



New Mexico Firefighters Training Academy IFSAC Fire Officer IV

NFPA 1021
(2014 Edition)



Course Syllabus

NFPA STANDARD

NFPA 1021: Standard for Fire Service Officer Professional Qualifications Chapter 7 (2014 Edition).

A complete description of the required Project based JPRs is located at the conclusion of this syllabus

COURSE OVERVIEW

Fire Officer IV is an eight (8) hour refresher and information course designed to focus on the knowledge and skills required for the administrative and operational challenges of the fire service in the 21st century. You must register for this course within two (2) years of completion of the Fire Officer III course. This course begins with a quick review of the textbook and an overview of the JPR based Projects. The students will have an opportunity to ask any questions regarding their JPR based Projects. The 12 JPR based Projects will need to be completed within one (1) year of the beginning of this course and submitted to the course coordinator. The course coordinator and/or one of the Fire Officer IV Adjunct Instructors will review the Projects and depending on its accuracy will be accepted or sent back for remediation. When the student's Projects have been completed and accepted by the New Mexico Firefighters Training Academy (NMFTA), the student will then be allowed to apply for the Fire Officer IV test at any open test site.

The student will have the option of either creating new documents for their Project based JPRs or may use their department's existing SOPs or SOGs. If an existing document is used to satisfy a Project, a brief explanation of the document (250 words or more) is required to validate that the student understands the intent of the Project. If any changes are made to an existing document, the student is required to explain what was changed and why the change was necessary or beneficial.

COURSE OBJECTIVES

Upon successful completion of this course, the student will be able to qualify for certification at the Fire Officer IV level (NFPA 1021) and function as the chief fire officer for an organization. The student will be able to participate in the day-to-day administrative and operationally focused process of fire service organizational activities. This includes: human resources management (appraise, evaluate, and initiate changes), professional development, employee management, educational and training needs, employee assistance and incentive programs, community outreach and leadership, long range planning, community hazard analysis and risk reduction, disaster and civil disturbance planning, budgeting (capital improvements), and comprehensive health and safety programs.

Due to the nature of the requirements for Fire Officer IV, some training is received on the job and through practical experience. Additionally, information presented in the class will assist the student in the development and successful completion of the 12 JPR based student Projects.

REQUIRED TEXTBOOK REFERENCES AND SUPPLIES

- **Textbook**
 - Chief Officer: Principles and Practice, 2nd Edition. (2017). Jones and Bartlett Learning. (required)
- **Laptop/Memory Drives**
 - It is recommended that the student bring a laptop computer and a memory drive (flash drive, external hard drive, etc.).
- **Department Standard Operating Procedures/Guidelines**
 - It will be helpful if the student brings a copy (electronic or paper) of his/her department's SOPs or SOGs for reference.

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STUDENT EXPECTATIONS

The knowledge and skill level for Fire Officer IV, as determined by the New Mexico Firefighters Training Academy, is focused on the chief officer that will conduct administration duties within his or her department. In order to certify in the New Mexico Firefighters Training Academy Fire (NMFTA) Officer IV program, students must fulfill the following requirements:

1. Hold a Certification as a **Fire Officer III**.
2. Successfully complete **Fire Officer IV** course and written examination.
3. Submit twelve (12) completed Projects covering the required JPRs which will be due and reviewed by the course coordinator and/or one of the Fire Officer IV Adjunct Instructors and meet 100% of the Project JPRs listed below.
4. Completion of these twelve Projects will constitute the practical examination.
5. Pass a 50 question multiple choice written examination with a minimum score of 70% or greater.

ENTRANCE REQUIREMENTS AND PRE-REQUISITES OF THE COURSE

The skill level for **Fire Officer IV**, as determined by the New Mexico Firefighters Training Academy, is focused on meeting the needs of fire executive management personnel. ***It is recommended by the NMFTA that the student has a minimum of five (5) years in the fire service and is currently a company officer, served as a company officer, or has the experience equivalent of a leadership position within a fire department. Students may have difficulty with producing the required documentation for the JPR based Projects if the above experience is not met.***

Students are required to complete the following pre-requisites prior to acceptance/attendance of the course:

1. Currently hold an IFSAC **Fire Officer III** certification.
2. Register for course online at <http://www.nmfireacademy.com>
3. Review Fire Officer III and IV content.
4. Read Jones & Bartlett, Chief Officer: Principles and Practice Chapters 1 thru 11 prior to start of the course.
5. It will be helpful if the student brings a copy (electronic or paper) of his/her department's SOPs or SOGs for reference.
6. It is recommended that the student bring a laptop computer and an external memory device.

