

# Vermont Fire Service Training Council

## MEETING AGENDA

Meeting Date: Thursday, February 10, 2022 at 10:00 a.m.

Meeting Location: Virtual Meeting via Microsoft Teams

1. Call Meeting to Order
2. Roll Call
3. Introduction of Guests
4. Approval of the Minutes of the Previous Meetings
  - a. October 7, 2021 – Regular Meeting
  - b. November 30, 2021 – Special Meeting
5. Reports
  - a. Director of the Division of Fire Safety
  - b. Vermont Fire Academy Chief of Training
  - c. Council Chair
  - d. Committee Reports
    - i. Certification Testing Committee (Skaza, Corbin, Estey, FA Staff)
    - ii. Governance Committee
6. Unfinished Business
7. New Business
  - a. SOG
    - i. East Cottage SOG (Endorsement)
    - ii. Course and Program Student Minimum and Maximum Requirements (Endorsement)
8. Organization and Agency Reports
  - a. Coalition of Fire and Rescue
  - b. Vermont Career Chiefs Association
  - c. Vermont State Firefighters Association
  - d. Vermont Fire Chiefs Association
  - e. Professional Firefighters of Vermont
  - f. Agency of Natural Resources – State Fire Supervisor
  - g. Department of Education
  - h. Department of Health
  - i. Department of Labor
  - j. Vermont Domestic Insurance
9. Comments from the General Public
10. Any Other Business as it Relates to the Council
11. Next Meeting Date Thursday, June 9, 2022, location to be announced.
12. Adjournment

**Vermont Fire Service Training Council**  
*Minutes of the October 7, 2021 Meeting*

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The meeting was held virtually with a conference call-in available and called to order by Christopher Corbin.

**ROLL CALL:**

**Organization Representatives**

Vermont Career Chiefs Association	Troy Ruggles (proxy for Aaron Collette)
Secretary of Education	Absent
Vermont Fire Chiefs Association	Walter (Skip) Bothfield
Commissioner of the Department of Forest, Parks & Recreation	Lars Lund
Professional Firefighters of Vermont	Christopher Corbin, Chairperson
Commissioner of the Department of Health	Bambi Dame
Vermont State Firefighters Association	Robert Schlachter (proxy for F. Thomas Estey)
Commissioner of the Department of Labor	Absent
Vermont Domestic Insurance	Matt Miles
Division of Fire Safety Director	Michael Desrochers
General Public	John Marcus, Vice Chairperson
Commissioner of Public Safety	Absent

Other Attendees: Peter Lynch, Michael Skaza, Jessica Pomainville, William Jones

**Modification of Meeting Agenda:**

Quorum may be lost at 11:00 a.m. so the agenda is adjusted so that items that require a quorum are addressed first.

**Approval of Minutes:**

*Motion made to by Marcus and seconded by Lund to accept the June 10, 2021 minutes. Motion passes unanimously.*

The Student Minimum and Maximum SOG revision is seeking endorsement. The change is in section 9 and says that out of state students will not be accepted after the application deadline has passed. *Motion to endorse Lund, second by Marcus. Motion passes unanimously.*

Nominations of officers is moved up on the agenda. *Marcus nominates Chris Corbin as the Chairperson of the Council for 2022 and Troy Ruggles seconds. Motion passes unanimously.*

Nominations for Vicechair. *Marcus is nominated by Lund and seconded by Desrochers. Motion passes unanimously.*

## **Vermont Fire Service Training Council Minutes of the October 7, 2021 Meeting**

### **Report from the Executive Director of the Division of Fire Safety: Michael Desrochers**

The Central Office of the Division of Fire Safety is relocating to Waterbury to the Department of Public Safety Headquarters on October 22<sup>nd</sup>. There will be a different process to access the office of Fire Safety there.

The Governance committee oversees access, use, contracts, and capital bills. When the Governance committee last met, they started the process to spend the \$50,000 that was provided last year to design a fix to the water leaks in the firing range and to fund a consultant to look at the main building and see what enhancements can be made to it.

The Division budget did not end well last year and will take legislative action to fix it. One of those fixes is seeking their approval to raise the cigarette tax. There is a Fire Marshal and a part time temporary Regional Assistant position open in Rutland. A new Fire Marshal was hired for the Barre office.

