

Mercer County Fire Academy

FALL 2011

COURSE CATALOG



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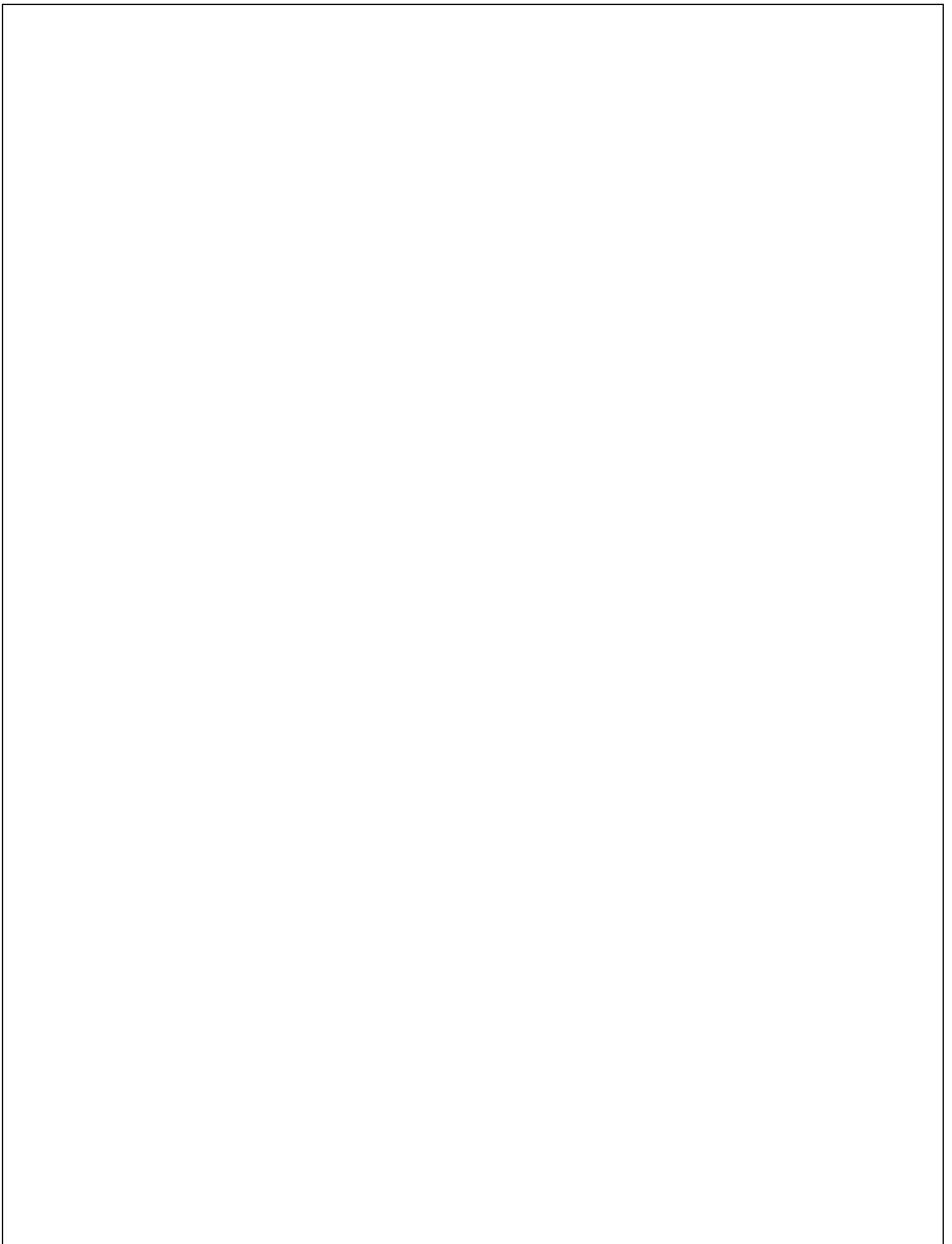
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Mission Statement

The mission of the Mercer County Fire Academy (MCFA) is to prepare Mercer County Fire & Emergency Services personnel with the knowledge and skills necessary to successfully, safely and competently contribute to fulfilling their personal and organizational duties.

Vision Statement

The Mercer County Fire Academy is committed to providing exceptional and realistic training opportunities through cost-effective innovation; by providing a staff built upon excellence, experience and professionalism; and through dedication to a high standard of customer service.

Core Values and Principles

The Mercer County Fire Academy is committed to:

Doing the Right Thing

Integrity, trust, respect, and commitment

The Ideal that Everyone Must Make a Difference

Individual and organizational responsibility, accountability, teamwork, and collaboration

Anticipating and Meeting the Mercer County Fire Service Needs

Proactive planning, innovation, creativity, responsiveness, and excellent customer service

COURSE OFFERING GUIDE

What we here at the academy have developed for this semester are courses that are part of a series focused around essential skills that are necessary for fire ground operations.

