

Navajo Nation Firefighters Academy Recruits Application

Navajo Nation Fire & Rescue Services

PO Box 3360

Window Rock, Arizona 86515

(928) 871-6915

Revised: March 21, 2013

Title Course

Navajo Nation Recruit Firefighter's Academy, Class 13-06

Instructors

Program Coordinator: Larry Chee, Chief/Navajo Nation Fire Department
Program Instructor/Evaluator: Ronald Singer, Captain/Navajo Nation Fire Department
Instructor/Evaluators: Arizona Center Fire Service Excellence
Academy Staff: Felix Tso, Lieutenant/Navajo Nation Fire Department
Hebert Manheimer, Lieutenant/Navajo Nation Fire Department
Jeffery Morgan, Lieutenant/Navajo Nation Fire Department
John Williams, Fire Fighter/Navajo Nation Fire Department

Assisting Agencies: McKinley County Fire Marshalls
Arizona Center for Fire Service Excellence

Materials Required

- ✓ Fundamentals of Firefighter Skills (Required). Visit: <http://www.firefighter.jbpub.com/>
- ✓ Fundamentals of Firefighter Skills Student Work Book (Required)
- ✓ Full Set of NFPA compliant PPE (Gloves, Pants, Coat, SCBA w/ spare bottle, Pass Device, Passport, Safety Glasses and Work Gloves). Helmets will be provided. (Required)
- ✓ RIT Bag/Search Line/Personal Escape/Drop Bag at least 30' in length with two carabineers (Required)
- ✓ 20' of Webbing (Required)
- ✓ Flashlight and Pliers or Wire Cutters (Required)
- ✓ Pride & Ownership: A Firefighter's Love of the Job (Provided).

The Program

The Recruit Academy is a 2-month program operating once yearly. It consists of over 400 hours of classroom and hands-on field application training. This program is designed to develop cognitive and manipulative skills for the new Fire Department Recruit. The course is structured to comply with NFPA 1001 *Firefighter Professional Qualifications* and set in a military style environment. The course will have both written and manipulative skill evaluations. Each student will receive a skill check off packet that outlines the skills and proficiency standards.

The Recruit Academy program is conducted in a team/company concept through student participation, operational classes, field exercise and scenarios, classroom exercises and discussion.

The following topics are covered during the course.

- ❑ Firefighter Orientation and Safety
- ❑ Fire Behavior
- ❑ Build Construction
- ❑ Personal Protective Equipment
- ❑ Portable Extinguishers
- ❑ Ropes, Knots & Rope Systems
- ❑ Rescue and Extrication
- ❑ Forcible Entry
- ❑ Ground Ladders
- ❑ Ventilation
- ❑ Water Supply
- ❑ Fire Hose
- ❑ Fire Streams and Foam
- ❑ Fire Control
- ❑ Fire Alarms and Suppression Systems
- ❑ Loss Control (Salvage & Overhaul)
- ❑ Evidence Protection and Cause Determ.
- ❑ Communication & Alarm Systems
- ❑ Fire Prevention and Inspections Activ.
- ❑ Public Education
- ❑ Firefighter Survival and RIT/RIC
- ❑ Propane Emergencies

After successful completion of the Recruit Firefighter's Academy, students are eligible to test for state certification. To become certified, the student must pass the written and practical certification exams administered by the Arizona State Fire Marshal's Office at the end of the academy. A passing score of 75% is required on the written exam. The practical skill certification exam consists of 5 skill stations randomly selected from the ACFSE skill sheets. All five (5) skills stations must be successfully completed to pass the practical certification exam. Your performance on the certification exam will not affect your academy grade.

Academy Pre-requisites

All students must meet the registration requirements stated herein. Recruit Academy students must submit with their application a copy of the following documents. These are the prerequisites of the Recruit Firefighter's Academy.

1. High School diploma or GED Certificate.
2. IS700 – Introduction to National Incident Management System.
3. IS200 ICS for Single Resources and Initial Action Incidents.
4. National Registry or Arizona State EMT **or** EMS First Responder Certification or License.
5. Healthcare Provider or Professional Rescuer CPR Card.
4. Motor vehicle driver's license (must be 18 years of age or older).
5. Physical examination.
6. Application and Signed Waiver.
7. Promissory note for Navajo Nation Volunteers.

