## Guidelines for a Successful Fire Officer Designation Application





## **Application Questions**

Have questions? Get help with your application by contacting:

• Dennis Goudy at: dennis.goudy@uvu.edu or 801-652-3852





## Part I: Submit Online Application

- Download the applicable application (Supervising Fire Officer or Managing Fire Officer) from the UFRA website.
  - In order for the application to function correctly, use the download arrow (in the top right portion of screen).
- Save the application to your desktop with your name and the date.
- Complete each field in the application.
- Save the completed application and email it to Lori.Marshall@uvu.edu.





# Part II: Put Documentation in OneDrive

• You will receive an email from Lori Marshall with a link to a shared folder in OneDrive. (OneDrive is like Google Drive, Drop Box, and other cloud-based file-sharing services.)





## **OneDrive Account Instructions**

 Once you have access to your OneDrive folder, you will see the subfolders that will be used to organize all the other documentation you will be required to turn in.

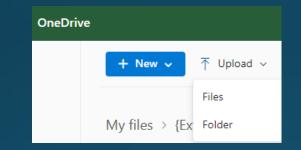
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<mark>_8</mark> <sup>≥</sup> ′Receipt	About an hour ago	SharePoint App
<mark>_8</mark> <sup>≥</sup> <sup>1</sup> Trainings	About an hour ago	SharePoint App





## Organizing Your Documents into Folders

• It is very important that you organize all your uploaded documents into their correct folders. Pay close attention to details during this step.



• When scanning copies of your original documents, make sure to save each one with a name that describes what it is (such as "ICS 100," "Hazmat Awareness," etc.) or with the folder name (such as "Training"), if you are scanning and saving documents as a group.





# Verify that all documents uploaded correctly

 Once you are satisfied with the order and completion of all sections of your application and portfolio, send an email to Lori Marshall, the treasurer of the Utah Commission for Fire Officer Professional Development, indicating that you have completed it. At that point, it will be sent in for review by members of the Commission.





## Examples

- The next few slides provide examples of documents that need to be included in your OneDrive folders.
- It is highly recommended that you create copies of everything on your desktop first and then upload the copies to the OneDrive account.
- Remember to put them in order in each of the specific folders.





# Certification Documents for the SFO Designation

- Upload copies of each of the required certifications.
  - Firefighter I
  - Firefighter II
  - Hazmat Awareness
  - Hazmat Operations
  - Instructor I



- Certificate of completion for Company Officer Inspector Course (UFRA)
- Officer I
- Copies can be obtained online at uvu.edu/ufra/lookup/index.php





# Certification Documents for the MFO Designation

### • Upload copies of each of the required certifications.

- Fire Inspector I
- Fire Officer II
- Fire Investigator I
- NIMS ICS 300



 Copies can be obtained online at uvu.edu/ufra/lookup/index.php





## NIMS Course Certificates

• Include copies of each of the required NIMS Certificates.

- FEMA no longer sends paper copies. All FEMA certificates will be sent to you electronically.
- ICS 100
- ICS 200
- IS-700 B
- IS-703 A
- IS-800 C



### **Emergency Management Institute**

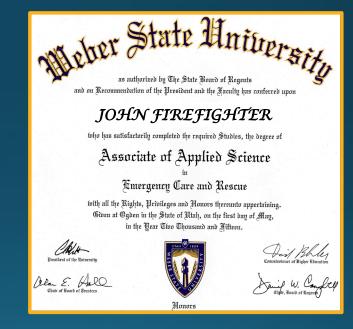




## Education

### • Include copies of your diploma or official transcripts.

Mtah Halley University The State Board of Regents on recommendation of the University Faculty and by virtue of the Authority in it vested hereby confers on JOHN FIREFIGHTER the dearee of Associate in Applied Science Emergency Services Fire Officer Emphasis with all Rights, Privileges, and Conors thereunto appertaining. Given at Orem, Utah this eighteenth day of December, 2008 lanette Hales Beckham Chairman, Board of Trustees Interim President of the Universi atchir Jed B. Bitcher William A. Bederburg Chairman, Utah State Board of Regents Commissioner of Bigher Education







## Experience

• Include a letter on department letterhead verifying your required years of experience.



#### SANDY CITY FIRE DEPARTMENT

TOM DOLAN
MAYOR
BYRON JORGENSON
CHIEF ADMINISTRATIVE OFFICER
BRUCE CLINE
FIRE CHIEF

September 29, 2016

#### To Whom It May Concern:

This letter is to verify that Engineer has been employed full-time with Sandy City Fire Department since 2003. She worked as a Firefighter/Paramedic until 2011, when she was promoted to the position of Engineer/Paramedic. She has been functioning in that role since then and has done a great job for our department.

Please feel free to contact me with any other questions or concerns at 801-815-7785.