What we set as goals to achieve was addressing the specific needs of firefighters that need to brush up on a specific skill or educate and advance themselves into a higher level of fire service training.

FREE COURSE OFFERINGS

We understand that training budgets may be affected by the current state of the economy and that opportunities to train may be limited.

What we have come up with to ensure that training will not be compromised is a monthly **FREE** class. The months of September, October and November the Fire Academy will host a class free of charge to anyone wishing to attend.

**Interested participants will still need to fill out the necessary registration forms and submit it to the Academy, but you or your Department will not be charged for attending.

We hope you will take advantage of this opportunity!

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Appliance Fire Investigations (FREE)	Oct 11, 2011	Ken Kandrac	3	5
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Developing & Managing Fire Streams	Oct 27, 2011	Bill Chyzik	3	7
Drill Ground Instructor	Dec 3, 2011	Jack Rindt	8	8
Firefighter I	Aug 8, 2011 – Nov 30, 2011	MCFA Instructors	170	8
Fire Department Coaching (FREE)	Sept 21, 2011	Robert Tharp	3	9
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Forcible Entry Techniques	Oct 7 & Oct 8, 2011	Keith Greene	12	9
Hazardous Materials Awareness	Aug 27, 2011	MCFA Instructors	4	10
Hazardous Materials Operations	Nov 2 & Nov 3, 2011	MCFA Instructors	8	10
ICS 100 / NIMS 700	Aug 13, 2011	MCFA Instructors	8	10
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Rope Rescue for the Fire Service	Sept 9 & Sept 10, 2011	Keith Greene	12	11
Strip Mall: Strategy & Tactics	Nov 10, 2011	Mark Antozzesski	3	12
Student Attributes & Behaviors	Dec 12, 2011	Jack Rindt	4	12
Truck Company Operations: Residential Search (<i>Live Burn Evolution</i>)	Nov 1 & Nov 4, 2011	Keith Greene	8	12

Advanced Basics of Fire Behavior***FREE OFFERING***

Beyond the basics learned in Firefighter 1, this course will discuss fire as a physical science and why combustion occurs. It will help the student understand the relationship between building construction and fire spread. Students will discuss compartment fire development and examine the phenomena's associated with rapid fire progress.

Instructor: Bill Chyzik, Firefighter, Naval Weapons Station Earle Fire & Emergency Services

Date(s): November 8th, 2011

Time: 1830 – 2200

In County Cost: FREE

Out of County Cost: FREE

Registration Deadline: Nov 1, 2011

Minimum Enrollment: 5

Appliance Fire Investigation***FREE OFFERING***

Per the USFA, on average there are 24,300 residential appliance fires resulting in 100 deaths and 925 injuries per year. The proper investigation of such incidents is critical. This course will outline what the investigator should look for at the scene to determine which appliance is at the origin of the fire and finding the nature of the failure that caused the fire.

Instructor: Ken Kandrac, Battalion Chief (retired), North Hudson Regional Fire Rescue, Union City, NJ

Date(s): October 11th, 2011

Time: 1900 – 2200 hours

In County Cost: FREE

Out of County Cost: FREE

Registration Deadline: Oct 4, 2011

Minimum Enrollment: 5

Back to Basics the 1st Alarm Assignment

Does your first alarm assignment have the necessary knowledge, skills and abilities to meet the organizations goals of Firefighter/Civilian safety, Incident Stabilization and Property conservation? Are the objectives of RECEO VS completely understood by responding companies? Are the firefighters buying into "An aggressive interior attack"? The class will review the necessary back to basics approach for a department's first alarm assignment.

Instructor: Robert Tharp, Battalion Chief, City of Trenton Fire Dept

Date(s): November 16th, 2011

Time: 1830 –2200

In County Cost: \$25.00

Out of County Cost: \$35.00

Registration Deadline: Nov 9, 2011

Minimum Enrollment: 5

Box Store Firefighting

This course will be presented as a classroom lecture. It will discuss the strategies and tactics of big box stores. Topics will include but not limited to Engine Company operations regarding fire attack and extinguishment, line selection, line placement, crew responsibilities, and utilizing fire suppression systems. We also include Truck Company operations such as forcible entry in multiple types of doors and windows, ventilation, and large area search techniques.

Instructor: Aaron Heller, Captain, Hamilton Township Fire District #9

Date(s): September 27th, 2011

Time: 1830-2200

In County Cost: \$25.00
Registration Deadline: Sept 20, 2011

Out of County Cost: \$35.00
Minimum Enrollment: 5

Building Construction for the Fire Service

Knowledge of building construction truly saves lives on the fire scene. Take part in this overview of building construction types and inherent hazards to the firefighter. Highlights will include historic structures and new construction. Special attention will be paid to correlate the correct strategy and tactics at the incident scene based on the building construction type.

