



**OHIO DEPARTMENT  
OF PUBLIC SAFETY**  
EDUCATION • SERVICE • PROTECTION

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



John R. Kasich, Governor  
Thomas P. Charles, Director  
Richard N. Rucker  
Executive Director

Emergency Medical Services  
1970 West Broad Street  
P.O. Box 182073  
Columbus, Ohio 43218-2073  
(614) 466-9447 • (800) 233-0785  
www.ems.ohio.gov

2/10/2011

Columbus State Community College  
550 E. Spring Street  
P.O. Box 1609  
Columbus, Ohio 43216  
C/O Jay Louks

Re: Fire Training Charter

Dear Mr. Louks,

Your renewal for a fire training charter has been approved. Enclosed with this letter is your fire training charter certificate and your testing agreement. Please read, sign and return your testing agreement. Note that your approved classifications may have changed. Your charter will expire on 02/15/2014. Please take the time to become familiar with Chapter 4765-11 of the Ohio Administrative Code. This chapter contains several rules regarding the requirements for obtaining, maintaining, and renewing a fire training charter. If you have questions regarding your responsibility for a Fire Training Charter, please do not hesitate to call me at the number below.

Sincerely,

Doug Orshood, EMS Testing/Fire Coordinator  
Division of Emergency Medical Services  
Ohio Department of Public Safety  
614-752-3960 / 800-233-0785

Cc: File

Enclosure

**Mission Statement**

*"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."*



OHIO DEPARTMENT  
OF PUBLIC SAFETY  
EDUCATION • SERVICE • PROTECTION

# FIRE CHARTER

PURSUANT TO SECTION 4765.55 OF THE OHIO REVISED CODE AND HAVING FULFILLED THE  
REQUIREMENTS SET FORTH

COLUMBUS STATE COMMUNITY COLLEGE

IS ISSUED THIS CHARTER TO CONDUCT FIRE SERVICE TRAINING IN THE STATE OF OHIO AT AND BELOW THE

FOLLOWING CERTIFICATION LEVELS:

- Volunteer Firefighter
- Firefighter I
- Firefighter II
- Fire Safety Inspector
- Public Safety Instructor

311

02/15/2014

Charter Number

Expiration Date

Director, Ohio Department of Public Safety



Executive Director, Division of Emergency Medical Services

**Division of EMS  
Office of Fire Services  
Chartered Fire Program Inspection & Interview**

- This form is to be completed by the field staff inspecting the chartered training program in an open-exchange inspection, meeting and interview with the authorizing official or training manager.
- If the official or manager needs to make changes as a result of non-compliance, the opportunity to remedy the problem may be given in accordance with the Standard Inspection Process established by EMS. Set a date for follow-up and/or to re-inspect in accordance with the Standard Inspection Process established by EMS. Depending on the nature of the violation, the re-inspection may be done by a mailed strategic plan.
- The inspection and interview process is intended to be a cooperative effort to bring schools into compliance. Any recommendation for administrative action against an enterprise, school, official, manager, or instructor shall be at the discretion of EMS.
- With few exceptions, the standards are worded in the positive form so that a "yes" response is the one required under the rule. A "no" response will require correction by the school and comment from the field staff.
- Answering "n/a" means that this standard is not applicable to the training location under inspection.

This inspection report comments on a sampling of your charter's documentation, procedures, as well as your facilities and equipment. It reflects a snapshot of what was observed during the inspection. This report is not intended to and should not be construed as verification that all of your records and procedures meet the Ohio Administrative Code rules.

It continues to be your enterprise's responsibility to ensure that your documentation and procedures are in compliance with applicable laws and administrative rules throughout the entire year.

Please be aware that depending upon the nature of rule violations that may have been identified during the inspection, the department may take further action, up to and including administrative action.

School Name: Columbus State Charter #: 311

Charter Expiration Date: 2 / 15 / 2014

Rule 4765-11-05. Renewal of Charter	Yes	No	NA
1. Lesson plans and course schedules.	✓		
2. Evaluations of instructor and student performance.		✓	
3. Assures the integrity and security of testing materials and procedures.	✓		
4. Attendance records for each fire training course conducted by the charter, showing completion of required hours. If a student has missing class hours, provide documentation as to what topic was missed and how, when and where the missed hours were made up.	✓		
5. Accident and injury reports.			✓
6. Objective check-off sheets. Sheets must be completed in entirety; including both student and instructor initials, date the training took place, and last page completed in full.		✓	
7. Documentation that instructors are properly certified as required by this chapter. Certification should be confirmed each year and kept on file.			
8. Written agreements allowing for the use of equipment, supplies, and other apparatus that meet the performance objectives for levels one and two of NFPA Standard 1001.	✓		
9. Written policies/student handbook made available to students, in compliance with 4765-11-03(B)(21).	✓		
10. Documentation of completion of NIMS 100 and 700 by each student prior to issuing a certificate of course completion.	✓		

11. Documentation of compliance with NFPA Standard 1403 while conducting live fire training. <ul style="list-style-type: none"> <li>Where is the charter conducting live fire training? <u>on site</u></li> <li>Review burn plan for each live burn conducted.</li> <li>Is the charter ensuring that all instructors participating in live burns are certified, including those that may be assisting from other charters?</li> <li>If live fire training is conducted at an institution other than this school, documentation may be kept at the institution but must also be kept at this school.</li> </ul>	✓		
12. Documentation of required advisory committee meetings including agendas, attendance records, and minutes of each meeting.		✓	
13. Completed admission application for each student prior to being admitted into the program.	✓		
14. Has a policy and/or procedure for administering the 16 hour emergency vehicle operation course, effective January 24, 2008. (Volunteer curriculum ONLY is exempt from driver training.)	✓		

COMMENTS

winter 2011 - FF1+2 autumn 2010

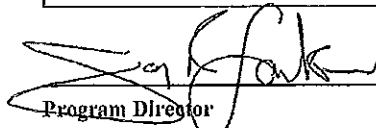
Need to document training throughout the course.

Need to see student checkoff sheets for each course.

Need to see make up documentation for any hours missed during training.

Need consistency on skill evaluation sheets.

Need a little more detailed information on live burn paperwork.

  
 Program Director

4/14/2011  
 Date

  
 Rachel Moore  
 Regional Coordinator

4/14/11  
 Date