

THE INSTRUCTOR'S DISPATCH



Commission on Fire Prevention and Control
Connecticut Fire Academy



2006 Seminar Series

Developing Fairground Decision-Making Skills

The Fireground Seminar Series presentation featuring guest speaker Robert Halton, Chief (retired) and Editor in Chief of **Fire Engineering Magazine** entitled *Developing Fireground Decision-Making Skills* has been rescheduled to **Friday, October 13, 2006.**

The seminar will be held at the Connecticut Fire Academy.

Registration begins at 8:00 a.m. with the seminar scheduled from 8:30 a.m. until 4:30 p.m. Lunch is included.

Please accept our apologies for any inconvenience caused by the rescheduling of this presentation which was necessitated by circumstances beyond the control of Chief Halton and The Connecticut Fire Academy.

Save the Date for Upcoming Seminars for 2006

November 3, 2006

Firefighter Close Calls

Speaker:

Billy Goldfeder,
Battalion Chief

December 1, 2006

The Art of Reading Smoke

Speaker:

Dave Dobson, Response
Solution, LLC

Watch for an announcement soon detailing the 2007 Seminar Series!

Volume 9 Issue 8

August, 2006

Instructor's are Making a Difference	2
Recognizing Members of our Staff	2
Line-of-Duty-Death of FDNY Firefighter Michael C. Reilly	3
NFPA News is a Free Newsletter	3
National Fire Academy "Q" Courses	4
ICS 300 and ICS 400 Train-the-Trainer	4
Academy Training Grounds Water System	5
Goodwin College Homeland Security Program	6
Health and Fitness	7
Health and Fitness (Cont'd)	8
Assist to Firefighter Grant Program Petition	9-10
IFSTA is Soliciting Members for New Committee at its 2007 Validation Conference	11
IFSTA Application	12
IFSTA Application (Cont'd)	13
Office of the Director of Training	14
Adjunct Instructor Equipment Requisition	15

Thanks to Instructor

I received a letter from Pearl I. Rathbun, East Lyme Emergency Management Director who stated "Our many thanks to Tim Driscoll for his knowledge, time, and patience in teaching the Incident Command System course.

Although, we had personnel from a variety of disciplines in attendance, Tim easily made all participants aware of their role in the Incident Command System. "

Thanks Tim Great Job!

Bill Auclair
Program Manager

Instructor's are Making a Difference

**E-mail from
Gregory Van Overloop
Waterford Fire Police
Association to Program
Manager Bill Auclair**

An email was received from Gregory Van Overloop from Waterford Fire Police Association who wrote "I really liked the emphasis on safety. I have been preaching that since I became the president of the Waterford Fire Police Association.

The examples provided regarding blocking traffic with a fire truck also points out that we have need to improve our approach to safety.

I talked with Don Ouillette regarding the operating guidelines included as an attachment. This could not have come at a better time for us as we are building ours".



We intend to use a lot of the material provided by Don Ouillette. Besides Waterford, Old Mystic had three fire police in attendance.

I have already gotten feedback from their Captain, and it was all very positive. While he did not attend the training, he inquired regarding my thoughts if it would be good for him.

I provide a very solid YES. My rationale was directed at the safety aspect of the training. This was a very positive enhancement of the course.

I would like to thank you, and Don Ouillette for your combined efforts. All those that took the training are of the opinion that we are better for it.

Recognizing Members of our Staff

**Letter from
Chief Robert Wallace
East Longmeadow F.D**

A letter was received from Chief P. Robert Wallace of the East Longmeadow (MA) Fire Department thanking the Commission on Fire Prevention and Control along with Fred Piechota for assistance with development of a combined Firefighter I/II test for administration within that department as part of their hiring process.



**Letter from
Patrick Eye from
Peace Dale, R.I**

A letter was received from Patrick Eye from Peace Dale, R.I who wrote "I write to you to let you know that I took the CPAT test on July 8, 2006, and wanted to share with you how impressed I was with your staff". "While I would never describe the CPAT test as something enjoyable, the test was administered in a fair and professional manner, and your

staff did an excellent job explaining and administering the test. In addition, the care they provided after the test, during rehab, was exceptional".

