

**Course Outline**

**COURSE:** JFT 211                      **DIVISION:** 50                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Fall 2021                      **CURRICULUM APPROVAL DATE:** 10/12/2021

**SHORT TITLE:** FIRE COMPANY OFFICER 2A

**LONG TITLE:** Fire Company Officer 2A

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
2	18	Lecture:	1.4	25.2
		Lab:	.9	16.2
		Other:	0	0
		Total:	2.3	41.4

**COURSE DESCRIPTION:**

This course provides 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. **PREREQUISITE:** Basic Fire Academy Certificate or Equivalent.

**PREREQUISITES:**

JFT 8 or JFT 225

**COREQUISITES:**

**CREDIT STATUS:** D - Credit - Degree Applicable

**GRADING MODES**

P - Pass/No Pass

**REPEATABILITY:** N - Course may not be repeated

**SCHEDULE TYPES:**

02 - Lecture and/or discussion

03 - Lecture/Laboratory

04 - Laboratory/Studio/Activity

## **STUDENT LEARNING OUTCOMES:**

By the end of this course, a student should:

1. Demonstrate the ability to assign tasks or responsibilities to unit members, giving complete, clear concise instructions; addressing safety considerations; and conveying the desired outcomes through classroom exercise.
2. Demonstrate the ability, through classroom scenarios, to coordinate the completion of assigned tasks and projects by members, prioritize assignments, develop a plan for the completion of each assignment, assign members to specific tasks, and supervise and hold members accountable for completing their assignments.
3. Identify safety policies and procedures and apply safety regulations at the unit level, completing required reports, conducting in-service training, and conveying member responsibilities in a scenario-based skills exam.

## **COURSE OBJECTIVES:**

1. This course provides the student 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.

## **CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS**

Curriculum Approval Date: 10/12/2021

### **LECTURE CONTENT:**

- I. Introduction (2 hours)
  - A. Orientation and Administration
    1. Facility requirements
    2. Classroom requirements
    3. Course syllabus
  - B. Fire Officer Certification Process (1.5 hours)
    1. Levels of Certification
    2. Courses required for Level I and II
    3. Other Requirements
    4. Task Book Process
    5. Certification Examination Process
  - C. Definition of Duty
    1. Duties of Company Officer Level I
    2. Duties of Company Officer Level II
    3. Duties of Wildland Fire Officer Level I

- II. Human Resource Management (Lec 20 hours)
  - A. Applying and Following Human Resources Policies and Procedures
    - 1. Human Resources policies and procedures
    - 2. Application of administrative procedures
  - B. Creating a Professional Development Plan
    - 1. Steps for creating a professional development plan
    - 2. Professional development options
    - 3. Evaluation form results
  - C. Assigning Nonemergency Tasks or Responsibilities
    - 1. Verbal communications
    - 2. Written communications
    - 3. Techniques used to make assignments under routine situations
    - 4. Methods of confirming understanding
    - 5. Instructions for frequently assigned unit tasks based on department policy
  - D. Assigning Emergency Tasks or Responsibilities
    - 1. Verbal Communications
    - 2. Techniques for making assignments under stressful situations
    - 3. Methods of confirming understanding
    - 4. Condensed instruction for frequently assigned unit tasks based on training and standard operating procedures
  - E. Directing Unit Members During a Training Evolution
    - 1. Issue-guided directions
  - F. Supervising and Coordinating the Completion of Assignments
    - 1. Principles of supervision
    - 2. Basic human resource management
    - 3. Setting priorities
  - G. Performing and Reporting Job Evaluations
    - 1. Job Descriptions
    - 2. Objectives and procedures of a member evaluation program
    - 3. Common errors in evaluating
    - 4. Planning and conducting evaluations.
  - H. Recommending Action for Member-Related Problems
    - 1. Signs and symptoms of member-related problems
    - 2. Causes of stress in emergency services personnel
    - 3. Adverse effects of stress
    - 4. AHJ's member assistance policies and procedures
    - 5. Implementing a course of action for a member in need of assistance
  - I. Improving Member Performance
    - 1. Identifying problems
    - 2. Concepts of organizational behavior
    - 3. Principles of group dynamics
    - 4. Leadership styles
    - 5. Types of power in leadership
    - 6. Principles of interpersonal dynamics
  - J. Impact of the California Firefighters Procedural Bill of Rights
    - 1. Disciplinary process
    - 2. Notification and interrogation process
    - 3. Protection of basic rights

