

MONMOUTH COUNTY FIRE ACADEMY

TRAINING OFFICER WORKSHOP



2023



ACADEMY FORMS

- ❖ It is the responsibility of the Department to ensure all forms are properly filed out. Failure may result in rejection.
- ❖ Please do not send in old forms. Use forms from the website
- ❖ ALL Forms must be legible
 - ❖ ALL submitted paperwork must be emailed as a PDF
 - ❖ As of 2/10, all forms go to kburr@mcfmnj.org
 - ❖ DO NOT send in pictures of forms
 - ❖ DO NOT send Google PDF's
 - ❖ Must be signed by Dept Rep
 - ❖ MAKE SURE THEY ARE READABLE

PLEASE CHECK THEM BEFORE SUBMITTING



Monmouth County Fire Academy

1027 Highway 33 East
 Freehold, NJ 07728
 Office: 732-683-8857
 Fax: 732-683-8978

Advanced Class Registration Form

****if you are a returning student AND your information is the same, only fill out the asterisked lines****
 If any of your information has changed, please provide the new information so we can update our records.
 All new students must provide all of the below information.

_____	_____
*Student's Name	*Student 6 Digit DFS #/if no DFS #, last 4 Digits of S.S.#
_____	_____
Student's Street Address	*Student E-mail Address
_____	_____
Town, State, Zip	Fire Department Name & Station # (Not phone #)
_____	_____
Phone #	*Date this application was filled out

Course Title you are applying for Course Number Course Start Date

Department Authorized Signature Block

I attest that the above applicant is a member of the above fire department, he/she has completed all prerequisites for the course requested as identified by the Monmouth County Fire Academy, and is covered by workers Compensation and Liability Insurance. I understand that course space is limited and that student registration is based on a first come-first serve basis. If a class is canceled or filled and no additional students are allowed, then reenrollment via a new form is required in the future.

Note: Out-of-County Applications must complete ALL information below. Monmouth County departments only need to complete the Officer signature section on the left.

_____	_____
Department Chief Signature	Out-of-County Dept. Name
_____	_____
Print Dept. Chief Name & Date	Out-of-County Dept. Address
_____	_____
Chief Phone number and email	Out-of-County City, State, zip code

Note: Out-of-County students, please provide the address of where to send the billing invoice IF different from the fire department address.

ADVANCED CLASS FORM



Monmouth County Fire Academy
 1027 Highway 33 East
 Freehold NJ 07728
 Office: 732-683-8857
 Fax: 732-683-8978

Fire Academy Course Request Form

Please see the academy website for costs to out-of-county departments. PLEASE print legibly

Date of requested Activity _____ Department / Company Name _____ Station # _____

Chief making request _____ Chief's Contact # _____ Chief's E-mail address _____

Course or requested activity that the department requires and location of such: _____

Address to send certificates: _____

Department Authorized Signature Block

I attest that all participants are covered by Workers Compensation and Liability Insurance, that all participants of any live fire activity are Firefighter 1 certified, and that all participants have met all other required prerequisites as identified in the Monmouth County Fire Academy training catalog for this requested class. I understand that this is a request for a course only and that budgetary and staffing constraints as well as extreme weather may preclude the course from being run. I understand that due to extensive costs and logistics, Firefighter 1 and 2, Fire Instructor 1 and 2, and Fire Officer 1 and 2 are only taught on-site at the fire academy unless other arrangements are made. I understand that all fire academy classes require a minimum of 15 students, otherwise the class will be canceled. . Note: Out-of-County Applications must complete ALL information below. Monmouth County Departments complete only section on the left.

 Signature Department / Company Chief
 Out-of-County Dept. Name

 Print Name of above signature and date Out-of-County Dept. Address

 Chief's Phone number Out-of-County Dept. City / Zip
 (2-9-23 Update)

This form is for use when a department / company is requesting a specific fire academy course be given to their members, either at the fire academy or at their location.



COURSE REQUEST

- ❖ **If you want us to come to your Department, you must:**
 - ❖ **Give some alternate dates and at least 6 weeks lead time**
 - ❖ **Have at least 20 definite students showing**
 - ❖ **If in doubt:**
 - ❖ **Allow us to open the class to the County**
 - ❖ **If that is the case, we will handle the applications**
 - ❖ **We need to know how many students you can hold at your facility**
 - ❖ **How many will be attending from your department**

FIRE OFFICER

Department of Community Affairs
Division of Fire Safety
P.O. Box 809
Trenton, NJ 08625-0809

Phone: (609) 777-3552
Fax: (609) 292-6831

FIRE OFFICER

Certification Application



Fire Officer Certification Application Form Instructions

Please type or print clearly on the application form.
Certification will not be issued unless documentation is received and validated.

Section

- Provide your DFSID number, name, home address, county where you reside, contact telephone numbers and email.
- Fire Officer Certification Requirements:

- Level 1:**
- Satisfactorily complete the Fire Officer I course of instruction adopted by the Division of Fire Safety in accordance with N.J.A.C. 5:73-8, and successfully pass the State Fire Officer I exams that evaluate the Job Performance Requirements (JPRs) and components of requisite knowledge and skills contained in the adopted NFPA 1021 standard;
 - Certified as Firefighter I and Firefighter II issued by the Division of Fire Safety in accordance with N.J.A.C. 5:73-4;
 - Certified as Hazardous Materials-Awareness and Hazardous Materials-Operations issued by the Division of Fire Safety in accordance with N.J.A.C. 5:73-6;
 - Certified as Incident Management Level 1 issued by the Division of Fire Safety in accordance with N.J.A.C. 5:73-3;
 - Satisfactorily complete the Fire Instructor I course of instruction adopted by the Division of Fire Safety in accordance with N.J.A.C. 5:73-5, and successfully pass the State Fire Instructor I exams that evaluate the Job Performance Requirements (JPRs) and components of requisite knowledge and skills contained in the adopted NFPA 1041 standard; (*Note: Fire Instructor I certification is not required for this credentialing requirement, only the successful completion of the Fire Instructor I course and State exams.*)
 - Satisfactorily complete a classroom instructor-led Incident Safety Officer course of instruction adopted by the Division of Fire Safety in accordance with N.J.A.C. 5:73-8;
 - Satisfactorily complete at least 12 hours of training on Principles of Building Construction Series of instructional courses which are similar in content with the National Fire Academy courses; and,
 - Satisfactorily complete at least 24 hours of training on Fire Tactics Series of instructional courses which are similar in content with the National Fire Academy courses.

- Level 2:**
- Satisfactorily complete the Fire Officer II course of instruction adopted by the Division of Fire Safety in accordance with N.J.A.C. 5:73-8, and successfully pass the State Fire Officer II exams that evaluate the Job Performance Requirements (JPRs) and components of requisite knowledge and skills contained in the adopted NFPA 1021 standard;
 - Certified as Fire Officer I issued by the Division of Fire Safety in accordance with N.J.A.C. 5:73-8; and,
 - Certified as Incident Management Level 2 issued by the Division of Fire Safety in accordance with N.J.A.C. 5:73-3.

- Level 3:**
- Satisfactorily complete the Fire Officer III course of instruction adopted by the Division of Fire Safety in accordance with N.J.A.C. 5:73-8, and successfully pass the State Fire Officer III exams that evaluate the Job Performance Requirements (JPRs) and components of requisite knowledge and skills contained in the adopted NFPA 1021 standard; and,
 - Certified as Fire Officer II issued by the Division of Fire Safety in accordance with N.J.A.C. 5:73-8.

- Level 4:**
- Satisfactorily complete the Fire Officer IV course of instruction adopted by the Division of Fire Safety in accordance with N.J.A.C. 5:73-8, and successfully pass the State Fire Officer IV exams that evaluate the Job Performance Requirements (JPRs) and components of requisite knowledge and skills contained in the adopted NFPA 1021 standard; and,
 - Certified as Fire Officer III issued by the Division of Fire Safety in accordance with N.J.A.C. 5:73-8.

- The application form must be signed and dated.

Forward the application form and supportive documentation to:

Attn: Fire Officer Certification
Office of Training & Certification
Division of Fire Safety
P.O. Box 809
Trenton, NJ 08625-0809

Office Staff Contact Information

Questions about Fire Officer certification requirements and procedures should be directed to the staff of the Office of Training and Certification at (609) 777-3552 from 8:30 a.m. to 4:00 p.m., Monday through Friday.

1. *DFSID Number: _____

* Name: _____

*Address: _____

*City, State, Zip: _____

Telephones: Home: _____

Work: _____

Ext. _____

Cell: _____

*Email: _____

Member of FD: _____

County: _____

Note: * = Required

For Official Use Only

Received: _____

Returned: _____

Received 2: _____

Date Approved: _____

By: _____

2. Submittal Instructions: Please attach a photocopy of State certifications, course completion certificates and/or other documents which verify that you satisfy the requirements of the adopted Fire Officer credentialing level. You may use this form to apply for all four certifications at one time. Reference the Fire Officer credentialing level requirements which are presented on the second page of this form. An incomplete application package will result in the application package being returned to you, and will cause delays in processing of the application. Please check the "box" corresponding to the Fire Officer level to be issued.

