

Memorandum of Understanding

This Memorandum of Understanding outlines an agreement between the National Fallen Firefighters Foundation (NFFF) and the New Jersey Division of Fire Safety (NJDFS). It shall remain in effect until either parties initiate canceling this agreement.

The purpose of this Memorandum of Understanding is to develop the full potential of the NFFF principles and practices under the authority of the New Jersey State Advocate via the State Fire Service Training through the New Jersey Division of Fire Safety.

The NFFF shall:

1. Provide the necessary resources (current training materials, etc.) to assist the New Jersey Division of Fire Safety in delivering the following programs in New Jersey:
 - a. Courage to Be Safe (CTBS)
 - b. Leadership, Accountability, Culture, Knowledge (LACK)
 - c. Leadership So Everyone Goes Home
2. Provide the necessary resources (bookmarks, other giveaways, etc.) to assist the New Jersey Division of Fire Safety in promoting the values of the NFFF and the Everyone Goes Home program.
3. Provide train-the-trainer sessions (upon request, when funding is available) for the above listed training programs, and any future training programs developed by the NFFF.
4. Approve the New Jersey Division of Fire Safety to conduct “second generation” train-the-trainer sessions as deemed necessary to conduct training in an efficient manner on a statewide basis.
5. Approve usage of the NFFF, Everyone Goes Home, CTBS, LACK, and other names and logo’s for promotional and verification of training (course completion certificates).
6. The NFFF is not responsible for funding of the delivery of the above listed training programs.

The State Fire Service Training shall:

1. Provide the funding necessary (instructor wages and travel related expenses) to deliver the above listed training programs. This is based on the availability of funding through one of the state funded training accounts, or through the Kean University Fire Safety Training Program, funded by the New Jersey Department of Community Affairs.
2. Conduct “second generation” train-the-trainer sessions as necessary to facilitate statewide delivery of the above listed training programs.
3. Work closely with the State Advocates in the delivery of these training programs.
4. Maintain training records via the New Jersey Division of Fire Safety Training Course Records documentation process, and report such numbers (via the Lead State Advocate) to the NFFF.
5. Issue course completion certificates to all students successfully completing the above listed training programs. These course completion certificates may be issued with the NFFF name included (...in cooperation with the National Fallen Firefighters Foundation), and with the appropriate logo.

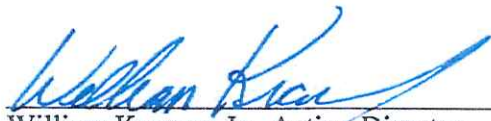
6. Determine the quality of delivery of these training programs by using the New Jersey Division of Fire Safety/Kean University Training Course Evaluation Questionnaire.
7. Establish instructor qualifications for each of the above listed training programs, with instructors needing to meet the minimum qualification to be sanctioned by the New Jersey Division of Fire Safety/Kean University Fire Safety Program as an instructor.
8. Where appropriate, the New Jersey Division of Fire Safety/Kean University Fire Safety Program may incorporate the materials from the CTBS program in existing training programs (such as FFI, FFII, Fire Officer training, etc.).

We, the undersigned, agree to this Memorandum of Understanding. Furthermore, we understand we have the right to cancel this Memorandum of Understanding at any time.



Victor Stagnaro, NFFF

10/1/2014
Date



William Kramer, Jr., Acting Director
New Jersey Division of Fire Safety

9/30/14
Date