Instructor: Ken Kandrac, Battalion Chief (retired), North Hudson Regional Fire Rescue, Union City, NJ

Date(s): October 25th, 2011

Time: 1830-2200

In County Cost: \$25.00
Registration Deadline: Oct 18, 2011

Out of County Cost: \$35.00
Minimum Enrollment: 5

CBRNE Awareness

This course will be presented as a classroom lecture. It is designed for first responders who operate at the awareness level. The lecture will familiarize students with the recognition of weapons of mass destruction, terrorism and the defensive actions they may use in a response to a terrorist incident. The course will review basic awareness level response principles. **CEUs: - NJDHSS OEMS**

Instructor: MCFA Instructor(s)

Date(s): November 7th, 2011

Time: 1830-2230

In County Cost: \$20.00
Registration Deadline: October 31, 2011

Out of County Cost: \$30.00
Minimum Enrollment: 5

Challenges of Fire & Emergency Service Instruction

This lecture will cover obligations of the instructor, identifies characteristics of good instructors, and provides solutions to challenges faced by instructors. This lesson should be used to introduce students to the role of an instructor and to emphasize the importance of the instructor in today's fire and emergency services.

****NJDFS CEU's will be applied****

Instructor: Jack Rindt Jr. Battalion Chief (retired), Fort Monmouth Fire & Emergency Services

Date(s): November 9th, 2011

Time: 1830 - 2200

In County Cost: \$25.00

Out of County Cost: \$35.00

Registration Deadline: Nov 2, 2011

Minimum Enrollment: 5

CO (Carbon Monoxide) Emergencies

Each year many people die from accidental CO poisoning and thousands more are injured. Are you prepared to respond to this type of incident? Can you recognize the signs and symptoms of a CO emergency? Can you identify potential sources of CO, understand its characteristics and take appropriate actions to safely mitigate the situation. This lecture will provide the necessary information to help keep you and your crew safe when operating at these incidents.

Instructor: Bill Chyzik, Firefighter, Naval Weapons Station Earle Fire & Emergency Services

Date(s): October 18th, 2011

Time: 1830-2200

In County Cost: \$25.00

Out of County Cost: \$35.00

Registration Deadline: Oct 11, 2011

Minimum Enrollment: 5

Developing and Managing Fire Streams

With documented findings of fires burning much hotter today than they did yesterday, proper water application is essential for extinguishment. What this class is intended for is Chief's, Company Officers, Driver/Operators and Firefighters that wish to gain an understanding of how effective their use of water on the fire ground actually is and can be. Topics of this class will include understanding fire stream basics, looking into ways of managing your water, and discussing nozzle theory and application techniques.

Instructor: Bill Chyzik, Firefighter, Naval Weapons Station Earle Fire & Emergency Services

Date(s): October 27th, 2011

Time: 1830-2200

In County Cost: \$25.00

Out of County Cost: \$35.00

Registration Deadline: Oct 20, 2011

Minimum Enrollment: 5

Drill Ground Instructor

This course replaces the General Safety, SCBA/Smokehouse and Live Burn Safety courses previously required by the Division of Fire Safety to become a certified state instructor. Students will be able to identify unsafe situations that may arise on the training ground and take the corrective actions to resolve the problem.

Instructor: Jack Rindt Jr. Battalion Chief (retired), Fort Monmouth Fire & Emergency Services

****NJDFS CEU's will be provided for this course****

Date(s): December 3rd, 2011

Time: 0830-1630

In County Cost: \$55.00

Out of County Cost: \$65.00

Registration Deadline: Nov 26, 2011

Minimum Enrollment: 5

Firefighter I

***Applicants must complete a Fall 2011 Firefighter I application packet. Available by contacting Fire Academy Offices or on Fire Academy web site, www.dftc.org in "special announcement section"**

This basic fire fighter course is designed to meet the requirements of NFPA 1001, Professional Qualifications for Fire Fighters and N.J.A.C. 5:73-4.3. Those who successfully complete and pass the course will be eligible to apply for a New Jersey Division of Fire Safety Fire Fighter I certification. Candidates successfully completing the course will also meet the requirements of OSHA 29 CFR 1910 for Hazardous Materials Awareness and Operations, OSHA 29 CFR 1910 for Confined Space Awareness, OSHA 29 CFR 1910 for Bloodborne Pathogens.

