



City of Marlborough
FIRE DEPARTMENT

W/#9

Ricky A. Plummer
Chief of Department

Stanley Clement
Deputy Chief

Ron Ayotte
Deputy Chief

James Diamond
Deputy Chief

Fredrick Flynn
Deputy Chief

December 29, 2010

The Honorable Nancy E. Stevens, Mayor
City of Marlborough
140 Main Street
Marlborough, MA 01752

Re: FY2011 SAFE Grant

Dear Mayor Stevens,

Attached please find documentation in support of a grant in the amount of \$6,515.00 which has been awarded to the Fire Department through The Commonwealth of Massachusetts Executive Office of Public Safety.

The SFY 2011 S.A.F.E. Grant has been approved for funding and granted to the Marlborough Fire Department in order to provide student awareness of fire education programs as outlined in the application.

In accordance with Massachusetts General Laws, Chapter 44 Section 53A this grant was applied for and accepted by the Fire Department but in order for it to be expended for the purposes of the grant, the Mayor must recommend and the City Council must vote to approve the expenditure.

I would ask that this information be placed on the next council agenda, and that you recommend and ask the City Council to approve the expenditure of these funds for the purposes of the grant by the Fire Department.

Thank You,

Ricky Plummer
Fire Chief



DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LT. GOVERNOR

MARY ELIZABETH HEFFERNAN
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services

P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775

(978) 567~3100 Fax: (978) 567~3121



STEPHEN D. COAN
STATE FIRE MARSHAL

December 10, 2010

Chief Ricky Plummer
Marlborough Fire Department
215 Maple Street
Marlborough, MA 01752

Dear Chief Plummer:

I am pleased to inform you that your FY 2011 Student Awareness of Fire Education (S.A.F.E.) grant application has been approved for funding. The Marlborough Fire Department has been awarded \$6,515.00 in state funds. As advised by the State Comptroller's Office, this award reflects a reduction by the amount of any unspent FY'09 funds that your department reported on the FY'11 grant application. FY'09 funds should be expended along with the current award to support this year's S.A.F.E. Program.

Fire departments may begin to incur costs upon receipt of this award letter. Funds will be electronically distributed on or about January 14, 2011. Please be sure to alert your treasurer and to check with them to ensure receipt of the funds.

All grantees are required to submit the FY 2011 year-end report to the Department of Fire Services (DFS) by the end of calendar 2011. If there are any unexpended funds, the grantee will be able to apply for one 6-month extension. At the close of the single 6-month extension, all unexpended funds must be returned to the Commonwealth unless further extended by DFS.

We appreciate your cooperation throughout the application process and congratulate your department for taking advantage of this opportunity to secure funds. This program combined with other fire education and prevention initiatives lead to an all time record low fire deaths in 2009.

If you have any questions please feel free to contact Jennifer Mieth at (978) 567-3381 or the S.A.F.E. staff at (978) 567-3388.

Sincerely,

Stephen D. Coan
State Fire Marshal

**CITY OF MARLBOROUGH
NOTICE OF GRANT AWARD**

DEPARTMENT: Fire DATE: December 29, 2010

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Ricky Plummer, Fire Chief

NAME OF GRANT: SFY 2011 Student Awareness of Fire Education Grant

GRANTOR: Commonwealth of Massachusetts

GRANT AMOUNT: \$6,515.00

GRANT PERIOD: 12 months

SCOPE OF GRANT/ Annual Student Awareness of Fire Safety Programs

ITEMS FUNDED Educational materials for various fire safety programs, lectures,
school visits, open house, seasonal safety awareness programs.

IS A POSITION BEING
CREATED: No

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? _____

ARE MATCHING CITY
FUNDS REQUIRED? No

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:

IF MATCHING IS MONETARY PLEASE GIVE ACCOUNT NUMBER AND DESCRIPTION OF CITY FUNDS TO
BE USED:

ANY OTHER EXPOSURE TO CITY?
No

IS THERE A DEADLINE FOR CITY COUNCIL APPROVAL: Grant expiration January 14, 2012

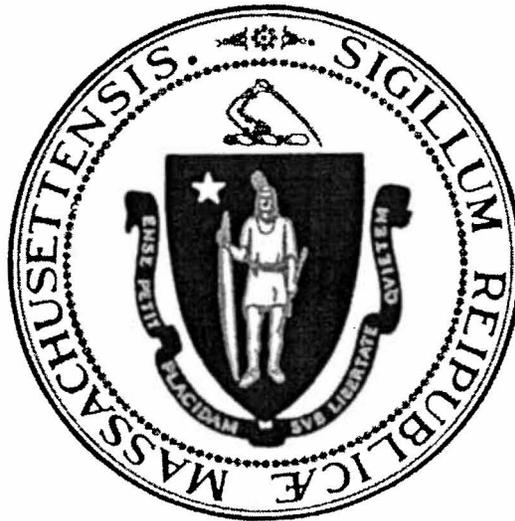
**DEPARTMENT HEAD MUST SUBMIT THIS FORM, A COPY OF THE GRANT APPROVAL, AND A COVER
LETTER TO THE MAYOR'S OFFICE REQUESTING THAT THIS BE SUBMITTED TO CITY COUNCIL
FOR APPROVAL OF DEPARTMENT TO EXPEND THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT**

FY11

EXECUTIVE OFFICE OF PUBLIC
SAFETY & SECURITY

DEPARTMENT OF FIRE SERVICES

STUDENT AWARENESS OF FIRE EDUCATION
GRANT APPLICATION FY 2011



Deval L. Patrick
Governor

Mary Elizabeth Heffernan
Secretary of Public Safety & Security

Timothy P. Murray
Lieutenant Governor

Stephen D. Coan
State Fire Marshal

DEPARTMENT OF FIRE SERVICES
P.O. BOX 1025 – STATE ROAD
STOW, MASSACHUSETTS 01775
Telephone: (978) 567-3380
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Table of Contents

Purpose.....	2
Program Grants	2
Planning Grants	2
Joint Applications	3
Elements of a Successful S.A.F.E. Program	3
Eligibility.....	6
Selection Process	6
Program Grants Pass/Fail Requirements	6
Planning Grants Pass/Fail Requirements	7
Method Used to Allocate the Grant Awards	7
Scoring Criteria.....	8
Program Period	10
Submission Requirements	10
Deadline for Submissions	11
Reporting Requirements	11
Unexpended FY 2010 Funds	11
Unexpended FY 2009 Funds	11
Compliance Reviews	11
Contact for Information.....	11
Award Process	11
How to Complete the S.A.F.E. Grant Application.....	11
Use of Funding and Budget Information	15
S.A.F.E. Program Grant Application.....	17-26
S.A.F.E. Planning Grant Application.....	17-19 and 28-29
Program Grant Score Sheet.....	26
Planning Grant Score Sheet.....	28
Joint Application Agreement.....	30

Fiscal Year 2011 S.A.F.E. Grant Application

Purpose:

The Student Awareness of Fire Education (S.A.F.E.) program was established in Fiscal Year 1996 in an effort to educate students about the fire and health hazards of smoking-related materials. The program's mission is to provide students with the knowledge base to recognize the dangers of fire, including the fire hazards that smoking-related materials pose. The core of the S.A.F.E. Program has been and will continue to be school-based. Because learning occurs at all ages, and is not limited to pupils who attend school, as of fiscal year 2006, S.A.F.E. funds can now be used to implement community fire and life safety education programs outside of school buildings. S.A.F.E. is implemented by firefighters who have special training in teaching fire and life safety.

