



**Standardized Curriculum Form
Ontario, Canada**

**Office of the Fire Marshal and Emergency Management
Curriculum based on
NFPA 1021, Chapter 7, 2014 Edition**

FIRE OFFICER IV

**National Fire Protection Association Standard for
Fire Officer Professional Qualifications**

Notice

NFPA-referenced material set within this document is reprinted with permission from NFPA 1021-2014, *Standard for Fire Officer Professional Qualifications*, copyright © 2013, National Fire Protection Association, Quincy, MA 02169. This reprinted material is not the complete and official position of the NFPA on the referenced subject, which is represented only by the standard in its entirety.

Enquiries regarding testing and certification should be directed to:

**Manager
Academic Standards and Evaluation Unit
Ministry of Community Safety and Correctional Services
Office of the Fire Marshal and Emergency Management
25 Morton Shulman Avenue, 5th Floor
Toronto, Ontario
M3M 0B1
OFMTestingandCertification@ontario.ca**

April 2017

Components of the OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form

The OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Forms in Ontario, Canada, are based on internationally-recognized, competency-based, professional qualification standards through the National Fire Protection Association (NFPA). Columns within this form from pages 4 and onward are composed of:

NFPA Objective

National Fire Protection Association Objectives are major competencies and Job Performance Requirements (JPR) within a professional qualifications standard that learners must acquire before successful completion of voluntary testing and certification. To attain these competencies, the OFMEM is offering flexible training delivery models centered on being accessible, attainable, and affordable.

Requisite Knowledge

As defined in published NFPA Professional Qualifications Standards, Requisite Knowledge is “Fundamental knowledge one must have in order to perform a specific task”. This can be acquired by referring to the various readings described below.

Requisite Skills

As defined in published NFPA Professional Qualifications Standards, Requisite Skills are “The essential skills one must have in order to perform a specific task”. This can be acquired by referring to the various readings described below.

Suggested Readings

Project-based assessment for FIRE OFFICER IV (NFPA 1021-2014) is derived from the following suggested readings:

<u>Publisher/Title/Edition</u>	<u>Key Word Reference</u>
1. NFPA 1021, <i>Standard for Fire Officer Professional Qualifications</i> , 2014 Edition • Refer to Chapter 7 regarding Fire Officer IV (pages 13 - 15)	NFPA 1021, 2014 Ed.
2. IFSTA, <i>Chief Officer</i> , 3 rd Edition • Refer to Fire Officer IV material in appropriate chapters/sections of this textbook	IFSTA CO, 3 rd Ed.
OR	
3. Jones and Bartlett, <i>Chief Officer, Principles and Practice</i> , 2 nd Edition • Refer to Fire Officer IV material in appropriate chapters/sections of this textbook	J&B COPP, 2 nd Ed.
AND	
4. Ontario Fire College, <i>Fire Officer IV Student Manual</i> , OFMEM, November 2016 • Refer to Chapters 1 - 18 in Student Manual	OFC FO IV, 2016
5. Jones and Bartlett, <i>National Incident Management System</i> , 2 nd Edition	J&B NIMS, 2 nd Ed.
6. NFPA 1500, <i>Standard on Fire Department Occupational Safety and Health Program</i> , 2013 Edition	NFPA 1500, 2013 Ed.
7. NFPA 1201, <i>Standard for Providing Fire and Emergency Services to the Public</i> , 2015 Edition	NFPA 1201, 2015 Ed.
8. NFPA 1710, <i>Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments</i> , 2016 Edition	NFPA 1710, 2016 Ed.
9. NFPA 1720, <i>Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments</i> , 2014 Edition	NFPA 1720, 2014 Ed.
10. Fire Protection Publications, <i>When in Doubt, Lead!: The Leader's Guide to Enhanced Employee Relations in the Fire Service</i> by Dennis Compton, 1999.	FPP LEAD, 1999

Project-Based Assessment

This column references Activities that will be evaluated by the Office of the Fire Marshal and Emergency Management, to test Requisite Knowledge and Requisite Skill requirements of FIRE OFFICER IV for those voluntarily seeking certification to NFPA 1021, Chapter 7, 2014 Edition.