CONFLICTING SOURCES OF INFORMATION

In the realm of testing, the rank of importance of various sources of information will be instructor lecture, student handouts, reading assignments, other text, and personal experience.

LEARNING OBJECTIVES

Learning objectives are provided to the student as a guide of what material will be covered in the test. Students should expect that some learning objectives will not be covered in lecture. In cases where the learning objective is not covered in lecture, the information will be found in your textbook. If neither provides the information you are seeking, ask your instructor. Learning objectives are located at the beginning of each chapter in the textbook.

READING ASSIGNMENTS

Students should read the assignments that are in this syllabus prior to the lecture covering that topic. This provides the necessary framework to organize the information presented in the lectures. It is the responsibility of the student to find the pages that correspond in their specific book for the learning objectives. Furthermore, students are highly encouraged to seek out other *reputable* sources of information.

HOMEWORK ASSIGNMENTS

There will be no homework assignments given. Student Projects will be self-paced.



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CERTIFICATION TESTING POLICY

Participants in the Fire Officer IV program must successfully complete the Fire Officer IV requirements as set forth by NFPA 1021. Documentation is required to provide proof that all requirements and skills are met.

Once the Fire Officer IV requirements have been met and appropriate documentation has been submitted to the New Mexico Firefighters Training Academy, it will be reviewed, and if acceptable, approved by the NMFTA. If deficiencies are found, the reviewer will work with the candidate to correct those areas.

Candidates must have completed the New Mexico Firefighters Training Academy's Fire Officer IV eight (8) hour course and scored at least 70% on the written test. Once the candidate has completed both the JPR based Projects and the written examination, they will be *IFSAC Fire Officer IV* certified by the New Mexico Firefighters Training Academy.

The candidate is allowed one (1) additional opportunity to pass the WRITTEN Certification exam. Failure to pass the exam on the retest attempt will require the candidate to repeat the course. Each enrollment in the class will allow one (1) retest in addition to the exam offered during the course.

Retests are allowed for written exams *ONLY*. However, the candidate must have taken both the written and skills exams to be eligible to retest. Retests can be scheduled during the open test days scheduled monthly. The candidate must submit an NMFTA standard application form 30 days prior to the exam. All test results are entered into the student database and become a permanent part of the candidate's transcript.

The candidate may not retest for the exam for at least thirty (30) days after course completion. The candidate has a maximum of one (1) year from the date of course completion to successfully complete each exam. Failure to pass the exam within this time allotment will require the candidate to repeat the course.

NMFTA DRESS CODE FOR FIRE OFFICER COURSES

It is each student's responsibility to use good judgment in selecting attire which projects a professional image and is appropriate for both climate differences and classroom activities. Generally, the standard is business casual. NMFTA staff have the authority to make a determination that a student's attire may be inappropriate. Students whose attire is determined to be inappropriate will be required to change into more appropriate clothing before being allowed to continue class. This applies to both on and off campus deliveries.

Acceptable attire includes: Shirts with collars, (polo shirts are acceptable), slacks, khakis, departmental uniforms (Class A or Class B), and shoes or boots.

Note: **As a Chief Officer you are expected to dress professionally.** This means no jeans, t-shirts, shorts, sandals, flip flops, midriff, or tank tops.

AMERICANS with DISABILITIES ACT (ADA)

If you have, or think you may have, a disability that interferes with your performance as a student in this class, you are encouraged for academic reasons to discuss this on a confidential basis with your instructor. If you have a condition which may affect your ability to exit from the premises in case of an emergency, you are urged, for safety reasons, to notify your instructor.

ATTENDANCE

Unless indicated otherwise, classes held at the Academy begin at 8:00 a.m. and end at 5:00 p.m. Students are expected to be in the classroom and ready for class at the designated time. Tardiness disrupts the instructor and the class, and will not be tolerated. Students will not be allowed to miss more than 10% of the class that they are enrolled in, and any exceptions to this will be at the discretion of the Training Operations Manager or the Academy Director.



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LATE WORK

No late work will be accepted!

ACADEMIC HONESTY

Purpose:

The New Mexico Firefighters Training Academy strives to ensure an environment of educational and professional integrity in both the learning and evaluation process. To protect this integrity and the rights of all students, this policy has been created.

Academic integrity is expected and required of all NMFTA students. Students are responsible personally upholding that integrity. Cheating of any kind will not be tolerated and students found to have cheated will be disciplined in accordance with this policy.

