

Guidelines for a Successful Fire Officer Designation Application



Submission & Questions

For questions and help with this application call or contact any of the below:

- Chief Aaron Byington at: abyington@syracuseut.gov
- Dennis Goudy at: dennis.goudy@uvu.edu or by phone at 801-652-3852.
- Lori Marshall at: lori.marshall@uvu.edu or by phone at 801-863-7709.



Part I: Online Application

- Download the applicable application from the UFRA website (Supervising Fire Officer or Managing Fire Officer).
 - In order for the application to function correctly, use the download arrow (top right portion of screen).



- Save the application to your desktop with your name and date.
- Complete each field in the application.
- Save and email the completed application to Lori.Marshall@uvu.edu.

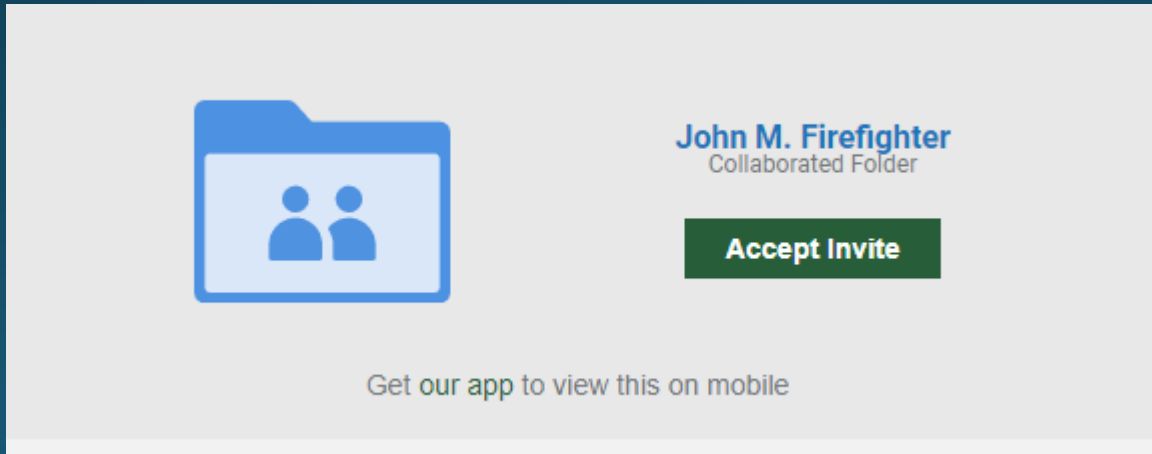


Part II: Box Account Instructions

- You will receive an email confirmation from Lori Marshall inviting you to open a UVU Box account. Box is like Google Drive, Drop Box, and other cloud-based services.

Lori Marshall has invited you to collaborate on Box - Lori Marshall has invited you to collaborate on a folder.

- Open the email and click “Accept Invite”



Part II: Box Account Instructions

- You will then be taken to a screen to create a Box account.



Create Your Account

Lori Marshall has invited you to collaborate on "John M. Firefighter"

Signup for a Box account to accept invite

Full Name

Email Address

Password

Confirm Password

Phone Number (optional)

You're invited to collaborate on:



John M. Firefighter
Shared by Lori Marshall



Part II: Box Account Instructions

- Next you will receive a verification email for your account.



Verify your email to start using Box

Welcome to Box! Just verify your email to get started. We do this as a security precaution to verify your credentials.