Sincerely,

Derek Maxfield Deputy Fire Chief





TEL 801 852 6321 80 S 300 W PO BOX 1849 PROVO, UT 84603

TO:	To Whom It May Concern
FROM:	Gary K, Jolley Fire Chief
DATE:	February 1, 2016
SUBJECT:	Letter regarding Provo Fire & Rescue

Battalion Chief is applying for the Utah Fire Officer Designation Program (UFODP) through UVU. This is a letter verifying his employment with Provo Fire & Rescue. Battalion Chief is been employed for 20 years, 10 of those years as a Company Officer/Captain and the past 3 as a Battalion Chief

Sincerel

Gary K. Jolley, Fire Chief Provo Fire & Rescue 801-852-6314 gjolley@provo.org



## Resumé

There is no set standard on the resumé format. However, with most resumés, less is more. Provide a copy that is well written, well edited, and to the point.

#### SPECIAL QUALIFICATIONS \* Fire Fighter III

- \* Apparatus Driver/Operator Pumper (ADO) \* Officer I FMS Instr Wildland Fire Fighter I (NWCG FFT2)
- ✤ S-290 Intermedi
   ✤ Hazardous Mate
   ✦ Paramedic
   ✦ CTC Phase I diate Fire Behavi NIMS 300 \* NIMS 400

#### FIRE SERVICE EXPERIENCE

Fire Department, Utab 2007-present Work approximately 56 hours/week as Fireflighter/EMT-P. I respond to medical emergencies and perform assessments of the ill or injuit in the place of the Capitation Technicer were medided. I respond to alarms and assist in the control of structural, residential, commercial, chamical, whiche, and wildland fires. I perform salvage and overhaul operations following fires. I perform facility cleaning and maints associated net analysis. required and needed. Currently a Tactical Paramedic with the North Davis Metro SWAT team.

Fire Department, Ubb 2005-2010 Vocke2 24-8 hoors a moth as a Philoso-Gall Fielfghter/EMT-I assigned to either as ambulance, engine or ladder trock. I worked as a field-to ere gain between all appented indeparties of the philosophilo and the analysis of the second response of

#### Awards

✤ Fire Fighter of the Year

#### EDUCATION/TRAINING

Weber State University, Ogden, Utah 2012-present \* AAS Emergency Care and Rescue, 2015 \* AS General Education, 2015 \* IC Paramedic 2013

Davis Applied Technology College, Kaysville, Utah 2008 vis Appliet Technolog, where a second second

- Rockhurst University Continuing Education Center, SLC, Utah 2007
- Basic Supervision Management and Leadership Skills for Managers Criticism and Discipline Skills Coaching, Mentoring and Team Building Skills for Managers

Community College of the Air Force, Mountain Home AFB, ID 1999 Aviation Maintenance Technology 46.00 SEM HRS

Objective: Hard working, team oriented 13 Year Firefighter/Paramedic seeking to advance my commitment to serving the public and my fellow firefighters through safe, productive, and cost efficient services.

#### Position Sought: Fire Captain

#### **Background & Related Experience**

 2003-Present Engineer/Paramedic

Acting Officer as needed Operation & Maintaining Apparatus EMS Instructor

1996-Present

Operations Manager/Paramedic (2013-2015) Supervise assigned companies Administrative Duties

Training Officer: (January 2016-present)

· 2012-2014 Emergency Medical Services for Children

Coordinator for Summit County Pediatric Education for EMS and Communities PEPP and PALS class instructor

#### **Education & Training**

- A.S. Degree Emergency Medical
- Services Fire Officer 1
- Fire Instructor 1
- Fire Inspector 1
- L-280 Leadership class-UFA

#### Special Assignments

- Evaluation Committee Training Hydrants
- EMS Instructor



Citizens Academy -assist Eng. Carter/Eng. Chynowth

### EXECUTIVE PROFILE

After working a career in the construction industry I started my current career in emergency services. I have progressed from a volunteer firefighter to the rank of deputy chief. I have continued my nave progressed tram a volunteer trefighter to the rank of deputy chief. I have continued my education and currently hold bachelo's degree ond how ossociated segrees in energency services along with many certifications in a vast array of emergency services disciplines. I am currently working on a Master Bogree in disaster management. I have exteriave training in disaster response from the National frie Academy and the Emergency Monagment institue. I completed a study acroad to Christichuch they Academy and the Emergency Monagment institue. I completed a study acroad back to the service and an another and the service and the service and the Mexico 2 years after a major earthquake devalated that area of the world. I have a passion for emergency progradments and realiency plannina. emergency preparedness and resiliency planning.

#### CORE ACCOMPLISHMENTS

My greatest accomplishments are my five kids, my wife, and my 2 grandkids.
While working full time and juggling family and community involvement, I
araduated Cum Laude with 2 associates degrees and a bachelor's degree in
emergency services administration. At age 151 earned my Eagle Scout Rank
and I have been involved in community and church service throughout my
life

