

**Date:** July 8, 2020

Agenda Item No. 8(E)(1)

**To:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor



**Subject:** Resolution Authorizing Execution of a Letter of Agreement with Miami Dade College for First Responder Recruit Training Classes

## **RECOMMENDATION**

It is recommended that the Board of County Commissioners (Board) approve the attached Letter of Agreement (LOA) between Miami Dade College (MDC) and Miami-Dade County (County) on behalf of Miami-Dade Fire Rescue to provide new recruit training classes, including Fire Fighter minimum standards and administration of the State of Florida Certification Examination. The term of this LOA is for five years from the date of execution and may by mutual agreement be extended for an additional five years.

## **SCOPE**

This item has Countywide impact. Under Chapter 69A-37, of the Florida Administrative Code (F.A.C.), Rule 69A-37.055, Firefighters Standard and Training, MDFR is required to provide a curriculum of knowledge and skill-based training to recruits enrolled in a combined firefighter/emergency medical technician program; and ensure recruits are eligible to take the minimum standards examination upon successful completion of the firefighter program.

## **FISCAL IMPACT**

The cost associated with this training and certification is approximately \$2,200.00 for in-state tuition and \$6,500.00 per out-of-state tuition per MDFR trainee recruit. MDFR hires approximately two classes of 40 recruits yearly, for a total approximate annual cost not to exceed \$190,000.00. This expense is included in MDFR's annual District budget. The fiscal impact of the initial five-year term is \$950,000 and the funding source is the Fire District.

## **TRACK RECORD/MONITOR**

This LOA will be monitored by Fire Chief Alan Cominsky or the Fire Chief's designee, to ensure compliance with all requirements.

## **DELEGATED AUTHORITY**

The County Mayor and the County Mayor's designee is authorized to execute this LOA, to enforce the terms contained therein as long as the expenses are provided for in MDFR's District budget.

**BACKGROUND**

MDC is the lead agency responsible for conducting minimum standards training in accordance with F.A.C. 69A-37. MDC is also the lead agency for live fire burns and has the capability of conducting live fire training in accordance with Chapter 633.821(6), Florida Statute effective January 1, 2006. In addition, MDC will comply with proposed F.A.C. 69A-37.404 and proposed F.A.C. 69A-37.405.

MDFR will be hiring a diverse pool of recruits over the next five years that will require new recruit training, including basic fire minimum standards and completion of the State of Florida Certification Examination. MDC will request the State of Florida Certification Examination dates and ensure the necessary paperwork is completed on behalf of MDFR recruits. Employees will not be able to operate as a fire fighter until the minimum training has been completed and the State of Florida Certification Examination has been attained by each recruit.

This LOA is a typical agreement for both MDC and MDFR, and the County has used MDC for training since 1992. This affiliation agreement will also provide MDFR the opportunity to explore and develop future community outreach programs.



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Maurice L. Kemp  
Deputy Mayor



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

**DATE:** July 8, 2020

**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Agenda Item No. 8(E)(1)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) \_\_\_\_) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 8(E)(1)  
7-8-20

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING EXECUTION OF A LETTER OF AGREEMENT BETWEEN THE MIAMI DADE COLLEGE AND MIAMI-DADE COUNTY ON BEHALF OF THE MIAMI-DADE FIRE RESCUE DEPARTMENT FOR FIRST RESPONDER RECRUIT TRAINING CLASSES, INCLUDING FIRE FIGHTER MINIMUM STANDARDS AND ADMINISTRATION OF THE STATE OF FLORIDA CERTIFICATION EXAMINATION; AND AUTHORIZES THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE THIS AGREEMENT IN AN AMOUNT NOT TO EXCEED \$1,900,000.00 AND TO EXERCISE ANY PROVISIONS THEREIN, INCLUDING TERMINATION AND RENEWAL

**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying Memorandum, a copy of which is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board finds it is in the best interest of Miami-Dade County to approve the execution of a Letter of Agreement between Miami Dade College and Miami-Dade County on behalf of the Miami-Dade Fire Rescue Department, for first responder recruit training classes, including fire fighter minimum standards and administration of the State of Florida certification examination; and authorizes the County Mayor or County Mayor's designee to execute this agreement in an amount not to exceed \$1,900,000.00 and to exercise any provisions therein, including termination and renewal.

The foregoing resolution was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Audrey M. Edmonson, Chairwoman

Rebeca Sosa, Vice Chairwoman

Esteban L. Bovo, Jr.