Fire Officer 1

Fire Officer 2

Fire Officer 3

Fire Officer 4

Note:

The applicant must document course completion certificates for IMS I-100, I-700 and I-800 training programs at the time of application submittal to verify compliance to the NJOEM-1 (2021) Directive. The I-100, I-700 and I-800 course completion certificates may be completed online.

3. I do hereby certify that the documentation submitted with this application is accurate and is true. I am aware that if any of the documentation is willfully false, I am subject to punishment.

Applicant's Signature: _____

Date: _____

FF1 / FF2 APPLICATION

FIREFIGHTER 1 / FIREFIGHTER 2 REGISTRATION PACKAGE

Class Number _____ Start Date: _____

RECRUIT INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Date of Birth _____ Email _____

Home Phone # _____ Cell Phone # _____

Street Address _____

City / Town _____ State _____ Zip Code _____

DEPARTMENT INFORMATION / CONTACT

Fire Department Name _____ Company # _____ County _____

Fire Department Street Address _____ City / State / Zip _____

Chief of Department Name _____ Cell Phone # _____ Email _____

Training Officer Name _____ Cell Phone # _____ Email _____

FAMILY INFORMATION / CONTACT

Primary Emergency Contact Name _____ Cell Phone # _____

Secondary Emergency Contact Name _____ Cell Phone # _____

ACADEMY USE ONLY

Date Rec'd _____ Rec'd by: _____ Enrolled? _____

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FIREFIGHTER 1 / FIREFIGHTER 2 REGISTRATION PACKAGE

MEDICAL EVALUATION

The Monmouth County Fire Academy requires all Firefighter 1 / Firefighter 2 candidates to be medically evaluated prior to enrollment. This form must be completed by a Physician.

Firefighter Candidate

First Name (print) _____ M.I. _____ Last Name _____

Physical Expectations

The above-named Firefighter Candidate will be attending an intense physically and psychologically demanding firefighter training course for the purpose of serving as a Firefighter in his or her community. Some of the activities the Candidate will participate in include but are not limited to:

- Wear approximately 50 pounds of personal protective equipment (PPE) including self-contained breathing apparatus (SCBA) while performing various physically and psychologically demanding firefighting tasks.
- Crawl on hands and knees for distances of several hundred feet in severe heat and smoke-filled environments while wearing full PPE and SCBA.
- Conduct fire suppression evolutions such as advancing and operating hose lines while wearing full PPE and SCBA in severe smoke and heat conditions.
- Climb and operate from ladders at heights of 3 stories and more and execute transfers into and out of windows and onto and off roofs.
- Operate with hand and power tools that can cause severe injury to the operator.
- Conduct operations in extremes of weather for extended periods of time.

Physician Review

I have carefully examined the information provided above. After performing a medical evaluation and consulting with the above-named Firefighter candidate, I declare the candidate medically cleared for participation in the Firefighter 1 course without limitations.

Physician first and last name (Print) _____

Physician Signature _____ Exam Date _____

Please place office stamp / seal in this box

3

MUST HAVE A MEDICAL STAMP

FF1 / FF2 APPLICATION

FIREFIGHTER 1 / FIREFIGHTER 2 REGISTRATION PACKAGE

DEPARTMENT APPROVALS / ACKNOWLEDGEMENTS

Firefighter Recruit

 First Name (print) M.I. Last Name

Sponsoring Agency Approval

- The above-named Firefighter Recruit is a member in good standing with the Fire Department / Company and has been approved to attend the Firefighter 1 course.
- This registration package is complete, has been reviewed and approved for submission to the Monmouth County Fire Academy.

Worker's Compensation and Liability Insurance

- I attest that the above-named Firefighter Recruit is covered by Worker's Compensation and Liability Insurance by this organization.

Recruit Firefighter NJAC Grade 1 and Grade 2 Qualification

- I attest that the Department / Company will comply with NJAC Chapter 73, Subchapter 4, Firefighter I and Firefighter II, Section 5:73-4.2 - Certification and Adopted Training Program guidelines in regard to Recruit Firefighter response and permitted fireground activities. (copy of guidelines attached - Academy will provide a form to department when completed)

Photo Documentation Checklist (Check applicable box and attach to Registration package)

- Copy of Driver's License
- Copy of Passport ID Page
- Copy of Military / College / County / Government ID

=====
 Signature Approval of Department Chief

 Chief of Department Name (Print)

 Chief of Department Signature Date

FIREFIGHTER 1 / FIREFIGHTER 2 REGISTRATION PACKAGE

FIREFIGHTER RECRUIT ACKNOWLEDGEMENT

Firefighter Recruit Acknowledgement

- Upon successful enrollment in the Firefighter 1 / Firefighter 2 course, all Firefighter Recruits will receive and follow directions on the confirmation email from the Academy.
- Firefighter Recruits shall report to the mandatory Firefighter 1 Course Orientation session on the date specified in the confirmation email.
- Recruit Firefighters will be responsible to follow all Academy Rules and Regulations. Recruit Firefighters shall read the Academy Rules and Regulations prior to the Orientation session. Rules and Regulations are available on the Academy website under the Firefighter 1 section. Academy Rules and Regulations will be covered during the Orientation session.
- Students shall be clean shaven at all times at the Academy as per OSHA 29 CFR 1910.134 regulations. There shall be no beards. Mustaches and goatees will be evaluated for compliance during the Orientation session. Failure to follow these guidelines during the duration of the course will result in an infraction and may result in a recruit being sent home. In such an instance, the Recruit Firefighter will be given no credit for the day and will be required to make up the day in a subsequent course.
- Firefighter recruits shall wear all cotton clothing including long pants to the Academy. No tank tops, synthetic wear of any kind, or hats shall be worn at any time. Further clothing guidelines will be discussed at orientation.
- Firefighter Recruits shall report to all classes no later than 15 minutes prior to the scheduled start of class with adequate note-taking materials.
- Firefighter Recruits in violation of Academy Rules and Regulations will be issued progressive infractions which may result in termination from course.
- The 250-hour Firefighter 1 / Firefighter 2 course will be conducted on two weeknights and one weekend day each week.
- Firefighter Recruits who wish to opt out of Firefighter 2 will be required to do so **in writing** no later than Module 20 of the Firefighter 1 course.
- In the event of termination, dismissal, or opting out of the course, the student is responsible to return all issued materials to the Monmouth County Fire Academy (books, rope, etc.).
- Recruit Firefighters shall understand NJAC Chapter 73, Subchapter 4, Firefighter I and Firefighter II, Section 5:73-4.2 - Certification and Adopted Training Programs guidelines in regard to Recruit Firefighter response and permitted fireground activities. (copy of guidelines attached - Academy will provide a form to department when completed)

=====
 Signature of Firefighter Recruit

 First and Last Name (Print)

 Signature Date

FIREFIGHTER 1 / FIREFIGHTER 2 REGISTRATION PACKAGE

PRE-COURSE ORIENTATION

Firefighter Recruit – Hand this page in on Orientation Night

First Name (print) M.I. Last Name

The Candidate has received and completed training delivered by an approved and qualified member of the Department / Company in the following areas:

- A review of the history and organizational structure of the Department / Company.
- A review of the recruit's role in the Department /Company's organizational structure.
- A review of local and county numbering systems (Stations and Radio ID's).
- A review of the response area that the Department / Company is responsible for protecting.
- A review of NJAC Chapter 73, Subchapter 4, Firefighter I and Firefighter II, Section 5:73-4.2 - Certification and Adopted Training Programs guidelines in regard to Recruit Firefighter response and permitted fireground activities. (copy of guidelines attached – Academy will provide a form to department when completed).
- A review of the Department / Company Bylaws, Rules and Regulations, Guidelines and Procedures.
- A review of the Department Exposure Control Policy.
- A review of the Department Respiratory Protection Plan including the Department Mandatory Mask Rule.
- Participated in a "Right to Know" station walkthrough to identify hazards.
- Participated in a Department equipment familiarization covering apparatus and inventory to which the Candidate will be assigned.
- A review of the Candidate's duties and responsibilities as a member of the Department / Company
- The Candidate has been issued OSHA and NFPA-compliant Personal Protective Equipment for use during the Firefighter 1 / Firefighter 2 course.
 - PPE includes the following:
 - SCBA, facepiece, spare cylinder, and PASS device
 - Turn-out Coat and Turn-out pants
 - Structural Firefighting Boots or other approved footwear
 - Helmet, eye protection
 - Protective Hood
 - Structural Firefighting Gloves compatible with issued Turn-out Coat

PRE-COURSE ORIENTATION APPROVAL

****THIS FORM MUST ACCOMPANY THE RECRUIT ON ORIENTATION NIGHT****

By signing below, I hereby acknowledge that all of the orientation requirements have been met by the Department to the above named Firefighter Candidate.

Dept. / Company Rep (Print) Title

Dept. / Company Rep Signature Date

**FF1 / FF2
APPLICATION**



MONMOUTH COUNTY FIRE ACADEMY

1027 Highway 33
Freehold, NJ 07728
Telephone 732-683-8857
Fax 732-683-8978

Fred Migliaccio
Fire Marshal
fmigliaccio@mcfmni.org

Anthony Avillo
Director of Training
aavillo@mcfmni.org

FF Recruit Grade 1 and Grade 2 Qualification Form

Name: _____ FF1 Class # _____ Semester: _____

FF1 Recruit Grade 1 Qualification

Table with 3 columns: Training Program Content, Date Lecture, Date Drill. Rows include Orientation / FD Organization, SCBA, Fire Hose, Appliances, and Adaptors, Ladders, Safety, and Fire Behavior.

