



**CHIEF SHABBONA
FIREFIGHTER TRAINING ACADEMY
2019**



Application for Enrollment

Date: _____ Email Address: _____

Name: _____

Date of Birth: _____ Age: _____

Address: _____

City/State: _____ Zip Code: _____

Phone: _____ Cell: _____

Sponsoring Fire Department: _____

Department Address: _____

_____ Zip Code: _____

Fire Chief: _____ Department Phone: _____

FD Emergency/Injury Contact Phone Number: _____

In Case of Emergency, whom should we notify?

Name: _____ Address: _____

Phone: _____ Cell: _____

Relationship: _____

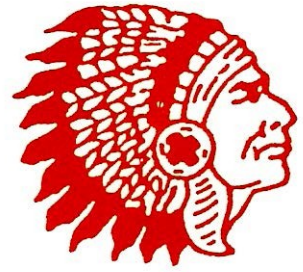
Do you have a valid Driver's License? (Circle one) YES NO

If Yes, Driver's License # _____

Do you have a valid CPR Card? (Circle one) YES (Expiration Date) _____ NO



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Do you have any special needs that would require accommodation in order for you to participate in this program? (Circle one) YES NO

If yes, explain

Tell us why you are interested in attending the Chief Shabbona Fire Academy?
(Use separate sheet if needed)

Date entered Fire Service: _____

What is your T-shirt size? (Circle one) S M L XL XXL Other _____

Candidate must complete a medical evaluation per NFPA 1582 and a copy of Fit for Duty

Release is attached: YES NO

Signature _____ Date _____

Please Mail your completed application to:

Minooka Fire Protection District

Attn: Chief Shabbona Academy Director, Lt. Don Mefferd

P.O. Box 736

7901 E. Minooka Road

Minooka, IL 60447



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Additional Information

Course Tuition:

Shabbona member departments: \$ 600.00

Non-Shabbona member departments: \$ 1,500.00

\$200.00 is due with this application as a partial tuition payment, this covers the initial cost of textbooks and candidate shirts. The remainder of the tuition balance will be invoiced after successful completion of the SCBA practical examinations.

Checks shall be made payable to the: Chief Shabbona Firefighters Training Association

Class Size is limited to 24 participants

Chief Shabbona Member Departments shall have first rights to a seat in the academy.
Outside Departments will be accepted into the academy after November 3rd. This
selection will be based on a first come first serve basis.



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RELEASE FROM LIABILITY

This is to certify that I have made application and am an acceptable candidate to take the physical ability assessment for the position of Academy Candidate. The test I will take is designed to demonstrate my physical ability and fitness to carry out the duties of this position. I have fully read and understand the description of the assessment. I also understand the tasks I will be performing during the assessment. I believe I am physically capable of performing each task as outlined.

I can certify that I do not suffer from any medical or physical problems that could threaten my health if I perform these tests. I feel that I am in good medical and physical health and as such can complete a series of strenuous physical tasks.

Therefore, I hereby ask permission to participate in this assessment and further practical exams. I understand that I can refuse at any time, before or during the assessment, to participate in the tasks as assigned, either in part or in the whole process. I understand that firefighting is an inherently dangerous activity, and as such, I am at risk of serious injury or death. I understand that the Physical Ability Assessment, and any practical evaluations involve these risks, and I may be physically injured while performing these tasks.

In the event I am injured during the Physical Ability Assessment and/or any practical evaluations, I shall indemnify and hold harmless: all members of the Chief Shabbona Fire Academy Staff, Chief Shabbona Firefighters' Training Association, participating departments/districts and their trustees, from any liability for my injuries or any personal expenses/medical costs incurred as a direct result from such injuries. At no time did anyone from the Chief Shabbona Firefighters' Training Association or Chief Shabbona Academy Staff, or local government suggest to me that such liabilities would be the responsibility of anyone other than myself.

Whereas, I agree that I have made application to the Chief Shabbona Fire Training Academy and in consideration of such, I have read and understand the terms herein. Thus, I do hereby release the Chief Shabbona Firefighters' Training Association, the Chief Shabbona Fire Training Academy, all participating departments and /or districts and their employees / designates, participating private facilities and their employees / designates, from all claims for loss or damages for personal injuries of any kind or description and personal or issued property or equipment damage of any kind or description during my participation in the Physical Ability Assessment or any practical evaluation.

I hereby acknowledge that I have read and understand the terms contained in this release and fully agree to the terms set forth above.

Applicant – (Print)

Date

Applicant - (Signature)

Driver License Number

(Witness) Fire Chief / Training Officer (Print Name)

Fire Chief / Training Officer (Signature)



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CHIEF SHABBONA FIRE ACADEMY

INTRODUCTION

The basic fire academy is a combined effort of several members of the Chief Shabbona Firefighters Training Association. The Academy was established in 1999 with a clear vision of providing exceptional training for our members and the communities that they serve and protect. As our world changes around us, we find that this vision will sustain us into the future.

