



Heartland Fire Training Authority – 38th Fire Academy

Chief, _____

I, _____, have applied to become an Academy Instructor for the 38th Heartland Fire Academy that starts January 6, 2025 and ends March 29, 2025.

This experience will expose me to other agencies and their methods which will make me a stronger training person. It is consistent with succession development for future training officers, and allows me to evaluate possible candidates as future employees.

Key points of participation:

- The length of time is from January 6, 2025 to March 29, 2025.
- The schedule is Monday, Tuesday, Thursday, Friday – PT is 0745-0845, class starts at 0900 and ends at 1900.
- Unless leading PT, most instructors aren't needed until 0900 which minimizes the need for early relief.
- Our agency shall be reimbursed at my current unloaded overtime hourly rate for actual class time, lunch is included but travel is not. Provide current overtime rate when submitting this document \$_____. In addition, if this rate changes please inform Academy staff.
- Exempt employees, such as Chief Officers, will be paid at the unloaded straight time hourly rate. Reimbursement to agency will occur at the end of the Academy unless other arrangements have been made with the Administrative Analyst.
- Your agency shall provide all required safety equipment, including a functional SCBA.
- HFTA currently carries a \$2million per occurrence Special Liability Insurance Policy (recently increased).
- Your agency shall maintain Workers' Comp and Liability coverage the same as if I was working operational overtime for your agency.
- Instructor is required to log the dates and hours of their participation on the Logistics Daily Sign-In Sheet. Instructor is responsible for ensuring that overtime charges with their home agency meet the requirements of their home agency.

Your signature informs HFTA staff that you have been informed of my interest in teaching, and that you endorse my participation. Thank you for your endorsement.

Instructor

Fire Chief

Date