The above Firefighter has met criteria of FF1 Recruit Grade 1
Grade 1 Recruit can now respond to alarms and under direct supervision, assist in exterior firefighting
involving laying and connecting hoselines and raising ladders - feet cannot leave the ground.

Instructor Name: _____ Instructor Initials: _____ Date: _____

FF1 Recruit Grade 2 Qualification

Table with 3 columns: Training Program Content, Date Lecture, Date Drill. Rows include Forcible Entry, Ropes & Knots, Salvage & Overhaul, Sprinklers, Fire Alarms & Communications, and Extinguishers.

The above Firefighter has met criteria of FF1 Recruit Grade 2
Grade 2 Recruit can now respond to alarms and under direct supervision, assist in all exterior firefighting
operations.

THE RECRUIT STILL CANNOT OPERATE ON THE INTERIOR AND HIS/HER FEET CANNOT LEAVE THE GROUND UNTIL A FIREFIGHTER 1 CERTIFICATION IS ISSUED

Instructor Name: _____ Instructor Initials: _____ Date: _____

FF1 GRADE 1 & 2
QUALIFICATION FORM

NJAC CH. 73

COMMUNITY AFFAIRS

ADOPTIONS

1. Have been a member of a fire department who has been qualified and performed as a "structural firefighter" for at least three years prior to application. Proof of structural firefighting experience shall be verified in writing by the chief of department on fire department letterhead. Department as a justice firefighter shall not count for structural firefighter verification;
2. Be at least 21 years of age;
3. Have obtained Firefighter I certification per N.J.A.C. 5:73-4; and
4. Have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "300 ICS for Single-Incidents and Initial Incident Incidents."

(c) A certification for Incident Management Level 2 shall be granted to a member of the fire service who meets the following requirements, he or she shall:
1. Have obtained Incident Management Level 1 certification under (b) above; and
2. Have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "300 Intermediate ICS for Expanding Incidents."

(d) A certification for Incident Management Level 3 shall be granted to a member of the fire service who meets the following requirements, he or she shall:
1. Have obtained Incident Management Level 2 certification under (c) above; and
2. Have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "400 Advanced ICS for Command and General Staff."

(e) A classroom instructor-led program of instruction that is considered by the applicant to be substantially the same as the training program may be submitted for review and approval by the Office of Training and Certification. The Office of Training and Certification shall maintain a list of reviewed and approved substitute courses.
(f) Incident management system certification is permitted for Emergency Medical Service (EMS) response personnel who meet the following criteria: Personnel whose role and duty is exclusively limited to emergency medical services response may substitute a current valid Emergency Medical Technician-Basic (EMT-B) certificate or Emergency Medical Technician-Paramedic (EMT-P) license issued by the New Jersey Department of Health, Office of Emergency Medical Services in lieu of the Firefighter I certification as specified in (b) above. Proof of three years experience as a certified EMT-B or EMT-P shall be verified in writing by the EMS chief/shift captain on organizational/department letterhead, which shall substitute for the firefighter experience requirement established in (b) above.

SUBCHAPTER 4. FIREFIGHTER I AND II

5:73-4.1 General provisions

(a) It is the purpose of this subchapter to establish criteria for certifying various levels of firefighter. For purposes of this subchapter, certifications shall not apply to wildland firefighters in the State of New Jersey Forest Fire Service.

1. Duties and responsibilities of firefighter I shall be as follows:
(a) A certified firefighter I shall work under direct supervision.
(b) Copies of National Fire Protection Association (NFPA) standards, incorporated herein by reference, may be obtained by writing to: NFPA, 1 Batterymarch Park, Quincy, MA 02269.

(c) Copies of the N.J.A.C. 5:73 Appendix, incorporated herein by reference, may be obtained by writing to: New Jersey Division of Fire Safety, Office of Training and Certification, PO Box 809, Trenton, NJ 08625-0809.

(d) Copies of the Developmental Disabilities Awareness Act (N.J.S.A. 26:2-189), incorporated herein by reference, may be obtained by writing to: New Jersey Division of Developmental Disabilities, PO Box 726, Trenton, NJ 08625-0726.

(e) Copies of the adopted training program may be purchased through the specific publisher. Contact information may be obtained by writing to: New Jersey Division of Fire Safety, Office of Training and Certification, PO Box 809, Trenton, NJ 08625-0809.

(f) Copies of the Fire Board accreditation policies and procedures, incorporated herein by reference, may be obtained by writing to: The Fire Board, PO Box 690673, Quincy, MA 02269.

(g) Copies of the IFSAAC accreditation policies and procedures, incorporated herein by reference, may be obtained by writing to: IFSAAC, 1872 West Tyler Avenue, Stillwater, OK 74078.

5:73-4.2 Certifications and adopted training programs

(a) An individual who has submitted an application for certification to the Office of Training and Certification; is at least 18 years of age; has successfully completed the adopted State instructional program for the certification title applied; and successfully passed the State exams that evaluate the Job-Performance Requirements (JPRs) and components of requisite knowledge and skills contained in the NFPA 1001, 2013 Edition, Standard for Fire Fighter Professional Qualifications, and NFPA 472, "2013" Edition, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, incorporated herein by reference, as amended and supplemented.

1. Upon successful completion of the adopted training program, or a program recognized as equivalent by the Office of Training and Certification, an individual shall be eligible to apply for State certification and may perform interior structural firefighting under direct supervision.

(b) The following firefighter titles, which are associated with the adopted standard, shall be issued by the Office of Training and Certification:

- 1. Firefighter I; and
2. Firefighter II

(c) Prior to receiving a certification as Firefighter I, firefighter candidate grade I and grade 2 may perform the designated functions after completing training topics within the adopted training program.

- 1. Firefighter Candidate Grade I.
Successful completion of the Firefighter I adopted training program content: Orientation/Fire Department Organization; Self-contained Breathing Apparatus; Self-contained Breathing Apparatus Drill; Fire Hose, Appliances and Adaptors; Fire Hose, Appliances and Adaptors Drill; Ladders; Ladders Drill; Safety; Safety Drill; and Fire Behavior.
2. Fire departments shall be authorized to permit the firefighter candidate grade I to respond to fire alarms, and under direct supervision, assist in exterior firefighting involving laying and connecting fire lines and raising ladders.
3. Firefighter Candidate Grade II.
Successful completion of the Firefighter I adopted training program content as established for firefighter candidate grade I, and additional instruction in: Forcible Entry; Forcible Entry Drill; Ropes and Knots; Ropes and Knots Drill; Salvage and Overhaul; Salvage and Overhaul Drill; Sprinkler; Sprinkler Drill; Fire Alarm and Communications; Portable Fire Extinguishers; and Fire Extinguisher Drill.

3. Fire departments shall be authorized to permit the firefighter candidate grade II to respond to fire alarms, and under direct supervision, assist in all interior firefighting operations.

(d) Fire departments may, at their discretion, submit the results of Fire Safety shall be permitted to adopt a training program, establish training policies, procedures, and forms, establish and administer exams, establish instructor qualifications and train-the-trainer programs, and evaluate educational programs submitted by applicants to determine equivalency towards issuance of certification.

1. The adopted training program and equivalency determination shall comply with the current edition of the adopted NFPA 1001 standard. Upon an NFPA standard edition change, the Office of Training and Certification shall have two years from the NFPA adoption date to modify existing training programs, or adopt new training programs to comply with the new NFPA standard edition.

2. Additional instruction shall be incorporated into the adopted training program outlining:
1. The N.J.A.C. 5:73 Appendix, which includes topics in fire service organization, pertinent Federal and State standards, rules, and regulations, overview of public utilities, propane, and carbon monoxide hazards;

EXPECTATIONS OF RECRUITS

PHYSICAL REQUIREMENTS

- **PHYSICAL CLEARANCE FORM**
 - **REQUIRED TO BE COMPLETED BY A PHYSICIAN WHEN:**
 - RECRUIT HAS BEEN TRANSPORTED TO A MEDICAL FACILITY
 - RECRUIT HAS NOT COMPLETED DAILY PHYSICAL TRAINING ACTIVITIES DUE TO, BUT NOT LIMITED TO:
 - DIZZINESS / SHORTNESS OF BREATH / FATIGUE / OVERHEATED, ETC.
 - MULTIPLE OBSERVATIONS BY AN EMT FOR THE SYMPTOMS ABOVE
 - AT THE RECOMMENDATION OF THE ACADEMY EMT

No Further Physical Activities will be permitted until the completed form is submitted back to the Academy



Monmouth County Fire Academy
1027 Hwy 33
Freehold, New Jersey 07728

Phone (732) 683-8857

Fax (732) 683-8978

Physical Clearance Form

Recruit: This form must be completed and be signed by a physician. Once completed, this form must be submitted to the Academy. No further physical activity will be permitted until this document is completed, signed, initialed, and returned.

To the Physician:

_____ Recruit Name has been evaluated by the Academy Staff EMT and was deemed unable to complete the physical evolutions required. The physical and emotional demands of the training require that the candidate be in good health, and to be able to perform the duties outlined in the attached pages without limitations. Please read the attached job description and make a determination if the candidate is physically capable of performing the duties as described *without limitations*. Please indicate your determination on herein.

