

Southern Vermont Regional Fire School

May 1 & 2, 2010

At

**Mount Saint Joseph's Academy
127 Convent Avenue
Rutland, Vermont**

Sponsored by:

**Bennington County Mutual Aid Association
Rutland County Fire Mutual Aid Association**

2010 Course Offerings



**Southern Vermont Regional Fire School
117 Jefferson Avenue
Bennington, VT 05201**

Welcome!

This year the Southern Vermont fire School continues the tradition of offering an excellent selection of courses featuring distinguished instructors from across the northeast and Canada. We are sure that you will be pleased with the programs that we have available.

Driving Directions

From the North:

Travel Route 7 South to Rutland

From the South:

Travel I-91 North, take Exit 6 (Rockingham/Rutland) onto VT Route 103 North. Take Route 7 North to Rutland.

From the East:

Travel Route 4 West until you reach Routes 4 & 7, then travel south on Route 7.

From the West:

Travel the Northway (I87) to Exit 20 (Fort Ann/Rutland). Take Route 149 East to Route 4 East. Then to Route 7 North.

Local Lodging

Comfort Inn Route 7/Allen Street (The Official Fire School Motel) Call **802-775-2200**
Tell the registration desk that you are with the SVRFS for the fire school room rate.

Best Western Inn	Route 4	802-773-3200
Red Roof Inn	Route 7	802-775-4303
Ramada Inn	Route 7	802-773-3361
Travel Inn	Route 7	802-775-4348
Econo Lodge	Route 7	802-773-2784
Hampton Inn	Route 7	802-773-9066
Holiday Inn	Route 7	802-775-1911

Registration Information

Most class sizes are limited and applications are processed on a first-come, first-served basis. Although we make every effort to see that you are registered in your first choice, it is important that you provide us with alternative course selections. Registration applications must be received by **April 20, 2010**. As always, we recommend early registration! **Course confirmations will be mailed or e-mailed to each student after April 20, 2010.**

Tuition is \$60.00 per day and includes lunch. Tuition is non-refundable, except in the case where a course is cancelled and you are unable to be placed in an alternative choice. Payment must accompany your registration application or it will not be processed. Mail registration applications to Southern Vermont Regional Fire School 117 Jefferson Avenue, Bennington VT 05201

Registrar:

Days

802-447-9715

Evenings

802-447-0778

E-Mail

kgoodhue@bennington.com

Southern Vermont Regional Fire School 2010 Registration Application

Student Information (Please Print Neatly and Legibly)

Last Name	First Name	MI
Mailing Address		
City/Town	State/Prov.	Zip Code
Evening Phone Number	Daytime Phone Number	
E-Mail Address		Rank

Department/Agency Information (Please Print Neatly and Legibly)

Department/Agency Name		
Department/Agency Mailing Address		
Town/City	State/Prov.	Zip Code

Waiver of Liability and Insurance Information

Whereas, I have been invited to attend, or observe, or participate in fire fighting training exercises jointly sponsored and administered by the Rutland County Fire Mutual Aid Association, Inc. and the Bennington County Mutual Aid Association, Inc., in concert with various other public organization, person and corporations; and

Whereas, such exercises often present hazards to the life and property of participants, observers and attendees; now

Therefore, in consideration of being afforded the opportunity to observe, attend or participate in such fire fighting training:

1. I acknowledge the inherent dangers in such training and assume the risk to my person and property, both personal and of others in my control and supervision.
2. I agree to hold harmless and waive all claims against the sponsors and/or their agents, arising from my participation, observation or attendance at said training.
3. Further, this waiver of liability and agreement to hold harmless extends to all claims that might devolve to the benefit of my heirs, assignees, administrators or agents or employees in both official and person capacities, who are assisting the above named sponsors in the presentation and conduct of this training.
4. Further, I certify that I am physically qualified and capable to pursue the courses that I will participate in.

