2007
ANNUAL REPORT

MARYLAND FIRE-RESCUE EDUCATION AND TRAINING COMMISSION

Service Readiness Through Education and Training

Martin O'Malley.
Governor

James E. Lyons, Sr.
Secretary of Higher Education

R. Michael Clemens
Chairman

Division of the Maryland Higher Education Commission

Maryland Fire-Rescue Education and Training Commission

GOVERNOR

MARTIN O'MALLEY

839 Bestgate Rd., SUITE 400, Annapolis, MD 21401
(410) 260-4532

August 1,2007

The Honorable Martin O'Malley
Governor
State of Maryland
The State House
Annapolis, Maryland 21401

Dear Governor O'Malley:

The Maryland Fire-Rescue Education and Training Commission (MFRETC) was established in 1976 as part of this State's vision to enhance public safety by coordinating and promoting the education and training of fire, rescue and emergency medical services (EMS) personnel. The MFRETC has worked diligently to help create an emergency services education and training system that prepares both career and volunteer providers thought the State to deliver professional emergency services. The primary objective of this system is to train these first responders to save lives and property.

The State of Maryland now has the premier fire, rescue and emergency medical service education and training system in the nation. This is a result of an outstanding selection of programs offered by the Maryland Fire and Rescue Institute, Maryland Institute for Emergency Medical Services System, county and municipal training academies and by higher education institutions. Emergency services programs offered in Maryland are easily accessible, well coordinated, cooperative and certifiable. The success of this system is the result of the work, commitment and caliber of ow firefighters and EMS responders, many of whom are truly every day heroes. This Commission is constantly striving to improve and sustain this system.

Over the past year we have revised the Code of Maryland Regulations by which our instructors are certified. We have successfully had our fire service personnel certification system nationally reaccredited. We are also working to reaffirm that safe training standards are in place and that live burn training, in acquired structures, is conducted in accord with accepted standards.

In the United States, after heart attacks, the number 2 killer of emergency services responders is vehicular accidents. We should be able to train those who operate heavy emergency vehicles in a controlled environment, away form the public, to a level of competency before they drive under emergency conditions. However, such training is not generally available. Enclosed in this report is this Commission's proposal for a "Fire and EMS Heavy Apparatus Driver Training and Certification Facility".

With creativity, proper planning, appropriate resources and foresight we can continue to make dramatic improvements in this education and training system. I am delighted to be a part of this Commission and together with my fellow members present to you this year's annual report.

Sincerely yours,
R. Michael Clemens
Chairman

RMC:fep

MARYLAND FIRE-RESCUE EDUCATION AND TRAINING COMMISSION

839 Bestgate Road, Suite 400, Annapolis, Maryland 21401-3013

ANNUAL REPORT 2006-2007

TABLE OF CONTENTS

Written and Prepared by
F. E. **"Ted" Porter**
Administrator
(410) 260-4532

THE MISSION OF THE

MARYLAND FIRE-RESCUE EDUCATION AND TRAINING COMMISSION

The primary objective of all fire, rescue, and emergency medical related services is to protect life and property. The Maryland Fire-Rescue Education and Training Commission (MFRETC) has the responsibility of overseeing education and training activities for Maryland's emergency services personnel. This is accomplished by correlating systems, by establishmg minimum standards, and by promoting high quality education and training. Created by legislative mandate to be the state level-coordinating agency for the education and training of Maryland's fire, rescue and emergency medical services, the Commission assures that local jurisdictions, responsible for the delivery of these services to all that reside in the state, have the best possible programs for their personnel.

The MFRETC is a division of the Maryland Higher Education Commission under the authority of the Secretary of Higher Education, Dr. James E. Lyons, Sr. Composed of 13 members, appointed by the Governor of Maryland, the MFRETC represents the State's various segments of the emergency services. One member represents the general public at large. The Governor designates the Chairman.

The MFRETC provides focus for developing and maintaining an emergency services State Master Plan, program approval activities, and improved emergency services education and training. Educational institutions that are part of the system include universities, colleges, the Maryland Fire and Rescue Institute, the Maryland Institute for Emergency Medical Services systems, county service academies, municipal academies, fire departments, and rescue squads. This relationship recognizes that the responsibilities of the MFRETC are a part of the postsecondary education and training mission of the Maryland Higher Education Commission.

To meet the mandated duties required of the Maryland Fire-Rescue Education and Training Commission, as listed in the Annotated Code of Maryland*, the Commission members and staff work through a standing committee system with all actions subject to MFRETC approval and final actions that result in law or regulation subject to approval by the Maryland Higher Education Commission or legislative remedy. Through the work of the committees and staff, and in cooperation with providers and users, the MFRETC strives to carry out this mission.

* Annotated Code of Maryland, Education Article, Title 11, Sections 501, 502, and 503, 2000 Replacement Volume. (See Appendices)

EXECUTIVE SUMMARY

The Maryland Fire-Rescue Education and Training Commission (MFRETC) operates under the authority of the Annotated Code of Maryland, Education Article 5, Subtitle 5, Fire-Rescue Education and Training Commission, §11-501 to 503 (see Appendix I). It is a division of the Maryland of Higher Education Commission.

The MFRETC addressed a variety of issues in 2006-2007. Six regular meetings were held as were a number of committee meetings. Formal minutes of the regular meetings are available on request. Also, representatives of the MFRTEC attended the majority of meetings at the State level, which included fire, rescue, education and training items as a part of the agenda.

On May 24,2007 a special meeting was held as a brainstorming session to develop a recommendation to the Commission regarding:

1.) Establishing requirements for using acquired structures for live burn training, and

2.) experience requirements for those who enter an acquired structure being used for live bum training.

The following recommendations were received and will be reviewed by the Minimum Standards Committee for the purpose of developing a recommended course of action:

- All live fire training activities be conducted in accordance with the most recent edition of *National Fire Protection Association* (NFPA) 1403 standard by making this model standard a mandatory requirement.

- In as much as NFPA 1403 clearly defines the requirements for using acquired structures for fire training, there should be no adoption of any further requirements by the *Maryland Fire-Rescue Education and Training Commission* (MFRETC), and that the experience requirements for those who enter acquired structures being used for live fire training be left up to the local fire-rescue department or training facility or *Accredited Training Review Agency* (ATRA).

- The use of acquired structures for live burn training for firefighters be prohibited.

- The use of acquired structures for the delivery of any practical training evolutions for firefighters should be regulated.

- Live fire training evolutions be conducted under the direct on-scene supervision of a *Maryland Instructor Review Board* (MICRB) approved instructor in at least both the "Incident Commander" and "Safety Officer" positions. Both of these instructors must have successfully completed the *Maryland Fire and Rescue Institute* (MFRI) "Conducting Safe Live Fire Training Evolutions" course, or an equivalent course as approved by the MFRETC, and "Fire Officer I" to the NFPA 1021 Standard.

- The Maryland Fire Service Personnel Qualifications Board establish a level of certification for live bum training instructors.

- Firefighters be restricted from participating in training evolutions conducted in an *Immediate Danger Life & Health (IDLH)* environment, at any acquired structure, until they have successfully completed Firefighter I to the NFPA 1001 Standard.

- The MFRETC determine if there is a need for requirements to be added to the NFPA 1403 standard, such as a requirement to use thermal imagers or thermal couplers.

- There is a lot of valuable training to be obtained from using acquired structures. To continue conducting live fire training in acquired structures the following procedures should be meet:
  - Follow the NFPA 1403 standards.
  - Instructors should have specific training as to how to safely conduct live fire training including training using acquired structures.
  - Training providers should give preference to using instructors from outside of the department of the individuals being trained when conducting an acquired structure burn.
  - Individuals participating in acquired structure bums should have successfully completed live fire training in the controlled environment of a "burn building" prior to their participation in such training.
  - An individual's safety is not to be compromised for the sake of realistic training.
  - Foster a good attitude about safety with an emphasis on reducing firefighter injuries. It is not acceptable to allow students to get injured in training because firefighting is a dangerous profession.

In addition, the MFRETC works under a committee system. A summary of the six committee's activities follows. Each of the committees has a written mission statement and is currently working to reach the objectives that will lead to the accomplishment of their assigned missions.

The MFRETC continues to pay close attention to the fire, rescue and emergency medical services training requirements that are necessary to be in compliance with the *National Incident Management System (NIMS)*. The March *8,2007* regular meeting of this Commission was held in conjunction with a Maryland Council of Fire and Rescue Academies meeting which was hosted by the Maryland Emergency Management Agency. This meeting was dedicated to the review of NIMS training offerings and requirements.

The MFRETC recognizes that in the United States the number 2 killer of emergency services responders is vehicular accidents. That we should be able to train those who operate heavy emergency vehicles in a controlled environment away form the public, to a level of competency before they drive under emergency conditions. Also, it is recognized that, such training is not generally available. *Appendices II* of this report is this Commission's proposal for a "Fire and EMS Heavy Apparatus Driver Training and Certification Facility

COMMITTEES, MEMBERSHIP AND CHARGE

Through its membership and committees, the MFRETC continues to serve the fire and emergency services community by cooperating with training academies, training institutions, colleges, universities, county, municipal and volunteer departments to coordinate this State's emergency services education and training system. In part this is being done through the work of the following MFRETC committees. Committee membership may include individuals who are not members of the MFRETC. The work of all who have made contributions is acknowledged and sincerely appreciated.

