, April 2008*
- *U.S. Department of Homeland Security IS-700.A: National Incident Management System, An Introduction Student Manual, January 2009*

Date	Lecture and/or Drill Topic
07/31	Jr. FF Orientation (IF NEEDED)
08/02***	CPR (IF NEEDED)
08/04	MCFA Rules & Regulations
08/06	History & Orientation (Lecture) / NJ Addendum B & C
08/07	Bloodborne Pathogens and Right-To-Know
08/09***	ICS 100 / NIMS 700
08/11	FF Safety (PPE Section ONLY) & Safety (Drill)/Practice Putting on Gear
08/13	Firefighter Wellness and Burn Education (To Hell & Back)
08/14	Communication (Lecture) and Prevention, Pub Ed (Lecture)
08/16***	Ropes & Knots (Lecture) and Ropes & Knots (Drill)
08/18	Hazmat Awareness (Lecture)
08/20	Hazmat Awareness (TEST) and Building Construction (Lecture)
08/21	Fire Behavior (Lecture)
08/25	FF Safety (SCBA Section ONLY) and SCBA (Drill # 1)
08/27	Portable Fire Extinguisher (Lecture) and Fire Extinguisher (Drill)
08/28	Tools & Equipment (Lecture) and Equipment Familiarization (Skills)
09/03	Water Supply (Lecture) and Water Supply (Drill)
09/04	Hose, Nozzles and Fire Streams (Lecture)
09/08	Protective Sys (Lec) and Salvage (Lec)
09/10	Hose, Nozzles and Fire Streams (Drill – Part 1)
09/11	Hose, Nozzles and Fire Streams (Drill – Part 1)
09/15	Skill Testing (SCBA, Ropes & Knots and Fire Extinguishers)
09/17	Skill Testing (Water Supply, Hose and Nozzles)
09/18	Mid-Term Written Exam and Salvage & Overhaul (Drill)
09/22	Forcible Entry (Lecture)
09/24	Forcible Entry (Drill)
09/25	Response and Size-Up (Lecture)
09/27***	Hazmat Operations (Lecture)
09/29	Hazmat Operations (Drill)
10/01	Hazmat Operations (STATE TEST) and Ladders (Lecture)
10/02	Ventilation (Lecture)

10/06	Ladders (Drill # 1)
10/08	Ladders (Drill # 2)
10/09	Ventilation (Drill)
10/13	Search & Rescue (Lecture)
10/15	SCBA (Drill # 2 – NO Smoke)
10/16	Search & Rescue (Drill w/Smoke)
10/18***	Skill Testing (Salvage/Overhaul, Forcible Entry, Ladders, Ventilation and Search & Rescue)
10/20	Firefighter Survival (Lecture)
10/22	Wildland & Ground Fires (Lecture)
10/23	Fire Suppression (Lecture)
10/27	Utility Emergencies (Lecture – NJ Addendum)
10/29	NFA MayDay (Lecture) and NFA MayDay (Drill)
10/30	CBRNE Awareness (Lecture)
11/03	Firefighter 1 Test Review
11/05	FINAL WRITTEN STATE EXAM
11/06	Live Fires – Vehicles
11/10	Live Fires – Residential Propane
11/12	Live Fires – Residential Class A
11/13	Written State Exam (RE-TEST) and Skills - Review
11/15***	Live Fires – Skill Testing
11/17	Live Fires – High Rise
11/19	Graduation Practice and Live Fires – Rolling Responses
11/24	GRADUATION (TENTATIVE)

***** Notes Saturday classes**



Mercer County Fire Academy

Firefighter I ~ FALL 2014

Fire Department Administration Module Documentation Sheet

Firefighter Candidate's Name:

Curriculum

To be Covered by the Fire Department

- Describe the organizational structure of your fire department.
- Explain the Firefighter's role as a member of your fire department; explain the rules and regulations that apply to the position.
- Explain the mission(s) of your fire department.
- Explain the function of your standard operating procedures and provide those to the firefighter candidate.
- Candidates will be provided Introductory Incident Management System training; however we request that the candidate receive an explanation of the basic components of your local incident management system and the firefighter's role(s) within that system.
- Explain the role of other agencies that may respond to emergencies with your department.
- Describe the components of a member assistance program if your department provides one.

Certification

To Be Completed By A Fire Department Chief Officer

Fire Department Name	Address	Telephone number

The undersigned certifies that the above named student enrolled in the Firefighter I program has been provided instruction in the curriculum as listed above prior to the commencement of the Firefighter I course.

