



Course Information and Required Materials



Course Code: FO302
Course: Fire Officer III
Hours: 60

Designed For: Fire Department Chief and Company Officers who are preparing to, or entering the upper management level of his/her department. The objective of this course is to develop the chief officer for the administrative and operational challenges of the fire service in the 21st century

Course Goals: The goal of this course is to meet or exceed the requirements of NFPA 1021, Fire Officer III through successful completion of the course materials and associated performance objectives.

Prerequisites: TFACA, Pro Board or IFSAC approved Fire Officer I, Fire Officer 2, Fire Instructor 1 and/or Tennessee Commission on Firefighting Certification at Fire Officer II Level.

Certification: Fire Officer III

Max. Class Size: 24

Restrictions: None

TCCF Approval: Pending

REQUIRED STUDENT MATERIALS

Fire Officer III Student Manual, (Provided on first day of class)

REQUIRED INSTRUCTOR MATERIALS

Instructor Guide, Fire Officer III

REFERENCES

National Fire Protection (NFPA) 1021, *Standard for Fire Officer Professional Qualifications 2009 Edition*

COURSE OBJECTIVES

Course Objectives: Upon successful completion of this course, the student will be able to qualify for certification at the Fire Officer III level (NFPA 1021) and function as a participant in the day-to-day administrative/ operationally focused process of fire service organizational community outreach programming, central record/data repository systems, budgeting planning with multi-agency involvement. (NFPA 1021, Fire Officer Professional Qualifications).

GENERAL COURSE INFORMATION

Major topics covered in the course are program orientation; ethics; establishing a partnership with the community; budgetary process, budgeting and auditing practices, budget development, and fiscal planning; managing human resources; inspections and pre-incident planning for specific occupancies; risk management and safety programs; managing personnel evaluations, assessments centers, and accountability; and emergency services delivery, incident planning and multi-agency involvement.

Methods of instruction include lecture; discussion; classroom exercises; case studies; role-playing; problem solving; research and group projects; group presentations and peer evaluations; student projects, presentations, and participation are evaluated based on instructor and peer evaluation process.

COURSE DELIVERY

This Fire Officer III course will be conducted in four (4) 15 hour sessions, with one (1) session per month for four (4) months or in two (30) hour sessions over a two (2) month period. Participant and group work and study sessions are also required so as to complete class assignments and projects.

SPECIFIC GOALS AND OBJECTIVES**Program Orientation**

- EO 1 -1 -1 Explain the selection criteria, performance levels, development strategy, benefits, structure, and requirements of the Fire Officer III program.
- EO 1 -1-2 Discuss the taxonomy of educational objectives in the cognitive, affective, and psychomotor domains.
- EO 1 -1-3 Explain the requirements, expectations, and format for individual and group research projects.
- EO 1-1-4 Explain the job performance requirements (JPRs) format used in official NFPA standards, how the activities in this program satisfy the action verbiage in the JPRs. and why the ability to read, interpret and comprehend are crucial to success.
- EO 1-1-5 Identify the importance of and expectations for working in a group, and select groups for the course.
- EO1-1-6 Explain the conduct of the Instructor evaluation as it relates to the projects completed by a group process.
- EO1-1-7 Prepare to work as a team member to complete the activities designed to demonstrate team building, and to introduce the group members to the primary scenario, and to the chief officer's role in managing system resources.

Measuring Service Delivery Part 1 and 2

- EO 2-1-1 Identify the types of disaster events amid significant emergency incidents likely to occur because of the natural and man-made hazards, to see how infrastructure changes affect vulnerability, and to prioritize hazards. (*JPR 6.4.6*)
- EO 2-1-2 Describe variables that affect a department's response to routine emergencies or disaster situations.
- EO 2-1-3 Describe the incident timeline, its critical points and intervals as a

methodology for assessing a department's response to incidents, (*JPR 6.4.4*)

