



[www.mfsi.me.edu](http://www.mfsi.me.edu)

SPACE LIMITED TO  
18 CANDIDATES

OXFORD HILLS REGION

AT HEBRON ACADEMY 339 Paris Road, Hebron, ME

# FIRE OFFICER I

APPLICATIONS DUE OCTOBER 12TH

**Prerequisites:**

- Firefighter I & II
- Fire Instructor I
- 5 years of fire service experience
- ICS 100 & 200

**Program Cost:**

- \$250 In State
- \$500 Out of State



2023 | OCT 22 - NOV 1, 10, 11, 12, 29 - DEC 13, 16



# FIRE OFFICER I

## Oxford Hills Region at Hebron Academy

339 Paris Road, Hebron, ME

*Space is limited to 18 candidates.  
Business casual wear or department uniform is  
required at all classes. Additional time may be  
necessary to complete all written projects and quizzes  
in order to satisfy certification requirements.*



*Prerequisites:* Applicants shall submit a valid Firefighter I & II and Fire Instructor I certificate (does not need to be ProBoard level). Plus, 5 years of fire service experience and ICS 100 & 200. The latter can be completed online at [training.fema.gov/nfa](http://training.fema.gov/nfa)

### REGISTRATION

Application must include:

- Attached Registration Form
- Cover Letter
- Updated Resume
- Chief's Recommendation
- Certificate Copies

*Preference will be given to Oxford and Androscoggin County candidates and based on rank and time in service.*

Submit all applications to:  
MFSI - ATTN Anne Heinig  
19 Sewall Street, Brunswick, ME 04011  
or emailed to [aheinig@smccme.edu](mailto:aheinig@smccme.edu)

*Please do not send payment with registration packet.  
See the Billing Procedure page for details.*

This course is designed for the first-line company officer/supervisor and satisfies the requirements of the National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications, Chapter Four "Fire Officer I". This course is structured around classroom lectures and group exercises to improve your abilities to manage a single fire company. This includes responsibilities such as the development of an Incident Action Plan (IAP), personnel management, mentoring, and community relations.

*Upon completion of this course you are eligible to take the National Board on Fire Service Professional Qualifications (Pro Board) written exam and skills testing.*

### KEY DATES

Application Deadline: October 12th  
*Attendance at all classes is mandatory.*

Orientation: October 22nd 13-1800 hours

November 1st 19-2000 hours (Zoom)

November 10th 18-2100 hours

November 11th & 12th 08-1700 hours

November 29th & December 13th 19-2000 hours (Zoom)

December 16th 09-Complete (Test & Simulations)

*Questions? Contact Walter Morris at [wmorris@smccme.edu](mailto:wmorris@smccme.edu)*

### PROGRAM COST

In State Tuition: \$250

Out of State Tuition: \$500

The Peter L. Rines Memorial Scholarship may be available for qualifying students. Please contact MFSI Director Jim Graves 207-844-2078 or [jgraves@smccme.edu](mailto:jgraves@smccme.edu)  
[www.mfsi.me.edu](http://www.mfsi.me.edu)





SOUTHERN  
MAINE  
COMMUNITY  
COLLEGE

## Registration Form

SMCC ID# \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

BIRTH/OTHER NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_

CELL PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTY \_\_\_\_\_ SOCIAL SECURITY # (last 4 digits) \_\_\_\_\_

GENDER\* ☐ FEMALE ☐ MALE

BIRTHDATE\* \_\_\_\_\_

MINOR RELEASE FORM REQUIRED FOR STUDENTS UNDER 18 YEARS OF AGE

ETHNIC GROUP\* (CHOOSE ONE) ☐ HISPANIC/LATINO ☐ NOT HISPANIC/LATINO

RACE\* AMERICAN INDIAN OR ALASKA NATIVE

(CHOOSE ALL THAT APPLY) ☐ BLACK OR AFRICAN AMERICAN

☐ ASIAN

☐ WHITE

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

\*OPTIONAL – THIS INFORMATION IS USED FOR REPORTING PURPOSES ONLY

YOUR REASON FOR ENROLLING ☐ DEGREE OR CERTIFICATE ☐ PERSONAL ENRICHMENT

☐ TRANSFER TO ANOTHER COLLEGE ☐ SKILLS FOR EMPLOYMENT ☐ OTHER

I HAVE BEEN A RESIDENT OF MAINE SINCE \_\_\_\_\_ (for non-educational purposes)  
MONTH/YEAR

ARE YOU A U.S. CITIZEN? ☐ YES ☐ NO PROOF OF MAINE/US RESIDENCY REQUIRED TO QUALIFY FOR IN-STATE TUITION

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED? ☐ YES ☐ NO

REGISTRATION YEAR \_\_\_\_\_ TERM ☐ FALL ☐ SPRING ☐ SUMMER

COURSE CODE	COURSE NUMBER	COURSE SECTION	COURSE TITLE	CREDITS	A AUDIT R REPEAT	OFFICIAL USE
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			FIRE OFFICER I // OXFORD HILLS REGION 2023			

STUDENT SIGNATURE \_\_\_\_\_



*In Service Since 1948*

## **Fire Chief's Permission to Participate Form**

I, \_\_\_\_\_, do attest and certify that \_\_\_\_\_ is a member of the \_\_\_\_\_ Fire Department and will be covered by the department's insurance during this Fire Officer I program, and is not presently drawing worker's comp benefits and meets the minimum prerequisite requirement for the course, including:

- Certified FF I and FF II (does not need to be ProBoard)
- Fire Instructor I (does not need to be ProBoard)
- Five years credible fire service experience

I further understand that completion of the program will result in the Fire Department member being eligible to work towards a ProBoard certified Fire Officer I certificate.

