

# Guidelines for a Successful Fire Officer Designation Application



# Application Questions

Have questions? Get help with your application by contacting any of the following:

- Chief Aaron Byington at: [abyington@syracuseut.gov](mailto:abyington@syracuseut.gov)
- Dennis Goudy at: [dennis.goudy@uvu.edu](mailto:dennis.goudy@uvu.edu) or 801-652-3852
- Lori Marshall at: [lori.marshall@uvu.edu](mailto:lori.marshall@uvu.edu) or 801-863-7715



# 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](mailto: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

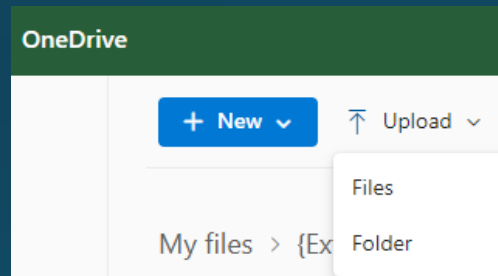
- Once you have access to your OneDrive folder, you will see the subfolders that will be used to organize all the other documentation you will be required to turn in.

 Name ▾	Modified ▾	Modified By ▾
 Certifications	About an hour ago	SharePoint App
 Education	About an hour ago	SharePoint App
 Experience	About an hour ago	SharePoint App
 Receipt	About an hour ago	SharePoint App
 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](http://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](http://uvu.edu/ufra/lookup/index.php)



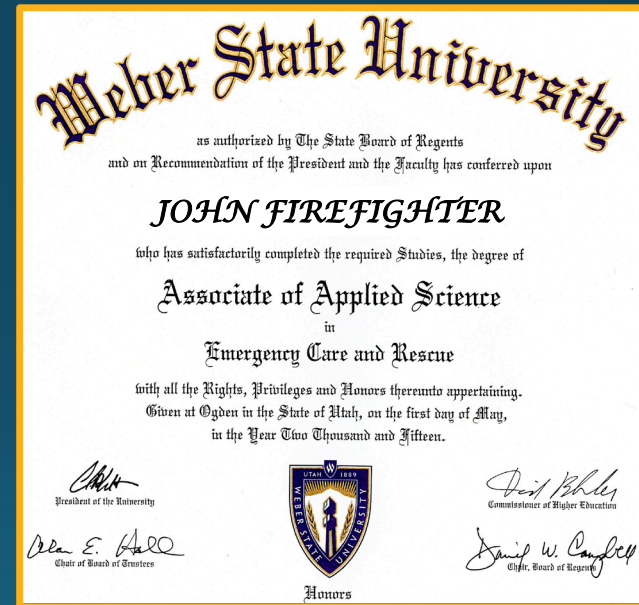
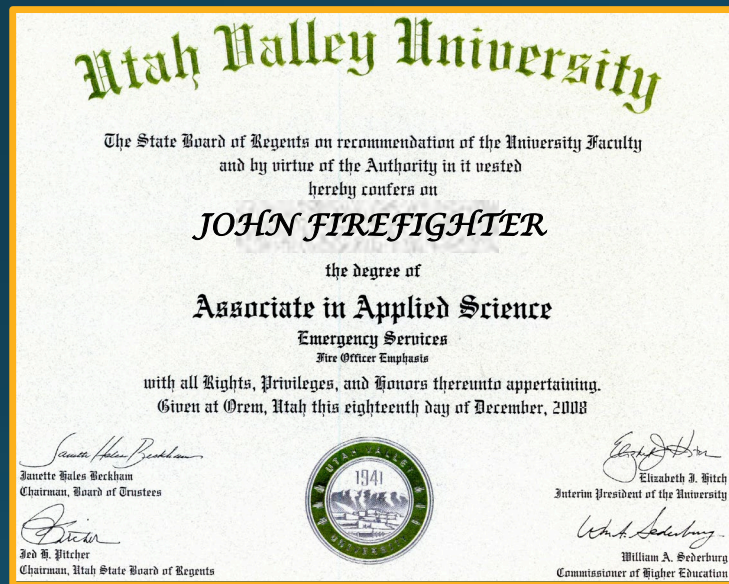
# NIMS Course Certificates

- 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



# Education

- Include copies of your diploma or official transcripts.



