COURSE OUTLINE
Fire Officer 1

Course Description
FS 103. Fire Officer 1. 3 hours credit. Prerequisite: FS 100 and FS 207, both with a C or better, and Firefighter I certification. This course will enable the student to identify the organization and management of fire and emergency services departments and the relationship of government agencies to the fire service. The student will become familiar with fire and emergency service, ethics, and leadership from the perspective of the company officer.

Required Materials
For complete material(s) information, refer to https://bookstore.butlercc.edu

Butler-assessed Outcomes
The intention is for the student to:
1. Describe the basic theories of public sector management.
2. Recognize the importance of ethics and communication skills.
3. Articulate and demonstrate the importance of the public policy process, responsibility, and authority

Learning Outcomes
Taken from the National Fire Academy FESHE Model Curriculum.
1. Acknowledge career development opportunities and strategies for success.
2. Recognize the need for effective communication skills both written and verbal.
3. Identify and explain the concepts of span and control, effective delegation, and division of labor.
4. Select and implement the appropriate disciplinary action based upon an employee’s conduct.
5. Explain the history of management and supervision methods and procedures.
6. Discuss the various levels of leadership, roles, and responsibilities within the organization.
7. Describe the traits of effective versus ineffective management styles.
8. Identify the importance of ethics as it relates to fire and emergency services.
9. Identify the roles of the National Incident Management System (NIMS) and Incident Management System (ICS).

Learning PACT Skills that will be developed and documented in this course
Through involvement in this course the student will develop ability in the following PACT skill areas:
Personal Development Skills
• Interpersonal interaction - Through in class exercises, the student will be able to demonstrate their understanding of performing team-building exercises.
Analytical Thinking Skills
- Critical thinking - Through written and other in class assignments, the student will develop critical thinking skills.
- Problem solving - Through exercises that demonstrate the understanding of steps and procedures followed when making managerial decisions, the student will be able to develop problem-solving skills.

Major Summative Assessment Tasks
These learning outcomes and the Learning PACT skills will be demonstrated by:
1. Using knowledge of fire service organizations and management styles to master the job performance requirements outlined in NFPA 1021, thus preparing the student for the IFSAC certification examination.

Skills or Competencies
Actions that are essential to achieve the course outcomes;
1. Identify government and fire service organizations
2. Identify the importance of team building
3. Identify goal setting processes
4. Identify management styles
5. Identify different fire service budgets

Learning Units
I. New challenges and opportunities
   A. Duties
   B. National standards
   C. Career opportunities
   D. Education and training

II. Communication Process
   A. Verbal
   B. Written
   C. Active listening skills

III. Management principles
   A. Span of control
   B. Delegation/division of labor
   C. Unity of command
   D. Chain of command
   E. Organizational structure

IV. Tools for employee development
   A. Evaluation and appraisal of employees
   B. Rewards and motivation
   C. Progressive system of discipline
   D. Grievance procedures

V. Management and supervision
   A. Theories
   B. History
VI. Resource management for emergency and non-emergency
   A. Equipment
   B. Personnel
   C. Time

VII. Leadership
   A. Managers
   B. Leaders
   C. Roles and responsibilities

VIII. Supervision and management
   A. Styles
   B. Traits
   C. Effectiveness
   D.

IX. Safety assessment
   A. Non-Emergency
   B. Emergency

X. Ethics
   A. Harassment
   B. Conflict of interest
   C. Public trust
   D. Code of ethics
   E. Diversity
   F. Morality

XI. Incident management system
   A. Duties and responsibilities
   B. Transfer of command

XII. Records management
   A. Formal documentation
   B. Informal documentation

Learning Activities
Activities will include, but not be limited to, class discussions, lectures, classroom exercises, course projects, and field trips.

Grade Determination
The student will be graded on completion of assessment tasks, learning activities, and written examination.