



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

## Firefighter 1 Registration Application

(21 December 2015 Update)

Please read the entire application, follow all instructions, and complete all parts of this application prior to submitting

### Instructions:

- Provide all requested information and all signatures where required or the application will be rejected.
- Hand in (do not fax) enrollment packages to the Monmouth County Fire Academy at least 10 days prior to the FF1 program start date.
- There is a limited enrollment. 32 students will be accepted on a first come – first serve basis.
- No one will be granted enrollment without a completed enrollment package and no slots will be held or reserved for any department.
- Incomplete enrollment packages will be rejected.
- Departments have an option to have the student's physician complete the form on page 4 OR the department can attach a completed copy of the "N.J. State Firemen's Association Membership Application", both front and back pages, OR provide attach documentation that the candidate has passed a medical examination that meets the requirements of NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments.

Class Preference:

Tuesday / Saturday \_\_\_\_\_

Thursday / Sunday \_\_\_\_\_

\_\_\_\_\_  
Student Name

## Firefighter 1 Candidate Information

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Age (Must be 18 at start of program)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Home Phone #:

\_\_\_\_\_  
Cell Phone #:

\_\_\_\_\_  
E:mail address:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City / Town

\_\_\_\_\_  
State / Zip

## Fire Department Contacts / Family Contacts

\_\_\_\_\_  
Fire Department / Company Number  
(13-25-1 for example)

\_\_\_\_\_  
Fire Chief's Name

\_\_\_\_\_  
Primary Emergency Contact  
(Not Fire Chief)

\_\_\_\_\_  
Fire Station Street Address

\_\_\_\_\_  
Fire Chief's Cell Number

\_\_\_\_\_  
Primary Contact Phone Number

\_\_\_\_\_  
City /Town

\_\_\_\_\_  
Fire Chief's Home Number

\_\_\_\_\_  
Secondary Emergency Contact  
(Not Fire Chief)

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Fire Chief's E-mail address

\_\_\_\_\_  
Secondary Contact Phone Number

## Requirements of Firefighter 1 Candidates

All candidates seeking to attend the Firefighter 1 basic training program at the Monmouth County Fire Academy must meet the following criteria:

- The candidate must be 18 years of age or older at the start of the program.
- This registration package must be completed fully. It must be submitted to the fire academy and each part must be legible, otherwise the enrollment package will be rejected.
- The applications are taken on a first come – first serve basis and county residents have priority over out of county residents.
- The program is designed to run on a Tuesday evening (1850 hours to 2200 hours) / Saturday day track (0750 hours to 1600 hours) or a Thursday evening (1850 hours to 2200 hours) / Sunday day track (0750 hours to 1600 hours).
- In the event of termination or dismissal from the program, the textbook and corresponding study guide must be returned to the Monmouth County Fire Academy.
- For further information:

Monmouth County Fire Academy  
1027 Highway 33 East  
Freehold, NJ 07728

Phone Number 732-683-8857

**Do not fax this enrollment package for reasons of information security; the original must be handed in. Please retain a copy for your records.**

## Medical Evaluation Section (updated 4 April 2014)

Departments have an option to have the student's physician complete this page OR the department can attach a completed copy of the "N.J. State Firemen's Association Membership Application", both front and back pages, OR provide attach documentation that the candidate has passed a medical examination that meets the requirements of NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments.

\_\_\_\_\_  
Firefighter Candidate Name

\_\_\_\_\_  
Course Start Date

This section is to be completed by a Physician or other Licensed Health Care Professional (PLHCP).

The above student will be attending a physically demanding and intensive training program for the purpose of serving as a Firefighter in his or her community. The activities that the above candidate will have to perform will include the following activities:

- The student will be required to wear approximately 50 pounds of personal protective equipment including self-contained breathing apparatus, and perform various physically demanding tasks such as advancing hoselines, crawling in smoke while executing a search, and climbing ladders, for up to 1 to 2 hours at a time (with breaks made available during that time frame).
- While wearing the above personal protective equipment and carrying various tools, the student will be required to crawl on hands and knees for distances of several hundred feet in a smoke filled environment while wearing protective breathing apparatus.
- The student will be required to perform fire suppression techniques while wearing personal protective equipment and self-contained breathing apparatus in environments that are Immediately Dangerous to Life and Health (IDLH), to include smoke and high heat.
- While wearing personal protective equipment, the student will be required to advance charged hose lines up and down several flights of stairs.
- The student while wearing personal protective equipment will be required to operate from ladders at heights of 3 stories and transfer from the ladder into and out of windows and onto or off of roofs.
- This program attempts to replicate real-world fireground conditions while providing for student safety. Nevertheless, it is imperative that the student be physically fit for this program and capable of wearing self-contained breathing apparatus under such settings. Heart attacks are a leading killer of firefighters, so a medical evaluation before such activities is a must.