**Office of the Fire Marshal and Emergency Management
Provincial Advisory Committee for FIRE OFFICER IV**

NFPA 1021, Chapter 7, 2014 Edition

Jason VanSlack, H.B.E.S., B.Ed., M.Ed.
Educational Consultant
OFMEM, Academic Standards and Evaluation Unit, ON (Canada)

Normand Beauchamp
Fire Chief
Smith Falls Fire Department, ON (Canada)

Keith German, CMM III
Interim Fire Chief
Fort Erie Fire Department, ON (Canada)

Ken Benoit
OFC Instructor
Ontario Fire College, ON (Canada)

Chris Harrow
Fire Chief / OAFC VP - Education
Minto Fire Department, ON (Canada)

Jim Boutilier
Fire Chief
Niagara Falls Fire Department, ON (Canada)

Richard Hayes
Fire Chief
Muskoka Lakes Fire Department, ON (Canada)

Ted Bryan
Fire Chief
Otonabee-South Monaghan Township Fire Dept., ON (Canada)

Geoffrey Haymen, B.A., CFEI, CFSC
Deputy Fire Chief
Country of Brant Fire Department, ON (Canada)

Richard Craibbe
Chief Training Officer / OAFTO First VP
Oakville Fire Department, ON (Canada)

Bob Lymburner
Fire Chief
Pelham Fire and By-Law Services, ON (Canada)

Jeff Dentinger
Platoon Chief
Hanover Fire and Emergency Services, ON (Canada)

Lyle Quan, BAppBus:ES, B.Ed., CFO
Senior Advisor, Owner
LPQ Solutions Inc., ON (Canada)

This document has been reviewed and approved by the Manager of the Academic Standards and Evaluation Unit of the Office of the Fire Marshal and Emergency Management (OFMEM) in Ontario, Canada:

Name: *Kalpana Rajgopalan*

Date: *April 28, 2017*

© Queen's Printer for Ontario, 2017.

The "OFMEM Standardized Curriculum Form (SCF)" for NFPA 1021, 2014 Edition - Fire Officer IV is protected by Crown copyright, which is held by the Queen's Printer for Ontario. If credit is given and Crown copyright is acknowledged, the OFMEM Standardized Curriculum Form may be reproduced for non-commercial purposes.

The OFMEM SCF may only be reproduced for commercial purposes under a licence from the Queen's Printer.

To request a licence to reproduce the OFMEM Standardized Curriculum Form for commercial purposes, or for information on Crown copyright generally, please contact:

Senior Copyright Analyst
Publications Ontario
(416) 326-5153

Copyright@ontario.ca



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



Course: FIRE OFFICER IV

Standard: NFPA 1021, Chapter 7, 2014 Edition

NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Project-Based Assessment
7.1 General				
For qualification at Fire Officer Level IV, the Fire Officer III shall meet the job performance requirements defined in Sections 7.2 through 7.7 of this standard.				
7.2 Human Resource Management				
This duty involves administering job performance requirements and evaluating and improving the department, according to the following job performance requirements.				
7.2.1				
Appraise the department's human resource demographics, given appropriate community demographic data.	Policies and procedures	The ability to communicate orally	IFSTA CO, 3rd Ed. Chapter 2	Completed in Research Paper 4.2 and Activity 8.1
	Local, state/provincial, and federal regulations	The ability to communicate in writing	J&B COPP, 2nd Ed. Chapters 4, 5	
	Community demographics	The ability to relate interpersonally		
	Community issues	The ability to delegate authority		
	Formal and informal community leaders	The ability to analyze issues		
		The ability to solve problems	OFC FO IV, 2016 Chapter 5	
7.2.2				
Initiate the development of a program, given current member/management relations.	Policies and procedures	The ability to communicate orally	IFSTA CO, 3rd Ed. Chapter 2	Completed in Research Paper 4.2 and Activity 10.1
	Contractual agreements	The ability to communicate in writing	J&B COPP, 2nd Ed. Chapters 3, 5	
	Local, state/provincial, and federal regulations	The ability to negotiate		
		The ability to analyze current status of member relations		
		The ability to relate interpersonally		
		The ability to analyze the current member/management relations	OFC FO IV, 2016 Chapter 7	



