



Instructor's Dispatch

A Newsletter of the Commission on Fire Prevention & Control

VOLUME 10 ISSUE 8

AUGUST, 2009

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Recognizing Members of Our Staff

The administration of the Northeast Maritime Institute shared with us a letter written by one of their former students, Paul Lavigne. He was telling them how far he had advanced his training in the maritime field and expressing his appreciation for the knowledge base they had given him to prepare him for this accomplishment. Within his letter he stated that the instructors at the Connecticut Fire Academy should also be recognized. Paul was here last December and his instructors were Alan Zygmunt, Scott Lee, and Jason Decremer. The maritime firefighting programs are one of the few opportunities we have to teach non-emergency responders firefighting skills and we tend to take the basic skills we are passing on for granted. It is receiving a letter such as this that allows us to realize the impact we can have on these "sailors". Despite all the training Paul had received both at N.E. Maritime and beyond he still remembered his time at the Connecticut Fire Academy and the instructors who had worked with him.

Thank you Alan, Scott and Jason for making such a positive impression on our maritime student and know your efforts were appreciated.

Jim Carroll
Program Manager

Letter from the Leary Firefighters Foundation

Letter from Dennis Leary of the Leary Firefighters Foundation to Recruit Class 43.....

Dennis Leary wrote "I am writing to thank you and acknowledge your contribution of \$500.00 in honor of your graduation to benefit the Leary Firefighters Foundation. On behalf of all of us at the Foundation, please accept our heartfelt thanks for your support and generosity. We appreciate the hard work and dedication to the safety of others, you're all going to be a great addition to the fire service".

Retirement Tribute



Adjunct Instructor George Dunn

*Picture taken by Program Manager
Jim Carroll*

***“Discretion is
being able to
raise your
eyebrow
instead of your
voice”.***
Anonymous

Every so often, someone with political savvy, talent and capability moves throughout local and state government so effectively as to make the community a better and safer place. Some can perform such travails with panache and decorum.

George P. Dunn is one such person.

After 26 productive years, George has announced his retirement from state service. His familiar presence will be missed. He was instrumental in our officer development programs, NIMS, WMD, and a host of fire service and emergency management support. He staffed the Emergency Operations Center (EOC) and our trade show booth with such professionalism as to garner us additional work. He developed some programs “on the fly” at the request of a FD or community.

George’s smooth easy style is as recognizable as his suit coat. Perhaps the best tribute to him is that customers often requested him. We acknowledge his many contributions to the success of the Connecticut Fire Academy and trust that he will thrive in retirement.

Adam D. Piskura, Director
Connecticut Fire Academy

CERC Public Safety Academy Tours CFA

On July 23, 2009, the Capitol Region Education Council's Public Safety Academy came to the Connecticut Fire Academy for a tour. The Public Safety Academy is a high school designed for students who are interested in careers in the Police, Fire, EMS and Homeland Security fields. The tour included demonstrations of various firefighter skills performed by CFA instructors. Over 70 students from grades 6 thru 8 learned about various firefighting tools and techniques. The skills presented were Donning a Class A HazMat suit, rappelling from the tower, a demonstration of high pressure airbags, extinguishing a car fire and a tour of a Bradley International Airport crash fire rescue vehicle. The tour ended with a video presentation in the auditorium and a presentation at the Firefighter's Memorial.

The Co-Director of the Summer program Erica Dickenman forwarded a letter thanking CFA and the instructors who participated. The portion of the letter is quoted below:

"On behalf of the CREC – Public Safety Academy, I would like to offer my sincerest gratitude for the time and effort you and the other presenters took from your schedule to provide our teachers, staff and most importantly our students with such wonderful learning experiences about the many aspects and duties of firefighters..."

Also included with the letter were notes written by the students describing their favorite portions of the tour.

The event was coordinated by Deputy Director Mark Lewandowski and Public Education Coordinator Alan Zygmunt and would not have been successful without the efforts of all of the instructors who did presentations that day. A special thank you goes out to Ted Borowski, Joseph Coppola, Mike Farrell, Ed Goetz, Chris Pepler, Michael Pineault, James Plaster and Roger Sylvestre for an excellent presentation.