# Experience

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



## SANDY CITY FIRE DEPARTMENT

TOM DOLAN  
MAYOR

BYRON JORGENSEN  
CHIEF ADMINISTRATIVE OFFICER

BRUCE CUNE  
FIRE CHIEF

September 29, 2016

To Whom It May Concern:

This letter is to verify that Engineer [REDACTED] 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,

A handwritten signature in black ink, appearing to read "Derek Maxfield".

Derek Maxfield  
Deputy Fire Chief



CHIEF GARY K JOLLEY

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 [REDACTED] Provo Fire & Rescue

Battalion Chief [REDACTED] 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 [REDACTED] has been employed for 20 years, 10 of those years as a Company Officer/Captain and the past 3 as a Battalion Chief

Sincerely,

A handwritten signature in black ink, appearing to read "Gary K. Jolley".

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 resúmes, 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
- Inspector I
- BMS Instructor
- Wildland Fire Fighter I (NWC0 FF72)
- 5-290 Intermediate Fire Behavior
- Hazardous Materials Technician
- Paramedic
- CTC Phase I
- NIMS 200
- NIMS 400

## FIRE SERVICE EXPERIENCE

Fire Department, Utah 2007-present  
I work approximately 56 hours/week as a Firefighter/EMT-P. I respond to medical emergencies and perform assessments of the ill or injured in the place of the Captain or Engineer when needed. I respond to alarms and assist in the control of structural, residential, commercial, chemical, vehicle, and wildland fires. I perform salvage and overhaul operations following fires. I perform facility cleaning and maintenance required and needed.  
Currently a Tactical Paramedic with the North Davis Metro SWAT team.

Fire Department, Utah 2008-2010  
I worked 24-48 hours a month as a Paid-on-Call Firefighter/EMT-I assigned to either an ambulance, engine or ladder truck. I worked as a staffed crew going between all apparatus depending on the type of emergency responding to. I would respond to medical emergencies at perform assessments of the ill or injured. I would respond to alarms and assist in the control of structural, residential, commercial, industrial, chemical, vehicle, and wildland fires.

## 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, Kayville, Utah 2008  
Certifications in:  
• Fire Fighter I and II  
• EMT Basic and Intermediate  
• Hazardous Materials Awareness and Operations  
• Wildland I (NWC0 FF72) red card

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 I
- Fire Instructor I
- Fire Inspector I
- L-280 Leadership class-UFA
- Command and Control of Incident Operations-NFA
- Critical Incident Response-UPD
- Hazmat Technician
- EMS Instructor
- ACLS & PALS Instructor

## Special Assignments

- Evaluation Committee
- Training Hydrants
- EMS Instructor
- Citizens Academy -assist Eng. Carter/Eng. Chynoweth

## 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 education and currently hold a bachelor's degree and two associates degrees in emergency services along with many certifications in a vast array of emergency services disciplines. I am currently working on a Masters Degree in disaster management. I have extensive training in disaster response from the National Fire Academy and the Emergency Management Institute. I completed a study abroad to Christchurch New Zealand where we studied the devastating effects of a series of earthquakes that rocked the area in 2010-2011. I completed a 2-year service mission to Mexico City, Mexico 2 years after a major earthquake devastated that area of the world. I have a passion for 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 graduated Cum Laude with 2 associates degrees and a bachelor's degree in emergency services administration. At age 16 I 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 45 employees. I deal with an annual budget of over 3.5 million dollars. I respond as the Incident Commander for all emergencies that occur within our service area.

### 02/2010 to 04/2013

**Frontline supervisor of a firefighter 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 04/2013

**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 a fire fighter EMT-I. Responding to all types of emergencies and rendering aid to those affected. Including fire suppression, Hazmat, Medical emergencies and technical rescue.

### 05/1986 to 04/2013

**Plumbing/ Construction**  
**Utah**  
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 Management  
**American Military University** — Charles Town, West Virginia, USA  
I am currently working on a Masters degree in Disaster Management through the American Military University.  
**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.

**TRAINING**

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, (last 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

Total EMS Points:

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

☒ Hazmat Technician: 5 points

Total HM Tech Points:

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.	Number of Contact Hours
Hazardous Materials Incident Commander, St. George, Utah	30
FEMA Crt for Domestic 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)

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National Wildland Coordination Group (NWCWG) 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 NWCWG Classes:	6

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		
NWCWG	6	
Total Training Points	26	

(Administrative Use Only)

UFRA CTC Phase I Obtained? ☐ Yes ☐ No

Training Element Met? ☐ Yes ☐ No

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_





# Accompanying Documentation

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



# EMS Verification

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