Officer's Name (PRINT)	Rank	Signature	Date

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Mercer County Fire Academy

FALL 2014 - Firefighter I Application Form



Applicant Information (Print Legibly)

Name		Home Address	
Date of Birth	Sex	Home Telephone Number	
E-Mail Address		Cellular Telephone Number	

Emergency Contact Information

Emergency Contact's Name	Relationship to Applicant	Emergency Contact's Telephone Number
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Please Indicate if You Will Be Attending the Jr. FF Orientation or CPR Training

<input type="radio"/> <i>I will be attending the orientation seminar for Junior Firefighters (17 years of age) on July 31, 2014</i>	<input type="radio"/> <i>I don't have a CPR Card to submit right now and will be attending the CPR Training session on August 2, 2014</i>
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Applicant's Certification Section (To Be Completed by the Firefighter 1 Candidate)

The undersigned certifies that the information provided in this application packet is correct to the best of their knowledge. The undersigned consents that he/she has read, understands and will comply with the policies and procedures outlined in the Firefighter 1 Program Application Packet. The undersigned understands that participation in the Firefighter 1 training program involves strenuous physical activities and that he/she will be allowed to participate only if they have been examined by a physician who certifies that they can safely perform interior structural firefighting activities without injury. The Mercer County Fire Academy has no knowledge of the undersigned's physical condition or abilities and must therefore rely upon the candidate's representation and the representation of the physician that he/she can perform Firefighter 1 training activities. The signature below indicates that the undersigned understands that he/she is assuming all risk connected with participation in this training, that he/she has been informed that the Mercer County Fire Academy, its agents and employees, the Mercer County Community College and the County of Mercer assumes no risk or responsibility from all damages, injuries or claims arising from participation in the Firefighter 1 Program. The undersigned further certifies that no significant changes have occurred in his/her medical condition since he/she was examined by the physician whose signature appears on the enclosed medical release form.

Applicant's Signature	Date
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Officer's Certification Section (To Be Completed by the Chief Officer of the Sending Organization)

Fire Department Name	Mailing Address	Telephone	Fax
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The student will be provided, by this Department, with PPE and SCBA which complies with PEOSHA standards NJAC 12:100-10 and with the NJ Department of Labor adopted Respiratory Standard 29 CFR 1910.134 to include Fit Testing and the OSHA Respiratory Protection Questionnaire. The undersigned also certifies that the applicant is covered by the above named Department's Workman's Compensation, Liability and Medical Insurances and that a copy of a current certificate of insurance is attached to this application or on file at the Fire Academy. The undersigned also certifies that any injury and illness claims will be the responsibility of the above named Department.

****If the applicant is a Junior Firefighter, please initial that you have confirmed coverage with your Insurance Provider: _____**

Chief's Name	Rank Chief	Signature	Date
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Fire Academy Use Only

_____ Your Department's/Organization's course application has been approved.

_____ Your Department's/Organization's course application has been returned for the following reason(s): _____

_____ The course is full, the student will be placed on a waiting list and contacted if an opening occurs

_____ The organization does not have a current Certificate of Insurance on file

_____ The student(s) does not meet the following admission requirements: _____

Date	Mercer County Fire Academy
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Mercer County Fire Academy FALL 2014 – Medical Clearance Form



Candidate Information (Print Legibly)

Name		Home Address		
Date of Birth	Sex	Cellular Telephone	Home Telephone	E-Mail Address

Emergency Medical Information That The Candidate Is Voluntarily Willing To Provide (This Form Is CONFIDENTIAL INFORMATION)

Candidate's Physician		Hospital of Choice		
Pertinent Medical History				
Blood Type	Baseline B/P	Baseline Pulse	Allergies	
Medications				

Physician's Certification Section

(To Be Completed by a licensed physician)

PLEASE NOTE: If the Fire Department already has a current (less than 1 year old) physician's certification on file that clearly states the candidate can perform interior structural firefighting activities, which may be submitted in place of this section.

Note to Physician: Please be advised that the person whose name appears above is applying for admission to the Firefighter 1 Training program held at the Mercer County Fire Academy. He/she will be required to participate in strenuous physical activities pertaining to interior structural firefighting activities. Please feel free to contact the Fire Academy Director at (609)799-3245 for a description of these activities should you be unfamiliar.

Physician's Determination:

Can this candidate safely participate in the Firefighter 1 training program? YES NO

If your answer is "NO", and the medical condition is temporary, please indicate the date after which the candidate may safely begin training. Candidate may begin training after (date) _____

Physician Remarks: _____

Physician's Name (printed): _____ Signature: _____

Telephone Number: _____

Physician's Office Address: _____

Date: _____ N.J. Board of Medical Examiners License Number: _____

Fire Academy Use Only

Received By: _____ Date: _____