7th Annual Firefighters Memorial Service

The Annual State Firefighters Memorial Service, sponsored by the Connecticut State Firefighters Memorial Foundation will be held at 12 noon on Sunday, October 18, 2009, at the Connecticut Fire Academy, 34 Perimeter Road, Windsor Locks, CT.

For more information please contact Yvonne Lewis at 860-627-6363, ext. 231. Please save the date and plan to attend.

*"If you aren't
dressed to
play, stay in
the bleachers
and off the
field".
By Alan V.
Brunacini*



“Don’t ever let the fire take away your birthday”.

By Alan V. Brunacini



Meth Labs can be a Trainer’s Best Friend!

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I was just down in Nevada and one of the EMTs requested information on and a discussion of meth labs, since there was a recurring problem with them in her area. So, being one who loves to make lists and write “Ten things” newsletter articles, here are ten reasons (okay, twelve, but who’s counting?) why meth labs can be a trainer’s best friend.

***NB:** Please realize, that this is not an article about the process and chemistry of methamphetamine manufacture, but rather an article on how a hazmat trainer can use meth labs and their chemicals as a powerful review, a wrap up, in a general hazmat course!*

1. **Pseudoephedrine:** What more could a hazmat trainer want, an organic compound with a polarized hydroxyl ion as the alcohol functional unit. Along with natural ephedra/ephedrine from what in Nevada they call Indian or Mormon tea (oops, I think they banned natural ephedra and only the synthetic—pseudo—type is available), this is a good place to start our hazmat training.
2. **Water, H₂O:** When is water not water? When it’s H₂O! This is a good time to heighten the consciousness—a phrase we learned from Californians a while back—of our students. Water as a cultural term is stuff you drink, stuff you water your lawn with, stuff you put out fires with. Water to hazmat responders should be H₂O, dehydrogenate monoxide. Why? Because when exposed to an alkali like sodium or potassium (or in our case lithium), gives us an alkali-hydroxide, hydrogen and energy.....and energy plus hydrogen equal the Hindenburg.
3. **Hydrocarbons:** Pick a non-polar solvent, or any other volatile hydrocarbon a meth head might find recommended in his “recipe” for disaster. Add a little heat and energy, vaporize it into flammable, explosibles (a word I learned from a dust explosion expert) vapors, add a little more of that energy, and you have the reason so many active meth labs become inactive meth labs (and why first responders need to understand the dangers of active clandestine labs).

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“The longer you wait to make a decision, the fewer options you will have...particularly offensive options”.

By Alan V. Brunacini



Meth Labs can be a Trainer's Best Friend!

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the only compound action you'll find on any list?) nitrate from cold packs instead of anhydrous ammonia. Nice touch, eh? The training possibilities with meth labs are endless! Here we might address the strong base, weak base concepts (especially since we already talked about strong and weak acids). A side trip to ANFO, Oklahoma City and nitrate/nitro explosives might be a nice, fun adventure if you have time.

9. **Lithium:** An alkali that is readily accessible, from sources as close as your cell phone battery or your kids' flashing tennis shoes. All the alkali stuff from above is relevant, but you can use an alkali metal that can be present in its pure form. You can note the need to store it oxygen-free, so it might be in a jar of mineral oil. Oh, what besides a meth lab has so many hazard classes? So many families from the periodic table?
10. **Iodine:** Can a man want for more, the right side of the periodic table and a halogen that is not chlorine. Here we have a tie to oxidizers, hydriodic acid, hydrogen iodide gas, sublimation from solid to gas, hoof rot (and big belt buckles), and purple. Wow, how often do you get so much for so little?
11. **Red P:** (Don't even go there.) Red phosphorus from match book strikers might be present. Training points: catalysts, phosphorus allotropes and colors, red coffee filters, and back to phosphine gas. One might, were one overly clever, even go from phosphorus to the analogs of nitrogen and arsenic from the periodic table family, but who would want to be so adventurous?
12. **Methamphetamine:** Well, actually, methamphetamine hydrochloride. Safest thing for a responder in the meth lab, provided one doesn't ingest or otherwise introduce it into the body. A nice way to go full circle from pseudoephedrine. Training points include neurotransmitters, dopamine receptors, anger and amygdala, and hyperactivity and uppers. Let's stop at a dozen, okay?