After reading the above description of the required training, it is my opinion that the firefighter candidate listed above is medically fit for participation in the Monmouth County Fire Academy's Firefighter-1 Basic Training Program that begins on the date specified above.

Signed,

\_\_\_\_\_  
Physician or other Licensed Health Care Professional (PLHCP) Signature and Date

\_\_\_\_\_  
\*\*PLHCP name, Office Address and Phone Number required

## **Responsibilities to be completed by Department / Company prior to the start of the Firefighter 1 Program**

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### **Firefighter Candidate Name:**

- The candidate has received and completed training given by a chief officer, training officer, or the chief's designee in the following areas:
- The history and organizational structure of the department and / or company, and the candidates' role in this structure has been discussed with him or her
- The candidate has received the appropriate training to be able to successfully identify his or her company and department designation using the county numbering system and has been shown the response area that the department is responsible for protecting
- Department SOP's and SOG's have been reviewed
- The Department Exposure Control Plan has been described to the candidate
- The "Right To Know" station walk-through has pointed out potential hazards
- Department equipment familiarization covering each apparatus and associated equipment in the candidate's company
- The duties and responsibilities of the candidate, as a member of the department or company, have been explained
- The Candidate has downloaded (available through the Monmouth County Fire Academy web site) and read the Right to Know Brochure (this handout is found under the Firefighter 1 link)
- The candidate has been issued OSHA and NFPA compliant Personal Protective Equipment for structural firefighting for use during the Firefighter 1 Basic Training Program. This includes the following:
  - SCBA, spare cylinder, and PASS device
  - Turn-out Coat and Turn-out Pants
  - Structural firefighting boots or other appropriate footwear
  - Helmet / Eye protection
  - Protective Hood
  - Structural Firefighting Gloves

# Fire Academy Rules and Regulations

**TOPIC:** Rules and regulations for Firefighter 1 candidates

**PURPOSE:** To increase and enhance student safety and success

**DISCIPLINARY PROCEDURES:**

- A. The 4 tiered disciplinary protocol listed below are for any of the following infractions:
  - a. **Lateness to class / tardiness**
  - b. **Sleeping or inattentive behavior in class**
  - c. **Food or drink or spit bottles for tobacco juice during the lecture part of any class**
  - d. **Cell phone, pager, or other electronic device disturbance during class**
  - e. **Text messaging from a cell phone or other electronic device during the lecture**
  - f. **Wearing of hats (other than for religious reasons) or hoods or sun glasses during class**
  - g. **Failure to wear approved clothing:**
    - i. See attached addendum entitled Dress Code Policy for specific details
  - h. **No beards or facial hair that violates 29 CFR 1910.134**
  - i. **Acts of insubordination**
- B. **1<sup>st</sup> offense** requires written documentation of the offense for fire academy records and a review with the student concerning fire academy rules and regulations.
- C. **2<sup>nd</sup> offense** requires written documentation of the offense for fire academy records and a letter to the student reiterating fire academy guidelines.
- D. **3<sup>rd</sup> offense** requires written documentation of the offense for fire academy records, a counseling session with the student, and a letter to the department from which the student represents.
- E. **4<sup>th</sup> offense** requires dismissal from the program with the intention that the student may return to take the program (starting from the beginning) at a time that is more suited to their time constraints, so long as there are openings for a course that is being run.

**IMMEDIATE TERMINATION** for acts of cruelty and bullying, intentional harm or threats of harm to students or staff, and / or intentional damage to property or equipment.

**TERMINATION DUE TO MISSED CLASSES:** The **first SCBA practical session** is critical to student safety. This session requires mandatory attendance or the student will be immediately dropped from the program. They will have the opportunity to reenroll the following semester.

**SUMMARY:** It is the instructor cadre's responsibility to protect our students from potential harm. To do this, we must have a series of guidelines in place that will govern the actions of our students, provide them with an environment conducive to learning, and keep them safe.

## **Fire Academy Rules and Regulations**

### **Dress Code Policy**

In the interest of student safety, all Firefighter 1 students are required to wear clothing that will enhance their safety and well-being for the duration of their training. This clothing guideline is to be in effect for each and every Firefighter 1 training session regardless of what lecture or practical activity is listed for that day.