- EO 2-1-4 Discuss general performance measures and service indicators, and identify descriptors and indicators for fire and EMS services
- EO 2-1-5 Describe customer-driven response goals in terms of end outcomes and intermediate outcomes, and develop customer-based, event-specific response time goals.
- EO 2-1-6 Discuss a methodology for analyzing response times and describe options for i in prove went.
- EO 2-1-7 Demonstrate the response time analysis methodology for a simulated community, and provide options for improving performance where customer-based goals are not being met. (*JPR 6.4.5*)
- EO 3-1-1 Discuss the critical and interrelated variables that can affect an incident, pre-fire planning with respect to data collection and estimating workload, and the categories of the 14 critical control elements identified for structure fires.
- EO 3-1-2 Describe various tools useful in analyzing current fire department activities, and in forecasting trends and future requirements.
- EO 3-1-3 Demonstrate evaluative methods for analyzing data needed for developing a model plan for meeting the future demands of an area to be protected. (*JPR 6.4.5*)

Budget Development, Preparation, and Auditing

- EO 4-1-1 Identify the functions, types, and formats of the budget process.
- EO 4-1-2 Describe revenue sources available for fire department operations.
- EO 4-1-3 Describe the steps in the budget process. (*JPR 6.4.1*)
- EO 4-1-4 Explain intergovernmental considerations.
- EO 4-1-5 Describe the aspects of budget administration. (*JPR 6.4.2*)
- EO 4-1-6 Explain the purpose, methods, and commonly used budget controls in

the traditional budget management system. (*JPR 6.4.2*)

- EO 4-1-7 Define auditing and describe the purpose, categories, types, methods, and standards of auditing. (*JPR 6.4.2*)
- EO 4-1-8 Demonstrate the formulation of a budget proposal consisting of capital and operating expenses. (*JPR 6.4.1*)
- EO 4-1-9 Demonstrate understanding of auditing concepts by performing a case study analysis. (*JPR 6.4.2*)

Integrating the Process of Budget Development and Fiscal Planning

- EO 6-1-1 Describe the competitive bidding process. (*JPR 6.4.3*)
- EO 6-1-2 Identify the four common commodity types and how they are purchased and paid for.
- EO 6-1-3 Identify four purchasing methods and the process used for each.
- EO 6-1-4 Describe the importance of comprehensive and accurate bid specifications, and identify bid specification requirements. (*JPR 6.4.3*)
- EO 6-1-5 Describe the legal requirements of competitive bidding. (*JPR 6.4.3*)
- EO 6-1-6 Identify various aspects of vendor relations.
- EO 6-1-7 Describe various cost-reduction opportunities available and the methods to use for each.
- EO 6-1-8 Describe methods to enhance the relationship between purchasing agents and a fire service organization.
- EO 6-1-9 Complete a purchasing and procurement process test. (*JPR 6.4.3*)

The Chief Officer's Role in Managing Human Resources.

- EO 7-1-1 Identify the purpose and types of planning and scheduling likely to be performed by the chief officer, identify a scheduling tool, and how planning can be done without being affected by emergency response.
- EO 7-1-2 Identify the aspects and benefits of delegation, delegation strategies,

and uses of delegation. (*JPR 6.2.1*)

EO 7-1-3 Explain the development of and describe the items to address in a hiring plan. (*JPR 6.2.2*)

EO 7-1-4 Identify aspects of establishing a promotion system, developing promotional tests, establishing an evaluation method for promotion, and identifying points to consider in establishing a promotion process. (*JPR 6.2.3*)

EO 7-1-5 Describe the chief officer's responsibilities and planning aspects of a professional development program, professional development guidelines, resources, mentoring as a tool, and planning for the officer's professional development. (*JPR 6.2.4*)

EO 7-1-6 Structure a combination fire service organization in incremental phases that addresses all the aspects of a human resources program. (*JPRs 6.2.1-- 6.2.4, and 6.4.8*)

Departmental Administration, Records and Data Repository Systems

EO 9-1-1 Describe the difference between an Information Management System and a Management Information System.

