



West Plains Fire Department
West Plains Area Fire Academy
Hybrid Fire Recruit Academy

Dear Applicant,

Thank you for your interest in the West Plains Fire Department Fire Recruit Academy. Please take a moment to read this packet thoroughly. Please complete the entire packet before returning it to the following address:

West Plains Fire Department
Attn: Lt. Alex Brooks
1901 Kissinger St
West Plains, MO 65775

Listed below are the upcoming academy start dates and the application deadlines for the year(s) of 2026:

ACADEMY #	START DATE	APPLICATION DEADLINE
26-05	March 02, 2026	February 10, 2026

The **completed** application must be submitted on or before the Application Deadline. You will be notified by letter regarding your admission status to the Fire Recruit Academy. **EVEN THOUGH THE APPLICATION IS OPEN TO THE PUBLIC, ONES THAT SUBMIT AN APPLICATION THAT ARE ALREADY AFFILIATED WITH A FIRE DEPARTMENT WILL BE SELECTED FIRST.**

The Fire Recruit Academy program will be physically demanding as well as academically challenging on all levels. Applicants should be able to perform the job duties of an entry level firefighter without special provisions. The student must understand that the Missouri division of Fire Safety does not allow the use of open book for certification, but offers reasonable and appropriate accommodations for the written examinations for those persons with documented disabilities, as required by the Americans with Disabilities Act (ADA)

Recruits that are already a member of any other fire department(s), must have the Fire Chief Authorization form completed for each department. This form must be turned in with the academy application.

Please note: Seats are awarded on a 'first come, first served' basis. Class size will be held strictly to a maximum 20 recruits. Admission to the Fire Academy is based upon a highly competitive process.

For further assistance, please contact Lt. Alex Brooks at 417-256-2424 or email at alexzander.brooks@westplains.gov. Again, thank you for your interest in our program.

Sincerely,

Lt. Brooks
Academy Coordinator

Course Specifics

Length of Course:	Fire Academy 16 Weeks		
Course Tuition Fee:	Fire Academy: Currently no applicable tuition fees. Tuition fees include Academy T-Shirt, books, and facility fees.		
State Exam Fee:	None		
Class Schedule:	Hazmat awareness and operations curriculum/skills/testing 03/02/26 to 03/28/26 Firefighter 1&2 Curriculum/skills/testing- 03/30/26 to 06/12/26 Vehicle Extrication- TBD Live Fire skills- TBD End of class projected 06/30/26 All of these times are subject to change due to weather, unpredicted events, and Comprehension of material.		
Class Limit:	20 Cadets (Maximum Occupancy)		
Academy Coordinator:	Lt. Alex Brooks		
Director:	Fire Chief Chris Sterner		
Assistant Instructors:	Assistant Fire Chief Wayne Cormier Lt. Bud McMillen Lt. Dylan Summers Others may be added.		
Phone Number:	417-256-2424		
Required Firefighting Equipment:	Bunker Coat Helmet Nomex Hood	Bunker Pants Gloves	Suspenders Bunker Boots

Firefighting equipment may be provided if unable to obtain.

Uniform: Uniform for the academy will consist of NAVY – BDU/Cargo style pants and appropriate footwear
PROVIDED BY RECRUIT, along with Academy provided t-shirt.

NOTE:

The West Plains Area Fire Academy/Fire Recruit Academy requires the applicant to provide proof of the following:

- Proof of High School Diploma and official high school transcript or G. E. D. scores
- Certified Copy of birth certificate
- Copy of Driver's License
- Proof of Honorable Discharge from the military DD 214 (if applicable)
- NIMS ICS 100, 200, 700, 800
- TIMS- Traffic Incident Management System

Seats are guaranteed only to those who meet the criteria and have COMPLETED applications and forms in our office on or before the application deadline.

Failure to meet all criteria requested could result in non-admission to the academy, delay in acceptance or

acceptance to the next available academy class. Falsification of information will result in non-admission or dismissal from the academy without refund of tuition. If you have any questions or need further assistance, please call 417-256-2424

**APPLICATION FOR ADMISSION TO THE
WEST PLAINS AREA FIRE ACADEMY
FIRE RECRUIT ACADEMY**

Academy number for which you are applying: _____

Applicant Information:

Name: _____
 Last First Middle

Address: _____

 City State Zip County

Home Phone: _____ Business Phone: _____

Email Address: _____

Date of Birth: _____ Driver's License # _____ State: _____

Emergency Contact: Name: _____ Relationship: _____

Phone Number: _____

T-Shirt Size: _____ Short Sleeve _____ or Long Sleeve _____

Medical Conditions/Religious Accommodations:

Please list any allergies you have. (Food, insect, medication) or any additional medical information you wish to disclose. Please include any religious accommodations you may need such as dietary requirements, attire, etc. Your safety is our priority. Knowledge of this will help us recognize potential problems before they become serious.

