

Program of Instruction

Course Syllabus

Course Title: Fire Officer I

Course Duration: 40 hours

Program: Fire Officer

Course Prerequisites: None

Required for National Certification (ProBoard):

- Advanced Technician Firefighter / NFPA 1001 - Fire Fighter II
- Instructor I

Course Description: This course is designed to provide the Fire Officer, who is in charge of a single fire company or station, with information and skills required for success. This Fire Officer course is compliant with NFPA 1021 - Standard for Fire Officer Professional Qualifications (2014 ed.) as it provides training and education in the requisite areas of Human Resource Management, Community and Government Relations, Administration, Inspections and Investigations, Emergency Service Delivery, along with Health and Safety.

Course Requirements:

- Attend and participate in 100% of the course.
- Complete the final exam with a minimum score of 70%.
- Pass skill and product evaluations.

Failure to comply with the requirements of the course, as stated above, will result in an "incomplete". An "incomplete" will only be good for a period of one year, starting from the date of the last day of the scheduled class. If the requirements to satisfy the "incomplete" are not met within the one-year time frame, the student will be required to register for and attend the course again and meet all requirements for completion of the course.

Required Textbook:

Fire Officer: Principles and Practice, Third Edition. Jones and Bartlett 2015

Note: The student is responsible for obtaining a copy of the required textbook.

Course Policies:

Attendance Policy: IFSI requires students to attend (100%) or make up all course content that leads to certification. Students are expected to attend on time and to remain in class for the duration of the course. Students **MUST COMPLETE** all portions of the certification course, both classroom and practical, to be eligible to receive their certification.

If a student misses any portion of class with an accumulated absence of 20% or less of scheduled class time, it will be the student's responsibility to arrange the make-up of the missed course content with the instructor(s) or program manager. The student must make up the specific course content that s/he missed, not just the hours. Make-ups are limited to 20% of scheduled class time. Make-ups must be documented on the class roster. If a student's absence is greater than 20% refer to "True Emergencies" section of the IFSI Examination Policy.

Safety Policy: Students shall understand and follow all instructions pertaining to operational safety, as stated by instructors or as written in course materials. Instructors and students shall be mindful of safety at all times. Conduct judged to be unsafe shall be grounds for dismissal from the course.

Academic Integrity Policy: IFSI has the responsibility for maintaining academic integrity so as to protect the quality of the education provided through its courses, and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any violation of the code of conduct is grounds for immediate dismissal from the course.

Grading Policy: Decisions regarding certificates of course completion shall be made solely by the lead instructor of the course. All grading of exams shall be conducted by the Curriculum/Testing Office. All grading of practical exercises shall be based upon the standards set by the regulatory agency referenced in the course material and IFSI.

American Disabilities Act: As guaranteed in the Vocational Rehabilitation Act and in the American Disabilities Act, if any student needs special accommodations they are to notify their instructor and provide documentation as soon as possible so arrangements can be made to provide for the student's needs. If arrangements cannot be made at the class site, the student will test at an alternative time and place where the special accommodations can be made.

Evaluation Strategy: Students will be evaluated with an end of course exam, and practical skill sheets.

Course Overview:

This is a 40 hour course using lecture and practical application.

Course Content:

Chapter 1:

Title: Introduction to the Fire Officer

Chapter 2:

Title: Preparing for Promotion

Chapter 3:

Title: Firefighters and the Fire Officer

Chapter 4:

Title: Fire Officer Communications

Chapter 5:

Title: Safety and Risk Management

Chapter 6:

Title: Understanding People

Chapter 7:

Title: Leading the Fire Company

Chapter 8:

Title: Training and Coaching

Chapter 9:

Title: Evaluation and Discipline

Chapter 10:

Title: Organized Labor and the Fire Officer

Chapter 11:

Title: Working in the Community

Chapter 12:

Title: Handling Problems, Conflicts, and Mistakes

Chapter 13:

Title: Pre-incident Planning and Code Enforcement

Chapter 14:
Title: Budgeting

Chapter 15:
Title: Managing Incidents

Chapter 16:
Title: Rules of Engagement

Chapter 17:
Title: Fire Attack

Chapter 18:
Title: Fire Cause Determination

Chapter 19:
Title: Crew Resource Management and Leading Change

Reference List:

Fire Officer: Principles and Practice, Third Edition. Jones and Bartlett 2015

NFPA 1021, Standard for Fire Officer Professional Qualifications, 2014 Edition

Course Schedule

DAY ONE

<u>Event</u>	<u>Duration</u>
Fire Officer Requirements	2 hours
Prac. App (Let's Talk Expectations)	1 hour
Leading the Company	1 hour
Lunch	
Management Concepts	1 hour
Prac. App. (Team Building)	1 hour
Prac. App. (Duty - Pride - Tradition)	1 hour
Prac. App. Routine Station Tasks – Phase 1	1 hour

DAY TWO

<u>Event</u>	<u>Duration</u>
Prac. App. (Company Performance)	1 hour
Understanding People	1.5 hours
Training and Coaching	1.5 hours
Lunch	
Inspection and Investigation	1 hour
Fire Officer Communications	1 hour
Prac. App. (Defining Standing Orders)	1 hour
Prac. App. (Routine and non-emergency assignments)	1 hour

DAY THREE

<u>Event</u>	<u>Duration</u>
Evaluation and Discipline	1 hour
Prac. App. (Recommendations for member related prob.)	1 hour
Prac. App. (Identifying and correcting performance)	1 hour
Working with the Community	1 hour
 Lunch	
Prac. App. (Assigning Tasks on the Fireground)	1 hour
Handling Problems, Conflicts and Mistakes	1 hour
Prac. App. (A Controversial Request)	1 hour
Administration	1 hour

DAY FOUR

<u>Event</u>	<u>Duration</u>
Budgeting	1 hour
• Budget Assignment To be completed and submitted by each student	
Health and Safety	1 hour
Prac. App. (Health and Safety Standard Development)	1 hour
ESD –Strategy and Tactics	1 hour
Lunch	
ESD – Fire Attack	1 hour
ESD – Rules of Engagement	1 hour
Prac. App. (Rapid Fireground Operations)	1 hour
Prac. App. (Fireground Simulation)	1 hour

DAY FIVE

<u>Event</u>	<u>Duration</u>
Prac. App. (Rapid Fireground Operations)	2.5 hours
Prac. App. (Fireground Simulation)	2.5 hours
Prac. App. (Post Incident Analysis – Single Co.)	2 hours
Test	1 hour