For the safety of our students, all Firefighter 1 candidates are prohibited from wearing synthetic clothing. Synthetic clothing degrades rapidly upon exposure to extreme heat conditions. While all of our students are required to wear complete personal protective equipment (PPE), this additional requirement will further protect our students.

No student (or their department), are to be subjected to the hardship of purchasing additional safety equipment such as uniforms, but students are required to be in non-synthetic clothing. Jeans, crewneck T-shirts, and / or sweatshirts are to be worn while at the fire academy. These are typical everyday items that are cotton.

These items wear well and offer a higher degree of safety to our students without subjecting our students to financial hardships.

Items such as spandex are not to be worn.

Obviously, the departments that we serve on a daily basis would most readily agree that the safety and well being of their members is of the utmost importance. *NFPA Standard 1500 Fire Department Occupational Safety and Health Program, 2007 Edition*, section 7.1.6 reflects such a concern for our students.

Students found in violation of this safety guideline may be sent home immediately and required to make up the training day. If the student is sent home, that day will have to be repeated and counts as an absence, in addition to the disciplinary action taken.

#### **Rules and Regulations Signature Block**

**I have received and read the Rules & Regulations and the Dress Code Policy for the Monmouth County Fire Academy, Firefighter 1 Course. These Rules & Regulations and Dress Code Policy are understood by me and by signing below I hereby acknowledge that I fully understand and will adhere to all of the Rules & Regulations and Dress Code Policy. Furthermore I understand that violation of these Rules and Regulations and Dress Code Policy shall be documented by the Fire Academy and is grounds for disciplinary action as identified above.**

\_\_\_\_\_  
**Firefighter 1 Candidate's Signature:**

## **Firefighter 1 Administrative Guidelines: Testing Opportunities and Module Make-up Policy**

Each Firefighter 1 class will be offered the chance to pass the Division of Fire Safety's Firefighter 1 exam a total of 3 times. There will be no additional exams given other than these 3 test opportunities. The administering of the 3<sup>rd</sup> exam will be completed no later than the 6<sup>th</sup> week after the last day of the FF1 class that the student is enrolled in, unless weather considerations or unforeseen administrative issues force the fire academy to delay the exam.

The same principle also applies to the Hazardous Materials Awareness (HMA) and Hazardous Material Operations (HMO) exams. Each of the HMA and HMO exams will be offered a total of 3 times. There will be no additional exams given other than these 3 test opportunities for HMA and HMO. The administering of the 3<sup>rd</sup> exam will be completed no later than the 6<sup>th</sup> week after the last day of the FF1 class that the student is enrolled in, unless weather considerations or unforeseen administrative issues force the fire academy to delay the exam.

Firefighter 1 students will also have up to the end of the semester following their class, to make up any missed modules unless a doctor's note or proof of military service is presented. If appropriate documentation is given, the window for making up the missed modules is extended to 1 year after the end date of the student's original FF1 class.

Successful completion of this program requires significant self-study on the part of the student and fire department / company officers taking an active role in supporting and following up their candidates' progress.

**Workers Compensation and Liability Insurance, Medical Clearance,  
Department Responsibilities, and Rules and Regulations Signature Block**

I attest that the above activities and department responsibilities on page 5 of this application have been covered with the Firefighter candidate; the candidate identified on this application, is a member of the fire department / company and is 18 years of age or older at the start of the program; the candidate is covered by Workers Compensation and Liability Insurance; the medical section on page 4 of this application has been completed in its entirety OR a completed copy of the "N.J. State Firemen's Association Membership Application", both front and back pages is attached, OR documentation that the candidate has completed a medical examination that meets the requirements of NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments, has been attached. The Monmouth County Fire Academy strongly recommends that any medical exam be in compliance with NFPA 1582.

I have read the rules and regulations and dress code policy and understand that the candidate is required to follow these rules for his or her safety. I have also read and understand the testing and makeup policy and will periodically meet with my candidates that are enrolled in the program to follow their progress. I understand that I can meet with the Fire Academy Director to follow up on the progress of my departments' members.

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

\_\_\_\_\_  
Print or enter name of above, clearly

\_\_\_\_\_  
Print or enter name of Fire Department or Company

\_\_\_\_\_  
Chief's Cell Number

\_\_\_\_\_  
Chief's Home Number

\_\_\_\_\_  
Department / Company Chief's E-Mail address