Signed: _____ Date: _____
(Signature of applicant)

The above applicant appears to be physically capable, and has successfully completed the necessary prerequisite training to participate in the course(s) applied for. The applicant is covered by department insurance for worker's compensation and personal injury.

Signed: _____ Date: _____
(Signature of Chief or authorized department officer)

Officer's Name (Print) _____ Phone Number _____

Student Name	Last	First
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Course Selections

1 st Choice	2 nd Choice	3 rd Choice	Course Name	Cost
<u>Saturday One-Day Courses</u>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basement and Attic Fires	\$60.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cave Rescue	\$60.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ventilation	\$60.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calling the MAYDAY	\$60.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arson Awareness/Meth Labs	\$60.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advance Fire Behavior (Flashover)	\$60.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic Extrication for the Beginner	\$60.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smoke Showin & Common Sense	\$60.00

Saturday and Sunday Two-Day Courses

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strategy & Tactics for Company Ops.	\$120.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rapid Intervention Teams RIT	\$120.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Sixth Minute	\$120.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pumps	\$120.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wildland Fire Control	\$120.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flammable Gas Fire Control	\$120.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Vehicle Driver Training	\$120.00

Sunday One-Day Courses

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basement and Attic Fires	\$60.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ventilation	\$60.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arson Awareness/Meth Labs	\$60.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smoke Showin & Command Decision	\$60.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic Extrication for the Beginner	\$60.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highway Safety for the Responders	\$60.00

Course cost from above selections \$ _____

Southern Vermont Regional Fire School T-Shirt(s): _____ at \$13.00each \$ _____

Indicate size and quantity: _____ S _____ M _____ L _____ XL _____ 2XL _____ 3XL

Grand Total \$ _____

T-shirt orders must be pre-paid and checks enclosed with this registration.

Basement and Attic Fires

This course will depict and explain the most common causes of injuries and deaths that firefighters encounter while operating at basement and attic fires. Topics will include the importance of the three phases of Size Up: 1-Command Sequence, 2-Logical Thought Process for Decision Making 3-Action Planning and Outcome of incident Priorities Concerning Size-up. Emphasizes will be placed on the importance of utilizing the Command Sequence when reviewing various incidents scenarios; Selecting Tactics and implementing the Action Plan; the use of effective communications, giving assignments to implement the Action Plan, Introduction to the Incident Command System and the Incident Management Functions. The Command Staff Positions and Staging Area will be defined, along with many other important matters regarding Command Performance. The course goal is to provide the students with an appreciation of how serious the problem of firefighter's injuries and deaths have escalated over the past few years and the importance of changing one's behavior and attitude, regarding today's approach on applying firefighters safety and survival during their tour of duty.

Instructor: Chief (Retired) William Timmons, TPI/CFI, Instructor and Consultant.

Prerequisites: None

Cave Rescue: Not your "Typical" Confined Space Rescue

Southwestern Vermont has nearly 100 known caves, with more being discovered every year. A rescue from a cave presents some major challenges. Are you ready if a cave rescue incident occurs in your jurisdiction? In this session, instructors with many years of emergency services and caving experience will explain how caves differ from other confined spaces and what you need to know to coordinate a cave rescue effort. You will have hands-on practice with some of the specialized resources, equipment, and techniques you should keep in your "cave rescue toolbox." The session will finish with a mock rescue through an obstacle course (above ground) to bring all of the rescue elements together.

Instructors: Steve Hazelton, NREMT-Paramedic

Instructors: Ron Carlson, EMT-B, CT, Fire Service Instructor II

Prerequisites: None

Equipment: Coveralls or other clothing that can be worn while crawling, rescue style gloves, boots, (rubber fire boots are not recommended) and helmets. Climbing style or low profile style helmets are preferred. Knee and elbow pads are also encouraged.

Ventilation Safety and Techniques

This course will explain the basics fire behavior-the burning process, growth stage, fully develop stage and the decay stage as well as mode of heat transfer, thermal balance and imbalance and the theory of fire extinguishment. Basic principles of ventilations such as definition and terminology, principles, advantages and effect of ventilation as well as natural and forced ventilation will be discussed. The difference between a back draft and a flashover will be discussed. Three hours in the class and three hours in the field under smoke conditions.