Course Coordinator: David Gayley, Director of Operations, Mercer County Fire Academy

Date(s): Aug 8, 2011 – Nov 30, 2011 / (Mon, Wed, Thurs, & Occasional Saturdays)

Time(s): (Mon, Wed & Thurs) 1830-2230 / (Saturdays) 0830-1630

Registration Deadline: July 22, 2011

Cost: Mercer County Chief's Association Dept's - **\$200.00** / All other departments - **\$300.00**

Fire Department Coaching***FREE OFFERING***

What makes a good coach? The answer is individuals who can motivate their players to perform during game situations. The coach designs plays to place his or her team in good situations to make good plays. Are we as fire service officers any different? Come and discuss topics such as leadership and motivation, developing your team's practices, and the "plays" on the fire ground and that should assist you in developing your playbook and a winning team.

Instructor: Robert Tharp, Battalion Chief, City of Trenton Fire Dept**Date(s):** September 21st, 2011**Time:** 1830 –2200**In County Cost:** FREE**Registration Deadline:** Sept 14, 2011**Out of County Cost:** FREE**Minimum Enrollment:** 5

Fire Instructor II

This course will provide the Level I Fire Instructor the next tier in understanding how to provide training for personnel. Topics will include; performing job and task analysis develop goals and objectives, and developing a lesson plan along with the coordinating training aids, and student tests and evaluation.

Instructor: Jack Rindt Jr. Battalion Chief (retired), Fort Monmouth Fire & Emergency Services**Date(s):** November 5th, 6th, 12th, 19th, 2011**Time:** 0830 - 1630**In County Cost:** \$200.00**Registration Deadline:** Oct 29, 2011**Out of County Cost:** \$250.00**Minimum Enrollment:** 5

Forcible Entry Techniques

This course is designed to provide participants with the knowledge and techniques necessary to efficiently overcome the majority of forcible entry challenges encountered on today's fire ground. Participants will receive comprehensive classroom instruction as well as participate in a series of hands-on evolutions designed to simulate modern forcible entry challenges. The following topics and techniques will be covered: Forcible entry tools and equipment, Types of Conventional forcible entry, hydraulic forcible entry, Through-the-lock entry.

Class Prerequisites: Firefighter I Certification**PPE Requirements:** Full Structural Firefighting Ensemble & Eye Protection**Instructor (s):** Keith Greene, Lieutenant, Hamilton Township Fire District No. 3**Date(s):** October 7th & October 8th, 2011**Time:** 10/07 (1830-2230) and 10/08 (0830-1630)**In County Cost:** \$75.00**Registration Deadline:** Sept 30, 2011**Out of County Cost:** \$85.00**Minimum Enrollment:** 8

Hazardous Materials Awareness

This course will explain what hazardous materials incidents are, as well as giving the students skills to detect the presence of hazardous materials. The instruction includes an overview of how incidents are classified into levels and on introductions to the Incident Command System. Also covered are the roles and notification requirements of municipal, county, and state organizations. This level will serve as a prerequisite to all other levels offered in the series. **CEUs: - NJDHSS OEMS**

Instructor(s): MCFA Instructors

Date(s): August 27, 2011

Time: 0830-1630

In County Cost: \$20.00

Out of County Cost: \$30.00

Registration Deadline: Aug 20, 2011

Hazardous Materials Operations

This course will be presented as a classroom lecture with the addition of hands-on skills practice. The course provides training for those personnel who have some protective equipment and other resources that would enable them to take further defensive actions at a Hazardous Materials scene. **CEUs: - NJDHSS OEMS**

Instructor(s): MCFA Instructors

Date(s): November 2nd & November 3rd, 2011

Time: 1830-2230

In County Cost: \$40.00

Out of County Cost: \$50.00

Registration Deadline: Oct 26, 2011

ICS-100 / NIMS-700

The ICS-100 course is required for all federal, state, territorial, tribal, private sector and non-governmental personnel at the following levels of responsibility in emergency management operations – first-line supervisor mid-level management and command and general staff. This course focuses on the following topics and objectives. Purpose of ICS, Basic Features of ICS, Incident Commander and Command Staff Functions, General Staff Functions, Facilities and Common Responsibilities. For the NIMS-700 an introduction to the National Incident Management System, this awareness level course that explains NIMS components, concepts and principles. All personnel with a direct role in emergency preparedness, incident management or response must complete NIMS I-700. **CEUs: - NJDHSS OEMS**

Instructor(s): MCFA Instructors

Date(s): August 13th, 2011

Time: (I-100) 0830-1230 and (NIMS-700) 1300-1700

In County Cost: (I-100) \$10.00 / (NIMS-700) \$10.00 **Out of County Cost:** (I-100) \$15.00 / (NIMS-700) \$15.00

Registration Deadline: Aug 5, 2011

Instructor Testing & Evaluations

This instructor development class will look at some of the necessary techniques to measure how much learning has taken place within a delivered program.