Please let your staff know that their efforts were noticed, and appreciated.

Patrick said it all, congratulations and thank you to all those who work tirelessly to make the administration of CPAT the best in the country!

Jeff Morrisette

State Fire Administrator

Line-of-Duty-Death of FDNY Firefighter Michael C. Reilly

It is with deep regret that we advise you of the tragic Line-of-Duty-Death of FDNY Firefighter Michael C. Reilly of Engine 75 in the Bronx while battling a third-alarm fire in the South Bronx. Reilly, 25, was a probationary firefighter who just graduated the FDNY Fire Academy on July 6, 2006.

Reilly was appointed to the job and spent 13 weeks in the FDNY Academy before being assigned to Engine Company 75.

Deceased firefighter Mike Reilly is a graduate of the Connecticut Fire Academy Recruit Class # 26. He was a Stratford Firefighter for approximately three years. During which, he spent one year in Iraq for the reserves.



Michael Reilly
Recruit Class # 26

"Fire fighting is about always showing up...you can't get in when it feels good and then run when it gets ugly...if you're in for a dime, you're in for a dollar.

By Alan V. Brunacini

NFPA News is a Free Newsletter

NFPA News is a free newsletter providing detailed information on NFPA codes and standards activities. *NFPA News* typically includes special announcements, notification of proposal and comment-closing dates, requests for comments on NFPA documents, publication of Formal Interpretations (FI), Tentative Interim Amendments (TIA), and errata, and notice of the availability of Standards Council agendas and minutes.

Don't miss the next issue!

To receive an e-mail when the latest issue of *NFPA News* is posted online, [please sign-in](#) and visit the e-mail options link on the "My Profile" page.

The following are the most recent issues of *NFPA News* in PDF format:

- [August 2006](#), Volume 10, Number 8 (662 KB)

- Request for Comments on Proposed TIA to NFPA 52, NFPA 59A, NFPA 70, NFPA 101, and NFPA 1983
- 2006 Fall Revision Cycle Report on Comments Available Soon
- Errata Issued on NFPA 5000

National Fire Academy "Q" Courses

National Fire Academy "Q" Courses are moving to a new home on the Web.

Time is running out to get your NFA certificate for courses you have already completed on the Virtual Campus!

Please make sure that you receive recognition for all Q-courses that you have completed **BEFORE THE MOVE.**

What do I need to do?

To receive recognition for Q-Courses that your have completed, submit a 75-5a form by October 1, 2006.

(Note: You will need to submit a 75-5a form for each course that you have completed) You may download the 75-5a form at www.usfa.dhs.gov/training.

Fax your completed 75-5a form to (301) 447-1601. You should receive your NFA certificate in the mail in 2-3 weeks.

What if I don't submit a 75-5a form by October 1, 2006?

You will not receive an NFA certificate for the course AND the Q-course will not show up on your transcripts.

You will have to **RETAKE** the Q-course in order to receive a certificate.

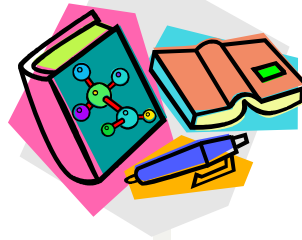
How can I get recognition for Q-courses completed after October 1, 2006?

Q-courses will be available at a new home on the Web. Watch the USFA website for more details. . .

Please share this information with anyone you know who is a Virtual Campus user"

Any Questions?

E-mail Joyce.Glass@dhs.gov or Cathy.Broughton@dhs.gov



ICS 300 and ICS 400 Train-the-Trainer

The U.S. Fire Administration, National Fire Academy will be providing a ICS 300, Intermediate ICS for Expanding Incidents for Operational, First Responders; and H-467, ICS-400, Advanced ICS for Command & General Staff,



Complex Incidents, and MACS for Operational First Responders to be held at the Connecticut Fire Academy on October 16th-20th.

