

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION



COURSE SYLLABUS

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, 3rd Edition**
(Courses starting after January 1, 2022 will use **IFSTA: Chief Officer 4th Edition**)

Other Equipment:

- Laptop with Microsoft Office or equivalent
- Ability to connect to existing Wi-Fi

DESCRIPTION

This course is based on NFPA 1021: *Standard for Fire Officer Professional Qualifications*, Chapter 6, 2014 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 projects-based class.

The Fire Officer series will be updating to NFPA 1021, 2020 edition on January 1, 2022. This will result in a book change to all courses. Fire Officer I & II will be moving to the IFSTA: Fire and Emergency Services Company Officer, 6th Edition and Fire Officer III & IV will be moving to the IFSTA: Chief Officer 4th Edition.

STUDENT LEARNING OBJECTIVES

- Establish personnel assignments to maximize efficiency.
- 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 an employee benefit.
- Develop a plan for providing an employee accommodation.
- Develop an ongoing education training program.
- Develop a community risk reduction program.
- Develop a divisional or departmental budget.
- Develop a budget management system.
- Describe the agency'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 agency.
- 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 Chapter 2 Projects 1 Project 2 Project 3
Day Two:	Chapter 3 Chapter 5 Project 4
Day Three:	Chapter 4 Project 5
Day Four:	Chapter 4 Part II (Starting Slide42) Project 6 Chapter 7 Project 7 and 8 Chapter 8 Project 9
Day Five:	Project 5 Presentation Project 7 Presentation Survey Certification Examination

GRADE ASSESSMENT

WRITTEN EXAMINATION

Perform to a minimum 70% competency on the examination,
(One retest is allowed after 30 days but within one year of course end date.)

PRACTICAL EXAMINATION

Successfully complete a skills/project evaluation to a minimum of 70% competency and successful completion of all critical points. Evaluators will test at least 25% of the skills for each. Skill sheets to be tested will be randomly selected by AFC Certification Unit for the practical examination. (One retest is allowed after 30 days but within one year of course end date.)