Jose "Pepe" Diaz

Eileen Higgins

Joe A. Martinez

Dennis C. Moss

Xavier L. Suarez

Daniella Levine Cava

Sally A. Heyman

Barbara J. Jordan

Jean Monestime

Sen. Javier D. Souto

The Chairperson thereupon declared this resolution duly passed and adopted this 8<sup>th</sup> day of July, 2020. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

GKS

Gerald K. Sanchez

Deputy Mayor Maurice Kemp  
Miami-Dade County  
9300 NW 41 Street  
Miami, FL 33178

Dear Deputy Mayor Kemp:

Thank you for the letter requesting to utilize Miami Dade College's North Campus Fire Science Program as the certifying agent for New Recruit Training Classes. This letter will, upon execution by the parties, serve as a Letter of Agreement ("LOA" or "Agreement") between The District Board of Trustees of Miami Dade College, Florida ("MDC") and Miami-Dade County, Florida ("County"), acting through its Miami-Dade Fire Rescue Department ("MDFR"), for the training programs and for the corresponding tuition and fees that will be billed to the Miami-Dade Fire Rescue Department. The terms of this LOA are as follows:

1. **Purpose of Agreement.** The purpose of this Agreement is to specify the terms and conditions upon which MDC will teach Recruit Training Classes ("RTC" or "Recruit Training Class") to MDFR recruits during the duration of this LOA.
2. **Initial Classes and Facilities.** The classes will commence on dates to be mutually determined by the parties. The MDFR Recruit Training Classes will be provided at the Fire Science Program Facility as a Fire Fighter Minimum Standards course for not more than 40 students in each Recruit Training Class. The RTC class schedule will be Monday through Friday, from 7:30 AM to 4:30 PM.
3. **Additional Classes.** MDFR will advise MDC whenever there is a need for subsequent classes. Such classes will be offered on the terms and conditions provided herein. MDC shall give MDFR written notice at least 60 days before the commencement of any coursework contemplated by this Agreement. Nothing contained herein shall preclude MDFR from independently offering the Recruit Training Classes in-house during the term of this Agreement.
4. **MDC Firefighter Orientation.** MDC Firefighter Orientation for the MDFR RTCs will be mutually determined by the parties.
5. **First Responder Schedule.** MDFR RTC First Responder training will be mutually determined by the parties. The class schedule will be Monday to Friday, from 7:30 AM to 4:30 PM. The last class will end at 1:30 PM.
6. **Fire Fighter Minimum Standards (Fire Academy).** The Fire Fighter Minimum Standards (Fire Academy) portion dates will be mutually determined by the parties. The class schedule will be Monday to Friday, from 7:30 AM to 4:30 PM and will be conducted at the Fire Academy (Building 100).
7. **Holidays.** There will be no classes scheduled for MDFR RTCs on the holiday and recess dates recognized by MDC. Likewise, there will be no classes scheduled on Miami-Dade County designated holidays.

8. **Lead Instructors.** Two MDC lead instructors will be assigned for coordination, administration, and management for MDR RTCs.
9. **State of Florida Certification Examination.** MDC will request the State of Florida Certification Examination dates on behalf of the MDR RTCs when all the necessary student paperwork for the Bureau of Fire Standards & Training (BFST), such as medical examinations, etc. have been received. MDC will be responsible for paying the upfront cost for the fees of each student's State of Florida Firefighter Certification examination. There are two components for this exam: a state practical exam (currently \$30) and a state written exam (currently \$42). MDR shall reimburse MDC for the cost of the student fees for both exams at the end of each class. MDR shall make payment to MDC within 90 days of the receipt of the invoice. The reimbursement procedure shall be utilized for subsequent classes.
10. **MDC Admission Process.** MDR will ensure that each student completes the MDC admission process. See **Attachment A** which is attached hereto. All students should be admitted to Miami Dade College, under Fire Fighter Minimum Standards (program code: 57004).
11. **Provision of Appropriate Documentation.** MDC will ensure that each student provides MDC with the appropriate documentation to complete the admissions process. MDC Admissions and Registration shall require two original forms of identification from the list below:
  - a. State of Florida driver's license/other state issued ID or
  - b. Voter's registration card or
  - c. Passport or
  - d. Florida vehicle registration or
  - e. Birth certificate
12. **Test of Adult Basic Education.** MDR will ensure that each student meets the Test of Adult Basic Education ("TABE") requirement (i.e., successful TABE results or TABE exemption) and will provide MDC with documentation for each student. See **Attachment B** for more information regarding the TABE, a copy of which is attached hereto.
13. **Creation of Student Accounts.** MDC will ensure that each student creates an account on the BFST FCDICE system prior to BFST Orientation. See **Attachment C** which is attached hereto.
14. **Fingerprints.** MDR will supply two fingerprint confirmation notices to MDC. See **Attachment D** which is attached hereto.
15. **Required Documents.** MDR will ensure that each student provides the following required documents to MDR. MDR will then provide MDC with two (2) copies of all submitted documents:
  - State Firefighter Certification Examination application (See **Attachment E** which is attached hereto)
  - High school diploma or General Equivalent Diploma ("GED")
  - Valid State of Florida driver's license
  - Name change documentation (if the student has had a legal name change)
  - Notarized Tobacco Affidavit, a copy of which is attached hereto at **Attachment F**
  - Completed state medical exam form signed by a MD, DO, PA, or ARNP (See **Attachments G and H** which are attached)
  - Digital fingerprinting confirmation (appointment, payment, or actual fingerprinting)