Instructor: Lt. Daniel Gascon, B.SC, Training Officer, Longueuil Quebec, Canada

Equipment: Personal Protective Equipment including SCBA and paper for note taking.

Saturday Courses- May 1, 2010

1-Day Course

Calling the MAYDAY

Developed & endorsed by the National Fire Academy, this 8-hour program's learning objectives are provided during a CD-ROM presentation and lectures followed with hands-on-training! Students will demonstrate skills required to call a MAYDAY over a radio system. The student will experience various emergency situations which statistically are causal factors for firefighter loss of life during structure firefighting condition. The simulation props presenting conditions are: being trapped or lost in a room, having something collapse on them such as a ceiling, being snagged on something such as wires, and falling through a floor or roof. The firefighter is in full PPE, SCBA (with a black-out mask) and carrying a portable radio. The firefighter must perform these skills 100 % correct to receive a certification of completion.

Instructor: Vermont Fire Academy Staff

Target audience: Structure Firefighter – minimum age – 18!

Pre-requisite skill: Firefighter 1 qualification or certification. This is an extensive physically demanding programs – fitness is mandatory!

Personal equipment requirements: Full Personal Protective Ensemble including SCBA, gloves hood, flashlight / hand held light and if available – a hand held portable radio with VCOMM frequencies!

Arson Awareness and Scene Preservation/Methamphetamine and Clandestine Drug Lab Awareness for the First Responder

The first half of the course the class will cover arson awareness (to include fire behavior, patterns and the science of arson investigation), reconstructing fire scenes and scene preservation through careful and directed overhaul procedures. The class will go over actual scene photos in groups as a practical exercise. This course will also cover the laws under Title 20, as they apply to the responsibility of the Fire Chief or his designee to make a fire investigation. The class will also go over the model of the Department of Public Safety Arson Investigation Unit and the Partnership with the Division of Fire Safety.

The second half of the class will cover the identification of Meth and Clandestine drug labs. The class will go over lab components, chemicals involved and the hazards for the first responder. Will also go over labs in Vermont and will cover current national and regional trends.

Instructor: Detective Lieutenant James Cruise- Commander of the Vermont State Police Arson Unit

Instructor: Detective Sergeant Tom Williams- Vermont State Police Arson Unit

Instructor: Investigator Chris Boyd- Division of Fire Safety

Instructor: Detective Lieutenant James Cruise- VSP Clandestine Drug Lab Team Commander

Instructor: Detective Sergeant Fred Cornell- VSP Clandestine Lab Team

****Advanced Fire Behavior: Flashover Recognition**

This is an eight hour program designed to introduce the student to the precursor conditions that can lead to a life-threatening flashover during fire operations. Learning objective include: how flashover conditions develop and what are the warning signs that may be present prior to a flashover. The student will participate in an actual flashover scenario in a controlled safe environment-simulation container at a field site.

Instructors: Vermont Fire Academy Staff

Personal equipment requirements: NFPA compliant Personal Protective Equipment including self-contained breathing apparatus. Compliance with VOSHA facial hair regulations is mandatory.

Saturday Courses- May 1, 2010

1-Day Course

Basic Extrication "For the Beginner"

This course is design for the "Beginner". The morning session the instructors will discuss hand tools, power tools, the proper tool for the job and how to maintain each tool to insure proper performance. Hot, warm and cold zones as well as scene safety will be discussed. The afternoon session will be in the field actually using the different tools on vehicles.

