



Northeastern Illinois Public Safety Training Academy

Course Syllabus

401

Title: Company Fire Officer (CoFO)	Program Duration: 120 Hours
Type: Hybrid; Campus and Online	Coordinator: P. Mensching

Course Description

NIPSTA's Company Fire Officer ("CoFO") program is designed to exceed the requirements outlined by the Illinois Office of the State Fire Marshal ("OSFM") by providing students with the knowledge and skills required to perform as a Company Fire Officer as defined by NFPA 1021.

Prerequisites

The purpose of pre-requisite course work is to ensure that students are prepared to understand the terminology, tactics and practical applications presented in NIPSTA programs. At a minimum, NIPSTA requires successful completion of the following prerequisites prior to enrollment in this program:

- Required: Member of a recognized fire department or brigade
- Preferred: OSFM Advanced Firefighter

In order to receive OSFM certification for Company Fire Officer, students are required to successfully complete the following three (3) phases:

- Phase I - Education: Presented via forty (40) hours of online learning, plus one (1) mandatory orientation session held on campus.
- Phase II - Practical Application: Presented on campus via eighty (80) hours of discussion and hands-on exercises.
- Phase III - Task Book: To be independently completed by the student within three (3) years of the completion of Phase I and Phase II under the supervision of the student's employing fire department.

Attendance

In order to receive a Certificate of Course Completion, NIPSTA requires students to be present for all lectures, demonstrations and evolutions.

Safety

NIPSTA Instructors will ensure that hazards have been identified and addressed prior to the start of each program. Course safety guidelines are discussed prior to operations. Unsafe actions or behaviors will not be tolerated and will be grounds for student dismissal.

Academic Integrity

NIPSTA aspires to the highest possible standards of academic honesty and integrity in all programs as key tenants of the NIPSTA experience. NIPSTA Instructors set forth clear ethical expectations, promote consistency of standards, and expect reporting of dishonest and unsafe behaviors. While education through participation is the central goal for every NIPSTA program, it is only possible when honesty and integrity are part of the overall mission.

Performance Testing & Evaluation

NIPSTA employs multiple methods of measuring subject matter competency, including cognitive and performance-based skill testing. Cognitive skills will be measured by utilizing a comprehensive written exam at the conclusion of the course. Students must achieve a minimum score of 70% to successfully pass the written exam. Performance skill tests measure an individual's ability to perform specific tasks or applications based on given or known job performance requirements ("JPRs"). Unless otherwise specified, performance-based skill tests will be measured on a pass or fail basis.

ADA Compliance

Students with a documented disabilities, as that term is used in the American with Disabilities Act (ADA), may qualify for reasonable accommodations as defined in Section 504 of the Rehabilitation Act of 1973. Additional information is available at www.nipsta.org.

Textbook

Students are responsible for purchasing their textbook(s). The following textbook is recommended for NIPSTA's Company Fire Officer Course:

- Ward, M. J. (2015). *Fire officer: Principles and practice*. Burlington, MA: Jones and Bartlett Learning. ISBN: 9781284068368

**Supplemental learning materials may be provided to students by the Course Coordinator on or prior to the first day of the program.*

Pre-course Assignments

The purpose of pre-course assignments is to ensure students are prepared for success at the onset of the program. The pre-course assignments for NIPSTA's Company Fire Officer Course are as follows:

- **Register for Navigate2:** Prior to the first day, students are required to register for "Fire Officer: Principles & Practice" via the Navigate2 platform. A course ID will be provided to students via email with ample time to prepare before the course begins.
Read: "Fire Officer: Principles & Practice", Chapters 1 & 2

Time Management & Performance

Time and task management are key attributes of a successful fire officer. Students are expected to complete course assignments, quizzes and tests on time.

120 Hour Course Content

Course content is broken into subject area modules or “Mods”. NIPSTA’s Company Fire Officer program is comprised of the following fifty-two (52) Mods:

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| Mod 1: Phase I Orientation | Mod 27: Lesson Plan Exercise |
| Mod 2: Preparing for Promotion | Mod 28: The Daily Briefing |
| Mod 3: The Fire Officer Role | Mod 29: Company Officer “Need-to-Knows” |
| Mod 4: Company Officer Communication | Mod 30: Installed Systems & Alarms |
| Mod 5: Management vs Leadership | Mod 31: Modern Fire Behavior |
| Mod 6: Safety & Risk Management | Mod 32: “Game Ready” Exercise |
| Mod 7: Training vs Coaching | Mod 33: Engine Officer Operations |
| Mod 8: Evaluation & Discipline | Mod 34: Size-Up & Building Profile |
| Mod 9: Labor Management | Mod 35: Engine Officer Exercises |
| Mod 10: Dealing with Conflict | Mod 36: Occupancies & Inspections |
| Mod 11: Community Relations | Mod 37: Cause & Origin Exercise |
| Mod 12: Pre-Incident Planning | Mod 38: Pre-Fire Briefing |
| Mod 13: Fire Dept. Budgeting & Finance | Mod 39: Fireground Operations |
| Mod 14: Incident Management | Mod 40: Firefighter Rehab and Decon |
| Mod 15: Rules of Engagement | Mod 41: Fire Report Assignment |
| Mod 16: Fireground Tactics | Mod 42: Health & Wellness |
| Mod 17: Cause & Determination | Mod 43: Truck Officer Operations |
| Mod 18: Crew Resource Management | Mod 44: Truck Officer Exercises |
| Mod 19: Leading Change | Mod 45: Firefighter Fitness & Me |
| Mod 20: Modern Fire Behavior | Mod 46: Operating Guideline Exercise |
| Mod 21: Phase II Orientation | Mod 47: Supervision & Direction Course |
| Mod 22: Attitude & the New Comp. Officer | Mod 48: Incident Action Plan Exercise |
| Mod 23: Roles & Responsibilities | Mod 49: EMS Operations |
| Mod 24: Team Building & Problem Solving | Mod 50: Special Operations |
| Mod 25: Leadership | Mod 51: Mental Performance |
| Mod 26: Company Training | Mod 52: CoFO Task Book Overview |

