

**NEW YORK STATE DIVISION OF  
HOMELAND SECURITY & EMERGENCY SERVICES  
OFFICE OF FIRE PREVENTION & CONTROL**

# **Fire Officer 1**

## **SUPERVISING FIRE OFFICER**

INCLUDING IN ITS ENTIRETY:  
**Fireground Strategy and Tactics for First Arriving Companies**

# **Student Guide**

COMPILED BY: ERIE COUNTY EMERGENCY SERVICES | DIVISION OF FIRE SAFETY  
V.161220 [ORIGINAL]



**Fire Prevention  
and Control**

**COUNTY OF ERIE**  
**ESU**  
**EMERGENCY SERVICES**



### **Course Name**

This course shall be referred to as the New York State Fire Officer 1 course or; alternately as the New York State Supervising Fire Officer/Fire Officer 1 course.

### **Course Description**

**Fire Officer 1 Course:** This is the first course in the Fire Officer series, addressing the job performance requirements of Chapter 4 of NFPA 1021, *Standard for Fire Officer Professional Qualifications*. This course includes topics such as the company officer's duties and responsibilities, leadership and supervision, human resources management, communications, administrative functions, and health and safety issues. Also included in this course are topics including company level training, community relations, pre-incident surveys, and the delivery of emergency services.

**Fireground Strategy and Tactics for First Arriving Companies (FST-FAC) course:** Students completing this course will also receive a certificate of completion for the Fireground Strategy and Tactics for First Arriving Companies course, which is included in its entirety as part of this course. The FST-FAC course is a new strategy and tactics course that focuses on scene size-up, engine company operations, truck company operations, as well as non-fire emergencies.

Students that have previously taken, and successfully completed, the 'stand-alone' Fireground Strategy & Tactics for First Arriving Companies course are required to attend all course meetings of the Fire Officer 1 course.

This FST-FAC course is based upon the need for fireground leadership and management, and the development of strategies and tactics not found in NFPA 1021 - *Standard for Fire Officer Professional Qualifications* (2014). In addition to recognizing the shortcomings of the NFPA 1021 standard, the "Best Practices" document issued in January, 2015 by the New York State Office of Fire Prevention and Control and the New York State Department of Labor identified several critical skills that incident commanders must possess to operate effectively and safely on the fireground. The "Best Practices" skills for fire officers and incident commanders intentionally go beyond those of firefighters and apparatus operators as the incident commander has to think and see beyond the task level and develop strategies and tactics for every incident they lead.

This FST-FAC course prepares fire officers to act as the leader of a company or as an initial incident commander. Students receive instruction in both fire and non-fire emergency operations. Instruction is provided in fundamental fireground concepts and areas of previous instruction are built upon and expanded. An emphasis on risk vs. benefit analysis while conducting operations can be found throughout the program.

### **Course Length**

The Fire Officer 1 course is designed and intended to be delivered in twenty-one (21) three-hour instructional blocks. The total course length shall be sixty-three (63) hours.

### **Class Size**

The minimum number of students required to conduct a Fire Officer 1 course shall be 10. The maximum course size shall be 24.

## Student Prerequisite Training

All students enrolling in the New York State Fire Officer 1 course must provide proof of completion of one of the following courses:

- Firefighting Essentials; or
- Basic Firefighter Training; or
- Firefighter 1

-AND-

- FEMA/EMI ICS-200  
Available online (Requires registration. No charge for registration or content on this site.)  
<https://training.fema.gov/is/coursematerials.aspx?code=IS-200.b>
- NFFF Courage to be Safe  
Available online (Requires registration. No charge for registration or content on this site.)  
[https://www.fireherolearningnetwork.com/Training\\_Programs/Courage\\_To\\_Be\\_Safe.aspx](https://www.fireherolearningnetwork.com/Training_Programs/Courage_To_Be_Safe.aspx)
- Registration at the IFSTA Resource1 website: [r1.ifsta.org](http://r1.ifsta.org) in order to complete required online activities and exams. There is no charge for registration or content on this site.
- Obtain the Required Student Textbook and read Chapter 1: “The Company Officer” prior to attending the first class.

Students that do not meet the above requirement shall not be enrolled in the New York State Fire Officer 1 course.

## Syllabus

A course syllabus shall be distributed to every student during the first course meeting.

