



The Department of Public
Safety Standards and Training

FIRE PROGRAM

Comprehensive Guide to the
State of Oregon Fire Program
consisting of the Fire Certification
and Fire Training Sections

Message from the Fire Program Manager

JULIE OLSEN

Welcome to the Fire Program,

Thank you for taking the time to review our revised Fire Program Comprehensive Guide! If this is your first introduction to the Department of Public Safety Standards and Training (DPSST), we welcome you! If you are familiar with our program, it is our sincere hope this guide will act as a tool to assist in your further understanding of the Fire Program.

When I first began my journey with DPSST in 2002, I was excited to work with the exceptional caliber of fire service professionals in Oregon. Now here we are, several years later, and I still feel the same enthusiasm for the Oregon fire service and the team of people I am fortunate to work with each day. Throughout my years, I have had the privilege to observe the Oregon fire service's passion and commitment to their craft. That commitment has a long history: Oregon was one of the first states in the nation to establish a state fire certification and training system in partnership with its stakeholders. This remains true today as our partnerships with the fire service remain at the core of our mission which is to "cultivate excellence in public safety by developing and delivering training and upholding established professional standards". In doing so, we strive to establish and provide educational training and certification standards for those who are actively engaged in the fire service.

The Fire Program is made up of Training and Certification who uniquely work together while collaborating with your organizations to deliver the highest level of excellence in training delivery and upholding standards. Each class and training opportunity assists in the development of your fire service career, regardless of a firefighter's status as volunteer or paid.

We thank you for your partnerships, trust, and the support you provide DPSST. It is a privilege for our program to work in tandem with your organizations for your departmental and personal growth. We are excited to be on this journey with you and look forward to assisting you. Please enjoy this program guide!

Sincerely,

Julie M. Olsen
Fire Program Manager

Message from the Fire Program Supervisor KAYLA BALLROT

Greetings Oregon fire service,

On behalf of the DPSST Fire Program, we are thrilled to bring you the DPSST Fire Program Comprehensive Guide. The Fire Certification section of the guide is designed to give a high level overview of the various forms and processes within our program.

It is important that the Oregon fire service is well trained for not only the protection of their communities, but to help ensure everyone goes home safely at the end of the day. Training, however, does not stop on the drill ground. Following up with proper documentation of this training based on the Fire Certification section's guidelines helps ensure your firefighters have received proper education based on national standards. Documented training can lead to certification, something any firefighter, whether career or volunteer, can and should take great pride in.

The Fire Certification section works closely with the Oregon fire service to establish systems to document proper education, training, and safety precautions that can lead to certification. Though holding certifications in the state of Oregon is voluntary, we are proud that the vast majority of the Oregon fire service chooses to participate in this system. This shows a great level of care for your own, each other's, and your community's safety and well-being. We promise to continue to show the same care to the Oregon fire service that you show to Oregon.

Please feel free to contact us if you have any questions or if we can be of assistance.

Sincerely,

Kayla Ballrot
Fire Certification Supervisor

Department of Public Safety Standards and Training



MISSION

Welcome to the Oregon Public Safety Academy, home of the Oregon Department of Public Safety Standards and Training. Our mission is to cultivate excellence in public safety by developing and delivering training and upholding established professional standards.

As we work together to achieve our mission, we commit ourselves to the core values of diversity, integrity, accountability, service, and compassion.

DPSST certifies/licenses police officers, corrections officers, parole and probation officers, regulatory specialists (OLCC), telecommunicators (9-1-1), emergency medical dispatchers, criminal justice instructors, private security providers, private investigators and polygraph examiners in the State of Oregon. The agency is also responsible for determining candidate eligibility to run for office of Sheriff, authorizing federal officers to make arrests pursuant to Oregon Revised Statute (ORS) 133.245, and providing staffing for the Public Safety Memorial Fund and Governor's Commission for the Law Enforcement Medal of Honor. The DPSST works in consultation with public and private safety agencies around the state by providing basic, leadership and specialized training at the 237-acre Oregon Public Safety Academy (OPSA) in Salem and regionally throughout the state. DPSST strives to provide the resources public safety providers and public safety agencies need to maintain the highest skills and provide excellent service to Oregon's communities and citizens.



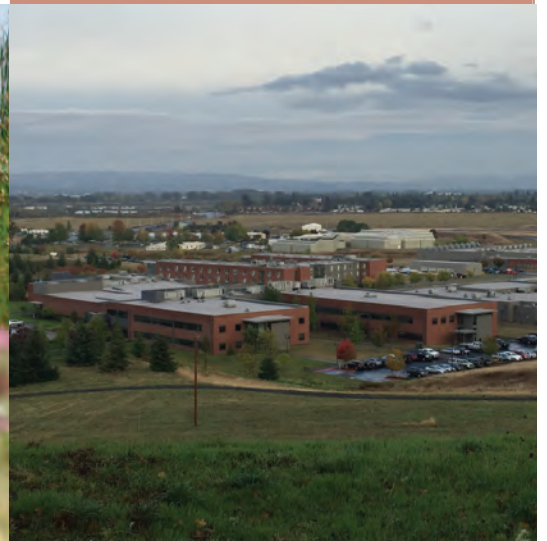


The agency is governed by a 26-member Board on Public Safety Standards and Training (Board) who are responsible for establishing the training and certification standards required to be met and maintained by 43,000 public safety providers throughout the state.

The Fire Program serves more than 11,000 firefighters and 300 fire service agencies throughout Oregon by providing entry-level, leadership, specialized, and maintenance training as well as maintaining state fire certification standards set by the Fire Policy Committee (FPC) and Board on Public Safety Standards and Training (Board).

FIRE PROGRAM

The Fire Program is made up of the Fire Training and Certification sections working together to serve the Oregon fire service.



Our Organization's History

The Department's origin was a 1961 advisory committee responsible for recommending standards for city and county police. In 1968, the Police Standards Act granted authority to mandate minimum standards for the selection and training of law enforcement officers and officially created the Board on Public Standards and Training (BPST). To fund the operations of the BPST, in 1971, the Oregon Legislature created the Criminal Fines and Assessment Account (CFAA), which is an assessment on criminal and traffic fines. The BPST was renamed the Board on Public Safety Standards and Training (BPSST) in 1991 after the addition of numerous state and local public safety disciplines to include corrections officers, telecommunicators, emergency medical dispatchers, and public safety officers for special government districts. With the abolishment of the Fire Standards Accreditation Board (FSAB) in 1993, the fire service was added to the BPSST family. In 1995, the Private Security and Private Investigators Licensing Board joined BPSST in an industry-initiated effort to enhance professionalism among member-businesses and employees who provide services in the state of Oregon. As a result of the tremendous growth in the number of public safety providers and the community expectations for officers with greater skills and professionalism, the Department of Public Safety Standards and Training (DPSST) was created in 1997.

Throughout all the additions, the revenue base has remained outside the General Fund, with all revenue coming from "other funds". Criminal and traffic fines and assessments remain the sole funding source for the Criminal Justice Programs. The DPSST Fire Program is funded through the Fire Insurance Premium Tax. Telecommunicator training is funded through the 9-1-1 Excise Tax and Private Security is completely supported by self-generated fees.

BOARD AND FPC

Today, DPSST is a full, cabinet-level state agency reporting to the Governor. The Governor appoints a Director for the agency who is a cabinet member and directly responsible for overseeing and managing all aspects of the agency's operations.

The Governor also appoints a 26-member Board on Public Safety Standards and Training (Board) that represents the broad constituencies DPSST serves. DPSST and the Board receive support from policy committees for corrections, parole and probation, fire services, law enforcement, private security, and telecommunications. The policy committees serve as the initial and primary providers of constituent input in the Board's decision-making responsibilities. The policy committees are the communication link between DPSST, the Board, and local public safety constituents and their various representative associations.

The Board sets the minimum standards for physical, emotional, intellectual, and moral fitness to serve as a public safety provider in Oregon. In addition, the Board sets reasonable minimum training standards for all levels of professional development from basic training to executive leadership. The Board advises the Director, the Governor and the Legislature of the needs of Oregon's public safety community.