Learning Outcomes & Evaluation

Following the conclusion of these modules, students will be familiar with the requisite knowledge and skills needed to perform as a Fire Department Company Officer. Written and practical evaluations will be conducted at the completion of this course.

PHASE I – Online (40 Hours)

Week 1

Week 2

Day 1 Mod 1: Phase I Orientation	Day 6 Mod 6: Safety & Risk Management
Mandatory On Campus – ½ day	
Discussion: Intro to CoFO: Phase I Read: Chapter 1, pp 4 – 16 Activity: Company Officer Scenario 1 Quiz: Chapter 1	Read: Chapter 5, pp 86 – 100 Activity: Company Officer Scenario 7 Video Activity: “Bat Out of Hell” Quiz: Chapter 5
Day 2 Mod 2: Preparing for Promotion	Day 7 Mod 7: Training & Coaching
Read: Chapter 2, pp 24 – 38 Activity: Company Officer Scenario 2 Video: None Quiz: Chapter 2	Read: Chapter 8, pp 142 - 152 Activity: Company Officer Scenario 8 Video: TBD Quiz: Chapter 8
Day 3 Mod 3: The Fire Officer Role	Day 8 Mod 8: Evaluation & Discipline
Read: Chapter 3, pp 42 – 57 Activity: Company Officer Scenario 3 & 4 Video: None Quiz: Chapter 3	Read: Chapter 9, pp 164 - 171 Quiz: Chapter 9
Day 4 Mod 4: Fire Officer Communication	Day 9 Mod 9: Labor Management
Read: Chapter 4, pp 62 – 72 Activity: Company Officer Scenario 5 Video Activity: “FF Undermines Officer” Quiz: Chapter 4	Read: Chapter 10, pp 184 - 190 Activity: Company Officer Scenario 9 Video Activity: “Herding Cats” Quiz: Chapter 10
Day 5 Mod 5: Management & Leadership	Day 10 Mod 10: Conflicts, Mod 11: Community
Read: Ch. 6 & 7, pp 112-121, 128-135 Activity: Company Officer Scenario 6 Video Activity: “Captain Bligh” Quiz: Chapter 6 & 7	Read: Ch. 11,12, pp 204-213, 224-237 Activity: Company Officer Scenario 10 Video Activity: “My Time” & “Aisle 3” Quiz: Chapters 11 & 12

Week 3**Week 4**

Day 11 Mod 12: Pre-Incident Planning	Day 16 Mod 17: Fire Cause & Determination
Read: Chapter 13, pp 242 - 265 Activity: Demographics Report Video: None Quiz: Chapter 13	Read: Chapter 18 Activity: Company Officer Scenario 13 Video: None Quiz: Chapter 18
Day 12 Mod 13: Fire Department Budgeting	Day 17 Mod 18 C.R.M, Mod 19: Leading Change
Read: Chapter 14, pp 271 - 279 Activity: Department Budget Report Video: None Quiz: Chapter 14	Read: Chapter 19 Activity: Company Officer Scenario 14 Video: Crew Resource Management Quiz: Chapter 19
Day 13 Mod 14: Managing Incidents	Day 18 Mod 20: Modern Fire Behavior
Read: Chapter 15, pp 292 - 304 Quiz: Chapter 15	Read: None Quiz: None
Day 14 Mod 15: Rules of Engagement	Day 19 Course Review
Read: Chapter 16 Activity: LODD Report Video Activity: "Probie Makes Spaghetti" Quiz: Chapter 16	Review: CoFO Chapter Objectives Activity: None Video: None Quiz: None
Day 15 Mod 16: Fire Attack	Day 20 Final Course Exam (Online)
Read: Chapter 17 Activity: Company Off. Scenarios 11 & 12 Video Activity: "Probie Unhappy" Quiz: Chapter 17	Final Exam Review: Phase II Schedule & Pre-assignments

PHASE II – On Campus (80 Hours)

DAY 1: Attitudes, Expectations & Working Together

Morning (4 hours)

- Mod 21:** Phase II Orientation
- Mod 22:** Attitude & the New Company Officer
- Mod 23:** Roles & Responsibilities
- Mod 28:** The Daily Briefing – Introduction