Executive:

R. Michael Clemens, Chair — Lynn D. Gilroy, Vice Chair

This committee directs, coordinates and monitors all activities of the Maryland Fire-Rescue Education and Training Commission (MFRETC) and serves as liaison to the other committees.

Higher Education:

John Dulina, Chair
Michael Robinson
Steven Carter
Ronald Blackwell
R. Michael Clemens, Liaison

This committee reviews and recommendations to the MFRETC the current status, projected need and enhancement of Maryland's college level programs in the fire and emergency medical services disciplines. It also "watch-dogs" the State's *Charles W. Riley, Reimbursement of Firemen and Rescue Squadmen for Tuition Costs of Programs of Study* program. This past year there were one hundred sixty nine fire and emergency services personnel who were reimbursed approximately $400,000 for the tuition cost of courses successfully completed. Mr. Riley, the person for whom this program is named, served as chairmen of the MFRETC for 14 years and was a past president of the Maryland State Firemen's Association.

Minimum Standards:

Dan Stevens, Chair
Lynn Gilroy
Russell Strickland
R. Michael Clemens, Liaison
Gregory J. DeHaven
Anthony Trohanis
Jim Hearn

This committee facilitates the MFRETC's review, development, coordination and/or dissemination of State standards, guidelines, protocols and approval processes for emergency services training. Particular attention is given to any proposed or adopted Federal or State standards, and program reviews. This committee is currently working to develop a recommendation to the Commission regarding whether or not further requirements are needed when conducting burn training in acquired structures.

➢ **Planning:**

Michael W. Robinson, Chair	Ronald Blackwell
John Dulina	Diane May
Dan Stevens	R. Michael Clemens, Liaison

This committee prepares and recommends a plan of action for the MFRETC that will identify and set priorities for meeting the future education and training needs of this State's emergency services training system. With the Maryland Emergency Management Agency this committee organized a joint meeting with the Maryland Council of Academies to review NIMS education and training requirements and available programs. This committee has been tasked to report on whether or not there is a need for a Certification Currency/Credentialing system for this State's fire fire, rescue and haz-mat personnel.

➢ **Training Center Enhancement:**

Gregory James DeHaven, Chair	Ronald Blackwell
Larry Preston	Robert Cumberland
John C. Holloway	Dian May
Lynn D. Gilroy, Liaison	

This committee develops and recommends to the MFRETC proposed legislation that will establish a State aid program that will serve to enhance Maryland's public emergency services (fire, rescue, and emergency medical) training academies and institutes. Particular attention is being given to the need for a heavy emergency vehicle training facility and to supporting the Maryland Fire and Rescue Institute in the development of an "Emergency Response Simulation Center". This committee is also responsible for reviewing and recommending to the MFRETC if there is a need for distance learning technologies that may be used for improving the emergency services education and training system. See **Appendices II**, *Proposed Heavy Apparatus Driver Training and Certification Facility.*

Weapons of Mass Destruction (WMD) / Terrorism:

Lynn Gilroy, Chair	William J. Goodwin
Russell Strickland	David Lewis

This committee analyzes and recommends to the MFRETC any education, training or exercises that my be needed to prepare this State's emergency services personnel to respond to or be protected from incidents involving WMD/Terrorism. The committee monitors U. S. Department of Homeland Security's activities and in particular their *"National Incident Management System (NIMS)"* and recommends to the MFRETC a course of action that will prepare Maryland's emergency services education and training system to work in concert with the Department of Homeland Security.

OF SPECIAL NOTE

Maryland Fire and Rescue Institute (MFRI). Under the direction of Steven T. Edwards, the University of Maryland Fire and Rescue Institute is, without question, one of the Nation's top institutions of its kind. The nature and complexity of the issues and situations facing our dedicated emergency services providers on a daily basis continues to challenge them to train, exercise and stand ready to respond to all calls for assistance. Through the industry of its staff, its regional training centers and the monetary support of the State, the MFRI excels in providing this much needed training at no cost to Maryland's fire and rescue services personnel. MFRI is truly a cornerstone of this State's emergency services education and training system. www.mfri.org.

Maryland Institute for Emergency Medical Services System (MIEMSS). Under the leadership of Dr. Robert R. Bass, MD, this Institute works diligently on all aspects of the State's emergency medical services from the *First Responder Program* to coordination of Maryland's trauma centers. Among its many responsibilities, this is the agency responsible for the testing and certification of Maryland's emergency medical services personnel, from EMT-Bs to the Paramedics. MIEMSS remains among the finest agencies of its kind in the Nation.

Maryland Instructor Certification Review Board (MICRB). This Board, created by the MFRETC, is promulgated under authority of the Code of Maryland Regulations to certify fire, rescue and emergency medical (up to the EMT-B level) instructors. As of June 18, 2007 this Board has currently certified 626 Instructors, designated 227 Instructor Evaluators, and certified 21 certified Instructor Trainers, qualified to teach emergency services programs in Maryland. A listing of instructors and other specific information can be found on MFRI's web site: www.mfri.org/cgi-bin/micrbfind. Up-dated Code of Maryland Regulations should go into effect in September of this year (2007). Any suggested changes can be brought to the attention of the Board by addressing them to either Ted Porter at the Maryland Higher Education Commission or to Karen Hage at the Maryland Fire and Rescue Institute.

Maryland Fire Service Personnel Qualifications Board (MSFPQB). Also created by the MFRETC, this Board is a recognized leader in the certification of individuals with fire service training and qualifications; the Board has been in operation for 21 years. Throughout the nation, Maryland's fire service certification system is the "model" system. The Board's concepts and structure as a voluntary certification system with State accredited local Accredited Training Review Agencies has been assessed and emulated by the fire service, both nationally and internationally. Today, Maryland leads the nation in the per capita number of certified fire service professionals. Both career and volunteer personnel are certified to the same professional standards. These individuals are certified to more than 20 different levels, encompassing all recognized fire service professional qualifications standards as developed by National Fire Protection Association. Certifications range from firefighter to fire officer. This past year this Board was reaccredited by the National Professional Qualifications Board.

Maryland's fire, rescue and emergency medical services personnel. The members and staff of the MFRETC recognize that is through the dedication and will of the men and women of the emergency services, that critically needed fire, rescue and emergency medical services are successfully provided in Maryland. These men and women are to be recognized for their efforts and commended for their work.

FIRE-RESCUE EDUCATION AND TRAINING COMMISSION MEMBERS

R. Michael Clemens Term: 4 years from July 1,2006
Middletown, Maryland

R. Michael Clemens was appointed to the MFRETC for a 4-year term that began on July of 2006. His start in the fire service began in 1966 with the Mt. Rainier Volunteer Fire Department in Prince George's County, Maryland. Currently Mr. Clemens is an Assistant Chief of the Training Division for the Montgomery County Fire & Rescue Service. During his 39 years, he has worked in Operations and the Training division. He is responsible for all County Fire & EMS Training Programs. He is the immediate past Chairman of the Maryland Council of Fire & Rescue Training Academies, a position he held for six years. He is currently a member of the National Capital Region's Type 3 All Hazards Incident Management Team and sits on the National Capitol Region's, Exercise and Training Oversight Panel representing the State of Maryland. He has completed his formal education in Fire Science with Montgomery College and is completing his degree with the University of Maryland University College in Fire Science and Business Management. He is presently the Chairman of Maryland Fire & Rescue Education and Training Commission. He represents career fire service personnel who are instructors.

Lynn D. Gilroy Term: 4 Years from July 1,2006
La Plata, Maryland

Lynn D. Gilroy was first appointed to the Commission in 1999. He has been associated with the fire service for over 41 years. Mr. Gilroy is a Member and Treasurer of the La Plata Volunteer Fire Department where he has served since 1992. Mr. Gilroy is a member of the Maryland State Firemen's Association and has been involved in that organization in a variety of capacities for more than eleven years. Mr. Gilroy is the past president of the Southern Maryland Volunteer Firemen's Association. He is a Level 11, MICRB certified Emergency Services Instructor 11, and is a Field Instructor for the Maryland Fire and Rescue Institute. He is Chairman of the Joint Fire EMS High School Cadet Committee for Charles County. He retired from the Metropolitan, Washington Airport Authority Fire Department at Reagan National Airport for whom he worked as a Captain and shift training officer. He now works for Charles County Fire and EMS Communications as a dispatcher. He is presently the Vice Chair of Maryland Fire & Rescue Education and Training Commission. Mr. Gilroy represents the volunteer emergency services.

