

Maine Fire Chief's Association



Chief Fire Officer Certification Application Packet

Send completed application packets to:

Maine Municipal Association

60 Community Drive

Augusta, Maine 04330

Attn: Joan Kiszely

MAINE CHIEF FIRE OFFICER CERTIFICATION PROGRAM

The Maine Fire Chief's Association saw a need to further enhance the professionalism of Fire Chiefs throughout the State of Maine and therefore established through its Board of Directors a Committee that shall be named:

The Maine Fire Chief's Certification Committee.

This committee established two levels of Maine Chief Fire Officer Designation. They are:

- Maine Chief Fire Officer Level I. MEFCOI
- Maine Chief Fire Officer Level II. MEFCOII

The highest designation being Level II as in the NFPA Fire Fighter and Fire Officer Level designation indicators.

This committee has established these two levels of achievement for candidates so that there would be recognition of a higher degree of professionalism displayed in their application. Candidates may strive for a higher level in order to successfully carry the title of Maine Chief Fire Officer but still be able to carry the designation at a lower level.

It is not the intent of this committee to set up standards or qualifications for an individual to hold the designation of Maine Chief Fire Officer. The committee simply attempted to establish Education, Training, and experience **criteria** relevant to the position of Chief Officers as described in the Maine Fire Chief's Association by-laws, and to certify that the candidates have met these criteria.

As it is the committee's goal to certify Fire Chiefs in accordance with the definitions stated in this application the committee will accept Degrees that must be in Fire Science/Fire Administration/Business Management/Business Administration and Emergency Services (EMS/EMA). All degrees must be from an accredited college or university.

No applications will be accepted for individuals that are not currently employed as a Chief Fire Officer for a Maine Municipality as described in the Maine Fire Chief's By-laws. These application packages will not be returned to the submitting individuals.

This program is solely administered by the Maine Fire Chief's Association Certification Committee.

Guidance for filling out certification application

The most misunderstood part of the application process is where to submit materials for examination by the committee on certification.

There are six categories in Section 4 that will require documentation for assessment by reviewers and they are:

Experience/Work History

You must have been a chief fire officer for a minimum of three years to as a chief fire officer as described in the Maine Fire Chief's by-laws in order to qualify. A maximum of twenty points is allocated in this category.

If you are a newly appointed Fire Chief in the State of Maine from another State the documentation requirements for Chief Officer Status in another state will be the same as defined in the next paragraph.

The Committee is looking for materials that would provide verification of these years of service. For example, a copy of an order by the council appointing you a fire chief. Another example would be minutes of a meeting where you were elected fire chief. Other examples would be letters of congratulations from your supervisor or fire chief or manager or town Selectmen/Council.

A sheet simply stating the dates of serving in the positions listed may be disqualified.

Formal Education

You must provide transcripts of your educational credits claimed unless you provide a copy of your degree. Degrees must be in Fire Science/Fire Administration/Public Administration, Business Management/Business Administration, Emergency Services (EMS/EMA). A maximum of twenty points is allocated in this category.

All degrees must be from an accredited college or university.

Professional Development

This is another category that is misunderstood. Certificates of attendance or completion must be provided for examination and proof of related professional development. All certificates must be fire administration related as determined by the committee. A maximum of ten points is allocated in this category.

These certificates may come from many places providing professional development from colleges and universities to Fire Attach Schools, other weekend seminars or workshops, National Fire Academy courses/weekends, Chiefs conferences etc. Any numerous learning institutions or private entities of instruction are acceptable. A maximum of ten points is allocated in this category.

Professional Contributions

This section would require documentation of such things that a Chief Officers is involved in throughout his career such as teaching fire service related courses or writing published/unpublished papers. A chief officer also provides many hours of public speaking engagements. He is also recognized by different organizations.

For this category when a chief officer teaches courses for example he would have a contract, or letter of appointment or authorization to put on the course or would have received a letter or certificate of appreciation etc as proof that he completed this service to his community or organization.

For public speaking you would have again a letter requesting or acknowledging this accomplishment. Or there would be an event program that could be submitted for examination.

Copies of published papers, not necessarily in their entirety but short clips, or copies of the newspaper articles etc.

For professional recognition, copies of awards and letters from such testimonials would suffice. A maximum of ten points is allocated in this category.

Active Association Membership

Only active membership in fire and or rescue organizations will be valid.

Local/County/State/Regional/National and International organizations accepted.

