

Program of Instruction

Course Syllabus

Course Title: Company Fire Officer Blended / NFPA 1021 - Fire Officer I

Course Duration: Phase 1 - 40 hours
Phase 2 - 80 hours

Program: Fire Officer

Course Prerequisites: N/A

Required for National Certification (ProBoard):

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

Course Description: The Company Fire Officer 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. The Company Fire Officer course is compliant with NFPA 1021 - Standard for Fire Officer Professional Qualifications (2020 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. This course meets the Company Fire Officer certification requirements of the Office of the State Fire Marshal in Illinois.

Course Requirements:

- Attend and participate in 100% of the course.
- Completion of the final exam with a minimum score of 70%.

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.

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

Required Textbook:

Fire Officer Principles & Practices, 4th Edition, © 2021 Jones and Bartlett Publishers, LLC

The textbook is provided to the student during the Phase One Day One Orientation

Course Overview:

You have chosen to step forward and join our “blended learning” Company Fire Officer (CoFo) course. Our program is focused on cross-training using both the on-line IFSI Resource Center and traditional classroom delivery. We offer the convenience of a distance learning environment combined with in-class practical applications and theory review.

As an adult learner, you must rely on your time-management and planning skills to complete the distance-learning portion of the course. We expect that all on-line sections will be completed by posted deadlines but no later than three days before Phase 2 begins.

Assignments are required within each section and will be reviewed by the lead instructor. The lead instructor will be tracking your progress throughout the course and will be available for questions or guidance. You will need to turn in 19 assignments to complete the on-line course of instruction.

The IFSI Resource Center – Company Fire Officer Course learning management system is set up for your convenience with 24-hour access and program flexibility. Our classroom experience builds upon the Phase 1 on-line format to: cover OSFM objectives, provide text-based curriculum materials, and many web-links to the fire service world-wide. This experience is designed with video segments, simulations, pictures, and graphics to help you visualize and learn the cognitive objectives.

Title: Fire Officer I as a Supervisor
Reading: Chapter: 1, pgs. 10-16
Activity: Submit your Department Organizational Chart
Quiz: Fire Officer as a Supervisor

Title: Fire Officer as a Supervisor
Reading: Chapter: 1, pgs. 18-31
Activity: Sexual Harassment
Quiz: Fire Officer as a Supervisor

Title: Leading a Team
Reading: Chapter: 3, pgs. 72-81
Activity: Describe the Communication Process
Activity: Emergency Communications Policy
Quiz: Leading a Team

Title: Safety and Risk Management
Reading: Chapter: 8, pgs. 224-239
Activity: Accident/Injury Investigation
Activity: Firefighter Near Miss Reporting
Activity: Exposure Reporting Assignment
Quiz: Safety and Risk Management

Title: Understanding Leadership and Management
Reading: Chapter: 2, pgs. 40-53
Activity: Routine Station Task Assignment
Activity: Leadership Definition
Quiz: Understanding Leadership and Management

Title: Leading a Team
Reading: Chapter: 3, pgs. 90-99
Activity: Daily Quick Drill Assignment
Quiz: Leading a Team

Title: Fire Department Administration
Reading: Chapter: 5, pgs. 138-145
Activity: None
Quiz: Fire Department Administration

Title: Fire Officer as Supervisor
Reading: Chapter: 1, pgs. 16-18
Activity: None
Quiz: Fire Officer as Supervisor

Title: Community and Risk Reduction
Reading: Chapter: 4, pgs. 116-124
Video Presentation: Working with the Community
Activity: None
Quiz: Community and Risk Reduction

Title: Community and Risk Reduction
Reading: Chapter: 4, pgs. 121-124
Activity: Citizen Complaint on Shopping
Quiz: Community and Risk Reduction

Title: Preincident Planning and Codes
Reading: Chapter: 6, pgs. 158-185
Activity: Pre-plan and Company Inspections
Activity: Local Detection and Suppression Systems
Quiz: Preincident Planning and Codes

Title: Fire Department Administration
Reading: Chapter: 5, pgs. 130-138
Activity: None
Quiz: Fire Department Administration

Title: Command of Initial Emergency Operations
Reading: Chapter: 7, pgs. 197-217
Activity: Develop an Incident Action Plan
Quiz: Command of Initial Emergency Operations

Title: Preincident Planning and Codes
Reading: Chapter: 6, pgs. 185-188
Activity: Fire Investigation Policy
Quiz: Preincident Planning and Codes

Title: Understanding Leadership and Management Theories
Reading: Chapter: 2, pgs. 56-66
Activity: Leading Change
Quiz: Understanding Leadership and Management Theories

Evaluation Strategy: A written exam is conducted at the completion of Phase 2. Skills, processes, and submitted products will also be evaluated.

Textbook:

Fire Officer Principles & Practices, 4th Edition, © 2021 Jones and Bartlett Publishers, LLC

Reference List:

Fire Officer Principles & Practices, 4th Edition, © 2021 Jones and Bartlett Publishers, LLC

NFPA 1021, Standard for Fire Officer Professional Qualifications, 2020 Edition.

Office of the State Fire Marshal, Company Fire Officer Instructor Reference Manual.

