



FIRE-206 – Fire Officer Administration 1

Fire Services

Effective Term & Year: Fall 2026
Course Outline Review Date: 2031-04-01

Program Area: Fire Services

Description:

This 32-hour course equips new fire officers with the knowledge and skills to manage fire department administrative and supervisory responsibilities through effective communication, sound organizational decision making, and structured leadership practices. Learners develop an applied understanding of how departmental policies, human resource processes, organizational structure, prevention activities, records management, and safety programs support the day-to-day work of a company officer. The course emphasizes how administrative decisions influence member performance, public service, regulatory compliance, community risk reduction, and overall organizational effectiveness.

Using case studies, discussion, inspection activities, report writing, and scenario-based learning, participants apply administrative guidelines to direct non-emergency work, supervise training, address member related concerns, communicate with the public, implement departmental policy, complete reports, support budget requests, conduct fire inspections, and develop basic pre-incident plans. Instruction focuses on member safety and wellness, accountability, documentation, and follow up activities that strengthen professional practice, continuous improvement, and organizational responsibility at the unit level.

This course addresses the following job performance requirements:

- NFPA 1021 (2019) 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.3.1, 4.3.2, 4.3.3, 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.5.1, 4.5.2, 4.7.1, 4.7.2, and 4.7.3
- NFPA 1020 (2025) 9.3.2, 9.3.3, 9.3.4, 9.3.5, 9.4.1, 9.4.2, 9.4.3, 9.5.1, 9.5.2, 9.5.3, 9.5.4, 9.5.5, 9.6.1, 9.6.2, 9.8.1, 9.8.2, and 9.8.3.

Testing for this course is conducted in accordance with College Fire Training ProBoard Policies and Procedures. Students who successfully complete this course and FIRE207 Fire and

Emergency Scene Management 1 will be eligible to receive Fire Officer I ProBoard certification, subject to meeting all applicable certification requirements.

Program Information:

This course is part of the College's Fire Officer stream of courses supporting fire service leadership.

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

Credit Type: College of the Rockies Credits

Credits: 1.5

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	16
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	16
Co-op/Work Experience	
Other	
Total	32

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 Enrollment Service 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). *Fire and emergency services company officer* (7th ed.). Stillwater, Ok: Fire Protection Publications.

Learning Outcomes:

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

- direct and prioritize nonemergency work assignments for unit members in accordance with departmental policy;
 - direct members during training activities using clear instructions, appropriate supervision, and safe work practices;
 - recommend appropriate action for member related issues using established policies and available support processes;
 - implement community risk reduction activities and respond to citizen concerns in a professional manner;
 - implement departmental policies and procedures at the unit level;
 - prepare routine reports, maintain records, and support accurate incident data collection;
 - prepare a basic budget request supported by operational need and available information;
 - interpret the purpose and function of the major components of a fire service organization;
 - conduct a fire inspection while identifying common fire and life safety hazards;
 - develop a basic pre-incident plan;
 - apply unit level safety requirements;
 - conduct an initial accident investigation; and
 - explain the purpose of the authority having jurisdiction's health and wellness program.
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Course Topics:

- Fire Officer 1 Role, Qualifications, and Administrative Responsibilities
- Supervising Nonemergency Work Assignments and Daily Station Activities
- Supervising Company Level Training and Member Performance
- Member Assistance, Policy Application, and Human Resource Considerations
- Community Risk Reduction and Public Service Activities
- Responding to Citizen Concerns and Public Inquiries
- Department Policy Implementation, Reports, and Records Management
- Basic Budget Requests and Resource Justification
- Fire Department Organizational Structure and Management Functions
- Fire Inspections, Hazard Recognition, and Code Related Observations
- Preincident Planning and Building Feature Analysis

- Unit Level Safety Responsibilities, Accident Investigation, and Health and Wellness Programs

Evaluation and Assessments

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

Assessment Type	% of Total Grade
Cognitive Testing	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:

Testing and evaluations are done in accordance with policies and procedures aligned with ProBoard requirements.

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)
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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.