The Memorial service held at the Fire Academy was well attended.

The Director said that he does not see any big legislative pushes that will affect the Division of Fire Safety. He does believe there will be discussions about rental housing.

National Association of State Fire Marshals Conference was held in Stowe in September and had a good turnout.

### **Report from the Chief of Training: Peter Lynch**

The Memorial Service that was held was very successful and the Director was the emcee of the service and led everyone through the memorial.

All of the FY21 training programs have been finished.

There have been minor adjustments in how we deliver live fire trainings that will make it better for students and instructors.

There were several program and course requests for FY22 and for the most part the announcement of the approved programs brought positive responses. Chief Lynch has met with Franklin County to discuss some options for their departments to receive the training that they want. There are a total of 157 students registered in the six Firefighter programs that were approved. This does not include those that are interested in the Firefighter II portion offered with the combined programs.

The FYI SOG that was sent out addresses the costs for out-of-state students. While the cost did not go up dramatically for out-of-state students, it did go up in order for the Fire Academy to recoup the true cost of materials.

Students enrolled in a Firefighter I/II program now have the ability to test out at the Firefighter I level. Simultaneously, students will be allowed to enroll in just the Firefighter II portion of the

## **Vermont Fire Service Training Council Minutes of the October 7, 2021 Meeting**

program provided they meet the prerequisites and space allows. Students who continue on to the Firefighter II portion who are enrolled in the I/II (combined) will only be able to take the combined exam at the end of the program. They will still have the option to attend the Firefighter I challenge that is offered annually.

There will no longer be a ten or twelve hour live fire day. The Fire Academy has broken the day into two. Students will conduct the pad work on one day and the burn building on a separate day.

The Pumping Apparatus Driver Operator program has been very popular recently. Between the small instructor core and the fact that the Academy only has one trailer to support the program the Academy can only offer the core part of PADO one-at-a-time. The Academy has discussed how to build the instructor core and the equipment, but there are challenges to both. There are two PADO programs currently underway and four in the queue.

Flammable Gas is back, and requests are coming in. The first delivery was two weeks ago.

There have been a lot of requests for Live Fire Training. These are live fire training events that are not connected to a Fire Academy Program.

The Academy is working to get Rope Rescue Operations, Ice Water Rescue Technician, and Vehicle Rescue Operations courses off the ground.

The Leadership Academy development has been moving forward.

Fire Officer I/II is going to be delivered in a hybrid format and meeting on nights and weekends. There are currently 20 students enrolled and more on the waitlist for the program.

All training requests have been frozen until spring unless it is a short one instructor course or something that someone is running in-house (self-sufficiently) and only requires an exam. The Fire Academy felt that this was necessary given the volume of requests versus resource and budgetary limitations.

The Academy is still working on the COVID response. The Academy has been working with Fire Departments to assist with testing in schools as well as providing information to the fire service.

The renovations in the East Cottage are underway and taking longer than expected. The interior finishes are being completed in the East Cottage. There have been supply chain and labor issues dragging the process out. The dorms are tentatively scheduled to be completed by Christmas. Requests are being made to use the dorms.

Recertification is well underway. Departments are slow to respond but they are being processed as they are received.

The Reaccreditation Application has been reviewed by the Pro Board Technical Analyst and a site visit is scheduled for November 3 and 4.

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The Fire Academy is working with the Acadis implementation team. Meetings are held on a weekly basis to work on the buildout work. The Academy is also talking with other Fire Academies who utilize Acadis to make sure everyone is getting the most out of the application.

The two Regional Schools scheduled for the fall were cancelled due to low enrollment. A meeting with all the schools is scheduled for October 27.

The coalition is gearing up for the next legislative session.

Wayne Babcock, the former Fire Academy Executive Director, has passed away.

Todd Poole and Kevin O'Brien have resigned from the Academy. Terry Farr is no longer with the Vermont Fire Academy.

The Academy will be interviewing six instructor candidates next week.

Since COVID it has been a struggle both nationally and at the Fire Academy to get instructors to work more.

The Fire Academy was awarded \$198,694.20 through AFG and the match is \$19,869. The Academy will be utilizing this money to buy equipment for the burn building, PPE, and other various equipment.

