

# MAINE FIRE SERVICE INSTITUTE



## 2018 FIRE OFFICER ACADEMY MARCH 9 - 17

**ORIENTATION & WRITING CLASS SCHEDULED FOR SEPTEMBER 22 & 23, 2017**

**T**he *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 **Hutchinson Center, Belfast Maine**. The Residential Academy begins **Friday, March 9 to Saturday, March 17, 2018**. The required course **"Fire Service Writing"** will be offered at the MFSI Headquarters Complex, Brunswick, ME on **Friday, 9/22/17 at 0800 - 1600** and continues on **Saturday, 9/23/17** starting at **0800**. The **Mandatory Orientation Session** follows at **1300 to 1700 on 9/23/17**. Lodging provided for accepted candidates.

**T**he **"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.



2017 Graduates of the MFSI Fire Officer Academy - March 18, 2017

**DEADLINE TO REGISTER: SEPT. 1, 2017**

### FIRE OFFICER LEVEL I & II PRINCIPLES & PRACTICE *An Intensive 8 day Academy*

NFPA 1021  
Standard for Fire Officer  
Professional Qualifications,  
2014 Edition  
  
Jones & Bartlett Publishers  
A modern integrated learning system

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

#### *Practical coverage of:*

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



**The Residential Fire Officer Academy** will be held at the Hutchinson Center in **Belfast**, Maine. All Candidates will be required to reside at the campus for the duration of the course. Lodging and meals will be provided.

**Tuition is \$1200** for in-state Candidates for 8 intense days of instruction at the Hutchinson Center. Also included is the course fee for the required **Fire Service Writing** class (12 hrs.) to be held on **September 22 & 23, 2017** at MFSI's headquarters located at the SMCC Midcoast Campus in **Brunswick**, Maine. Class begins on Friday 9/22 beginning at 0800 to 1700 and continues Saturday 9/23 at 0800 to 1200. **Orientation** will follow the writing course on **September 23, 2017** at 1300.

*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 those 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](http://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](http://www.msfff.org). The Sherm Lahaie Family Foundation also may provide a scholarship for self paying graduates. *For more information, Please contact Peter Rines, 207-844-2074 [PRines@SmccMe.edu](mailto:PRines@SmccMe.edu). For most scholarships, the applicant will have to pay their tuition and then seek reimbursement after acceptance to the academy.*

**IMPORTANT APPLICATION & CERTIFICATION INFORMATION  
PLEASE READ CAREFULLY**

**Fire Officer Applicants:** *Preference will be give 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, and resume prior to September 1, 2017 at 1600. Your payment will be processed immediately. In the event of under enrollment, You will be notified promptly and a full refund will be sent back to you.

**Fire Officer I & II:** Participants meeting required prerequisites (*Copies of certificates must be received by 3/9/18*) 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. Email [PRines@smccme.edu](mailto:PRines@smccme.edu) 207-844-2074

# Application is due by

**September 1, 2017**

1. Be sure this application form is signed by your Fire Chief.
2. Include a Resume & Cover Letter
3. Include Copies of Certifications
4. Full Payment (Check or PO) payable to MFSI/SMCC
5. Signed MFSI Registration Form



**PROBOARD CERTIFIED**

Mail application with all required materials, payment and signatures to:

**MAINE FIRE SERVICE  
INSTITUTE**

**19 SEWALL ST,  
BRUNSWICK ME 04011  
ATT: ANNE HEINIG**

**FOR MORE INFORMATION  
CONTACT:**

**WALTER MORRIS  
TRAINING PROGRAM MANAGER  
EMAIL: [WMorris@SmccMe.edu](mailto:WMorris@SmccMe.edu)**

**207-205-2762**

# SCHEDULE

## 9/1/17 - Application Deadline

Friday 9/1/17 @ 1600  
 NO EXCEPTIONS/ NO FAX  
 FULL PAYMENT IS DUE ALONG  
 WITH YOUR REGISTRATION.  
 YOU MUST INCLUDE YOUR  
 CHIEF'S SIGNATURE

## 9/08/17 - Notification of Acceptance

MFSI will email you no later  
 than Friday 9/8/17  
 (no payment/no entry)

## 9/22/17 - Fire Service Writing Course

Required @ MFSI- Brunswick  
 Friday 0800-1600 - Dinner on  
 your own - Lodging provided

