



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
- Advanced Technician 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 hazards have been identified and addressed prior to the start of each program. All course safety guidelines are discussed prior to operations and at a minimum, a one (1) to six (6) instructor to student ratio will be maintained at all times. Unsafe actions or behaviors will not be tolerated and will be grounds for 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. (2021). *Fire officer: Principles and practice (enhanced 4th 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:

Mod: Phase I Orientation	Mod: Lesson Plan Exercise
Mod: Preparing for Promotion	Mod: The Daily Briefing
Mod: The Fire Officer Role	Mod: Company Officer “Need-to-Knows”
Mod: Company Officer Communication	Mod: Installed Systems & Alarms
Mod: Management vs Leadership	Mod: Modern Fire Behavior
Mod: Safety & Risk Management	Mod: “Game Ready” Exercise
Mod: Training vs Coaching	Mod: Engine Officer Operations
Mod: Evaluation & Discipline	Mod: Size-Up & Building Profile
Mod: Labor Management	Mod: Engine Officer Exercises
Mod: Dealing with Conflict	Mod: Occupancies & Inspections
Mod: Community Relations	Mod: Cause & Origin Exercise
Mod: Pre-Incident Planning	Mod: Pre-Fire Briefing
Mod: Fire Dept. Budgeting & Finance	Mod: Fireground Operations
Mod: Incident Management	Mod: Firefighter Rehab and Decon
Mod: Rules of Engagement	Mod: Fire Report Assignment
Mod: Fireground Tactics	Mod: Health & Wellness
Mod: Cause & Determination	Mod: Truck Officer Operations
Mod: Crew Resource Management	Mod: Truck Officer Exercises
Mod: Leading Change	Mod: Firefighter Fitness & Me
Mod: Modern Fire Behavior	Mod: Operating Guideline Exercise
Mod: Phase II Orientation	Mod: Supervision & Direction Course
Mod: Attitude & the New Comp. Officer	Mod: Incident Action Plan Exercise
Mod: Roles & Responsibilities	Mod: EMS Operations
Mod: Team Building & Problem Solving	Mod: Special Operations
Mod: Leadership	Mod: Mental Performance
Mod: Company Training	Mod: 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

Day 1 Mod 1: Phase I Orientation
Mandatory On Campus: 0830 - 1130 Discussion: Intro to CoFO: Phase I Read: Day 1 handouts Video: “Fire Off 1, Leading Your Team” Quiz: None

Week 2

Day 6 Leading a Team
Read: Ch 3 (73 – 90) Activity: Company Officer Scenario 7 Video: “My Time” Quiz: None

Day 2 Fire Officer as Company Supervisor	Day 7 Leading a Team
Read: Ch 1 (3 – 18) Activity: Company Officer Scenario 1 Video: “Herding Cats” Quiz: None	Read: Ch 3 (Training Resp. 90 – 111) Activity: Company Officer Scenario 8 Video: None Quiz: Chapter 3

Day 3 Fire Officer as Company Supervisor	Day 8 Community and Risk Reduction
Read: Ch 1 (Role as Supervisor 18 – 35) Activity: Company Officer Scenario 2 Video: None Quiz: Chapter 1	Read: Ch 4 (115 - 125) Video: “Confrontation on Aisle 3” Quiz: Chapter 4

Day 4 Leadership and Management Theory	Day 9 Fire Department Administration
Read: Ch 2 (39 – 52) Activity: Company Officer Scenario 5 Video: “Senior FF Undermines Officer” Quiz: None	Read: Chap 5 (127 – 138) Activity: Company Officer Scenario 9 Video: “Computer I Spy” Quiz: Chapter 10

Day 5 Leadership and Management Theory	Day 10 Fire Department Administration
Read: Ch 2 (Human Resources 52 - 70) Activity: Company Officer Scenario 6 Video: None Quiz: Chapter 2	Read: Ch 5 (Human Resources 138-154) Activity: Company Officer Scenario 10 Video: None Quiz: Chapter 5

Week 3**Week 4**

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

PHASE II – On Campus (80 Hours)

DAY 1: Attitudes, Expectations & Working Together

Morning

Mod: Phase II Orientation
Mod: Attitude & the New Company Officer
Mod: Roles & Responsibilities
Mod: The Daily Briefing – Introduction

Afternoon

Mod: Lesson Plan Exercise
Mod: Team Building & Problem Solving Exercises

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

Morning

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

Afternoon

Mod: Company Training
Mod: Modern Fire Behavior Exercise

DAY 3: Budgeting, Finance and Cause & Origin

Morning

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

Afternoon

Mod: Cause & Origin Exercise

DAY 4: Engine Company Operations

Morning

Roll Call & Colors

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

Mod: Dealing with Conflict Exercise

Mod: Daily Briefing Exercise

Mod: Company Training – BOF JPR Drills

Mod: “Game Ready” Exercise

Mod: Engine Officer Operations

Afternoon

Mod: Engine Officer Exercises

DAY 5: Fireground Company Supervision

Morning

Roll Call & Colors

Mod: Daily Briefing Exercise

Mod: Pre-fire Briefing

Mod: Lesson Plan Exercise

Afternoon

Mod: Fireground Operations

Mod: Firefighter Rehabilitation and Decontamination

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

Mod: Dealing with Conflict – Problem Employee Exercise

DAY 6: Health, Wellness & Mental Performance

Morning

Roll Call & Colors

Mod: Daily Briefing Exercise

Mod: Health & Wellness

Afternoon

Mod: Firefighter Fitness

Mod: Mental Performance

Mod: Modern Fire Behavior

DAY 7: Truck Company Operations

Morning

Roll Call & Colors

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

Mod: Dealing with Conflict Exercise

Mod: Daily Briefing Exercise

Mod: Truck Officer Operations

Afternoon

Mod 44: Truck Officer Exercises

DAY 8: Occupancies, Inspections & Installed Systems

Morning

Roll Call & Colors

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

Mod: Dealing with Conflict Exercise

Mod: Daily Briefing Exercise

Mod: Installed Systems & Alarms

Mod: Occupancies & Inspections

Afternoon

Mod: Operating Guideline Exercise

Mod: Supervision & Direction Course

Mod: Installed Systems & Alarms Exercise

DAY 9: Planning, EMS & Special Operations

Morning

Roll Call & Colors

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

Mod: Dealing with Conflict Exercise

Mod: Daily Briefing Exercise

Mod: Incident Action Plan Exercise

Mod: EMS Operations

Mod: Special Operations

Afternoon

Mod: EMS Operations – First Engine Responsibilities

Mod: Special Operations – First Engine Responsibilities

DAY 10: Final Exam & Phase III Overview

Morning

Roll Call & Colors

Mod: Pre-fire Briefing

Mod: Lesson Plan Exercise

Afternoon

Mod: Fireground Operations

Mod: Firefighter Rehabilitation and Decontamination

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

Mod: Dealing with Conflict – Problem Employee Exercise

Course Evaluations

Reference List

Ward, M. J. (2021). *Fire Officer: Principles and Practice (enhanced 4th ed)*. Burlington, MA: Jones & Bartlett Learning.

NFPA 1021, Standard for Fire Officer Professional Qualifications. (2020). Quincy, MA: National Fire Protection 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.