Afternoon (4 hours)

- Mod 27:** Lesson Plan Exercise
- Mod 24:** Team Building & Problem Solving Exercises

DAY 2: Leadership & Company Officer Need-to-Knows

Morning (4 hours)

- Roll Call & Colors
- Mod 34:** Size-up & Building Profile - Arrival Report Exercise
- Mod 10:** Dealing with Conflict Exercise
- Mod 28:** Daily Briefing Exercise
- Mod 26:** Company Training – BOF JPR Drills
- Mod 25:** Leadership
- Mod 29:** Company Officer “Need-to-Knows”
- Mod 34:** Size-up & Building Profile

Afternoon (4 hours)

- Mod 26:** Company Training
- Mod 31:** Modern Fire Behavior Exercise

DAY 3: Budgeting, Finance and Cause & Origin

Morning (4 hours)

- Roll Call & Colors
- Mod 34:** Size-up & Building Profile - Arrival Report Exercise
- Mod 10:** Dealing with Conflict Exercise
- Mod 28:** Daily Briefing Exercise
- Mod 13:** Fire Department Budgeting & Finance
- Mod 52:** CoFO Task Book Overview

Afternoon (4 hours)

- Mod 37:** Cause & Origin Exercise

DAY 4: Engine Company Operations

Morning (4 hours)

Roll Call & Colors

Mod 34: Size-up & Building Profile - Arrival Report Exercise

Mod 10: Dealing with Conflict Exercise

Mod 28: Daily Briefing Exercise

Mod 26: Company Training – BOF JPR Drills

Mod 32: “Game Ready” Exercise

Mod 33: Engine Officer Operations

Afternoon (4 hours)

Mod 35: Engine Officer Exercises

DAY 5: Fireground Company Supervision

Morning (4 hours)

Roll Call & Colors

Mod 28: Daily Briefing Exercise

Mod 38: Pre-fire Briefing

Mod 27: Lesson Plan Exercise

Afternoon (4 hours)

Mod 39: Fireground Operations

Mod 40: Firefighter Rehabilitation and Decontamination

Mod 34: Size-Up & Building Profile – Tactical Simulation Exercise

Mod 10: Dealing with Conflict – Problem Employee Exercise

DAY 6: Health, Wellness & Mental Performance

Morning (4 hours)

Roll Call & Colors

Mod 28: Daily Briefing Exercise

Mod 42: Health & Wellness

Afternoon (4 hours)

Mod 45: Firefighter Fitness

Mod 51: Mental Performance

Mod 31: Modern Fire Behavior

DAY 7: Truck Company Operations

Morning (4 hours)

Roll Call & Colors

Mod 34: Size-up & Building Profile - Arrival Report Exercise

Mod 10: Dealing with Conflict Exercise

Mod 28: Daily Briefing Exercise

Mod 43: Truck Officer Operations

Afternoon (4 hours)

Mod 44: Truck Officer Exercises

DAY 8: Occupancies, Inspections & Installed Systems

Morning (4 hours)

Roll Call & Colors

Mod 34: Size-up & Building Profile - Arrival Report Exercise

Mod 10: Dealing with Conflict Exercise

Mod 28: Daily Briefing Exercise

Mod 30: Installed Systems & Alarms

Mod 36: Occupancies & Inspections

Afternoon (4 hours)

Mod 46: Operating Guideline Exercise

Mod 47: Supervision & Direction Course

Mod 30: Installed Systems & Alarms Exercise

DAY 9: Planning, EMS & Special Operations

Morning (4 hours)

Roll Call & Colors

Mod 34: Size-up & Building Profile - Arrival Report Exercise

Mod 10: Dealing with Conflict Exercise

Mod 28: Daily Briefing Exercise

Mod 48: Incident Action Plan Exercise

Mod 49: EMS Operations

Mod 50: Special Operations

Afternoon (4 hours)

Mod 49: EMS Operations – First Engine Responsibilities

Mod 50: Special Operations – First Engine Responsibilities

DAY 10: Final Exam & Phase III Overview

Morning (4 hours)

Roll Call & Colors

Mod 38: Pre-fire Briefing

Mod 27: Lesson Plan Exercise

Afternoon (4 hours)

Mod 39: Fireground Operations

Mod 40: Firefighter Rehabilitation and Decontamination

Mod 34: Size-Up & Building Profile – Tactical Simulation Exercise

Mod 10: Dealing with Conflict – Problem Employee Exercise

Course Evaluations

Reference List

Ward, M. J. (2015). *Fire Officer: Principles and Practice*. Burlington, MA: Jones & Bartlett Learning.

NFPA, Standard for Fire Officer Professional Qualifications. (2014). Quincy, MA: National Fire Protection Association.

2015 American Heart Association Guidelines: Update for CPR and ECC. (2015). Dallas, TX: American Heart Association.

The Right Seat: Officer Development Beyond the Textbook, Vol. 2 DVD. (n.d.). Retrieved from <https://www.pennwellbooks.com/fire-rescue/leadership-management/the-right-seat-officer-development-beyond-the-textbook-volume-2/>. December 2018.