The S.A.F.E. educator serves as a role model for impressionable youth while providing students with firsthand knowledge of the dangers associated with fire, age-appropriate information on preventing and surviving those fires that occur, and through a core school-based program, to effect a change in the behavior and the safety of the community at large.

The S.A.F.E. Program is designed to create a partnership between the school and fire departments, working together to reach the goals and objectives of the state's Curriculum Frameworks and the Common Core of Learning by teaching the Key Fire Safety Behaviors in the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook*, and by modeling teamwork for the students.

Program Grants:

If a fire department/district had an active Student Awareness of Fire Education Program in any of the Fiscal Years 2002-2009, they may apply for a Program Grant. Active is defined as having received a S.A.F.E. Grant in at least one of those years. Otherwise the fire department is eligible to apply for a Planning Grant only.

Any application scoring less than 25 points will only be considered for a planning grant.

Planning Grants:

Any fire department/district that did not have an active S.A.F.E. Program in Fiscal Years 2002-2009 will be eligible to apply for a Planning Grant. The goal is to assist the fire department/district to be prepared to implement a full program and be able to meet the requirements for a Program Grant the following year.

Effective in FY 2009, a city, town or fire district is only eligible to receive a single year planning grant. In future years communities or fire districts that wish to apply for additional planning grants will need to describe what extenuating or unusual circumstances prevent them from applying for a program grant in a second or future year. Decisions on subsequent year funding for additional planning grants will be at the discretion and approval of the fire marshal.

Fiscal Year 2011 S.A.F.E. Grant Application

Joint Applications for Program Grants

Fire departments or fire districts may submit joint applications to pool funds for regional programs. A single fire department or fire district can submit an application on behalf of their community and/or fire district in collaboration with other communities and/or fire districts. Each applicant must complete and submit a copy of pages # 17 and 18, Community Data Sheets. Total grant awards will be the sum of the individual amounts for which each city, town or fire district is eligible.

Each community or fire district receiving services from another entity will need to sign the Joint Application Agreement (pages 30-32) to that effect and will not be eligible to receive any other S.A.F.E. program funding for the same grant period.

Joint Applications for Planning Grants

Joint grant applications will be accepted from multiple communities or fire districts for a single year planning grant to establish a regional program. Total amount of the planning grant for the multiple jurisdictions will be equal to a single planning grant for any city, town or fire district. All cities, towns or fire districts will need to sign and submit the agreement that they wish to be included in the regional application.

Elements of a Successful S.A.F.E. Program:

- A. Joint Planning** - S.A.F.E. requires collaborative effort among the fire service, educators, and other outside agencies.
- B. Written Agreement** – In order to implement S.A.F.E., a written agreement between the fire department and school officials is required. All parties must sign the mission statement included in the application section demonstrating each agency's commitment to S.A.F.E. and to achieving the goals outlined in the application.
- C. Firefighter/Educator Selection** – The high quality of the educator is the foundation of the S.A.F.E. Program.
- D. Firefighter/Educator Training** – The success of the lessons delivered and the partnership with the school relies on well-trained educators. S.A.F.E. educators must be properly trained in classroom management and presentation techniques in order to be credible in the classroom. The skills developed as a result of the training provided to educators by the Massachusetts Firefighting Academy (MFA) will ensure program consistency and quality. Every S.A.F.E. program should have a lead educator that has completed the MFA's 5-day *Public Fire and Life Safety Educator* course or plans to enroll the lead educator as part of the grant application

The course provides training in classroom management techniques, child and adult development, lesson planning, public speaking, and program evaluation skills. Through these instructions, the educator will develop a working knowledge of

Fiscal Year 2011 S.A.F.E. Grant Application

existing fire safety education curricula, trends, theories and the Department of Education's curriculum frameworks.

- E. Curriculum** – A core curriculum for the S.A.F.E. program consists of any nationally recognized fire safety curriculum or any suitable combination of nationally recognized curricula. The program should contain a segment concentrating on the dangers associated with fire, the result of the improper use and disposal of smoking-related materials, and discussion of the harmful effects of smoking-induced illness from the EMT/Firefighter perspectives. The *Massachusetts Fire and Safety Education Curriculum Planning Guidebook* is available to the educator. The *Guidebook* outlines the key fire safety behaviors by age group. Please specify the key fire safety behaviors you will be teaching to each age group in your goals and objectives and on your activity sheet.
- F. Classroom Instruction** – School-based programs must be the core of a successful S.A.F.E. Program. Other activities such as reaching parent organizations are recognized as supporting the core program. Individual classroom instruction is more effective than assembly-type programs. While assembly or auditorium style presentations are sometimes the only option the school offers, they are less effective and thus discouraged except in combination with individual classroom visits with the same students. Programs that reach the same students multiple times are most effective as more key fire safety behaviors can be taught and reinforced in multiple visits than in a single visit or in a large assembly. Programs that use their resources to reach a larger percentage of the school-age population have a greater impact in their community. **One-half of the budget must be devoted to the core school-based program.** Priority will be given to programs that: provide classroom-based instruction; have multiple contacts with individual students; reach a larger percentage of the school-based population; and clearly articulate the key fire safety behaviors that will be taught at each grade level.
- G. Student Evaluation-** All S.A.F.E. programs must include a method of conducting and documenting student evaluations. Recognizing that in most communities there is not time or resources to conduct a thorough evaluation of each grade, fire and school departments are encouraged to select one grade and consistently evaluate that grade from year to year. Written results must be summarized in the required year-end report. Please submit a copy of the evaluation instrument you plan to use with the grant application (test, rubric, checklist, etc.). Evaluation can take the form of:
- written pre and post-tests;
 - post-tests only;
 - homework assignments (evaluated by a checklist or rubric);
 - essays (evaluated by a checklist or rubric);
 - completed home escape plans (evaluated by a checklist or rubric); or
 - written documentation of successful demonstration by each student of a key behavior (e.g., so that you can summarize how many students successfully demonstrated stop, drop and roll, how many required coaching, and how many did not demonstrate at all.)