- FCDICE profile page
  - Proof of successful TABE results or exemption (one copy)
16. **Student Accounts and Academic Standing.** MDR will ensure that each student checks his or her MDC student account for any holds/obligations (financial, academic, transcripts, etc.). Each student should be in good academic standing with Miami Dade College for a seamless registration process. Students with outstanding obligations will not be registered.
  17. **Required Materials and Supplies.** MDC will ensure that each student has the required materials/supplies for class, i.e., textbooks, #2 pencils, ink pens, notebooks). Unless otherwise notified by MDR, the textbook that will be utilized by MDC is:
    - First Responder: Emergency Medical Responder: First On Scene, (Edition based on current State Test)
    - Fire Academy: Essentials of Fire Fighting & Fire Department Operations, (Edition based on current State Test)
  18. **Uniforms and Equipment.** MDR will ensure compliance with the requirements relating to uniforms and equipment.
  19. **MDC ID Cards and Parking Decals.** Once students have been registered for BFST Orientation, they must obtain a MDC identification (ID) card and parking decal from the Student Life Department, Room 4208, 305-237-1250. All students must possess a MDC ID card and every vehicle must have a MDC parking decal. For more information on the MDC ID card and the parking decal, please see the links below:
    - MDC ID card: [www.mdc.edu/north/studentlife/smartid.asp](http://www.mdc.edu/north/studentlife/smartid.asp)
    - Parking decal: [www.mdc.edu/north/studentlife/parking.asp](http://www.mdc.edu/north/studentlife/parking.asp)
  20. **Office Space for MDR Liaison.** MDC will provide office space for MDR's liaison's use during the duration of each new Recruit Training Class.
  21. **Live Fire Burns.** MDC is the lead agency for the live fire burns. MDR will be responsible for adhering to the MDR "Burn Book" in accordance with the Fire Science Program policy. MDR will provide additional personnel to augment MDC staff, if requested. This request will be in writing and will be specific as to position, requirements, equipment, and number of personnel. The request will be made, at least, 48 hours prior; unless need is caused by emergency or equipment failure.
  22. **Live Fire Training.** Live fire training will be conducted by MDC in accordance with Chapter 633.821(6), Florida Statutes, as may be amended. In addition, MDC will comply with the Florida Administrative Code (F.A.C.) 69A-37.404 and F.A.C. 69A-37.405.
  23. **Access to Suppression Apparatus.** MDR will provide MDC access to suppression apparatus for the purpose of training. This apparatus will be maintained by MDR. MDR will only equip the apparatus with hose. All other appliances and equipment required under F.A.C. will be provided by MDC.
  24. **Self-contained Breathing Apparatus ("SCBA").** MDR will provide sufficient SCBAs for the instruction and training of RTCs. MDC will provide a storage area for a MDR cabinet for up to 20 SCBA units. MDC shall be responsible for ensuring that stored SCBAs are neither damaged nor removed from the storage area by an unauthorized person(s).