This section simply would require copies of membership cards, letters acknowledging acceptance of your membership etc.

The applicant must be a member of the referenced association for at least one year prior to date of application for certification. A maximum of ten points is allocated in this category.

Community Involvement

Once again this area should have documentation of testimonials, or letters of reference and appointment to such organizations, press releases etc. Most of them will only require a membership card for example and must also show at least one year of membership prior to the date of application for certification.

Such Service groups would involve City and Town Councils, PTA groups, School Boards and other governmental entities, Rotary/Knights/Kawanis, Civic Groups etc. Other groups accepted would be Youth groups/Boy/Girl Scouts, Big Brother/Sister, MDA, American Red Cross/4-H etc.

Military Affiliations: Active U.S. Armed Forces Reserve, Civil Air Patrol, & a volunteer fire department if not compensated. A maximum of ten points is allocated here.

Maine Chief Fire Officer Certification Program

Mission Statement

The mission of the Maine Fire Chief's Association for Professional Certification is to foster professional development of fire and emergency services personnel by providing guidance for professional achievements relevant to positions of Chief Officers as described in the Maine Fire Chiefs Association by-laws.



Local Government Center – 60 Community Drive
Augusta, Maine 04330-9486
1-800-452-8786
Fax – 207-626-5947

On behalf of the Executive Board and Board of Directors I would like to congratulate you on your commitment to personal and professional growth as a Chief Fire Officer. Your certification will provide you with another tool as you proceed through your Fire Service Career.

The preparation required to set up a complete application packet will provide you an in-depth look at your personal commitment to the fire service. It will also demonstrate the importance of proper documentation and filing of this documentation. You must provide copies of all necessary documentation. As with most aspects of the position of Chief Officer, good organization and documentation skills will be the key to the success of your certification process.

Read and sign the permission for verification section. Please contact the Certification committee chair if you have questions. The contact information will be provided with your application packet.

Review the entire application packet. Many of your questions will be answered in this document. Follow the Contents Checklist. A simple check mark will help make the process smoother not only for you, but for the review team. Do not reorganize the format of the application packet. This will assist the reviewers. Do not forget the application fee. Application packets without the fee will not be reviewed, and the packets may or may not be returned to you.

You are required to provide four copies of the completed application packet. Place your completed application packets in separate binders. One copy will be kept on file and the other three distributed to the review team. You will be notified as soon as your package is reviewed.

Thank you for your interest in the Maine Fire Chiefs' Association's Chief Fire Officer Certification program.

Chief William St. Michel, Durham FD
President

Maine Fire Chiefs' Association



Code of Professional Conduct

Code of Professional Conduct

In fulfilling their responsibilities, each individual participant in the Chief Fire Officer Designation Program serves as a moral and ethical agent. Every action will affect the health and well being of individuals, organizations and communities; therefore, participants must assess the consequence of their decisions and actions and accept responsibility for them. Chief Fire Officers must speak out and strive for the most moral and ethical course of action in themselves and for the organizations they lead.

Participants in the Chief Fire Officer Designation program are required to comply with this Code of Professional Conduct and the administration thereof. Non-compliance may be cause for termination from the program or revocation of the CFO designation.

Responsibilities of Individuals

The Chief Fire Officer shall:

- Set an exemplary standard for subordinates and peers to follow
- Be courteous and tactful in all interactions
- Ensure the communication of rights, responsibilities and information are upheld to foster informed decision making
- Respect the customs and beliefs of others – consistent with the mission of the organization
- Respect the confidentiality of information, except where it is in the public interest or where there is a legal obligation to divulge such information.
- Promote competence and integrity among individuals associated with the fire and emergency services.

Responsibility to the Community and Society

- Abide by the laws of all levels of government, but may seek changes by lawful means where deemed appropriate

- Contribute to improving the well being and safety of the general population, including participation in educational programs, dialogue and recommendations to enhance the quality of life and improve emergency services
- Strive to identify and meet the needs of the community within the resources available and within the mission of the organization
- Consider the effects of management policy decisions on the community and society and make recommendations based on these considerations.