EO 9-1-2 List and describe the effective uses of information.

EO 9-1-3 Identify typical fire service reports and records.

EO 9-1-4 Describe how effective information management systems can help a fire service organization.

EO 9-1-5 List the primary types of information management systems.

EO 9-1-6 Describe the uses of information management systems. (*JPR 6.4.5*)

EO 9-1-7 Develop an effective approach to the maintenance and evaluation of an information management system. (*JPR 6.4.4*)

EO 9-1-8 Identify the most common problems associated with information management systems.

EO 9-1-9 Describe ways to improve information management systems.

EO 9-1-10 Develop a model plan for the implementation of an information management system. (*JPR 6.4.5*)

Risk Management, Safety and Health Programs, The Chief Officer's Role

- EO 10-1-1 Identify the importance of risk management, safety, and health programs and the associated legal issues as they relate to the standard, laws, civil liability, and duty. (*JPR 6.7.1*)
- EO 10-1-2 Define risk management and related terms.
- EO 10-1-3 Identify the elements of a safety and health program.
- EO 10-1-4 Describe the purpose, factors to evaluate, and areas to examine in a safety audit program.
- EO 10-1-5 Describe an implementation process for a risk management, safety, and health program.
- EO 10-1-6 Develop an accident and injury prevention program. (*JPR 6. 7.1 and 6.4.7*)

Inspections and Pre-incident Planning for Specific Occupancies

- EO 12-1-1 Review the types of construction identified in the building code in effect in the AHJ.
- EO 12-1-2 Review the various occupancy classifications identified in the building code in effect in the AHJ.
- EO 12-1-3 Identify the various types of fire detection and suppression systems available for early warning. (*JPR 6.5.1*)
- EO 12-1-4 Identify the various types of alarm signaling systems and the advantages and disadvantages of each. (*JPR 6.5.1*)
- EO 12-1-5 Describe the factors that affect the spread of fire, heat, and smoke. (*JPR 6.5.1*)
- EO 12-1-6 Describe the impact of fire inspection programs on community fire protection. (*JPR6.5.1*)
- EO 12-1-7 Describe the chief officer's role in fire prevention and inspections programs. (*JPR6.5.1*)

EO 12-1-8 Describe the development process for codes and standards. *(JPR 6.5.2)*

EO 12-1-9 Describe the chief officer's role in developing pre-incident plans and their impact on public safety. *(JPR 6.5.1)*

EO 12-1-10 Plan community fire defenses, to include evaluation of problems, resources, and needs assessment aimed at justifying a program change. *(JPR 6.5.2)*

EO 12-1-11 Write a plan for one target hazard. *(JPR 6.5.2)*

Establishing a Partnership with the Community and Public at Large

EO 14-1-1 Develop a demographic profile of the department's first due response area.

EO 14-1-2 Develop strategies for marketing effective community outreach programs.

EO 14-1-3 List the available community resources that will enhance and promote program awareness.

EO 14-1-4 Formulate strategies to reduce fires and injuries.

EO 14-1-5 Discuss components of a citizens advisory committee.

EO 14-1-6 Prepare a community awareness program to enhance the quality of life by developing Non-traditional services that provide for increased safety, injury prevention, and convenient public services. *(JPR 6.3.1)*

Incident Planning and Multi-agency Involvement

EO 16-1-1 Explain the elements of an action plan. *(JPR 6.6.1)*

EO 16-1-2 Describe the steps necessary in strategic decision-making.

EO 16-1-3 Identify the various agencies available to assist in supplying resources and to support incident operations.

EO 16-1-4 Explain the various types of command structures available to manage incidents.

EO 17-1-1 Review the strategic decision-making process.

EO 17-1-2 Review action plan development.

EO 17-1-3 Develop action plans and prepare oral presentations of plans adopted for each scenario. (*JPRs 6.6.1 and 6.1.2*)

Emergency Management

EO 16-1-5 Describe how the Emergency Operations Center (EOC) functions, its purpose, configuration, resources, and operation.