The National Fire Academy (Fire Administration) awarded us \$20,000 for use in Fire Officer and Fire Instructor delivery.

HMEP funding was exhausted in June and the Fire Academy was just awarded this year's money.

The Fire Academy is projected to finish this year at \$0 or a small deficit and will use carry forward money as necessary.

The Fire Academy is going to request again this year to move the full-time positions out of special fund and into general fund.

John Marcus asked what the room rate will be for the dorms. Michael Skaza explains that a decision has not been made on the exact rate however it will be low and based on what the price of the linen is. Whatever the cost is it will be similar to what the cost is at the Police Academy. There is an SOG that states that if a student is enrolled in a program the cost of the dorm will be covered by the Fire Academy.

John Marcus asked if electric, solar, or alternate power subjects are being covered in Fire Academy programs or courses. There was discussion that there are stand-alones being offered and the Fire Academy is rolling those into programs.

BETA is a new company in South Burlington that is building battery powered planes in Chittenden County and Chris Corbin asks if they have contacted the Academy. They have not.

### **Report from the Council Chair:**

None

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### **Committees:**

Certification Testing Committee (Skaza) – Will be picked up after reaccreditation has been approved.

Governance Committee (Desrochers) – No update. They are meeting regularly.

### **New Business:**

The Manchester program is the only hybrid program. The Fire Officer will be the next hybrid program and the Academy will monitor it as well.

A survey was sent to instructors to get feedback on the curriculum and there were minor changes and corrections. All feedback was acted on.

Work will be getting underway to transition Fire Instructor I to the new edition of NFPA 1041. The Academy plans on adding Fire Instructor II, and maybe III.

Fire Officer I and II will also need to be updated to the next edition within the next two years.

NFPA is trying to merge all the professional qualifications standards into one document, which will bring them all into the same edition.

### **Unfinished Business:**

None

### **Standard Operating Guidelines:**

There is no discussion of the FYI SOG's.

### **Coalition Report:**

There are two new members to the coalition, the Career Chiefs have new representation as well as the PFFV.

### **Vermont Career Chiefs: (Ruggles)**

On Wednesday, October 20, 2021 at the Hilton in Burlington Waterfront the Career Chiefs will be hosting their annual convention. Chris Guam will be presenting Fireground Leadership and Operational Excellence: Old School Principles for Today's Demanding Fireground.

### **Vermont State Firefighters Association: (Schlachter)**

Annual meeting is scheduled for November 6 in Addison County. And there is an Executive Board meeting schedule for October 17 to prepare for the November 6 meeting.

### **Vermont Fire Chiefs: (Bothfield)**

Absent

### **Professional Firefighters of Vermont: (Corbin)**

Brad Reed has resigned as the President. Chris Dube, who is the Secretary, is the acting

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President.

**Agency of Natural Resources: (Lund)**

Student workbooks are being uploaded to the VFA online classroom so that students can review prior to the first night of class.

**Department of Education: (Evans)**

Absent

**Department of Health: (Dame)**

The EMS rules are out and open for public comment until November 3. The public hearing is on November 18 in Burlington. EMS is heavily involved in vaccination clinics and testing.

The new EMS level has been approved and has had several requests across the state.

The EMS office is looking at standardizing the EMS classes.

**Department of Labor: (Whipple)**

Absent

**Vermont Domestic Insurance: (Miles)**

Absent (was unable to call-in)

**General Public: (Marcus)**

No report.

The next meeting is scheduled for Thursday, February 10, 2022 at 10:00 am and the location will be determined.

***Schlachter makes a motion to adjourn the meeting, seconded by Marcus. Motion passes unanimously.***

**Vermont Fire Service Training Council**  
*Minutes of the November 30, 2021 Special Meeting*

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The meeting was held virtually with a conference call-in available and called to order by Christopher Corbin.