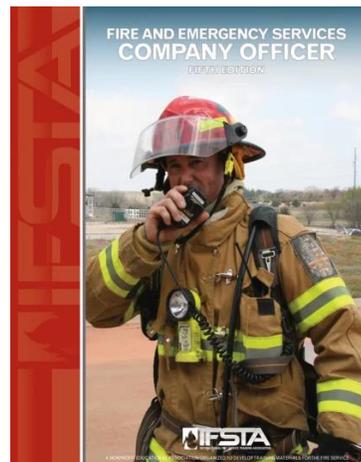
## Required Student Text Book

Students must have a copy of the IFSTA curriculum: “Fire and Emergency Services Company Officer, 5th Edition” [ISBN: 978-087939564-3] in order to complete required reading, assignments and exams. The companion Prep Guide is recommended but not required. These books are available directly from IFSTA (<https://www.ifsta.org/shop/fire-and-emergency-services-company-officer-5th/36530>) or other sources.

## Computer Use

This course relies heavily on computer use during instructor-led classroom sessions and for completion of online quizzes and activities outside of the classroom. Students must bring or have access to a computer with WiFi connection to each class and to complete all assignments.

Students are asked to be respectful of the instructors, and other students, and limit their computer usage to course materials during instructional time. Students that are unable to refrain from non-course usage may, solely at the instructor’s discretion, be asked to close and/or turn off their computer and to use it only when necessary.



**Required Online Registration:** Students must register at the IFSTA Resource1 Learning Management System (LMS) web site: [r1.ifsta.org](http://r1.ifsta.org) in order to complete required online activities and exams. There is no charge for registration or content on this site. Students will receive a login confirmation once registered.

**Required Student Manual:** In addition to the required textbook, students will also be using the student manual created specifically for the “Fireground Strategy and Tactics for First Arriving Companies” course (included in its entirety as part of the Fire Officer 1 course). This student manual is intended to be delivered as a downloadable Adobe Acrobat .PDF document so that students have access to the color photos contained in the text. A link to the downloadable student manual will be provided once the student registers at the IFSTA Resource1 web site and receives a login confirmation. Printed copies of the student manual will be provided if required (and requested).

### **Grading**

The following grading policy will be used in the New York State Fire Officer 1 course:

The minimum passing grade for all quizzes and exams is 70.00.

- **Quizzes:** Students are required to take a total of eleven (11) quizzes during this course. Each quiz is completed online at [r1.ifsta.org](http://r1.ifsta.org) and allows multiple attempts for students to achieve the highest grade possible. The average grade for all eleven (11) quizzes is weighted as twenty percent (20%) of the course grade.
- **Mid-Term Exams:** There are two (2) exams in the Fire Officer 1 course. Each exam is completed online at [r1.ifsta.org](http://r1.ifsta.org) and is has fifty (50) multiple choice questions from the chapters immediately preceding the exam. Each exam is weighted separately and counts towards fifteen percent (15%), thirty percent (30%) total, of the final course grade. Students are permitted one attempt at each exam.

These are timed events in which the student has (60) minutes to complete them, after which the system will time-out and reset.

- **Final Exam:** The course final exam is completed online at [r1.ifsta.org](http://r1.ifsta.org) and is comprehensive and covers material from all eleven (11) chapters. This is a timed event in which the student has (120) minutes to complete it, after which the system will time-out and reset.

The final exam is weighted as fifty percent (50%) of your course grade. Students must pass the final exam with a raw score of 70.00% or higher to pass the course. No student shall be issued a certificate for this course that has not achieved a minimum weighted score of 70% or that has not passed the final exam.

- **Course Failure:** A student who fails to achieve a minimum weighted score of 70% will be deemed to have failed the Supervising Fire Officer/Fire Officer I (2014) course. The instructor will meet individually with the student to identify and discuss the student’s grade deficiency.

In the event that a student fails the final exam (with a raw score of lower than 70%) the student will be afforded one opportunity to retest at a later date. The student may elect to retest on a date not less than seven (7) days, or more than seven hundred thirty (730) days after the initial exam.

Failure to successfully complete the course after one (1) attempted re-test will require the student to have to retake the course. Certificates will not be issued to students that do not successfully complete the course.

### **Attendance**

Students are expected to be in attendance for all class sessions. Instructors have limited discretion in the event of absence. Students are responsible for all course material, including assignments, quizzes, tests, and skills in the event of an absence. Excessive absence may result in a student being dropped from the class roster.