Board and FPC Composition

By statute, the composition of the Board is made up of the following members:

Federal Bureau of Investigation
Oregon Association Chiefs of Police (2)
Assoc. of Public Safety Communications Officials
Oregon Department of Corrections (2)
Oregon Department of State Police
Oregon District Attorneys Association
Oregon Fire Chiefs Association
Oregon Fire District Directors Association
League of Oregon Cities
Oregon State Fire Fighters Council
Oregon State Sheriffs Association (2)
Oregon Volunteer Fire Fighters Association
Chief, Portland Fire & Rescue
Chief, Portland Police Bureau
Private Security Industry (2)
Oregon State Fire Marshal
Non-Management Law Enforcement (2)
Non-Management Parole & Probation
Public Members (3)

The BPSST/DPSST Fire Policy Committee is made up of representatives from various

Oregon Department of Forestry
Oregon Fire Chiefs Association
Oregon Fire District Directors Association
Oregon Fire Instructors Association
Oregon Fire Marshals Association
Oregon Office of State Fire Marshal
Oregon State Fire Fighters Council
Oregon Volunteer Firefighters Association
Chief, Portland Fire & Rescue
Community College/Higher Ed Fire Service Prgms
Non-Management Firefighters
Public Member

THE MANY WAYS YOU CAN STAY INFORMED

Contact DPSST Fire Program Staff with questions.

Call in or attend a Board or FPC meeting in person.

Refer to DPSST's Administrative Rule's page.

Read the Fire Program's Monthly Newsletter.

Sign up for Gov-Delivery Emails.

Check out DPSST's Facebook page to stream quarterly Board and FPC meetings.

OPSA Facilities Overview

ADMIN BUILDING



The main administration building fronts the Oregon Public Safety Academy and houses all DPSST administrative staff members. Staff from DPSST's Fire Program, Private Security/Private Investigators Program, and Standards and Certification Program are located in this building. Main reception, the Board room, several conference rooms, and a large multi-purpose room known as the Hall of Heroes are also found in the administration building.

The academy training building houses eight, 40-person classrooms, one 24 person classroom, several smaller breakout rooms, a mock court room, and a 9-1-1 dispatch area with working equipment. Classrooms are set up with all the latest technology including pre-mounted projectors and laptops.

ACADEMY TRAINING



STUDENT DORMS



Dormitories are set up to house more than 300 lodgers at any one time. Two lodgers share each dorm room and there is one restroom facility to every two rooms. Rooms are equipped with beds, storage areas, desks, televisions, and wireless internet access. Common areas include student reception, student lounge, laundry facilities and a work-out room.

A cafeteria featuring home-cooked meals, deli sandwiches, a salad bar, and more is conveniently available for students and staff. Affordable meals may be purchased by students and staff for breakfast, lunch, and dinner during weekdays and some weekends.

KITCHEN/DINING HALL



Oregon Fallen Firefighters Memorial



The Oregon Fallen Fire Fighters Memorial, located at the Oregon Public Safety Academy, honors all Oregon fire fighters known to have died in the line of duty during our state's history.

It serves as a solemn reminder of those who have sacrificed their lives while protecting the lives and property of those they served. The profound words etched on the wall reflect the calling of the courageous men and women who gave the best of themselves in service to their communities, or while protecting forests and rangelands. A symbol of protection and badge of honor, the Maltese Cross adorns the granite wall where the names of the fallen rest.

An annual ceremony at the memorial honors and keeps alive the memory of the fallen and their unselfish commitment to the Oregon fire service. Every June, the Oregon Fallen Fire Fighters Memorial Ceremony recognizes all of the Oregon Fire Fighters who have died in the line-of-duty. To date, 174 Line-of-Duty Deaths have been approved for the memorial wall from as far back as 1881. The submissions include every aspect of the fire service including career, volunteer, wildland, and structural fire fighters. The Oregon Fire Service Honor Guard has volunteered to serve as the conduit for the annual memorial ceremony that is held each year in June.





FIRE CERTIFICATION: AN INTRODUCTION

Fire service training in Oregon is provided to ensure the communities and their citizens enjoy the protection of well-trained force of fire service professionals. The fire fighter training and certification program's major goal is to establish an educational level that should be reached by those actively engaged in the fire fighting profession.

In 1973 the Oregon fire service through the Oregon Legislative Assembly established the Fire Service Accreditation Board (FSAB). The purpose of FSAB was very clear: to create uniform standards and procedures for the accreditation of fire service professionals and their training courses. In 1993, FSAB and the State Fire Training program were transferred from the Office of State Fire Marshal to the Board on Public Safety Standards and Training in Monmouth, Oregon. In 1997, the name of the Board was changed to the Department of Public Safety Standards and Training (DPSST).

Under Oregon Revised Statute 181, the legislature directs the Board on Public Safety Standards and Training (BPSST) to establish minimum standards for career and volunteer fire service professionals. These standards are voluntary in nature. Certification is based on successful completion of both classroom and practical "hands-on" training and examination.

Advice and counsel in developing these standards for fire service training and certification is provided by the BPSST/DPSST Fire Policy Committee (FPC).

Fire Certification's Frequently Asked Questions

What is the Purpose of Achieving Fire Service Professional Certifications?

Certification formally acknowledges that a fire service professional in Oregon meets the recognized job performance standards and educational/training requirements as established by the Board on Public Safety Standards and Training.

Is Achieving DPSST Fire Certification Certificates Mandatory?

No. DPSST standards for fire service professionals are voluntary in nature.

Are There Incentives for Fire Service Professionals to Pursue Certification?

There are a number of benefits to achieving fire service professional certification:

- Certification recognizes fire fighters as professionals with specialized skills and a reputation for providing quality service.
- Certification provides fire fighters with opportunities to evaluate and document their performance, and to compare their skills to each competency in regards to the overall standard.
- Certification acknowledges a fire service professional's commitment to ongoing training and life-long learning.
- Certification provides a concrete training path to follow.
- Highly motivated people will continue to be attracted to the fire service because of the certification program.

How Are Fire Certification Standards Updated?

To ensure standards are maintained and updated, DPSST facilitates a task force which is made up of subject-matter experts who assist in the review and update of a specific standard. DPSST strives for diversity on each task force. Representatives should include small, medium and large fire agencies, career, volunteer and combination agencies, line fire fighters, company officers, and chief officers. This process allows the fire service to have direct input into the standards that effect their industry. DPSST establishes the process for the task force to follow, however it is the task force that provides input and direction from the ground up to both the FPC and DPSST. All task force meetings are public. Both the FPC and the Board must approve any BPSST/DPSST standard that has an impact on fire service training or certification before it can be adopted as formal. Additionally, a public comment period occurs in which the whole of the Oregon fire service may review and make comment on potential standard updates.

Is There a Fee for Certification?

Yes. Oregon Administrative Rule (OAR) now requires fingerprinting for the purpose of DPSST certification. This is a ONE TIME REQUIREMENT/FEE per applicant. Oregon State Police (OSP) and the Federal Bureau of Investigation (FBI) require a \$46.25 processing fee for each fingerprint card.

How Do I Apply for Certification?

All applications for certification can be found on the fire certification website at: <http://www.oregon.gov/DPSST/FC/FireCertFormFree.shtml>. If you have questions pertaining to a specific standard please contact the fire certification staff at DPSST. Contact information for fire certification staff can be found on the fire certification webpage and the following information found within this guide will walk you through each form and process the Fire Certification Program has to offer. We look forward to working with you and wish you great success in your fire service career!

First Steps: PAF and E-1 Forms

The first step to becoming affiliated with an Oregon fire service agency is to complete and submit a Personnel/Agency Form (PAF). PAF's are submitted by the Agency Head/Fire Chief, Training Officer or an Authorized Signer for the purpose of adding, removing, and updating a fire service professional's DPSST record.

The PAF is also used to update agency information such as address, phone number, email address, fire chief, training officer, and authorized signer.

There are two options for a fire service agency to affiliate a fire service professional to DPSST: the E-1 and the PAF. The E-1 Form can be used to affiliate a new firefighter to your department if you will require this individual to apply for DPSST fire certifications in the future. This means that the fingerprint process can be completed at the time of submitting an E-1 Form instead of waiting until submission of an Application for Certification. When DPSST receives an E-1, DPSST staff will verify that the applicant meets the minimum standards for certification as defined in Oregon Administrative Rule (OAR) 259-009-0059 by conducting DPSST's fingerprint-based criminal history check. Any criminal convictions discovered during this check will be handled in accordance with the rules for revocation and denial found in OAR 259-009-0120 through 259-009-0130.

If a PAF is used to affiliate a fire service professional to an agency when DPSST certification is not required at the time of affiliation. No fingerprints or payments are required at the time of PAF submission. However, if the agency later applies for a certification for that fire service professional, a completed fingerprint card and fingerprint fee payment may be required.

The use a PAF or E-1 Form to affiliate new employees is up to each individual fire service agency. Agencies should use the form that works best for their own departments.