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Project-Based Assessment
		The ability to conduct program implementation		
7.2.3				
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.	Training resources	The ability to communicate orally	IFSTA CO, 3rd Ed. Chapter 2 J&B COPP, 2nd Ed. Chapters 2, 5 OFC FO IV, 2016 Chapter 13	Completed in Research Paper 4.2 and Activity 14.1.2
	Community needs	The ability to communicate in writing		
	Internal and external customers	The ability to organize data		
	Policies and procedures	The ability to organize resources		
	Contractual agreements			
	Local, state/provincial, and federal regulations			
7.2.4				
Appraise a member-assistance program, given data.	Policies and procedures	The ability to communicate orally	IFSTA CO, 3rd Ed. Chapter 2 J&B COPP, 2nd Ed. Chapter 5 OFC FO IV, 2016 Chapter 7	Completed in Research Paper 4.2 and Activity 18.1.1
	Available assistance programs	The ability to communicate in writing		
	Contractual agreements	The ability to relate interpersonally to members		
	Local, state/provincial, and federal regulations	The ability to analyze needs and results		
7.2.5				
Evaluate an incentive program, given data.	Policies and procedures	The ability to communicate orally	IFSTA CO, 3rd Ed. Chapter 2 J&B COPP, 2nd Ed. Chapter 5 OFC FO IV, 2016 Chapter 7	Completed in Research Paper 4.2 and Activity 10.2
	Available incentive programs	The ability to communicate in writing		
	Contractual agreements	The ability to relate interpersonally		
	Local, state/provincial, and federal regulations	The ability to analyze programs		
7.3 Community and Government Relations				
This duty involves projecting a positive image of the fire department to the community, according to the following job performance requirements.				



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Project-Based Assessment
7.3.1				
Attend, participate in, and assume a leadership role in given community functions, in given community needs.	Community demographics	Familiarity with public relations	IFSTA CO, 3rd Ed. Chapter 3	Completed in Activity 4.1 and Research Paper 4.2
	Community and civic issues	The ability to communicate orally	J&B COPP, 2nd Ed. Chapters 2, 9	
	Effective customer service methods			
	Formal and informal community leaders			
			OFC FO IV, 2016 Chapter 4	
7.4 Administration				
This duty involves long-range planning and fiscal projections, according to the following job performance requirements.				
7.4.1				
Develop a comprehensive long-range plan, given community requirements, current department status, and resources.	Policies and procedures	The ability to communicate orally	IFSTA CO, 3rd Ed. Chapter 4	Completed in Research Paper 4.2 and Activity 12.2.2
	Physical and geographic characteristics	The ability to communicate in writing	J&B COPP, 2nd Ed. Chapters 2, 9	
	Demographics	The ability to make public presentations		
	Community plan	Familiarity with fiscal analysis	OFC FO IV, 2016 Chapter 12	
	Staffing requirements	Familiarity with public policy processes		
	Response time benchmarks	Familiarity with forecasting resources		
	Contractual agreements	The ability to analyze current department status requirements		
	Local, state/provincial, and federal regulations			
7.4.2				
Evaluate and project training requirements, facilities, and building needs, given data that reflect community needs and resources.	Policies and procedures	The ability to communicate orally	IFSTA CO, 3rd Ed. Chapter 4	Completed in Research Paper 4.2 and Activity 14.1.1
	Physical and geographic characteristics	The ability to communicate in writing	J&B COPP, 2nd Ed. Chapter 8	
	Building and fire codes	The ability to make public presentations		
	Departmental plan	Familiarity with fiscal analysis	OFC FO IV, 2016 Chapter 13	
	Staffing requirements	Familiarity with forecasting needs		
	Training standards	Familiarity with analyzing data		