These two courses are the NFA versions of the NIMS required ICS-300 and ICS-400 courses.

H-465 (ICS-300) is a three-day class; H-467 (ICS-400) is a two-day class. Seating is limited to 32 students each delivery.

For more information please contact: Bill Auclair, Program Coordinator at 860-627-6363 ext. 250.

Academy Training Grounds Water System

The training ground at the CT. Fire Academy has two water sources to support all our training activities. They are differentiated by the color of the fire hydrants. The red hydrants are intended to supply all the water needed for our training exercises while the yellow hydrants are only to be used as safety back up water supply.

The water system that supports the red hydrants consists of a pump house, and a 350,000 gallon ground water tank. The pump house has two 750 GPM electric driven fire pumps that pressurize the underground water mains. Water from these hydrants is used for training and then is collected by the training ground storm drains. The water is returned to the pump house where it enters a filtering sedimentation pit. Pumps then take the water from the pit and pump it back into the ground tank to be used again. During periods of substantial rainfall the tank will fill, and occasionally overflow. This is designed into the system and will be evident by water discharging from the side of the tank into the swamp that runs between the CFA and the FAA facility.

The yellow hydrants are supplied by the domestic water system and are in place solely to serve as a back up water supply. If these hydrants are used to supply large water flow operations they will cause monitoring equipment around the airport to go into alarm and this will cause the water company to investigate. We have an agreement with the water company that we will limit the water we use from these hydrants so setting off these flow alarms is a problem.

When you are operating on the training ground please follow these guidelines:

- ☑ Water fire streams should not be directed over the fence line or onto the grass area as we need the water to be collected in the training ground storm drains and returned to our supply tank.
- ☑ Foam fire streams must be directed onto the grass and allowed to dry up to prevent foam from entering the water capture system and entering our supply tank.
- ☑ Chemical spills or the discharge of dry chemical agent should be prevented on the asphalt and concrete areas of the training ground and if a spill occurs the product should be cleaned up promptly to prevent it from entering our water supply system.
- ☑ The storm drains have screens installed to help prevent solid contaminants from entering the water capture system. If you notice water collecting around the drain, please take a moment to clear the screen so the water can be recaptured.

Jim Carroll

Program Manager

“Always hedge your bet with the fire...better to be too big, instead of too small.

By Alan V. Brunacini

Goodwin College Homeland Security Program

The Goodwin College HSP is in the process of recognizing CFA transfer credits for select CFA courses. They will use the identical courses that Charter Oak State College recognizes. Please refer to the following article for details. Contact Ron Lee for details on their program.



This represents the least expensive college credits that a person can accumulate outside of department of defense programs.

The Connecticut Fire Academy prepares for site visits and course reviews periodically and whenever a course is added, replaced or revised. The review procedures adhere to the principles of good practice established by the American Council on Education (ACE) and the Council for Adult and Experiential Learning (CAEL) for reviewing non collegiate instruction as well as all accreditation standards of the Department of Higher Education (DHE) of the State of Connecticut and the New England Association of Schools and Colleges Commission of Institutions of Higher Education (NEASC-CIHE).

For 2005 the approved Connecticut Fire Academy courses are:

Public Life Safety Educator I – 2 credits Basic, First Line Company Supervision - 6 credits Basic, Fire Officer II - 3 credits Intermediate, Organizational Administration - 4 Credits Upper, Fire Department Safety Officer - 2 credits Intermediate, Fire Service Instructor I - 3 credits Basic, Fire Service Instructor II - 3 credits Intermediate, Fire Officer IV - 3 credits Upper, and Chemistry for Emergency Response - 4 credits Upper.

The continuation of credit awards is contingent upon the student being certified in the subject by the Certification Division of the Commission on Fire Prevention and Control.