**ROLL CALL:**

**Organization Representatives**

Vermont Career Chiefs Association	Aaron Collette
Secretary of Education	Rob Evans
Vermont Fire Chiefs Association	Gene Perkins
Commissioner of the Department of Forest, Parks & Recreation	Lars Lund
Professional Firefighters of Vermont	Christopher Corbin, Chairperson
Commissioner of the Department of Health	Bambi Dame
Vermont State Firefighters Association	F. Thomas Estey
Commissioner of the Department of Labor	Absent
Vermont Domestic Insurance	Absent
Division of Fire Safety Director	Michael Desrochers
General Public	John Marcus, Vice Chairperson
Commissioner of Public Safety	Absent

Other Attendees: Peter Lynch, Michael Skaza, Jessica Pomainville, William Jones, Ben Whalen

The meeting is called to order by Chairperson Corbin. The Chairperson explained that the Special Meeting was called to approve Standard Operating Guidelines that are within the Training Council purview that have to do with Accreditation. The changes were requested during the Pro Board Site visit in the beginning of November.

An introduction was given by the Chief of Training stating that the Pro Board meeting went very well and Pro Board was very impressed with the Fire Academy's application. The Fire Academy was compared to one other state in preparation and detail of the application. In the two-day visit they reviewed each question within our test banks as well as our procedures, policies, and guidelines. There were only a couple of recommendations and requirements.

**Standard Operating Guidelines:**

**Multi-Level Written Exam Procedures SOG** – The change is only within section 2. If multiple levels are being tested the scoring must be segregated between levels. The exception is within Hazardous Materials Operations and the Mission Specific Levels of Personal Protective Equipment and Product Control. Hazardous Materials Awareness must be scored separate from the Hazardous Operations materials in a combined level exam.

The reference section had to be updated to reflect the change in Pro Board opinions.



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**Prerequisites for Courses and Programs SOG** – The SOG didn't note the prerequisites for Aerial Apparatus Driver Operator so the SOG was updated to reflect those changes. There was a discussion that Pumping Apparatus Driver Operator does not require Firefighter I, however, Aerial Apparatus Driver Operator does, but there is no requirement for it to be within a particular edition.

The Council thanked the Academy for the hard work on the Pro Board application and site visit.

The Chair asked for a motion to accept the updated changes in the Multi-Level Written Exam Procedures SOG and the Prerequisites for Courses and Programs SOG.

**Motion by Estey and seconded by Marcus. Motion passes unanimously.**

The next meeting is scheduled for Thursday, February 10, 2022 at 10:00 a.m. and the location will be determined.

***Lund makes a motion to adjourn the meeting, seconded by Estey. Motion passes unanimously.***

**VERMONT FIRE ACADEMY**  
**STANDARD OPERATING GUIDELINES**

Title: East Cottage

Section:

Section Number:

Council Approval:

Council Endorsement:

Effective Date: Month, day, year (spelled out)

Approved By:

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**Purpose:** To define guidelines and uses of the Vermont Fire Academy's dorm space (East Cottage).

**Definitions:**

**Dorm Coordinator:** Supervisor and point of contact for occupants of the East Cottage.

**Guideline:**

1. The East Cottage is Vermont Fire Academy dorm space that can house twenty-five individuals. The space includes twelve two-person dorm rooms and one single occupancy Dorm Coordinator room. There are twelve dorm room bathrooms (one assigned to each room) and the Dorm Coordinator room has a bathroom located within its space. There are common areas on floors one and two with a small kitchenette on floor one. The linen closet is located on floor one near the main entrance.
2. The purpose of the East Cottage is to provide dorm space for Vermont Fire Academy instructors, students, and constituents involved in training at the Vermont Fire Academy. The East Cottage dorm space is meant to promote learning and occupants shall adhere to this Standard Operating Guideline and others that are referenced.
  - a. The space may be used to accommodate dorm needs for the Department of Public Safety and Vermont Police Academy as long as the space is not being occupied by the Vermont Fire Academy and all guidelines of this document are followed.
3. All occupants shall adhere to BGS Rule 00001 and the Vermont Fire Academy Campus Use SOG.

