



FIRE-205 – Fire Officer 3

Fire Services

Effective Term & Year: Fall 2026

Course Outline Review Date: 2031-04-01

Program Area: Fire Services

Description:

This course is founded on Chapter 11 of NFPA 1020 (2025 ed.): Standard for Fire and Emergency Services Instructor, Fire Officer, and Emergency Medical Services Officer Professional Qualifications. 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 requirements in Chapter 11 of NFPA 1020 (2025 ed.): Standard for Fire and Emergency Services Instructor, Fire Officer, and Emergency Medical Services Officer Professional Qualifications. Students who successfully complete the certification process will be ProBoard 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:

Prior Learning and Recognition: No

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:

International Fire Service Training Association. (2025). *Chief officer* (5th ed.). Stillwater, Oklahoma: Fire Protection Publications.

Learning Outcomes:

Upon successful completion of this course, students will be able to:

- apply administrative policies, procedures, and organizational practices to support fire and emergency service operations;
- communicate administrative requirements, priorities, and decisions clearly to members and stakeholders;

- develop, manage, and evaluate human resource processes including succession planning, member development, and performance support;
- promote professional development and mentoring to strengthen organizational capability;
- analyze and improve member benefit or support programs using organizational data and policy requirements;
- plan, implement, and evaluate community risk reduction activities and public safety programs;
- manage departmental programs, records, and documentation in compliance with legal, organizational, and operational requirements;
- use post incident analysis findings to identify trends, communicate lessons learned, and support organizational improvement;
- develop, manage, and evaluate health and safety programs using applicable standards, policies, and performance measures;
- interpret health, safety, injury, exposure, and compliance data to improve organizational safety practices; and
- integrate departmental operations within broader emergency management systems and community emergency plans.

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
Cognitive Exam	50%
Practical Assignments	50%
Total	100%

Grade Scheme

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

Pass requirements:

A passing average (70% or higher) in the theory components and satisfactory completion of practice criteria.

Evaluation Notes: All evaluation components must be submitted to pass the course.

Evaluation Notes Comments:

All assignments and cognitive exams are administered in accordance with the ProBoard.

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 2.1.4 Course Audit
- Policy 2.4.1 Credential Framework
- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Rights, Responsibilities and Conduct
- Policy 2.4.8 Academic Performance
- Policy 2.4.9 Student Feedback and Concerns
- Policy 2.4.11 Storage of Academic Works
- Policy 2.5.3 Student Appeal
- Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR)

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.