Use of New 3rd Grade Evaluation Tool

In 2010, the Department of Fire Services delivered to the fire service a 3rd Grade Evaluation Tool. Communities are encouraged to use this tool in order to develop a consistent statewide evaluation of the S.A.F.E. Program across the state. If you plan to use this, please attach a copy with your application and indicate on your activity worksheet.

- H. Firefighter/Educator Evaluation** – Procedures to monitor and evaluate the S.A.F.E. educator’s classroom performance are important to the success of the S.A.F.E. Program and must be included. This helps to ensure that the S.A.F.E. curriculum is presented accurately and effectively and that it is adequately tied into curriculum framework objectives. Educator and course evaluations must be utilized to assess presentation, content, and educator effectiveness. Teacher feedback on specific lesson plans or presentation styles is an important component of the collaboration. Please submit a copy of the instructor evaluation tool you plan to use.
- I. Informal Educator/Student Interaction** – In addition to formal classroom teaching, S.A.F.E. educators need to spend time interacting with students informally. This provides students with an opportunity to become acquainted with the firefighter. The firefighter becomes a trusted friend and mentor; someone a student can turn to if he or she is experiencing difficulty.
- J. Teacher Orientation** – In order to function effectively in the classroom, the educator needs the support and understanding of teachers. S.A.F.E. educators need to meet with teachers to explain their role and to discuss how they can work together to reach the program’s objectives. Knowing the classroom teacher’s learning objectives can help the S.A.F.E. educator integrate the lesson into what is currently happening in the classroom.
- K. In-Service Training** –The program will provide opportunities for regular in-service training for the S.A.F.E. educator. The emphasis on continued training ensures that the skills are reinforced and the S.A.F.E. educator is kept informed of the latest teaching methods and program initiatives. The Department of Fire Services is planning to conduct a series of single and multi-day workshops. In addition to skill development, these workshops will provide an opportunity for on-going program evaluation and peer review of implementation techniques.
- L. Community Presentations** – Firefighters, educators and others committed to the success of this effort must ensure that the program is visible and widely accepted. The intent is to promote community understanding, acceptance and support by establishing coalitions that are essential for S.A.F.E.’s successful implementation. While the classroom-based program is at the core, programs that include parents, grandparents and the larger community in supporting the classroom-based program can be key to its success.

Fiscal Year 2011 S.A.F.E. Grant Application

M. Policy Initiative – Fire departments, school departments, local boards of health and councils on aging are encouraged to collaborate whenever appropriate to promote fire safe environments.

N. Role Model – Because S.A.F.E. educators are role models for impressionable youth, care should be taken that students do not see those few remaining firefighters who smoke in the act of smoking while on-duty or in uniform whether it be near the fire station, the school, or out in the community.

Eligibility:

Any city or town whose fire department or fire district had a S.A.F.E. Program Grant in any of the Fiscal Years 2002-2009 and is committed to working with school systems, public health and other community agencies to develop a well conceived and coordinated fire safety education program *is* eligible to apply for the Program Grant. This program should include the fire, burn and health hazards associated with the unsafe use and disposal of smoking materials, match and lighter safety, and both prevention and survival of fires started by smoking materials. Fire departments with ongoing programs may utilize grant resources to enhance their current efforts by adhering to the S.A.F.E. program's guidelines. Fire departments/districts that are not eligible for a Program Grant may apply for a Planning Grant.

Selection Process:

The Office of the State Fire Marshal will designate a team to review the grant applications.

Several items will be required on a pass/fail basis for applications to be considered. Applications that fail to include any one of these items will be returned. The applicant will have one week to provide the required information or the application will not be considered.

Pass/Fail Requirements

Pass/Fail Requirements for the *Program Grant*:

1. Have all due **past S.A.F.E. Year-End Reports been completed and submitted?**
2. Have authorized representatives from both the **school** and fire departments **signed the mission statement**, thus attesting to a joint planning process and commitment to work to achieve the goals outlined in the application?
3. Are the **key fire safety behaviors** to be **taught at each grade level** listed?
4. Is the fire risk of **smoking materials** (cigarettes, pipes, lighters, matches, etc.) one of the key fire safety behaviors addressed?

Fiscal Year 2011 S.A.F.E. Grant Application

5. Does the application provide the name of an active **S.A.F.E. educator** who either holds a teaching certificate or **has completed or is enrolled in the Massachusetts Firefighting Academy's 5-day Public Fire and Life Safety Educator (PF&LSE)** course?
6. Does the budget justification show that a minimum of **50% of the budget supports a school-based program**?
7. Does the grant detail how student **evaluation** will be documented? Is a copy of the evaluation instrument attached?

Each application will be scored based on an objective score. Any application scoring less than 70 points will not be awarded the full amount the community would otherwise be eligible for. Any application scoring less than 25 will be considered for a Planning Grant only.

Pass/Fail Requirements for the *Planning Grant*:

1. Does the application provide the name of an active S.A.F.E. educator who either holds a teaching certificate or **has completed or is enrolled in the Massachusetts Firefighting Academy's 5-day Public Fire and Life Safety Educator (PF&LSE)** course?
2. Do the program narrative and activity worksheet outline one specific school-based program (such as classroom visit, fire safety house visit, assembly program) and one community program (such as an open house)?

Method Used to Allocate the Grant Awards

Planning Grants

Fire departments or fire districts that have not had an active Student Awareness of Fire Education Program in any of the Fiscal Years 2002-2009 are eligible to apply for a Planning Grant only. Planning grants will be awarded based on available funds. It is anticipated that \$1,500 will be the award for planning grants. Planning grants can be awarded once, and then fire departments/fire districts must apply for program grants.

Program Grants

Program grants will be awarded using a tier system based on a community's population in the 2000 U.S. Census.

Tier	Amount	Population
1	\$2,600	0-4,999
2	\$3,500	5,000-14,999
3	\$4,100	15,000-29,999
4	\$5,200	30,000-49,999
5	\$6,500	50,000-89,999
6	\$10,200	90,000-499,999
7	\$13,600	Over 500,000

Fiscal Year 2011 S.A.F.E. Grant Application

- Name of active S.A.F.E. educator who will complete the PF&LSE class by June 30, 2011 = 25 points
- Name of active S.A.F.E. educator who has completed 12 -hour Public Education Presentation class = 5 points

School-Based Program Organization 40 points

Presentation Style: 20 Points

- Assembly/Auditorium Presentation = 5 points
- Combination Assembly and Classroom Presentations = 12 points
- Individual Classroom Presentation = 20 Points

Multiple Student Contacts – 10 Points

- 1 contact per student = 2 points
- 2 contacts per student = 5 points
- 3 contacts per student = 8 points
- 4 or more contacts per student = 10 points

Breadth of Program- 10 points

- Less than 10 total classroom visits or 20% of the student population reached through classroom presentations = 2 points
- 11-25 total classroom visits or 40% of the student population reached through classroom presentations = 4 points
- 26-50 total classroom visits or 60% of the student population reached through classroom presentations = 6 points
- 51-75 total classroom visits or 80% of the student population reached through classroom presentations = 8 points
- More than 76 total classroom visits or more than 80% of the student population reached through classroom presentations = 10 points

Evaluation 25 points

- Document the method of conducting student evaluations =Range 0-10 points
- Document the method of conducting educator evaluation =Range 0-10 points
- Using the S.A.F.E. 3rd grade evaluation tool = 5 points

Fiscal Year 2011 S.A.F.E. Grant Application

A copy of the Program Grant Score Sheet that will be used by the reviewers is attached to this document.