Name of Recruit: _____
Address: _____ City: _____
Department: _____ Phone: _____

Evaluating Doctor (Print Name) _____

Address: _____ City: _____
Phone: (_____) _____
Exam Date: _____

Note: DO NOT disclose any exam records or notes concerning this patient, nor any particular details encompassed in HIPPA Regulations.

Physician's Certification

I, _____ Physician/Name Printed have evaluated the above referenced Firefighter 1 Recruit. I hereby certify that he/she **May** _____ **May Not** _____ continue to participate in Firefighter Recruit Training as described in the attached job description, without limitations or restrictions. *Doctor must also initial each page of job description.*

Signature of Physician: _____ Date: _____

Administrative

Date Received by Academy: ____/____/____ Class Number: _____

Firefighter Recruit Job Description

I) OVERVIEW

- a) Performs tasks outlined below while wearing Personal Protective Equipment (PPE)
– PPE weighs approximately 60 pounds (dry), including
 - i) Protective boots, pants, coat, hood, helmet and gloves as well as a respirator
 - ii) The use of a respirator obscures vision, limits peripheral vision and presents limitations based on a recruit's physical and psychological conditioning.
 - b) Works in environments considered to be Imminently Dangerous to Life and Health (IDLH)
 - i) High temperatures >200° F
 - ii) Carbon Monoxide/Carbon Dioxide
 - iii) Particulate Matter
 - c) Climbs ladders and operates at heights exceeding 20' in full PPE
 - d) Climbs stairs up and/or down five flights while performing various tasks listed below, while in full PPE
 - e) Operates in elevated noise levels up to or exceeding 90 dB
 - f) Operates in dark or smoke-obscured atmospheres
- 2) **RESPONSE**
- a) Proceeds to assigned apparatus upon receipt of simulated calls for service.
 - b) Don's personal protective equipment as described above before and at simulated emergency scenes.
- 3) **ON-SCENE COMMUNICATION:** Communicates at the emergency scene to ensure safety as well as appropriate coordination of apparatus and personnel.
- a) Receives information regarding the assignment of personnel and apparatus from the instructors
 - b) Communicates with other fire personnel at simulated emergency scenes regarding size-up and conditions, etc.
- 4) **HYDRANT/PUMP OPERATIONS:** Connects or hooks up apparatus to fire hydrant using couplings, hoses, spanner wrenches, and other tools. (Hose weights of up to 60 lbs. per 50' section dry, 485 lbs.wet)
- a) Opens and flushes hydrant to ensure it is functional.
 - b) Connects and lays supply line from supply to the apparatus.
- 5) **HOSE (AND EXTINGUISHER) OPERATIONS:** Stretches line or uses extinguisher to deliver water, foam, and other extinguishing agents to emergency scene.
- a) Determines type (size) and number of lengths of hose needed for operation.
(Hose weights from 17-28 pounds per 50' lengths, to 55 to 135 pounds charged per 50' length, average four lengths)
 - b) Pulls hose out of hose bed.
 - c) Determines proper nozzle and nozzle setting.
 - d) Connects hose lines to nozzles.
 - e) Connects to standpipe when necessary/appropriate.
 - f) Flakes out hoseline prior to charging or during extinguishment to ensure proper operations.
 - g) Locates seat of fire or other hazard
 - h) Operates ladder pipe on aerial ladder to apply water to structures on fire.
 - i) Uses extinguisher to extinguish, contain and/or control incident.
(Extinguisher weights of 10-35 pounds charged)
- 6) **MANUAL LADDER OPERATIONS:** Carries, raises, extends and climbs manual ladders to perform search, rescue and other operations.
- a) Determines manual ladder type and size needed at incident scene.
 - b) Determines proper placement of manual ladder at scene.
 - c) Carries raises and positions manual ladder at simulated incident scene.
(Ladder weights of 22 pounds to 135 pounds)
 - d) Anchors and secures manual ladder (i.e., tying off) at scene.
 - e) Climbs manual ladder to perform search, rescue, and other operations.

Doctor's Initials: _____

- 7) **FORCIBLE ENTRY:** Pries open, cuts, or performs forcible entry to doors, to search for and rescue victims and provide access to the emergency scene using a variety of hand and power or hydraulic tools.
 - a) Determines best location for forcible entry.
 - b) Cuts through surfaces using power or hydraulic tools.
 - c) Gains entry into structures using axes, sledge hammers, battering rams, halligan tool and other forcible entry tools. (Tool weights of 20-30 pounds)
 - d) Pries open doors in structures using pry bars, halligan tools, bolt cutters and other tools.
 - e) Removes locks or hinges from doors using sledgehammers, battering rams, axes or other forcible entry tools.
- 8) **VENTILATION:** Opens or breaks windows, chops or cuts holes in roofs, breaches walls or doors, and aims fog stream out of window or hangs fans in windows or doors to remove heat, smoke, and/or gas from structures or entrancements.
 - a) Determines best location for venting structure based on location of hazard and fire personnel, roof type, and building construction.
 - b) Opens windows and other points of entry manually or by using pry bars, halligan tools, and other tools, to ventilate structure.
 - c) Breaks windows and other points of entry using axes, ladders and other tools, to ventilate structure.
 - d) Cuts open walls, roof and other structures to ventilate structure.
 - e) Uses fans for positive and negative pressure. (Fan weights of 30-60 pounds)
- 9) **SEARCH:** Searches assigned area in order to locate victims and to obtain further information about incident, following standard search procedures.
 - a) Determines search procedure or strategy needed to accomplish objectives.
 - b) Searches structures for seat of fire location or other hazards.
 - c) Searches floor or area of fire while crawling on all fours, looking for conscious or unconscious victims, sweeping assigned search areas with arms, legs, and tools.
 - d) Work together as a team/company to maintain personnel accountability.
 - e) Removes simulated victims from hazardous environments using carries and drags
(Victim weights range from 90 – 180 lbs.)
 - f) Hoists or lowers victims or fire personnel using ropes, knots, and rescue hardware and harnesses.
 - g) Places victims onto stretchers, backboards, baskets, etc.
- 10) **SALVAGE:** Moves and covers furniture, appliances, merchandise and other property; and redirects water in order to minimize damage using salvage covers, rope, and other tools.
 - a) Spreads salvage covers over property.
 - b) Moves furniture and/or other objects to protect from water or other damage.
(Furniture / Objects weight range from 10-75 lbs.)
- 11) **OVERHAUL:** Utilizing various hand tools (10-15 pounds) and Thermal Imaging Cameras
 - a) Searches for and extinguishes any hidden fires.
 - b) Simulates removal of burned or smoldering debris from buildings.
- 12) **CLEAN-UP/PICK UP:** Picks up, cleans and returns equipment to vehicle and rolls or folds hose, so that the Company can be placed back in service.
 - a) Backs lines out of structures. (see hose weights above)
 - b) Rolls and holds hoses after use and returns them to appropriate vehicle.
 - c) Cleans and returns all tools, equipment, supplies and property in usable condition to appropriate vehicles.
 - d) Cleans the apparatus.
- 13) **EQUIPMENT MAINTENANCE:** Checks, cleans, and maintains personal gear and equipment to ensure proper and safe operation.
 - a) Places turnout gear on or near apparatus.
 - b) Checks all hand tools, generators, equipment and power tools for proper function
 - c) Checks and performs ordinary maintenance on other portable equipment
- 14) **STATION MAINTENANCE AND DUTIES:** Checks, cleans, and maintains Academy facilities. This may include the performance of routine housekeeping chores.
 - a) Cleans apparatus bay floors and rooms.
 - b) Cleans and maintains Academy grounds.

Doctor's Initials: _____

EXPECTATIONS OF THE RECRUITS: ATTENDANCE

These sessions requires **MANDATORY ATTENDANCE** or the student will be immediately dropped from the program.

They will have the opportunity to re-enroll the following semester.

Module 7: first SCBA practical session - This session is critical to student safety.

Module 10: Introduction to Hose Lines This session is critical to student teamwork and safety.

Module 19: Ladders This session is critical to student teamwork and safety.

Modules 26, 27, 28, 29: Hazardous Materials- Failure to attend any of the Hazardous Materials modules will result in the Recruit being ineligible to take the Hazardous Materials State tests.

CPR: CPR Certification (for Health Care Provider) is a requirement of Firefighter 1. We highly recommend that Recruits take CPR on their own and turn in their certification forms anytime during the semester.

Module 31 or 32: Live Burn: Any student failing to attend a Live Burn module will be ineligible to participate in Putting It All Together Day.