The PAF and E-1 Forms can be found on DPSST's website here: <https://www.oregon.gov/dpsst/FirePrograms/Pages/Cert%20Personnel-Information.aspx>

AGENCY BACKGROUND CHECK REQUIREMENT

Considering the nature of the fire service profession and the exposure to vulnerable people, the FPC and Board recognized the need to conduct thorough background checks on any applicant wishing to become a career or volunteer fire service professional. At the request of the Board, a multi-disciplined work group comprised of law enforcement and fire service professionals was assembled to review the standards regarding background checks of individuals applying for employment or affiliation with a public safety agency. The work group developed a list of questions that they believed, at a minimum, should be asked of all public safety officer applicants prior to being employed or utilized as a public safety professional to ensure that the individual is of good character. The FPC and Board reviewed this standard as proposed. The standard was open for public comment on December 1 – 23, 2014 and was enacted on December 29, 2014.

The purpose of the background investigation requirement is to ensure that public safety agencies are cognizant of the personal histories of the individuals that are being allowed access to their agencies and the members of their communities. This standard is designed to serve as a reference for agencies only. The only requirement of OAR 259-009-0015 is that the categories specified are covered. The breadth and depth of the investigation is completely at the discretion of each individual agency. Please refer to OAR 259-009-0015 for further information.

Next Steps: Applying for Certifications

In order to successfully apply for fire certifications, the applicant must first be of the legal age of 18 and must be affiliated with an Oregon fire service agency (fire department). Once affiliated, a fire service professional may apply for certification by satisfactorily completing the requirements outlined within the application for certification. The applicant must also complete the required training by participating in a fire service agency training program accredited by DPSST, through a course certified by DPSST, or by evaluation of experience as specified in OAR 259-009-0063. Task performance evaluations and/or task books are also required to be completed prior to applying for certification in the respective areas.

The Oregon fire service has over seventy (70) levels of certification an applicant can apply for, it is therefore critical when applying for certification that the application is filled out correctly and required documentation is attached. If the application is rejected, the agency will receive an F-12A form from DPSST outlining the reason(s) the application was rejected and offering support and direction.

Applications for certification can be downloaded from our website at:
<http://www.oregon.gov/DPSST/FC/FireCert-FormFree.shtml>

Standard and Certification Name	Number of Certifications within Standard
NFPA 1001 Fire Fighter	2
NFPA 1002 Fire Apparatus Driver/Operator	7
NFPA 1003 Airport Fire Fighter	1
NFPA 1005 Marine Fire Fighting for Land Based Fire Fighters	1
NFPA 1006 Technical Rescuer	13
NFPA 1021 Fire Officer	4
NFPA 1031 Fire Inspector	3
NFPA 1033 Fire Investigator	1
NFPA 1035 Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist	6
NFPA 1041 Fire & Emergency Services Instructor	5
NFPA 1072 Hazardous Materials/WMD	12
NWCG Wildland Fire Operations Positions	10
Oregon Specific: Maritime Fire Service Operator	5
Oregon Specific: Urban Search and Rescue	4

PUBLIC RECORDS: IRIS AND SNAPSHOT

The Oregon Fire Service Information Records Inquiry System (IRIS) is a public records system which provides easy access to commonly requested information maintained by DPSST to our 11,000 fire service professionals and members of the public. Information found on this website includes training, certification, and agency affiliation history records. All information contained on this website is considered public record under Oregon's Public Records Law and can be found by searching a fire service professional's last name or DPSST number. The link for this website is here: <https://www.bpl-orsnapshot.net/>

SnapShot is a password protected website which is a commonly used tool for Chiefs, Training Officers, and District Liaison Officers and shows a department's current roster. The link for this website is here: <https://www.bpl-orsnapshot.net/SnapshotFire/Login.aspx>. If you are a Chief or Training Officer at your department and you do not have access to this website, please [contact DPSST Fire Certification](#) staff for assistance.

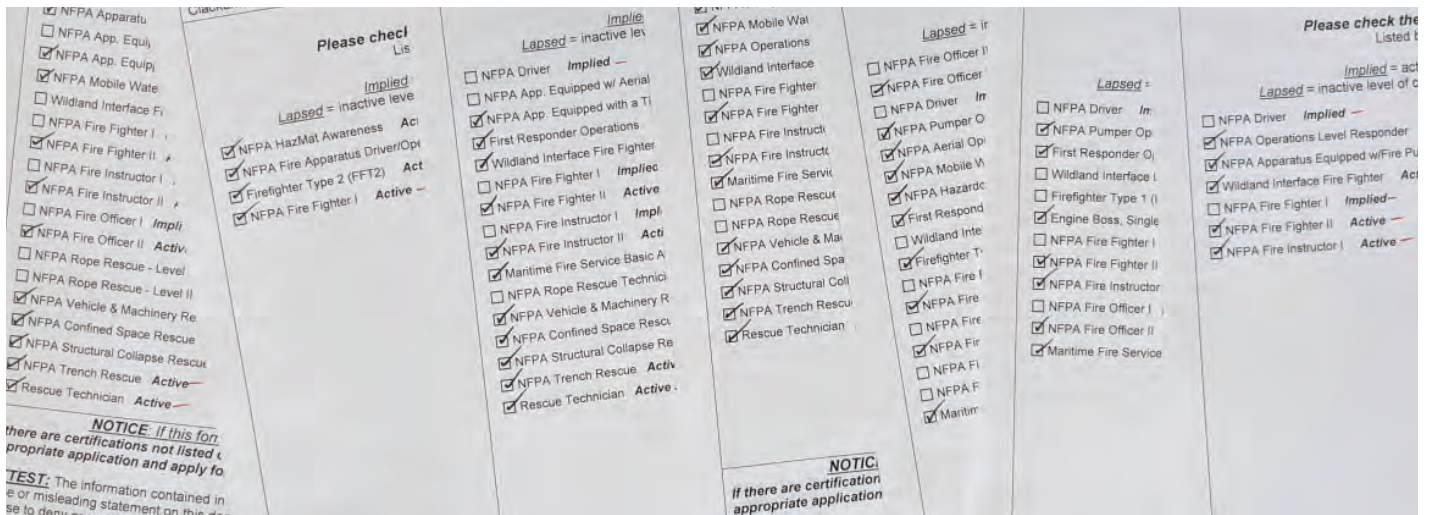
Maintenance Re-Certification and Active vs. Lapsed Certifications

The purpose of maintenance re-certification is a directive from the FPC, which formed a sub-committee in 2003 to address a number of certification concerns. The maintenance requirements were a bi-product of that committee and were recommended by the Oregon fire service to have DPSST implement and facilitate this process. DPSST is mandated by OAR 259-009-0065 to carry out this function.

Maintenance Re-Certification is a way for agencies to recognize that proficiency is maintained by either frequently using the skills (service delivery), demonstrating proficiency through some type of evaluation or assessment (task performance), or through continuing education.

A maintenance re-certification packet will be mailed to each agency every even year (2022, 2024, etc.) and verification that maintenance requirements have been completed must be submitted, via the Maintenance Re-Certification Form, to DPSST by December 31st of every even year. Please see our website for frequently asked questions here <https://www.oregon.gov/dpsst/FirePrograms/Pages/Cert-Maintenance.aspx>.

Maintenance re-certification is critical in maintaining high-functioning knowledge, skills, and abilities to meet job performance requirements.



CERTIFICATION REINSTATEMENT FORM

The Certification Reinstatement Form is a simplified application for the reinstatement of lapsed certifications without going through the complete application process. It is designed to be used to “reinstate” any lapsed certifications meeting the current criteria during the period of time in-between the two-year Maintenance Re-Certification process.

How Do I Complete the Form?

Upon completion of the appropriate testing or evaluation, the fire service agency, on behalf of the fire service professional whose certification has lapsed, marks the appropriate box(es) to reinstate lapsed levels of certification and submits the form to DPSST.

The Reinstatement Form is available on our website at

<http://www.oregon.gov/DPSST/FC/FireCertFormFree.shtml>

Revocation and Denial

It is the responsibility of the Board to set the standards for the Oregon fire service to follow and for DPSST to uphold them. In doing so, it is DPSST's responsibility to ensure the highest level of professionalism and discipline at all times. It is DPSST's expectation that the Revocation and Denial Standards will be upheld at all times unless the Board determines that neither the safety of the public nor the respect of the profession is compromised. This standard was originally created by a task force of peers, who wanted to ensure the professionalism of a fire service professional was preserved and maintained at the highest level. In doing so, OAR 259-009-0070 was created to support this action. Many years later, after a lengthy discussion by the FPC members at their meeting in August 2014, DPSST was directed to form a work group comprised of FPC members to review OAR 259-009-0070 to determine if updates would be appropriate. The Denial and Revocation Advisory Work group met several times to develop changes to OAR 259-009-0070 that are easier to understand while still capturing the commitment to professionalize the fire service industry in Oregon. Their proposed changes updated the core values, discharge for cause definitions, and DPSST's processes for discretionary convictions and would be adopted into permanent rule on January 1, 2016 now under OAR 259-009-0120, 259-009-0125, and 259-009-0130.