Funding of your S.A.F.E. Grant will be contingent, among other items, upon the following:

For Program Grants

1. Your completion of any outstanding Year-End Reports.
2. Your partnership with schools or other agencies involved with your target audience.
3. Your program must address the fire risk of smoking materials.
4. Your program must list the key fire safety behaviors to be taught by age group.
5. Your program must be at least 50% school-based.
6. One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course by June 30, 2011.
7. Your program must include a method for documenting student and educator evaluations.

For Planning Grants

1. One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course by June 30, 2011.
2. Your program must have one school-based and one community-based activity.

Program Period

The grant award funds shall be expended within 12 months of the date of the award letter and the required reports submitted within 14 months.

Submission Requirements:

Submit an **ORIGINAL** and **TWO COPIES** of your completed application. A team designated by the Office of the State Fire Marshal will read and score the applications. Applications **must be received** no later than **5:00 PM on Friday, September 17, 2010** by mail or hand delivery to:

Department of Fire Services
P.O. Box 1025, State Road
Stow, MA 01775
ATTN: 2011 S.A.F.E. Program

Please **do not include** any additional pages or materials to the applications that are not otherwise specified. **Do not bind the grant applications** and **do not attach the instruction sheets**. **Faxed applications are NOT acceptable.**

Please note: Electronic submissions of the application will not be accepted due to the original signature requirement.

THE APPLICATION IS AVAILABLE ON-LINE AT OUR WEBSITE

www.mass.gov/dfs

Fiscal Year 2011 S.A.F.E. Grant Application

Deadline for Submissions:

NO EXTENSIONS for submission of applications will be granted. Applications must be received by **5:00 PM on Friday, September 17, 2010.**

Reporting Requirements:

All grantees will be required to submit the FY '11 year-end report by the end of calendar 2011. If there are any unexpended funds, the grantee will be able to apply for one 6-month extension. At the close of the single 6-month extension, all unexpended funds must be returned to the Commonwealth unless further extended by the Department of Fire Services.

Unexpended Grant Funds FY 2010 Funds

The time period to spend Fiscal Year 2010 S.A.F.E. grant funds will expire on January 31, 2011. At that time, grantees will be able to apply for one 6-month extension to spend those funds. At the close of the single extension to August 1, 2010, all unexpended funds must be returned to the Commonwealth unless further extended by the Department of Fire Services.

Unexpended Grant Funds FY 2009 Funds

In accordance with guidance from the Commonwealth's Comptroller, the time period to spend Fiscal Year 2009 (or any prior year) balance has expired. Any unexpended FY 2009 (or prior year) funds will be deducted from FY 2011 awards.

Compliance Review

The Department of Fire Services will be conducting compliance reviews to ensure that communities are complying with the requirements of the S.A.F.E. Program and to provide technical assistance. These compliance reviews may be conducted over the telephone or in person and may involve requesting additional documentation beyond the year-end reports.

Contact:

For assistance in the conceptualization or formulation of your program or application, please contact Jennifer Mieth at Jennifer.Mieth@state.ma.us or on the telephone at (978) 567-3381.

Award Process:

After all applications are reviewed and scored, award recommendations will be made to the State Fire Marshal. The Marshal's decision will be final. All award letters and contracts will be mailed to grantees on or about November 19, 2010. Once the contract is finalized by DFS the grant funds will be electronically distributed to grantees. The grant award funds shall be expended within 12 months of the date of the award letter.

How to Complete the S.A.F.E. Grant Application:

*Note: An application may be completed using a computer **but must adhere** to the following format. (See page 28 if you are only applying for a Planning Grant.)*

Fiscal Year 2011 S.A.F.E. Grant Application

1. Cover Sheet – includes applicant information and community and school demographic information.

Applicant's Information: Include the Applicant's Name, Title, Organization Name, Mailing Address, City, State, Zip Code, Business Telephone, Business Fax Number, Email and FDID Number.

Community Demographics: Include the community's total population as provided by the Department of Fire Services from the 2000 U.S. Census, the total school enrollment in grades K-12, separated by public and private (the school superintendent's office can help with the school enrollment figures), the number of schools by type (elementary, middle, high) broken out by public and private. List any other high-risk population targeted by your program (i.e. number of senior citizens.) Applications without this information will be considered incomplete and returned to the applicant.

Trained S.A.F.E. Educator: Provide the name of either:

- the lead S.A.F.E. educator who has completed the Mass. Firefighting Academy's *Public Fire and Life Safety Educator* course or;
- the name of the lead S.A.F.E. educator who will complete the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course by June 30, 2011 or;
- the name of the lead S.A.F.E. educator who has completed the Massachusetts Firefighting Academy's 12-hour *Public Education Presentation* course.

Amount Requested: Program grants will be awarded using a tier system based on a community's population in the 2000 U.S. Census. The Department of Fire Services has provided a list of fire departments/fire districts and the eligible amounts.

Those applying for a planning grant should request \$1,500, however actual awards will be determined based on available funds.

Type of Grant Requested: Planning or Program Grant or Joint Application (described on pages 2-3)

Authorized Signature: Signature of Chief Executive Officer or designated fire official authorizing this application.

2. Signed Mission Statement – a designated official from your respective fire and school departments must sign the S.A.F.E. mission statement that appears on page 19. By signing this statement, your community pledges to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives and acknowledges a joint planning process.

Fiscal Year 2011 S.A.F.E. Grant Application

3. Program Goals and Objectives – (1 page limit)

Write your program goals and objectives. Your application should state your program goals and objectives. Your budget and evaluation measures should correspond to your goals and objectives.

A goal is a general statement describing what you hope to accomplish. An objective states who, what, when, where and how the goals will be accomplished.

The following are some examples of goals and objectives:

- GOAL To conduct a public fire and life safety education program within the Anytown elementary schools using firefighters trained as educators.
- OBJECTIVE To train two firefighters as life safety educators by sending them to the 5-day *Public Fire and Life Safety Education* training at the Massachusetts Firefighting Academy.
- GOAL To increase the fire department's ability to help the community manage its risk from fire.
- OBJECTIVE To present fire safety lessons from the ABC Curriculum addressing the XYZ Key Fire Safety Behaviors to five classrooms of third graders three times during the school year.

