



STATE OF NEW YORK
DEPARTMENT OF STATE
ONE COMMERCE PLAZA
99 WASHINGTON AVENUE
ALBANY, NY 12231-0001

DAVID A. PATERSON
GOVERNOR

LORRAINE A. CORTÉS-VÁZQUEZ
SECRETARY OF STATE

November, 2009

In order to support and promote completion of the National Fire Academy's Calling the Mayday courses: Q133 *Firefighter Safety: Calling the Mayday* and H134 *Calling the Mayday: Hands-On Training for Firefighters*, the NYS Office of Fire Prevention and Control will add a course completion to the student's individual training records in the Training Information Management System (TIMS).

The Q133 *Firefighter Safety: Calling the Mayday* course is offered in a CD-ROM based self-study format. The H134 *Calling the Mayday: Hands-On Training for Firefighters* is offered by the NFA at the local level using an instructor hand-off format where the authority having jurisdiction is responsible for certifying successful completion of the required skills. Course descriptions and information about how to request materials for these courses are available on the National Fire Academy's website www.usfa.dhs.gov (use the search function to search for the course titles).

In order for course completions to be added to TIMS the Chief Fire Official must certify successful completion of the training and provide the following information: a list of the members successfully completing both courses (this list must include the following: NY ID number or SS#, last name, first name, agency code, and home address), the name of the instructor(s) for the H134 course and the start and end dates the training was conducted for the H134 course. Copies of the NFA certificates received for course completions should be maintained for documentation purposes at the local level. A single training record notation will be added indicating completion of both courses. This information should be sent to the attention of the New York State Office of Fire Prevention and Control, Fire Services Bureau, Standards Unit, 99 Washington Ave. Suite 500, Albany, N.Y. 12231.

Please contact Deputy Chief James Cable at 518-474-6476 with any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Floyd A. Madison".

Floyd A. Madison
State Fire Administrator
Office of Fire Prevention and Control