

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: FST 250

Credits: 3

Course Title: Fire Officer II

Course Description:

Presents an intermediate-level course to help individuals further develop the skills needed to supervise and direct personnel, manage resources at the company level, and is based on the current requirements of the NFPA 1021, Standards for Fire Officer Professional Qualifications. Prepares student for certification as Fire Officer II. Prerequisite: FST 140 or Certification as Fire Officer I. Lecture 3 hours per week

General Course Purpose:

Engine and truck company officers, fire service administrators and chief officers, fire inspectors, fire marshals, and fire investigators would benefit from taking this course.

Course Prerequisites and Co-requisites: (List prerequisites and co-requisites separately)

Prerequisite: FST 140 or Certification as Fire Officer I

Course Objectives:

Upon completing the course, the student will be able to

- a. Initiate intergovernmental and interagency cooperation;
- b. Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision;
- c. Evaluate the job performance of assigned members, given personnel records and evaluation forms, so that each member's performance is evaluated accurately and reported according to human resource policies and procedures;
- d. Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position;
- e. Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained;
- f. Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution;
- g. Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified;
- h. Describe the process of purchasing, including soliciting and awarding bids, given established specifications, to ensure competitive bidding for meeting the needs of the organization within the applicable federal, state/provincial, and local laws and regulations;
- i. Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly;
- j. Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics, so that the information required for the AHJ is accurate and documented;
- k. Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a positive manner;

- l. Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data, and/or sketches, to determine if arson is suspected so that law enforcement action is taken;
- m. Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600, and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident;
- n. Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed;
- o. Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization; and
- p. Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor.

Major Topics to Be Included:

- a. The organization of local government;
- b. Enabling and regulatory legislation and the law-making process at the local, state/provincial, and federal levels; and
- c. The functions of other bureaus, divisions, agencies, and organizations and their roles and responsibilities that relate to the fire service.

Effective Date of Course Content Summary: March 18, 2015