4. Program Narrative – (2 page limit)

Summarize your existing program in one paragraph or if none exists now, describe your prior S.A.F.E. program.

Include the following in your proposed FY '11 S.A.F.E. Program narrative:

- Describe the target audience (grade levels, ages, segment of community)
- Describe which Key Fire Safety Behaviors you will address (Explain Activity Worksheet) at each grade level and what nationally recognized fire safety curricula you will draw your lessons from.
- Describe how you will deliver your program (e.g. two classroom visits to each of 15 third grades followed up with a visit through the fire safety house.)
- Describe how you will conduct student evaluations (this must be written, see pages 4-5 of the instructions).
- Describe how you will conduct program/educator evaluation.
- Describe training of S.A.F.E. educators, or plans to train S.A.F.E. educators.

5. Activity Worksheet - Specify what age groups/grades you are targeting, how many times instructors will contact an individual student or visit the same classroom, (# of visits or contacts per student) the total number of students in that grade level you will contact, list the Key Fire Behaviors you will address in each grade and list the student evaluation component of your lesson plan (e.g., S.A.F.E. 3rd grade evaluation tool,

Fiscal Year 2011 S.A.F.E. Grant Application

homework assignment, essay, post-test, home escape plan, document number of students correctly demonstrating behavior, etc.)

Activity Worksheet

List what you plan to accomplish in your FY 2011 S.A.F.E. Program

- ◆ **Grade Category:** Complete the report with information by grade grouping. Include only information that applies to your program. In the example below we show a program that will reach the third grade only.
- ◆ **Number of Visits per Classroom:** How many times will you visit the same classroom? We want to know how many times each student at this grade level will have a lesson by a S.A.F.E. educator. In the example below each third grade classroom will have three separate visits from the S.A.F.E. educator.
- ◆ **Number of Classrooms Reached by S.A.F.E.:** How many classrooms (or homerooms) at this grade level will be visited by your S.A.F.E. Program. In the example below, the S.A.F.E. educator will visit five separate third grade classrooms.
- ◆ **Number of Students Reached by S.A.F.E.:** Enter the number of students to be reached by your S.A.F.E. Program by grade grouping. Use classroom enrollment as a guide. For instance, how many third graders will your program reach through the classroom visits? In the example below, there are five separate third grade classrooms with 20 students each, for a total of 100 students reached. Do not count each student more than once.
- ◆ **Type of Presentation(s):** (e.g., classroom, auditorium, public event, demonstration in a fire safety house, etc.)
- ◆ **Curriculum or Key Fire Safety Behaviors:** Enter the curriculum you used. (LNTB, Smoke Detectives) and the key fire safety behaviors your program covers. (i.e., practicing Home Escape Plans, Understanding and Practicing Match and Lighter Safety.)
- ◆ **Student Evaluation Method(s):** For at least one grade level you must document how will you evaluate that the student successfully understood the lesson? (e.g., S.A.F.E. 3rd grade evaluation tool, pre- & post-test, essay, documentation of demonstration, homework assignment). Evaluations must be written down and measurable. (Samples of evaluation tools must be attached.)

Grade Category	Number of Visits Per Classroom	Total # Classrooms Reached by S.A.F.E.	Multiply # of Visits X # of Classrooms	Total # of Students Reached By S.A.F.E.	Type of Presentation	Curriculum or Key Fire Safety Behaviors	Student Evaluation Method
Third Grade	3	5	15	100 (5 home-rooms with 20 students each)	Classroom Auditorium	1) Practicing Crawl Low Under Smoke; 2) Understanding and Maintaining Smoke Detectors; 3) Making and Practicing Home Escape Plans	SAFE 3 rd grade evaluation tool

Fiscal Year 2011 S.A.F.E. Grant Application

- ◆ **Calculate Percent of Student Population Reached:** Using the student enrollment figures from the Community Demographics Section, divide the total number of students reached (in this example it is 100) by the total student enrollment. Multiply by 100 to make it a percentage.

6. Budget Worksheet – Specify the total dollar amounts that you propose to spend for each budget item. The total must equal the grant amount requested.

Use of Funding and Budget Information:

The following categories specify the general types of uses for the grant award. They correspond to the line items that appear on the budget worksheet (page 24). The categories, including possible examples, are as follows:

A. Training

To provide training of personnel in any nationally recognized fire safety curriculum. Training courses and seminars sponsored by the Department of Fire Services. Typical expenses in this category include tuition, S.A.F.E. related in-state travel or lodging, and meal expenses.

B. Overtime – Training

To defray overtime costs incurred as a result of a S.A.F.E. educator participating in *training* that occurs and/or extends beyond his/her regularly assigned tour of duty.

C. Personnel

To defray personnel costs incurred as a result of a commitment to S.A.F.E., such as replacement costs of firefighters dedicated to the S.A.F.E. program initiatives.

D. Overtime/Replacement Costs

Examples of appropriate use of overtime are: replacement of personnel (backfilling), compensating a S.A.F.E. educator working on S.A.F.E. activities beyond his regularly scheduled tour of duty. All S.A.F.E. personnel expenditures should be in accordance with existing collective bargaining agreements.

E. Supplies and Operating Expenses

To purchase supplies related to S.A.F.E. such as: program curriculum, workbooks, DVDs/videos/handouts, classroom supplies, T-shirts, bumper stickers, and other educational or promotional materials.

F. Equipment

To purchase or lease equipment to support and enhance S.A.F.E. efforts such as televisions, VCR's, and camcorders.

G. Other

To purchase miscellaneous and/or incidental items related to the successful implementation of the S.A.F.E. program.

Fiscal Year 2011 S.A.F.E. Grant Application

H. Total Project Cost

Total lines A-G.

I. Grant Total

This should be the total amount you are eligible to apply for in your tier. See page 7 of the instructions.

J. Balance of Unexpended FY 2009 Funds

If your community has any FY 2009 or prior year unexpended funds, please list the amount here. Do not include any FY 2010 funds as the time to spend those has not expired.

7. Budget Justification – Describe how you will spend the grant award. Detail the expenses listed on the Budget Formulation Worksheet. Explain how you arrived at the total numbers. For example: the # of hours preparing for and conducting presentations, the # of presentations times hourly rate should equal your estimated personnel budget.
8. Copy of the Score Sheet- that will be used by the Office of the State Fire Marshal. You may use this score sheet to double check that your application has covered all of the key components for a successful program. Please **do not** send the score sheet in with your completed application.
9. Joint Application Agreement- To be used only when fire departments or districts are submitting a combined grant application. All parties to the joint application must sign and agree that only one will apply on behalf of all.
10. Copies of Evaluation Instruments - Attach a copy of the evaluation instruments you plan to use for both student and instructor evaluation.