25. **Truck Report.** MDC staff will complete a Truck Report (supplied by MDR) on the days MDC utilizes the apparatus assigned to them or as a minimum once per week. This report will highlight any problems with the apparatus. Problems requiring immediate attention will be brought to the attention of the Recruit Training Bureau Officer In Charge (OIC) as soon as practical so that the problem can be resolved.
26. **Breaks and Hydration.** Adequate breaks and hydration will be provided to the RTC by MDC. During strenuous activity, breaks shall occur no more than 60 minutes apart.
27. **Instructor/student Ratios.** Instructor/student ratios will be maintained by MDC at all times in accordance with the Florida Administrative Code (F.A.C.).
28. **Specialized Training.** MDR requirements for specialized training, such as department standard operating procedures (“SOPs”), water rescue, operations orientation, and other in-service training, will be conducted by MDR staff. This training is presently not scheduled on MDC property.
29. **MDC is Lead Agency.** MDR agrees that MDC is the lead agency responsible for conducting minimum standards training in accordance with F.A.C. 69A-37. MDC will maintain an open line of communication with the assigned Recruit Training Bureau OIC (i.e., liaison) as frequently as practical but no less than once per week, preferably Thursdays at 0730 hours. Any problems with recruit performance must be communicated to the Recruit Training Bureau OIC (i.e., liaison).
30. **Reporting of Injuries and Illness.** Any injuries or illnesses will be reported to the Recruit Training Bureau OIC (i.e., liaison) on the day of the occurrence.
31. **Failure Notices and Demerit Forms.** MDR will receive copies of any written and/or performance objective failure notice and demerit forms issued to any student in the Recruit Training Class in a timely manner.
32. **MDR’s Role Regarding Training and Education of Recruits.** MDR staff will not interfere with the training and education of recruits assigned at MDC. In the rare event that MDR staff must address the class, the request must be made in writing to the MDC Program Manager no less than 48 hours in advance. The Program Manager will coordinate with the class instructor the appropriate time.
33. **Student Tuition.** Miami-Dade Fire Rescue will be invoiced for each student registered based upon the tuition and fees in effect at the time of registration, including any applicable course user fees. MDR shall make payment to MDC within 90 days of the receipt of the invoice. This reimbursement procedure shall be utilized for any subsequent classes. **Currently, the tuition and fees per student and applicable course fees are:**

COURSE/TRAINING	IN-STATE TUITION	OUT-OF-STATE TUITION
FFP 0077 – First Responder	\$186.62	\$582.96
FFP 0021 – Fire Fighter Minimum Standards	\$2,019.20	\$5,982.65

**In the event that there is a change in tuition and/or fees, MDC will notify MDR as soon as practicable, but in no event later than 10 days before the commencement of coursework.**

34. **Compliance with Laws.** The parties shall comply with all applicable federal, state and local laws, codes, ordinances, rules and regulations in performing their respective duties, responsibilities, and obligations pursuant to this LOA and with all applicable laws relating to this LOA. The parties shall not unlawfully discriminate in the performance of their respective duties under this LOA.
35. **Dispute resolution; applicable law.** The parties shall seek to resolve any disputes, controversies or claims between them arising out of this LOA without resort to legal proceedings. This LOA shall be governed by the laws of the State of Florida. Venue in any legal proceedings shall be in Miami-Dade County, Florida, and each party shall be responsible for its own attorneys' fees.
36. **Term of Agreement.** This LOA shall remain in effect for five years from the execution of the Agreement. The parties may by mutual agreement extend this LOA for an additional five years.
37. **Termination of Agreement.** This LOA may be terminated by mutual agreement of the parties. Additionally, either party may terminate this Agreement by giving the other party written notice at least 90 days before the termination.
38. **Entire Agreement; Amendments.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein, and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written. No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the parties after approval by the respective governing bodies.
39. **Joint Preparation.** The language agreed to expresses the mutual intent of the parties and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties by the other.
40. **Severability.** The provisions of this LOA are independent of and severable from each other, and no provision shall be affected or rendered invalid or unenforceable by virtue of the fact that for any reason any other or others of them may be invalid or unenforceable in whole or in part, except to the extent that such invalidity or unenforceability causes the Agreement to fail of its essential purpose. In the event a finding of invalidity or unenforceability by a court of competent jurisdiction causes the Agreement to fail of its essential purpose, either party shall have the right to terminate this LOA upon written notice to the other.
41. **Miscellaneous Provisions.** Title and paragraph headings are for convenient reference and are not a part of this Agreement. No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing.
42. **Notice.** Any notice provided pursuant to the terms and provisions hereof shall be deemed to be delivered when sent by hand delivery, delivery service, or certified mail, return receipt requested, postage prepaid and received by the addressee. Notices shall be sent to: MDR Division Chief of Training & Safety; MDC Program Manager, Fire Science Program.

43. **No Third-Party Beneficiaries to this Agreement.** Nothing in this LOA, expressed or implied, is intended to: (a) confer upon any entity or person other than the parties and their successors or assigns any rights or remedies under or by reason of the LOA as a third party beneficiary or otherwise, except as specifically provided in this LOA; or (b) authorize anyone not a party to this LOA to maintain an action pursuant to or based upon this Agreement; (c) be construed as a waiver of sovereign immunity of the parties hereto under Section 768.28, Florida Statutes, as may be amended.
44. **Indemnification.** The COUNTY and MDC do not assume any liability for the acts, omissions or negligence of the other party.