Ronald D. Blackwell Term: 4 years from July 1,2003
Bowie, Maryland

Ronald D. Blackwell was first appointed to the MFRETC in 2001. A native of Missouri he began his fire service career in 1970 as a Fire Protection Specialist in the United States Air Force. From 1975 until 1999 he served as a member of the Wichita Fire Department where he progressed through the ranks from firefighter to Deputy Fire Chief in 1989, representing his Department as City Fire Marshal. In June of 1999, he was appointed as a Deputy Fire Chief for Prince George's County Maryland. On September 11,2001 he was appointed as the ninth Fire Chief of the Prince George's County Fire and EMS Department. In August of 2004, he accepted the position of, Fire Chief in Anne Arundel County, Maryland which he held for over 2 years. He is a graduate of Wichita State University with a Masters of Public Administration and a Bachelors degree in education. Mr. Blackwell represents career emergency services personnel.

Robert P. Cumberland, Jr. Term: 4 years from July 1,2003
Westminster, Maryland

Robert P. Cumberland, Jr. was first appointed to serve on the MFRETC in 1991. He is a 44-year active volunteer member of the Westminster Fire Engine and Hose Co. #1. He has served as chief, assistant chief, lieutenant, president and vice-president. Mr. Cumberland served as President of the Maryland State Firemen's Association, 1987-88. He serves as the 2nd Vice President of the National Volunteer Fire Council. He is a past President of the Maryland Fire Chiefs Association, and serves as Chairman of the Presidents Board of Advisors for the Maryland Fire and Rescue Institute. He was recently appointed to serve as a member of the Board of Visitors for the National Fire Academy. He continues to serve on numerous other State and Carroll County Firemen's Association Committees. Mr. Cumberland represents the volunteer emergency services personnel.

Gregory James DeHaven Term: 4 years from July 1,2005
Gaithersburg, Maryland

Gregory J. DeHaven was appointed to the MFRETC for a four-year term that began July 1, 1997 and was reappointed in 2005. His start in the fire service began in 1974 with Beltsville Volunteer Fire Department in Prince George's County. Currently, Mr. DeHaven is a Fire Rescue Assistant Chief with the Montgomery County Fire Rescue Service. During his 27-year career, Mr. DeHaven has worked in the Division of Communications, Training, Fire Investigations, and Operations. Mr. DeHaven is a Level II, MICRB certified Emergency Services Instructor and Instructor Evaluator. Mr. DeHaven is a member of the International Association of Fire Fighters Local 1664, and the Montgomery County Career Fire Rescue Officers Association. Mr. DeHaven has earned a Bachelor of Fire Science Degree from the University of Maryland, University College, and holds an Associate of Arts Degree from Montgomery College in Criminal Justice. Mr. DeHaven represents the career emergency services personnel.

John E. Dulina Term: 4 years from July 1,2006
Middle River, Maryland

John E. Dulina was appointed to the Commission in 2002. He has served as a volunteer firefighter and officer for many years with Middle River Volunteer Fire Company of the Baltimore County Fire Department. Mr. Dulina is an active member of the Maryland State Firemen's Association. He has been a member on many fire service related committees. He currently holds the rank of volunteer fire captain. Mr. Dulina represents the volunteer emergency services.

John C. Holloway Term: 4 years from form July 1,2003
Berlin, Maryland

John C. Holloway was appointed to the Commission in 2004 to fill a vacated four-year term. He serves as a Fire-EMS Lieutenant with the Town of Ocean City, Maryland, Department of Emergency Services. Mr. Holloway began his career with the department in 1986 and was promoted to his current position as Shift Commander in 2000. He is a member of the Ocean City Career Firefighter/Paramedics Association and IAFF Local 4269. Hr. Holloway is also a 24-year member of the Ocean City Volunteer Fire Company where he served as a fire line Lieutenant and Captain and has held the offices of Director, Vice President and served as the President in 1997-1998. Mr. Holloway earned a Bachelor of Science Degree in Emergency Health Services from the University of Maryland Baltimore County in 1983. Mr. Holloway represents the career emergency services personnel.

Diane M. May Term: 4 years from July 1,2004
Westernport, Maryland

Diane May was first appointed to the MFRETC in December of 2003 to fill a vacated four-year term. She is the Security and Property Conservation Supervisor for New Page Corporation's Luke Mill where she has been employed for 26 years. Diane has also been employed by the Maryland Fire and Rescue Institute for 22 years as a field instructor and is MICRB certified Level II Emergency Services Instructor and Instructor Trainer. She has been involved as an emergency services volunteer for 31 years and has been active in both Fire and EMS organizations. She was elected to the Board of Directors for the NFPA Industrial Division.

Diane currently serves as Training Officer and Fire Prevention Coordinator for Luke Volunteer Fire Company. She also is the Coordinator and Training Officer for New Page EMS. Diane has received several awards for her emergency services participation including 1987 Firefighter of the Year for the State of Maryland, 2003 Silver Spring Award and the 2005 NVFC Fire Prevention Award. She also coordinated the Fire Prevention efforts at Mead Westvaco, which led to the receipt of three national awards. Diane has an AA Degree in Nursing, a BS degree in Fire Science Management, and a Masters Degree in Education. Diane is married to Walter May and they have two children Robert and Kristina, she represents the volunteer emergency services personnel who are instructors.

Michael W. Robinson Term 4 years from July 1, 2004
Reistersown, Maryland

Michael W. Robinson was first appointed to the MFRETC in 2000. His fire service began in 1975 with the Earleigh Heights Volunteer Fire Company in Anne Arundel County. He sewed that organization for 29 years at various ranks, which included 9 years as Chief of the Department. He is currently a life-member. He also served as the president of the AACO Volunteer Firefighter's Association and as the Chair of the Anne Arundel County Fire Advisory Board. Currently, Mr. Robinson is a Division Chief with the Baltimore County Fire Department and is the commander of the Fire-Rescue Academy. During his 25-year career he has served as a paramedic, lieutenant in the EMS Division and a Captain assigned to the Fire-Rescue Academy. He is certified as a MICRB Level II Emergency Services Instructor and nationally certified as a Fire Officer IV and is a Maryland licensed EMT-Paramedic. He is currently a field instructor for the Maryland Fire/Rescue Institute and is an instructor at the National Fire Academy.

The National Board on Fire Service Professional Qualifications recognized Michael, as the first recipient of the "Johnny G. Wilson Memorial Award". This award was granted to an individual who is recognized as this Nation's top fire service certification advocate who has made contributions at the local, state, and National levels.

Since 1989 he has served as the Chair of the Maryland Fire Service Personnel Qualifications Board. He also serves as a member of the National Fire Protection Association's Professional Qualifications Correlating Committee and is a member of the MFRI Board of Advisors and Maryland Instructor Certification Review Board. Mr. Robinson holds a Bachelor of Arts degree in History from Stetson University and a Master of Arts Degree in Human Resource Development from Bowie State University. He is married with five children and resides in Reisterstown. He represents career fire service personnel who are instructors.

Daniel J. Stevens Term 4 years from July 1,2005
La Plata, Maryland

Dan Stevens was appointed to the MFRETC in 2001. A 45-year volunteer firefighter, he is currently a member of the Waldorf Volunteer Fire Department, Charles County where he serves as chief. Mr. Stevens has served his company as, assistant chief, captain, and chairman of the board of directors. He also serves as a member of the Charles County Volunteer Firemen's Association and EMS Association where he is Chairman of the County Training Committee. Mr. Stevens serves or has served on several committees of the Maryland State Firemen's Association including Safety, Training, and Lo Interest Loan. Dan Stevens is a certified MICRB Level II Emergency Services Instructor and works as a field instructor for the Maryland Fire and Rescue Institute. Professionally, Mr. Stevens retired as the Director of the Tobacco and Peanut Analysis Staff with the United States Dept. of Agriculture and was responsible for the management of both programs. Mr. Stevens holds an Associates Degree in Business for St. Mary's College of Maryland, a Bachelor of Science degree in Agricultural Economics from the University of Maryland and a Master of Science in Agricultural Economics with minors in statistics and finance from Texas A&M University. Mr. Stevens represents the volunteer emergency services personnel.

Ruth A. Vogel
Reisterstown, Maryland Term 4 years from July 1,2004

Ruth A. Vogel was appointed to MFRETC in 2005. Her career in health care and emergency response began in 1989 after graduating from the University of Minnesota's nursing program as a critical care nurse. She earned her Bachelor of Science degree with Honors in Epidemiology in 1996 from the University of North Dakota and subsequently began working for the State Health Department as an epidemiologist and program manager. In 2000, she graduated from the Johns Hopkins School of Public Health with her graduate degree in community health and program management. She then took a position with the Baltimore City Health Department and in 2004 with the Maryland Emergency Management Agency as the Manager for the Exercise and Training Branch. She now works for Johns Hopkins University Applied Physics Laboratory as the State and Local Programs Manager for the Homeland Protection Business Area.

She has served on the Governor's Emergency Management Health and Medical Advisory Committee, the Maryland Anti-terrorism Task Force, Department of Homeland Security Stakeholders Steering Committee for the Office of Domestic Preparedness, chaired the Maryland State Exercise and Training Steering Committee and the National Capital Region's Exercise and Training Oversight Panel. Ms. Vogel is married with three children and resides in Carroll County. Ms. Vogel represents the general public.