Cheating Offenses:

Cheating offenses include, but are not limited to, the following:

- Attempting to obtain secured testing material
- Leaving a test site without first completing the test or seeking permission of the evaluator/proctor
- Bringing reference material in to the test site or attempting to use unauthorized reference material
- Talking during the testing process
- Attempting to read or look at another students work
- Attempting to forge, alter, or duplicate any certificate
- Aiding another student in a cheating offense
- Submitting false documentation for entry in to a course
- Allowing another person to take a test in one's place

Procedure:

When a student is suspected of cheating the Instructor, Proctor, or Evaluator will immediately investigate the situation and inform the Training Operations Manager and/or the Deputy State Fire Marshal for training. The above individuals will then discuss the situation with the student and a decision will be made regarding guilt or innocence.

In the event that the student is found to have committed an act of cheating the student shall immediately be removed from the course and discharged from the academy. In addition, the student may have all previous certifications revoked and be banned from attending any Academy courses for five years. A letter from the Academy will be sent to the offending student's fire chief outlining the offence and the action taken by the Academy.

Appeals to any decisions must be made in writing to the State Fire Marshal within ten working days. The Fire Marshal shall issue a ruling on the appeal within ten working days of the receipt of the appeal.

HARASSMENT

The New Mexico Firefighters Training Academy has a zero tolerance policy regarding harassment.

ALCOHOL/DRUG POLICIES

Alcohol or drug use will not be tolerated in class or on campus. Any person attending class while intoxicated or under the influence will be asked to leave class for the day without credit and the hours missed for that day will be counted towards hours missed for the course. **On the second offense the student will be immediately dismissed for the remainder of the course without credit or certification.**



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CELL PHONES/PAGERS/RADIOS

Students' use of electronic communications devices such as cell phones, media players, and laptop computers during class time are prohibited unless authorized by the faculty member teaching the course. All cell phones, pagers, and radios will be turned to silent mode or turned off during class. The student must inform the instructor before the start of class if he/she must have their radio, cell phone, or pager turned on and in use.

CHILDREN/GUESTS OF STUDENTS IN THE CLASSROOM

Children and/or guests of students will not be allowed in the classroom during class hours in order to give every student the opportunity to succeed without distraction.

JPR BASED PROJECT REQUIREMENTS

Fire Officer IV Requirements

Students will be given 12 JPR based Projects to complete within one year. The Projects and descriptions are included below. All objectives as well as the enabling objectives are listed below for the student to use as a guide to create their Projects for Fire Officer IV.

The student will have the option of either creating new documents for their Project based JPRs or may use their department's existing SOPs or SOGs. If an existing document is used to satisfy a Project, a brief explanation of the document (250 words or more) is required to validate that the student understands the intent of the Project. If any changes are made to an existing document, the student is required to explain what was changed and why the change was necessary or beneficial.

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Fire Officer IV student JPR based Projects

Project #1

PERFORMANCE STANDARD NFPA 1021 2014 Edition 7.2.1

OBJECTIVE

Appraise the department's human resource demographics, given appropriate community demographic data, to determine if the recruitment, selection, and placement of human resources is effective and consistent with law and current best practices.

The Candidate will prepare a report that contains the following:
Identifies applicable laws and standards pertaining to diversity in the workforce
Identifies the current diversity of candidates in the fire department compared to the diversity in the community
List the advantages and disadvantages of having a diversified work force
Identifies three means to overcome diversity barriers
Proper format including spelling and grammar



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Project #2

PERFORMANCE STANDARD NFPA 1021 2014 Edition 7.2.2

OBJECTIVE

Evaluate current employee/management relations and initiate the development of a process that supports a positive and participative employee/management program.

The Candidate will prepare a report that contains the following:
Identifies two methods for evaluating employee/management relations
Identifies reference material for the evaluation
Identifies two methods to improve employee/management relations
Identifies procedure to evaluate corrective action to determine effectiveness.
Proper format including spelling and grammar



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Project #3

PERFORMANCE STANDARD NFPA 1021 2014 Edition 7.2.3

OBJECTIVE

Establish and evaluate a list of education and in-service training goals, given a summary of the job requirements for all positions within the department, so that all members can achieve and maintain required proficiencies.

The Candidate will prepare a report that contains the following:
Completes a summary of all requirements by position
Identifies department training and educational requirements by position, along with timeframe to achieve requirements
Evaluates existing training resources and list steps to evaluate recommend changes to determine effectiveness
Determines budgetary impact to identify cost of implementation
Proper format including spelling and grammar



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Project #4

PERFORMANCE STANDARD NFPA 1021 2014 Edition 7.2.4

OBJECTIVE

Appraise a member-assistance program, given data, to determine if the program, when used, produces the desired results and benefits.

