

June 27, 2008

Dear Chief/Training Officer:

This letter is to announce and provide you with the necessary material to register any recruit firefighter candidates that you may have. The *Recruit Firefighter Program – Recruit Class # 42* will begin promptly at 0800 hours on Monday September 8, 2008 and conclude with graduation on December 18, 2008.

Enclosed with this letter is additional information that you and each Recruit will need regarding the *Recruit Firefighter Training Program* at the Connecticut Fire Academy. The enclosures consist of:

- Recruit Application registration form.
 - (Please fill out completely and return as soon as possible.)
- Healthcare Provider, Please check with “Risk management” to Verify Provider
- Recruit Information Form.
 - (Please have Recruit(s) bring the **completed** form to the first day of class.)
- Recruit Medical Information Form.
 - (Please have Recruit(s) bring the **completed** form to the first day of class.)
- “Authorization for Release of Grades” Form
 - (Please have Recruit(s) bring the **completed** form to the first day of class.)
- Memo to Recruits regarding Physical Fitness Training.
- Flashover Guidelines and Precautions
 - (Please fill out form and have recruit bring on the first day of class)

Each Recruit will receive additional information pertaining to the *Recruit Firefighter Training Program* during the orientation period on the first day. As indicated above, all Recruits will be asked to provide relevant medical information (i.e. – allergies, medications, physical or medical conditions, special learning needs, emergency contacts) that will be kept confidential, secured and separate from any *Recruit Firefighter Training Program* records and files. At the conclusion of the class, all Recruit Medical Information forms will be destroyed.

The Recruit shall wear his fire department's station work uniform and polished black shoes with laces during class. The Recruit should bring at least two or more sets, due to the many outside activities and evolutions. There is a washing machine and clothes dryer available for use on the premises.

Each Recruit shall have the following items provided by the employer:

- Gym clothes (preferably gray in color); good running / exercise footwear; bathing suit (boxer type and one-piece suits only); water shoes; and additional towels for daily use. Physical fitness training will begin on the second day of class.
- The required textbooks are the *IFSTA Essentials of Firefighting, 5th Edition* and the *IFSTA Davis Study Guide*. Both books are provided by the Connecticut Fire Academy Bookstore. One 3-inch, three-ring binder, there will be multiple "Handouts" during the class
- Other reading materials and handouts will be discussed during orientation and provided throughout the duration of the Class.
- A full set of NFPA approved personal protective clothing consisting of: helmet, eye protection, protective hood, protective turnout jacket and pants, structural firefighting footwear and two (2) pairs of structural firefighting gloves.
- Due to heavy use throughout the Recruit Firefighter Training Program that will result in abnormal wear and tear, "used" personal protective clothing should be considered if possible. If "used" personal protective clothing is issued, the integrity of the outer, vapor, and thermal layers / barriers must not be compromised. Also a padlock to secure their gear locker shall be provided by the student.
- **Due to the intense practical skills training, we also recommend that each recruit bring a set of knee pads to be worn under the P.P.E.**
- Personal protective equipment consisting of a NIOSH and NFPA approved Self-Contained Breathing Apparatus with facepiece, cylinder, and at least "**One**" spare cylinder for normal class. "**Two**" cylinders will be required on the "live Class A Fire Burn Days in Springfield. All cylinders must be current with hydrostatic testing requirements. A properly functioning integrated or separate Personal Alert Safety System (PASS) is also required.

Lodging is included, and mandatory, as part of the *Recruit Firefighter Training Program's* tuition costs. Breakfast and Lunch are provided daily as part of the Program. Dinner is the responsibility of each Recruit. Recruits are granted permission to leave the Academy complex for dinner after class dismissal.

An evening curfew of 9:30 p.m. is enforced by a Duty Officer that requires each recruit to stand by their dorm room and sign in.

A written copy of the Recruit Rules, Regulations and Conduct Policy will be provided to, and reviewed by, each Recruit on the first day of Class. All Recruit Rules, Regulations and Conduct Policy are ***STRICTLY*** enforced. Any non-compliance or violation of the proceeding will be subject to review by the Connecticut Fire Academy (as outlined in the Policy) and reported to the Fire Chief (employer)

The “*Recruit Firefighter*” is an employee of the sponsoring organization that request his/her presence at the Connecticut Fire Academy. Disciplinary action based on grades, behavior or violation of the CFA Rules, Regulations and Conduct Policy which leads to program discharge rest with the Fire Chief or the Authority Having Jurisdiction.

The *Recruit Firefighter Training Program* is a primary and basic learning experience that forms the foundation upon which the new firefighter builds his or her career. The Recruit will be exposed to some of the most exciting, stressful, and realistic training available anywhere. They will be expected to satisfactorily perform both academically and physically to established standards while strictly adhering and maintaining decorum of conduct, discipline and mutual respect.

Thank you for selecting the Connecticut Fire Academy to provide firefighter training to fulfill the needs of your fire department. If you have any questions pertaining to the enclosed information, or require further assistance, please contact the Recruit Coordinators, Toll Free: 1-877-528-3472 Ext. 243 or contact the Deputy Director Mark D. Lewandowski via e-mail at mark.lewandowski@po.state.ct.us .