MARYLAND FIRE RESCUE AND EMERGENCY SERVICES TRAINING SYSTEM

Anne Arundel County Fire Academy
8501 Veterans Highway
Millersville, MD 21108
(410) 222-8200, Ext. 8361 — Battalion Chief. . . . . Mathew Tobia

Baltimore City Fire Department
Frank J. Trenner Fire Academy
6720 Pulaski Highway
Baltimore, MD 21237
(410) 396-9984-85
EMS: (410) 396-9982 — Division Chief # 4 . . . . . Joseph Brocato

Baltimore County Fire Academy
802 York Road
Towson, MD 21204
(410) 887-7523 — Divison Chief. . . . . Michael W. Robinson

BWI Training Division, Fire/Rescue Service, State Aviation Administration
MAA Fire Rescue Service
P.O. Box 8766
BWI Airport, MD 21240-0766
(410) 859-7526 — Division Chief . . . . . Gary Warren

Carroll County Training Center
3531 St. Paul Road
Hempstead, MD 21074
(410) 848-1488, Ext. 202 — Chair Person. . . . . Leon Fleming

Frederick County Public Safety Training Facility
8349 Reichs Ford Road
Frederick, MD 21704
(301) 694-2559 — Chief of Training and EMS. . Richard E. Himes

Hagerstown Fire Department
25 West Church Street
Hagerstown, MD 21740
(301) 790-2476 — Deputy Chief . . . . . Ronald L. Horn

Howard County Department of Fire and Rescue
Training Academy
12240 Clarksville Pike
Clarksville, Maryland 21029
(410) 313-5870 — Battalion Chief. . . . . Eric Proctor

Maryland Institute for Emergency Medical Services Systems
653 West Pratt Street
Baltimore, MD 21201-1536
(410) 706-3994

Administrative Officers:

Executive Director	Robert R. Bass, M.D.
State EMS Medical Director	Richard Alcorta, M.D.
Deputy Director of Administration	Robert A. Dubansky

Regional EMS Administrators

Questions, problems, and concerns regarding certification/recertification should be handled through your regional EMS office. Listed below are the names of the administrator and the address and phone numbers for each of the MIEMSS regional offices.

Region **I** *– Appalachia*
Allegany, Garrett
David P. Ramsey
Casselman Ventures Bldg. #106
P.O. Box 34
Grantsville, MD 21536
Tel: (301) 895-5934
Fax: (301) 895-3618

Region II – Mid-Maryland
Frederick, Washington
Rick Meighen
201 S. Cleveland Ave., Suite 211
Hagerstown, MD 21740
Tel: (301) 791-2366 or (301) 416-7249
Fax: (301) 791-9231

Region III – Baltimore-Metro
Anne Arundel, Balto. City
Baltimore Co, Howard
Lisa Chervon
653 W. Pratt Street
Baltimore, MD 21201
Tel: (410) 706-3996
Fax: (410) 706-8530

Region IV– Eastern Shore
Caroline, Cecil Kent, Dorchester
Carroll, Harford, Queen Anne's, Talbot
Somerset. Wicomico, Worcester
John Barto
01 Bay Street Plaza, Suite 306
Easton, MD 21601
Tel: (410) 822-1799
Fax: (410) 822-0861

Region V – Washington-Metro
Culvert, Charles, Montgomery
Prince George's, St. Maw's
Marie Warner-Crosson
5111 Berwyn Road, Suite 102
College Park, MD 20740
Tel: (301) 474-1481
Fax: (301) 513-5941

Education & Certification
Andy Trohanis
Director
653 W. Pratt Street
Baltimore, MD 21201-1536

Tel: (410) 706-3666 or
1-800-762-7157
Fax: (410) 706-2367

Montgomery County Fire and Rescue Training Academy
9710 Great Seneca Highway
Rockville, MD 20850
(301) 279-1834 Assistant Chief. . . R. Michael Clemens

Prince George's County Fire/EMS Department Training Academy
9190 Commo Road
Cheltenham, MD 20623
(301) 856-2940

Major . . . . . Victor N. Ferreira, Jr.

University of Maryland Fire & Rescue Institute
College Park, **MD** 20742
(301) 220-7240

Director . . . . . Steven T. Edwards

Associate Director . . . . . F. Patrick Marlatt

College Park Training Academy. . . . . (301) 405-7213

Western Maryland Regional Training Center. . . . . (301) 729-0431

North Central Office . . . . . (301) 829-2020

North East Regional Training Center. . . . . (410) 272-2288

Upper Eastern Shore Regional Office.. . . . . (410) 758-2112

Lower Eastern Shore Regional Training Center . . . . . (410) 749-0313

Southern Maryland Regional Training Center . . . . . (301) 934-2600

APPENDICES

APPENDIX I

ANNOTATED CODE OF MARYLAND
Education Article

Subtitle 5. Fire-Rescue Education and Training Commission

§11-501 Definitions

(a) In general --In this section the following words have the meanings indicated.

(b) Emergency services --"Emergency services" means fire, rescue, and ambulance services.

(c) Schools -- "Schools" means the Maryland Fire and Rescue Institute, any emergency services training academy operated by any city, county, or municipal government, any community college offering emergency services education and training courses, any public school offering emergency services education and training courses, and any private or governmental institution or body providing emergency services education and training courses.

§11-502 Established; members; officers; meetings.

(a) Established --There is a Maryland Fire-Rescue Education and Training Commission in the Maryland Higher Education Commission.

(b) Members

(1) The Commission consists of 13 members appointed by the Governor with the advice and consent of the Senate. Of the members:

(i) Each shall be qualified to deal with the matters within the authority of the Commission.

(ii) Six shall be volunteer emergency services personnel or instructors.

(iii) Three shall be emergency services instructors who are career personnel representing the academies.

(iv) Three shall be career emergency services personnel who are not instructors;

(v) One shall be a member of the general public.

(2) Each member serves for a term of 4 years and until a successor is appointed and qualifies. These terms are staggered as required by the terms of the members serving on July 1, 1978.

(3) A member appointed to fill a vacancy in an unexpired term serves only for the remainder of that term and until a successor is appointed and qualifies.

(4) A member may be removed by the Governor:

(i) For neglect of duty.

(ii) If he believes the member's continued membership is not in the public interest.

(5) Each member of the Commission:

(i) Serves without compensation; but

(ii) Is entitled to reimbursement for expenses in accordance with the standard State travel regulations.

(c) Officers' meetings:

(1) The Governor shall designate one of the members of the Commission as the chairman of the Commission. The chairman serves at the pleasure of the Governor.

(2) Each year, the Commission shall elect a vice-chairman and any other officers it requires.

(3) The Commission:

(i) Shall meet at least once every 2 months.

(ii) May meet at any other time the chairman designates; and

(iii) May adopt rules for the conduct of its meetings.

(4) A quorum consists of seven members, one of whom shall be the chairman or vice-chairman.

§11-503 Duties; staff services.

(a) Duties --Subject to the authority of the Secretary of Higher Education, the Commission shall:

(1) Keep minutes of its meetings and any other records it considers necessary.

(2) Cooperate with and assist schools in coordinating and improving all emergency services education and training activities.

(3) Cooperate with the University of Maryland in developing a program for accrediting emergency services instructors.

(4) Consult with emergency services instructors and personnel, to develop minimum uniform education and training standards for emergency services instructors, personnel and schools.

(5) Cooperate with schools, to help standardize course content and reciprocity of college credits for emergency services education and training.

(6) Cooperate with appropriate government agencies to develop and maintain a current master plan for emergency services education and training.

(7) Cooperate with the Maryland Fire and Rescue Institute to develop and operate a system for collecting, analyzing, and exchanging information on emergency services education and training.

(8) Encourage, promote, and review new techniques, methods, and procedures for emergency services.

(9) Cooperate with and review material from other states and federal agencies on emergency services education and training.

(10) Recommend to the Secretary rules and regulations necessary or appropriate to accomplish the purposes and objectives of the Commission.

(11) Review any proposed or adopted national standards or certification programs for emergency services and recommend to the Secretary the actions that should be taken regarding them.

(12) Prepare an annual report on the activities of the Commission to the Secretary, the Governor, and, subject to the 2-1312 of State Government Article Code, the General Assembly, and

(13) Provide a place of storage for the records of the Commission and the original Governor's Commission on Fire Services.

(b) Staff services --The Maryland Higher Education Commission shall provide staff services for the Commission. (ED § 12-113; 1988, ch. 246. § 2)

APPENDIX II

PROGRAM OF REQUIREMENTS

FOR

FIRE & EMS
HEAVY APPARATUS DRIVER TRAINING AND CERTIFICATION FACILITY

STATE of MARYLAND

PROPOSED FY

Maryland Fire & Rescue Training & Education Commission

Conceptual
Program of Requirements
For

HEAVY APPARATUS DRIVER TRAINING AND CERTIFICATION FACILITY

(STATE of MARYLAND)

TABLE OF CONTENTS

PAGE

HEAVY APPRATUS DRIVER TRAINING AND CERTIFICATION FACILITY

This project provides for the design and construction of a Fire & EMS Heavy Apparatus Driver Training & Certification Center for the University of Maryland, Maryland Fire & Rescue Institute (MFRI).
(Figure 1) Site Map

At present there is no facility to conduct driver training that will accommodate heavy fire and rescue apparatus.