To the extent permitted by law and as limited by Section 768.28, Florida Statutes, whereby the COUNTY shall not be held liable to pay a personal injury or property damage claim or judgment by any one person, which exceeds the sum of \$200,000, or any claim or judgment paid by the COUNTY arising out of the same incident or occurrence, which exceeds the sum of \$300,000 from any and all personal injury or property damage claims, liabilities, losses or causes of action, which may arise as a result of the COUNTY's negligence, the COUNTY shall indemnify the District, its officers, agents and employees for any and all liability, losses or damages, including attorney's fees and costs of defense, which the District, its officers, agents and employees may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, or relating to, or resulting solely from the negligence of the COUNTY, its officers, agents or employees in the performance of this Agreement.

The District shall indemnify and hold harmless the COUNTY and its officers, employees, agents, and instrumentalities from any and all liability, losses, or damages, including attorneys' fees and costs of defense, which the COUNTY or its officer, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the District or its employees, agents, servants, partners, principals or subcontractors. The District shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the COUNTY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees that may issue thereon. Provided, however, this indemnification shall only be to the extent and within the limitations of Section 768.28, Florida Statutes, to the extent said provision is applicable to the District.

Nothing contained in this section shall be construed to be a waiver by the County or the District of any protections under sovereign immunity, Section 768.28, Florida Statutes, or any other similar provision of law. Further, nothing contained herein shall be construed to be a consent by either the COUNTY or the District to be sued by third parties in any matter arising out of this Agreement or any other agreement.

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Signature

Date

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Signature

Date

John Wensveen  
Vice Provost for Academic Schools

Carlos A. Gimenez  
Mayor of Miami-Dade County

Cc: Dr. Michaela Tomova, Dean of Academic Affairs  
Karls Paul-Noel, Program Manager, Fire Science Program

## ATTACHMENT A: Steps to Complete MDC Admission

- 1) Go to [www.mdc.edu](http://www.mdc.edu)
- 2) Click on Admissions
- 3) Click on “Apply Online Now”
- 4) Click on “Online Credit Application”
- 5) Click on “New Application”
- 6) Read the guidelines and click “Continue”
- 7) Enter your email address and click “Sign In”
- 8) Enter your name and contact information
- 9) Enter a password (based on the criteria outlined on the page), then click “Continue”
- 10) Enter requested information, then click “Continue”
- 11) Click on the type of high school diploma (secondary schooling) you received and other school information, then click “Continue”
- 12) Enter year/term (Fall 2019), MDC Campus information, select “Degree student to complete a program/degree” box, then click “Continue”
- 13) Select the “Career Technical Certificate (C.T.E./V.C.C.)” box
- 14) In the drop down menu, scroll down to “Fire Fighter Minimum Standards (57004)”, then click “Continue”
- 15) Enter emergency contact information
- 16) Enter your good conduct and citizenship information, then click “Continue”
- 17) Read the in-state eligibility guidelines, then enter your eligibility information, then click “Continue”
- 18) Make sure all of your information is accurate, then click “Continue”
- 19) Print this page, then make sure to complete the steps listed in the “In order to complete application process” section

Your application status can be verified by checking your MDC student portal via ([www.mdc.edu](http://www.mdc.edu)) or contacting any MDC Admissions & Registration Department by phone or in person. Contact information is below.

To prove Florida residency, you must present 2 forms of identification to any MDC Campus Registration department. For more information on Florida Residency requirements, please visit: <http://www.mdc.edu/forms/residency.pdf>.

### Miami Dade College Admissions & Registration and Advisement Departments

MDC Campus	Admissions & Registration	Advisement
North	305-237-1111	305-237-1425
Hialeah	305-237-8775	305-237-8794
Homestead	305-237-5555	305-237-5046
Kendall	305-237-2222	305-237-2125
Medical	305-237-4444	305-237-4141
Dr. Eduardo J. Padron	305-237-6045	305-237-6133
West	305-237-8900	305-237-8947
Wolfson	305-237-3131	305-237-3077

## ATTACHMENT B

### Test of Adult Basic Education (T.A.B.E.) Requirement

The TABE exemption criteria ([www.mdc.edu/main/testing/criteria/career\\_and\\_technical.aspx](http://www.mdc.edu/main/testing/criteria/career_and_technical.aspx)):