Instructor: Francis Buck, Chief (Retired) Bennington Fire Department

Instructor: Michael Taylor, Assistant Chief, Shaftsbury Fire Department

Equipment: Personal protective equipment, No SCBA needed

Smoke Showin and Common Sense in Decision Making

This course will include developing objectives based on size up, selecting appropriate strategies, assigning the tactics to satisfy the strategies and how to prioritize strategies and tactics. Will also discuss command sequence, action planning, incident scene communications and personnel accountability. This course will also discuss how to protect firefighters, why do we read smoke, the make up of smoke and how to predict hostile fire events. Other topics that will be discussed will include Incident Commanders and their roles, understanding Risk vs. Benefit, the concept of RIT crews, incident scene communications or the lack of it, and fire flows vs. percentage of involvement or when do we REALLY go defensive. The topics in the afternoon session will include Incident Scene Decision making, Developing Objectives, Command Sequence, Size Up, Determining Strategy or Strategies, Putting together an Action Plan and How to implement that plan.

Instructor: Wayne Bindas, Adjunct Faculty at the National Fire Academy in MD

Saturday & Sunday Courses- May 1 & 2 2-Day Course

Rapid Intervention Team RIT

This class will dig deep into Rapid Intervention Teams and their responsibilities, the real deal and the reality if we fail to train. During the morning lecture the student will listen to actually heart grabbing audio Maydays. A Power Point demonstration and some viewing of videos of trapped firefighters in need of rescue, as well as firefighters rescuing their own. Students will review and discuss various case studies and how they have impacted the fire services operations training and some of the equipment that has been created to help save firefighters. This class will also touch on RIT fire ground observations including the 360 walk around, RIT equipment and RIT positions and the ongoing of preplanning of rescues while on the scene. The student will perform hands on techniques of firefighter drags, narrow and wide hallways, basement and attic stair carries, the SCBA removal of a downed firefighter and RASP rope assisted search procedures and the Denver drill. Sunday will include hands on training with the FTF bag firefighter through the floor including the John Nance drill and the Mark Langvart/Denver drill. The student will be involved in set scenarios that will bring the student skills to the forefront. These scenarios will include Maydays, assigned RIT crews using RIT tools, proper radio communications and charged hose lines all in a smoked filled atmosphere.

**Instructor: Michael A. Barrett, Rutland City Fire Department and Founder and Owner of KMA
Equipment: Full Personal Protective Equipment including SCBA**

Saturday & Sunday Courses- May 1 & 2 2-Day Course

Strategy and Tactics for Initial Company Operations:

STICO is designed to meet the needs of 1st Due Fireground Leaders / Company Officers responsible for managing the operations of one or more tactical units /companies during structural firefighting operations. STICO is designed to develop the leadership skills needed by those leaders /company officers to accomplish assigned tactics at structure fires. Course has a 14 hour timeline.

Target audience: Firefighter & officers who may have 1st due ICS responsibilities!

Student needs: Content is lecture / group tabletop exercises!

Instructor: Vermont Fire Academy Staff

Prerequisite: Firefighter I qualification.

Pumps

This course is intended to provide fundamental training for those with little or no experience with an apparatus mounted fire pump as well as advanced understanding of the use and capabilities of a volume pump for pump operators with years of pump operation to their credit. During the first day of classroom presentation by three qualified instructors, students will learn how a pump works and how to get a pump into operation by exploring the inside of a pump through the use of a dynamic power point multimedia program. The second day will be devoted to hands on application along with problem solving evolutions. For those above the beginner level the course should add to your abilities to correctly diagnose pump troubles along with providing fire ground solutions. The course concentrates on centrifugal pumps which dominate in fire service applications. Students should dress appropriately for the second day of outdoor activity.

Instructor: Captain (Retired) John Fox, Somerville MA Fire Department

Instructor: Chief (Retired) Mike Hastings, Gill MA Fire Department

Instructor: Byron Brook, Bulldog Fire Apparatus

Equipment: Personal Protective Equipment (Helmet, Coat, Pants, Boots and Gloves)

Emergency Vehicle Driver Training

Within the context of a comprehensive emergency vehicle driver training program, this 12 hour course is designed to provide the initial train-up components: classroom instruction and a competency driving practical activity. Instructional content allows the emergency vehicle operators (EVO) to understand their total responsibilities when driving their vehicles in the emergency and non-emergency modes. The program will verify proficiency in the knowledge and understanding of, as well as, the practical application to emergency vehicle driving.