#### PROFESSIONAL EXPERIENCE

04/1995 to Current		
	District. I have progressed through the ranks from firefighter to Captain and now Deputy Chief, over the last 20+ years, I am responsible for the operation of 2 stations and 85 employees. I deal with an annual budget of over 35 million dollars. I respond as the incident Commander for all emergencies that occur within our tervice area.	
02/2010 to 06/2013		
	Frontine supervisor of a tirelighter crew. Function as a fire fighter AEMT.Responding to all types of emergencies and rendering aid to those affected, including fire suppression, Hazmat, Medical emergencies and technical rescue.	
01/2004 to 06/2013	Medical training Officer North Davis Fire District – West Point, Utah Developed training and course outlines. Maintained department CME records. Participated on County and State protocol task forces.	
04/1994 to 02/2010	Firefighter/EMT North Davis Fire District — West Point, Utah Function as of life fighter EMI-1. Responding to all types of emergencies and rendering aid to those affected. Including fire suppression, Hazmat, Medical emergencies and technical rescue.	
05/1986 to 06/2013	Plumbing/ Construction	
	I worked in the construction industry right out of high school, and for a number of years, I operated my own plumbing company. When I was promoted to deputy chief and when I returned to school I closed my business to allow more time for work, school and family.	
EDUCATION		
	Master of Science: Disaster Managment American Millitary University — Charles Town, West Virginia, USA I am currently working on a Masters degree in Disaster Management through the American Millitary University.	
2016	Bachelor of Science: Emergency Services Administration Utah Valley University — Orem, UT, USA I graduated Cum Laude with a degree in Emergency Services Administration. I	





## Training

- List all the formal training you have received, including multi-company drills, training exercises, regional fire schools, conferences, Winter Fire School, and formal training from your department.
- Include "contact hours" where requested.

	N	

In addition to certifications, education, and experience, professional development training is required. Training listed will be measured using a point system based on contact hours as shown on official transcripts or certificates of completion (include copies with portfolio). A **total of 25** points are required to meet this element. The resource matrix, (list 4 pages of this document) among other things, shows recommended and required training courses.

#### Please fill in the point values earned.

Command Training Center is required (but no points awarded)

UFRA Phase I Command Training (or any equivalent that meets this requirement as determined by the UFOD Review Committee).

Use check boxes, tables and spaces below to document applicable classes. Use the "points per category table on page 11 to combine all calculated points requested for the training section:

EMS-choose only one of the following (may be current or previous certification)

EMT:	5 Points
AEMT:	7 Points
Paramedic:	10 Points

Hazmat-choose all that apply (may be current or previous certification)

1	1	Hazmat	Technician:	5	points
- 1h	/	нагтат	reconnician:	5	point

otal HM Tech Points: 5
------------------------

Total EMS Points:

10

Use this table to list all other Haz Mat classes taken. List location of the class
Note: Do not include Hazmat Awareness or Operations in this table.
Hazardous Materials Incident Commander, St. George, Utah
30
FEMA Cnt for Domeslio Preparedness Hazmat Evidence Coll. SLC,
16
Enter total points (# of contact hours / by 15) for all other Hazmat classes
here:
3





## Training Form Example (continued)

National Wildland Coordination Group (NWCG) training	Number of Contact Hours
S-290 Intermediate Fire Behavior	32
L-380 Fireline Leadership	32
S-330 Task Force / Strike Team Leader	24
Enter total points (# of contact hours / by 15) for all NWCG Classes:	8

Point calculation box - Total all points from the training check boxes and tables above and place them in the table below. The committee will review and confirm the numbers.

TRAINING POINTS PER CATEGORY TALLY			
Category	Points Requested	Points Awarded	
EMS	10		
Hazmat	8		
Technical Rescue			
NFA (all courses including ISO)			
UFRA or Other	2		
Pub Ed			
NWCG	6		
Total Training Points	28		

#### (Administrative Use Only)

UFRA CTC Phase I Obtained	? Yes		No
Training Element Met?	Ves.	$\square$	No

Verified by:

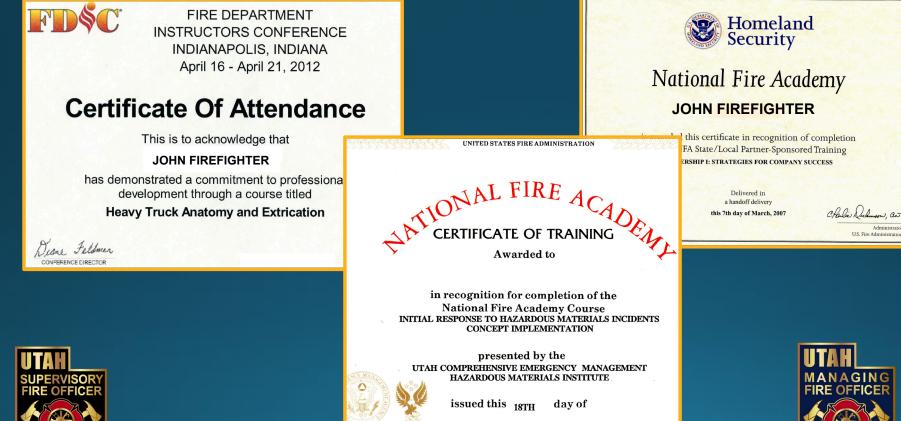
Date:





## Accompanying Documentation

• The types of training certificates shown below should be included in the "Training" folder.



DECEMBER, 1993

## **EMS** Verification

 Copies of EMT/Paramedic cards should be included in your folder titled "Certifications."