Here is how the process works: if a fire service professional is applying for certification by submitting an application to DPSST for approval, a criminal background check through the Law Enforcement Data System (LEDS) will be run on the applicant. Depending on the findings of the report, it can go in several directions. If no activity is reported, DPSST will process the application for certification. If the LEDS report indicates criminal activity, further evaluation will take place. A review will be conducted to determine if the criminal record should preclude the applicant from holding a state issued certification. In some situations the case(s) can be closed administratively, while in other instances, the case(s) will go before the FPC for review, discussion and recommendation of action as whether to revoke or deny certification. It then moves forward to the Board for a final assessment and vote.

FINGERPRINT REQUIREMENT

Current statute and administrative rule prohibits fire service professionals who have been convicted of certain crimes from holding fire service certifications in the state. (Please refer to OAR 259-009-0120 for a complete list of mandatory and discretionary crimes.) This prohibition applies to Oregon convictions as well as convictions in another state of a crime that, if committed in this state, would constitute a disqualifying crime. In order to ensure that applicants for fire service certification have not been convicted of disqualifying crimes, DPSST must conduct a state and national criminal background check.

It was recognized by DPSST, the FPC and the Board that rule language relating to minimum standards for fire service certifications did not allow DPSST to ensure that an applicant for certification had not been convicted of a disqualifying crime outside of the state of Oregon. (While it is possible to do a computerized check of Oregon criminal history, fingerprints are required to request a nationwide (FBI) criminal background check.) The FPC and Board reviewed this standard and recommended an update to remedy this oversight. The OAR has been updated to require any applicant for fire service certification who has never been fingerprinted for the purposes of certification, be fingerprinted. Fire service professionals who have been previously fingerprinted for certification purposes are not required to be re-printed. Refer to OAR 259-009-0059 for additional information.

Additional information can be found in Fire Certification's Fingerprinting FAQ on our website at: <http://www.oregon.gov/DPSST/FC/pages/FireCertFormFree.aspx>

DLO Program: Certification Assistance Near You

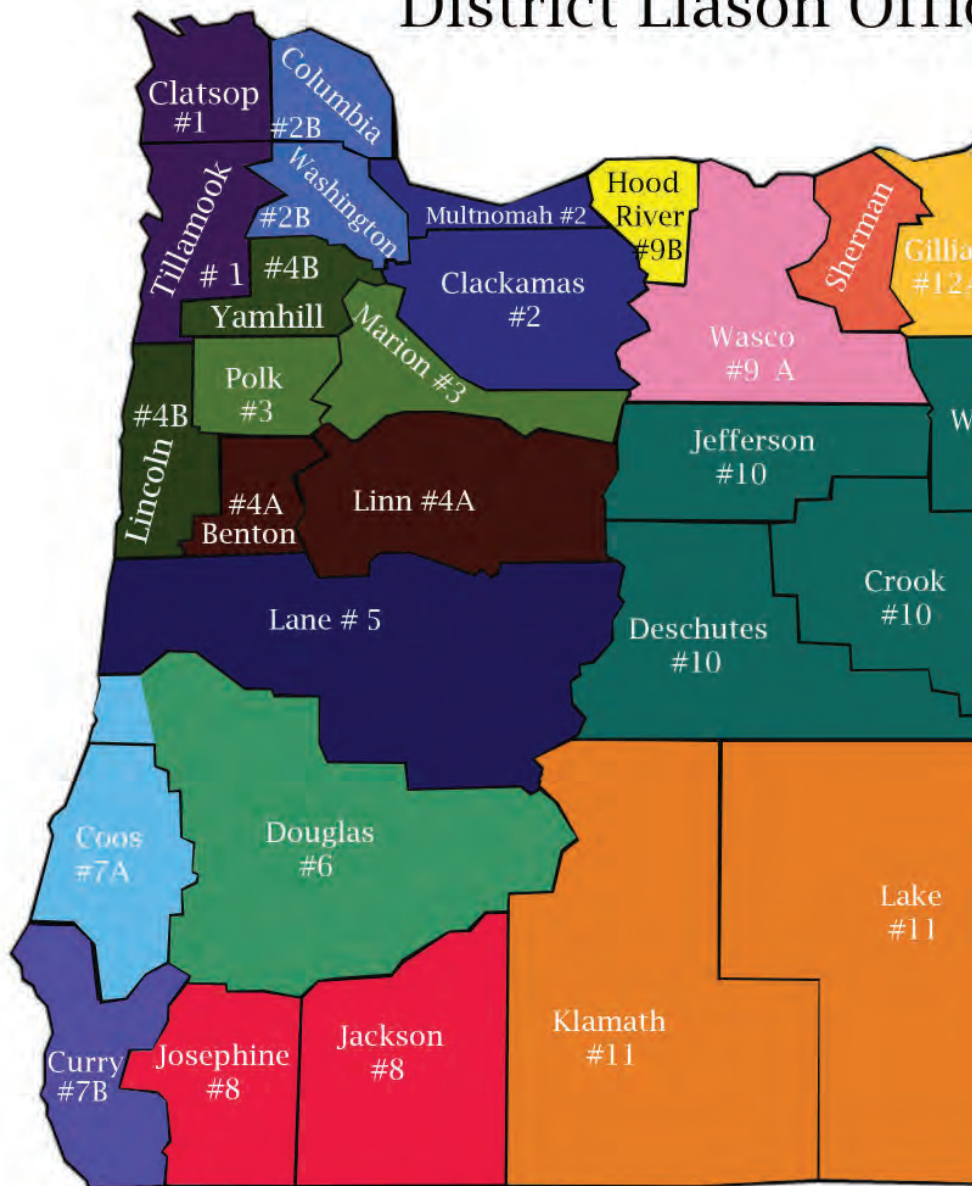
The District Liaison Officer (DLO) program was developed in 1974 by the Fire Standards and Accreditation Board (FSAB). It was the Board's intention to improve communication between Oregon fire service professionals with the intent of bringing effective communication and support to the various geographic areas of the state.

The Board understood the problems existing in the fire service throughout the state and determined a specialized group of "liaisons" were necessary to offer support and assistance. The Board created a policy to select DLO's to serve as a focal point in each administrative district to facilitate communications and to coordinate the distribution of resources between local organizations and the Board. As the program evolved, DLO's were strategically placed throughout Oregon to ensure all districts were covered. In doing so, this provided Oregon fire service better access to support and guidance.

Today, DLO's are available to attend local training association meetings and to consult with fire chiefs, training officers, and community college officials when required. They may assist with task performance evaluation testing and conduct, on behalf of DPSST, Agency Accreditation Reviews (R-1). The Agency Accreditation Review determines what levels of certification and training you can provide in-house without seeking outside instructors. The DLO's strive to remain current in fire certification practices to provide the most up-to-date information available from DPSST.

Today, DPSST has 23 DLO's throughout the state. Each DLO serves voluntarily and deserves credit for his/her dedication and selfless efforts. Their contributions are valuable to the work of the Board and play a significant role in the success of the Fire Certification Program. Many DLO's have served in their positions for several years, making them an excellent resource.