Conflict of Interests

A conflict of interest exists when the Chief Fire Officer uses his/her position, authority or privileged information to:

- Obtain an improper benefit, tangible or otherwise, either directly or indirectly or;
- Obtain an improper benefit for a friend, colleague or relative, or;
- Make decisions that attempt to, or do, negate the effectiveness of the Chief fire Officer professional designation program

The Chief Fire Officer Shall:

- Conduct all relationships in a way that assures management decisions are not compromised by a perceived or real conflict of interest
- Disclose to the appropriate authority all direct or indirect personal or financial interests, appointment or election which might create a conflict of interest whether real or perceived
- Neither accept nor offer personal gifts or benefits with the expectation or appearance of influencing decisions
- Refrain from using the Chief Fire Officer Designation or credentials to promote or endorse commercial products or services without the express written permission of the Committee of the Maine Fire Chiefs' Association on Chief Fire Officer Designation.

A key value within the fire and emergency services is ethics. Most professions abide by a "Code of Ethics or Conduct," which expresses their members' agreement as to what constitutes acceptable behavior.

This Code of Professional Conduct has been adopted by the Committee of the Maine Fire Chiefs' Association on Chief Fire Officer Designation to promote and maintain the highest standards of professional performance and personal conduct.

Abiding by these standards is required for continued recognition as a designated Chief Fire Officer, and serves notice to the public who entrust their confidence in the abilities and integrity of the Chief Fire Officer.

This Code of Conduct mirrors the New England Association of Fire Chiefs' Code of Conduct as well as the International Association of Fire Chiefs' Code of Conduct and is meant to foster the on-going awareness of these organizations of the need for our members to follow these codes in their daily professions as well as in their daily lives.

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Part 3 - Professional Development

Part 4 - Professional Contributions

Part 5 - Active Association Memberships

Part 6 - Community Involvement

Maine Chief Fire Officer Certification Program



Section 1

- Candidate's Letter of Introduction
- Candidate's Letter of Recommendation
- Candidate's Professional References (2)
- Candidate's Certification Application
- Candidates Personal Certification Signed Statement

Each candidate must submit a letter of introduction expressing his wishes and brief narrative description of himself/herself outlining the reasons for applying for Fire Chief Certification.

Each candidate must submit a letter of recommendation for certification from their supervisor. This letter of recommendation must be on official letterhead of the person providing the recommendation and signed by that person.

Each candidate must submit the names of two references and information on these references on the REFERENCE sheet for the committee to make contact with them if so desired. Examples of both qualifying and non-qualifying references are provided in the certification packet. Letters from the individuals providing the references is acceptable. These letters must be signed by the person providing the reference.

1. Complete the top section of the CERTIFICATION APPLICATION.
2. Read, sign and date the application.
3. Make use of the Contents checklist to ensure a complete certification application is submitted.
4. Incomplete certification packets will not be reviewed, but may or may not be returned to you.

Tips for a successful certification package

- Use a word processor or a typewriter (No hand written forms please)
- Run a spell and grammar check on your package
- Copies of appropriate documents and records must be part of your certification packet
- Be sure that what is submitted is applicable to the criteria you are trying to meet
- Place completed certification packets in separate binders
- If you have questions please contact the Chair of the Certification Committee
- **Most important, documents in one section cannot be credited in another section.**

The \$50.00 application fee must be enclosed with the certification packet. This is non-refundable. A check or money order is acceptable. Make checks payable to Maine Fire Chiefs' Association. Do not send cash or purchase orders.

Certificate packet must be arranged in the order shown in the Contents checklist

Certificate packet must have dividers between each section

Each certificate will be issued after qualification packet has been graded using a score sheet

50 points required to certify as Chief Fire Officer I

75 points required to certify as Chief Fire Officer II

Certification will be for a five year period with a recertification process

25 points required in a five year period to maintain Chief Fire Officer I

35 points required in a five year period to maintain Chief Fire Officer II

This page

Candidate's letter of Introduction

Candidate's letter of introduction is a letter from the candidate himself/herself expressing his/her wishes for application for Certification by the Maine Fire Chiefs Association

Letter of Recommendation included here

Each candidate must submit a letter of recommendation for certification from their supervisor.

A supervisor is described as a:

- City Manager
- Town Manager
- First Selectman
- Similar administrator position

This letter must be on official letterhead.

REFERENCE SHEET

Each candidate must submit the names of two references and information on these references on the REFERENCE sheet.

Examples of both qualifying and non-qualifying references:

- References that qualify
 - A past supervisor (within seven years)
 - Local, state or federal officials or department heads
 - Emergency services organization officials (public, private, military, ect.)
- References that do not qualify
 - A subordinate
 - A former student
 - Friends, neighbors or relatives

Letters from these references are acceptable and must be signed by the person providing the reference and included in this section.