Many of the required classes will be held up to the start date of the Fire Academy. Contact the Navajo Nation Fire Department for those dates and times or visit us on the web at www.firerescue.navajo-nsn.gov/training.html.

Introduction to NIMS and IS200 can be taken on-line as an independent study from the Emergency Management Institute. Visit them at <http://training.fema.gov/emiweb/is/is700.asp>.

APPLICATION PROCESS

Personnel desiring to enroll into the Recruit Firefighter's Academy must submit with the application a copy of all required documents, including their deposit (if applicable) prior to the deadline date. The application and required documents may be hand delivered or mailed to:

**Navajo Nation Fire & Rescue Services
Recruit Firefighter's Academy
PO Box 3360
Window Rock, Arizona 86515**

Incomplete applications and missing documents will not be considered and will be returned. Course confirmations will be sent to the student approximately 7 days prior to the start of the course. The student should contact Fire Administration if they have not received a confirmation 7 days prior to the academy start date. If you have to cancel, you may cancel up to one week before the first day of class.

Non-Fire Department Members

A very limited number of opportunities exist for non-fire department sponsored individuals to attend a fire academy. Those applicants interested in applying should send their application to the Navajo Nation Fire & Rescue Services in attention to Chief Larry Chee, along with three letters of recommendations, one being from a family member. Applications from non-fire department sponsored applicants are not considered during the random selection process. After students have been placed, and if there are vacancies, non-fire department sponsored applicants will be considered.

Class Schedule

Classroom and practical sessions will be held at Fire Station #10 in Window Rock, Arizona. The live fire training will be conducted in Gallup, NM, unless otherwise noted. Class begins May 06, 2013 and ends July 05, 2013. See course syllabus.

Class Dates and Times

Monday, Tuesday, Wednesday, Thursdays and Friday from 0800-1700+ hours. Recruits are to report to Fire Station #10 no later than 1700 hours Sunday.

Tuition and Fees

Tuition to the Firefighter's Academy is free to those agencies that provide fire and rescue services to the Navajo Nation. Agencies who do not provide fire and rescue services to the Navajo Nation, or are not members of a fire department will be allowed on a space available basis and subject to regular tuition cost. To cover miscellaneous fees, a deposit of \$200.00 U.S. dollars is required at time of registration. The deposit is applied to class and graduation articles. **NOTE:** All fees are payable by cashier's check, money order and is non-transferable.

Housing/Dorm/Meals

Lodging at Fire Station #10 is available for Fire Academy Recruits in the form of bunkrooms free of charge. At the completion of the Academy, an inspection for damages will be conducted. Damages will be collected through legal action or withholding of the deposit.

Three meals a day will be provided by the Navajo Nation Fire & Rescue Service at no cost to the student.

Clothing

Personal Protective Clothing – Recruits during the academy will perform most of their training in full protective clothing. While performing field exercises, students must wear full protective clothing. Students may bring their own protective clothing or department issued gear. All protective clothing must meet NFPA standards and past inspection by the Academy Staff. Those students wishing to do so may rent protective clothing; however, sizes and quantities are limited. The rental fee for protective clothing is \$200.00.

Physical Training Clothing – The number one killer for firefighters is heart attacks, followed by strokes. To ensure your health and safety, physical fitness training will be conducted to help improve stamina, flexibility, strength and your cardiovascular system. Students will need to bring blue sweatpants, blue shorts and a red sweatshirt, as well as a good pair of running shoes for physical training sessions.

Class Uniforms – While not performing physical training, students will be dressed in standard station duty clothes, which consist of the following.

1. Red Academy T-Shirt (will be provided).
2. Navy blue Dickies (no other pants are permitted).
3. Black leather belt with plain buckle.
4. Black publishable steel toe boots/shoes.

Students need to bring sufficient quantities of uniform clothing for the duration of the Academy and to allow several changes for field exercises.

Off-Duty Clothing – After 2100 hours students may be permitted to change into civilian clothing. It is each student's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for the climate differences. Fire Academy Staff have the authority to make determination that a student's attire may be inappropriate.

Class Material

It is the responsibility of each student to purchase NPFA's Fundamentals of Firefighter Skills and Student Workbook. Other materials such as IFSTA Rapid Intervention Teams and Fire Services Rescue are optional, but highly recommended. NPFA's Fundamentals of Firefighter Skills will be the primary source of information during the academy. Students need to bring sufficient quantities of pens, paper, etc. for classroom sessions. All other text and handouts will be provided by the Academy.