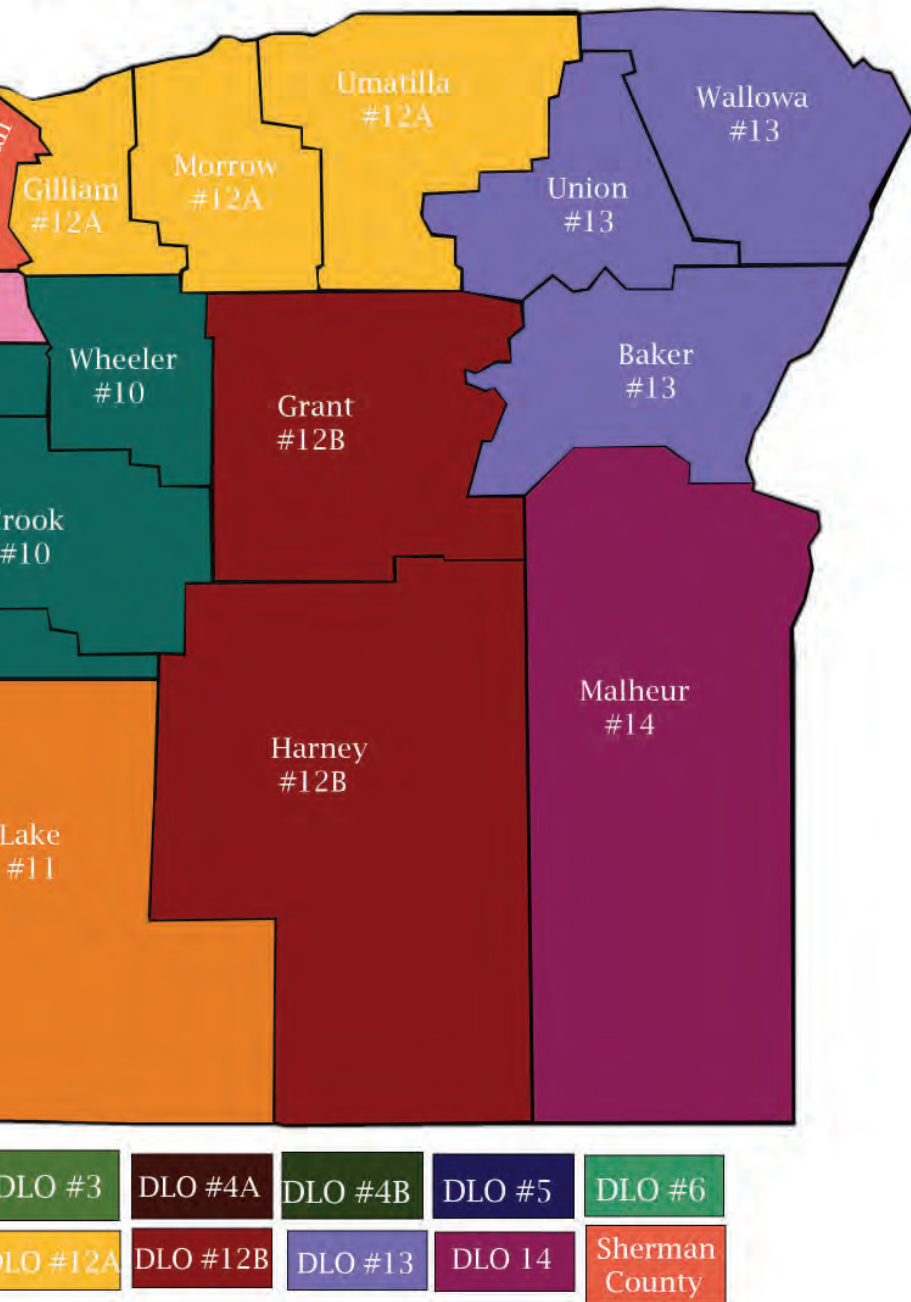
District Liaison Officer



DLO TVF&R	DLO Portland	DLO #1	DLO #2B	DLO #2B	DLO #3
DLO #7A	DLO #8	Wasco #9	DLO #10	DLO #11	DLO #12

Agency Accreditation Form (R-1)

Officer Regional Map



The Agency Accreditation Form serves an important purpose within the structure of an organization. The primary benefit is the ability to teach DPSST-approved training courses within an agency. The R-1 was designed as a tool for DLO's to use when working with a fire service agency (fire department) to enter into an Agency Accreditation Agreement with DPSST. It also confirms an internal instructor pool to teach specific classes in-house without seeking external support from outside certified instructors.

To become an accredited fire department you must have a few basic requirements in place. First, you must have a training program that is under the direction of a designated training officer and be able to demonstrate the organizational structure of the agency and program. Second, the agency is required to have at least one (1) certified NFPA Fire Instructor I. It is not required, but strongly recommended, that there also be one (1) certified NFPA Fire Fighter I. Third, it is mandatory that the agency has a pumper that conforms to NFPA 1901.

The fire agency Chief or Training Officer will make contact with the DLO to set up an accreditation review. The agency's training plan, schedule, documentation, practices and materials will be reviewed. The DLO will complete the accreditation application (R-1) during the review process. Upon completion of the review of the fire agency, the accreditation application will be submitted to the Fire Certification Program at DPSST. If there are questions on the review, DPSST will contact both the fire agency and DLO to discuss the issues. Once the agreement is approved and finalized, the agency will receive copies for signature and their records. Fire Certification staff will send the agency a certificate validating a successful agency agreement which affirms your partnership with DPSST.

The R-1 is available on our website at:
<http://www.oregon.gov/DPSST/FC/DLO.shtml>

Becoming a DPSST-Approved Instructor: A How-To Guide

F-9F: Application to Instruct a Course

The F-9F is the DPSST Fire Instructor Application. DPSST certifies instructors deemed qualified to teach appropriate certified training courses/classes. In order to apply, one must meet the minimum requirements which are established by DPSST in the areas of education, training and experience. Instructors who are applying must be certified or trained in the subject area they are requesting to teach. The applicant also must be certified as an NFPA Fire Instructor I or higher. It is highly recommended that applications be submitted to DPSST thirty (30) days prior to the date of teaching. Fire Certification makes every effort to process all applications received in a timely manner. However, in some instances, they are rejected.

If rejected, the applicant will be notified in writing and advised of the reason. If approved, the applicant will receive a letter of confirmation, a Notice of Course Completion (NOCC) and official DPSST student roster for their master records. Instructor certification must be renewed by the applicant every five (5) years or when there is a change to the standard. As an instructor, a person is responsible for ensuring the student rosters are filled out completely. The student rosters must be submitted to DPSST within thirty (30) calendar days of course completion, otherwise, DPSST may invalidate the courses.

You can download the F-9F from our website at:
<http://www.oregon.gov/DPSST/FC/FireCertFormFree.shtml>

Instructor Guide

The Fire Instructor Guide is a tool for instructors that outlines expectations, roles, and responsibilities for all fire service instructors. Instructors are responsible for ensuring the student rosters are accurately completed. Student rosters must indicate whether each student has passed, failed, or is incomplete. Students must use their birth name on the rosters, enter their fire numbers, and identify their agencies without abbreviations. Instructors must submit a FINAL course roster within 30 days of course completion to DPSST. In addition, the instructor must sign and date the roster thus attesting to its accuracy. Please note that rosters either not submitted or submitted with errors impact fire service professionals (fire fighters) by preventing them from applying for and obtaining certifications.

Becoming a DPSST-Approved Instructor: A How-To Guide

I've submitted my F-9F to DPSST, what can I expect?

Upon F-9F approval, DPSST Fire Certification staff will send you official Rosters and Notices of Course Completions specific to the classes you are approved to instruct. These documents are considered your master copies and should be photocopied and utilized each time you instruct this class. Recreations of these documents will be rejected.

Student Rosters

Approved Instructors submit student rosters to DPSST within 30 days of course completion to ensure students receive credit for successful completion of the course attended. Student rosters also allow records to be obtained in the future, either by the student or a fire agency. DPSST uses this information for training/course verifications used in the application for certification process. When an instructor is certified to teach a course, they will receive an official DPSST student roster. Each individual roster is for the specified course number and instructor's use only.

Page	FULL NAME (Please Print Clearly: First MI Last)	DPSST Fire Service #	Agency/Organization (Do Not Abbreviate)
1			
2			
3			
4			
5			
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7			
8			
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DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING
Notice of Course Completion and/or In-Department Training
NOCC (06/2012)

Name: _____ DPSST Fire Service #: _____
Employing Department: _____
Title of Training: **NFA Fire & Emergency Services Instructor I**
Accredited Training Number: **20F021**
Competency Numbers Covered: _____
Location of Training: _____
Date(s) of Training: _____

NOTICE OF COURSE COMPLETION:
This form should be signed by the instructor of the certified class and given to the student who is responsible for maintaining this record of his attendance.

Instructor Signature: **John R. West** 3135
Instructor Name: _____ DPSST Number: _____

Note to the Student:
This is the only record of you passing this class so you are responsible for maintaining it.

Photocopying this document is permissible.
Recreations of this document will be denied.

Notices of Course Completion

Notices of Course Completion (NOCC) are designed for approved instructors to distribute to each student that passes the specified course. It is the student's responsibility to keep their NOCCs for their own records, as well as ensuring that their fire service agency attains a copy for their agency training file. Each individual NOCC is for the specified course number and instructor's use only.



FIRE TRAINING: AN INTRODUCTION

The Fire Training Program at the Oregon Department of Public Safety Standards and Training (DPSST) helps support local fire agencies, in every corner of the state by supporting a variety of training classes. DPSST also has more than a dozen mobile props that enable firefighters to receive realistic hands-on training.