EO 16-1-6 Explain the fire department's roles and responsibilities in an EOC

EO 16-1-7 Develop an emergency management plan

Post Incident Analysis of a Multi-agency Incident

EO 18-1-1 Define post-incident analysis.

EO 18-1-2 Describe the types of post incident analysis.

EO 18-1-3 Describe the purpose of a post incident analysis

EO-18-1-4 Describe the components of a post incident analysis

EO-18-1-5 Develop and conduct a post incident analysis for a given scenario. (*JPR 6.6.2*)

Program Summary and Final Group Presentations

EO 20-1-1 Participate in a group presentation of the fire protection system as it relates to the group activity.

EO 20-1-2 Summarize the main points covered in the Fire Officer III course.

EO 20-1-3 Evaluate the course content, course materials, instructional environment, peers, and instructor on evaluation forms provided for that purpose.

GRADING AND SUCCESSFUL COMPLETION

Students will be graded on the quality of their projects as well as the substance of the material. To successfully complete the Fire Officer III program:

- Students must attend all class sessions.
- Students must pass all after section exams with a score of not less than 70%.
- Students must complete all class activities to the satisfaction of the Instructor
- Students must complete Final Presentation with a score of not less than 70%

RECOMMENDED REFERENCE / READING MATERIAL

The Fire Chief's Handbook, 6th Edition, Fire Engineering, PennWell
Chief Fire Officer's Desk Reference, International Association of Fire Chiefs, John M. Buckman III
Fire Administration, Randy R. Bruegman, Prentice Hall
Managing Fire and Rescue Services, 2002, ICMA

ACKNOWLEDGEMENT

This course is based upon Fire Officer III, University of Maryland, Maryland Fire and Rescue Institute who has granted approval for its use in this program.

**NFPA 1021 Correlation Matrix
Fire Officer III**

Subject	NFPA 1021 Job Performance Requirements (JPR)	Course Activities and Enabling Objectives
Program Orientation	6.1.2	Activity 1.1 Student Introductions and Expectations Activity 1.2: Team Building Activity 1.3 Introduction to Blue Valley County Activity 1.4 Final Presentation Introduction
Measuring Service Delivery Part 1 and 2	6.1.1 6.4.5 6.4.6 6.2.7	Activity 2.1 Response Time Analysis Activity 3.1 Evaluative Method
Budget Development, Preparation, and Auditing	6.4.1 6.4.2 6.4.3	Activity 4.1 Formulate a Budget Activity 4.2 Case Study Exercise
Integrating the Process of Budget Development and Fiscal Planning	6.4.3	Activity 6.1 Purchasing and Procurement Test
The Chief Officer's Role in Managing Human Resources.	6.2.1 6.2.2 6.2.3 6.2.4 6.2.5 6.2.6 6.4.8	Activity 7.1 Phased Implementation of a Combination Fire Service Organization
Departmental Administration, Records and Data Repository Systems	6.4.4 6.4.5	Activity 9-1 Model Plan for the Implementation of an Information Management System

Risk Management, Safety and Health Programs, The Chief Officer's Role	6.4.7 6.7.1	Activity 10.1 Accident and Injury Prevention Program
Inspections and Pre-incident Planning for Specific Occupancies	6.5.1 6.5.2	Activity 12.1 Written Plan for Target Hazard
Establishing a Partnership with the Community and Public at Large	6.3.1	Activity 14.1 Community Awareness Program
Incident Planning and Multi-agency Involvement	6.6.1	Activity 17.1 Multi-Agency Incident
Post Incident Analysis of a Multi-agency Incident	6.6.2	Activity 18.1 Post Incident Analysis of a Multi-Agency Incident
Emergency Management	6.8.1	Activity 19.1 Develop Emergency Management Plan
Program Summary and Final Group Presentations	6.1.2	Final Group Presentations Instructor Reviews Class Summary and Reviews
Total Hours	60	