## 9/23/17 - Writing Course Resumes

Saturday 0800-1200 - Lunch

### ORIENTATION @ 1300

## 2018 FIRE OFFICER I & II ACADEMY

### 3/9/18 - CHECK IN @ 0900 to 1200

UMO Hutchinson Center  
 Friday class 1300-2200  
 All In-Basket Exercises DUE

### 3/10 - 3/16 - Saturday - Friday class

0800-2200 daily with PT

### 3/17/18 - Written Exam

0800-1200

### 3/17/18 - GRADUATION @ 1300

UMO Hutchinson Center  
 80 Belmont Ave  
 Belfast, ME 04915

**TUITION:** \$1200 for All In-State Candidates - Out of State Candidates will be considered based upon availability - Out of State Tuition \$2000.

\* A \$200 NON-REFUNDABLE deposit fee will be assessed if you withdraw after September 22, 2017

**MAXIMUM CANDIDATES: 24**



**PRE-COURSE ASSIGNMENTS:** Jones & Bartlett Fire Officer I/II on-line quizzes and all in-basket exercises must be completed prior to check-in at the Academy 3/9/18). 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 Office Word ©, and shall submit same electronically. If Office Word© is not available, please notify Academy Coordinator during orientation.

**EXAMINATION:** A written comprehensive examination will be administered to all candidates wishing to gain ProBoard certification at Fire Officer I and II levels by the Curriculum & Certification Program Management 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 the skills test to receive certification

*Southern Maine Community College is an equal affirmative action employer and educational institution that complies with the American Disabilities Act.*

**FIRE CHIEF OR AUTHORIZED AGENT SIGNATURE REQUIRED FOR ALL APPLICATANTS**

Attach this form with your registration form and payment .

DATE \_\_\_\_\_

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 APPLI-

CANT IS NOT PRESENTLY DRAWING WORKER'S COMPENSATION

BENEFITS, AND HAS \_\_\_\_\_ YEARS OF EXPERIENCE

\*CHIEF'S SIGNATURE \_\_\_\_\_

\*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.

# MAINE FIRE SERVICE INSTITUTE REGISTRATION FORM



*In Service Since 1948*

Registration Information: **MFSI 2018 FIRE OFFICER I & II ACADEMY - BELFAST, MAINE**

Name: \_\_\_\_\_

Fire Dept./Agency/Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail to: **MAINE FIRE SERVICE INSTITUTE - 2018 FIRE OFFICER I & II ACADEMY:  
c/o Registrar Anne Heinig, 19 Sewall St. Brunswick, ME 04011 no later than **September 1, 2017**.**

*Sorry No Fax or Email submission is permitted. You must have payment with your registration.*

Full Payment is **\$1200.00** and is due along with your registration. This includes all course materials, lodging and meals. *Out of State Applicant Tuition is \$2,000.00. Acceptance is based upon availability. Minimum 12 / Maximum 24.*

*MFSI reserves the right to limit the number of applicants from any One fire department.*

***Please make checks or purchase orders payable to: MFSI/SMCC.*** Original purchase orders only please. 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\*. See the course announcement for the Chief's signature form. Refunds will be issued if you are not selected. A \$200 Non-Refundable deposit fee will be assessed if you withdraw after **September 22, 2017**. Final withdrawal date before full tuition penalty - November 22, 2017. Notification of Acceptance will be by mail on September 8, 2017. *\*The chief's signature does not imply department's responsibility for tuition. The individual student is responsible for all payments unless the department specifies otherwise through an original PO or FD payment.*

Check list for a complete application: **DEADLINE TO SUBMIT IS SEPTEMBER 1, 2017 BY 1600**

- Chief's signature page
- Registration form (this form)
- Full payment (check or PO)
- Incomplete applications will not be processed.

IF YOU HAVE QUESTION OR NEED MORE INFORMATION, PLEASE CONTACT  
WALTER MORRIS - TRAINING PROGRAM MANAGER -207-205-2762 or Email  
to: [WMorris@SmccMe.edu](mailto:WMorris@SmccMe.edu) - You may also call the office at 207-844-2070

*Students will need a laptop computer and internet access for the online portion of the course.*

**THE RESIDENTIAL ACADEMY WILL BE HELD AT THE HUTCHINSON CENTER - BELFAST MAINE**

**FIRE SERVICE WRITING CLASS & ORIENTATION ARE REQUIRED ATTENDANCE - BRUNSWICK**

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

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