Ronald E. Lee

Director, Homeland Security Program

Goodwin College

745 Burnside Avenue

East Hartford, CT 06108

(860) 528-4111 ext. 6759

College Transfer Credit from the Connecticut Fire Academy

The Connecticut Fire Academy enjoys the recognition of college credits for nine (9) of our courses. They represent the complete spectrum of basic – 3, intermediate – 3 and upper- 3 level baccalaureate degree credits. While conferred by Charter Oak State College, they are transferable statewide into any Connecticut state university or community/technical college without further review.

“Don’t think you’re putting something over on Mother Nature...she always balances the books...sooner or later, she will get even.

By Alan V. Brunacini

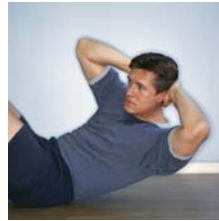
Health and Fitness

For good reason, these initial articles have been progressive. We started with the understanding and application of motivation, and continued with our human history and its relationship to weight management. A natural next topic would be to establish those steps beyond our culture's first two challenges by covering what "fitness" might mean, and what the current fitness industry recommendations entail.

There is a great range here, from the standpoints of age, interest, and occupation (amongst others) when talking about what fitness means. The *Designing the Fitness Program* book from Fire Engineering describes it in terms of "minimizing health risks while maintaining adequate work capacity and enhancing the enjoyment of life". I buy that, and view it as a continuum from sickness, to wellness, to fitness. When you frame that concept within the commonly understood health-related components of physical fitness, muscular strength, muscular endurance, cardiorespiratory fitness, flexibility, and body composition, you have our next step.

You would then start a little like this:

- ☑ Supply yourself with some assessment tools like your health history, a medical physical, and rudimentary fitness testing (or those related to your work or enjoyment, and whether or not you feel well and are capable of doing what you need or want to).



- ☑ Learn a little about the five health-related components of physical fitness.

The health history and medical physical are probably considered common sense in our era. They are essential in determining risks and injury prevention. The fitness testing on the other hand can be as surprisingly simple as it can be extremely scientific and complex. Either way, testing (or fitness assessments) helps to establish current fitness levels and the development of exercise goals. Ultimately, although there are field tests that can and are done, you probably already know some of this information through your own experiences.

Do you, for instance, get winded climbing a couple of flights of stairs without gear? Then you have some rudimentary assessment about your cardio. How do you feel with lifting or moving something? Is raising a 28' extension ladder difficult? Can you drag a 165 pound dummy simulating a rescue during training? Is your waist size larger than your chest size? See what I mean, you probably know some of this without the trouble of science, not to dismiss how important that can be.

In terms of the five components of fitness, generally, muscular strength is measured as your ability to move something heavy once, while endurance is moving something light multiple times. Flexibility is the ability of the body's joints to move through a range of motion. Cardiorespiratory fitness is related to how well your heart and lungs work to supply oxygen and fuel to working muscles.

(Cont'd on Page 8)

Health and Fitness (Cont'd)

Lastly, body composition is a measurement of body fat versus other body weight (bone, muscle, etc.). All right, then what do you have to do to become more fit?

The current recommendations for exercise include doing something related to cardio 3-5 times per week, something related to strength and endurance two times per week, and stretching for flexibility a minimum of three times per week. Cardio would mean using large muscle groups in rhythmic fashion for 20 to 60 minutes of actual work time where the heart rate is elevated.

Walking, biking, swimming, and jogging are some examples.

Strength and endurance would involve calisthenics or weights for each major muscle group, with a lot of variability for sets and repetitions depending on your goals or focus. Flexibility can be as simple as the gentle stretching of each muscle group with a 20 to 60 second hold at the point of slight discomfort (after you are thoroughly warmed-up, or after working out).



To conclude, you know that you have to develop, nurture, and maintain your motivation.

You know that you have to reflect on your new understanding of our history of fueling and working our bodies. Now today, you know how to get started with a basic understanding of the terminology of “fitness”. Personalize all of it, and begin doing something most days of the week. “Work the body, fuel the body, and rest the body”, according to what you need to do for your work and play.