The construction of the Heavy Fire Apparatus Driver Training & Certification Facility will change the face of our states emergency vehicle operator force. This facility will provide the States Fire & EMS service with a much needed Driver Training Facility, that will improve our emergency driver capability to respond to all emergencies and non emergencies incidents safely. **(Figure 4) Conceptual picture**

The facility will offer a multitude of venues providing the county with insurance industry, federal grants and private industry money for research into fire & rescue vehicle crash's. According to the National Fire Protection Association 2006 statistics, fire & rescue vehicle crashes is number two killer of fire fighters.

We find ourselves scrambling to keep pace with our ever-evolving environment, preparing our emergency drivers to respond to any catastrophic event without the proper emergency driver competencies.

There has been little oversight of what would be appropriate and prudent for a heavy apparatus driver training plan. The insurer carriers have informed agencies though out the state that, the high number of crashes is a good indicator that a fatal crash is on the horizon if we do not turn this trend around. **One such county, Montgomery County. (Figure 5) MCFRS Apparatus Collisions**

The Maryland Fire & Rescue Education & Training Commission has formed a workgroup that is taking this charge to improve the overall readiness of all our drivers by bringing together a multitude of resources with oversight of all components of a driver training and recertification program.

The first phase of the Fire & EMS heavy apparatus driver training certification facility is the construction of a much needed 25,500sq. R. Academic building and a 7,293sq.ft.high bay apparatus storage area. 25 parking spaces for staff and 80 spaces for student parking. **(Figure 3) Conceptual Track Layout**

Construction of a state of the art lighted skid pan for heavy apparatus. A 1000' x 1000' asphalt paved area, for a cone course. A well lighted highway response course for

nighttime training. A 1.5 mile oval roadway with interior connections to simulate driving conditions. **(Figure 3) Conceptual Track Layout**

It should have varied geometry that includes a ¼ miles straight-away, reverse curves, decreasing radius curves and "broken back" curves. Pavement surfaces should vary with asphalt, concrete for a bridge simulation, chip seal and graded aggregated.

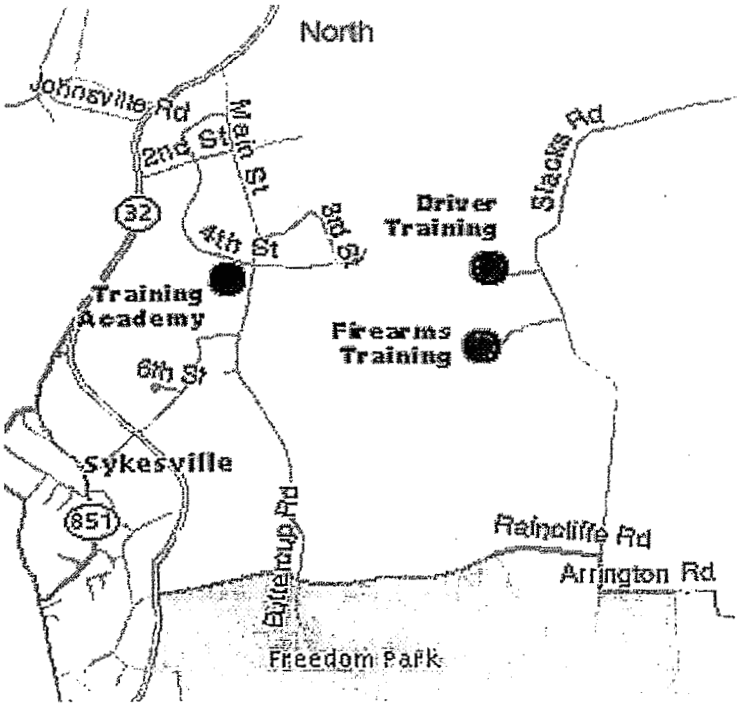
State highway signage will allow clockwise and counter clockwise vehicle direction.

A lighted urban grid will be designed with two signalized intersections, railroad crossing a pedestrian crossing. It will have other varied geometry like a cul-de-sac and offset alley. **(Figure 3) Conceptual Track Layout**

Closed circuit television system should be installed throughout the complex for remote observation and taping playback capability.

A maintenance building and a fuel depot will also be built to support the facility. The entire complex will continue to expand over the next 20 years.

This facility will greatly reduce deaths, personal injuries, lost productivity and insurance expenditures associated with fire & rescue vehicle collisions. To this end, the facility will train and recertify 100% of our state emergency drivers.



(Figure 1) Map of the Syksville site

Development of the MFRI Fire-EMS Driver Training and Certification Center will provide protection of important non-tidal wetland and forest resources, keeping Carroll County beautiful and clean while improving the local infrastructure.