- A. You graduated from a Florida public high school in 2007 or after **AND** have submitted high school transcripts electronically to MDC.
- B. You have a degree from another institution (not MDC) that is regionally accredited. You can submit your official transcripts electronically to MDC. This process takes 6 to 8 weeks. Once your transcripts have been **evaluated**, you can print your TABE exemption.
- C. You have an Associates or higher from Miami Dade College.
- D. You meet the ACT or SAT criteria. You can take official ACT or SAT scores to MDC Testing Department for entry into your MDC student account. ACT/SAT scores are valid for 2 years.
- E. You were home schooled. Please call MDC Testing Department and ask what is required as proof of home schooling to meet TABE requirement.
- F. You have TABE scores from another institution. Please ask the Testing Department to assist you with this request. TABE scores are only valid for 2 years.
- G. You have previous (successful) TABE scores from MDC. TABE scores are valid for 2 years.

All transcripts must be sent **electronically** to MDC Transcripts Department. To do so, please follow the directions listed here: [www.mdc.edu/admissions/transcripts.aspx](http://www.mdc.edu/admissions/transcripts.aspx). MDC Transcripts Department can be reached at 305-237-2701 or [transcriptservices@mdc.edu](mailto:transcriptservices@mdc.edu) or visit <http://www.mdc.edu/transcripts/send-transcripts.aspx>. The Transcripts Department is located at MDC Kendall: 11011 S.W. 104th Street, Room R-301, Miami, Florida 33176.

#### Taking the TABE:

If you do not meet the TABE exemption criteria, you are required to take the exam. The Fire Fighter Minimum Standards Training Program requires a 10<sup>th</sup> grade level or higher in the General Equivalent portion of the **Reading, Language, and Math** sections. Please make sure you inform the Testing Department that you are testing for the Firefighter Academy. If you score lower than a 10<sup>th</sup> grade level in Reading, Language, or Total Math, you will have to wait 31 days to re-take that TABE section.

In order to take the TABE, the applicant will do the following:

- 1) Call MDC North Campus Testing Department at **(305) 237-1015** before appearing to take the TABE to verify the times they are offering the exam; For all other campuses (see contact information below)
- 2) Visit the MDC Campus Testing Department at the correct time frame to take the TABE;
- 3) **Bring current/valid** official picture identification;
- 4) Know your current MDC ID number;
- 5) Examinees must pick up a payment form at the [Testing Center](http://www.mdc.edu/main/testing/contact/default.aspx) (<http://www.mdc.edu/main/testing/contact/default.aspx>) and submit it to the Bursar's Office prior to taking any MDC fee-related test. A \$15.00 test fee will be assessed for the first time an applicant takes the TABE. (For re-taking of any section of the TABE, the applicant will pay a \$15 fee for each section.)

#### Miami Dade College Testing Departments:

- ✓ **North Campus: (305) 237-1015 - [north\\_testing@mdc.edu](mailto:north_testing@mdc.edu); Main Building: Building 1, Room 1160**
- ✓ MEEC Campus: (305) 237-1909 - [north\\_testing@mdc.edu](mailto:north_testing@mdc.edu);
- ✓ Hialeah Campus: (305) 237-8791 - [Hialeah\\_testing@mdc.edu](mailto:Hialeah_testing@mdc.edu);
- ✓ Homestead Campus: (305) 237-5105 – [Homestead\\_Testing@mdc.edu](mailto:Homestead_Testing@mdc.edu);
- ✓ Eduardo Padron Campus: (305) 237-6041 - [iac\\_testing@mdc.edu](mailto:iac_testing@mdc.edu);

Letter of Agreement – MDC North Campus Fire Science Program and Miami-Dade County, MDR Department

- ✓ Kendall Campus: (305) 237-2341 - [kendall\\_testing@mdc.edu](mailto:kendall_testing@mdc.edu);
- ✓ Medical Campus: (305) 237-4275 - [medical\\_testing@mdc.edu](mailto:medical_testing@mdc.edu);
- ✓ West Campus: (305) 237-8979 - [west\\_testing@mdc.edu](mailto:west_testing@mdc.edu);
- ✓ Wolfson Campus: (305) 237-3011 - [wolfson\\_testing@mdc.edu](mailto:wolfson_testing@mdc.edu)

## **ATTACHMENT C: FCDICE – Creating an Account**

Please follow the steps below to create your new account with the Bureau of Fire Standards and Training. If you have any problems or need questions answered concerning this account call (352) 369-2800 for assistance. Good luck.