Bill DeFord

PE Instructor

Assistance to Firefighter Grant Program Petition

The Northeastern States Fire Consortium has asked fire departments nationwide to participate in a petition sponsored by Senator Charles Schumer (NY) seeking full funding for the Assistance to Firefighters Grant program.

The goal is to obtain at least 100 signatures per fire department (can include family members and friends of the fire service) and return prior to September 11, 2006.

In addition, you are requested to fax copies to members of your state's Congressional delegation.

Petitions should be returned to:

Senator Charles E. Schumer
757 Third Avenue
Suite 1702
New York, NY 10017

(See letter to Fire Chief on page 9)

Don't ever think the fire is getting tired just because you are".

By Alan V. Brunacini

Assistance to Firefighter Grant Program Petition (Cont'd)

HARLES E. SCHUMER
NEW YORK

COMMITTEE
BANKING
FINANCIAL
JUDICIARY
RULES

United States Senate

WASHINGTON, DC 20510

Dear Fire Chief,

Of the hundreds of bills and votes that I have considered in my career in the Senate, I am especially proud to have been one of the original sponsors of the Fire Investment and Response Enhancement (FIRE) Act. In just six short years, this program has become one of the most popular and meaningful federal funding streams for our nation's career and volunteer firefighters.

In 2000, with the cost of outfitting a firefighter on the rise and the price of fire trucks running as much as half a million dollars each, the United States Congress passed the FIRE Act to help fire departments throughout the United States protect the public and firefighting personnel against fire and fire-related hazards. Today, despite the clear intent of Congress, and demonstrated need on the part of the nation's professional and volunteer firefighter corps for the FIRE Act, the FY 2007 Administration budget proposal cuts the FIRE program by 46% from FY 2006 levels, and almost 70% less than the full \$1 billion authorized for the program by Congress. This is the third year in a row that the Administration has called for slashing this program.

You may have heard that this program has recently been confused by some with anti-terrorism funding. As a result, it bears mentioning that the Assistance to Firefighters Grant program pre-dates the tragedy of September 11, 2001, and while all funding to first responders may assist in anti-terror efforts, this program serves a different, although often complementary, purpose.

As you know, the Assistance to Firefighters Grant program has been incredibly beneficial to fire departments and communities throughout our state with nearly 700 municipalities receiving over 1,630 grants totaling more than \$124 million dollars in much needed equipment, training and vehicles. The people of New York and in communities throughout the country know all too well the sacrifices that our first responders make on a daily basis to ensure the safety and security of all citizens. I call on you today, to join me in the fight to restore funding for the Assistance to Firefighters Grant program to \$1 billion so that departments across New York State can continue to protect and serve our communities. I hope you will take this opportunity to review the attached petition, sign it and pass it along to the members of your department.

On behalf of all New Yorkers, I thank you for your unrelenting service to our communities and state. Please do not hesitate to contact me about this or any other matter.

Sincerely,

Charles E. Schumer
United States Senator

PLEASE RESPOND TO THE FOLLOWING OFFICE:

- ALBANY: O'Brien Building, Room 420, Albany, NY 12207 (518) 431-4070
- BINGHAMTON: Federal Office Building, 15 Henry Street, Room M103, Binghamton, NY 13901 (607) 732-4789
- BUFFALO: 130 South Elmwood, #600, Buffalo, NY 14202 (716) 848-4111
- HUDSON VALLEY: P.O. Box A, Red Hook, NY 12571 (914) 295-9741 (845) 758-9741
- LONG ISLAND: Two Greenway Plaza, 145 Pine Lawn Road, Room 300N, Melville, NY 11747 (631) 763-9076
- NEW YORK CITY: 737 Third Avenue, Suite 1702, New York, NY 10017 (212) 486-4430 TDD: (212) 486-7681
- ROCHESTER: Kenneth S. Keating Building, 100 State Street, Room 0650, Rochester, NY 14614 (562) 262-5886
- SYRACUSE: 100 South Clinton, Room 541, Syracuse, NY 13203 (315) 423-9471
- WASHINGTON: 313 Hart Senate Office Building, Washington, DC 20510 (202) 224-6542 TDD: (202) 224-6420