Instructor(s): Jack Rindt, Battalion Chief (retired), Ft. Monmouth, NJ Fire Department

Date(s): October 22nd, 2011

Time: 0830-1230

In County Cost: \$25.00

Out of County Cost: \$35.00

Registration Deadline: Oct 15, 2011

Pre-Incident Planning

Firefighters face difficult situations when entering buildings where they have no prior knowledge of any hazards that may be present. What this class does is show how to minimize your exposure to unknown hazards through pre-incident planning. The students will understand how to conduct a pre-incident plan, what hazards to address in the plan, how to utilize a variety of forms, and how to convey that information to your response plan.

Instructor(s): Robert Tharp, Battalion Chief, City of Trenton Fire Dept

Date(s): October 19th, 2011

Time(s): 1830-2130

In County Cost: \$25.00

Out of County Cost: \$35.00

Registration Deadline: Oct 12, 2011

Minimum Enrollment: 5

Rope Rescue for the Fire Service

This 2 day course is designed as a hands-on overview of rope rescue in the fire service. The intent is to give students a better understanding of rope rescue techniques by providing practical experience. The techniques learned in class will give students the skills that every firefighter needs in order to provide non-technical rope rescues. It will also prepare students for participation in a technical rope rescue certification program. Students will participate in hands-on skill stations as well as perform several possible fire service rope rescue scenarios.

Class Prerequisites: Firefighter I Certification & A working knowledge of ropes and knots

PPE Requirements: Helmets, work gloves, work boots, & eye protection (Bunker pants & boots are acceptable but not required).

Instructor (s): Keith Greene, Lieutenant, Hamilton Township Fire District No. 3

Date(s): September 9th & September 10th

Time(s): 09/09 (1830-2230) / 09/10 (0830-1630)

In County Cost: \$ 75.00

Out of County Cost: \$ 85.00

Minimum Enrollment: 8

Registration Deadline: Sept. 2, 2011

Strip Mall Firefighting: Strategy & Tactics

This course focuses on building construction, attack strategies and company tactics to employ when fighting the strip mall fire. A review of fire ground hazards that personnel will encounter will be conducted in conjunction with the review of several case studies involving these types of structures. This course is applicable for all incident commanders, company officers and firefighters that could respond to such incidents.

Instructor(s): Mark Antozzeski, Chief, Hamilton Township Fire District No.9

Date(s): November 10, 2011

Time(s): 1830 - 2200

In County Cost: \$25.00

Registration Deadline: Nov 3, 2011

Out of County Cost: \$35.00

Minimum Enrollment: 5

Student Attributes & Behaviors

Another part of the instructor development series, this class will define some of the teaching methods used by today's fire instructors. Topics that will be discussed are methods of learning, learning processes and domains, and some of the influences on learning

Instructor(s): Jack Rindt, Battalion Chief (retired), Ft. Monmouth, NJ Fire Department

Dates: December 12th, 2011

Time: 1830-2200

In County Cost: \$25.00

Registration Deadline: Dec 5, 2011

Out of County Cost: \$35.00

Minimum Registrants: 5

Truck Company Operations Residential Search Techniques - (Live Burn Evolution)

The purpose of this course is to provide students with practical, real-world search and rescue techniques. Upon completion, students will be able to confidently conduct a rapid and aggressive search of a single family, residential dwelling without the protection of a hose line. Students will receive classroom instruction as well as participate in a series of hands-on evolutions involving live fire and smoke. Students will learn and perform the following skills: Vent, Enter, Search; a Ladder Bail; Searching the fire floor; Searching above the fire without a hose line; Unconscious Victim Removal via Ground Ladder; Ground Ladder Rescues/Assists, and Alternate Entry.

Class Prerequisites: Firefighter I Certification & Current Fit Test Form

PPE Requirements: Full Structural Firefighting Ensemble, SCBA with a Spare Cylinder

Instructor (s): Keith Greene, Lieutenant, Hamilton Township Fire District No.3

Date(s): November 1st & November 4th, 2011

Time(s): 1830-2230

In County Cost: \$ 75.00

Registration Deadline: Oct 25, 2011

Out of County Cost: \$ 85.00

Minimum Enrollment: 8

Field Delivery Program

Overview

The Field Delivery Program (previously Drill Maintenance Program) was originally developed to help area Fire Departments meet their training needs but at the same time not put additional burdens on the department officers. Drills involving lectures only will be given at the department's fire station; all live burn training will be conducted at the Fire Academy. Other hands on training not involving live burns may be given at the Fire Academy or a site in the department's fire district, which ever meets the course regulatory and safety requirements.

Procedures

Departments wishing to participate in the Program should notify David Gayley, Director of Operations of their intent to participate by filling out a "Field Delivery Course Application" (Form MCFA-8). The Academy will then schedule a meeting with the participating department to discuss needs and delivery options. Remember, departments may schedule as few or a many drill modules as they desire. The scheduling of modules is flexible enough that programs could be offered daytime, evening or weekends.