It is our goal to support you by providing fire service professionals with the tools needed to be successful in your fire service career. We also strive to offer the most relevant and important training to meet Oregon's needs while at the same time providing exceptional service in a timely manner.

DPSST Fire Training: Frequently Asked Questions

How does my fire service agency schedule a DPSST training prop?

A fire service agency can [contact your local DPSST Regional Fire Training Coordinator](#) either by email or cell phone to request a training prop. It is also highly encouraged that fire service agencies attend their local training association meetings. This forum allows agencies to discuss training needs for their region as a whole. This forum also fosters cooperation and understanding for the members of the association.

How can I increase the availability of DPSST props in my region?

Attend monthly training association meetings to identify shared needs. Coordinate directly with their local coordinator to schedule DPSST props. Scheduling at least six months in advance is highly encouraged. Advance scheduling will ensure availability of props for an agency or training association. A two week period between scheduling of props would be necessary to allow DPSST personnel to arrange prop movement to different regions.

How frequently should props be available in my region?

Most props, such as the Vehicle Fire, FLAG, Ventilation, and May Day should be available in your region at least two times per year. The Skid Avoidance (Skid Truck) is at the Salem Campus every six months, while regionally it is available annually. The Mobile Fire Training Unit (MFTU) is available regionally once every two years.

What Props come with a DPSST Coordinator/Trainer?

All DPSST props come with a DPSST Coordinator/Trainer if an agency requests. However, any of DPSST's Live Fire Props such as FLAG, Vehicle Fire, and the Mobile Fire Training Unit, are required to have a DPSST Regional Fire Training Coordinator or Trainer to facilitate the use of the prop. Please note that the Occupational Safety and Health Administration (OSHA) facial hair requirements for Live Fire training must be adhered to participate with Live Fire Props

What props can be dropped off with a train the trainer and left with the agency?

The Ventilation, May Day, and Forcible Entry props can be left with an agency.

How long can we keep a prop that has been assigned to the agency with a train the trainer?

Agencies that request a prop to be dropped off with a train the trainer should plan for a one week minimum to two week maximum for prop use. A non-accredited roster will be provided for agencies to fill out. This allows DPSST to track usage and numbers of personnel that received training. Agencies should plan for daily usage of the prop while in their custodial care. A prop sitting idle for two weeks takes away the opportunity for another training region or agency to use the training prop.

What are the locations for the Skid Truck around the state?

The Skid Truck can only be utilized in a large area made up of asphalt with specific dimensions. To date, the following areas have been identified as having the appropriate dimensions to host the Skid Truck:

Portland International Airport	DPSST Salem Campus
Ontario Airport	Eugene
Pendleton Airport	Columbia Gorge Regional Airport Dallesport Washington

What classes can be provided online?

The following courses are offered as a hybrid option. While some portions of these classes can be completed online, there will be required hands-on training to complete all requirements:

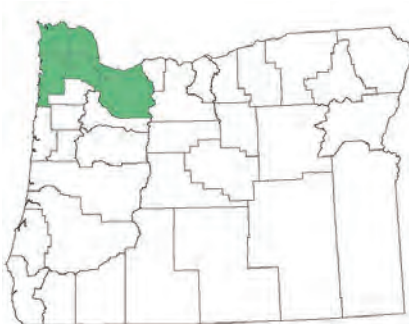
NFPA Fire Fighter I and II	NFPA Fire Instructor I and II
NFPA Fire Officer I through IV	NFPA Live Fire Instructor and NFPA Live Fire Instructor In Charge

DISTRICT Highlights: Midwest and Northwest Oregon

NORTHWEST OREGON DISTRICT

Counties: Clatsop, Columbia, Multnomah, Clackamas, Washington, Tillamook, Yamhill

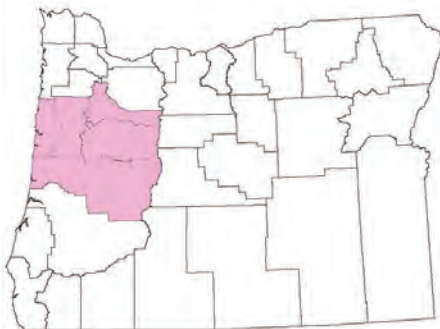
Banks Fire District #13 is the duty station for the Northwest District Fire Training Coordinator. Located at the newest Banks Fire District #13 station, officially coined the Hornshuh Creek Station, this building is made with locally-milled logs and situated on community-donated land. The station has several impressive features including a training room, training tower that is also designated for steep-angle rescue training, a class A burn room, a water rescue pond which can be used as a draft site for pumper training as well as a helicopter dip site for wildland fire-fighting, and a life flight landing zone.



SALEM OREGON DISTRICT

Counties: Polk, Marion, Linn, Lincoln, Benton, Lane

Located at DPSST, the Oregon Public Safety Academy (OPSA) is the duty station for the Salem and Surrounding Oregon District Fire Training Coordinator. OPSA has numerous prospects for a variety of fire training opportunities and is welcome to all fire service agencies looking to take advantage of what the campus has to offer. The facility includes a four-story tactical and fire training tower where fire and smoke scenarios can be generated by a computer-based ignition system. Another academy venue called "City Streets" replicates a community with streets, houses, businesses, professional buildings, a school, derailed hazmat train cars, trucks, bus stops, school buses, ambulances and a driving track/skills pad for drivers' training. With all these tools at the disposal of the academy staff, there are endless possibilities to creating realistic training scenarios for Oregon's public safety students and professionals.

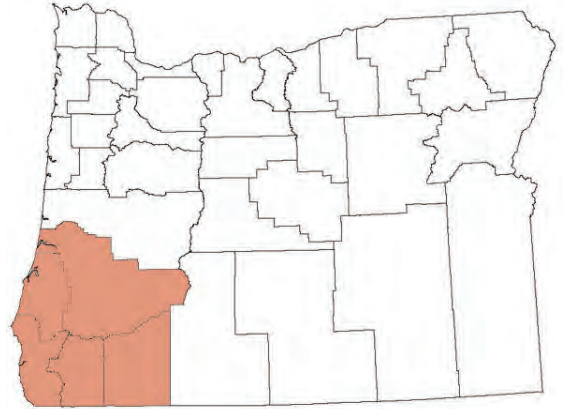


DISTRICT Highlights: Southwest, Central, and Eastern Oregon

SOUTHWEST OREGON DISTRICT

Counties: Coos, Douglas, Curry, Josephine, Jackson

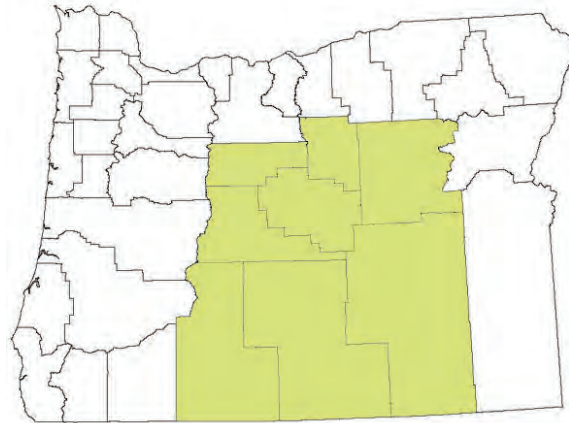
The Southern Oregon District duty station is currently housed in White City in partnership with Jackson County Fire District No. 3. Props allocated to the Southern Oregon District are a vehicle fire, a flammable liquids and gasses, a ventilation, a forcible entr, and a mayday prop. There is also has a multi-story training tower for hose handling. Additionally, there is a Conex box Class A two story burn facility and a two-story simulation house. This district has and active partnership with the Rogue Interagency Training Association and is allowed to use the Applegate Fire District classroom and training grounds.



CENTRAL OREGON DISTRICT

Counties: Wheeler, Crook, Deschutes, Lake, Grant, Harney

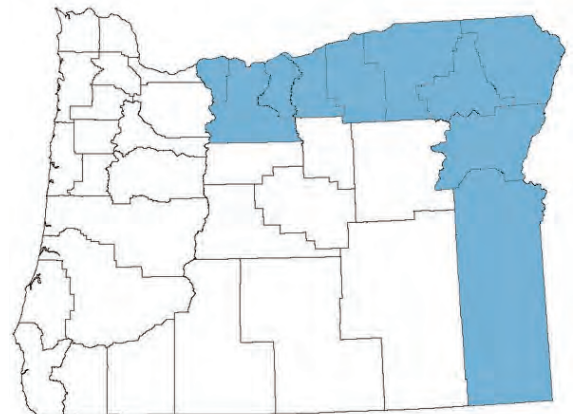
The Central Oregon District Training Coordinator's duty station is located in Redmond, Oregon in partnership with Redmond Fire and Rescue. This facility is equipped with a two story propane mobile fire training unit trailer which can aid in live fire/smoke scenarios. The facility is also home to numerous props such as the vehicle fire, flammable liquids and gas, mayday, R.I.T., and a vertical ventilation trailer. The Central Oregon facility is also home to our Heavy Rescue, a fully stocked apparatus that allows us to put onvehicle extrication and farm rescue classes throughout Oregon. The facility also includes a 20 person classroom and 3 drive-through bays for housing apparatus and equipment.