- 1) <https://floridastatefirecollege.org> or <http://www.fldfs.com/Division/SFM/FCDICE/default.htm>
- 2) Click on **Create New Account**
- 3) Type in your social security number
- 4) Type in any **Login** and **password** you like.
- 5) Continue filling in the requested information. You **MUST** enter your Social Security Number and all the **BOLD** areas.
- 6) Click on the **Save** button on the bottom of the page.
- 7) You have successfully created a new account when you get to your new **In-box** for your email on the system.
- 8) Click on **Customize** and then click on **My Profile** in the drop down menu.

OR

Click on “My Renewal Status” and print the page that includes your Student ID #



**ATTACHMENT D:  
Digital Fingerprints  
Available via PearsonVue.com  
Effective Date – 6/24/08**

Florida Firefighter II, Retention, Firesafety and Special Firesafety Inspector application requirements just became a bit easier to submit and faster to approve. The reason is the availability of digital fingerprinting through our testing partner PearsonVue in cooperation with IBT. With this service, applicants, after submitting their application on-line (Retention, Firesafety and Special Firesafety Inspectors) or submitted by their Training Center (Firefighter II) can have their fingerprints digitally taken and electronically transmitted with results being delivered to the Bureau of Fire Standards and Training in hours instead of days.

No more waiting for a fingerprint card in the mail, going to have your prints taken, going on-line to pay for them, sending them in along with a confirmation of payment number and then waiting a week or two for processing and results to be received. The old eight step fingerprint process procedure is now four phases.

**Phase I** – Complete your new user profile on-line at [www.floridastatefirecollege.org](http://www.floridastatefirecollege.org) or <http://www.fldfs.com/Division/SFM/FCDICE/default.htm>. (See next page for instructions.)

**Phase II** – Schedule to have your fingerprints taken

Go to: <https://pearson.ibtfingerprint.com>

OR

Go to [www.l1enrollment.com/FLFireStandards](http://www.l1enrollment.com/FLFireStandards) & select “FL Resident”

(Note: If one website does not work, please try the other.)

- Select “Get Fingerprinted”
- Select “Florida”, then click “Go”
- Click on “Digital Fingerprinting”
- Select agency name from drop-down menu: DFS – Dept. of Financial Services, then click “Go”
- Under ORI number, select “Fire – Standards and Training”, then click “Go”
- Enter zip code or region, then click “Go”
- Select a site and schedule appointment
- Enter your information and click “Submit”

You can also schedule your digital fingerprinting by phone: (877) 238-8232

**Note:** Your fingerprints will be sent electronically from the fingerprinting location to the FBI and FDLE. The results will be sent directly to the Bureau of Fire Standards & Training, normally within 24 hours.

**ATTACHMENT E**



**THE DEPARTMENT OF FINANCIAL SERVICES**  
**Division of the State Fire Marshal**

**APPLICATION FOR FIREFIGHTER CERTIFICATION EXAMINATION**  
**BUREAU OF FIRE STANDARDS & TRAINING**

Please type or print legibly.

NAME: LAST	FIRST	MI	DATE OF BIRTH
HOME ADDRESS	CITY	STATE	ZIP CODE
STUDENT ID	E-MAIL ADDRESS	CONTACT PHONE NUMBER	

**REQUIRED ATTACHMENTS:**

- Completed fingerprint card with payment confirmation number or Date of Live Scan \_\_\_\_\_
- Copy of your High School Diploma (Home Schooling must be compliant with FS 1002.41 & 1003.21)
- Copy of drivers license or birth certificate as proof of being at least 18 years old
- Completed, signed and dated original DFS-K4-1022 (completed less than 6 months before start of class)
- Application fee of \$30 by check made payable to Department of Financial Services

Fill in the blank and attach a Certificate or Transcript for each of the courses below.

	<u>COURSE TITLE</u>	<u>PROVIDER</u>	<u>DATES ATTENDED</u>
1	MINIMUM STANDARDS (398 Hours)	<u>Miami Dade College</u>	_____
2	FIRST RESPONDER, EMT OR EMTP	_____	_____

**Inquiry Waiver** - By my signature below, I authorize the Division of State Fire Marshal, Bureau of Fire Standards and Training, access to any and all information concerning my work record, school record, military record, and moral character pertinent to this application. This includes any and all information of a confidential or privileged nature, and photostats of same if requested. This information is to be used by the Bureau of Fire Standards and Training in determining my qualifications and fitness for certification in the State of Florida.

**Certification Notice** – By my signature below, I understand that submission of this application is not a guarantee of approval and certification. Certification is only attained with an approved application, successfully completing the required courses or attaining equivalency and passing the state certification written and practical exam.