Record Keeping

Records of the program and attendees will be kept on file at the Academy.

Cost

The cost of this program will vary depending on the drill modules selected by the participating company/department.

MCCC FIRE SCIENCE TECHNOLOGY PROGRAM

Fire Science Technology
Associate in Applied Science Degree

Fire Science Technology-Fire Code Enforcement
Certificate of Proficiency

Fire Science Technology-Fire Officer/Administrator
Certificate of Proficiency

The associate degree program in Fire Science Technology is designed to meet the needs of individuals entering the fields of fire fighting and fire prevention and to provide opportunities for professional and volunteer fire service personnel to advance their knowledge and skills. Students pursuing programs in fire science should be aware that various municipal and industrial fire service agencies establish physical, mental, and character requirements. Persons interested in this option are advised to gain an awareness of the specific requirements for their desired work setting.

Since the degree program is designed to meet the needs of the part-time student, the program will normally take a minimum of three years to complete. All fire science courses are offered in the evening.

Mercer graduates are employed by city, state, and federal departments dedicated to the fire services field.

This program is not designed as a transfer program and some credit loss may occur for those who intend to continue their education at a four-year institution. Agreements have been made to facilitate transfer to fire science programs at John Jay College of Criminal Justice, Holy Family College, New Jersey City University, University of Maryland-University College and Thomas A. Edison State College. Students interested in transferring to these institutions should contact the program advisor early in their course work at Mercer.

Admission requires a high school diploma or equivalent and competency in English and mathematics as demonstrated by placement testing.

The Fire Science courses offered by Mercer County Community College are held at the Dempster Fire Service Training Academy. In addition to an Associate Degree Program, the College also offers Certificate Programs in various areas. More information may be obtained by contacting the Fire Academy Director or the Community College.

Email: onlinereg@mccc.edu or by calling (609) 586-4800

Visit Mercer County Community College on the web: www.mccc.edu

General Information

“The Dempster Center”

The Captain John T. Dempster Fire Service Training Center is located in central Mercer County in close proximity to the Quakerbridge Road and U.S. Route 1 area. Set in a semi-suburban area, the original mission was to provide a central training focus for the fire service community in and around Mercer County. Today, the Dempster Center has an ever-expanding role in providing training to other Emergency Services Personnel, some of whom include Emergency Medical Professionals, Law Enforcement Professionals, Hazmat Professionals and Emergency Management Professionals.

The facility is also home to Emergency Service agencies such as the Mercer County Office of Emergency Management and the Mercer County Central Communications Center. Various other groups and functions use the facility.

The facility consists of three (3) classrooms, one (1) central auditorium, a small library, a seminar room / small group classroom, a kitchen and lunchroom area, a three (3) bay apparatus room and 450,000 square foot Training Ground. The Training Grounds are equipped with pre-staged propane simulation props, a high-rise tower with burn room, a residential building with first and second floor burn rooms, a drafting pond, and a special operations area for evolutions such as vehicle extrication.

Directions

From NJ Turnpike (above exit 9): Take exit 9 to Route 18 North to Route 1 South. Proceed approximately 18 miles to Quaker Bridge Road. Take Quaker Bridge Road exit. After mall, proceed 1/2 mile and turn right onto Lawrence Station Road. Training Center is on the right after approximately 3/4 mile.

From NJ Turnpike (below exit 8): Take exit 7A to Route 195 West. Follow 195 West to 295 North. Take exit for route 1 North. Follow 1 North to Quaker Bridge Road. Take Quaker Bridge Road exit. After mall, proceed 1/2 mile and turn right onto Lawrence Station Road. Training Center is on the right after approximately 3/4 mile.

How To Contact Us

Mailing Address: Mercer County Fire Academy
Captain John T. Dempster Fire Service Training Center
350 Lawrence Station Road
Lawrenceville, New Jersey 08648
Office Phone: (609) 799-3245
Facsimile: (609) 799-1549
Web Address: www.dftc.org

Class Suspensions/Weather Closings

Announcements regarding the suspension of classes will be made in the following manner: Suspension announcements due to inclement weather will be made over 1350 AM (WHWH) and 97.5 FM (WPST). Additionally, announcements regarding all suspensions, weather or emergency related, will be made by Mercer County Central Communications over Mercer County F-1 (154.430) during the morning and afternoon "Out of Service" reports. Every effort will be made to reschedule suspended classes as soon as reasonably possible. Students will be informed of the reschedule date.

Holiday Schedules

As a campus of the Mercer County Community College, the Academy's Administrative Offices are subject to the holiday schedule adopted by the college. Normal business hours are 8 am to 4 pm. Summer business hours are 8 am to 3 pm.

Facility Rental

The Fire Academy will rent classrooms or the auditorium to organizations for the purpose of meetings and training sessions. All inquiries and requests for rental should be directed to the Administrative Offices. All uses will be subject to the approval of the Director without exception.

