

Maine Fire Service Institute

2020 FIRE OFFICER ACADEMY

To be held at Eastern Maine Community College
in Bangor, ME



Fire Officer Principles
SECOND EDITION

Summary (3)

- Positive discipline makes fire strong and confident.
- Negative discipline is aimed correcting individual behavior

**FIRE OFFICER LEVEL I & II PRINCIPLES & PRACTICE:
An Intensive 8 Day Academy**

Primary text: *NFPA 1021 Standard for Fire Officer Professional Qualifications, 2014 Edition* (Jones & Bartlett publishers)

To register: Payment and registration form are due by December 20, 2019, and can be mailed to: MFSI ATTN: FOA, 19 Sewall Street, Brunswick, ME 04011. Please make checks or purchase orders (original purchase orders only) payable to: MFSI/SMCC.



DEADLINE TO REGISTER: 12/20/2019

Program Overview

The Maine Fire Service Institute is pleased to offer Maine Fire Fighters an opportunity to attend our Fire Officer I & II Academy. This intensive 8-day program will be held at the Eastern Maine Community College (EMCC) in Bangor, ME. The Residential Academy begins Friday, May 29 and runs through June 6 (2020). The required course “Fire Service Writing” will be offered at EMCC on Friday, January 10 (2020) from 8:00am to 4:00pm, and continues on Saturday, January 11 from 8:00am until noon. The mandatory Orientation Session follows from 1:00pm to 5:00pm on Saturday, January 11. Lodging for the writing class & orientation will be provided for accepted candidates, if needed.

The “Fire Officer: Principles and Practices” course is a modern integrated learning system from Jones & Bartlett Publishers that prepares graduates to be certified at the Fire Officer I and II levels. This course combines current content with dynamic features and interactive technology to better support students to prepare for and enhance a career as a Fire Officer. This course covers the entire spectrum of the NFPA 1021, Standard for Fire Officer Professional Qualifications, 2014 Edition, including written and oral communication, size-up, and budgeting up to and including the Fire Officer II level.

The features of this program will help students take that extra step toward becoming outstanding fire officers. They include detailed case studies; advice and encouragement from veteran fire officers; Fire Command Simulator exercises for ALL participants; and Subject Matter Experts presenting material over the course of the Academy.

Practical coverage of:

- Preparing for promotion
- Training & coaching
- Working in the community
- Creating a budget
- Organized labor and the fire officer
- Crew resource management
- Communications & presentation skills

**THIS COURSE REQUIRES STUDENTS TO
HAVE INTERNET ACCESS AND AN EMAIL
ACCOUNT. BRING YOUR LAPTOP!**



SCHEDULE

DECEMBER 20, 2019:

Deadline to apply

DECEMBER 23, 2019:

Acceptance letters mailed

JANUARY 10 & 11, 2020:

Mandatory Report Writing Class and Orientation. *Hotel lodging provided on Jan. 10 if needed*

MAY 29 - JUNE 6, 2020:

Residential Fire Officer Academy. *Lodging at EMCC*

JUNE 6, 2020:

Fire Officer Academy Graduation
1:00pm - EMCC Mathieu
Auditorium

TUITION

\$1200 (\$2000 for out-of-state applicants) includes: 8 intense days of instruction at EMCC & the required Fire Service Writing Class (12 hrs.) and Orientation to be held on January 10 & 11, 2020 at EMCC.

The FOA class begins Friday, May 26 at 8:00am and continues until Friday, June 5, 2020. Please note that there are morning, afternoon, and evening classroom sessions each day. The Fire Officer I & II ProBoard Written Examination will be conducted on Saturday, June 6, 2020 at 8:00am.

LOCATION

The Maine Fire Service Institute is located on the Southern Maine Community College Midcoast Campus of SMCC at 19 Sewall Street in Brunswick, ME. SMCC is an equal opportunity, affirmative action employer and educational institution that complies with the Americans With Disabilities Act.

These courses are subsidized by the operating funds provided through the Fire Investigation and Prevention Tax.