Be advised: The Academy reserves the right to disallow a student to participate in Putting It All Together Day based on skill drill proficiency throughout the course

FF1 / FF2 PROTOCOL

- ❖ FF1 students have the option to opt out of FF2
 - ❖ They **MUST** take ICS 200 during the FF2 portion whether they are taking FF2 or not ****NEW DCA DIRECTIVE****
- ❖ Homework / Local Information
- ❖ Officer / Mentor Signature



Department of Community Affairs



Division of Fire Safety

Bureau of Fire Department Services
Office of Fire Department Preparedness

MINIMUM MANDATORY QUALIFICATIONS

Required certifications by ALL active members of the fire service:

- NJAC 5:73-4.2(a)1 Fire Fighter 1
NJAC 5:73-6.2(a)1.i & OSHA 1910.120(q)(6)(i) Hazardous Materials Awareness
NJAC 5:73-6.2(a)1.ii & OSHA 1910.120(q)(6)(ii) Hazardous Materials Operations

Required training by ALL active members of the fire service:

INCIDENT COMMAND SYSTEMS (ICS)

- NJAC 5:73-3.2(a) & 10/12/21 DFS Directive I-100 Introduction to ICS
I-200 ICS for Single Resources and Initial Action Incidents (classroom instructor led)

INCIDENT MANAGEMENT SYSTEMS (IMS)

- NJAC 5:73-3.2(a) & 10/12/21 DFS Directive I-700 National Incident Management System, An Introduction
I-800 National Response Framework (both classes may be on line)

Required certifications by all Company Officers of the fire service:

- NJAC 5:73-1.6(b) IMS Level 1

Required certifications by all Chief Officers and Acting Chiefs of the fire service:

- 10/12/21 DFS Directive IMS Level 2

Required certifications by all Incident Commanders of the fire service:

- NJAC 5:73-6.2(a)1.xi & OSHA 1910.120(q)(6)(v) Hazardous Materials On Scene Incident Commander

Required certifications by all Coordinators of the fire service:

- NJAC 5:75A-2.3(d)1.iii. IMS Level 3

Issued 1/25/2023 Summary of Preexisting requirements

DFS Directive authority = NJAC 5:75A-3.1(a)1.-8. Powers of the State Fire Coordinator



Department of Community Affairs



Office of the Director

TO: All Fire Departments
FROM: Richard J. Mikutsky - Director / State Fire Marshal
DATE: October 26, 2022
RE: Incident Management Level Requirements

Based on Executive Order No. 248, dated 7/20/21; NJ OEM Directive NJOEM-1 (2021), dated 8/18/21; and N.J.A.C. 5:73-1.6; the New Jersey Division of Fire Safety is notifying all fire departments of the minimum, mandatory Incident Management Level requirements for the fire service.

Division of Fire Safety Regulations:

N.J.A.C. 5:73-1.6 states, that no person shall be promoted, assume, or be assigned (including elected) any fire service position, the duties of which include the management of emergency operations. Unless, that person has obtained, at a minimum, Incident Management Level 1 Certification issued by the Division of Fire Safety.

To qualify for Incident Management Level 1 Certification, a person must meet the following requirements:

- Obtained a Firefighter 1 Certification issued by the Division of Fire Safety.
Have three years of documented experience in the fire service. (This means three years as a firefighter and does not include time spent in an Explorer or Junior Firefighter Program).
Attended a classroom based Basic Incident Management Course (I-200) offered or approved by the Division of Fire Safety.

A certification application must be submitted to receive the Incident Management Certification. This means that every fire officer, career, and volunteer, MUST have, at a minimum, Incident Management Level 1 Certification issued by the Division of Fire Safety.

DFS link to the IM Certification Application:

https://www.state.nj.us/dca/divisions/dfs/forms/bfds/2021%20Ed%20Forms/ims_application_2021.pdf

Information is also available on the application for Level 2 and 3 certifications.

IF YOU WERE NIMS COMPLIANT PRIOR TO EO 248, YOU ARE STILL NIMS COMPLIANT.

Department of Community Affairs
Division of Fire Safety
P.O. Box 809
Trenton, NJ 08625-0809

Phone: (609) 777-3552
Fax: (609) 292-6831

INCIDENT MANAGEMENT

Certification Application
Office of Training & Certification



1. Social Security Number: _____

DFSID Number: _____

2. Name: _____

Home Address: _____

City, State, Zip Code: _____

Telephones: Home: _____

Work: _____

Cell: _____

Email: _____

For Official Use Only

Received: _____

Problem: Returned _____

Received _____

Date Approved: _____

By: _____

Please attach a photocopy of course completion certificates and/or other documents which verify that you satisfy the certification requirements identified for Incident Management Level 1, 2 or 3 Certification. You may use this form to apply for all three certifications at one time. Please follow the Application Form Instructions on the back of this page.

3. Applying for:

Level 1

Incident Management Certification Requirements:

- Level 1: a. Be at least 21 years of age;
b. Have obtained Firefighter I certification per N.J.A.C. 5:73-4;
c. Have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "I-200 ICS for Single Resources and Initial Action Incidents"; and
d. Have been a member of a fire department who has been qualified and performed as a "structural firefighter" for at least three years prior to application. Proof of structural firefighter experience shall be verified in writing by the chief of department on fire department letterhead. Note: Experience as a junior firefighter shall not count for structural firefighter verification.

Level 2

- Level 2: a. Possess a certification for Incident Management Level 1 issued by the Office of Training and Certification in accordance with N.J.A.C. 5:73-3; and
b. Have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "I-300 Intermediate ICS for Expanding Incidents."

Level 3

- Level 3: a. Possess a certification for Incident Management Level 2 issued by the Office of Training and Certification in accordance with N.J.A.C. 5:73-3; and
b. Have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "I-400 Advanced ICS for Command and General Staff."

4. I do hereby certify that the documentation submitted with this application is accurate and is true. I am aware that if any of the documentation is willfully false, I am subject to punishment.

Applicant's Signature: _____ Date: _____

RECRUIT HOMEWORK - BOOK

Monmouth County Fire Academy

Firefighter 1 Ch. 2 Firefighter Safety
Note: To be written out and PAGE # IDENTIFIED

Reading review:

- A. What is the highest cause of firefighter death on the fire ground? Page: _____
1. _____ and _____.
- B. Identify the three groups that firefighters must always consider when ensuring scene safety: Page: _____
2. _____
3. _____
4. _____
- C. Identify five conditions that firefighters should check for prior to dismantling the apparatus: Page: _____
5. _____
6. _____ 7. _____
8. _____ 9. _____
- D. Prompt response is a goal, but _____ response is much higher priority. It is often stated that the biggest cause of vehicle crashes is what? Page: _____
10. _____
11. _____
- E. Why do most fire vehicle intersection collisions occur? Page: _____
12. _____
- F. Define freelancing: Page: _____
13. _____
- G. Personal accountability systems should record the following three items: Page: _____
14. _____
15. _____
16. _____
- H. Why is it important to control utilities when firefighters must open walls? Page: _____
17. _____

Monmouth County Fire Academy

Firefighter 1 Ch. 5 Fire Behavior
Note: To be written out and PAGE # IDENTIFIED

Reading review:

- A. State the four elements of the fire tetrahedron: Page: _____
1. _____ 2. _____ 3. _____ 4. _____
- B. Identify and explain the three mechanisms of heat energy transfer and fire spread. Page: _____
5. _____
6. _____
7. _____
- C. Identify the four methods of extinguishment: Page: _____
8. _____ 9. _____
10. _____ 11. _____
- D. What type materials do the following type fires involve? Give an example. Page: _____
12. Class A: _____ Ex: _____
13. Class B: _____ Ex: _____
14. Class C: _____ Ex: _____
15. Class D: _____ Ex: _____
16. Class K: _____ Ex: _____
- E. Identify the three major categories that influence the characteristics of solid fuel combustion. Page: _____
17. _____ 18. _____ 19. _____
- F. Identify the four stages of fire growth: Page: _____
20. _____ 21. _____ 22. _____ 23. _____
- G. Flashover is a rapid transition from the _____ stage to the _____ stage. Page: _____
- H. Identify the critical temperature for a flashover to occur: Page: _____ 24. Temperature: _____
- I. In a ventilation-limited fire, increasing the supply of oxygen can progress to what condition and how long can it take? Page: _____
25. Condition: _____ Time: _____
- J. Changes in these two factors have altered the fire behavior in modern structures: Page: _____
26. _____ 27. _____
- K. Identify the four key attributes of smoke: Page: _____
28. _____ 29. _____ 30. _____ 31. _____
- L. What does black fire indicate? Page: _____ 32. _____

RECRUIT HOMEWORK – LOCAL APPARATUS INVENTORY

Monmouth County Fire Academy

Firefighter 1 Initial Assignment

To be completed and submitted for the Saturday / Sunday class

Note: To be written out – copies of dept. inventories will not be accepted

Apparatus Inventory

Name: _____ Department name / Number: _____

Apparatus Type / ID: _____ Make / Year: _____

Cab: _____

Jump Seat Area: _____

Compartment # _____

Compartment # _____

Compartment # _____

Compartment # _____

Compartment # _____

Compartment # _____

Compartment # _____

Compartment # _____

Compartment # _____

Officer Print name/ rank: _____

Officer Signature: _____

RECRUIT HOMEWORK - LOCAL

Monmouth County Fire Academy

Local Information - 4

1. What type extinguishers are carried on the apparatus to which you are assigned?

2. What does your department do when the following extinguisher types have been used?
Water can: _____
CO2: _____
3. What extinguishers are carried in the Chief's car on your department?

4. What size supply line does your department use? How much is on the first due engines?
Size: _____ Quantity: _____
5. Does your department carry "pony lengths" for supply? What size are they? Where are they kept?
Carry? _____ Size: _____ Where kept?: _____
6. What equipment is used to hook up to a hydrant on your department? Where is it kept?
Tools: _____
Where kept? _____
7. Which engine is assigned to supply the fire department connection on your department?