Limitations on the Use of S.A.F.E. Funds

Funds for programs and services provided through this grant are intended to supplement *not supplant* other funding sources. Generally, no funding will be approved for:

- Construction, office furniture (e.g. copiers, air conditioners, heat lamps, fans, file cabinets, desks, chairs, rugs, etc.), and the purchase or lease of motor vehicles.
- Out of state travel or out of state lodging.
- Any existing program, salaries or other costs *unrelated* to the S.A.F.E. program.
- Code enforcement activities.
- Stipends for school teachers and lay personnel.
- The purchase of a Fire Safety House.

Community Data Sheet

Preparer Information

Name	Mark Assencoa
Title	Firefighter
Organization Name	Marlborough Fire Department
Address	215 Maple Street
City	Marlborough
State	Mass
Zip	01752
Business Phone	508-624-6986, 508-624-6987
Business Fax	508-460-3795
Email	massencoa@marlborough-ma.gov
FDID Number	17170

Community Demographics

Total Community Population Source: Department of Fires Services from 2009 U.S. Census.	40,000	
	Public	Private
K-12 School Enrollment		
Pre-K -K	560	120
Grades 1 and 2	758	110
Grades 3 and 4	805	113
Grades 5 and 6	732	125
Grades 7 and 8	645	95
Grades 9 and 10	619	n/a
Grades 11 and 12	499	n/a
Total	4,618	563
Number of Schools (by type):	Public	Private
Elementary	3	3
Middle	1	1
High	1	

Fiscal Year 2011 S.A.F.E. Grant Application

Total	5	4
Other High-Risk Population Targeted (specify) Senior citizens		
Total 9,500		

S.A.F.E. Educator Training

Name of Lead S.A.F.E. Educator who has completed MFA <i>Public Fire and Life Safety Educator Training</i>	Mark Assencoa
Name of Lead S.A.F.E. Educator who will complete MFA <i>Public Fire and Life Safety Educator Training</i> by June 30, 2011.	
Name of Lead S.A.F.E. Educator who has completed MFA <i>Public Education Presentation Training</i> .	

Type of Grant Requested: Program Grant Planning Grant Joint Grant

Grant Amount Requested: \$5,000

Signature of Authorizing Official



Fire Department

Authorizing Official/Date

Fiscal Year 2011 S.A.F.E. Grant Application

S.A.F.E. MISSION STATEMENT

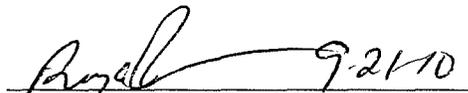
The following represents the *core mission* of the S.A.F.E. program:

The Student Awareness of Fire Education (S.A.F.E.) program is a fire prevention education program designed to equip elementary, intermediate, and high school students with skills for recognizing the dangers of fire, including the fire risks smoking-related materials pose. The program utilizes specially trained firefighters to teach fire and life safety education. Many of the firefighters are trained emergency medical technicians who have seen the catastrophic health effects of smoking-induced illnesses.

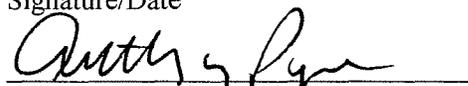
The S.A.F.E. educator serves as a role model for impressionable youth while providing students with firsthand knowledge of the dangers associated with fire, age-appropriate information on preventing and surviving those fires that occur, and through a core school-based program, affect a change in the behavior and the safety of the community at large.

The S.A.F.E. Program is designed to create a partnership between the school and fire departments, working jointly to reach the goals and objectives of the state's Curriculum Frameworks and the Common Core of Learning and teaching the Key Fire Safety Behaviors in the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook*, and to model teamwork for the students.

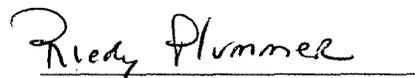
Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.