Firefighters today are called upon to provide a variety of services which has challenged the fire service to remain educated in all of the latest trends and advancements in technology to handle these new emergencies.

Upon successful completion of the Basic Operations Firefighter Academy, you will possess the knowledge and skills necessary to become an integral part of the team known as your local fire department. The education that you will receive will be the foundation for you to build your fire service career upon. After graduation from the Academy you are highly encouraged to continue your education by not only attending your department training, but also attending outside training events that keep you up to date with new ideas, procedures, and technical advancements in the fire service.

COURSE OVERVIEW

Chief Shabbona Basic Operations Firefighter Academy requires approximately 280 hours of training. At the conclusion of the Academy the successful completion of the Office of the State Fire Marshal Hazardous Materials Operations Course is required for certification (40 Hours). We will provide this course at no additional cost to the candidate. You will also receive the OSFM Course "Fire Service Vehicle Operator"- (classroom only), and the Firefighter Life Safety Initiatives program as part of the academy criteria.



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BASIC OPERATIONS FIREFIGHTER ACADEMY RULES AND REGULATIONS

A) PURPOSE

For the purpose of conformity and to avoid confusion, the Academy has devised a set of Rules of Expected Conduct of Candidates. The Basic Operations Firefighter Academy program is intended to be an intense learning experience. Individuals are expected to focus on their studies and skills while maintaining an exemplary standard of conduct. Individuals are expected to comply with all rules and regulations of the Academy.

B) RULES OF CONDUCT

Rules and Regulations are enacted to protect the individuals and the Academy and to create a positive educational environment for all. Individuals entering host department sites are expected to conduct themselves in a manner that manifests respect for order, personal honor and the rights of others. On occasion, the Academy may be visited by a fire department officer; candidates shall address them accordingly and give them the respect their title demands.

Whether on duty or off duty, recruits are expected to conduct themselves in a courteous manner. While it is impossible to list all the potential acts of misconduct, recruits must bear in mind that they represent this Academy and their Department and all serious breaches of accepted conduct may result in disciplinary action to include dismissal from the Academy.

1. Zero Tolerance Offenses- Major Infractions

a) Harassment

- i. The Chief Shabbona Academy is committed to providing a work/learning environment in which all people are treated with respect and dignity. The Chief Shabbona Academy strictly prohibits any harassment based on all protected classes including race, religion, age, sex, marital status, national origin, ancestry, disability, and sexual orientation.

b) Hazing

- i. The practice of playing abusive or humiliating tricks on another recruit is prohibited. Recruits will not tolerate hazing, or those who do and will report such matters to the Lead Instructor or the Academy Director immediately.



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c) Dishonesty

- i. Veracity / truthfulness is a critical element in the fire service. Recruits will be truthful at all times. Cheating of any kind shall be cause for immediate dismissal from the Academy.

d) Fighting

- i. Fighting is strictly prohibited and shall be cause for immediate dismissal from the Academy.

e) Alcoholic Beverages and Narcotics

- i. The possession or use of intoxicants, alcoholic beverages, narcotics, controlled substances, or restricted substances at Academy trainings / events, including within a recruit's privately owned or assigned vehicle is strictly prohibited and shall be cause for immediate dismissal from the Academy.

f) Possession of Firearms

- i. In accordance with State of Illinois law, possession of firearms, other dangerous or deadly weapons, explosives of any type, or items intended to fabricate an explosive or incendiary device, either openly or concealed is strictly prohibited and shall be cause for immediate dismissal from the Academy.

C) ACADEMY TRAINING GUIDELINES

- a) Weekday classes will begin at 1800 hrs. Saturday classes will be scheduled for approximately 8 (eight) hours starting promptly at 0800 hrs. until released by the lead instructor.
- b) Because firefighters rely on one another extensively, it is vital to attend class sessions. If you are absent, members of your assigned crew will have to carry the burden of your work load. A maximum of 10% of class time is allowed for absences during the Academy. It is mandatory that you attend all scheduled training evolutions on Saturdays. If you are unable to report to class students must notify the Lead Instructor before 1700 hours during weekday sessions and 0700 on Saturday sessions. Exception of missed time may be made for family emergencies on a case by case basis. Further instructions will be given to the candidates at the beginning of the academy.
- c) Classes will be taught at various locations throughout the Academy, students will be provided a calendar with the time and location for each class. Candidates shall respect and pay close attention to the instructor(s). No student is allowed to leave the classroom without the instructor's permission.
- d) Tobacco products are not allowed inside any buildings where training is conducted. Designated smoking areas are provided at training locations. Individuals are required to use the available cigarette butt disposal cans to extinguish and dispose of cigarettes. Chewing tobacco may only



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be used outside and must be discarded in a spit cup or bottle and discarded in trash receptacles, chewing tobacco shall not be spit on the ground at any training facilities.