EASTERN OREGON DISTRICT

Counties: Hood River, Umatilla, Wasco, Sherman, Gilliam, Morrow, Union, Wallowa, Baker, Malheur

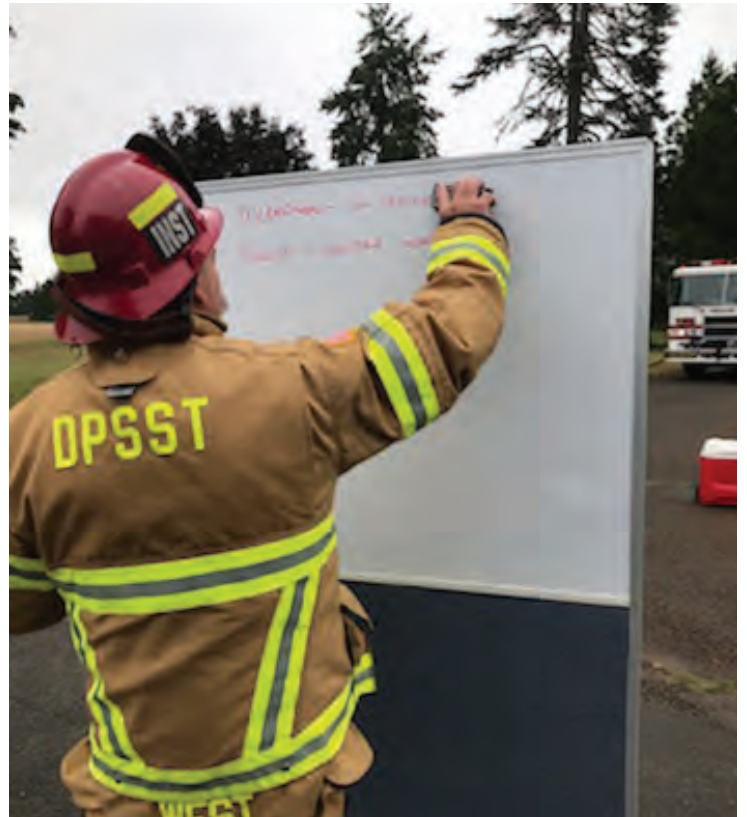
Eastern Oregon Training Coordinator's duty station is located at Umatilla County Fire District #1 (UCFD1) in Hermiston, Oregon. At the Training Coordinator's office site, they have access to its large bay spaces, a large training room, storage, and training grounds. On top of this, the Training Coordinator can utilize UCFD1's four story class C training tower with multiple burn rooms, a railroad tank prop, vehicle and flag props and large training grounds for various fire fighter training skills at their main training site.



DPSST District Fire Course Offerings: From Grassroots to Company Officer

DPSST's District Fire Training Coordinators and Trainers possess diverse skills and levels of certification to meet the evolving training needs of the Oregon fire service. District Fire Training is able to offer a wide range of classes and training opportunities. All classes must be scheduled in advance so we encourage you to work with your local Fire Training Coordinator to reserve a date. The following classes can be taught in your region.

- NFPA Fire Fighter I and II skills
- NFPA Fire Instructor Series (Including Live Fire Instructor)
- NFPA Fire Officer Series
- NFPA Driver/Operator Series (Driver and Pump Simulators Available)
- Basic Ropes and Knots Skills Training
- Hose Handling Skills
- Firefighter Self-Rescue
- Flammable Liquids and Gas (Hands-On Training/Classroom)
- Mobile Fire Training Unit (Live Fire Training)
- Skid Avoidance for Fire Apparatus Drivers (SAFAD)
- Vehicle Fire Safety (Live Fire Prop)
- Firefighter Safety – Mayday (Hands-On Training/Classroom)
- Forcible Entry (Prop)
- Vehicle Extrication (Prop)
- Ventilation (Prop)
- Wildland Firefighter Type 2 (FFT2)
- Courage to be Safe (16 Firefighter Life Safety Initiatives)
- Leadership, Accountability, Culture, Knowledge (LACK)
- National Fire Academy Courses



DPSST Fire Training Prop: Skid Truck



What exactly is a skidtruck? The skidtruck is a semi-truck that has been modified with a set of “training wheels” that are controlled from within the vehicle. The skidtruck system uses hydraulic rams and casters to lift the truck just enough to limit the normal traction and simulate driving on wet pavement, snow, ice, etc. With this system DPSST is able to teach drivers how to stay calm while employing techniques that keep the driver in control when navigating hazardous conditions.

Through the use of two separate skidtruck, one stationary truck in Salem and one traveling tractor trailer that brings the class to all corners of Oregon, DPSST is able to offer a driver development course. The curriculum consists of a classroom portion that covers material ranging from vehicle dynamics to proper braking techniques and overall stability, in addition to hands-on training in the skidtruck unit.



DPSST Fire Training Prop: Mobile Fire Training Unit

The Mobile Fire Training Unit (MFTU) contains a permanent propane-fired bed prop and rollover simulator. Portable propane-fired pans can be relocated in the unit and covered with other simulated props to provide a variety of live-fire exercises. The unit's on-board generator makes it totally self-contained and portable, though an optional shore power connection is available.

Movable interior wall panels enable instructors to change the layout of the unit to present participants with different scenarios. Several panels have mock doors or other movable components. The integrated smoke generator creates a dark smoke that forces members to crawl and search in realistic conditions. The collapsible second story provides the means for performing other essential skills like laddering, vertical ventilation, and multistory fire attack. A few individuals can easily erect the second story in approximately 30 minutes.



FOCUS: MFTU SAFETY

The MFTU contains numerous safety features to minimize participant risk. For propane fires to function, the operator must step on a control pedal while another instructor engages the portable safety pendant. Release of either immediately shuts the unit down. Temperature and propane sensors force operations to occur within safe limits. Should either exceed the allowable range, the unit automatically shuts down, sounds an alarm, and activates ventilation fans.

Once students have completed their live fire demonstration, DPSST Fire Training Coordinators/Trainers will stress the value and importance of decontamination for cancer prevention.

DPSST Fire Training Prop: Flammable Liquids and Gas

DPSST Fire Training Coordinators/Trainers deliver a Flammable Liquids and Gases class regionally that includes both a classroom illustrated lecture and hands-on exercises using propane-fueled live-fire props. Classroom content includes chemical and physical properties of flammable and combustible liquids and gases, the hazards they present, and safety tactics in handling these emergencies. The props include a residential natural gas meter and propane tank, as well as a flash pan for liquids. With these props, NFPA Firefighter II skills such as hose advancing, fire stream placement and foam application techniques are practiced in the hands-on portion.



