# ALABAMA FIRE COLLEGE
## AND PERSONNEL STANDARDS & EDUCATION COMMISSION

## COURSE SYLLABUS

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| **Fire Officer III** | **FSC 293** | **40 clock hours** |

### PREREQUISITES

- (Pro Board or IFSAC) Certified Fire Officer II

**Alternative Certification:**

- Individuals not certified to the Fire Officer II level completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions:
  - Alabama state licensed Emergency Medical Technicians certified as EMS or Rescue Officer II may be certified as EMS Officer III.
  - Individuals certified as EMS or Rescue Officer II and able to demonstrate particular competence in the area of rescue operations may be certified as Rescue Officer III.

### REQUIRED COURSE MATERIALS

- **IFSTA***: Chief Officer, Fourth Edition*

Other Equipment:

- Laptop that can produce documents in Microsoft Office or Adobe PDF

### DESCRIPTION

This course is based on NFPA 1021: *Standard for Fire Officer Professional Qualifications,* 2020 Edition.  This course is specialized for the Chief Officer who is ready to advance to the upper management level of his/her department. This course consists of subjects designed to give the officer more knowledge of management and administration so that he/she can make basic evaluations of employee relations and assume a more proactive role in his/her department.  This is a project-based class.

This course is an intensive course consisting of 9 projects that will be completed individually (not group submissions). Although no final exam is given, the cognitive exam is accomplished through the project work. Course hours are noted as 40, but the workload for this course may require additional hours.

### STUDENT LEARNING OBJECTIVES

- Establish minimum staffing requirements.
- Develop procedures for hiring members.
- Develop procedures and programs for promoting members.
- Describe methods to facilitate and encourage members to participate in professional development.
- Develop a proposal for improving a member benefit or for a new member benefit.
- Develop a plan for providing a member accommodation.
- Develop an ongoing education and training program.
- Develop a community risk reduction program.
- Develop a divisional or departmental budget.
- Develop a budget management system.
- Describe the organization's process for developing requests for proposal (RFPs) and soliciting and awarding bids.
- Direct the development, maintenance and evaluation of a department record and management system.
- Analyze and interpret records and data.
- Develop a model plan for continuous organizational improvement.
- Evaluate the inspection program of the AHJ.
- Develop a plan.

- Prepare an action plan.
- Develop and conduct a post-incident analysis.
- Develop a plan for the organization.
- Develop a measurable accident and injury prevention program.
- Develop a plan for the integration of fire services resources in the community's emergency management plan.

## CERTIFICATION REQUIREMENTS

To be issued certification, the candidate will: provide documentation of prerequisites, complete required training hours including skills training, successfully complete the cognitive written exam, and successfully complete the practical exam.

## ACCREDITATION

Alabama Fire College and Personnel Standards Commission maintains accreditation with Pro Board and IFSAC. Each student will automatically receive national registration and certification upon successful completion of all requirements for certification.

## COURSE SCHEDULE (SUBJECT TO CHANGE)

| Day One: | Chapter 1- Projects 1, 2, and 3<br>Chapter 2 |
| Day Two: | Chapter 3- Projects 5 and 6 |
| Day Three: | Chapter 4- Project 4<br>Chapter 5- Project 7 |
| Day Four: | Chapter 6- Projects 8 and 9 |
| Day Five: | Project 5 Presentation<br>Survey<br>Final submission of Projects |

## GRADE ASSESSMENT

## WRITTEN EXAMINATION

See Practical Examination information (below)

## PRACTICAL EXAMINATION

Successfully complete a cognitive/skills/project evaluation to a minimum of 70% competency. (One retest is allowed after 30 days but within one year of course end date.) (FOIII Project completion meets the requirements of the written/cognitive exam)