Target audience: Apparatus driver / operators!

Student Prerequisites:

- Active driver's license, commercial classification recommended not required.
- Membership in a Fire Department. Provide evidence of insurance coverage and physical/medical fitness.
- Minimum Firefighter skills IAW NFPA – 2002 standards related to exterior/ scene support operations! Firefighter I certification recommended but not required!
- Minimum age – 18!

Instructor: Vermont Fire Academy Staff

Equipment: As required by parent AHJ – structural firefighter or driver specific ensembles.

Saturday & Sunday Courses- May 1 & 2 2-Day Course

****Flammable Gases Fire Control**

Flammable Gas Fire Control is a course designed to provide firefighters with additional knowledge, beyond Awareness and Operational Levels, about flammable gases. Firefighters trained to the Hazardous Materials Operations and Firefighter I Levels are provided practical and informational experiences in the response and control of wide range of concerns associated with these flammable gas products. No test or certification! **Target Audience: Firefighters and Fire Officers.**

Prerequisite: Certifications-Hazardous Material Operations and Firefighter 1

Equipment: Full Personal Protective Ensemble including SCBA, gloves and hood

Instructor: Vermont Fire Academy Staff

Wildland Fire Control

This enhanced 12 hour Wildland firefighter course is designed for personnel with no previous Wildland fire experience or those needing update training at the basic level. Course content included illustrated lecture, discussion, group exercise and a field practical activity. The field activity includes developing/cutting a fire line and tool use skill building. NIMS incident command concepts will be integrated into field work.

Target Audience: Firefighter, Company Officer, Chief Officer, Vermont Fire Warden

Prerequisites: Students must be physically fit

Equipment: Protective clothing is required for field work. You will need to bring a wildland helmet or hardhat (no structural firefighting helmets), leather work type gloves, eye protection (goggles or safety glasses), sturdy logger-style boot (no firefighting boots or sneakers): study clothing-long sleeve shirt, jeans or work pants and a water bottle or canteen. Instructor: Lars Lund

The Sixth Minute (First Five Minutes)

What do you do after the first five minutes? This program is a strategy and tactics course that will answer the question? What do I do when I get to a fire? Topics will include: size up, formulation of strategies and tactics, hose line placement, engine company and ladder company operations, standard operating procedures, leadership and firefighter safety, with emphasis on applying these topics to fire situations with a minimum of manpower and equipment. This course will include enhanced course materials and simulation exercises.

Instructor: Mike Gallas

Sunday Courses- May 2, 2010

1-Day Course

Highway Safety for Emergency Responders

Students completing this course will have an awareness of the serious nature of highway crash scenes and the hazards associated with them. Students will have an understanding of the four phases of traffic control that take place in the first hour. They will also possess the ability to select and place the appropriate traffic control devices for various crash sites. Other topics covered are: stopping sight distance requirements for vehicles across a broad range of speeds, how to establish various traffic control zones, where to stand and how to direct traffic.

Student needs: Content is lecture / group tabletop exercises!

Target audience: All emergency service personnel!

Instructor: Vermont Fire Academy

Basement and Attic Fires

This course will depict and explain the most common causes of injuries and deaths that firefighters encounter while operating at basement and attic fires. Topics will include the importance of the three phases of size up: 1-Command Sequence, 2-Logical Thought Process for Decision Making 3-Action Planning and Outcome of incident Priorities Concerning Size-up. Emphasizes will be placed on the importance of utilizing the Command Sequence when reviewing various incidents scenarios; Selecting Tactics and implementing the Action Plan; the use of effective communications, giving assignments to implement the Action Plan, Introduction to the Incident Command System and the Incident Management Functions. The Command Staff Positions and Staging Area will be defined, along with many other important matters regarding Command Performance. The course goal is to provide the students with an appreciation of how serious the problem of firefighter's injuries and deaths have escalated over the past few years and the importance of changing one's behavior and attitude, regarding today's approach on applying firefighters safety and survival during their tour of duty.