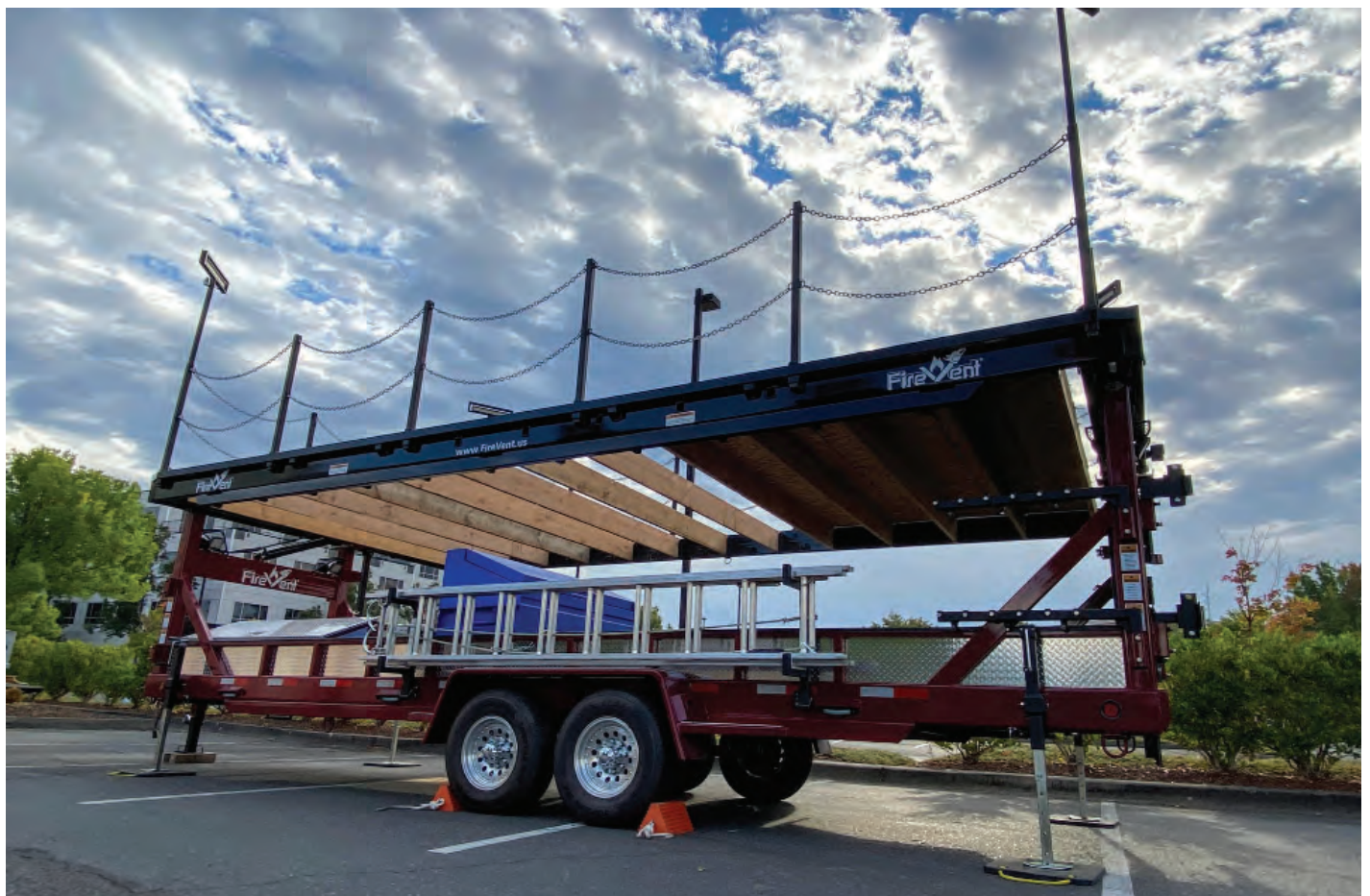
DPSST Fire Training Prop: Ventilation



The availability of vertical ventilation training aids can be challenging for fire agencies throughout Oregon. The Fire Program offers departments and training associations a mobile ventilation training tool.

The ventilation training tool is steel framework that is manufactured on a trailer. This allows the training tool to be delivered to a desired site that allows participants to train in their respective home unit areas for greater training opportunities. The frame work allows the use of 2 X 10 framing for ceiling joists and 2 X 4 framing for simulated trusses. Oriented strand board (OSB) or plywood is used to deck the trusses for ventilation. Roofing paper or asphalt shingles can also be used. The framework is then hydraulically lifted to the desired pitch.

Participants can utilize the tool through various evolutions, from flat roof ventilation to up to 6-12 pitch peak roof ventilation evolutions. Ladder evolutions, tools, and hoisting techniques can be incorporated into ventilation evolutions. The unit is also lighted for use during low light and night operations to suit departmental needs.



DPSST Fire Training Prop: Vehicle Fire Safety

The Fire Program has two propane fired vehicle fire safety props designed to simulate a passenger vehicle fire. This completely hands-on class teaches the tactics required for safe and effective extinguishment of vehicle fires. The course covers the principles of angle of approach, vehicle hazards zones, order of operations, and hose handling skills. This class conforms to the Occupational Safety and Health Administration (OSHA) regulations and NFPA 1403 standard for live fire training. All students must have the prerequisite firefighter coursework and OSHA respiratory requirements to participate. This class typically accommodates a minimum of 9 and maximum of 25 students in a 2-2 ½ hour period.



DPSST Fire Training Prop: Firefighter Self-Rescue and Mayday

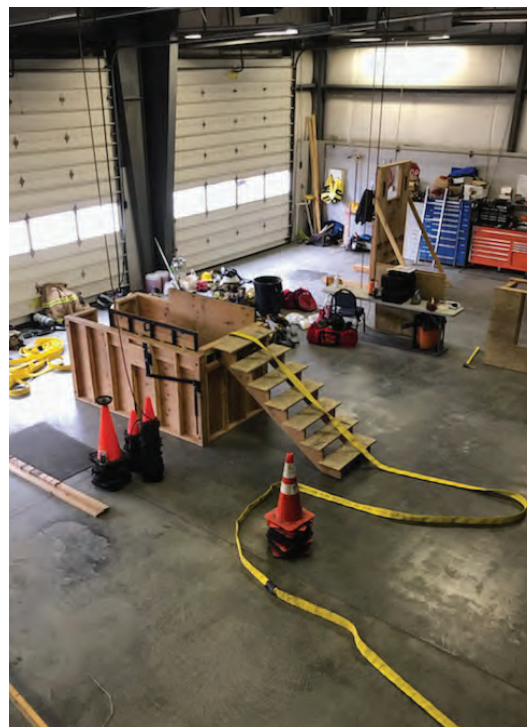


Mayday training is provided by the Fire Program to teach firefighters how and when to call a Mayday. The purpose of knowing when and how to call a Mayday is of the up-most importance to saving firefighters lives in a worst-case scenario. Training includes entrapment, low air, entanglement, falls, disorientation, separation, and collapse and consists of how to react in case something goes wrong.

This course includes 3 hours of classroom followed by several hours of hands-on training with multiple scenarios based on actual incidents.

Mayday emergencies are a low-frequency/high-risk scenario. DPSST provides Firefighter Self-Rescue and Mayday training for the rare mayday emergency in hopes to save firefighter lives.

The Fire Program also offers Firefighter Self-Rescue courses designed to teach the techniques required after calling the mayday, but prior to receiving help. Topics covered in this class include wall breaching techniques, moving through tight spaces with Self-Contained Breathing Apparatus (SCBA), ladder bailout, accessing high windows (basement), single firefighter escape, and team escapes. This class can accommodate up to 20 students in a 2 hour period. Fire Program escape props can easily be set-up in an open truck bay.



DPSST Fire Training Props: Virtual SkidCar and Pump Operator

The Pump Operator Simulator is a unique training tool with simulation features designed to allow the fire service to learn and train on the pump panel on the fire ground, in your local fire stations, or in classrooms. It also provides great flexibility in your teaching environments to practice this skill without having to engage an engine during training. The simulator is operated through specialized hardware and software simulators which are designed to emulate hydraulics and various water sources, to include both static and pressurized, and can be used with a variety of nozzle and hose configurations. It also has sounds embedded into the program which further create a realistic training experience for the practicing fire fighter without actually pulling hose and hooking up to a water source. The Pump Operator Simulator will take your pumper operations to the next level of expertise.



The Virtual SKIDCAR Trainer, created in a collaboration between SKIDCAR SYSTEM INC and VR Motion Corp, is an advanced simulation system that can be set up in 10-15 minutes in a training room and is designed to meet various training needs. This unit is a portable desktop platform that uses the latest virtual reality software. The system utilizes a wide spectrum of real-world conditions in order to increase the competency of your department's drivers. It improves situational awareness, muscle memory, retention, coordination, and safety of people and equipment. The trainees can experience changing weather, day or night driving, hazardous conditions, blind spots, sensory distractions and various scenarios that cannot be duplicated or safely experienced in the real world. The time it takes for each scenario will depend on the trainee. At the end of the session the driver's results are only available on the instructor's screen and the information will be used as the driving debrief at the end of the session.

DPSST Fire Training Prop: Forcible Entry



DPSST has two Forcible Entry Inc. props that were awarded as part of the Assistance to Fire Fighters Grant (AFG). Forcible Entry Inc's mission is simple: "Breach Ours, Save Theirs." This is a very unique prop which allows the fire service to practice sets and reps in a safe and structured learning environment so their skills can become second nature. The prop is situated on a large flatbed trailer which houses the forcible entry props for ease of course and class delivery. It can also be easily moved throughout the state to meet your training goals and mission under the leadership of program staff. The prop comes equipped with two catalyst force doors, including inward and outward swinging doors, as well as a security door prop, roll-up door prop, commercial cutting door, window bar prop, vent-enter-search prop, lock pulling prop, and hinge pulling prop.







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