2018 Fire Officer Academy Graduates

The Residential Fire Officer Academy will be held at the Eastern Maine Community College campus in Bangor, ME. All candidates will be required to reside at the campus for the duration of the course. Lodging and meals will be provided. *If you require any special accommodations or diet needs, please include a brief note along with your registration materials. We will do our best to accommodate your needs.*

Scholarships: Academic scholarships may be available for applicants whose community is a member of Maine Municipal Association Risk Management Services. Applications may be downloaded at www.memun.org/rms/lc/grant.htm. Academic scholarships may be available from the Maine State Federation of Firefighters for applicants who are dues-paying members: applications may be found at www.msfff.org. The Sherm Lahaie Family Foundation also may provide a scholarship for self-paying graduates. Programs at SMCC/MFSI are also approved for the use of GI Bill® benefits. *For more information, please contact Peter Rines at 207-844-2074. Most scholarship require the applicant to pay tuition and then seek reimbursement after acceptance to the academy.*

Fire Officer Applicants: Preference will be given to applicants with five (5) years of documented fire service experience. NFPA Fire Fighter I & II and NFPA Fire Instructor I; Must submit applications with Chief's signature, a cover letter, copies of Fire Instructor I and Fire Fighter I & II certifications, and resume prior to December 20, 2019 at 4:00pm. Your payment will be processed immediately. In the event of under enrollment, you will be notified promptly and a full refund will be issued.

Fire Officer I & II: Participants meeting required prerequisites (copies of certificates must be received by 12/20/19) who successfully complete the Academy will be eligible for the certification written exams. Academic credit will be available to matriculated students attending SMCC or EMCC and enrolled in the Fire Science Technology degree program. For more information, please contact Peter Rines regarding course credit (207-844-2074).

Pre-Course Assignments: Jones & Bartlett Fire Officer I/II online quizzes and all in-basket exercises must be completed prior to check-in at the Academy on 5/29/20. Failure to complete these assignments prior to check-in will be cause for dismissal from the program. You will find the in-basket exercises throughout the Student Workbook. MFSI will provide each candidate with guidelines to follow for construction of the written reports that require a refined document. Fire Officer Candidates shall construct the in-basket reports following the format in the Writing Guide, utilizing Microsoft Word®, and shall submit same electronically. If Word® is not available, please notify Academy Coordinator during orientation.

Examination: A written comprehensive exam will be administered to all candidates seeking ProBoard certification at Fire Officer I and II levels by the Curriculum & Certification office of MFSI. A successful score of 70% correct is required for a passing grade. Candidates will also be evaluated on a pass/fail basis during the final day of simulations. This portion of the test will be recognized as the "Practical Skills End Test". Candidates must be successful in both the written and skills test to receive certification.



REGISTRATION FORM



The deadline to submit an application is December 20, 2019 by 4:00pm. Please mail application materials to: MAINE FIRE SERVICE INSTITUTE - 2020 Fire Officer I & II Academy c/o Anne Heinig, 19 Sewall Street, Brunswick, ME 04011. **Fax and email submissions are not permitted.**

Full payment is \$1,200.00 (\$2,000.00 for out-of-state applicants) and is due along with your registration. Acceptance is based upon availability. The Academy has a minimum of 12 participants and a maximum of 24 participants. MFSI reserves the right to limit the number of applicants from any one fire department.

Please make checks or purchase orders (original purchase orders only) payable to: MFSI/SMCC. The individual student is responsible for all payments unless the department specifies otherwise through the original purchase order or Fire Dept payment. You must include your Chief's signature. Refunds will be issued if you are not selected. A \$300 non-refundable deposit fee will be assessed if you withdraw after January 1, 2020. The final withdrawal date before full tuition penalty is January 10, 2020. Notification of acceptance will be sent via mail and/or email on December 23, 2019.

Checklist for complete application:

- Chief's signature (below)
- Registration information form (below)
- Full payment (check or purchase order)
- Copies of Fire Instructor I and Fire Fighter I & II certifications

**Have questions? Please contact
Walter Morris, Fire Officer
Academy Program Manager
(207-205-2762 or
wmorris@smccme.edu)**

Incomplete applications will not be considered.

Registration Information: MFSI 2020 Fire Officer I & II Academy - Bangor, ME

Name: _____

Fire Dept/Agency/Company: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Email: _____

Applicant Signature: _____ Date: _____

Fire Chief or Authorized Agent Signature Required for All Applicants

I CERTIFY THAT _____ IS A MEMBER OF THE _____

FIRE DEPARTMENT AND WILL BE COVERED BY THE DEPARTMENT'S INSURANCE DURING THE ACADEMY TRAINING; THAT THE APPLICANT IS NOT PRESENTLY DRAWING WORKER'S COMPENSATION BENEFITS; AND HAS _____ YEARS OF EXPERIENCE.

*Chief's Signature: _____ Date: _____

*Chief's signature does not imply fire department's responsibility for tuition. The individual student is responsible for all payments unless the department specifies otherwise through original purchase order or fire department payment.