



Alabama Fire College

Fire Officer III

Syllabus

FSC 293

40 Clock Hours

Prerequisite(s)	<ul style="list-style-type: none"> (Pro Board or IFSAC) Certified Fire Officer II <p>Alternative Certification:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.
Course Description	<p>This course is based on NFPA 1021: Standard for Fire Officer Professional Qualifications (Chapter 6) and may lead to Pro Board and IFSAC certifications. 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.</p>
Student Learning Objectives	<ul style="list-style-type: none"> 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.
Required Textbook and Course Materials	<ul style="list-style-type: none"> <u>Chief Officer, IFSTA, 3rd Edition</u> <p>Other Required Materials:</p> <ul style="list-style-type: none"> Laptop Excel or equivalent PowerPoint or equivalent Word or equivalent Ability to connect to existing Wi-Fi

Reading Prior to Arrival	<ul style="list-style-type: none"> Textbook material suggested
Daily Activities and Class Participation	This course will involve discussion, questions and answers on the materials, and case studies. Class participation is expected from all students.
Basis	Alabama Fire College and Personnel Standards Commission, Administrative Code, Chapter 360-X-6-.03: Requirements for Certified Fire Officer III
Certification Requirements	<p>To be issued certification, the candidate will:</p> <ul style="list-style-type: none"> provide documentation of prerequisites. complete required training hours including skills training. successfully complete cognitive written exam. successfully complete practical exam.
Grade Assessment	<ul style="list-style-type: none"> Written Examination: Perform to a minimum 70% competency on the examination, calculated at 50% of the final score for the course. (One retest is allowed after 30 days but within one year of course end date.) Practical Examination (if applicable): 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 level of skill sheets. Skill sheets will be randomly selected by AFC Certification Unit for this practical examination. The Practical Examination portion is calculated at 50% of the final score. (One retest is allowed after 30 days but within one year of course end date.) <p>Example:</p> <p>Written examination - 70/100 possible points $70 \times 50\% = 35$ points awarded for written exam portion</p> <p>Practical/project - 40/100 possible points $40 \times 50\% = 20$ points awarded for practical portion</p> <p>Total Points = 55 points (student awarded F, score not 70%>)</p>
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.
Contact Information	<p>Link: Alabama Fire College Website 1-800-241-2467</p> <p>Link: Alabama Fire College Bookstore Website 1-866-984-3545</p>
Academic Misconduct	Academic misconduct or dishonesty, such as cheating and plagiarism, is not permitted in class. Suspected cases of academic misconduct will be reported to the Executive Director. Conduct detrimental to the fire service, on or off campus, will not be tolerated. AFC will investigate any complaints. If a complaint is valid, the student will be dismissed and his/her agency will be notified.
Attendance Policy	<p>Attendance will be recorded at every class or lab meeting at the beginning of class and after long breaks for required hours. For a week-long certification course, students are required to attend all sessions to obtain certification. For VA students, it is especially important because they will receive benefits only for those days in attendance.</p> <p>Special Policy: Fire Fighter I/II: Students are expected to attend all classes. Failure to appear in class for a scheduled activity will be considered an absence unless prior permission is received from the instructor. For any absence to be excused and makeup work allowed, it must be accompanied by a written description of extenuating circumstances.</p> <p>No-Show: Students who have registered for a fee-waived or stipend course and fail to withdraw according to Alabama Fire College withdrawal policy will not be allowed to register for another fee-waived or stipend course for a period of one year.</p> <p>Department Delivery: In order to qualify for department delivery courses, students must be an Alabama resident or a member of an Alabama fire department.</p>
Tardiness	Students must adhere to class schedules. Students are required to be punctual for all classes and class activities. Classes will begin promptly at the scheduled time unless specific instructions are given otherwise.
Safety	Safety of the students is the top priority for Alabama Fire College. Students must adhere to safety regulations while attending a class at the Fire College. Safety instructions are posted in every classroom, as well as escape routes and tornado actions.
Quality	An evaluation form will be provided for each student at the end of the course. Students may use this

Enhancement Plan	evaluation form as a means of communicating their opinion of the overall course, course content, instructor, and facilities.
Course Schedule	<p><i>Suggested Course Schedule</i></p> <p><u>Day 1</u> Chapter 1 Chapter 2 Project 1 Project 2 Project 3</p> <p><u>Day 2</u> Chapter 3 Chapter 5 Project 4</p> <p><u>Day 3</u> Chapter 4 Project 5</p> <p><u>Day 4</u> Chapter 4 Part II (Starting Slide 42) Project 6 Chapter 6 Chapter 7 Project 7 Project 8 Chapter 8 Project 9</p> <p><u>Day 5</u> Project 5 Presentation Project 7 Presentation Survey Certification Examination <i>The schedule is subject to change.</i></p>