



# WARREN COUNTY FIRE ACADEMY



## Fire Academy Organization

### **SUBJECT: Fire Academy Organization**

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The Warren County Fire Academy, hereafter referred to as the “Academy”, shall provide those services as may be needed for the education and training to the members of the Warren County Fire Departments, first responders within Warren County, and any other non-county agencies and personnel as appropriate, for the prevention and mitigation of fires and other emergencies.

### Section 1. **PURPOSE**

This policy will establish the organization of the members of this Academy into a paramilitary organization, with the context of the Table of Organization listed below.

Nothing contained in this or any other policy shall be construed so as to limit the legal authority and responsibilities of the Academy Coordinator to manage the resources of the Academy, and to make those decisions as needed in the best interest of the County of Warren, Warren County Community College, the Board of Advisors, the Academy and its members.

### Section 2. **JURISDICTION**

The Academy falls under the jurisdiction of three specific agencies with varying levels of responsibility. These entities are listed below with descriptions of responsibilities as outlined in a memorandum of understanding, effective April 29, 2015.

1. The Academy administers a training program in accordance with requirements set forth by the Fire Academy Board of Advisors, hereafter referred to as the “Academy Board”. They are appointed by the Warren County Fire Chief’s Association to ensure that all NJDFS requirements regarding safety and training are met and to recommend guidelines and protocols in the interests of the local firefighters.
2. The Warren County Community College, hereafter referred to as the “College” will provide certain educational services for the program, and the County will reimburse the College for the salaries and where applicable, associated benefit costs, of its instructors and the Academy Coordinator. The College, through the Academy, will provide education and instruction services including registration, delivery of classes, instruction of students, and promotion of the Program in the



# WARREN COUNTY FIRE ACADEMY



## Fire Academy Organization

College course catalogs. The Academy will register all students through the College registration process, complying with the College's usual and customary registration requirements, and through the Academy, will facilitate the delivery of classes and instruction of students.

- a. The College reserves the right to review the curriculum to determine any necessary changes to meet accreditation standards based on learning outcomes while still meeting NJDFS regulations. Full time equivalent (FTE) credit to the College is subject to State review and approval.
3. The Program will be conducted at a facility provided and insured by Warren County, hereafter referred to as the "County". The County will provide for proper maintenance of said facility to ensure a safe environment for staff and students. The County will make available to the students the supplies and equipment necessary to participate in classes and drills, with the following exceptions: The students will be responsible for all other associated costs of training, including but not limited to notepads, pens/pencils, turnout gear, PPE, and other related safety equipment.

### Section 3. **MANAGEMENT**

1. Administrative control and responsibility for the proper utilization of all resources of the Academy shall rest with the Academy Coordinator.
2. Educational and training control and responsibility for the proper utilization of all personnel and equipment during all training events shall rest with the Academy Coordinator.
3. The Academy Coordinator is also responsible for functions unrelated to the training program but essential to the operations of the Warren County Public Safety Department. He therefore acts under the day-to-day supervision and control of the Warren County Public Safety Director.
4. In the extended absence of the Academy Coordinator, all responsibility and administrative control instilled in the position may be transferred through written acting assignments to other officer(s) within the Academy.

### Section 4. **STAFF**

1. The Academy staff, including the Program Instructors, Operations Officers, the Fire Academy Coordinator, and the Deputy Coordinators, are representatives of all jurisdictional parties and must therefore meet standards set forth by all parties.



# WARREN COUNTY FIRE ACADEMY



## Fire Academy Organization

2. The County agrees to act in compliance with N.J.S.A. 18A:64A-12 General Powers of Boards, which empowers the college president in conjunction with the Board of Trustees to appoint members of the administrative and teaching staffs, subject to the following:
  - a. The Academy Board will review candidate applications for all positions for compliance with NJDFS requirements and will make recommendations to the County. The County will screen and qualify recommended candidates, including background checks and certification requirements. Based on the recommendation of the Academy Board, the County will appoint a Coordinator and Deputy Coordinators. The College will hire Instructors pre-qualified by the County. The College may conduct separate interviews of all candidates, if deemed necessary, and provide input regarding their qualifications and suitability for the Program.
  - b. During the term of their employment, the County will ensure the continued professional development of all Academy staff.
  - c. As College employees, the College, in conjunction with the County, reserves the right to assess personal performance and expectations, terminate, or make determinations in employment status of any and all Academy personnel. The Academy Board will be advised of any such determinations and will have the opportunity to review and comment of changes in status within (5) five business days from the date of notification.

### Section 5: **TABLE OF ORGANIZATION**

The Academy shall be organized into the components as listed below:

1. Academy Coordinator – Administrative responsibilities include, but are not limited to; budgeting, procurement, personnel matters, record keeping, policy enforcement, monthly and annual reporting, cost analysis of training.
2. Deputy Coordinator – Their administrative responsibilities include, but are not limited to; course recommendations, course curriculum, course scheduling, training supervision, lesson plan development, administering testing, inventory control, policy enforcement and implementation, oversee maintenance of all Academy property and equipment, evaluate and perform peer reviews, assist Academy Coordinator as directed.
3. Operations Officer – Their operational responsibilities include, but are not limited to; policy enforcement, lesson plan development, organize and supervise training



# WARREN COUNTY FIRE ACADEMY



## Fire Academy Organization

- exercises , classroom instruction, evaluate and perform peer reviews, perform light maintenance as needed to Academy property and equipment, assist Deputy Coordinator as directed.
4. Instructors – Their operation responsibilities include, but are not limited to; classroom instruction, instruct live training operations, perform light maintenance as needed to Academy property and equipment, lesson plan development, organize and supervise training exercises when directed.
  5. EMT – Their operation responsibilities include, but are not limited to; provide basic life support for training exercises to all participants and instructors, assist with operations as EMT’s level of training permits.

### Section 6: **RESPONSIBILITIES**

1. All staff members shall maintain a thorough knowledge of and familiarity with all Academy rules and regulations, orders and policies, and shall be accountable with complying with same.
2. All staff members are responsible to maintain any and all certifications required at time of employment.
3. All staff members shall meet the minimum (40) forty hours of attendance per calendar year.
4. Each member of the Academy shall be responsible to and shall comply with the orders of any member of higher rank.

### Section 7: **REPEALER**

1. Any order, policy or directive of a previous administration on this subject matter and in conflict with it is hereby repealed.
2. Should another order, policy or directive of this administration appear to be in conflict with this general order it shall be brought to the attention of the Academy Coordinator who shall make the determination and issue amending orders, if needed.