

Program of Instruction

Course Syllabus

Course Title: Advanced Fire Officer Blended / NFPA 1021 - Fire Officer II

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

Program: Fire Officer

Course Prerequisites:
Company Fire Officer or NFPA Fire Officer I

Required for National Certification (ProBoard):

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

Course Description: The Advanced Fire Officer course is designed to provide the Fire Officer, at the supervisory/managerial level, who oversees multiple fire companies or stations, with information and skills required for success. The Advanced Fire Officer course is compliant with NFPA 1021 - Standard for Fire Officer Professional Qualifications 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 satisfies the course completion component for Office of the State Fire Marshal Certification as Advanced Fire Officer.

Course Requirements:

Pre-Course Work:

- Attend Mandatory Day One Orientation Session

Course Work:

- Attend and participate in 100% of the course
- Complete all Phase 1 Assignments and Quizzes with a minimum score of 70%
- Complete all Phase 2 Practical Applications
- Complete the final exam with a minimum score of 70%
- Pass skills evaluations

Post-Course Work:

- Submit course projects and receive a passing score

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 4th Edition, Jones & Bartlett Learning, 2021

The textbook is provided to the student during the Day One Mandatory Orientation.

Course Overview:

You have chosen to step forward and join our “blended learning” Advanced Fire Officer (AdFO) course. Our program is focused on blended learning using both the online 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 3-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 all assignments to complete the on-line course of instruction.

The IFSI Resource Center – Advanced 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 online format to: cover 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.

Evaluation Strategy:

At the completion of Phase 2, a written exam is conducted, and skills are evaluated.

Course Content and Assignments – Phase 1:

Title: The Fire Officer II as a Manager

Overview:

The Fire Officer II classification begins with meeting all of the requirements for Fire Officer I as defined in National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications. The Scope of responsibility for the Fire Officer II is wider than the Fire Officer I, with the Fire Officer II identifying issues and developing plans that a Fire Officer I implements. An additional responsibility for the Fire Officer II is developing professional development plans for each Fire Officer I and firefighter that reports to the Fire Officer II.

Reading: Fire Officer - Chapter: 9 pgs. 251-270

Activities: What have you done for promotion, Resume, Leadership definition

Quiz: The Fire Officer II as a Manager

Title: Applications in Leadership

Overview:

A Fire Officer II has a much wider sphere of influence than at Fire Officer I. They are expected to develop Fire Officer I's, as well as firefighters, in an arc of activities that exceed the boundaries of a single fire company. In addition, Fire Officer II's are tasked with improving individual and company level performance through training, coaching, evaluation, and feedback. This chapter looks at the application of select leadership and management theories covered in Fire Officer I and introduces two helpful concepts: functioning as a transformational rather than a transactional leader and applying the concepts of just culture.

Reading: Fire Officer - Chapter: 10, pgs. 271-298

Activities: Illinois Fire Service Laws Exercise, Training & Coaching, Performance Improvement Plan

Quiz: Applications in Leadership

Title: Managing Community Risk Reduction Programs

Overview:

The explosion of available information and the growth of digital communications has changed both how the fire serviced views risks and how it communicates with the public. These changes in information and communications technologies have shattered the silo of fire prevention efforts and have made the fire department a partner in a community-wide effort to reduce risks through community risk reduction programs and crisis communications.

Reading: Fire Officer - Chapter: 11, pgs. 299-314

Activities: Managing Community Risk Reduction Program, Prepare a Media Release

Quiz: Managing Community Risk Reduction Programs

Title: Administrative Communications**Overview:**

Successful administrative communication plays a vital role in an efficient fire department. A fire officer must be able to process several types of information to supervise and support the fire company members.

Clearly, effective communication skills are essential for a fire officer. The skills are required to provide direction to crew members, review new policies and procedures, and simply exchange information in a wide range of situations.

Reading: Fire Officer - Chapter: 12, pgs. 315-332

Video: Budget Hearing Video

Activities: Purchasing Exercise, Policy

Quiz: Administrative Communications

Title: Fire Cause Determination**Overview:**

The company officer needs to conduct a fire cause investigation in order to obtain an idea of how the fire started. One of the best starting points for efforts to prevent future fires is understanding the causes of fires that have occurred in the past.

Reading: Fire Officer - Chapter: 13, pgs. 333-352

Videos/Activities: How First Responders Impact the Fire Investigation, After the Fire – Fire Investigation Walk Through, Arson Expert talks about Six Signs of Arson (and associated assignment), Cause and Origin Procedures

Quiz: Fire Cause Determination

Title: Managing Major Incidents**Overview:**

A fire officer is expected to perform the duties of a first-arriving officer at any incident, including assuming command of the incident, establishing the basic management structure, and following standard operating procedures. A fire officer must also be fully competent at working within the incident command system (ICS) and functioning as a unit, group, or division leader.

Reading: Fire Officer - Chapter: 14 pgs. 353-386

Videos/Activities: Scenario questions, Department's Deployment Plans

Quiz: Managing Major Incidents

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 always mindful of safety. Conduct judged to be unsafe shall be grounds for dismissal from the course.

Academic Integrity Policy: IFSI has the responsibility for maintaining academic integrity 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.