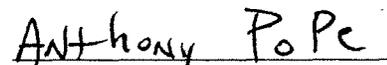
Designated Fire Official
Signature/Date



School Dept. – Designated Official
Signature/Date

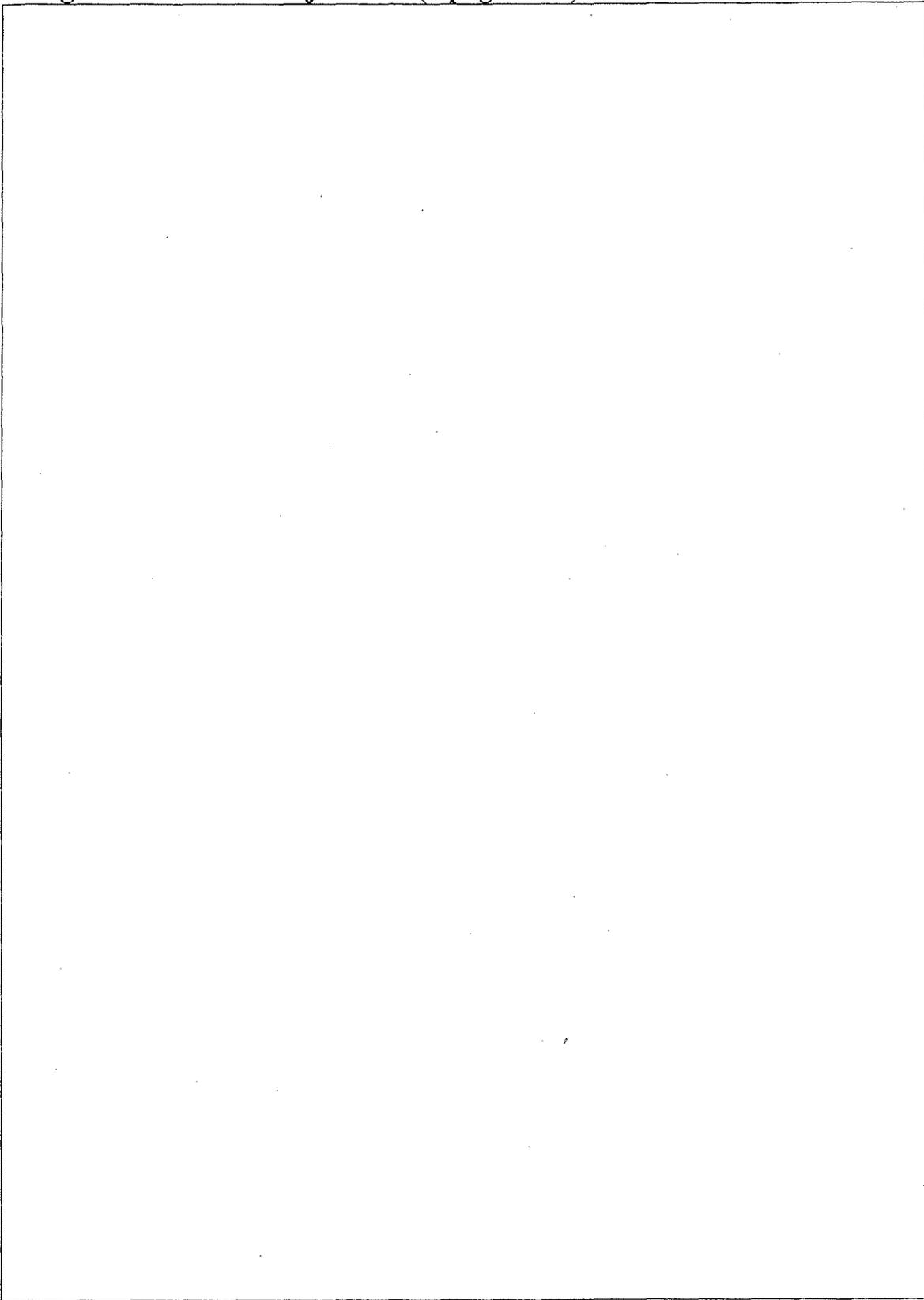


Print



Print

Program Goals and Objectives: (1 page limit).

A large, empty rectangular box with a thin black border, intended for the applicant to write their program goals and objectives. The box occupies most of the page below the section header.



CITY OF MARLBOROUGH FIRE DEPARTMENT

215 Maple Street, Marlborough, MA 01752
Business (508) 485-2323 Facsimile (508) 460-3795

SAFE FY2011 Program Goals and Objectives

The Marlborough Fire Department recognizes the need for public fire and life safety education and has taken a pro-active stance in this matter. We are looking forward to participating in the Student Awareness of Fire Education program for FY 2011. We were one of the original pilot communities back in 1996 and we have had four young heroes recognized by the Fire Marshal Steven Coan... proof that public fire education works!

Our goal is to reduce the incidence of death, injury and property damage that occurs from preventable events, such as fires and accidents and to encourage our city's youth to say no to the tobacco industry and prevent them from using tobacco products.

The presentation of the SAFE program is a vital part of our public fire education effort and helps the Marlborough Fire Department fulfill its mission statement.

The objective of the Marlborough Fire Department's SAFE program is to impart a basic knowledge of fire and life safety beginning with Kindergarten through the 3rd grade to give the students a foundation on which the teachers in the health and life safety curriculum in the Intermediate Elementary/Middle School can further build upon. We will also be available to help in the upper grade levels upon request.

Another objective is to have personal contact with each student in our targeted grade levels by maintaining a high level of visibility in the schools and teaching the SAFE program in the classroom setting.

Program Narrative: (2 page limit).

Describe what you will do, how, when and where you will do it, and how you will know you were successful. Start with one paragraph summary of existing or prior S.A.F.E. Program.



CITY OF MARLBOROUGH FIRE DEPARTMENT

215 Maple Street, Marlborough, MA 01752
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SAFE FY2011 Program Narrative

Traditionally, the Marlborough Fire Department makes "first contact" with the students of the Marlborough public and private schools in September, when we conduct and monitor the first fire drills of the school year, utilizing the in service Engine, Ladder and Rescue companies.

During Fire prevention week, the personnel who comprise the Marlborough Fire Department's Public Fire Education unit visit the elementary schools talking about the theme of that year's Fire Prevention Week to the students in assembly format. Fire safety information is given out to the students for their parents to read, in effect, giving the parents a "homework assignment". FPW information is also distributed to the upper grade levels.

Funding for the full FY2011 SAFE grant amount will enable the Marlborough Fire Department to present the SAFE program in the City's three public and three private elementary schools. The SAFE instructors would be available to address the Home and School Associations and other civic groups to promote the importance of public fire education through the SAFE program.

The delivery of the SAFE program is accomplished by setting up a schedule that allows the SAFE instructors access to the schools based on the school's schedule of events. Our target audience is grades Kindergarten through 3. Prior to the start of classes, the SAFE instructors will meet with the administrative staff of the elementary schools to introduce them to the program's goals and objectives for FY 2011. Special presentations for the upper grade levels can be included at the school's request.

The SAFE instructors will work closely with the City's Tobacco control agent, the Board of Health and the health education teachers in the Intermediate Elementary and Middle schools by interfacing the fire education message with the anti smoking campaign. By citing the detrimental effects of tobacco and its correlation to fire deaths, injuries, and property damage attributed to the use and careless disposal of smoking materials, we hope to raise a smoke free and fire safe generation of Marlborough residents.

The curriculum we will be using is a combination of the NFPA's "Learn Not to Burn" and "Risk Watch" programs along with fire safety programs that were developed in house. We utilize props, video and fire safety literature to reinforce the fire and life safety message.

The lead SAFE instructor's administrative duties include record keeping, updating and refining the program to meet the ongoing needs of the community as well as the latest trends in public fire education.

Fiscal Year 2011 S.A.F.E. Program Grant Application

Activity Worksheet

A) Provide the information requested below for your FY '11 S.A.F.E. Program.

Grade Category	Number of Visits Per Classroom	Total # Classrooms Reached by S.A.F.E.	Multiply # of Visits X # of Classrooms	Total # of Students Reached By S.A.F.E.	Type of Presentation	Curriculum or Key Fire Safety Behaviors	Student Evaluation Method
Pre- K & K							
Gr. 1 & 2							
Gr. 3 & 4							
Gr. 5 & 6							
Gr. 7 & 8							
Gr. 9 & 10							
Gr. 11 & 12							
Total							

Calculate Percent of Student Population Reached: _____

Divide Total Number of Students Reached by Your S.A.F.E. Program by the Total School Enrollment from the Cover Page of the Application.



**CITY OF MARLBOROUGH
FIRE DEPARTMENT**

215 Maple Street, Marlborough, MA 01752
Business (508) 485-2323 Facsimile (508) 460-3795

Marlborough Fire Department FY2011 Safe Activity Worksheet

Grade Level	Number of class visits	Number of classrooms	Total visits per grade/class	Total number of students	Presentation
Kindergarten	3	21	63		Classroom
Grade 1	3	25	75	464	Classroom
Grade 2	3	25	75	443	Classroom
Grade 3	3	25	75	446	Classroom

Curriculum used: NFPA's Learn Not to Burn, Risk Watch and programs developed in house.

The evaluation method is homework assignments and classroom demonstration and participation.

Total number of classroom visits: 288. We combine 2 classrooms of the same grade level whenever possible to get "more bang for the buck" and to work within the time constraints of the school's schedules.

