



FIRE-205 – Fire Officer 3

Technology

Effective Term & Year: Fall 2022

Course Outline Review Date: 2026-03-01

Program Area: Fire Services

Description:

This course is founded on the NFPA 1021 (2020 edition): Standard for Fire Officer Professional Qualifications and may lead to Pro Board certification. This course is for the Fire 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.

Program Information:

This course is specialized for the Chief Officer who is ready to advance to the upper management level of his/her department. After completing the course, the student will have met the sections required for a Fire Officer 3 in the NFPA 1021, 2020 edition, Standard for Fire Officer Professional Qualifications. Students who successfully complete the certification process will be certified as a Fire Officer 3.

Delivery Methods: Hybrid – On-campus (Face-to-Face) and Online

Credit Type: College of the Rockies Credits

Credits: 3

Instructional Activity and Hours:

Activity

Hours

Classroom, Directed Studies or Online Instruction	40
Seminar/Tutorials	40
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	
Other	
Total	80

Course Requisites:

- (Pro Board or IFSAC) Certified Fire Officer 2 Alternative Certification:

Individuals not certified to the Fire Officer 2 level completing equivalent coursework as approved by the College are eligible for alternative certification under the following conditions:

Meeting the requirements of the College of the Rockies Fire Training Incumbent Guideline

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

IFSTA's Chief Officer, Fourth Edition

Learning Outcomes:

- Explain the chief officer's role in staffing the organization. [NFPA 1021, 6.2.1]
- Describe laws, regulations, policies, and procedures pertaining to hiring and employment. [NFPA 1021, 6.2.1, 6.2.2, 6.2.6]
- Explain the hiring and recruiting process. [NFPA 1021, 6.2.1, 6.2.2]
- Explain the process for promoting members. [NFPA 1021, 6.2.3]
- Describe an employee benefits program. [NFPA 1021, 6.2.5, 6.2.6]
- Explain the chief officer's role during the separation or termination of a member. [NFPA 1021, 6.2.5]
- Explain the purpose of professional development and continuing education. [NFPA 1021, 6.2.3, 6.2.4, 6.2.7]
- Describe the development of a safety, health, and wellness program. [NFPA 1021, 6.5.2, 6.7.1]
- Describe the development of an accident, injury, and illness prevention program. [NFPA 1021, 6.5.2, 6.7.1]
- Explain how community needs are analyzed in order to determine service delivery. [NFPA 1021, 6.3.1]
- Explain the purpose of public relations and community awareness programs. [NFPA 1021, 6.3.1]
- Describe how chief officers should handle concerns, complaints, and inquiries from the public. [NFPA 1021, 6.3.1]
- Describe factors affecting the development of an organization's budget. [NFPA 1021, 6.4.1, 6.4.2]
- Explain the purchasing process. [NFPA 1021, 6.4.3, 6.6.3]
- Describe the record-keeping functions for fire and emergency services organizations. [NFPA 1021, 6.4.4, 6.4.5]
- Describe the process of planning for organizational improvement. [NFPA 1021, 6.4.6]
- Describe the chief officer's role in planning for fire prevention and life safety programs. [NFPA 1021, 6.5.2]
- Describe the administration and evaluation processes for fire inspection programs. [NFPA 1021, 6.5.1]
- Describe methods used to plan for and obtain resources for emergency services response. [NFPA 1021, 6.6.1, 6.6.3]
- Identify the components of an incident action plan. [NFPA 1021, 6.6.1, 6.6.3]
- Explain the process of developing and conducting a postincident analysis. [NFPA 1021, 6.6.2]
- Identify the principles of emergency management. [NFPA 1021, 6.8.1]
- Identify the types of resources integrated in emergency management. [NFPA 1021, 6.8.1]
- Describe the various functions of Emergency Operations Centers (EOCs). [NFPA 1021, 6.8.1]

Course Topics:

- Human Resources Management
- Community Relations
- Emergency Services Administration
- Fire Inspection and Safety Planning
- Emergency Services Delivery
- Emergency Management

Evaluation and Assessments

Assessment Type: On-Campus (face-to-face) and Online, or Hybrid

Assessment Type	% of Total Grade
The theory portion of the course is assessed with a Pro Board-approved written test. Students must achieve a minimum mark of 70%.	
The practical assignment portion of the course is assessed on a pass/fail basis. Students must earn a passing grade on each of the skills tests as required by the Pro Board.	

Grade Scheme

COM	NCG
Completed to the defined standard – 70% and higher	No credit granted – less than 70%

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities

- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
 - Policy 2.5.8 Academic Performance
 - Policy 2.5.3 Grade Appeal
 - Policy 2.4.9 Student Concerns Re Faculty
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Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.