- a. [http://bgs.vermont.gov/commissioner/facilities\\_rules](http://bgs.vermont.gov/commissioner/facilities_rules)
  - i. These rules state that there shall be no firearms, consumption of alcohol or use of controlled substances on state facility grounds. Additionally, smoking and animals are not permitted within the building.
    1. When law enforcement officers are utilizing East Cottage dorms, firearms may be stowed in the Police Academy under their policy.
4. The Vermont Fire Academy Site Coordinator or designee shall be in charge of scheduling, access, inspection, maintenance, and general use of the East Cottage.
5. There shall be no less than one Dorm Coordinator staying in the East Cottage while individuals other than Fire Academy staff are staying overnight in the East Cottage.
  - a. The Dorm Coordinator shall not be required to remain on premises but shall be always available either in person or via phone.
  - b. The Chief of Training or their designee may provide exceptions for the need of a Dorm Coordinator on a case-by-case basis.
6. Vermont Fire Academy instructors, students, and constituents shall not enter the Vermont Police Academy unless attending a course or program utilizing Vermont Police Academy space.
7. Occupants of the East Cottage shall not obtain food/drink from the Vermont Police Academy Cafeteria.
8. The Vermont Fire Academy shall supply linens for use by occupants. This shall include fitted sheet, flat sheet, pillow, pillowcase, and blanket.
  - a. Occupants should bring any additional bedding they may need.
  - b. Prior to an individual staying the East Cottage, the Site Coordinator or designee shall inspect all assigned rooms and place linens onto assigned beds.
  - c. Occupants may gather clean linens from the linen closet on the first floor as necessary throughout their stay.

- d. At the completion of an occupants stay or when necessary, soiled linens shall be removed and placed in the dirty linen hamper located in the floor one linen closet.
  - i. Pillows shall be left on the bed.

### **Reservations and Room Assignments**

- 9. All dorm room reservations requests should be received by the Vermont Fire Academy Site Coordinator or designee no less than two weeks prior to the requested date.
  - a. The Vermont Fire Academy shall have priority over others for use of the space.
  - b. Non-Fire Academy use of space shall be granted on a first come first serve basis.
  - c. Reservations should be completed using the East Cottage Reservation form.
    - i. Once a reservation has been confirmed by the Site Coordinator, the requestor shall provide the Site Coordinator with the names, contact numbers, and emails for all occupants no less than one week prior to the stay.
    - ii. The Site Coordinator shall create a Room Assignment/Sign-in sheet to include the names of all occupants, contact information, room assignment, bathroom assignment, and check-in times that will be distributed to the Dorm Coordinator.
  - d. Reservations may be made less than two weeks in advance if space and Dorm Coordinator availability allow.
- 10. Dorm rooms shall be assigned single occupancy until all rooms are filled. Once all rooms are filled, rooms shall be assigned double occupancy as necessary.
  - a. When double occupancy is necessary, rooms shall only be occupied by individuals of the same sexual identity.
    - i. When two occupants are married, they may be assigned to one room. This type of request shall be made with the Site Coordinator no less than one week in advance of the stay.

11. The Dorm Coordinator room shall only be assigned to Vermont Fire Academy staff staying at the East Cottage or when a Vermont Fire Academy event requires a Dorm Coordinator.
  - a. When agencies or groups are using the East Cottage and they do not have a Vermont Fire Academy staff member acting as the Dorm Coordinator, the room will only be assigned once all dorm rooms are occupied.

### **Check-in/Key access**

12. Check-in time shall be coordinated by the Site Coordinator or designee. Occupants will be given specific times that they may arrive and be checked into their room to ensure someone is there to issue access badges. The Dorm Coordinator shall be the point of contact for any issues surrounding ones stay. If there is any further issue an occupant should contact the Vermont Fire Academy Site Coordinator.
  - a. The Site Coordinator shall supply a Dorm Coordinator access card to the Dorm Coordinator. This access card is for the Dorm Coordinator only and has permissions to access all dorm rooms within the East Cottage.
    - i. When outside agencies are utilizing the East Cottage and do not have a VFA staff member acting as Dorm Coordinator, the Dorm Coordinator will be issued a "Non-VFA Dorm Coordinator" access badge which will give access to all rooms except for the Dorm Coordinator room.
  - b. The Dorm Coordinator or designee shall access the East Cottage and access the dorm room access cards. As occupants arrive the Dorm Coordinator shall assign room access cards based on occupant room assignments
    - i. Occupants shall sign-in on the Room Assignment/Sign-in Sheet. This sheet confirms that an occupant has arrived and provides confirmation that the occupant shall follow the rules of this SOG and return the access card to the Dorm Coordinator at the end of their stay.
  - c. Occupants shall be provided with an East Cottage Occupant Information Form upon arrival which shall include building rules, room/bathroom assignment, and contact information of the Dorm Coordinator.
  - d. Once an Occupant has arrived, they should ensure their access card works on their assigned room, make bed, and familiarize themselves with the space.

