



Standardized Curriculum Form Ontario, Canada

**Office of the Fire Marshal and Emergency Management
Curriculum based on
NFPA 1021, Chapter 6, 2014 Edition**

FIRE OFFICER III

**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 III (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 6 regarding Fire Officer III (pages 11 - 13)	NFPA 1021, 2014 Ed.
2. IFSTA, <i>Chief Officer</i> , 3 rd Edition • Refer to Fire Officer III 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 III material in appropriate chapters/sections of this textbook	J&B COPP, 2 nd Ed.
AND	
4. Ontario Fire College, <i>Fire Officer III Student Manual</i> , OFMEM, November 2016 • Refer to Chapters 1 - 18 in Student Manual	OFC FO III, 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.

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 III for those voluntarily seeking certification to NFPA 1021, Chapter 6, 2014 Edition.

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

NFPA 1021, Chapter 6, 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 III 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 III

Standard: NFPA 1021, Chapter 6, 2014 Edition

NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Project-Based Assessment
6.1 General				
For qualification at Fire Officer Level III, the Fire Officer II shall meet the job performance requirements defined in Sections 6.2 through 6.8 of this standard.				
6.1.1 General Prerequisite Knowledge				
	<p>Current national and international trends and developments related to fire service organization, management, and administrative principles, as well as public and private organizations that support the fire and emergency services and the functions of each.</p> <p>Public and private organizations that support the fire and emergency services and the functions of each</p>		<p>IFSTA CO, 3rd Ed. Chapter 1</p> <p>J&B COPP, 2nd Ed. Chapters 1, 5</p> <p>OFC FO III, 2016 Chapters 2-1, 6-1, 7-1, 9-1, 10-1</p>	<p>Completed in Activities 1.4, 2.1, 3.1, 4.1, 6.1, 7.1, 9.1, and 10.1 which are included as part of the final 1.4 presentation</p>
6.1.2 General Prerequisite Skills				
		<p>The ability to research</p> <p>The ability to use evaluative methods</p> <p>The ability to analyze data</p> <p>The ability to communicate orally</p> <p>The ability to communicate in writing</p> <p>The ability to motivate members</p>	<p>IFSTA CO, 3rd Ed. Chapter 1</p> <p>J&B COPP, 2nd Ed. Chapters 1, 5</p> <p>OFC FO III, 2016 Chapters 1-1, 2-1, 4-1, 6-1, 7-1, 9-1, 10-1</p>	<p>Completed in Activities 1.4, 2.1, 3.1, 4.1, 6.1, 7.1, 9.1, and 10.1 which are included as part of the final 1.4 presentation</p>
6.2 Human Resource Management				
This duty involves establishing procedures for hiring, assigning, promoting, and encouraging professional development of members, 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
6.2.1				
Establish personnel assignments to maximize efficiency, given knowledge, training, and experience of the members available in accordance with policies and procedures.	Minimum staffing requirements	The ability to relate interpersonally	IFSTA CO, 3rd Ed. Chapter 2 J&B COPP, 2nd Ed. Chapter 5 OFC FO III, 2016 Chapters 1-1, 7-1	Completed in Activities 1.4 and 7.1 which are included as part of the final presentation
	Available human resources	The ability to communicate orally		
	Policies and procedures	The ability to communicate in writing		
6.2.2				
Develop procedures for hiring members, given policies of the AHJ and legal requirements.	Applicable federal, state/provincial, and local laws	The ability to communicate orally	IFSTA CO, 3rd Ed. Chapter 2 J&B COPP, 2nd Ed. Chapters 4, 5 OFC FO III, 2016 Chapters 1-1, 7-1, 17-1	Completed in Activities 1.4 and 7.1 which are included as part of the final presentation
	Regulations and standards	The ability to communicate in writing		
	Policies and procedures			
6.2.3				
Develop procedures and programs for promoting members, given applicable policies and legal requirements.	Applicable federal, state/provincial, and local laws	The ability to communicate orally	IFSTA CO, 3rd Ed. Chapter 2 J&B COPP, 2nd Ed. Chapters 4, 5 OFC FO III, 2016 Chapters 1-1, 7-1	Completed in Activities 1.4 and 7.1 which are included as part of the final presentation
	Regulations and standards	The ability to communicate in writing		
	Policies and procedures	The ability to encourage professional development		
		The ability to mentor members		
6.2.4				
Describe methods to facilitate and encourage members to participate in professional development, given a professional development model.	Interpersonal and motivational techniques, professional development model, goal setting, and personal and organizational goals.	The ability to evaluate potential	IFSTA CO, 3rd Ed. Chapter 2 J&B COPP, 2nd Ed. Chapters 2, 5 OFC FO III, 2016 Chapters 1-1, 7-1	Completed in Activities 1.4 and 7.1 which are included as part of the final presentation
		The ability to communicate orally		
		The ability to counsel members		



