



## Northeastern Illinois Public Safety Training Academy

### Course Syllabus

401

<b>Title:</b> Company Fire Officer (CoFO)	<b>Program Duration:</b> 120 Hours
<b>Type:</b> Hybrid; Campus and Online	<b>Coordinator:</b> 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](http://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. (2021). *Fire officer: Principles and practice (4<sup>th</sup> ed.)*. Burlington, MA: Jones and Bartlett Learning.

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

<b>Day 1</b> <b>Mod 1: Phase I Orientation</b>	<b>Day 6</b> <b>Leading a Team</b>
<b>Mandatory On Campus – ½ day</b>	
<b>Discussion:</b> Intro to CoFO: Phase I <b>Read:</b> Day 1 handouts <b>Video:</b> “Fire Officer 1, Leading Your Team” <b>Quiz:</b> None	<b>Read:</b> Ch 3 (73 – 90) <b>Activity:</b> Company Officer Scenario 7 <b>Video:</b> “My Time” <b>Quiz:</b> None
<b>Day 2</b> <b>Fire Officer as Company Supervisor</b>	<b>Day 7</b> <b>Leading a Team</b>
<b>Read:</b> Ch 1 (3 – 18) <b>Activity:</b> Company Officer Scenario 1 <b>Video:</b> “Herding Cats” <b>Quiz:</b> None	<b>Read:</b> Ch 3 (Training Resp. 90 – 111) <b>Activity:</b> Company Officer Scenario 8 <b>Video:</b> None <b>Quiz:</b> Chapter 3
<b>Day 3</b> <b>Fire Officer as Company Supervisor</b>	<b>Day 8</b> <b>Community and Risk Reduction</b>
<b>Read:</b> Ch 1 (Role as Supervisor 18 – 35) <b>Activity:</b> Company Officer Scenario 2 <b>Video:</b> None <b>Quiz:</b> Chapter 1	<b>Read:</b> Ch 4 (115 - 125) <b>Video:</b> “Confrontation on Aisle 3” <b>Quiz:</b> Chapter 4
<b>Day 4</b> <b>Leadership and Management Theory</b>	<b>Day 9</b> <b>Fire Department Administration</b>
<b>Read:</b> Ch 2 (39 – 52) <b>Activity:</b> Company Officer Scenario 5 <b>Video:</b> “Senior FF Undermines Officer” <b>Quiz:</b> None	<b>Read:</b> Chap 5 (127 – 138) <b>Activity:</b> Company Officer Scenario 9 <b>Video:</b> “Computer I Spy” <b>Quiz:</b> None
<b>Day 5</b> <b>Leadership and Management Theory</b>	<b>Day 10</b> <b>Fire Department Administration</b>
<b>Read:</b> Ch 2 (Human Resources 52 - 70) <b>Activity:</b> Company Officer Scenario 6 <b>Video:</b> None <b>Quiz:</b> Chapter 2	<b>Read:</b> Ch 5 (Human Resources 138-154) <b>Activity:</b> Company Officer Scenario 10 <b>Video:</b> None <b>Quiz:</b> Chapter 5

**Week 3****Week 4**

<b>Day 11</b> <b>Pre-planning &amp; Code Enforcement</b>	<b>Day 16</b> <b>Safety &amp; Risk Management</b>
<b>Read:</b> Ch 6 (157 – 177) <b>Activity:</b> Company Officer Scenario 11 <b>Video:</b> <i>“Pencil Whip Check Out”</i> <b>Quiz:</b> None	<b>Read:</b> Ch 8 (Inc Safety Off 233 - 243) <b>Activity:</b> Company Officer Scenario 16 <b>Video:</b> None <b>Quiz:</b> Chapter 8
<b>Day 12</b> <b>Pre-planning &amp; Code Enforcement</b>	<b>Day 17</b> <b>Line of Duty Death Report</b>
<b>Read:</b> Ch 6 (Preparing for Insp. 117-191) <b>Activity:</b> Company Officer Scenario 12 <b>Video:</b> None <b>Quiz:</b> Chapter 6	<b>Read:</b> None <b>Activity:</b> LODD Report <b>Video:</b> None <b>Quiz:</b> None
<b>Day 13</b> <b>Command of Initial Emergency Ops</b>	<b>Day 18</b> <b>Department Budget &amp; Demographics</b>
<b>Read:</b> Ch 7 (195 – 208) <b>Activity:</b> Company Officer Scenario 13 <b>Video:</b> <i>“Probie Makes Spaghetti”</i> <b>Quiz:</b> None	<b>Read:</b> None <b>Quiz:</b> None <b>Activity:</b> Budget & Demographics Report <b>Quiz:</b> None
<b>Day 14</b> <b>Command of Initial Emergency Ops</b>	<b>Day 19</b> <b>Course Review</b>
<b>Read:</b> Chap 7 (Sizing up Inc. 208-220) <b>Activity:</b> Company Officer Scenario 14 <b>Video:</b> None <b>Quiz:</b> Chapter 7	<b>Review:</b> CoFO Chapter Objectives <b>Activity:</b> None <b>Video:</b> None <b>Quiz:</b> None
<b>Day 15</b> <b>Safety &amp; Risk Management</b>	<b>Day 20</b> <b>Final Course Exam (Online)</b>
<b>Read:</b> Ch 8 (223 - 233) <b>Activity:</b> Company Officer Scenario 15 <b>Video:</b> <i>“Probie Unhappy”</i> <b>Quiz:</b> None	<b>Final Exam</b> <b>Review:</b> Phase II Schedule & Pre-assignments

## PHASE II – On Campus (80 Hours)

### DAY 1: Attitudes, Expectations & Working Together

#### Morning (4 hours)

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- 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)

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

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

#### Morning (4 hours)

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- 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)

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

### DAY 3: Budgeting, Finance and Cause & Origin

#### Morning (4 hours)

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- 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)

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- Mod 37:** Cause & Origin Exercise

## **DAY 4: Engine Company Operations**

### **Morning (4 hours)**

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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)**

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**Mod 35:** Engine Officer Exercises

## **DAY 5: Fireground Company Supervision**

### **Morning (4 hours)**

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Roll Call & Colors

**Mod 28:** Daily Briefing Exercise

**Mod 38:** Pre-fire Briefing

**Mod 27:** Lesson Plan Exercise

### **Afternoon (4 hours)**

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**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)**

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Roll Call & Colors

**Mod 28:** Daily Briefing Exercise

**Mod 42:** Health & Wellness

### **Afternoon (4 hours)**

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**Mod 45:** Firefighter Fitness

**Mod 51:** Mental Performance

**Mod 31:** Modern Fire Behavior

## **DAY 7: Truck Company Operations**

### **Morning (4 hours)**

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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)**

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**Mod 44:** Truck Officer Exercises

## **DAY 8: Occupancies, Inspections & Installed Systems**

### **Morning (4 hours)**

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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)**

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**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)**

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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)**

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**Mod 49:** EMS Operations – First Engine Responsibilities

**Mod 50:** Special Operations – First Engine Responsibilities



## DAY 10: Final Exam & Phase III Overview

### **Morning (4 hours)**

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Roll Call & Colors

**Mod 38:** Pre-fire Briefing

**Mod 27:** Lesson Plan Exercise

### **Afternoon (4 hours)**

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**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. (2021). *Fire Officer: Principles and Practice (4<sup>th</sup> ed)*. 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.