- e. Each access card is only capable of opening the room it is assigned to as well as the porch and porch entry door to the East Cottage.
  - i. The Dorm Coordinator access card can open all East Cottage doors. The Dorm Coordinator shall only enter an occupant's space if there is an exigent circumstance or when an occupant gets locked out.

## **Stay**

- 13. Occupants shall remain professional, respectful, and courteous of others while in the East Cottage.
- 14. Occupants shall be responsible for any mess they make or encounter. Cleaning supplies for occupants are located under the kitchen sink and in janitors closet on each floor.
- 15. Occupants may be studying or sleeping, noise created by occupants should not be loud enough to interfere with those outside the specific space one is in. Example: the television should not be heard by those within individual dorm rooms.
  - a. Occupants sharing space shall accommodate each other's need for light and noise.
  - b. It is recommended occupants bring headphones for electronic devices, so they don't interrupt others.
- 16. Common areas are shared space to be used by all occupants. Occupants shall respect and accommodate others within the space.
  - a. The downstairs common area includes tables, chairs, and television. The area also includes a small kitchenette with counter space, sink, microwave and refrigerator. There is a small coffee bar located off the hallway.
  - b. The upstairs common area includes a small sitting area with lounge chairs, small couch, two end tables, coffee table, and television.
  - c. Televisions in the common areas are capable of streaming digital services such as Netflix, Youtube TV, Hulu, etc. These services are not provided by the Vermont Fire Academy. Occupants may log into these services, but the Vermont Fire Academy is not responsible for any added costs.

- i. When televisions are used, the material displayed shall be appropriate for all occupants within the building.
    - d. The coffee machine shall be turned off at the end of use each day.
- 17. There is Wi-Fi access throughout the East Cottage. Use of the system shall follow Agency of Digital Services and Department of Public Safety rules and regulations.
- 18. Dorm rooms should be considered shared or single use space depending on single or double occupancy. Dorm rooms should be kept in neat condition, beds should be made when not in use, and personal belongings stowed properly.
  - a. When rooms have double occupancy, occupants shall accommodate one another's need for privacy, and sleeping needs such as light, fan, and temperature.
  - b. Each dorm room includes the following items:
    - i. Bed (2)
    - ii. Blanket (2)
    - iii. Pillow (2)
    - iv. Desk (2)
    - v. Desk chair (2)
    - vi. Nightstand (2)
    - vii. Closet (2)
    - viii. Desk light (2)
- 19. Each dorm room shall be assigned a single bathroom for its occupants to use. Bathrooms can only be locked from the inside and no personal belongings should be left unattended. Occupants should respect one another's privacy and use of the space.
  - a. Occupants shall be fully clothed when traveling from dorm rooms and bathrooms.

20. Air handling and climate control throughout the building is controlled by a master thermostat. Individual rooms having the ability for minor temperature adjustments through controls within the specific room.
21. Curfew and quiet time shall begin at 22:00 and end at 06:00. During this time occupants should be within the building. Use of common areas may be used for light recreation that does not disturb others and studying purposes.
  - a. Changes to curfew may be approved by the Site Coordinator or Dorm Coordinated based on the needs of training being performed.
22. The Dorm Coordinator shall be contacted if an occupant has any issues during their stay including but not limited to lost or broken access cards, dorm and building concerns/damage, injuries, or other occupant issues. Occupants shall report those issues to the Dorm Coordinator or face expulsion from the Vermont Fire Academy. The Dorm Coordinator shall report any issues with the Site Coordinator as necessary.
  - a. Occupants with concern regarding the Dorm Coordinator shall report their concerns to the Site Coordinator.

#### **Check-out**

23. Occupants shall be responsible for removing all personal belongings when leaving the East Cottage. Found belongings shall be kept for one week and then disposed of.
24. Occupants shall remove all linens from their beds.
  - a. All soiled sheets, and pillowcases shall be placed in the appropriate linen hamper in the linen closet.
  - b. All pillows shall be left on the bed.
25. Occupants shall coordinate generally cleaning of the East Cottage to include:
  - a. Counters
  - b. Tables
  - c. Microwave
  - d. Coffee Pot



- e. Refrigerator
  - f. Sinks
  - g. Trash in proper receptacles
26. Once the building has been cleaned and personal belongings have been removed occupants shall sign-out with the Dorm Coordinator on the East Cottage Sign-in sheet and return their access card.
- a. General cleaning and sign-out shall occur the last morning of an occupants stay.