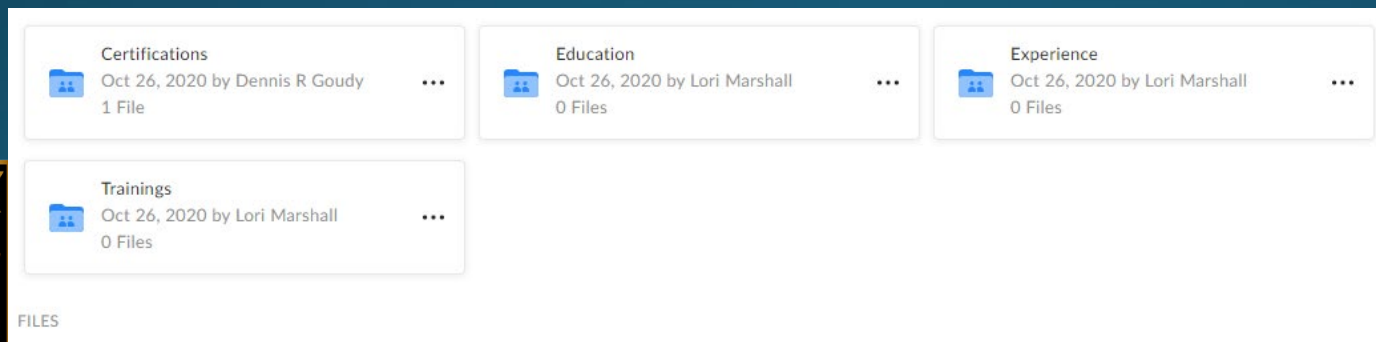
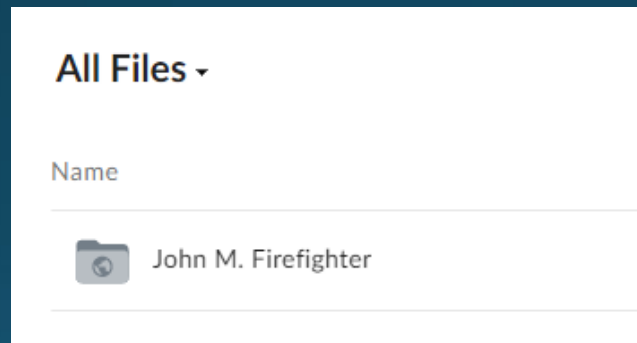
[Verify Email](#)

If you did not sign up for Box, or believe an unauthorized person has signed up using your email address, **please contact Box Support.**



Part II: Box Account Instructions

- Once you have access to your UVU Box account you will see a folder with your name on it.
- That folder will contain your completed application. It will also have sub-folders that will be used to upload and organize all other required documentation.

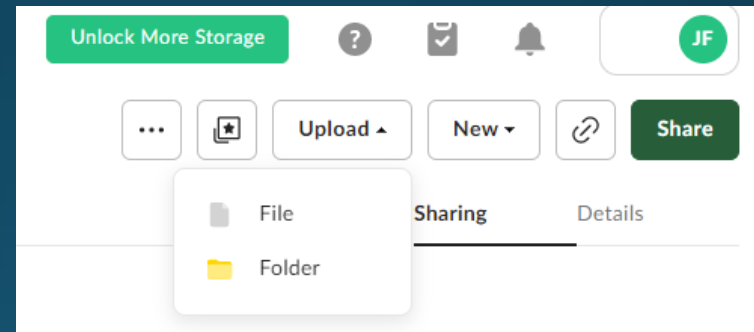


Part III: Organizing Your Documents in the Box Folders

- It will be very important that you organize all your uploaded documents in their respective folders.
 - NOTE: Attention to detail is very important during this step.

- The titles of each folder are:

- Certifications
- Education
- Experience
- Training



- When scanning copies of your original documents, make sure to save them with the name of that copy. (i.e. ICS 100, Hazmat Awareness etc.) or with the folder name if you are scanning and saving documents as a group (i.e. Training).



Verify that all documents uploaded correctly

- Go back to your UVU Box account and click each file to make sure that the information is correct and organized.
- If you have trouble uploading documents and copies please contact Lori Marshall @ 801-863-7715 between 9:00 AM and 5:00 PM weekdays.
- Once you are satisfied with the order and completion of each section, send an email to Aaron Byington, Commission Chair and Lori Marshall, Commission Treasurer, indicating that you have completed your application.



Examples

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



Certification examples for the SFO Designation

- Upload copies of each of the required certifications.