Education:

Please check all spaces that apply to you:

GED____ High School Diploma _____ Previously attended college _____ Associate Degree or Higher _____

Please list any special training or noteworthy achievement you have received: (i.e., Previous fire certifications Etc.)

Have you served in the Armed Forces? _____ Yes _____ No

Branch of Service _____ Final Rank: _____

Date Entered: _____ Date Discharged: _____ Type of Discharge: _____

Have you served or volunteered with any type of Fire Department or EMS Service?

Do you have EMS certification? ____ EMR ____ EMT ____ Paramedic ____ None

Please explain below why you chose to apply to the West Plains Area Fire Academy and why you chose a career in firefighting. Use an extra sheet of paper if needed.

The Following Classes will be offered through each recruit academy program. Please indicate which classes you will need to obtain a certificate for.

Hazardous Materials: ____ Awareness ____ Operations

Firefighter: ____ Level I ____ Level II

Certification:

I certify that the above answers are true, complete and correct to the best of my knowledge. I further certify that I am, to the best of my knowledge free from any medical condition or learning disability, which would prohibit me, both physically and/or academically, from participating in all activities required by the Missouri Division of Fire Safety and West Plains Area Fire Academy.

Date: _____ Signature: _____

For Office Use Only

Application Received _____ Accepted: ☐ Yes ☐ No Date: _____

West Plains Fire Department gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin. Gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). West Plains Fire Department respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

West Plains Fire Department Area Fire Academy

Rules & Regulations

ATTENDANCE

- Sessions will begin promptly at assigned times. Recruits are required to arrive in the classroom no later than 15 minutes before the session begins every evening/morning unless otherwise instructed.
- Full attendance is required at all scheduled dates/times unless otherwise excused by the scheduled instructor and/or the academy coordinator. A permanent record of all absences and tardiness on the class roll will be maintained.
- Recruits will be required to make up any classroom session time missed. It is the responsibility of the recruit to schedule the makeup time with the scheduled instructor for missed session.
- Practical Skills Training occurs at 08:00 am every Saturday morning. This is a MANDATORY activity.
- No absences are allowed during practical skills training at the training facility, West Plains Fire Department or state required skills. If absent during any skill, recruit will have one opportunity to make the skill up or recruit will not graduate with his/her class. It will be the responsibility of the recruit to reschedule the missed practical skills date with the scheduled instructor and other recruits for assistance if multiple recruits are needed.
- Any accumulation of tardiness and/or absenteeism that is deemed unacceptable by the Academy Coordinator **may** result in immediate dismissal from the academy.

APPEARANCE

- Recruits are required to wear the approved uniform to all sessions and academy activities unless otherwise directed by an instructor or academy coordinator. Uniforms will be clean, fresh in appearance.
- Sunglasses will be removed while in the classroom and at no time will they be worn on top of the head or around a hat.
- Jewelry that may be worn is limited to a wedding ring, medical alert jewelry and watch only. Earrings, body piercings of all sorts (i.e., nipple, nose, eyebrow piercing, etc.), necklaces, bracelets, etc. will not be allowed to be worn during practical skills evolutions at any time.
- Facial Hair is limited to a neatly trimmed mustache that does not extend below the corner of the mouth. Beards or facial hair that interferes with the face piece seal shall be prohibited for members required to use respiratory protection (NFPA 1500). Recruits must follow this rule for every class day.
- Sideburns will not extend below the middle of the ear lobe. Male recruit's hair is to be kept short, neatly trimmed in a manner that does not touch the ear or the shirt collar.
- Recruits with longer hair will wear their hair pulled back during practical skills evolutions. No haircuts or hair color that draws undue attention, such as Mohawks, unnatural colors, etc. will be tolerated.
- Make up may be worn in moderation so as to not affect the SCBA face piece seal.

CLASSROOM DEMEANOR

- Recruits must be always attentive in the class and pay attention to the instructor. Proper respect will be always shown to instructors/recruits.
- Recruits do not to speak without first raising a hand and being recognized by the instructor.
- Recruits are allowed to bring food or drinks into the classroom. Trash and recyclables will be disposed of correctly. Proper care while eating or drinking should be a high priority to limit any mess. (E.g., Spills, crumbs, etc.)
- Cellular telephones, radios and pagers can be turned on, but need to be on silent while in the classroom. Texting is prohibited. These devices interfere with the rights of other recruits to receive instruction and their use in the classroom will not be tolerated. Intentional disregard of this rule may result in the dismissal of the offending recruit(s) from the academy. Recruits can be contacted in emergencies through the West Plains Fire Department at 417-256-2424.
- Behavior that is deemed disruptive to other students or disrespectful to instructors, academy staff, Guest Speakers, West Plains Fire Department employees, or interferes with classroom instruction will not be tolerated and could result in dismissing the offending recruit from the session. Continuous disruptive behavior could result in dismissing the offending recruit from the academy.