Student Failures

A student who fails the Academy will be accepted only on a space available basis for future programs. Those students who are removed from the program on grounds of misconduct, including alcohol intoxication, failure to attend class and participation will be required to pay for all cost incurred during the academy and assumingly forfeit their deposit. The 2013 Academy cost per student is \$1,000.00. A signed form will be required acknowledging that this is understood.

Students who are accepted into the Academy should take their obligation to attend very seriously. There is a 2-year ban on students who are no-shows or cancel at the last minute without a valid reason.

Reporting Instructions

You will receive updated information on the class as required. The Academy Staff can answer any questions concerning the Academy or by contacting the Navajo Nation Fire & Rescue Services.

Attendance Policy

With the large amount of materials covered in class, attendance is critical. Three missed classes will result in a drop from the program. Three (3) unexcused tardy equals one missed class.

Grading and Evaluation

To successfully complete the program and to take the Arizona Center for Fire Service Excellence (ACFSE) Exam and IFSAC testing, the Recruit must successfully complete and pass the manipulative skills and have at least a 75% grade point average.

Weekly Quizzes

Quizzes will be given at the beginning of each Monday class and will cover previous lectured material and will account for 20% of the final grade.

Midterm

A written midterm exam will cover all material covered up to that point, including manipulative skills. The midterm will account for 30% of the final grade. The manipulative skill is on a PASS/FAIL.

Final Exam

The final exam will cover the manipulative skills from where the midterm left off. The written final exam will cover all material from the beginning of class and will account for 30% of the final grade. The manipulative skill is on a PASS/FAIL.

Other Assignments

During the course of the program, there will be out of class assignments (i.e. homework), which may include, but not limited to: research papers, conducting prevention classes, conducting inspections and pre-plans, doing ride-a-longs, or completing a group project. These assignments will account for 20% of the final grade.

DEADLINE

Applications received after **April 26, 2013** will not be considered for the program. **Incomplete applications will be mailed back.**

NAVAJO NATION RECRUIT FIREFIGHTER'S ACADEMY

SUBMIT APPLICATION TO: NAVAJO NATION FIRE & RESCUE SERVICES PO BOX 3360 WINDOW ROCK, ARIZONA 86515	All requested information must be furnished for application process. One registrant per form. Duplicate form for additional copies.	INTERNAL USE ONLY Pay Method: Cash Check MO PO INV _____ Fee Amount: \$ _____ Date Paid: _____
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GENERAL INFORMATION

NAME:		SSN:
MAILING ADDRESS:		DOB:
HOME PHONE:	WORK PHONE:	E-MAIL:
HIGHEST LEVEL OF FORMAL EDUCATION (CIRCLE): HIGH SCHOOL/GED SOME COLLEGE AAS/AA BACHELORS GRADUATE		

EMERGENCY CONTACT INFORMATION

NAME:		RELATION:
PHYSICAL ADDRESS:		
HOME PHONE:	WORK PHONE:	E-MAIL:

DEPARTMENT OR SPONSORING AGENCY INFORMATION

DEPARTMENT NAME:		
DEPARTMENT ADDRESS:		
CURRENT RANK:	STATUS (CIRCLE): VOL. OR PAID	HIRE DATE:
CHIEF NAME:	OFFICE PHONE:	E-MAIL:

INSURANCE INFORMATION

WORKERS COMPENSATION COMPANY:	
WORKERS COMPENSATION I.D. NUMBER:	
PRIVATE INSURANCE COMPANY:	
PRIVATE INSURANCE ADDRESS:	
POLICY NUMBER:	PHONE:

REFERENCE INFORMATION

NAME:	NAME:
ADDRESS:	ADDRESS:
PHONE:	PHONE:

CONVICTION RECORD

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE, WHICH RESULTED IN YOU BEING IMPRISONED OR PLACED ON PROBATION?
YES _____ NO _____

IF YES, PLEASE EXPLAIN:

ENDORSEMENT/CERTIFICATION/WAIVER

DO YOU HAVE ANY HANDICAPS, INCLUDING SPECIAL ALLERGIES OR MEDICAL CONDITIONS, WHICH WOULD REQUIRE SPECIAL CONSIDERATION DURING YOUR ATTENDANCE? WRITE "NO" IF NO. IF YES, PLEASE EXPLAIN

IF YES, PLEASE EXPLAIN:

- A. I certify that the information recorded on this application is correct. I agree to abide by the rules, policies, and regulations set forth by the Navajo Nation if I am admitted as a student. Falsification of information may result in denial of admission or course completion.
- B. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge or designee of my organization. All requests for information shall be in writing from said chief officer or designee.
- C. I understand that if I am not a Navajo Nation Fire Department employee, the Navajo Nation is not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.