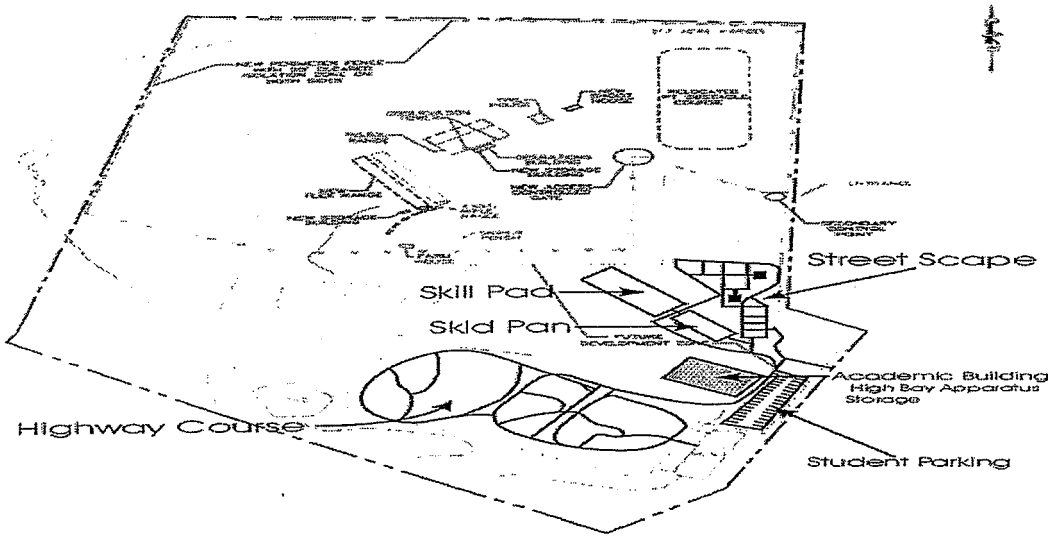
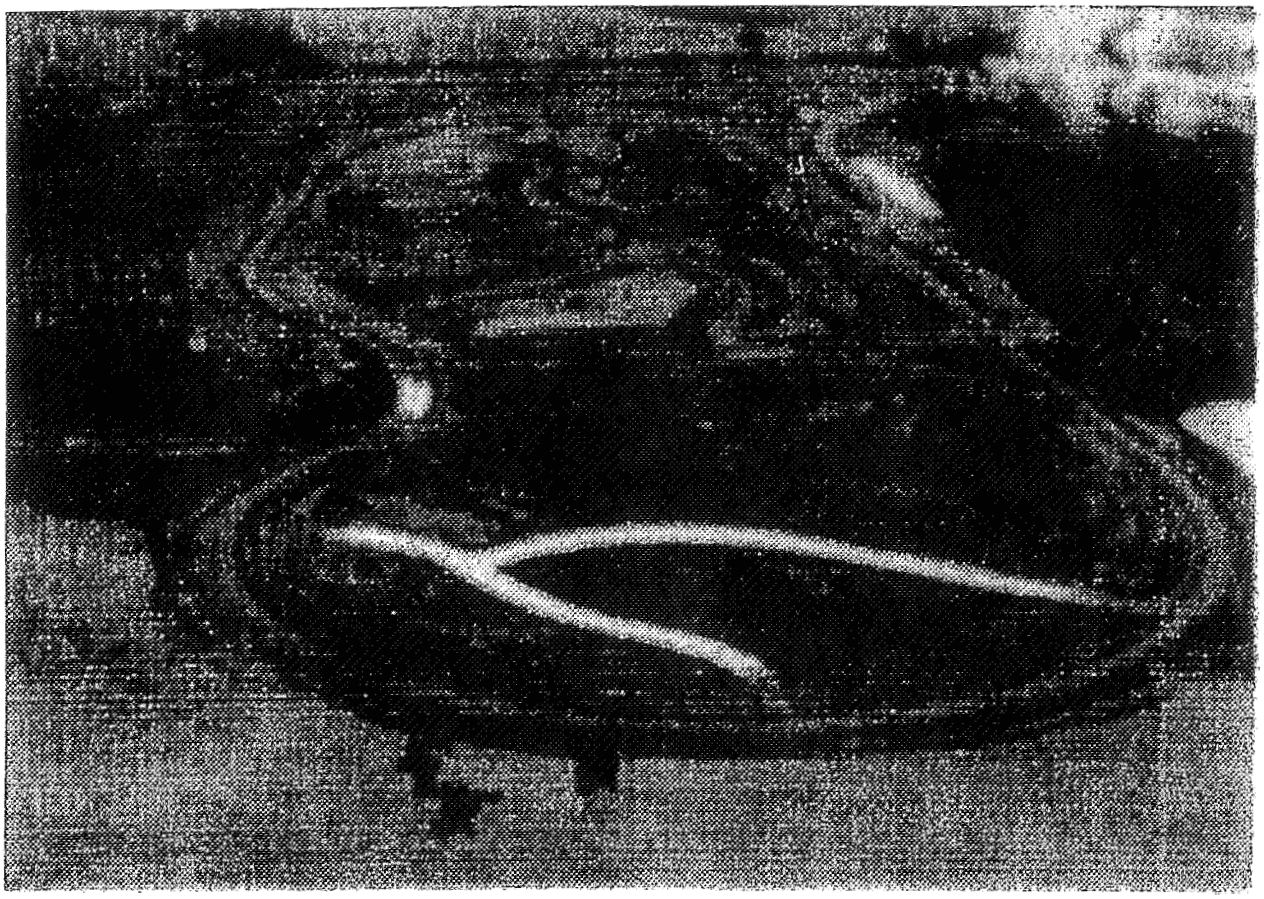
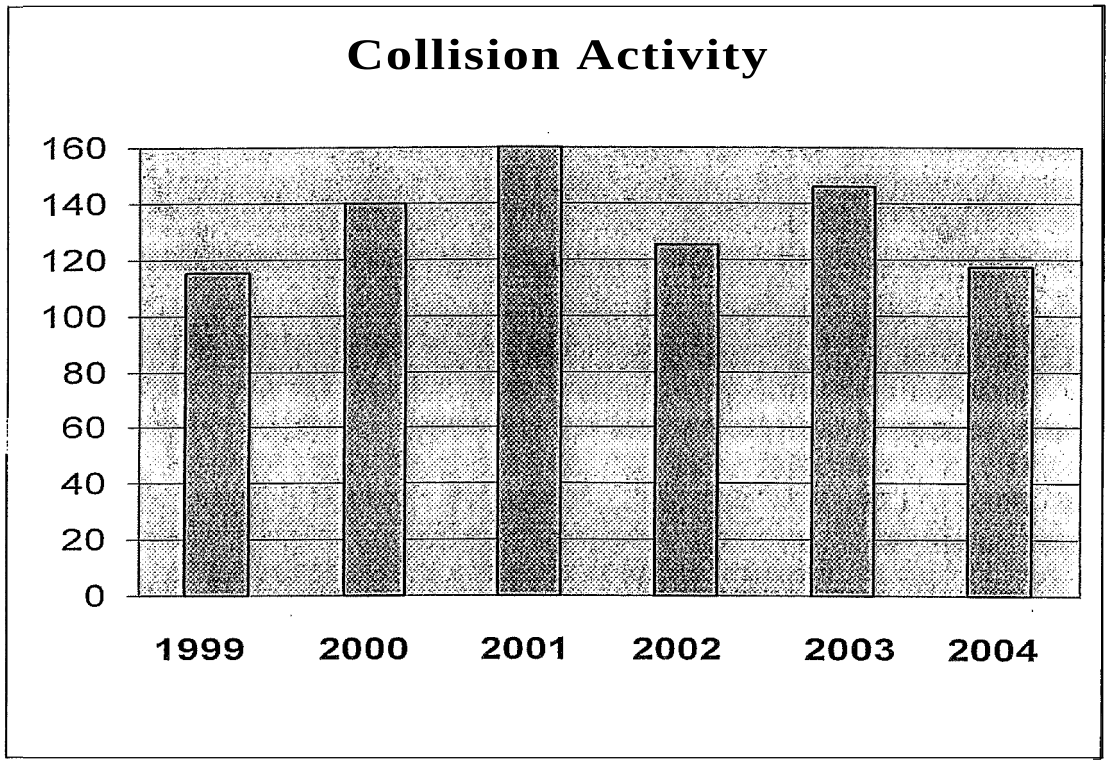
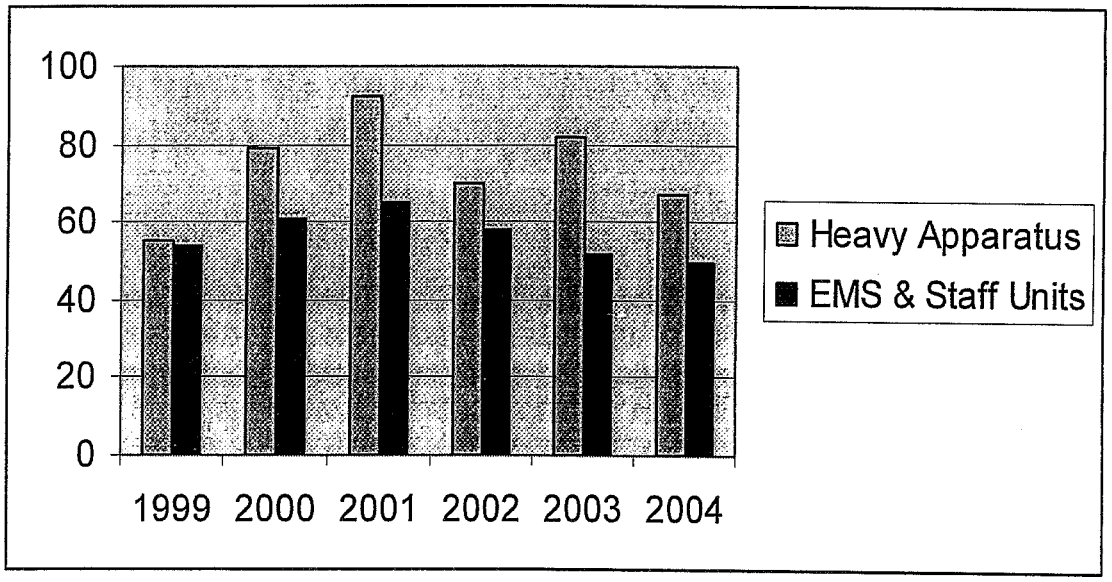


Figure 3 Conceptual Track Layout



(Figure 4) Conceptual Picture for Heavy Apparatus Driving Track





(Figure 5) MCFRS Apparatus collisions

COMPONENT DESCRIPTIONS

APPARATUS HIGH BAYS:

The area is programmed for 5 continuous, drive-through bays each 19.5' x 80' x 60' high. The width of these spaces will allow the firefighters maneuverability to open the side doors and provide minor maintenance pre-inspection to the apparatus. Additionally, adequate circulation between the apparatus will provide the students to have unencumbered access to the emergency heavy apparatus. The sixty-foot clear height, dimension will provide appropriate clearance for the existing apparatus and allow for the storage of a modern aerial apparatus. The concrete slab with trench drains will facilitate washing the apparatus indoors. In addition, the apparatus bays will be equipped with an exhaust ventilation system for each vehicle as well as an exhaust system for the apparatus bay. The floor will be 6" lower than the Academic building, with appropriate ramps. A 60' ceiling height (high bay) will allow instructors and students to place aerial equipment in the up position for teaching. A 36,000 gallon underground storage tank will be located in the far bay area for indoor drafting training and testing purposes.

ACADEMIC BUILDING

The area is programmed for a reception area, administrative offices, conference room, Two (50) person classrooms with capability to use computer, wireless technology, LCD, DVD, VCR, cable, and Satellite use. There will be 6 offices, one for an OSC and three instructor coordinators. One office will have real-time radar & lighting and weather display by way of satellite. A kitchen, student dinning room lounge will be provided with a vending area located outside the dining section. Provide for three changing rooms, shower, toilet and changing areas. Provide a locker room for 100 instructors and students. Laundry room shall be equipped with a commercial washer and dryer.

PARKING:

115 parking spaces will be provided as shown below. Parking shall be marked clearly and separated from visitor and handicap parking with a curbed or some a similar parking control device. The parking area will include security cameras that can be monitored fi-om the administration area.

Student Parking	80 spaces
Training staff	25 spaces
Support vehicles	4 spaces

ADA	1 space
Visitor	5 spaces
TOTAL	**115 spaces**

GENERAL:

Driver Training Facility to be fully equipped with automatic sprinkler system, smoke/fire alarm as per state Fire Code or applicable NFPA standards.

Facility to be equipped with smoke & carbon monoxide detectors in all areas.

Every room shall be air conditioned except high bay apparatus storage room.

Administrative offices, reception area, classrooms, locker room, changing rooms, high bay apparatus room, and conference area shall be equipped with a 24 hour LED clock controlled by a master clock.

Central intercom/PA with AM-FM stereo radio will be provided throughout the facility with emergency alert override.

Facility to be equipped with a telephone system with stations in every support area, high bay apparatus room, classrooms, offices, reception area, lounge, kitchen and conference room. The telephone system will also include voice mail, caller- ID.

Facility to be equipped with two data jacks each in all living areas. Each office area, classroom, high bay apparatus storage area, student lounge and the conference room shall be equipped with at least 6 data jacks, Cabling to terminate in the telephone/communications room. Cabling shall be category 5-type LAN cabling. The facility shall also have wireless capability throughout the building.