Total percentage of the student population reached: 34%

Fiscal Year 2011 S.A.F.E. Program Grant Application

Please List other Community Education Activities:

Activity	# Expected to Attend	Topics To Be Covered
Care Provider Programs (e.g. Parent Programs, Babysitter Programs, School Advisory Councils) Please Describe Annual parenting conference	100+	Fire and Life Safety Anti Smoking initiatives Child restraint systems and seat belt safety Safe Rider (school bus)
After School Programs Fire station tours Boy scouts (first aid) friends and Family CPR Anytime personal training program	100+	Fire and Life safety Anti smoking initiatives
Seniors/Older Adult Programs Remembering When	300+	Fire and Life Safety Anti smoking initiatives
Anti-tobacco Initiatives		
Community Presentations Day care centers Group homes Marlborough boys club Dow chemical	75+ 75+ 100+ 50+	Fire and life safety Anti smoking initiatives
Special Education Curriculum All Marlborough public schools	8+	Read a book and show fire Gear to students

Fiscal Year 2011 S.A.F.E. Program Grant Application

Health Fairs Umass/Memorial Marlborough Hospital Safe summer family day	500+	Fire and life safety Anti smoking initiatives
Kens Foods Health and Safety Day	300+	
Old Navy Safety Day	200+	
Fire Department Open House	300 to 500	Fire and life safety
Other Local cable access WMCT TV		Fire and life safety Public service announcements

Fiscal Year 2011 S.A.F.E. Program Grant & Planning Application

BUDGET FORMULATION WORKSHEET

Enter the projected amounts for each category

A.	Training	\$ N/A
B.	Overtime – Training	\$ N/A
C.	Personnel	\$ N/A
D.	Overtime /Replacements Costs	\$ 4,050.00
E.	Supplies & Operating Expenses	\$ 500.00
F.	Equipment	\$ 450.00
G.	Other	\$ N/A
H.	Total Project Cost	\$ 5,000.00
I.	Grant Amount Requested	\$ 5,000.00
J.	Balance of Unexpended FY 2010 Funds	\$ 319.41 (earmarked for Senior Citizen fire safe day October 2010)

Fiscal Year 2011 S.A.F.E. Program Grant Application

Budget Justification: (1 page limit)

Please explain the total figures on the budget worksheet.



CITY OF MARLBOROUGH FIRE DEPARTMENT

215 Maple Street, Marlborough, MA 01752
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SAFE FY 2011 budget justification

The grant amount that the Marlborough Fire Department receives for the FY2011 SAFE grant will be used to present the SAFE program in the city's elementary schools grades K through 3 to pay the salary of the SAFE educator and for overtime coverage should a teaching day fall on his regularly scheduled duty days.

The amount requested reflects the total number of hours required to present the SAFE program in the following elementary schools:

- Jaworek School: 8 to 10 hours per month , 3 visits @ \$44.67 per hour
- Kane School: 8 to 10 hours per month, 3 visits @\$44.67 per hour
- Richer School: 8 to 10 hours per month, 3 visits @ \$44.67 per hour
- Immaculate Conception School: 4 to 5 hours per month, 3 visits @ \$44.67 per hour
- New Covenant School: 4 to 5 hours per month, 3 visits @ \$44.67 per hour
- AMSA Charter school: 4 to 5 hours per month, 3 visits @ \$44.67 per hour

The hourly rate reflects the overtime rate of Firefighter Mark Assencoa.

Should there be any funds left in the SAFE account at the end of the school year, due to reduced classroom time, school cancellations and such, the balance will be used to purchase fire prevention materials specifically targeted for the elementary grade school levels.

The Marlborough Fire Department will absorb the costs of sending the SAFE educator and coordinator to conferences, in service training and meetings.

FY 2011 Planning Grant Application

Instructions:

Those applying for a planning grant should request \$1,500, however actual awards will be determined based on available funds.

1. Please complete pages 17, 18,19 and 24 from the "S.A.F.E Program Grant Application."
2. Circle "Yes" or "No" for the questions below.
3. Write a Narrative (page 29) addressing how you plan to use the money from the Planning Grant.

MFIRS Current. Is the fire department current through June 2010 with its MFIRS reporting requirements?	<input checked="" type="radio"/> Yes or <input type="radio"/> No
At least one classroom based activity planned?	<input checked="" type="radio"/> Yes or <input type="radio"/> No
At least one community program planned?	<input checked="" type="radio"/> Yes or <input type="radio"/> No
Name of Lead S.A.F.E. Educator given who has completed or will complete by 6/30/11 in 5-day Public Fire and Life Safety Educator course <u>MARIA ASSENCIO</u>	<input checked="" type="radio"/> Yes or <input type="radio"/> No

Implementation plan and timetable

The SAFE coordinator will meet with the school's administrators and curriculum coordinators to set up the foundation of the SAFE program. Upon confirmation of the grant, classroom schedules will be set up to be tailored to the needs of each school and not interfere with the school's other scheduled programs.

Evaluation

The effectiveness of the SAFE program will be evaluated by reviewing the statistical data from the NFIRS/MFIRS system in the reduction of accidental and intentional fires, accidents, deaths and injuries. In the classroom setting, quick pre and post testing will be conducted to gauge the amount of fire safety knowledge. At the end of the school year, an instructor critique will be given out to evaluate the SAFE instructor's level of professionalism, knowledge of subject matter, use of AV materials as well as classroom management skills.

Marlborough Junior Fire inspector Home Hazard inspection checklist

Fire Marshal's name: _____

You have been sworn in as your family's Fire Inspector.

Your assignment is to do a home safety inspection detail with your parents and report back to Firefighter Mark. Here is your checklist... have fun and teach the people you live with about fire safety!

House Numbers

- Are the house numbers visible from the street? Yes No
- Are the house numbers on the mailbox? Yes No

Apartment buildings

- Are the hallways and common areas clear? Yes No
- Are the fire doors closed? Yes No

Your home

- Do you have a home escape plan? Yes No
- Do you practice it? Yes No
- Do the smoke detectors work? Yes No
- Do the carbon monoxide detectors work? Yes No
- Have they been tested within the last month? Yes No
- Were the batteries changed when the clocks were turned back/forward? Yes No

- Are extension cords used safely? Yes No
- Do electrical outlets have covers when not in use? Yes No
- Are candles used safely? Yes No
- Do you have flashlights for when the power goes out? Yes No

In the garage

- Is there a fire extinguisher in the garage? Yes No
- Are flammable materials (paints, cleaners) stored safely? Yes No

Kitchen Safety

- Is the area around the stove clean? Yes No
- Is the trash can emptied when full? Yes No
- Are pot handles turned in when cooking? Yes No
- Has the oven been cleaned? Yes No
- Is there a fire extinguisher in the kitchen? Yes No
- Are cleaning materials safely stored? Yes No

Hazardous conditions

- Are gas and charcoal grills used safely? Yes No
- Is gasoline stored safely? Yes No
- Is the trash taken out regularly? Yes No