8. What size hoselines are used to supply the standpipe or sprinkler system in your jurisdiction?

9. What is your department's termination protocol when a sprinkler system has activated in a building?

Officer Print name/ rank: _____ Officer Signature: _____

Monmouth County Fire Academy

Local Information - 7

1. What type and how many power saws does the department carry?
Rotary: Types: _____ Quantity: _____
Chain saws: Types: _____ Quantity: _____
2. What type rotary saw blades are carried by your department?

3. What type fuel is used in your power saws?
Rotary: _____
Chain saws: _____
4. When does your department conduct routine maintenance on the saws? How often are they started?
Maintenance: _____ Started: _____
5. What equipment does the roof team on your department carry to the roof?

6. Which first due company is assigned the primary search on your department?

7. Which equipment is assigned to the primary search team?

8. Where are the search rope bags carried on your department?

9. How many thermal imagers does your department have? What type(s) are they? Where are they located? Who carries them at a fire operation?
How many? _____ Type (s): _____
Location? _____ Who assigned to? _____

Officer Print name/ rank: _____ Officer Signature: _____

FF1/ FF2

YOUR JOB WITH YOUR RECRUITS

- ❖ Keep them engaged
- ❖ Follow up with them / Monitor their progress
- ❖ Do not hesitate to contact us with any issue
- ❖ Check and sign their homework LEGIBLY
- ❖ Assist them, check and sign the Local Info Homework LEGIBLY
- ❖ Visit the Fire Academy on Weekend Drill days
- ❖ Show them you give a _ _ _ _

**THEY ARE THE MOST IMPORTANT
PEOPLE ON YOUR DEPARTMENT**

FF1 / FF2 YOUR JOB WITH YOUR RECRUITS

POST ACADEMY

- ❖ Make copies and file all their forms
- ❖ Ensure they fill out the Division paperwork and send it in ASAP
 - ❖ Ensure they give you copies of their State Forms / file them
- ❖ Make sure they make up any missed classes if they have not completed FF1
- ❖ After 3 years of service, make sure they / you complete and file IMS Level 1 for them

FIREFIGHTER I & II

Certification Application Form



1. SSN Number: _____ State DFSID Number: _____ (If previously issued – e.g., 111111) Name: _____ Address: _____ City, State, Zip: _____ Telephones: Home: (H) _____ Work and Cell: (W) _____ (C) _____ Personal Email: _____ Fire Dept. Name: _____ Date of Birth: _____ Gender/Race: <input type="checkbox"/> Male <input type="checkbox"/> Female Race: <input type="text"/> (Use Codes on 2nd Page)	For Official Use Only	
	DFSID: <input type="text"/>	Received: _____
		Returned: _____
		Received 2: _____
		Date Issued: _____
		By: _____

2. **Certification Requirements - Firefighter I & II** Please check the "box" corresponding to the Firefighter level to be issued.

Firefighter I:

- A: Be at least 18 years of age.
- B: Successfully complete the NJ adopted Firefighter I, Hazardous Materials: Awareness and Hazardous Materials: Operations instructional programs.
- C: Pass the Firefighter I, Hazardous Materials: Awareness and Hazardous Materials: Operations State exams that evaluate the Job Performance Requirements (JPR's) and components of requisite knowledge and skills contained in the most current edition of the adopted NFPA 1001 and (NFPA 1072 or NFPA 472) standards.

Firefighter II:

- A: Be at least 18 years of age.
- B: Possess a NJ Firefighter I, Hazardous Materials: Awareness and Hazardous Materials: Operations certifications issued by the NJ Division of Fire Safety.
- C: Successfully complete the NJ adopted Firefighter II instructional program.
- D: Pass the Firefighter II State exams that evaluate the Job Performance Requirements (JPR's) and components of requisite knowledge and skills contained in the most current edition of the adopted NFPA 1001 standard.

Request for Equivalency Determination:

The equivalency determination is intended to be applied to out-of-state instructional programs accredited by ProBoard or IFSAC, or applied to a program of instruction deemed "equivalent" to the State adopted instructional program and which meets the current NFPA 1001 and (NFPA 1072 or NFPA 472) standard's at time of application submittal for the specific designated titles. The program submitted for review should be consistent with the New Jersey adopted program instructional objectives and hours associated with its delivery.

Submittal Instructions: Please provide the following documentation with your application: 1) Photocopy of your birth certificate or driver's license; 2) Instructional program completion certificates; 3) State issued certifications required for meeting prerequisite and credentialing criteria; 4) Proof that you successfully passed the State final exams associated with the firefighter certification level requested. Please note that certification will not be issued unless documentation has been received and validated.

3. I do hereby certify that the documentation submitted with this application is accurate and is true. I am aware that if any of the documentation is willfully false, I am subject to punishment.

Applicant's Signature: _____ Date: _____

Hazardous Materials

Certification Application Form



1. SSN Number: _____		For Official Use Only
State DFS-ID Number: _____ (If previously issued – e.g., 111111)		
Name: _____		
2. Titles:	<input type="checkbox"/> Hazardous Materials: Awareness	Received 1: _____
	<input type="checkbox"/> Hazardous Materials: Operations	Returned: _____
	<input type="checkbox"/> Mission Specific Competencies 6.2: Personal Protective Equipment (PPE)	Received 2: _____
	<input type="checkbox"/> Mission Specific Competencies 6.6: Product Control	Date Issued: _____
	<input type="checkbox"/> Hazardous Materials: Incident Commander	By: _____
	<input type="checkbox"/> Hazardous Materials: Technician	

3. Hazardous Material Certification Titles and their Credentialing Requirements

Please check above the appropriate box(s) corresponding to the Hazardous Materials Level to be issued. You may apply for multiple certification levels using this ONE application.

Submittal Instructions: Please provide the following documentation with your application: 1) Photocopy of your birth certificate or driver's license; 2) instructional program completion certificates; and proof that you successfully passed the State final exams associated with the certification level requested. Copies of State certification certificates should be included with the documentation to prove certifications issued. Please note that certification will not be issued unless documentation has been received and validated.

Hazardous Materials: Awareness Credentialing Criteria: Be at least 18 years of age; Possess a NJ Firefighter I certification issued by the NJ Division of Fire Safety; Successfully complete the NJ adopted Hazardous Materials: Awareness educational program, and pass the State exams that evaluate the Job Performance Requirements (JPR's) and components of requisite knowledge and skills contained in the most current edition of the NFPA 470 standard, specific to the designated title JPR's.

Hazardous Materials: Operations Credentialing Criteria: Be at least 18 years of age; Possess NJ Firefighter I and Hazardous Materials: Awareness certifications issued by the NJ Division of Fire Safety; Successfully complete the NJ adopted Hazardous Materials: Operations educational program, and pass the State exams that evaluate the Job Performance Requirements (JPR's) and components of requisite knowledge and skills contained in the most current edition of the NFPA 470 standard, compliant to the designated title JPR's.

Competencies for Operations Level Responders Assigned Mission-Specific Responsibilities: **Personal Protective Equipment (PPE)** Credentialing Criteria: Possess a Hazardous Materials: Operations certification issued by the NJ Division of Fire Safety; Successfully complete the mission specific competencies for personal protective equipment within the instructional program, and pass the State exams that evaluate the Job Performance Requirements (JPR's) and components of requisite knowledge and skills contained in the most current edition of the (NFPA 1072 or NFPA 472) standard, specific to the designated mission specific JPR's. **Product Control** Credentialing Criteria: Possess a Hazardous Materials: Operations certification issued by the NJ Division of Fire Safety; Successfully complete the mission specific competencies for product control within the instructional program, and pass the State exams that evaluate the Job Performance Requirements (JPR's) and components of requisite knowledge and skills contained in the most current edition of the NFPA 470 standard, compliant to the designated mission specific title JPR's.

Hazardous Materials: Incident Commander Credentialing Criteria: Be at least 18 years of age; Possess both the NJ Firefighter I and Hazardous Materials: Operations certifications issued by the NJ Division of Fire Safety; Successfully complete the NJ State adopted Hazardous Materials: Incident Commander educational program, and pass the State exams that evaluate the Job Performance Requirements (JPR's) and components of requisite knowledge and skills contained in the most current edition of the NFPA 470 standard, compliant to the designated title JPR's.

Hazardous Materials: Technician Credentialing Criteria: Be at least 18 years of age; Possess NJ Firefighter I, Firefighter II, Hazardous Materials: Operations, Mission-Specific Personal Protective Equipment (PPE) and Product Control certifications issued by the NJ Division of Fire Safety; Successfully complete the NJ State Hazardous Materials: Technician educational program, and pass the NJ State Hazardous Materials: Technician exams that evaluate the Job Performance Requirements (JPR's) and components of requisite knowledge and skills contained in the most current edition of the NFPA 470 standard, compliant to the designated title JPR's.

4. I do hereby certify that the documentation submitted with this application is accurate and is true. I am aware that if any of the documentation is willfully false, I am subject to punishment.

Applicant's Signature: _____ Date: _____



MONMOUTH COUNTY FIRE ACADEMY
1027 Highway 33
Freehold, NJ 07728
Telephone 732-683-8857
Fax 732-683-8978

March 18, 2021

To all Firefighter 1 students who have completed the Firefighter 1 training program:

It is your responsibility to complete the 2 attached forms and send them to the Division of Fire Safety in Trenton.