Vincent Navin Announces His Retirement

Mr. Vincent P. Navin II has announced his retirement through letter received on August 20, 2009. His last day will be August 30th. I want to take this opportunity to thank Vinny for your years of service and contributions to the Connecticut Commission on Fire Prevention and Control, Certification Division. On behalf of Denice Fortin, Ed O’Hurley, all the adjunct examiners and myself, we wish to express our thanks and wish you all the best in your future endeavors.



Tom McGowan, Director of Certification

25% Increase in Certifications Awarded

In response to the past year’s implementation of the significantly revised basic level firefighter national professional qualification standards, the Certification Division increased its testing and examination deliverables, without increasing staffing levels. Over the course of the past fiscal year the Certification Division has awarded 2707 certificates in the 25 levels of professional qualifications offered through the CFPC. In the previous fiscal year, 2004 certificates were awarded. The twenty-five percent (25%) increase in the number of certificates awarded to Connecticut fire service personnel reflects an increase in requirements by Connecticut fire departments for highly qualified fire service personnel as evidenced by their commitment to training and certification at various levels of competency. Additionally, the effect of the revised Professional Qualifications for Fire Fighter standard, Connecticut fire service personnel must demonstrate competency through testing procedures in Hazardous Materials and Weapons of Mass Destruction as part of their firefighting basic entry level skills training. The Certification Division is required to test the competency objectives for Awareness and Operations. We are proud to say that we are the only certification entity in the country offering this opportunity to its fire service community.



Tom McGowan, Director of Certification

Changes to Adjunct Instructor Payroll and Class Assignments

The following information below are the changes to the Connecticut Fire Academy (CFA) policy and procedures regarding Adjunct Instructor payroll and Class Assignments. Copies of these changes were emailed to all Adjunct Instructors:

**Connecticut Fire
Academy**

Memo

To: All Adjunct Instructors
From: Adam D. Piskura, Director
CC: Jeff Morrissette, State Fire Administrator
Date: 8/21/2009
Re: Change in procedures

Recent changes with agency staffing and reduced government support require that I request your assistance to ensure that you are remunerated for your efforts in a timely fashion. As more and more business office functions are absorbed by the remaining Commission on Fire Prevention & Control staff, we alter our priorities, processes and focus.

Attached is Policy 04 Adjunct Instructor Payroll and Course Assignments (attached) that should be completely read and understood. It calls for the submission of course delivery paperwork within 7 calendar days of course completion. Of course you can submit timesheets as soon as the job is done. Timesheet request that exceed 7 days will be referred to the Director of Training/State Fire Administrator to schedule a meeting with the adjunct requesting payment outside of the policy.

Requests for mileage reimbursement are similarly required into the respective Program Manager within 7 calendar days of the course completion. It is imperative that you use the revised Employee Payroll Reimbursements form CO-17XP-PR Rev. 12-03 800-02 (attached). This form has coding numbers applied. If you use an older form without the codes, then it is your obligation to enter the numbers and letters where designated.

Additional changes are expected.

Please understand that the national economy, coupled with the State of Connecticut's financial condition, continues to affect and change the manner in which we conduct business. These changes are made to expedite the processing of your pay and reimbursements. Thank you for your anticipated cooperation.

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Changes to Adjunct Instructor Payroll and Class Assignments



Commission on Fire Prevention and Control

Policy: 00-04

Rev. 8-09

Authorized: Adam D. Piskura

SUBJECT: Adjunct Instructor Payroll and Class Assignment

I. PURPOSE

This order:

- A. establishes the Connecticut Fire Academy (CFA) policy and procedures regarding Adjunct Instructor payroll and Class Assignments
- B. explains guidelines for submission of instructor payroll,
- C. explains guidelines for submission of class records,
- D. defines Class Lead Instructor responsibilities,
- E. defines daily lead instructor responsibilities.

II. POLICY

- A. The CFA is dedicated to delivering training programs of the highest quality, maintaining accurate Class records, and completing all fiduciary responsibilities in a timely manner.
- B. Payroll Timesheets (CFPC 2/05) and Employee Payroll Reimbursements Form (CO-17XP-PR) will be submitted to the respective Program Manager.
- C. Class rosters will be submitted to the respective Program Manager.
- D. The Class Lead Instructor and a daily Lead Instructor will be identified by the respective Program Manager.