Cable TV jacks are to be installed in every activity area, office, conference room, project room, high bay apparatus storage room and exercise room..

Academic building to be equipped with a central vacuum cleaner.

All rooms will be clearly identified by engraved signs.

Exterior windows will be operable as appropriate and are to be provided with screens and window treatments.

Front and rear doors to be equipped with cyber locks, swipe cards doorbells and video cameras. Electronic releases and camera monitors are to be installed in the reception area. The building design will meet the State of Maryland Energy Program of

Requirements.

EXTERIOR:

Parking area will not interfere with the entrance or exit of fire and rescue apparatus. All driveway and apron surfaces to be traversed by fire and EMS apparatus will be designed to withstand excessive weights (–66,000 combined axle weight).

Exterior lighting will be provided to illuminate the front and rear aprons, parking areas, and public walkways and all driver training areas, Track, Skid Pan and Skill pad.

A under ground sprinkler system installed to the entire Highway course and the skid pan to provide wet weather conditions.

An emergency generator will be provided to maintain the all Heavy Apparatus Driver Training and Certification Facility operations during a power outage, with a reserve factor of 20%, and will be equipped with an exerciser and change over. The fuel source shall be diesel fuel. 3000gal. above ground storage tank.

A suitable enclosure for a minimum of two 8 cubic yard dumpster and an 8 cubic yard recycling container will be provided.

Three aluminum flagpoles with halyards and appropriate illumination will be provided.

Suitable area will be provided on the front of the building's exterior to allow for signage recognizing the Maryland Fire & EMS Heavy Apparatus Driver Training, Testing & Research Facility. Location, size, style, and material of the signage letters will be determined during the project's design phase in consultation with the project architect.

An internally lit marquee will be provided within the front landscape of the building. The marquee shall display the MFRI logo, Location, size, style, and material of the signage letters will be determined during the project's design phase in consultation with the project architect.

A dedication plaque will be included on the exterior of the building, (Bronze)

An on-site fire hydrant will be provided in proximity to the exterior of the drafting pond area.

All outside electrical outlets will be of weatherproof, GFI type.

Component description

DESCRIPTION	PROGRAM OF REQUIREMENTS, H A FACILITY	PLANNED SQUARE FOOTAGE
APPARATUS AREA	**7,800**	**7,800** ,
NUMBER OF HIGH BAYS	5	5
SUPPORT AREA	**1,550**	**1,550**
TOILET/SHOWER/ CHANGING ROOMS	4 4	850 4
PERSONAL STORAGE	1	700
LIVING AREA	**3,460**	**3,460**
STUDENT LOUNGE	1	1,300
DINING ROOM/KITCHEN	1	1,500
EXERCISE	1	1000
VENDING	1	60
ADMIN./OFFICES	**2,600**	**2,600**
OFFICE SUITE	6	1,800
PROJECT ROOM	1	200
CONFERENCE ROOM	1	1,200
PUBLIC AREAS	**950**	**950**
RECEPTION AREA	**1**	350
REST ROOM	**4**	600
CLASSROOM'S	**5,670**	**5,670**
	2 (5**0** PERSON)	2 (50 PERSON)
GENERAL	**1,300**	**1,300**
GENERAL SUPPLY	1	300
JANITOR CLOSETS	2	100
COPIER ROOM	1	500
MECH/ELEC/TELE/IT	1	400
LAUNDRY	1	200
WASHER/DRYER	1	300
MAINTENANCE	**3,600**	**3,600**
TRAINING PROP ROOM	1	300
MAINTENANCE SHOP	1	300
GENERAL STORAGE	1	600
GROUNDS STORAGE	1	600
SUMMARY	**26,730**	**26,730**
CIRCULATION ***(–25%)***	**5,183**	**5,183**
TOTAL	**31,813**	**31,813**

Component: **APPARATUS AREA**
Room Name: **HIGH** BAY **APPARATUS /TURNOUT GEAR STORAGE**

SPACE CHARACTERISTICS		
	function:	Provides an enclosed Driver Training Apparatus and support gear storage.
	Adjacency:	Administrative area.
	net area:	7,800 nsf
	Usage:	Area required for apparatus equipment and gear storage. 2 engine, 2 EMS units, 1 Ladder Truck/Tower, 1 Tanker. 1 pick up truck.
	Users:	Instructors and Students.
	specific items:	10 overhead bay door openings with 14 x 14 doors with electric and radio door controls. Audible (horn) and visible (light) warning devices activated whenever door is in motion. Visible warning device should be visible from exterior and interior.
	specific dimension:	5 – drive through 19.5' x 80' x 60' bays
	design issues:	Six-inch vertical separation through the use of a ramp and or step at all accesses from the apparatus area to Academic building. Apparatus area floor to have positive drainage to floor drains, trench drains acceptable. Apparatus floor preferably on grade due to heavy weight of apparatus items, ~ 66,000 LBS combined axle weight.
	special features:	60 protective gear lockers, 18x18x72 with locks and dust caps. Lockers to be placed on 6" concrete base. These lockers will be located in an adjacent climate-controlled room with incandescent lighting for staff & student gear storage

	system.	Heating to maintain ambient air temp of 65/F and recover promptly following opening of all bay doors simultaneously. Natural gas fueled radiant heat recommended. six one inch gated wall hydrants located between bays and four 1-1/2" gated wall hydrants located in each comer. 110-volt electrical outlets every 12' with GFI. Overhead power reels for each bay. Vehicle exhaust system: Plymovent-brand. Eight airline chucks Electrical service Telephone Eye wash/shower stations to be located within apparatus room. Overhead tank fills for 2 engines. Location TBD.
	Finishes:	Sealed concrete floors, non-skid finish. Walls, sealed and epoxy painted or glazed block.

Component: LIVING **AREA**
Room Name: **DINING** ROOM **/ KITCHEN**

SPACE CHARACTERISTICS	*function:*	Provides area for dining and food preparation.
	adjacency:	Lounge, high bay apparatus storage area
	net area:	1,500 nsf

usage:	Area for eating, seating 50 persons, cooking and storage of utensils, dishes etc.
users:	Instructors/Students
specific items:	Exterior windows, institutional grade appliances
design issues:	Kitchen hood according to code.
special features:	Storage cabinets for utensils, dishes etc. Storage for non-perishable foods. Counters with Corian finish on all areas.
systems:	Natural gas Electric power — Lighting Air conditioning — Heating Telephone — Communication
Equipment:	Commercial grade Large refrigerator/freezer 8-burner gas range/(2) ovens /hood with suppression system (2) Microwave ovens Dishwasher Disposal Ice machine TV with cable hookup
finishes:	Walls - painted Ceiling - acoustic tile Floors - quarry tile Window - blinds

Component: **LIVING** AREA
Room Name: **VENDING**

SPACE CHARACTERISTICS	*function:*	Area for vending machines
	adjacency:	Dining room, kitchen
	net area: *usage:* *users:*	*60* nsf Area required for vending equipment Personnel
	design issues:	Recessed area Floor drain
	systems:	Electric power Lighting
	equipment:	Vending machines (by others)
	finishes:	Walls - painted Ceiling - acoustic tile Floors - quarry tile

Component: **SUPPORT** AREA
Room Name: **PERSONAL STORAGE** AREA

SPACE CHARACTERISTICS	*Function:*	Provides storage facilities for Instructors and students, toiletries towels and change of clothes.
	adjacency:	Changing room, toilets/shower facilities..
	net area:	*1550* nsf
	usage:	Area required for individual changing lockers
	users;	Instructors/Students
	specific items:	60 lockers 18"w x 24"d with dust caps, with 4' minimum between locker rows.
	systems:	Electric power, Lighting, Air conditioning, Heating, Telephone, Ventilation, Communication, Exhaust
	finishes:	Walls -epoxy painted CMU or tile Ceiling - moisture resistant acoustic tile Floors - ceramic tile
	furniture:	Only lockers as described above.