- Firefighter I
- Firefighter II
- Haz Mat Awareness
- Haz Mat Operations
- Instructor I
- *Certificate of completion* for Company Officer Inspector Course (UFRA)
- Officer I



- Copies can be obtained online at ufra.info/lookup



Certification examples 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 ufra.info/lookup



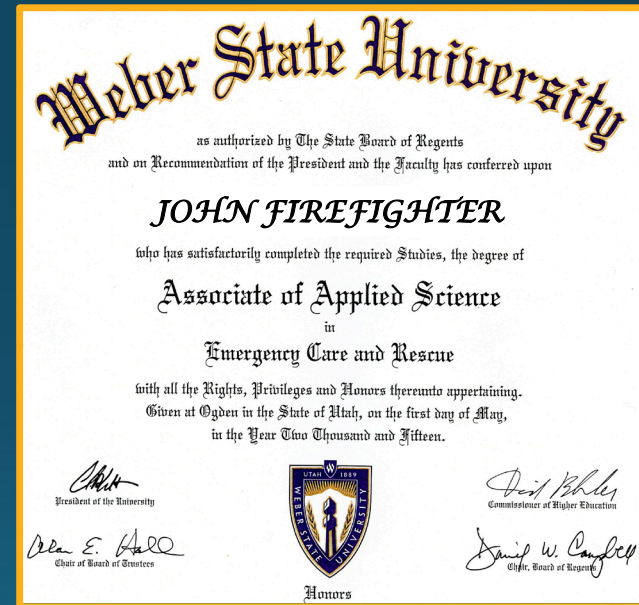
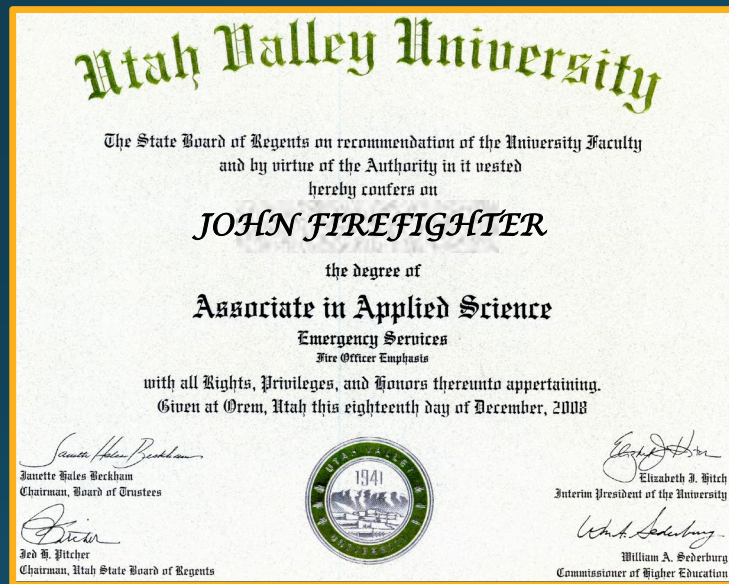
NIMS Course Certificates

- 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 a diploma or official transcripts.



Experience

- Include a letter on department letterhead verifying 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 resume format however, with most resumes, less is more. Provide a well written, to the point, and well edited copy.

SPECIAL QUALIFICATIONS

- Fire Fighter III
- Apparatus Driver/Operator Pumper (ADO)
- Officer I
- Inspector I
- EMS Instructor
- Wildland Fire Fighter I (NWCG FFTZ)
- S-290 Intermediate Fire Behavior
- Hazardous Materials Technician
- Paramedic
- CTC Phase I
- NIMS 300
- 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 or 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

Wesley State University, Ogden, Utah 2012-present
• AAS Emergency Care and Rescue, 2015
• AS General Education, 2015
• LC 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 (NWCG FFTZ) 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 HR3

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-USA

Special Assignments

- Evaluation Committee
- Training Hydrants
- EMS Instructor

- Command and Control of Incident Operations-NFA
- Critical Incident Response-UPD
- Hazmat Technician
- EMS Instructor
- ACLS & PALS 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

- Consider all formal training received. This includes: 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 Contd.

0

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

- These types of training certificates can be included in the UVU Box sub-folder > Training.



EMS Verification

- Copies of EMT/Paramedic cards should be included in your UVU Box sub-folder titled > Certifications.