Reference #1

Name: _____ Title: _____

Organization: _____

Address: _____

City / Town: _____ State: _____ ZIP: _____

Association type: _____ Years of association: _____

- _____ *Letter of reference received*

Reference #2

Name: _____ Title: _____

Organization: _____

Address: _____

City / Town: _____ State: _____ ZIP: _____

Association type: _____ Years of association: _____

- _____ *Letter of reference received*

This page

Letters of References

May be included here

CERTIFICATION APPLICATION

Name: _____

Current Position: _____

Municipality: _____

Work Address: _____

City/Town: _____ Zip Code: _____

Years in current position: _____ Total years as a Chief Officer: _____

Certification will be for a five year period and require a re-certification process.

I understand that certification is subject to present criteria and approval of the Certification Committee. I will execute the necessary documents and supply further information as determined by the Committee. I understand that any false statement or misrepresentation I make in the course of these proceedings may result in the revocation of the certification, and the issuance of a complaint of violation.

I give permission for verification of any information provided in this application package.

Candidate's signature: _____ Date: ____ / ____ / _____

Contents checklist

- _____ Experience / Work History
- _____ Formal Education
- _____ Professional Development
- _____ Professional Contributions
- _____ Active Association Membership
- _____ Community Involvement
- _____ \$50.00 application fee enclosed. THIS IS NON-REFUNDABLE. Check or money order accepted. Make check payable to Maine Fire Chiefs' Association
- _____ Total of four copies. One for file at Augusta and three for the committee.

Personal Certification Statement

I understand that certification is subject to present criteria and approval of the Certification Committee of the Maine Fire Chiefs' Association. I will execute the necessary documents and supply further information as determined by the committee.

I understand that any false statements or documentation may subject me to disqualification, denial or revocation of my professional designation credentials.

I understand that the sole purpose in submitting this application, its contents and attachments, is to evaluate my qualifications for the recognized professional designation as a Maine Chief Fire Officer (MECFO) according to criteria as established by the Maine Fire Chiefs' Association Certification Committee.

I give permission to verify any information contained in this package.

Signature

Date

Maine Chief Fire Officer Certification Program



Section 2

Chief Fire Officer Program Definitions
Application Instructions

Maine Chief Fire Officer Certification Program

(Definitions)

Chief Fire Officer:

As defined in the Maine Fire Chief's By-Laws:

Fire Chief - Deputy Fire Chief - Battalion Chief
Division Chief - District Chief - Assistant Chief
Fire Administrator - Deputy Fire Administrator

Committee:

The members of the Certification Committee as appointed
by the Board of Directors of the Maine Fire Chief's Association

Components:

Candidate's letter of introduction – Letters of Recommendation – Professional
References – Candidate's Application – Candidate's Signed Statement
Experience/Work History - Formal Education - Professional Development -
Professional Contributions - Association Memberships - Community Involvement

Professional Designation:

The Maine Fire Chief's Association through its Board of Directors has designated two
levels of Award for the Fire Chief's Certification Program and they are:

Chief Fire Officer Level 1 (MECFOI) and;
Chief Fire Officer Level II (MECFOII).

Both may be used after your name using the following designated letters: MECFO1 &
MECFOII.

A fee of \$50.00 is required with the application for the certification process and an
additional \$50.00 is required for every five (5) year application for renewal.

Maine Chief Fire Officer Certification Program



Section 3

MECFO Honorific Designation Certificate

This page

Certificate issued

Maine Chief Fire Officer Certification Program



Section 4

Candidate's Certification Application Information

- Part 1: Experience/work History
- Part 2: Formal Education
- Part 3: Professional Development
- Part 4: Professional Contributions
- Part 5: Active Association Memberships
- Part 6: Community Involvement

EXPERIENCE / WORK HISTORY

- Number of years as a Chief Officer as defined in SECTION ONE of ARTICLE TWO of the Maine Fire Chiefs' Association By-laws.
- Complete the EXPERIENCE / WORK HISTORY sheet
- Verification on official letterhead from the appropriate municipality must be part of the certification packets. City/Town votes registered at council or selectmen's meeting is acceptable. The verification must note the dates of the applicant's appointment as a chief officer.
- Each completed year of service equals two points for this category. A maximum of 20 points, ten years of service, may be accumulated for this category.