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Project-Based Assessment
	Needs assessment Contractual agreements Local, state/provincial, and federal regulations			
7.4.3				
Complete a written comprehensive risk, hazard, and value analysis of the community, given the appropriate features of the service area of the organization.	Risk, hazard, and value analysis methods and process	The ability to conduct a needs assessment plan	IFSTA CO, 3rd Ed. Chapter 4 J&B COPP, 2nd Ed. Chapter 8 OFC FO IV, 2016 Chapter 12	Completed in Research Paper 4.2 and Activity 12.2.2
	Community development features Community demographics Assessed valuation of properties in the community	The ability to effectively communicate in writing Problem solving		
7.4.4				
Develop a plan for a capital improvement project or program, given an unmet need in the community.	Strategic planning	The ability to conduct a needs assessment plan	IFSTA CO, 3rd Ed. Chapter 4 J&B COPP, 2nd Ed. Chapters 7, 8 OFC FO IV, 2016 Chapter 10	Completed in Research Paper 4.2 and Activity 12.2.1
	Capital improvement planning Budgeting Facility planning	The ability to effectively communicate in writing Problem solving		
7.5 Inspection and Investigation				
7.5.1 Definition of Duty				
No additional performance requirements at this level.				
7.6 Emergency Services Delivery				
This duty involves developing plans for major disasters, according to the following job performance requirements.				
7.6.1				
Develop a comprehensive disaster plan that integrates other agencies' resources, given risk, vulnerability, and capability data.	Major incident policies and procedures	The ability to analyze data	IFSTA CO, 3rd Ed. Chapter 6	Completed in Research Paper 4.2 and Activity 16.1.2



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Project-Based Assessment
		The ability to communicate orally	J&B COPP, 2nd Ed. Chapters 6, 11 OFC FO IV, 2016 Chapter 15	
	Physical and geographic characteristics	The ability to communicate in writing		
	Demographics	The ability to develop a disaster plan		
	Target hazards	The ability to coordinate interagency activity		
	Incident management systems			
	Communications systems			
	Intelligence data			
	Contractual and mutual-aid agreements			
	Local, state/provincial, and federal regulations and resources			
7.6.2				
Develop a comprehensive plan, given data (including agency data).	Major incident policies and procedures	The ability to communicate orally	IFSTA CO, 3rd Ed. Chapter 6 J&B COPP, 2nd Ed. Chapter 11 OFC FO IV, 2016 Chapter 16	Completed in Research Paper 4.2 and Activity 16.1.1
	Physical and geographic characteristics	The ability to communicate in writing		
	Demographics	The ability to organize a plan		
	Incident management systems	Familiarity with interagency planning and coordination		
	Communications systems			
	Contractual and mutual-aid agreements			
	Local, state/provincial, and federal regulations and resources			
7.7 Health and Safety				
This duty involves administering a comprehensive risk management program, according to the following job performance requirements.				
7.7.1				
Maintain, develop, and provide leadership for a risk management program, given specific data.	Risk management concepts	The ability to communicate orally	IFSTA CO, 3rd Ed. Chapter 7 J&B COPP, 2nd Ed. Chapters 5, 11 OFC FO IV, 2016 Chapter 16	Completed in Research Paper 4.2 and Activity 18.1.2
	Retirement qualifications	The ability to communicate in writing		
	Occupational hazards analysis	The ability to analyze data		
	Disability procedures, regulations, and laws	The ability to use evaluative methods		