- e) Instructors and Recruits are responsible for keeping classrooms and training sites clean.
 - a. All litter will be disposed of and placed in proper receptacles. Recyclable materials will be placed in appropriate containers.
 - b. White Boards: erased, materials and desks organized with no excess paper lying around from the class.
 - c. All tables and chairs shall be returned to the locations they were found and properly stored.
 - d. Food or beverages may be allowed in the classroom as long as they are dispensed in covered containers. (Check with host department)
 - e. Bunker Gear is not allowed in any training rooms or fire station living areas.
 - f. Parking: Candidates will park their vehicles in a designated location at the request of the host department. Candidates must understand that they cannot interfere with responses to department emergencies.
 - g. Uniform: Candidates will be required to report to all training sessions wearing a Class B uniform. The uniform shall consist of the following: Dark Navy Blue Pants, Black Belt, Black Boots and the provided Red Candidate Shirt.
 - h. Turn-out Gear: Candidates shall report to the Academy with NFPA approved personal protective equipment: Bunker Coat and Pants, Structural Firefighting Boots, Gloves, Nomex Hood, and candidate yellow Helmet (provided). PPE shall be brought to every class. The student is also required to bring an SCBA in good working order with up to date flow test and 2 SCBA bottles with valid hydrostatic test date. An integrated or stand alone PASS device is required for every SCBA that is brought to class. The only exception would be if the lead instructor informs the students not to bring SCBA.
 - i. Candidates are responsible for the equipment they are required to bring to class. This includes all PPE, books, notebooks, pens and any other miscellaneous equipment the student may need. The Academy is not responsible for any lost or damaged equipment.
 - j. Cell phones and pagers must be off during training sessions. Messages and return phone calls shall be completed during designated breaks.



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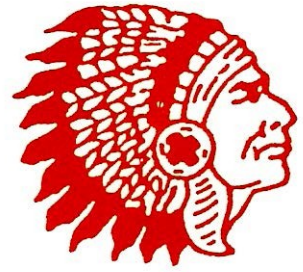
D) PERSONAL APPEARANCE

In an effort to maintain a professional appearance, it is the policy of the Academy to enforce rules regarding appropriate grooming standards that are commensurate with professional standards.

- a) Hairstyles of an extreme nature that detract from a business like appearance will not be permitted, regardless of the individual student's department policy.
- b) The wearing of jewelry, including necklaces, pins, earrings, or rings will not be permitted.
* Medical jewelry is acceptable and instructors must be notified of this situation.
- c) Grooming must not interfere with the effective functioning of any safety equipment used during training. Facial hair, sideburns, and / or mustaches that may impede the proper seal or operation of a self-contained breathing apparatus face piece shall not be permitted.
 - a. It must be recognized that the importance of personal safety and the required use of protective equipment dictate that certain restrictions be placed on individuals' hair lengths, facial hair, and mustaches.
 - b. The hair on the top and sides of the head shall be neatly groomed, long hair shall be bound so as not to occlude vision or allow hair to become an entanglement hazard. For safety reasons particular emphasis must be placed on a secure and proper fit of all personal protective equipment. Hair length must not hinder the proper fit of any PPE.
 - c. The face will be clean shaven while at the Academy to ensure an adequate seal for the SCBA face piece, except as specified. Sideburns shall not extend downward so that they interfere with the seal of the SCBA face piece.
 - d. Mustaches shall be neatly trimmed. They shall not extend past the corners of the bottom lip so as to interfere with the seal of the SCBA face piece.
 - e. Beards of any style are prohibited and shall not be worn.
 - f. If a candidate arrives at training in an unshaven manner, they will be given the choice to shave before they start training or leave the training and be recorded as absent for that training session.



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E) EVALUATION

- a. The Academy evaluation system has been designed to ensure that each candidate meets the standards promulgated by the Office of the State Fire Marshal. Throughout the multi-week program, examinations, along with random quizzes specific to given subject matter will be administered. These quizzes may be given at the beginning of a classroom session, and before the material is covered in the classroom. This encourages the cadet to pre-read the material and be prepared for discussion of the material.
- b. The cadet's class average will be calculated using the following:
 - i. Workbook assignments
 - ii. Quizzes
 - iii. Practical Examinations
 - iv. Module A, B, and C practice examinations
 - v. Attendance

(Students shall maintain a 70% or greater grade point average at all times)

F) ACADEMIC PROBATION

- a. In the event the student's class average drops below 75% the student will be placed on Academic Probation. The student and the Academy Director along with the Fire Chief of the student shall meet and determine a course of action to assist the student. Once the student average improves above 75% the student will be taken off academic probation.
- b. Students are encouraged to use their department membership and Academy instructors, if needed, as an additional resource for assistance.