**Chief's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OR**

I, \_\_\_\_\_, do attest and certify that \_\_\_\_\_ is a member of the \_\_\_\_\_ Fire Department and will be covered by the department's insurance during this Fire Officer I program, and is not presently drawing worker's comp benefits but does not meet the minimum prerequisite requirement for ProBoard certification and will only receive a provisional state completion certificate or a certificate of attendance. The candidate has:

- Five years credible fire service experience

**Chief's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



*In Service Since 1948*

## **Program Billing Procedure**

In the past, MFSI has collected payment for programs and courses at the time of registration. However, in an effort to avoid delays in departments/individuals/agencies receiving their reimbursement funds for canceled programs, we will not be collecting payment for any program until after it has begun.

Please use this form to provide information about the intended payment method (whether it will be an individual or a fire department/other agency) so that MFSI can invoice the payer after the program's start date. We ask that you write legibly or type your responses.

**Your application will not be considered complete without this form filled out in its entirety.**

**Payment method\*: Purchase order from fire department/municipality**

**Personal check**

**Purchase order number (if applicable):**

**Payer (name/department name):**

**Candidate's name (if different from payer):**

**Course name:**

**Course location:**

**Payer's address for receipt of invoice:**

**Email address or phone number of payer (not candidate):**

This form, and all other registration materials, should be submitted to Anne Heinig at [aheinig@smccme.edu](mailto:aheinig@smccme.edu) or MFSI, ATTN: Anne Heinig, 19 Sewall Street, Brunswick, ME 04011.

If you have any billing questions, please contact Nancy Russell at [nrussell@smccme.edu](mailto:nrussell@smccme.edu).

*\*Please note: MFSI cannot accept payments made via credit card.*

# Peter L. Rines Scholarship

## MFSI Fire Instructor & Fire Officer Programs



*In Service Since 1948*

Peter L. Rines began a long career in the Maine Fire Service as a call fire fighter in the Town of Wiscasset Fire Department. In the early 1990's he became the town's first and only full time firefighter. Through the years, he served the community as Fire Captain, Director of the Wiscasset Ambulance Service and Interim Fire Chief.

After earning his associate degree in Fire Science Technology in 1998, Peter began a career in training of Maine's fire fighters as a State Fire Instructor, a Training Program Manager and as Certification and Curriculum Manager with the Maine Fire Service Institute. Through Peter's hard work and perseverance certification programs were developed for Fire Fighters, Fire Instructors and Fire Officers and eventually Pro Board certification and national reciprocity of Maine's training programs.

Peter was a true 'Mainer' through and through, and he cared very deeply for the Maine fire service. He will forever be remembered as a person that improved the lives of countless individual fire service members. Upon his death in September 2021, the Peter L. Rines MFSI Fire Instructor/Fire Officer Scholarship was established to continue his legacy of commitment to the training and education of Maine firefighters.

### *Scholarship Goal*

The intent of the Peter L. Rines scholarship is to provide financial assistance to Maine fire/rescue department members to help facilitate their attendance at a Maine Fire Service Institute Fire Instructor Program or Fire Officer Program/ Academy. Priority will be given to those applicants from resource deprived communities and fire departments facing financial barriers to attendance.

### *Selection Criteria*

The Scholarship Selection Committee shall choose recipients based on the following criteria:

- Applicant has met application criteria.
- Applicant has demonstrated personal financial need.
- Chief has endorsed application and documented community/fire department financial need.
- Applicant has explained future benefit to the community/fire service within the State of Maine.
- Applicant has demonstrated a sustained high level of commitment to the fire/rescue service.



# Peter L. Rines Scholarship

## MFSI Fire Instructor & Fire Officer Programs



*In Service Since 1948*

### *Request a Scholarship:*

Contact Director Jim Graves  
Email: [jgraves@smccme.edu](mailto:jgraves@smccme.edu)  
Phone: 207-844-2071  
Website: [mfsi.me.edu](http://mfsi.me.edu)

### *Application Criteria*

Any member in good standing of a Maine Fire Department holding the necessary prerequisite certifications may apply for the program desired. The application shall include a cover letter briefly stating intent and financial need, personal goals in the fire service and anticipated community/fire service benefits. A completed application form with the Fire Chief's endorsement is also required.

### *Application Period*

Upon request and in conjunction with the Maine Fire Service Institute program offering brochure, notification shall be given of:

The intent of the scholarship.  
Scholarship application process and deadline.  
Amount of funding available.

### *Submit Scholarship Application to:*

Maine Fire Service Institute  
Attn: Peter L. Rines Scholarship  
19 Sewall Street, Brunswick, ME 04011  
Or Email: [jgraves@smccme.edu](mailto:jgraves@smccme.edu)

### *Notification of Awards*

At least two weeks prior to the application deadline for the program, applicants will be notified of scholarship awards. Funding will be credited directly to the recipient's program fee upon obtaining Pro-Board Certification.



Mid Coast Campus  
19 Sewall Street  
Brunswick, ME 04011

Office: 207-844-2070  
Fax: 207-844-2082  
[mfsiinfo@smccme.edu](mailto:mfsiinfo@smccme.edu)