Instructor: Chief (Retired) William Timmons, TPI/CFI, Instructor and Consultant.

Prerequisites: None

Ventilation Safety and Techniques

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Instructor: Lt. Daniel Gascon, B.SC, Training Officer, Longueuil Quebec, Canada

Equipment: Personal Protective Equipment including SCBA and paper for note taking.

Smoke Showin and Common Sense in Decision Making

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Instructor: Wayne Bindas, Adjunct Faculty at the National Fire Academy in MD

Sunday Courses- May 2, 2010

1-Day Course

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Instructor: Detective Lieutenant James Cruise- Commander of the Vermont State Police Arson Unit

Instructor: Detective Sergeant Tom Williams- Vermont State Police Arson Unit

Instructor: Investigator Chris Boyd- Division of Fire Safety

Instructor: Detective Lieutenant James Cruise- VSP Clandestine Drug Lab Team Commander

Instructor: Detective Sergeant Fred Cornell- VSP Clandestine Lab Team

****Flammable Gas Fire Control and Advance Fire Behavior (Flashover) the student must complete the Vermont Fire Academy Registration Form (last page) and return the form with this registration. It must be signed by the chief or designee.**

Southern Vermont Regional Fire School

T-Shirts Available

\$13.00 Each

Must be pre-ordered and pre-paid
using your fire school application.





DIVISION OF FIRE SAFETY
VERMONT FIRE ACADEMY
 317 Academy Road - East Cottage
 Pittsford, VT 05763
 802-483-2755 / 800-615-3473
 FAX: 802-483-2464
 www.vtfireacademy.org



PERSONAL INFORMATION

FIRST NAME:		M.I.:	LAST NAME:	
MAILING ADDRESS:				
CITY:		STATE:		ZIP:
HOME TELEPHONE:			WORK TELEPHONE:	
EMAIL:				
SOCIAL SECURITY #:		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		DATE OF BIRTH:

AGENCY INFORMATION

DEPARTMENT/AGENCY:				
RANK/POSITION:			<input type="checkbox"/> PERMANENT <input type="checkbox"/> CALL <input type="checkbox"/> VOLUNTEER	
AGENCY MAILING ADDRESS:				
CITY:		STATE:		ZIP:
AGENCY TELEPHONE:				

PROGRAM INFORMATION

PROGRAM START DATE:		LOCATION:		
I certify that the information recorded on this application is correct. I attest to the fact that I am 18 years of age or older on or before date of the program. I agree to abide by the rules, policies, and regulations of the Vermont Fire Academy if I am admitted as a student. Falsification of information may result in denial of a course certificate. I hereby authorize release of any and all information concerning this course to the appropriate authority. All requests for information shall be in writing from said chief or designee.				
SIGNATURE OF APPLICANT:				DATE:

STUDENT PREREQUISITE SKILL COMPLIANCE TO NFPA STANDARD 1403 LIVE FIRE TRAINING

The firefighter applicant has the following skill-based training as stated in the *National Fire Protection Association Standard (NFPA) 1403 "Live Fire:"*

- Units 1, 2, & 3 or Sections A, B, & C or Firefighter I Certification Date Achieved: _____
- OR This firefighter has received training and performance evaluation in accordance with *NFPA 1001 Standard for Fire Fighter Professional Qualifications*. I certify that his/her job skills are compliant with prerequisites defined in NFPA 1403.

Firefighter will comply with the Vt. Fire Service Training Council's Facial Hair/Beard Policy.

I, the undersigned, certify that the applicant listed above meets the criteria, is a member of our fire department/agency and is covered by Worker's Compensation Insurance.

AUTHORIZED SIGNATURE (CHIEF ONLY):				DATE:
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ANY QUESTIONS? Please give us a call before mailing or faxing this form to the address above.

~OFFICE USE ONLY~

RECEIVED:	NOTES:
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