Facility Use Requests

Agencies wishing to make application for the utilization of any facility at the Academy will submit a written request by utilizing the provided forms. Requests for classroom, auditorium, or interior facilities will submit a Facility Use Request Form.

Training Ground Use Requests

Requests for outside training areas, training props or exterior facilities will be submitted on a Training Ground Use Request Form. **All facility requests will be made at least one (1) week in advance of the desired date of activity.** Forms without complete information will be rejected. All requests are subject to the approval of David Gayley, Director of Operations or his designee. Agencies utilizing any facility or resource of the Dempster Fire Training Center are expected to abide by all applicable regulations without exception. The forms can be found on the web at www.dftc.org or by calling (609) 799-3245.

POLICIES & PROCEDURES

Course Registration

Students wishing to enroll in any course offered by the Dempster Center shall submit a properly completed Course Registration Form. This form can be found on the web at www.dftc.org or at the end of this catalog, or by calling (609) 799-3245. Registration forms must be clearly and completely filled out. Submission must be prior to the start of the class. **No walk-ins will be permitted!** Payment may accompany registration, please submit payment in the form of a check, money order or Department Purchase Order (Made out to the "Mercer County Community College"). If payment is not made with registration, Departments/Agencies or individuals will be billed upon completion of the class, at which time an invoice will be generated and sent out. **Unless otherwise stated, the enrollment deadline is one week prior to the class start date.**

Course Enrollment Confirmations

Course enrollment confirmations will be faxed back to the sponsoring agency as soon as they are received and approved.

Course Cancellations

If you have to cancel for some reason, you must do so at least one (1) week prior to the starting date of the class or program. All cancellations must be made through the Academy's Administrative Office during normal business hours. ****If you do not cancel as stipulated above, you will be responsible for the full registration fee****

Dress Code

Students are reminded that they are a representative of their organization and are expected to dress accordingly.

Lecture (Classroom) Courses or Programs:

Casual but neat clothing is permitted. Hats are not to be worn while in the classroom. Students are reminded that they represent not only themselves, but also their organization.

Practical (Hands On) Courses, Programs or Evolutions:

Comfortable clothing is suggested. All loose jewelry shall be removed prior to arriving at the Dempster Center. No earrings, necklaces or bracelets shall be permitted during live fire training. Note: Medic Alert bracelets and necklaces are acceptable if properly covered. ***The Dempster Center is not responsible for personal articles that become damaged, lost or stolen.***

Prerequisites

Some courses may require prerequisites. The specific requirements can be found in the course description for each course. Please make sure that you have completed the necessary prerequisites prior to enrolling in any course. Documentation of required prerequisites must accompany the Course Registration forms. Any student not meeting prerequisite requirements will not be permitted to register for the desired course.

Academic Requirements

Successful completion of any course will require the student to meet minimally established competencies. If applicable, students may have to obtain a minimum passing grade (usually 70%) on a written test, successfully complete practical evaluations, or satisfy stated criteria. Students will not be given credit for any unit of instruction in which they did not actively and satisfactorily participate or attend.

Attendance and Make-ups

Attendance at ALL class or course sessions is mandatory to successfully complete any course. Departure before conclusion of the class will be considered an absence. When a session is missed, the student must contact the Course Coordinator to arrange a make-up of the missed material. Make-ups for a specific class or course will be scheduled at the convenience of the Coordinator. Classes/Courses that are less than 30 hours in duration must be repeated if any portion of is missed. Students who miss more than 20% of a course must repeat the entire course.

Facility Hours of Operation / Class Hours

The Dempster Center administrative office is open normal business days from 8 am to 4 pm. Hours of operation for classroom facilities and the training grounds are by appointment only. **"Unscheduled use of the classroom facilities or training grounds is strictly prohibited"**. Scheduled times for courses and training classes will be specified in the individual course description.

Protective Clothing, Protective Equipment and SCBA

The use of protective clothing and equipment is strictly enforced at the Dempster Center. All equipment and clothing shall meet all applicable OSHA and PEOSHA standards and regulations. Students are expected to provide their own equipment based upon the requirements of the course or class. Protective equipment, when necessary for class, shall be stored in the apparatus bay when not in use. No boots or turnout gear is permitted in carpeted areas of the Training Center.

Personal Grooming and Live Fire and/or SCBA Evolutions

Students with a beard or excessive facial hair shall not be permitted to participate in any courses that require the use of Self Contained Breathing Apparatus (SCBA). This includes any flammable gas or liquid evolutions. This is according to OSHA 29 CFR 1910.134, NFPA 1500 and Sec. 5-3.10 PEOSHA. Any student participating in live fire training, who has hair that extends below his/her collar must arrange their hair so that it does not fall below the collar.