Retesting: If a student fails to pass an exam, retesting takes place on set dates at regional sites across the state. More information is provided in the course completion e-mail and on the IFSI website.

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.

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, Advanced Fire Officer Instructor Reference Manual.

Course Schedule

PHASE 1 - DAY ONE

<u>Event</u>	<u>Duration</u>
Mandatory Introduction of Advanced Fire Officer Course	3 hours
IFSI Resource Center Overview and Course Timelines	1 hour
Lunch	
IFSI Resource Center Overview and Course Timelines	2 hours
Introduction to Practical Applications	2 hours
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Online Content Chapters 9 - 14	32 hours
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PHASE 2 - DAY ONE

<u>Event</u>	<u>Duration</u>
Phase 2 Introduction and Phase 1 Follow Up	1 hour
Roles and Responsibilities Presentation	1 hour
Professional Development Practical Applications	1 hour
The Work Environment Presentation	1 hour
Lunch	
Developing a Policy Practical Application	1.5 hours
Command Presence Presentation	1 hour
Leading Change Practical Application	1.5 hours

PHASE 2 - DAY TWO

<u>Event</u>	<u>Duration</u>
DC of Operations Briefing	30 minutes
Shift Briefing & Daily Quick Drill – Phase 1	30 minutes
First Responder Resiliency Awareness	1 hour
Leadership, Behavior, & Discipline Presentation	2 hours
Lunch	
Performance Evaluation & Prof. Devel. Presentation	1 hour
Performance Evaluation Practical Application	1.5 hours
Performance Improvement Plan Practical Application	1.5 hours

PHASE 2 - DAY THREE

<u>Event</u>	<u>Duration</u>
DC of Operations Briefing	30 minutes
Shift Briefing & Daily Quick Drill – Phase 1	30 minutes
Communications Presentation	1 hour
Maximizing Member Performance Presentation	1 hour
Employee Scenarios Practical Application	1 hour
Lunch	
Health & Safety Presentation	1 hour
Post Incident Analysis Practical Application	1.5 hours
FD Injury Analysis Practical Application	1.5 hours

PHASE 2 - DAY FOUR

<u>Event</u>	<u>Duration</u>
DC of Operations Briefing	30 minutes
Shift Briefing & Daily Quick Drill – Phase 1	30 minutes
Budgeting Presentation	1 hour
Apparatus Replacement Practical Application	1.5 hours
Lunch	
Budgeting Practical Application	4.5 hours

PHASE 2 - DAY FIVE

<u>Event</u>	<u>Duration</u>
DC of Operations Briefing	30 minutes
Shift Briefing & Daily Quick Drill – Phase 1	30 minutes
Budgeting Practical Application Cont'd	3 hours
Lunch	
Budgeting Practical Application Presentations	1.5 hours
Purchasing Presentation	1 hour
Purchasing Scenarios Practical Application	1.5 hours

PHASE 2 - DAY SIX

<u>Event</u>	<u>Duration</u>
DC of Operations Briefing	30 minutes
Shift Briefing & Daily Quick Drill – Phase 1	30 minutes
Community Risk Reduction Presentation	1 hour
Managing Community Risk Practical Application	1.5 hours
Lunch	
Community & Government Disaster Practical Application	1.5 hours
Media Relations Presentation	1 hour
Create a Press Release Practical Application	2 hours

PHASE 2 - DAY SEVEN

<u>Event</u>	<u>Duration</u>
DC of Operations Briefing	30 minutes
Shift Briefing & Daily Quick Drill – Phase 1	30 minutes
Fire Cause & Origin 1 Presentation	1 hour
Fire Cause & Origin 2 Presentation	1 hour
F.I. Point of Origin Practical Application	1 hour
Lunch	
Lessons Learned Practical Application	1 hour
Common Language Presentation	1 hour
Standard Company Functions Practical Application	2 hours

PHASE 2 - DAY EIGHT

<u>Event</u>	<u>Duration</u>
DC of Operations Briefing	30 minutes
Shift Briefing & Daily Quick Drill – Phase 1	30 minutes
Incident Command System Presentation	1 hour
Managing the Incident Practical Application	2 hours
Lunch	
Crew Resource Management Presentation	1 hour
Expanding Incidents Presentation	1 hour
Multi-Company Operations Practical Application	2 hours

PHASE 2 - DAY NINE

<u>Event</u>	<u>Duration</u>
DC of Operations Briefing	30 minutes
Shift Briefing & Daily Quick Drill – Phase 1	30 minutes
Multi-Company Ops – Various Practical Application	1.5 hours
Multi-Company Ops – Tech. Rescue Practical Application	1.5 hours
Lunch	
Multi-Company Ops – Com/High Rise Practical Application	2 hours
Weather Incident Practical Application	2 hours

PHASE 2 - DAY TEN

<u>Event</u>	<u>Duration</u>
DC of Operations Briefing	30 minutes
Shift Briefing & Daily Quick Drill – Phase 1	30 minutes
Post Incident Analysis Presentation	1 hour
Practical Application Post Incident Analysis	1 hour
Performance Evaluation Checklists	1 hour
Lunch	
Performance Evaluation Checklists	1 hour
Task Book Review and Expectations	1 hour
Final Exam & CEQ Explanation	2 hours