You must send in the Firefighter 1 certification application and the Hazardous Materials certification application along with a copy of the Firefighter 1 completion certificate, copies of the Hazardous Materials completion certificates (Awareness, Operations, Mission Specific Competencies 6.2 & 6.6), and a copy of your driver's license.

Failure to send in these documents will result in you not earning NJ State certification for the 4 month course you just completed.

Send only copies of your certificates (NOT ORIGINALS): The original certificates are yours to keep. Do not give them away as we do not issue replacements.

Please follow the directions on each form "to the letter". All information regarding the proper way to fill out each application is listed on the form.

Make sure you print **very clearly and legibly** or you will not get the certification you have worked so very hard to earn.

It is your responsibility to present a copy of this letter and each document received from the Monmouth County Fire Academy to your company Captain, department training Officer, and Department Chief.

Good luck & stay safe,
Instructors Prachar & Tamayo
Firefighter 1 co-coordinators

JUNIOR FF PROTOCOL

- ❖ **Re-structured Program is 7 Modules**
- ❖ **Must Make all modules to get a Junior Certificate**
- ❖ **All Junior Training begins at 6:30 PM sharp**
- ❖ **Each Department with a Junior must send a Department Rep to each Junior Training session**

JUNIOR FF PROTOCOL

JUNIOR FIREFIGHTER REGISTRATION PACKAGE

PARENTAL CONSENT

Signature below signifies that you have read and reviewed with your son/daughter the information contained in this application and you give consent as parent or legal guardian for participation in the Junior Firefighter program at Monmouth County Fire Academy.

First and Last Name (Print)

Signature

Date

JUNIOR FIREFIGHTER ACKNOWLEDGEMENT

Junior Firefighter Acknowledgement

- Junior Firefighters will be responsible to follow all Academy Rules and Regulations. Recruit Firefighters shall read the Academy Rules and Regulations prior to the Orientation session. Rules and Regulations are available on the Academy website under the Firefighter 1 section. Academy Rules and Regulations will be covered during the Orientation session.
- Students shall be clean shaven at all times at the Academy as per OSHA 29 CFR 1910.134 regulations. There shall be no beards. Mustaches and goatees will be evaluated for compliance during the Orientation session. Failure to follow these guidelines during the duration of the course will result in an infraction and may result in a Junior Firefighter being sent home. In such an instance, the Junior Firefighter will be given no credit for the day.
- Junior Firefighters shall wear all cotton clothing including long pants to the Academy. No tank tops, synthetic wear of any kind, or hats shall be worn at any time.
- Junior firefighters shall report to all classes no later than 15 minutes prior to the scheduled start of class with adequate note-taking materials.
- Junior Firefighters in violation of Academy Rules and Regulations will be issued progressive infractions which may result in termination from course.

Signature of Junior Firefighter

I attest that I have read the above acknowledgement information and will comply with all rules and regulations of the Monmouth County Fire Academy

First and Last Name (Print)

Signature

Date

JUNIOR FIREFIGHTER REGISTRATION PACKAGE

PRE-COURSE ORIENTATION

First Name (print)

M.I.

Last Name

This Junior Firefighter has received and completed training delivered by an approved and qualified member of the Department / Company in the following areas:

- A review of the Junior Firefighter's role in your Department /Company's organizational structure.
- A review of the Department / Company Bylaws, Rules and Regulations, Guidelines and Procedures.
- Participated in a "Right to Know" station walkthrough to identify hazards.
- A review of the Junior Firefighter's duties and responsibilities as a member of the Department / Company
- The Junior Firefighter has been issued OSHA and NFPA-compliant Personal Protective Equipment for use during the course.
 - PPE includes the following:
 - SCBA, facepiece, spare cylinder, and PASS device
 - Turn-out Coat and Turn-out pants
 - Structural Firefighting Boots or other approved footwear
 - Helmet, eye protection
 - Protective Hood
 - Structural Firefighting Gloves compatible with issued Turn-out Coat

PRE-COURSE ORIENTATION APPROVAL

By signing below, I hereby acknowledge that all of the orientation requirements have been met by the Department to the above named Junior Firefighter.

Dept. / Company Rep (Print)

Title

Dept. / Company Rep Signature

Date



Monmouth County Fire Academy
 1027 Highway 33 East
 Freehold, NJ 07728
 Office: 732-683-8857
 Fax: 732-683-8978

Drill Ground Request Form

Please submit at least 3 weeks before requested activity. PLEASE print legibly.
 Out-of-County Departments: Please see Academy Website for drillground costs
 NOTE: FAILURE TO SHOW on scheduled date will result in a cost of staff charge to the department

DRILLGROUND PROTOCOL

Date of requested training _____ Department / Company _____ Station # _____

Chief of Department name _____ Chief of Department Contact # _____ Chief of Department Email _____

Training Location Requested

New Burn Building: _____ Old Burn Building: _____ Roof Prop: _____ Car Fire: _____ Other: _____

Does this activity require Live Fire or Live Fire-generated smoke? YES _____ NO _____

Smokehouse / Tower Training Evolutions: _____

New Burn Building Requested Evolutions: (See Burn Menu on website for codes and burn guidelines):

Evolution Code 1st Burn: _____ 2nd Burn: _____ 3rd Burn: _____ 4th Burn: _____ (Time Permitting)

Additional evolutions: (check as required): _____

Note: if using the roof prop, must choose peaked OR flat. Dept. may request one additional NON-FIRE* evolution.

Car Fires _____ Extrication _____ (department supplies vehicles drop off / pick up)

Roof Prop Choose 1: Flat roof: _____ Peaked Roof: _____ (dept. brings plywood – min. six 5/8" x 4' x 8' sheets)

Live Fire: Search / Rescue _____ V.E.I.S. _____ Forcible Entry* _____ Extinguishers _____

Laddering* _____ Knots / Hoisting* _____ Mask Confidence* _____ RIT Operations _____

Aerial Operations* _____ Elevated Structure _____ Other specialty _____

Lesson Plan Provided: Yes _____ (please submit with request) NO _____ Approx. # of participants: _____

Department Authorized Signature Block

I attest that all participants are covered by Workers Compensation and Liability Insurance, that all participants of any live fire activity are Firefighter 1 certified, that basic life support assets are provided by the Department and will be immediately available to any member requiring assistance due to injury or other medical issue, and that department rehabilitation and medical monitoring procedures will be in effect. I understand that Academy budgetary and staffing constraints as well as extreme weather may cause cancellation of training. Departments that do not provide a 24 hour cancellation notice will be charged \$200.00. Note: Out-of-County Departments must complete ALL information below; Monmouth County Departments only fill out the information on the left.

Department / Company Chief Signature _____ Out-of-County Department Name _____

Print name of above and date _____ _____

Out of County Department Address _____

Updated 8-24-20

**DRILLGROUND
PROTOCOL**

**ON THE F.A.
WEBSITE**

MONMOUTH COUNTY FIRE ACADEMY



NEW BURN BUILDING SUGGESTED SCENARIO GUIDELINES

2023

Guidelines:

- It is suggested that departments using the building be prepared to identify evolution types / attack routes prior to training.
- Departments who want to utilize attack routes not included in this package must submit, for Academy approval, a proposal with their drillground application outlining the specifics of the requested training

Sides and door markings are as follows

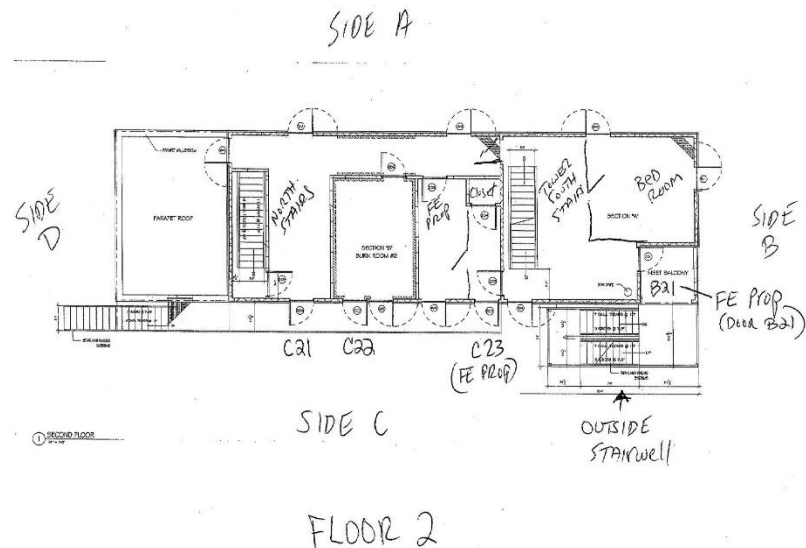


Side A

DRILLGROUND
PROTOCOL

ON THE F.A.
WEBSITE

8



DRILLGROUND PROTOCOL ON THE F.A. WEBSITE

FIRE SCENARIOS

Cellar / basement fire – Residential side

- **C-1** Enter via catwalk. Exterior Force Door C23. Interior Force 2nd floor door. Stretch down north stairs to 1st floor burn room.
 - Suggested position of attack engine: close to the catwalk if using pre-connect
 - 2 Forcible entry opportunities
 - A lot of turns
 - Static stretch might be better here
- **C-2** Enter door B21 off exterior stairwell. Force exterior door. Stretch along left wall and force interior 2nd floor door. Stretch down north stairs to 1st floor burn room.
 - Suggested position of attack engine: Side B for pre-connect use
 - 2 Forcible entry opportunities
- **C-3** Enter door B21 off exterior stairwell on B/C side. Force exterior door. Stretch along right wall to 2nd floor hallway. . Stretch down north stairs to 1st floor burn room.
 - Suggested position of attack engine: Side B for pre-connect use
 - 1 forcible entry opportunity
- **C-4** Enter door B21 off exterior stairwell on B/C side. Force exterior door. Stretch to the left and down the south stairwell. Force first floor interior door. Stretch across the first floor and into 1st floor burn room.
 - Suggested position of attack engine: Side B for pre-connect use
 - 2 forcible entry opportunities
 - Static stretch might be better here