### **Emergency's**

27. If there is an emergency, dial 911 to contact emergency responders.
- a. The address of the East Cottage is:
    - i. Vermont Fire Academy - East Cottage (First entrance of academy, by cafeteria)  
317 Academy Drive  
Pittsford, Vermont 05763
  - b. When the Dorm Coordinator is not present, notify them of the emergency as soon as safe/able to do so.
28. During fire alarm is activations all occupants shall quickly and safely evacuate the building and gather by the mailboxes located at the intersection of Academy Drive & Davison Drive. The Dorm Coordinator shall confirm accountability of all occupants referencing the East Cottage Sign-in Form and report to emergency responders if necessary.
- a. Occupants shall evacuate when the East Cottage alarm system has been activated.
  - b. The building shall not be entered until emergency responders have cleared the building of any hazards.
  - c. If a Fire Drill is performed, the Dorm Coordinator shall notify occupants when they are able to re-enter the building.

- d. The Vermont Fire Academy and Vermont Police Academy shall coordinate alarm testing to avoid fire drills from occurring on nights when the East Cottage is occupied.

29. In the event of a medical emergency, an AED and First Aid supplies are in the floor one common area.

### **Handicap Access**

30. Handicap access to the East Cottage is possible with entry being made through the Police Academy gym entrance. If handicap access is required notification shall be made to the Site Coordinator at least one week prior to ones stay. The Site Coordinator shall coordinate with the Police Academy to gain access.

- a. Dorm rooms on the first floor shall be assigned to those with handicap requirements and include ADA compliant bathrooms.

### **Parking**

31. East Cottage parking is located in the parking area behind the East Cottage near the Police Academy Kitchen. Parking spots should be filled closest to the building and extend out towards Academy Drive.

### **Reference:**

1. BGS Rule 00001 - [https://bgs.vermont.gov/commissioner/facilities\\_rules](https://bgs.vermont.gov/commissioner/facilities_rules)
2. East Cottage Reservation Form
3. East Cottage Room Assignment/Sign-in Sheet
4. East Cottage Occupant Information Sheet
5. Student Code of Ethics

**VERMONT FIRE ACADEMY**  
**STANDARD OPERATING GUIDELINES**

Title: Course and Program Student Minimum and Maximum Requirements

Section: Course Conduct

Section Number: 6.2

Council Approval: N/A

Council Endorsement: March 28, 2017

Effective Date: April 1, 2017

Approved By: Peter J. Lynch

Revised Date: January 19, 2022

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**Purpose:** The purpose of this guideline is to explain the minimum and maximum number of students required for programs or courses.

**Definitions:**

**Course:** Instruction of one or more learning objectives that focus on a particular subject. The completion of multiple courses may lead to eligibility for program certification testing.

**Program:** A collection of multiple courses resulting in Pro Board certification.

**Guideline:**

1. Vermont Firefighters over the age of 18 will receive priority registration.
2. Programs over 30 hours require a minimum of 15 applicants who are sponsored by a Vermont Fire Department registered by the application deadline. The maximum for Firefighter I, Firefighter II, Firefighter I/II, and Hazardous Materials Operations is 40.
  - a. Rope Operations is an exception to this and has a minimum of 15 and a maximum of 20 students.
    - i. Due to course demand, seats will be awarded to applicants based on fair department disbursement.
    - ii. An applicant's Chief or Training Officer may be consulted during the decision-making process to identify a priority list within their department.