G) INJURY / ACCIDENT REPORTS

- a. You must report any accident or injury, no matter how minor, to the Academy Lead Instructor and Director; all injuries must be followed up with an investigative report.
- b. The student must fill out an Injury / Accident Investigation Form and submit within 24 hours to the Academy Director via email.
- c. If the student requires medical attention, they shall seek medical treatment as outlined per their fire department policy on injuries, for submittal to workmen's compensation benefits.
- d. If the student is in need of immediate medical treatment he / she shall be transported to the nearest hospital by ambulance. Emergency contact shall be notified along with Department Chief.



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**CHIEF SHABBONA FIREFIGHTERS TRAINING ASSOCIATION
BASIC ACADEMY RULES AND REGULATIONS
VERIFICATION DOCUMENT**

I _____ verify that I have read and understand the Rules and Regulations of the Chief Shabbona Basic Firefighter Academy. I will abide by these rules and regulations during my time in the academy, and understand the consequences for not abiding by these rules and regulations will be discipline up to and including dismissal from the Academy. Additionally I have read and understand the Evaluation Section of this application.

Candidates Signature

Date



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TIMELINE FOR CHIEF SHABBONA FIREFIGHTERS TRAINING ASSOCIATION

BASIC FIREFIGHTER ACADEMY

November 16, 2018	Applications are due back to Minooka Fire Protection District (\$200 First Installment)
November 24, 2018	Physical Ability Assessment will be held at <i>Minooka Fire Protection District Station #1 @ 1300hrs. 7901 E. Minooka Road, Minooka IL. 60447</i>
December 27, 2018	Informational Family Night for 2018 Candidates <i>Minooka Fire Protection District Station #1 @ 1900hrs.</i>
January 7, 2019	Basic Operations Firefighter Academy - First Day of Class
Upon SCBA completion	Final Invoice sent out for remaining balance of tuition (\$400 Balance Due)
TBA	Technical Rescue Awareness- State Examination
TBA	Fire Service Vehicle Operator- State Examination
TBA	Firefighter Basic Operation Firefighter – State Examination
TBA	Hazardous Materials Operations
TBA	Academy Graduation- Firefighter Basic- Location / time-TBA



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**2019 CHIEF SHABBONA
BASIC OPERATIONS FIREFIGHTER ACADEMY
PHYSICAL ABILITY ASSESSMENT GUIDELINE**

1. Hose Drag

- Candidate while dressed in full PPE will drag 150 feet of 1 ¾ hose 100 feet from point of start without getting hoseline snagged on an object.

2. Ladder Climb

- Candidate while dressed in full PPE will climb an aerial device 60 feet in the air while the ladder is placed at a 75 degree angle. The Candidate will have fall protection on

3. Rescue Randy

- Candidate while dressed in full PPE will drag a 165# Rescue Randy a total of 25 feet.

4. SCBA Mask Drill

- Candidate while dressed in full PPE and a facepiece, which will be blacked out, will crawl along a 200 foot length of hose under a vehicle and other objects to identify any claustrophobia issue.

5. Smoke Ejector Lift

- Candidate while dressed in full PPE will pick up a smoke ejector, walk with it a short distance and place it on the tail board of a fire engine, using the proper lifting technique. Candidate will then reverse the procedure and set it back down.

Full PPE will be considered, full bunker gear with no SCBA



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CHECKLIST FOR APPLICATION SUBMISSION

- Copy of valid SCBA Face Piece Fit Testing (<1 year of the start of academy)
- Copy of Valid CPR Card
- Fit for Duty Document
- Copy of Department Certificate of Insurance
- Signed Chief Shabbona Fire Training Academy Release from Liability
- Signed Verification Document of Chief Shabbona Rules and Regulations
- If completed copies of NIMS ICS-100, ICS-200, and ICS-700 CERTIFICATES
- \$200.00 check made payable to the Chief Shabbona Firefighters Training Association

CHECKLIST THAT MUST BE COMPLETED PRIOR TO THE FIRST CLASS

- NIMS Certification of ICS-100, ICS-200, and ICS-700 must be completed and certificates must be turned in by 1st day of class

Can be taken online: [NIMS web based training](https://training.fema.gov/nims)
(<https://training.fema.gov/nims>)

- Courage to Be Safe Program must be completed and the certificate must be turned in by 1st day of class

Can be taken online: [Courage To Be Safe web based training](https://www.fireherolearningnetwork.com/Training_Programs/Courage_To_Be_Safe.aspx)
(https://www.fireherolearningnetwork.com/Training_Programs/Courage_To_Be_Safe.aspx)