Physical Qualification of Students

Due to the physical requirements of Emergency Services training and the demanding nature of Emergency Services training evolutions, any student who would pose a direct threat to the health or safety to themselves and/or to others shall not be permitted to participate in such evolutions. The aforesaid rules shall conform to the requirements of the A.D.A. Also a Doctor's approval may be required for certain courses requiring strenuous physical activity.

Liability

It is the responsibility of each organization that uses the Fire Academy to provide a Certificate of Liability Insurance from its insurance company prior to any class or training evolution. The Certificate of Liability Insurance must provide the following:

Liability Insurance amount.

The County of Mercer and the Mercer County Community College shall be named as an additional insured.

The Certificate of Insurance holder shall be the Mercer County Fire Academy.

Student Conduct

Students shall be courteous and disciplined. Proper decorum shall be observed at all times toward fellow students, Fire Academy staff, MCCC staff, and Instructors from other agencies. Students will be responsible for maintaining all books, equipment, apparatus and buildings made available for their use. The following is **prohibited**: abusive, profane or obscene language or behavior; horseplay or any disturbance during class; any form of gambling; sexual harassment; possession or introduction of any in-toxicants; or reporting to class under the influence of intoxicants, fighting, stealing, cheating on quizzes or exams. Students are also expected to refrain from disturbing all other training sessions or evolutions. Anyone who exhibits the aforementioned will be expelled from the Fire Academy and its property. Books, papers, equipment or other materials on the instructor's desk, podium or chalkboard are for the use of the staff only.

Snack Bar

The Dempster Center does provide a small snack area with snack food and beverage vending machines and fixed seating for such items. All such items **are not** permitted in carpeted areas. Many restaurants and food stores are located within the area.

Smoking

Smoking or the use of chewing tobacco is not permitted anywhere within the buildings or on the actual training grounds. Smoking is only permitted in outside areas where appropriate smoking material re-use containers are provided. All discarded smoking materials will be placed in the provided containers without exception.

Trash/Recyclables

Students are expected to place all trash in the provided receptacles. The Dempster Center does participate in a recycling program. All cans and bottles are to be placed in the yellow recycling containers.

Restrooms

Men and women's restrooms are located in the Administration Building, adjacent from "Classroom B" and the "Snack Room". Restrooms are also located on the first floor of the Control Building on the training grounds.

Pagers, Cellular Phones, Radios, Personal Organizers, Personal Computers, Etc.

All pagers and cellular phones will have silent features enabled or be shut off during training sessions. Radios will not be permitted to remain on during training sessions. Personal organizers and personal computers will not be used unless in conjunction with the training session. The student will not utilize any item that causes the disruption of any training session or evolution. Students who become a nuisance to the Instructor and other students will be asked to leave the session or evolution.

Exception:

Crews with apparatus and Chief Officers that are “in-service” for an immediate emergency response from the Training Center are permitted to leave radio and paging equipment on provided that the volume is kept as low as reasonably possible and the instructor is notified of the possibility of departure.

Facility Parking

Facility parking is located in front of the main entrance to the Dempster Fire Training Center. **No personal vehicles are permitted on the Training Grounds**, also the posted designation of parking areas for Fire Academy Staff, OEM Staff and Communications Staff will be observed at all times. Any vehicle not properly parked may be towed at the owner's expense

MERCER COUNTY FIRE ACADEMY INSTRUCTORS

Aberger, Julie	Lubertazzi, Michael
Antozzeski, Mark	Macken, Allison
Boone, Daniel	Malik, Ian
Burzachiello, Michael	Manuel, William
Cashel, Theodore	McCann, James
Chyzik, William	Metzger, Timothy
Crammer, Bernard	Moore, Douglas
D'Artagnan Sr, Wayne	Moran, Anthony
Dilapo, Ronald	Murdza, Ronald
Freeman, Alice	Nash, B.James
Gayley, Dave	Newborn, Paul
Greene, Keith	Orlandi, Cynthia
Gulotta, Anthony	Rindt Jr, John
Heller, Aaron	Sanders, Melvin
Hood, GERALYNNE	Sanders, Richard
Hopson, William	Smith, Christopher
Jewell, Terry	Smolka, David
Kandrac, Kenneth	Sobke, Paul
Kashella, Michael	Taylor, Frederick
Kennedy Jr, John	Tharp, Robert
Kiernan, Michael	Vallo, Joseph
Kraemer, Richard	Van Hise, Robert
Kuliczkowski, Leon	Vorp, Douglas
Loh, Scott	Welling III, John
Loh, Mike	

ADMINISTRATIVE STAFF

Jim McCann.....Director
David Gayley.....Director of Operations
Helen M. Taylor.....Administrative Specialist
William Chyzik.....Curriculum Coordinator
Paul Sobke.....Training Ground Assistant