While attending for the purpose of instruction in the Navajo Nation Recruit Firefighter's Academy, I do hereby relieve the Navajo Nation, the Navajo Nation Fire & Rescue Services, its Instructors and Agents who are furnishing equipment or services in connection with said school, as well as any fellow student from any and all liability of any sort or nature whatsoever that might arise or occur as a result of any accident, injury or damage to me during my participation in the course conducted by the Navajo Nation Recruit Firefighter's Academy and do, by my presence, assume whatever risk, apparent and unapparent that training of this entails.

I understand that the nature of the tasks a firefighter will be called upon to perform requires a high degree of physical fitness, agility and dexterity. The instruction I will receive at the Navajo Nation Recruit Firefighter's Academy will, therefore, include rigorous training and exercises, which will require physical fitness, strength, and stamina. I waive any and all claims for myself or my heirs against the Navajo Nation, their officials, agents or employees, which may result from my participation in the Fire Academy. This waiver does not affect any rights I may have pursuant to the Workers Compensation Act or the Tort Claims Act.

In witness whereof I am signing this waiver in the presence of the two undersigned witnesses:

WITNESS:	STUDENT SIGNATURE:
WITNESS:	DATE:

*****REMINDER*****

Attach ALL necessary documentation to verify education and certification. You MUST include copies of all documents, including driver's licenses or I.D.

PHYSICAL EXAM REPORT

TO THE EXAMINING PHYSICIAN:

This individual is submitting a physical exam report to attend the Navajo Nation Recruit Firefighter's Academy. Firefighting training is arduous, requiring its applicants to wear heavy clothing and to breathe through a supplied air breathing apparatus while crawling, pushing, pulling, climbing and carrying heavy and awkward equipment. It will also entail working in a heated atmosphere, from live fire training in a confined and enclosed environment, to the natural build up of heat within their protective clothing. Besides these normal conditions associated with firefighter training, strenuous physical exercise will also be conducted. It is with the best interest and safety of the student that we require a physical exam.

Sponsoring Agency:		Address:		
Recruit Name:		Title: RECRUIT FIREFIGHTER		
Date of Exam:		Examining Physician:		
COMPONENTS PERFORMED	WITHIN NORMAL LIMITS	ABNORMAL, ABLE TO PERFORM TASK	ABNORMAL, UNABLE TO PERFORM TASK	SIGNIFICANT CHANGE
PHYSICAL EXAM				
AUDIOGRAM				
PULMONARY FUNCTION				
TREADMILL STRESS				
EKG (12 LEAD)				
CHEST X-RAY				
MUSCUL/SKEL. EXAM				
LABORATORY TESTS				
EYES/VISION				
IMMUNIZATIONS ON RECORD	<input type="checkbox"/> MMR <input type="checkbox"/> TETNUS/DIPHTHERIA <input type="checkbox"/> HBV <input type="checkbox"/> - PPD <input type="checkbox"/>			
Based on the results of the medical evaluation conducted at the _____, this recruit firefighter trainee:				
<input type="checkbox"/> was found to have no medical conditions, which would exacerbate a current medical condition resulting in death or in the development of a debilitating injury, and is therefore medically able to engage in the recruit firefighter training.				
<input type="checkbox"/> was found to have some abnormalities, which requires further examination and testing, but is able to perform firefighting training with expressed understanding that the condition(s) require further attention and evaluation.				
<input type="checkbox"/> was found to have a medical condition, which could result in a debilitating injury or death, and is NOT medically able to engage in firefighting training. The applicant has been advised of the medical reasons for this recommendation and was expressed their right to seek another opinion or further testing.				
R.N. Signature		Physician's Signature		Patient's Signature