III. PROCEDURES

- A. Payroll Timesheets and Employee Payroll Reimbursements Forms
 - 1. Payroll Timesheets and Employee Payroll Reimbursements Forms will be submitted to the respective Program Manager no-later-than (NLT) seven (7) calendar days after the last day of class.
 - a. Instructors may submit timesheets and reimbursement forms prior to the last day of class in the event that a class covers several weeks or months.

Changes to Adjunct Instructor Payroll and Class Assignments

- b. Instructors may mail timesheets. Faxed timesheets and reimbursement forms will not be processed.
 - c. Instructors that do not submit timesheets within the specified time period shall submit their timesheets in person to the Director of Training or the State Fire Administrator.
2. Program Managers will process and submit timesheets and employee payroll reimbursements forms.
- B. Class Records
1. Class rosters will be maintained on a daily basis to ensure accurate attendance records.
 2. Class rosters will be properly completed including:
 - a. all instructors listed on roster,
 - b. student names are legible and complete,
 - c. attendance is accurate,
 - d. Complete/Incomplete/Fail column is completed.
 3. Class roster, student evaluations, and all other Class specific forms will submitted to the respective Program Manager NLT seven (7) calendar days after the last day of class.
- C. Lead Instructor
1. Every Class will have a Class Lead Instructor assigned.
 2. The Class Lead Instructor is responsible for:
 - a. implementing para. III. B.,
 - b. notifying the Program Manger/ Deputy Director of Training/ Director of Training of any student or instructor injuries in accordance with Policy 00-13 *Injury Reporting.*,
 - c. assigning daily teaching assignments to other instructors assigned,
 - d. notifying Program Manager of any instructor absence.

Changes to Adjunct Instructor Payroll and Class Assignments

3. Daily Lead Instructor

- a. In the event that the Class Lead Instructor is not present, a Daily Lead Instructor will be assigned. Duties include:
 1. all duties as listed in para. III. C. 2. and
 2. communicating with the Class Lead Instructor.
- b. If the Class Lead Instructor is not present on the final day of class, it is the responsibility of the Daily Lead Instructor to return all forms following the procedure in para. III. B.

Changes to Adjunct Instructor Payroll and Class Assignments

EMPLOYEE PAYROLL REIMBURSEMENTS-
 FOR EXPENSES INCURRED IN THE SERVICE OF THE
 STATE OF CONNECTICUT
 CO-17XP-PR REV. 12-03 800-02

STATE OF CONNECTICUT
 OFFICE OF THE STATE COMPTROLLER
 PAYROLL SERVICES DIVISION

ATTACH ADDITIONAL FORM(S) AS NEEDED

EMPLOYEE NAME AND ADDRESS

EMPLOYEE NUMBER

DEPARTMENT PAYROLL CODE
 EI

EARNING CODE DEFINITION

SHU = SAFETY SHOE
 CLN = CLOTHING & CLEANING
 HOM = HOME OFFICE
 UNF = UNIFORM
 AUT = DAILY AUTO USAGE FEE

RER = REPORTABLE REIMBURSEMENT
 GRA = GRANT PAYMENTS
 MOV = MOVING EXPENSES
 ATT = ATTENDANCE AWARDS
 CH1 = CHILD CARE

MIL = REPORTABLE MILEAGE
 TU1 = NON-REPORTABLE TUITION
 TU2 = REPORTABLE TUITION
 NRI = NON-REPORTABLE IN-STATE REIMBURSEMENT
 NRO = NON-REPORTABLE OUT-OF-STATE REIMBURSEMENT
 NRM = NON-REPORTABLE MILEAGE

ERN/CD	AMOUNT	DEPARTMENT	FUND	SID	PROGRAM	ACCOUNT	PROJECT/ GRANT	CHARTFIELD 1	CHARTFIELD 2	BUDGET REFERENCE
NRM		36532	12060	35180						
ADVANCE FROM PETTY CASH (IF APPLICABLE)										

I ACKNOWLEDGE THAT THE AMOUNT STATED WAS GIVEN TO ME AS AN ADVANCE AGAINST THE AMOUNT OF TRAVEL AND OTHER EXPENSES SHOWN HEREIN AS DUE TO ME. UPON REIMBURSEMENT TO ME, I UNDERSTAND THAT THESE MONIES WILL BE DEDUCTED FROM THE CHECK IN WHICH I RECEIVE THE REIMBURSEMENT.