To satisfy this requirement the candidate must document three years experience as a chief officer, as defined in the Maine Fire Chief's By-Laws, of a volunteer, combination or career department.

Appointment Date	to	Finish	Municipality	Title
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- _____ *Letter of appointment verification received*

Appointment Date	to	Finish	Municipality	Title
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- _____ *Letter of appointment verification received*

Appointment Date	to	Finish	Municipality	Title
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- _____ *Letter of appointment verification received*

Appointment Date	to	Finish	Municipality	Title
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- _____ *Letter of appointment verification received*

Total years of service as a chief officer: _____

FORMAL EDUCATION

- Only post High School Education that pertains to the Fire Service, Emergency Medical Service, Personnel Management or Business Management will be considered as part of this certification process.
- One point per credit hour will be credited for this category. A maximum of twenty points may be accumulated for this category.
- Beginning in 2009, One-half point per credit hour will be credited for this category. A maximum of twenty points may be accumulated for this category.
- Beginning in 2009, an Associate Degree will be the minimum formal education requirement to receive a Chief Fire Officer I Certification. Exceptions may be made if information is provided for equivalency with the committee vote being unanimous.
- Beginning in 2010, a Bachelor's Degree will be the minimum formal education requirement to receive a Chief Fire Officer II Certification.
- An Associate Degree will maximize the accumulated points for this Chief Fire Officer I category.
- A Bachelor's Degree will maximize the accumulated points for this Chief Fire Officer II category.
- To satisfy this requirement the candidate must provide appropriate documentation:
 - Copies of Degrees:
 - Associate
 - Bachelor
 - Master
 - Copy of transcripts from accredited schools
- A list of classes and credit hours is not acceptable for any credit in any category.

PROFESSIONAL DEVELOPMENT

- Seminars, fire schools, fire academies or other activities that develop management, leadership or interpersonal skills to promote professional growth in fire administration.
- Prior to 2006, one point per day for each activity.
- Beginning in 2009, one-half point per day for each activity.
- Copies of certificates must be part of this section in this certification packet.
- Multiple certificates for the same activity will only be considered once.
- A maximum of ten points may be accumulated for this category.

PROFESSIONAL CONTRIBUTIONS

This section is divided into four diverse modules to promote greater individual growth. Each section may accumulate a maximum of two and one-half points for this category. A maximum of ten points may be accumulated in this category.

Documentation required for each item. Examples: contract – letter of appointment – certificate of appreciation – event program – copy of paper – copy of article – testimonials – letters of reference - certificates

- Teaches fire service related courses: examples
 - Fire attack schools
 - Fire academies
 - Seminars
- Public speaking: examples
 - To civic groups
 - To local schools
 - To local business groups
- Published/unpublished papers: examples
 - Executive Fire Officer papers
 - Periodical articles
 - Research reports
 - Manuals
- Professional recognition: examples
 - Awards
 - Appointments
 - Committee and/or Officer duties for Emergency Services organizations

ACTIVE ASSOCIATION MEMBERSHIPS

- Only active membership in fire, emergency management and rescue organizations will be considered.
- Copies of certificate of membership, letters of reference or membership cards must be provided with the certification packet. A list without documentation will not be accepted.
- Must be a member of referenced association for at least one year prior to time of application.
- One point per active association membership. A maximum of ten points may be accumulated in this category.

COMMUNITY INVOLVEMENT

- Examples of service groups: Town/City council – PTA – Rotary – Lion's Club – Knights of Columbus – Mason – School Board – Civic Associations – Volunteer fire department if non-compensated
- Youth groups
- Examples of military affiliations: Active U.S. Armed Forces Reserve – Civil Air Patrol
- Must provide copies of testimonials – letters of reference – letters of appointment – membership cards – press releases
- Point allocation is one point per group involvement. A maximum of ten points may be accumulated in this category.

**Chief William St. Michel, Durham FD
President, Maine Fire Chiefs Association
Maine Chief Fire Officer Certification Program**



Committee Members

Chief Raymond M. Parent, Sanford, Chairman
Chief Roy "Jack" Woods, Caribou
Chief Steve Hinds, Bath
Chief Daniel Moore, Wells
Deputy Chief Marc Bellefeuille, Biddeford
Assistant Chief Barry Norris, Union
Director Robert Bohlmann, York County EMA
(with input from Retired Chief Steve Gibbons, Camden)