

Lassen Community College Course Outline

FS 92A Company Officer 2A-Human Resource Management for Company Officers (NFPA Fire Officer Level 1 and II) 2.0 Unit

I. Catalog Description

This course is designed for experienced firefighters seeking promotion to the rank of company officer. This course prepares or enhances the ability of first time supervisors through provision of information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies and procedures into daily activities as well as the emergency scene. This course is part of a series of five core professional development courses required for the California State Fire Training Company Officer Certification. Successful students in this course earn credit towards the degree while meeting California State Fire Training certification requirements. A supplemental State Fire Training CFSTES certification fee of \$141.00 is due to Lassen Community College and will be collected at the time of registration.

Prerequisites: Meet the educational requirements for Fire Fighter II or four (4) years as a career fire fighter or six (6) years as a volunteer fire fighter.

Transfer Status: NT

40 hours lecture, 80 Hours Outside Study: 120 Total Student Learning Hours

Scheduled: Spring

II. Coding Information

Repeatability: Not repeatable

Grading Option: Graded

Credit Type: Credit-Program Applicable

TOP Code: 213300

III. Course Objectives

A. Course Student Learning Outcomes

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

- 1) Apply human resource policies and procedures to day to day fire management issues.
- 2) Demonstrate verbal and written communications during nonemergency incidents
- 3) Create a Professional Development Plan

B. Student Course Objectives

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

- 1) Apply human resource policies and procedures to day to day fire management issues.
- 2) Demonstrate verbal and written communications during nonemergency incidents
- 3) Create a Professional Development Plan

IV. Course Content

1. Fire Officer Certification Process
 - A. Identifying the different levels of certification in the Officer Certification Track, Company Officer, Chief Fire Officer, Executive Chief Officer
 - B. Identify courses and experience required for level 1 and Level II
 - C. Describe Task book and examination process
2. Definition of Duty
 - A. Identify the duties of a company Officer Level 1
 - B. Identify the duties of a company officer level II
 - C. Identify the duties of a wildland fire officer level I
3. Applying a following Human Resource Policies and Procedures
 - A. Describe application of administrative procedures such as transfers, promotions, compensation/member benefits, sick leave, vacation, requests for pay or benefits while acting in a temporary position, change in member benefits, commendations, disciplinary actions, grievances
4. Creating a Professional Development Plan
 - A. Identify steps for creating a professional development plan with options such as job shadowing, mentoring or continuing education
5. Assigning Nonemergency Tasks or Responsibilities
 - A. Demonstrate verbal and written communications during nonemergency incidents
 - B. Describe techniques used to make assignments under routine situations
6. Assigning Emergency Tasks or Responsibilities
7. Directing Training Unit Members during a Training Evolution
8. Supervising and Coordinating the Completion of Assignments
9. Performing and reporting Job Evaluations
10. Recommending Action for Member-Related Problems
11. Improving member performance
12. Applying safety Regulations
13. Describing the benefits of wellness and fitness programs
14. Conducting and Initial Accident Review
15. Analyzing and reporting on Member History

V. Assignments

A. Appropriate Readings

1. International Fire Service Training Association, 2014, 9780879395643 • Fire Officer: Principles and Practice, enhanced third edition, Jones and Bartlett, 2015, 9781284068368
2. Pocket Guide to the Firefighters Procedural Bill of Rights Act, second edition, California Public Employee Relations, 2012

B. Writing Assignments

Prepare a personal performance appraisal form. Short written assignments analyzing case studies and applying relevant policies and procedures to fire management issues.

C. Expected Outside Assignments

Reading assignments are required. Prepare essays and summaries on topics related to fire management

D. Specific Assignments that Demonstrate Critical Thinking

Examine, critique and revise critical different types of human resource policies and procedures on day to day operations of a fire company

VI. Methods of Evaluation

Traditional Classroom Evaluation

Final exam and assignments

Online Evaluation

Same as face-to-face instruction including a variety of evaluation methods such as: research papers, asynchronous and synchronous discussions (chat/forum), exercises/assignments, online quizzes and exams, and postings to online website.

Hybrid Evaluation

All quizzes and exams will be administered during the in person class time. Students will be expected to complete online assignments and activities equivalent to in class assignments and activities for the online portion of the course. Electronic communication, both synchronous and asynchronous will be evaluated for participation and to maintain effective communication between instructor and students.

VII. Methods of Delivery

Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

Traditional Classroom Delivery Correspondence Delivery

Hybrid Delivery

Online Delivery

Traditional Classroom Delivery

Lecture, discussion, audio/visual aids, demonstration, group exercises, guest speakers, lab, individualized programs and other as needed.

Online Delivery

A variety of methods will be used, such as: research papers, asynchronous and synchronous (chat/forum) discussions, online quizzes and exams, posting to online website and email communications using the districts approved learning management system.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 17 hours, or 1/3 of the lecture hours, will be taught face-to face by the instructor and the remaining hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

VIII. Representative Texts and Supplies

Fire and Emergency Services Company Officer, 5th edition, International Fire Service Training Association, 2014, ISBN: 9780879395643

Fire Officer: Principles and Practice, enhanced 3rd edition, Jones and Bartlett, 2015.

ISBN: 9781284068368

IX. Discipline/s Assignment

Fire Technology

X. Course Status

Current Status: Active

Original Approval Date: 02/11/2020

Course Originator: Anna Pasqua

Board Approval Date: 03/10/2020

Chancellor's Office Approval Date: 03/20/2020

Revised By: Dan Weaver

Curriculum/Academic Standards Committee Revision Date: 10/04/2022