### III. Health and Safety (7 hours lec)

#### A. Applying Safety Regulations

1. Common causes of personal injury and accident to members
2. Safety policies and procedures
3. Basic workplace safety
4. Components of an infectious-disease control program

#### B. Describing the benefits of Wellness and Fitness Programs

1. National death and injury statistics
2. Fire service safety and wellness initiatives and programs

#### C. Conducting an Initial Accident Report

1. Procedures for conducting an accident review
2. Fact-finding procedures

#### D. Analyzing and Reporting on Member History

1. Causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths
2. Interpreting accidents, injuries, occupational illnesses, or death reports
3. HIPPA requirements

### LAB CONTENT:

### II. Human Resource Management (Lec 7 hours)

#### A. Professional Development Plan Exercise

1. Steps for creating a professional development plan
2. Professional development options
3. Evaluation form results

#### B. Assigning Emergency Tasks or Responsibilities exercise

1. Verbal Communications
2. Techniques for making assignments under stressful situations
3. Methods of confirming understanding
4. Condensed instruction for frequently assigned unit tasks based on training and standard operating procedures

#### E. Directing Unit Members During a Training Evolution

1. Issue-guided directions

#### F. Supervising and Coordinating the Completion of Assignments

1. Principles of supervision
2. Basic human resource management
3. Setting priorities

#### G. Performing and Reporting Job Evaluations

1. Job Descriptions
2. Objectives and procedures of a member evaluation program
3. Common errors in evaluating
4. Planning and conducting evaluations.

#### H. Recommending Action for Member-Related Problems

1. Signs and symptoms of member-related problems
2. Causes of stress in emergency services personnel
3. Adverse effects of stress
4. AHJ's member assistance policies and procedures
5. Implementing a course of action for a member in need of assistance

I. Improving Member Performance exercise

1. Identifying problems
2. Concepts of organizational behavior
3. Principles of group dynamics
4. Leadership styles
5. Types of power in leadership
6. Principles of interpersonal dynamics

III. Health and Safety (7 hours lab)

A. Describing the benefits of Wellness and Fitness Programs

B. Conducting an Initial Accident Report

1. Procedures for conducting an accident review

2. Fact- finding procedures

D. Analyzing and Reporting on Member History

1. Causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths

2. Interpreting accidents, injuries, occupational illnesses, or death reports

**METHODS OF INSTRUCTION:**

Skills Demonstration, Lecture, Scenario Training, Discussion

**OUT OF CLASS ASSIGNMENTS:**

Required Outside Hours 50

Assignment Description

Reading assignments from textbook

Reviewing the signs and symptoms of member related problems such as substance abuse or acute and chronic pain.

Review the communications model or cycle for use in classroom activity regarding a nonemergency event.

**METHODS OF EVALUATION:**

Problem-solving assignments

Evaluation Percent 20

Evaluation Description

Percent range of total grade: 20 % to 30 % Exams Other: Skills Exam

Skill demonstrations

Evaluation Percent 50

Evaluation Description

Percent range of total grade: 50 % to 90 % Class Performance/s Performance Exams

Objective examinations

Evaluation Percent 30

Evaluation Description

Percent range of total grade: 30 % to 50 % Other: Skills Demonstration

**REPRESENTATIVE TEXTBOOKS:**

Pocket Guide to the Firefighters Procedural Bill of Rights Act, Second Edition, California Public Employee Relations, 2012 or other appropriate college level text., J Scott Tiedemann , CPER , 2019.12 Grade

Fire and Emergency Services Company Officer, 6th edition, International Fire Service Training Association , IFSTA, 2019.

ISBN: 978-0879396503 2 Grade Verified by: Doug Achterman

Fire and Emergency Services Company Officer student manual, International Fire Service Training Association , IFSTA, .

**Recommended other Textbooks:**

International Fire Service Training Association, 2007, ISBN: 0879392819

Fire Officer: Principles and Practice, second edition, Jones and Bartlett, 2010, ISBN: 9781449600621

Optionally, the following textbooks for reference purposes: Human Resource Management for the Fire Service, first edition, Jones and Bartlett, 2013, ISBN: 9780763749385

Fire and Emergency Services Administration: Management and Leadership Practices, second edition, Smeby, Jones and Bartlett, 2014, ISBN: 9781449605834

Text Other: Optionally, Fire Officer: Principles and Practice, Student Workbook, second edition, Jones and Bartlett, 2011, ISBN: 9780763783679

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: Y

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000626706

Sports/Physical Education Course: N

Taxonomy of Program: 213300