3. Fire Officer I/II programs require a minimum of 12 applicants who are sponsored by a Vermont Fire Department registered by the application deadline. The maximum for Fire Officer I/II is 20 students.
  - a. Due to course demand, seats will be awarded to applicants based on fair department disbursement.
  - b. An applicant's Chief or Training Officer may be consulted during the decision-making process to identify a priority list within their department.
4. Fire Instructor I programs require a minimum of eight (8) applicants who are sponsored by a Vermont Fire Department registered by the application deadline. The maximum for Fire Instructor I is 20 students.
5. Fire Inspector I, Fire Inspector II, and Fire Inspector I/II programs requires a minimum of 15 applicants who are sponsored by a Vermont Fire Department, a municipal or the Vermont State Division of Fire Safety registered by the application deadline. The maximum for Fire Inspector I, Fire Inspector II, and Fire Inspector I/II is 20 students.
  - a. Priority registration will be given to the applicants whose department or municipality have a current and valid written agreement with the Division of Fire Safety to conduct inspections or work for the Division of Fire Safety in an inspection roll.
  - b. After priority registration has been completed seats will be awarded based on fair department disbursement.
6. Aerial Apparatus Driver Operator requires a minimum of five (5) applicants who are sponsored by a Vermont Fire Department registered by the application deadline. The maximum for Aerial Apparatus Driver Operator is 12 students.
7. Pumping Apparatus Driver Operator requires a minimum of five (5) applicants who are sponsored by a Vermont Fire Department registered by the application deadline. The maximum for Pumping Apparatus Driver Operator is 12 students.
8. Most stand-alone courses require a minimum of 15 applicants and at least 8 of those shall be sponsored by a Vermont Fire Department and the maximum is 30 students. The exceptions are listed below.

- a. Modern Fire Behavior: Flashover Recognition courses require a minimum of 15 applicants registered by the application deadline. The maximum for Modern Fire Behavior is 18 students.
  - b. Flammable Gas (LP) requires a minimum of 15 applicants registered by the application deadline. The maximum for LP is 25 students.
  - c. Emergency Vehicle Driver Training (EVDT) requires a minimum of 15 applicants registered by the application deadline. The maximum EVDT is 20 students.
  - d. Rapid Intervention Crew (RIC) requires a minimum of 15 applicants registered by the application deadline.
    - i. If requesting all three Modules the maximum for RIC Module 1 is 25, for RIC Module 2 and 3 the maximum is 20.
    - ii. If requesting only Module 1 the maximum number of students is 40.
  - e. Any standalone course/program with classroom only delivery the maximum number of students will be dictated by the size of the venue and the approved by the Vermont Fire Academy.
  - f. Courses that are awarded to non-fire department agencies (i.e.: EMS, law enforcement, emergency management) may count applicants who are not members of a fire department toward the course minimum so long as they are a member of a Vermont response agency who is a part of the intended audience.
9. The typical deadline for courses and programs is two weeks prior to the start date. Out of State students shall not be admitted to any course or program after the application deadline occurs.
10. Any direct delivery of National Fire Academy courses requires a minimum of 15 students registered 45 days prior to the course start date. The maximum for National Fire Academy courses is 30 students.
11. Organizations that choose to pay for the total cost of any course or program may not be required to adhere to the student minimums.
- a. The cost of a course or program may be waived if the requestor meets the 15-student minimum.

b. The minimum number of students for a CPR and/or First Aid course that is paid for by the requestor is 10.

12. Course and program minimums and maximums set for Pilots are at the discretion of the Chief of Training with input from Vermont Fire Academy Staff and Instructors. This is done to ensure that the goals of the Pilot may be met. These will be set prior to the announcement of a course or program.

DRAFT

**Student Minimum and Maximum chart:**

	Minimum	Maximum
Firefighter I	15	40
Firefighter II	15	40
Firefighter I/II	15	40
Fire Officer I/II	12	20
Fire Instructor I	8	20
Fire Inspector I	15	20
Fire Inspector II	15	20
Hazardous Materials Operations	15	40
Rope Rescue Operations	15	20
Rapid Intervention Crew Team Course Module 1, if all three Modules are requested	15	25
Rapid Intervention Crew Team Course Module 1, if only Module 1 is requested	15	40
Rapid Intervention Crew Team Course Module 2	15	20
Rapid Intervention Crew Team Course Module 3	15	20
Aerial Apparatus Driver Operator	5	12
Pumping Apparatus Driver Operator	5	12
National Fire Academy Direct Delivery	15	30
Stand Alones (other three listed below)	15	30
Flammable Gas (LP)	15	25
Emergency Vehicle Driver Training	15	20
Modern Fire Behavior – Flashover	15	18

**Reference:**

1. Registration Process SOG