ACADEMIC REQUIREMENTS

- Recruits will be required to complete chapters assigned prior to practical skills days.
- Formative academic quizzes will be given at the end of every chapter. Summative tests will be given at the end of firefighter 1, firefighter 2, hazmat awareness and hazmat operations. These tests are mandatory and will make up your GPA. Formative quizzes are weighted 5% of your final GPA.
- A minimum passing score of 70% must be obtained on all tests.
- The Fire Recruit Academy allows two failed weekly tests during the academy. If the recruit fails 3 weekly (periodic) tests or fails the same test twice, the recruit shall be dismissed from the academy and will need to make contact with the lead coordinator for further instruction.
- The final exam will be given in two parts. The Firefighter 1 exam, consisting of 100 questions, will be given at the end of the Firefighter 1 portion. The Firefighter 2 exam, consisting of 100 questions, will be given at the end of the Firefighter 2 portion. Failure of either exam twice will result in the recruit forfeiting his/her opportunity to sit for the Missouri Division of Fire Safety Exam(s).
- **Cheating in all forms will not be tolerated. A recruit caught cheating will be dismissed immediately from the Academy. Suspicion of cheating will be quickly investigated and dealt with accordingly.**
- Fire Recruit Academy also uses a points system to keep track of recruits who are not in compliance with academy rules. Points will be given to recruits that are not in compliance and when a recruit has accumulated 12 points the recruit may be dismissed from the academy. The points are given as follows:
 - Failed weekly test = 4 points
 - Unexcused absence = 4 points
 - Unexcused tardiness = 3 points
 - Conduct points given according to severity of incident.

GENERAL

- The Fire Recruit Academy consists of a multitude of strenuous activities therefore a recruit must/needs to be physically fit at all times.
- Disrespect toward an instructor, WPFDFRA Staff member, or guest speaker will not be tolerated.
- Recruits are to always address all instructors in a respectful manner.
- Tobacco products of any sort are not allowed in academy facilities, on campus or City of West Plains property or property utilized by the academy for training. This includes but is not limited to smoking products, electronic smoking devices of any kind and smokeless tobacco of any sort.
- Violations of academy rules, the Code of Ethics (given below), or any conduct unbecoming a firefighter recruit may result in dismissal from the academy.

▪ **CONDUCT DURING APPLICATION PHASE**

Should I, _____, become involved in any aspect of the criminal justice system or act inappropriately from the time the acceptance process begins until the time the academy ends, I the applicant will notify the Academy Coordinator at once. The Academy Director will review the circumstances to determine if I have acted in a manner unbecoming a future firefighter or acted in a manner which violates the law or Firefighter Code of Ethics. A violation may result in non-acceptance or dismissal from the academy.

FIRE FIGHTER CODE OF ETHICS: As a **firefighter**, (or applicant) my fundamental duty is to serve humankind; to safeguard lives and property.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the rules and regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. I will perform my duties without fear or favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the fire service. I will constantly strive to achieve these objectives and ideals, dedication myself before God to my chosen profession...fire prevention and suppression.

By signing this document, I certify that I have read, understand, and agree to abide by the rules, regulations, and code of ethics above. I am aware that failure to abide by these rules may result in my non-acceptance or dismissal from the training which I am seeking.

Applicant signature

Date

Fire Chief Authorization Form

I _____, Fire chief of the _____;
(Print Name) (Print Department Name)
hereby give authorization for _____ to attend The
(Print Recruit Name)
West Plains Area Fire Recruit Academy.

(Signature)

(Date)

Fire Gear Use Authorization Form

I _____, Fire chief of the _____;
(Print Name) (Print Department Name)
hereby give authorization for _____ to use fire
(Print Recruit Name)

gear issued by my department during The West Plains Area Fire Recruit Academy. I also verify that our gear meets 2008 NFPA 1851 (Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximal Fire Fighting) standard.

(Signature)

(Date) _____

FERPA Privacy Release of Information Form

The Family Educational Rights and Privacy Act of 1974 protects your educational records from being accessed by a third party. Because of your employment status, the Fire Department that sponsors you, departments considering you for employment, or department housing you during this academy requires access to all records.

This form, with your signature, allows us permission to release this information. This is not intended to give parents, spouses, or other person's permission to obtain this information regardless of tax dependent status.

Please read, sign and date below. Return to West Plains Fire Department/Fire Recruit Academy for our records.

I, _____ give West Plains Fire Department/ Fire Recruit Academy permission to release pertinent information to Fire Department(s). I understand that this release does not allow the release of protected information to parents, spouse, or other persons regardless of tax status or financial responsibility.

This releases West Plains Fire Department from FERPA restrictions regarding reports given to various Fire Departments.

Print full name

Date of birth

Signature

Date