<http://schumer.senate.gov>

(See Petition on page 10)

IFSTA is Soliciting Members for New Committee at its 2007 Validation Conference

IFSTA is currently seeking members for one new committee that will begin their work at the Validation Conference to be held in Tulsa, Oklahoma July 7-11, 2007. This committee will be responsible for revising the IFSTA Fireground Support Operations manual. In addition to covering the scope of information contained in the existing edition of that manual, this committee will also be incorporating the information currently contained in the IFSTA Fire Service Ground Ladders and Fire Service Loss Control manuals into the revised edition of Fireground Support Operations. Individuals with interests in any of these topics are encouraged to apply.

If you are interested in participating on this committee, please fill out the application form and return it to IFSTA/FPP no later than December 20, 2006.

All applicants will be notified of the disposition of their application on or around March 1, 2007.



Participating in the IFSTA validation process is a personally and professionally rewarding experience. We hope that you will give strong consideration to helping to continue the tradition of firefighters writing manuals for firefighters!

For more information on IFSTA or Fire Protection Publications please visit www.ifsta.org.

IFSTA Committee Member Responsibilities

Fire service professionals who accept the invitation to participate on an IFSTA validation committee will be expected to provide technical advice on the content of the manual and technical review of the material written by staff members of Fire Protection Publications (FPP). Prior to the committee's first meeting, members will be sent information on the scope of the work to be performed and suggested outline for the new manual.

At the first meeting, the committee will finalize the manual's outline and may begin review of draft chapters. Draft chapters are typically sent to committee members at a rate of one or two per month. Members should expect to spend two to five hours reviewing each chapter. Members must reply with their comments on the chapters in writing within three to four weeks of receiving each chapter. Continued participation in the process is contingent on meeting assigned deadlines.

FPP staff members compile all the comments received for each chapter. The comments are reviewed and acted upon by the committee as a whole at future committee meetings. These meetings typically range from one to three days. When all the issues in a given chapter are settled, that chapter is considered finished. The process is continued until all chapters in the manual have been addressed. At that time, the committee is dismissed and FPP staff members complete the published of the manual.

IFSTA Application on page 12



APPLICATION TO SERVE ON AN IFSTA COMMITTEE

NOTE: The expenses of attending the IFSTA Validation Conference are the responsibility of the individual or sponsoring organization.

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone Number: _____

Fax Number: _____

E-Mail: _____

1. Committee requested: _____

(Fill out a new form for each committee requested.)

2. Have you previously served on an IFSTA committee? Yes _____ No _____

3. Briefly describe your fire service and/or related industry experience.

4. Explain how this relates to the audience and/or content of this manual.

5. Category of participation

- Fire Department
- State/Provincial Training
- Fire Service Organization
- Industrial Fire Protection
- Fire Service Trade Industry

6. Will you represent a company or an organization?

Yes

No

If yes, list here: _____

7. List three professional references.

A. _____

Telephone _____

B. _____

Telephone _____

C. _____

Telephone _____

This form should be returned to:

**Fire Protection Publications
Oklahoma State University
International Fire Service Training Association
Attn: Tara Gladden
930 North Willis
Stillwater, OK 74078
Fax: 405-744-4112
Telephone: 405-744-4111
Email: tgladden@osufpp.org**

Oklahoma State University in compliance with Title IV of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 (Higher Education Act) does not discriminate on the basis of race, color, national origin, or sex in any of its policies, practices, or procedures. This provision includes but is not limited to admissions, employment, financial aid, and educational services.

Office of the Director of Training

The LODD of New York City Fire Department Firefighter, Michael Reilly has caused a reaction among folks at the Connecticut Fire Academy. He was a graduate of Recruit Class #26 and a three year veteran of Stratford (Connecticut) Fire Department prior to shifting over to FDNY. He was trained here, he was trained there. Sometimes, the best training can not save you from circumstances and hostile environments.