Component: **SUPPORT SPACE**
Room Name: **TOILET / SHOWER FACILITIES**

SPACE CHARACTERISTICS	*Function:*	Provides toilet and bathing facilities for the Instructorslfirefighters.
	adjacency:	locker room.
	net area:	850 nsf (4 changing rooms)
	usage:	For personal hygiene
	users:	Training Personnel
	specific items:	Code requirements
	design issues:	4 individual toilet/shower/basin facilities. Circulation areas access from circulation area/corridor.
	systems:	Electric power, Lighting, Air conditioning, Heating, Ventilation, Exhaust
	equipment:	Toilet(s), Towel dispenser(s), Urinal(s), Lavatory(s), Trash receptacle(s), Shower enclosure, Shower(s) w/curtains, Toilet paper disp.(s), Mirror(s), Anti-bacterial, Changing bench, soap dispensers.
	finishes:	Walls - ceramic tile Partitions – ceramic tile Ceiling - moisture resistant acoustic tile Floors - ceramic tile

Component: **LIVING** AREA
Room Name: **EXERCISE ROOM**

SPACE CHARACTERISTICS	*function:*	Provides physical workout area.
	adjacency:	Locker room, lounge etc.
	net area.	1000 nsf
	usage:	Area required for the use of exercise gym equipment.
	users:	Instructors/Students
	design issues:	Visibility lounge, corridor
	special features:	Padded finish floor material Mirror(s) Institutional-grade exercise equipment
	systems:	Electric power Lighting Air conditioning Heating Communication Telephone Exhaust
	equipment:	Equipped for a fitness Wellness Program TV with cable hookup
	finishes:	Walls – painted Ceiling – acoustic tile Floors - vinyl tile with matting

Component: **ADMIMSTRATIVE** AREA
Room Name: **OFFICE SUITE**

SPACE CHARACTERISTICS		
	function:	Provides administrative work area for OSC, Driver Training Coordinators, Driver Training Instructors.
	Adjacency:	Other administrative areas
	net area:	1,800 nsf (6 offices)
	usage:	Administration/Operations
	users:	Office workers, Driver Training Instructors/Coordinators
	specific item:	Exterior windows Interior office partition locations to be determined with an office design consultant
	systems:	Electric power Air conditioning Telephone Communication Lighting Heating Computer cabling ISDN line
	equipment:	Computers Printers Fax machine Copier Real-Time Radar & Lighting & Weather display, delivered by satellite.
	finishes:	Walls – painted Ceiling – acoustic tile Floors – carpet
	furniture:	Work station(s) systems furniture Desk chairs(s) Five-drawer lateral file cabinet(s) Side chairs Book cases Storage cabinet

Component: **ADMINISTRATIVE OFFICES**
Room Name: **CONFERENCE /TRAINING** ROOM

SPACE CHARACTERISTICS		
	function:	Provides conference and training area
	adjacency:	Other administrative offices
	net area:	1200 nsf
	usage:	Conference/meeting/training space
	users:	Training Staff/Students
	design issues:	Capacity- 25 persons 20 sq. ft. closet with shelves (secured) Coffee service area with sink, microwave, small refrigerator, and cabinets
	special features:	Dimmer controls for lighting
	systems:	Electric power, Lighting, Air conditioning, Heating, Communication, Telephone, Cable TV, Computer Cable, Video conferencing
	equipment:	Tack board(s) Ceiling mount projection screen Marker board(s) TV with cable hookup Overhead "Power Point" projector Video conferencing equipment Microwave Small refrigerator
	finishes:	Walls - painted Ceiling – acoustic tile Floors - carpet
	furniture:	Table(s) Chairs

Component: **PUBLIC** AREA
Room Name:. **PUBLIC REST** ROOM

SPACE CHARACTERISTICS		
	function:	Provides toilet facilities for visitors and administrative staff.
	adjacency:	Reception/Administrative Offices.Conference room
	net area:	*600* nsf
	usage:	Rest room accommodations for Male/Female
	users:	Visitors
	specific item	Fixtures for handicapped
	design issues:	*ADA* requirements
	systems:	Electric power Lighting Air conditioning Heating
	equipment:	Anti-bacterial dispenser Toilet Toilet paper dispenser Lavatory Mirror Sanitary napkin disposal & dispenser
	finishes:	Walls - ceramic tile Ceiling - moisture resistant acoustic tile Floors - ceramic tile, floor drain

Component: **PUBLIC** AREA
Room Name: **RECEPTION AREA**

SPACE CHARACTERISTICS		
	function:	Provides work and supervisory area.
	adjacency:	Apparatus area
	net area:	*350* nsf
	usage:	Area required for work space for employees
	users:	Visitors
	specific item:	Window to apparatus area
	design issues:	ADA requirements Ergonomic design Recessed workstations Customized control desk
	systems:	Electric power Lighting Air conditioning Heating Telephone Communication
	equipment:	CAD system computer & printer, FIRES computer & printer AM/FM radio Scanner Station computer & printer Building monitoring as necessary
	finishes:	Walls - painted Ceiling - acoustic tile Floors - carpet Window blinds
	furniture:	36" deep counter space with under counter storage. Chairs

Component: **GENERAL**
Room Name: **GENERAL SUPPLY** ROOM

SPACE CHARACTERISTICS	*function:*	Provides area for the storage of general bulk goods and long term storage
	adjacency:	Circulation/corridor
	net area:	*300* nsf
	usage:	Storage space
	users:	Firefighters, staff
	design issues:	Lockable room. Quantity of rooms as necessary.
	systems:	Electric power Lighting Air conditioning Heating
	finishes:	Walls – paint Ceiling - acoustic tile Floors - sealed concrete or vinyl composition tile
	furniture:	Shelving

Component: **GENERAL**
Room Name: **JANITOR CLOSETS**

SPACE CHARACTERISTICS	*function:*	Area for cleaning service
	adjacency:	Circulation/corridor
	net area:	100 nsf
	usage:	Storage of cleaning equipment, supplies
	users:	Staff
	design issues:	Quantity of rooms as necessary
	systems:	Electric power Air conditioning Lighting Heating
	equipment:	Mop basin
	finishes:	Walls – paint Ceiling - acoustic tile Floors - sealed concrete or vinyl composition tile
	furniture:	Shelving

Component: **GENERAL**
Room Name: **COPY ROOM**

SPACE CHARACTERISTICS	*Function:*	Supply and Copy room.
	adjacency:	Apparatus area, Administrative offices
	net area:	500 nsf
	usage:	Make copies and keep office supplies
	users:	Office workers, Instructors
	design issues:	Lockable
	systems:	Electric power Lighting Air conditioning Heating
	equipment:	Shelving
	finishes:	Walls – paint Ceiling - painted drywall Floors - sealed concrete
	furniture:	Lockable wardrobe cabinets

Component: **GENERAL**
Room Name: **MECHANICAL/ELECTRICAL EQ.** ROOM

SPACE CHARACTERISTICS	*function:*	Provides area for equipment necessary for HVAC, electrical, communication systems, etc.
	net area:	400 nsf
	usage:	Equipment space
	users:	Maintenance staff
	design issues:	Accessible from general area
	systems:	Electric power Plumbing Controlled-climate for communication equipment Lighting Ventilation
	finishes:	Walls – masonry Ceiling – drywall (fire-rated) painted Floors – sealed concrete
	equipment:	HVAC Electrical panels Water heater(s) Communication Secured rack and/or cabinet area for computer server(s) and related accessories (ventilated)

Component: GENERAL
Room Name: LAUNDRY ROOM

SPACE CHARACTERISTICS	*function:*	Provides area for laundering of P.T. clothing, towels, etc.
	adjacency;	High bay apparatus storage area.
	net area:	*200* nsf
	usage:	Area required for laundry equipment
	users:	Instructors/firefighters
	special features:	Floor drain Counter, storage closet
	systems:	Electric power — Lighting Air conditioning — Heating Venting for dryer — Plumbing Telephone — Communication
	equipment:	Wash basin Commercial washer Commercial dryer
	finishes:	Walls - ceramic tile Ceiling - acoustic drywall Floors - ceramic tile
	Furniture:	Laundry carts *(2)* Hanging device for wet clothes Storage cabinets

Component: GENERAL
Room Name: **WASHER/DRYER** ROOM

SPACE CHARACTERISTICS		
	function:	Area for laundering firefighter's protective clothing.
	adjacency:	Gear storage, apparatus
	net area:	*300* nsf
	usage:	For laundry equipment
	users:	Instructors/Firefighters
	special features:	Floor drain Wash basin
	systems:	Electric power Lighting Heating
	equipment:	(2) Commercial washers (gear and towels, w/o center agitator) (2) Commercial dryers
	finishes:	Walls - ceramic tile Ceiling - painted drywall Floors - ceramic tile

Component: **MAINTENANCE**
Room Name: **MAINTENANCE SHOP**

SPACE CHARACTERISTICS		
	function:	Provides area for hose storage.
	adjacency:	Apparatus area
	net area:	*300* nsf
	usage:	
	users:	Instructors/Firefighter
	design issues:	Adequate area for workbench and tool cab nit. Lockable room. Floor drain
	systems:	Electric power Lighting Ventilation Heating
	equipment:	Storage for tools
	finishes:	Walls - paint brush Ceiling - painted drywall Floors - sealed concrete

Component: **MAINTENANCE**
Room Name: **GENERAL STORAGE**

SPACE CHARACTERISTICS	*function:*	General maintenance services and storage of Driver Training Equipment, specialty tools, etc.
	Adjacency:	Apparatus area
	net area:	600 nsf
	usage:	Storage space
	users:	Instructors
	design issues:	Lockable room Multiple rooms as necessary
	systems:	Electric power Lighting Ventilation Heating Air conditioning
	equipment:	Shelving Lockable cabinets
	finishes.	Walls - paint brush Ceiling - painted drywall Floors - sealed concrete

Component: **MAINTENANCE**
Room Name: **TRAINING** PROP ROOM

SPACE CHARACTERISTICS

function:	Provides area for training prop storage.
adjacency:	Apparatus area
net area:	300 nsf
usage:	Storage space
users:	Instructors
design issues:	Adequate area for driver training props. Floor drain
systems:	Electric power Lighting Ventilation Heating
equipment:	Storage of Traffic Cones, Measuring devices, signage, etc.
finishes:	Walls - paint brush Ceiling - painted drywall Floors - sealed concrete