Course Schedule

PHASE 1 - DAY ONE

Orientation

<u>Event</u>	<u>Duration</u>
Mandatory Introduction of Company Fire Officer Course	3 hours
IFSI Resource Center Overview and Course Timelines	2 hours
Lunch	
IFSI Resource Center Overview and Course Timelines	1 hour
Introduction to Practical Applications	3 hours

PHASE 2 - DAY ONE

<u>Event</u>	<u>Duration</u>
Fire Officer as Supervisor	2 hours
Prac. App (Let's Talk Expectations)	1 hour
Understanding Leadership and Management Theory	1 hour
Lunch	
Prac. App. (Team Building)	1 hour 30 minutes
Prac. App. (Duty - Pride - Tradition)	1 hour 30 minutes
Prac. App. Routine Station Tasks – Phase 1	1 hour

PHASE 2 - DAY TWO

<u>Event</u>	<u>Duration</u>
Shift Commander Briefing	30 minutes
Company Briefing & Daily Quick Drill – Phase 1	30 minutes
First Responder Resiliency	1 hour
Understanding Leadership and Management	2 hours
Lunch	
Leading a Team	1 hour
Prac. App. (Company Performance)	1 hour
Prac App. (You are the Officer – page 142)	1 hour
Prac. App. (Training Exercise Reviews)	1 hour

PHASE 2 - DAY THREE

<u>Event</u>	<u>Duration</u>
Shift Commander Briefing	30 minutes
Company Briefing & Daily Quick Drill – Phase 1	30 minutes
Leading a Team-Communications	1 hour
Prac. App. (Defining Standing Orders)	1 hour
Prac. App. (Routine and non-emergency assignments)	1 hour
Lunch	
Fire Officer Administration	1 hour
Prac. App. (Recommendations for member related prob.)	1 hour
Prac. App. (Identifying and correcting performance)	1 hour
Prac. App. (Assigning Tasks on the Fireground)	1 hour

PHASE 2 - DAY FOUR

<u>Event</u>	<u>Duration</u>
Shift Commander Briefing	30 minutes
Company Briefing & Daily Quick Drill – Phase 1	30 minutes
Community and Risk Reduction	1 hour
Leading a Team-Conflict	
Prac. App. (Community Projects)	1 hour
Lunch	
Prac. App. (A Controversial Request)	1 hour
<ul style="list-style-type: none">• Each Student must submit a written assignment for this exercise. Assignment due on Day 6 of Phase 2.	
Prac. App. (Crew Culture)	1 hour 30 minutes
Prac. App. (Handling a complaint)	1 hour 30 minutes

PHASE 2 - DAY FIVE

<u>Event</u>	<u>Duration</u>
Shift Commander Briefing	30 minutes
Company Briefing & Daily Quick Drill – Phase 1	30 minutes
Administrative Budgeting	1 hour
• Budget Assignment to be completed and submitted by each Student.	
Fire Department Administration-Policies	1 hour
Prac. App. (Selling the Policy)	1 hour
Lunch	
Prac. App. (Policy Development)	2 hours
Prac. App. (Leadership – Are You an Effective Leader?)	1 hour
Prac. App. (Your Company Expectation Talk)	1 hour

PHASE 2 - DAY SIX

Each student shall submit written Assignment from Day 4 from Phase 2.

<u>Event</u>	<u>Duration</u>
Shift Commander Briefing	30 minutes
Company Briefing & Daily Quick Drill – Phase 1	30 minutes
Pre-incident Planning and Codes	1 hour
Prac. App. (Fire Alarm operations and status)	1 hour
Prac. App. (Fire Company Inspection)	1 hour
Lunch	
Safety and Risk Management	1 hour
Prac. App. (Conduct an Accident Investigation)	2 hours
Prac. App. (Health and Safety Standard Development)	1 hour

PHASE 2 - DAY SEVEN

<u>Event</u>	<u>Duration</u>
Shift Commander Briefing	30 minutes
Company Briefing & Daily Quick Drill – Phase 1	30 minutes
Modern Fire Behavior	2 hour
Common Language	1 hour
Lunch	
Coordination, Control and Size Up	1 hour
Incident Action Plans	1 hour
Prac. App. (Incident Action Plans)	1 hour
Prac. App. (Fireground Simulation)	1 hour

PHASE 2 - DAY EIGHT

<u>Event</u>	<u>Duration</u>
Shift Commander Briefing	30 minutes
Company Briefing & Daily Quick Drill – Phase 1	30 minutes
Engine Operations	2 hour
Prac. App.(Identify and Describe Building Const.)	1 hour
Lunch	
Truck Company Operations	2 hour
Prac. App. (Risk Management Policies)	1 hours
Prac. App. (Fireground Simulation)	1 hour

PHASE 2 - DAY NINE

<u>Event</u>	<u>Duration</u>
Shift Commander Briefing	30 minutes
Company Briefing & Daily Quick Drill – Phase 1	30 minutes
Crew Resource Management	1 hour
Post Incident Analysis	1 hour
Prac. App. (Incident Management Systems)	1 hour
Lunch	
Prac. App. (Post Incident Analysis – Single Co.)	1 hour
Prac. App. (Rapid Fireground Operations)	2 hour
Prac. App. (FG. Simulations)	1 hour

PHASE 2 - DAY TEN

<u>Event</u>	<u>Duration</u>
Shift Commander Briefing	30 minutes
Company Briefing & Daily Quick Drill – Phase 1	30 minutes
Prac. App. (FG. Simulations)	2 hours
Prac. App. (Post Incident Analysis – Multi Co's)	1 hour
Lunch	
Prac. App. (Post Incident Analysis– Multi Co's)	1 hour
• Post Incident Analysis to be completed and submitted by each Student.	
Task Book Review and Expectations	1 hour
Final Exam & CEQs	2 hours