The Candidate will prepare a report that contains the following:
Identifies evaluation method used for appraisal/evaluation
Provides a description of the EAP
Identifies Employee Assistance Program (EAP) utilization
Identifies goals of the EAP and Provides summary of the EAP including data, findings, conclusion, and recommendation
Proper format including spelling and grammar



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Project #5

PERFORMANCE STANDARD NFPA 1021 2014 Edition 7.2.5

OBJECTIVE

Evaluate an incentive program, given data, so that a determination is made regarding achievement of the desired results.

The Candidate will prepare a report that contains the following:
Identifies evaluation method used for evaluating the incentive program
Provides a description and intended goals of the incentive program
Identifies incentive program utilization
Provides summary of the incentive program-including data, findings, conclusion and recommendation Identifies timeframe to implement the incentive program
Proper format including spelling and grammar



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Project #6

PERFORMANCE STANDARD NFPA 1021 2014 Edition 7.3.1

OBJECTIVE

Attend, participate in, and assume a leadership role in given community events in order to understand and respond to community needs and enhance the image of the fire department.

The Candidate will prepare a report that contains the following:
Identifies a community event benefiting from department participation
Justifies the need for department participation
Identifies departmental activities for participation in a leadership role
Proper format including spelling and grammar



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Project #7

PERFORMANCE STANDARD NFPA 1021 2014 Edition 7.4.1

OBJECTIVE

Develop a comprehensive long-range plan, given community requirements, current department status, and resources, so that the projected needs of the community are met.

The Candidate will prepare a report that contains the following:
General overview of the department as it exists today
Identify immediate shortcomings that should be immediately corrected
Selects and defines goals and objectives
Develops requirements for meeting goals and objectives for department
Summarizes alternatives
Provides implementation timeframe with budgetary considerations
Determines evaluative method
Proper format including spelling and grammar



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Project #8

PERFORMANCE STANDARD NFPA 1021 2014 Edition 7.4.2

OBJECTIVE

Evaluate and project training requirements, facilities, and building needs, given data that reflect community needs and resources, to meet departmental training goals.

The Candidate will prepare a report that contains the following:
Identifies method for evaluating training and facility needs
Reviews and analyzes data to identify departmental needs
Selects and defines goals and objectives
Develops requirements for meeting goals and objectives for department
Summarizes alternatives
Provides implementation timeframe with budgetary considerations
Determines evaluative method
Proper format including spelling and grammar



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Project #9

PERFORMANCE STANDARD NFPA 1021 2014 Edition 7.4.3

OBJECTIVE

Complete a written comprehensive risk, hazard, and value analysis of the community, given the appropriate features of the service area of the organization, so that an accurate evaluation is made for service delivery decision-making.

The Candidate will prepare a report that contains the following:
Identify three hazards in the community
Identify current department capabilities
Identify services that the department does not offer that the department should be providing
Conduct an analysis of the service delivery to determine if future service delivery capabilities will be sufficient.
Proper format including spelling and grammar



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Project #10

PERFORMANCE STANDARD NFPA 1021 2014 Edition 7.4.4

OBJECTIVE

Develop a plan for a capital improvement project or program, given an unmet need in the community, so that there is adequate information to educate citizens about the needs of the department.

The Candidate will prepare a report that contains the following:
Identify the purchase of land, fire station construction, and the purchase of apparatus needed for unprotected areas
Show initial cost for staffing and recurring cost for the first five years
Show a timetable for plan implementation
Show options for financing the capital improvement plan
Proper format including spelling and grammar



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Project #11

PERFORMANCE STANDARD NFPA 1021 2014 Edition 7.6.1, 7.6.2

OBJECTIVE

Develop a comprehensive disaster plan that integrates other agencies' resources, given data, in order to rapidly and effectively mitigate the impact on a community.

Develop a comprehensive plan, given data (including agency data), so that the agency operates at a civil disturbance, integrates with other agencies' actions, and provides for the safety and protection of members.

The Candidate will prepare a report that contains the following:
Determines the use of the Incident Management System (IMS)
Identifies role of specialized decision-makers and delegation of authority
Identifies fire department operation plan
Identifies inter-agency cooperation and lists specific agencies for response to AHJ
Describes proposed action plan for Comprehensive Disaster Response
Describes special considerations for Civil Disturbance incidents
Provides an Executive Summary
Proper format including spelling and grammar



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Project #12

PERFORMANCE STANDARD NFPA 1021 2014 Edition 7.7.1

OBJECTIVE

Maintain, develop, and provide leadership for a risk management program, given specific data, so that injuries and property damage accidents are reduced.

The Candidate will prepare a report that contains the following:
Identifies risk related to department health and safety issues
Selects and defines risk management goals and objectives to alleviate potential concerns
References applicable laws, regulations, and policies
Identifies requirements for meeting goals and objectives
Describes implementation process and timeframe
Determines evaluative method
Proper format including spelling and grammar