### **Course Activities**

There are several activities as part of the Fire Officer 1 course, which are detailed on the following course schedule. Students are expected to complete all activities assigned as part of this course. Any student that does not complete all of the required activities shall not be permitted to take the final exam. Course activities shall be graded as complete or incomplete.

**Out-of-Class Activities:** Proof of completion for required out-of-class activities must be submitted prior to the final exam. Any student that does not complete the required out-of-class activities shall not be permitted to take the final exam. Out-of-class activities shall be graded as complete or incomplete.

Supervising Fire Officer-Fire Officer 1 course activities are detailed on the following course schedule. Activities for the “Fireground Strategy & Tactics for First Arriving Companies” portion of the course will be provided during the class.

### **Individual Training Records**

An individual training record which denotes completion of each activity and out-of-class activity shall be kept. This record shall also accurately record the average for all quizzes, scores for each exam, final exam score, and the final course average.

### **Reasonable Accommodations**

Any student who may need an accommodation for testing based upon the impact of a disability must complete the Division of Homeland Security and Emergency Services “Application to Request Reasonable Accommodation of a Disability” and submit it, with the required supporting documentation, as soon as possible. Accommodations will not be provided without submission of the “Application to Request Reasonable Accommodation of a Disability” and the necessary supporting documentation.

**Course Schedule:**

The Fire Officer 1-Supervising Fire Officer course includes the “Fireground Strategy & Tactics for First Arriving Companies” course in its entirety and shall be delivered in the following format

UNIT	CHAPTER	CHAPTER TITLE	ACTIVITIES	COMPLETED
PRE-REQ	N/A	N/A	FEMA ICS200 Course	Online
	N/A	N/A	NFFF “Courage to be Safe”	Online
	1	The Company Officer	Read Chapter 1 prior to course start	Book or Online
1	1	The Company Officer	1-1: Introductions	In Class
			Unit 1 Quiz (Untimed)	Online
2	2	Fire Department Organizational Structure	2-1: Develop Organizational Chart	Homework
			2-2: Get information on FD insurance coverage	Homework
			2-3: Develop agency mission statement	Homework
			Unit 2 Quiz (Untimed)	Online
3	3	Leadership and Supervision	Unit 3 Quiz (Untimed)	Online
4	10	Pre-Incident Planning	Develop a pre-fire plan Start as early in the course as possible to allow adequate time to complete	Homework
5	10		Unit 10 Quiz (Untimed)	Online
6	4	Human Resources Management	50 Question Exam	Online
			4-1: Develop Plan for Company Task; 4-2: Plan to resolve member issue and 4-3: Plan to resolve administrative issue	In Class by Teams
			Unit 4 Quiz (Untimed)	Online
7	5	Communications	5-1: Thank you letters	Homework
8	5		5-2: House duties assignments and on-scene assignments	In Class by Teams
			Unit 5 Quiz (Untimed)	Online
9	6	Administrative Functions	6-1: Revision of department procedure	In Class by Teams
			6-2: Complete purchase order for PPE	Homework
			Unit 6 Quiz (Untimed)	Online
10	9	Community Relations and Company Level Fire Inspections	9-1: Address Community Fire/Life Safety Issue	In Class by Teams
11	9		9-2: Address Citizen Concern	In Class by Teams
12	8	Company Level Training	Unit 9 Quiz (Untimed)	Online
13	8		50 Question Exam	Online
14	7	Health & Safety Issues	Unit 8 Quiz (Untimed)	Online
15	7		7-1: Identify safety hazards	In Class by Teams
			7-2: Initial accident investigation	Individual Homework
16	11 FST-FAC	Delivery of Emergency Services 1 /ICS/Building Construction	Unit 7 Quiz (Untimed)	Online
			11-1: Post-Incident Analysis	In Class by Teams
			Unit 11 Quiz (Untimed)	Online
17	FST-FAC	Strategy & Scene Size-Up	TBD	TBD
18	FST-FAC	Engine Company Ops	TBD	TBD
19	FST-FAC	Truck Company Ops	TBD	TBD
20	FST-FAC	Non-Fire Emergencies	TBD	TBD
21	FST-FAC	Fireground Strategy & Tactics for First Arriving Companies	100 Question Final Exam	Online

TBD = To be determined in class