Ground (1st) floor fire – Residential Side

- **G-1** Enter door C13. Force exterior door. Stretch around the bedroom area and into the 1st floor burn room
 - Suggested position of attack engine: Side C
 - Short stretch; ideal for preconnect
- **G-2** Enter tower doors A11 or B11. Force interior door between the tower and the residential side. Stretch down hallway and into the 1st floor burn room
 - Suggested position of attack engine: Side A or B (can be at hydrant)
 - 1 forcible entry opportunity
 - Can use preconnect
- **G-3** Enter door B11. Stretch through the door on left wall into residential side. Stretch around the bedroom mock-up and into the 1st floor burn room
 - Suggested position of attack engine: Side A or B (can be at hydrant)
 - No forcible entry opportunities
 - Can use preconnect

VENT PROP PROTOCOL



VENT PROP PROTOCOL

- ❖ Department must provide six 5/8" minimum 4' x 8' sheets of plywood – NO OSB
- ❖ Ensure you denote flat roof or peaked roof
- ❖ Angle of prop cannot be changed during training
- ❖ Maximum of 12 students

- ❖ Can request additional activity for those waiting to cut
- ❖ We urge very strongly departments cover the basics of saw operation and safety with all personnel who will participating in the training
 - ❖ Saw safety guidelines are on our website

VEHICLE FIRE PROTOCOL



VEHICLE FIRE PROTOCOL

- ❖ Department must provide vehicles – drop-off and pick-up
 - ❖ Drops-offs must be done no earlier than the day before the burn
 - ❖ Pick-ups must be made the next day
 - ❖ Any exceptions to this must be approved by the Director or a Deputy Director
- ❖ All fluids must be drained from the vehicle while off-site
- ❖ No multiple vehicle burns unless approved by the Lead Instructor
- ❖ Departments must assign a Safety Officer and a RIT must be standing by at the ready during all burn evolutions
- ❖ No vehicle parts shall be left on the training ground after the burns are completed

DRILLGROUND PROTOCOL

Arrival:

- ❖ All PM Drillground Training begins at 7:00 PM sharp
- ❖ All AM Drillground Training begins at 8:00 AM sharp
- ❖ Please arrive early to allow for sign-in and set-up
- ❖ Call Academy if your Department is running late
- ❖ All Night Drillgrounds have a hard stop at 9:15 PM

DRILLGROUND PROTOCOL

Sign-in:

SIGN-INS THAT ARE NOT LEGIBLE WILL NOT BE CREDITED FOR TRAINING

- ❖ All personnel participating in drillground shall sign in on Academy form and include their 6-digit NJ DFS number
- ❖ All Junior Firefighters and personnel without 6-digit NJ DFS numbers shall be listed separately at the bottom of the form with the last 4 digits of their SSN
- ❖ The Incident Commander, Training Officer, and safety Officer or designees shall sign in designated place on the sign-in form
 - ❖ Safety Officer SHALL be designated
- ❖ The IC shall complete the RB-23 Academy Form (Firefighter 1 Verification Form) prior to start of training,
- ❖ NO PERSON without FF1 shall be permitted to take part in any live burn activities. – this includes any PFF enrolled in the FF1 program



MONMOUTH COUNTY FIRE ACADEMY

**1027 Highway 33
Freehold, NJ 07728**

Telephone 732-683-8857
Fax 732-683-8978

Fred Migliaccio
Fire Marshal
fmigliaccio@mcfmnj.org

Anthony Avillo
Chief of Training
aavillo@mcfmnj.org

Chief,

Your Department has been approved for a Drillground activity.

Date:
Time:

Please read and sign that your Department will comply with the following guidelines:

1. All members participating in IDLH activities shall have a certification to at least NJ DFS Firefighter 1 standards and documentation of same will be provided upon request.
2. Members without NJ DFS Firefighter 1 certification shall not enter any IDLH atmosphere or be exposed to same on the exterior during operations. This includes any Junior Firefighters or any member currently taking Firefighter 1 at the MCFA or any other Tier 1 Academy.
3. Members without NJ DFS Firefighter 1 shall not operate on the exterior of the building at any time a live fire training evolution is being conducted. These members shall not raise or lower ground or aerial ladders, operate as a pump operator or Safety Officer, operate any hydrant, assist in hoseline stretching, retrieve hose from the building, or conduct any other exterior operation that can be considered active support for the live burn being conducted.

I have read, understand, and will comply with Academy guidelines stated above. The Academy will not be held responsible for the consequences of a violation of these guidelines.

Print name legibly

Department: _____

Sign name

Date: _____

Failure to submit this documentation prior to drillground date will result in cancellation.

Thanks you for your cooperation,



Anthony Avillo
Deputy Fire Marshal / Academy Director
Monmouth County Fire Academy

[Type text]

[Type text]

Form RB-23

DRILLGROUND PROTOCOL

Prep & Safety

- ❖ Academy Instructors meet with Command Staff to review scenarios requested / safety / operational guidelines
- ❖ Command Staff must advise Instructors of any equipment or personnel issues prior to conducting scenarios
- ❖ Academy Staff will instruct on evac signals / procedures and “Stop, Stop, Stop” policy
- ❖ Walkthrough / familiarization of burn building conducted
- ❖ Department shall provide an EMT for training session and if AED is carried, it shall be readily available



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Fred Migliaccio
Fire Marshal
fmigliaccio@mcfmni.org

Anthony Avillo
Chief of Training
aavillo@mcfmni.org

DRILLGROUND PROTOCOL

To: Academy Staff
From: Anthony Avillo, Director
Re: Academy Policy
STOP STOP STOP Policy
Date: 4/22/22

Effective immediately, all Instructors shall be cognizant of and adhere to the following:

1. During all active Drillground evolutions including Firefighter 1 and 2, the following shall be policy, students and departments informed, and reinforced before every drillground activity:
 - a. When a recruit / student has an emergency that he or she deems perilous to their health and well-being, a universal code shall be established.
 - b. The code used shall be "**STOP, STOP, STOP**" (repeated three times.)
 - c. When **STOP, STOP, STOP** is declared, the following shall occur:
 - all activities shall stop,
 - Instructors in the area shall declare "**REAL WORLD**" over the academy radio channels and issue a CAN report regarding the emergency.
 - The assigned EMT(s) shall immediately respond to the area / student or concern
 - BLS or ALS shall be summoned by the Lead Instructor or Coordinator through the established channels.
 - e. All protocol for a drillground shall be adhered to.
 - f. Area instructors shall write and forward a report to the Director before the end of the day's training.

This code shall be policy and reinforced at all courses and classes taught here at the Academy.

By order,



Anthony Avillo
Deputy Fire Marshal / Academy Director
Monmouth County Fire Academy

DRILLGROUND PROTOCOL

Accountability:

- ❖ Accountability shall be strictly enforced at all times.
- ❖ Accountability tags shall be collected and maintained in designated areas as directed by Instructor Staff

Injuries

- ❖ ALL injuries shall be reported immediately to Academy staff and documented on Academy forms
- ❖ Any personnel requiring a transport to any medical facility shall be accompanied by department representatives as designated by the IC

DRILLGROUND PROTOCOL

PPE Guidelines:

- ❖ **NO ONE shall be allowed to operate on the concrete pad and/or conduct any drillground activity with facial growth.**
- ❖ **Unless permitted by Academy Lead Instructor, ALL personnel actively operating in or around the structure shall be in full PPE and SCBA.**
- ❖ **During live burn scenarios, All personnel engaged in suppression or support activities inside or outside shall be in full PPE and SCBA**
- ❖ **Accountability tags shall be collected and maintained in designated areas as directed by Instructor Staff**

DRILLGROUND PROTOCOL

Operational Guidelines:

- ❖ RIT Team shall be designated and in place at the ready for each scenario.
- ❖ All apparatus operating in reverse SHALL have guides directing the apparatus during entire reverse activity.
- ❖ NO Master stream operations will be permitted
- ❖ Department is responsible to use apparatus lights to illuminate drillground

Clean-up / Post Operation Activities

- ❖ Department personnel shall assist Academy Staff in the complete clean-up of the training areas as directed

**IF ONE KID DOESN'T GO
HOME IN A BODY BAG
BECAUSE OF WHAT YOU
TAUGHT HIM OR HER,
THEN YOU DID YOUR
JOB AS AN INSTRUCTOR
– A. GUZZI**



2023



QUESTIONS????

**DON'T LET TODAY
BE THE BEST
THEY'LL EVER BE**