_____ SIGNATURE OF APPLICANT	_____ DATE
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SUBMIT THIS APPLICATION, ALONG WITH THE REQUIRED DOCUMENTATION AND APPLICATION FEE TO:  
 BUREAU OF FIRE STANDARDS AND TRAINING, 11655 NW GAINESVILLE ROAD, OCALA, FLORIDA 34482-1486

**PURSUANT TO THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT, ANY PERSON NEEDING SPECIAL ACCOMMODATIONS, PLEASE ADVISE WHEN SCHEDULING YOUR EXAM**

## ATTACHMENT F: TOBACCO AFFIDAVIT

<i>Please type or print legibly.</i>			
NAME: LAST	FIRST	MI	DATE OF BIRTH
HOME ADDRESS:	CITY	STATE	ZIP CODE
E-MAIL ADDRESS	CONTACT PHONE NUMBER		

I confirm I have been a nonuser of tobacco or tobacco products for at least one year immediately preceding application as required by Florida State Statute 633.412.

\_\_\_\_\_

**SIGNATURE****DATE**

---

### NOTARIZED

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

On \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ personally  
(month and day) (year) (Applicant's Name)

appeared before me and, \_\_\_\_\_ who is personally known to me, or \_\_\_\_\_ who has provided  
 \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public Signature

Commission expires: \_\_\_\_\_

PLEASE AFFIX SEAL ABOVE

***Note: The Fire Science Program will not accept any form that has a driver's license number, social security number, passport number or other personal identifiable information.*** **10/2/14**



**ATTACHMENT G:**

**THE DEPARTMENT OF FINANCIAL SERVICES**  
*Division of the State Fire Marshal*

**MEDICAL EXAMINATION TO DETERMINE FITNESS FOR FIREFIGHTER TRAINING  
BUREAU OF FIRE STANDARDS AND TRAINING**

Please print legibly.

NAME: \_\_\_\_\_  
LAST FIRST MI STUDENT ID

**Miami Dade College, Fire Science Program** \_\_\_\_\_  
TRAINING CENTER E-MAIL ADDRESS PHONE NUMBER

**For the medical professional conducting the examination:** The purpose of this examination is to ensure that the physical, physiological, intellectual, and psychological health of the applicant is suitable for the environment and functions of a firefighter as described on page 2. Authority for this examination is FS 633.34 and is required before an individual starts firefighter training.

This medical examination must be completed by a physician, surgeon, or physician's assistant per ch. 458; or an osteopathic physician, surgeon, or physician's assistant per ch.459; or an advanced registered nurse practitioner per ch. 464.

**Examination should include but is not limited to:**

- |  |  |
|--|--|
| Dermatological system, Cardiovascular system | Ears, eyes, nose, mouth, throat            |
| Clinical evaluation of 12 lead EKG           | Auditory hearing in the pure tone          |
| Systolic and Diastolic Blood pressure        | Far visual acuity corrected or uncorrected |
| Respiratory system                           | Peripheral vision                          |
| Gastrointestinal system                      | Genitourinary system                       |
| Endocrine and metabolic systems              | Musculoskeletal system                     |
| Neurological system                          |  |

**For the medical professional conducting the examination to complete:** (Sign in appropriate box)

**Based on the results of this medical evaluation, the applicant:**

<p><b><u>Has no pre-existing or current condition, illness, injury or deficiencies. The applicant is medically fit to engage in firefighter training.</u></b></p>  <p>Signature</p>	<p><b><u>Has a pre-existing or current condition, illness, injury or deficiency that presents a safety or health risk in the environment or job functions of a firefighter. The applicant is not medically fit for firefighter training.</u></b></p>  <p>Signature</p>
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**Completion Required (please print)**

Name of signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

**Please write: M.D. or D.O. or P.A. or A.R.N.P.**

Office Telephone number: \_\_\_\_\_

Office address: \_\_\_\_\_

## **ATTACHMENT H:**

### **Essential Job Tasks and Descriptions from NFPA 1582, 2007 edition**

1. Performing firefighting tasks (e.g., hose line operations, extensive crawling, lifting, carrying heavy objects, ventilating roofs or walls using power or hand tools, and forcible entry), rescue operations and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
2. Wearing an SCBA, which includes a demand valve-type positive-pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
4. Climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lbs. or more and carrying equipment/tools weighing an additional 20 to 40 lbs.
5. Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C).
6. Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lbs. to safety despite hazardous conditions and low visibility.
7. Advancing water-filled 2 1/2 diameter hose lines from fire apparatus to occupancy [approximately 150 ft. ], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
8. Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
9. Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
10. Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
11. Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.
12. Ability to give and comprehend verbal orders while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers), hear alarm signals, hear and locate the source of calls for assistance from victims or other firefighters.
13. Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.