AMOUNT _____ EMPLOYEE'S SIGNATURE _____

PAYEE CERTIFICATION

I affirm the reimbursements claimed herewith are just and that the indicated was officially necessary. I further affirm that all applicable obligations incurred by the State on my behalf, such as family travel and associated expenses have been repaid by me in full.

PAYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

DATE DAY/ MO/YEAR	TRAVEL		TIME		TRAVEL BY AUTOMOBILE (CHECK ONE)				OTHER TRAV.		LODGING	MEALS		MISC.				
	FROM	TO	DEPART.	ARRIVE	<input type="checkbox"/> STATE VEHICLE <input type="checkbox"/> PERS. VEHICLE		B/BUS R/RAIL C/CAB O/OTHER		CODE	AMT.		B/BRK/FST L/LUNCH D/DINNER	CODE	AMT.	P/TELE. W/WIRE T/TIPS O/EXPLAIN	CODE	AMT.	
					MISC. EXP: PRKNG, TOLLS, GAS, OIL, ETC.	AMT.	NUMBER OF MILES	AMT AT MILES										
SUB-TOTAL (INCL. 17XP-1 AND CO-17XP-A)																		
GRAND TOTAL (INCL. 17XP-1 AND CO-17XP-A)																		

DEPARTMENT Commission on Fire Prevention and Control T.A. NO. (IF APPLICABLE) _____ PERIOD COVERED (FROM/TO) (MO/DA/YR) _____

DEPARTMENT CERTIFICATION

I CERTIFY THAT THE SERVICES HAVE BEEN PERFORMED AND THE EXPENSES INCURRED AS STATED IN THIS ACCOUNT, EXCEPT AS NOTED AND THAT THEY WERE NECESSARY AND PROPER; AND THAT THE AMOUNTS CLAIMED ARE JUST AND REASONABLE, EXCEPT AS NOTED.

DATE APPROVED _____ AMOUNT APPROVED \$ _____ SIGNATURE - HEAD OF EXPENDING DEPARTMENT _____

DISTRIBUTION: ORIGINAL - DEPARTMENT PHOTOCOPY - EMPLOYEE

Instructor Gear Program



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North Haven, CT 06473
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Instructor Gear Program

At Survival Group, we recognize that Fire Service Instructors have a special role on the training ground and therefore require the most comfortable turnouts available.

That's why we offer more models and styles than anyone in the industry. From the athletic cut *V-Force®* to the ultra lightweight *Commando®* to the *Super-Deluxe™* with bi-swing back for outstanding forward mobility each *Janesville®* model is designed to reduce fire fighter stress through a series of innovative, ergonomic features that help deliver exceptional comfort, safety and durability.



Now through the Lion Apparel **Instructor Gear Program**, Instructors can purchase custom, state-of-the-art *Janesville®* gear at a major discount.

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This program not only suits you up in Lion gear at greatly reduced prices, but it protects your department issued gear from damage while training off duty.

Lion Protective Systems Group (Lion PSG) is the world's largest manufacturer of fire fighter protective clothing. Look through the enclosed catalog and contact us for a demo. We know that once you try on a set of *Janesville* turnouts you have to have your own. But because of this savings, we have to limit the offer to one set per instructor.



**State of Connecticut
Commission on Fire Prevention &
Control
Connecticut Fire Academy
34 Perimeter Road
Windsor Locks, CT 06096**

**Phone: 860-627-6363
Fax: 860-654-1889**



We're on the web at: www.ct.gov/cfpc

Agency Mission

To prevent or mitigate the effects of fire and disasters, either natural or manmade, on the citizens of the State of Connecticut. This objective shall be accomplished through the development and delivery of state-of-the-art educational programs designed to meet nationally recognized standards, certification of individuals to such standards and maintenance of up-to-date resources for use by fire service personnel, public educators and other first responders.