Knowing we have all done our very best to provide knowledge and skill sets to each of our recruits allows us to know that if he could have escaped – he would have. The unfortunate part of an exciting career is that an average of one hundred firefighters dies each year within the United States. We must be vigilant in our efforts to empower our students to survive the survivable.

Thank you to each of our instructors in your personal efforts to keep our new workforce as safe as circumstances allow. Congratulations for bringing your experiences and skill to share with impressionable students pursuing a dream career. They deserve every added advantage that you can give them.

Certification Program Manager, Ed O’Hurley suffered an apparent heart attack Wednesday August 30th. He had finished his usual workout routine and had entered the Certification Division when he asked Fred Piechota to call 911.

He stated that he was going out, and then did. Program Manger Bill Auclair administered cardiac shock via the AED and converted him. Many other staff members assisted in retrieving medical equipment to directing the ambulance. He was transported to St. Francis hospital where he will remain for a few days after receiving additional advanced cardiac care.

Please join us in wishing Ed a speedy recovery and congratulate Fred for his fast response and Bill for his EMS knowledge and ability to act under the pressure of administering to a fellow employee. Of course every staff member present contributed to the life saving efforts.

Despite our best efforts to convey to Adjuncts and students that the Connecticut Fire Academy will provide the necessary tools and equipment for the complete and safe delivery of their assigned classes; there persists a sentiment that we (the CFA) do not have sufficient equipment.

Evidently, adequate course support materials are not recognized by some instructors. In the past, I have requested that you voice your concerns to the appropriate Program Manager about course needs. To fortify such requests, we are supplying you with a CFA Adjunct Instructor Equipment Requisition form (*see page 15*). This form is reproduced within this newsletter as well as in place on the instructor page of our web site.

Please use this form to document any equipment needs and forward it to the Program Manager. You will learn the disposition of the request via a returned copy. If a purchase is authorized by the Director, the process may take several weeks due to state purchasing procedures. Vendors can not be assumed, and we do not want any employee to enter negotiations with any vendor.

If you contact a vendor, it shall be simply to determine product specifics (make, model number, etc.) and the retail price. Additional vendor conversations may compromise the vendor’s ability to supply the item. It is imperative that all requested information be supplied. Perhaps the most essential decision-making information is why the item (s) are needed and when they will be used.

It is important that all Adjuncts use this form to convey equipment needs. In that manner we can document requests, fulfillment and control our budget expenses.

Life is Fragile, take pride in protecting and preserving it.

Adam D. Piskura

Director of Training
Connecticut Fire Academy



Connecticut Fire Academy Adjunct Instructor Equipment Requisition



A requisition is a request for an item, not authorization to proceed with a purchase. The Program Manager, Deputy Director or Director will inform you if a purchase order has been authorized and issued to a vendor by the Business Office.

Item Needed: Provide a complete description; make (manufacturer) model #, stock #, vendor/store, catalog, page #, unit of measure (spool, gallon, case etc).

<input type="checkbox"/> New <input type="checkbox"/> Replacement	
--	--

Vendor Name: _____
 (Suggested)
 Address: _____
 Address: _____
 Contact: _____ Telephone: _____

Program(s) this item will support: _____
 Justification: _____
 (Why needed)

(Use reverse side if needed)

Quantity X Price Each = Subtotal + Shipping & Handling = Total Expenditure
 # _____ \$ _____ \$ _____ \$ _____ \$ _____

Requestor: _____ Date: ___/___/___

Item Needed By: ___/___/___

Action Taken: Process Request Additional Information Deferred Date: ___/___/___

Status: Decision relayed to Requestor Date ___/___/___

Program Manager: _____
Signature

**Commission on Fire
Prevention and Control
Connecticut Fire Academy**

34 Perimeter Road
Windsor Locks, CT 06096-1069

Office: (860)627-6363

Fax: (860)654-1889

In-state-toll-free 1-877-5CT-FIRE



We're on the
Website at:

www.ct.gov/cfpc