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Project-Based Assessment
6.2.5				
Develop a proposal for improving an employee benefit, given a need in the organization.	Agency's benefit program	The ability to conduct research	IFSTA CO, 3rd Ed. Chapter 2 J&B COPP, 2nd Ed. Chapters 3, 5 OFC FO III, 2016 Chapters 1-1, 7-1	Completed in Activities 1.4 and 7.1 which are included as part of the final presentation
		The ability to communicate orally		
		The ability to communicate in writing		
6.2.6				
Develop a plan for providing an employee accommodation, given an employee need, the requirements, and applicable law.	Agency's policies and procedures	The ability to conduct research	IFSTA CO, 3rd Ed. Chapter 2 J&B COPP, 2nd Ed. Chapter 4 OFC FO III, 2016 Chapters 1-1, 7-1	Completed in Activities 1.4 and 7.1 which are included as part of the final presentation
	Agency's legal requirements or reasonable accommodations	The ability to communicate orally		
		The ability to communicate in writing		
6.2.7				
Develop an ongoing education training program, given organizational training requirements.	Agency mission and goals	Ability to perform a needs assessment	IFSTA CO, 3rd Ed. Chapter 2 J&B COPP, 2nd Ed. Chapter 5 OFC FO III, 2016 Chapters 1-1, 7-1	Completed in Activities 1.4 and 7.1 which are included as part of the final presentation
	Training program development	Ability to communicate orally		
	Needs assessment	Ability to communicate in writing		
6.3 Community and Government Relations				
This duty involves developing programs that improve and expand service and build partnerships with the public, 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
6.3.1				
Develop a community risk, reduction program, given risk assessment data.	Community demographics	The ability to relate interpersonally	IFSTA CO, 3rd Ed. Chapter 3 J&B COPP, 2nd Ed. Chapter 9 OFC FO III, 2016 Chapter 14-1	Completed in Activity 14.1 which is included as part of the final presentation
	Resource availability	The ability to communicate orally and in writing		
	Community needs	The ability to analyze and interpret data		
	Customer service principles			
	Program development			
6.4 Administration				
This duty involves preparing a divisional or departmental budget, developing a budget management system, soliciting bids, planning for resource allocation, and working with records management systems, according to the following job performance requirements				
6.4.1				
Develop a divisional or departmental budget, given schedules and guidelines concerning its preparation.	The supplies and equipment necessary for existing and new programs	The ability to allocate finances	IFSTA CO, 3rd Ed. Chapter 4 J&B COPP, 2nd Ed. Chapters 3, 7 OFC FO III, 2016 Chapter 1-1	Completed in Activity 14.1 which is included as part of the final presentation
	Repairs to existing facilities	The ability to relate interpersonally		
	New equipment	The ability to communicate orally		
	Apparatus maintenance	The ability to communicate in writing		
	Personnel costs			
	Approved budgetary authority			
6.4.2*				
Develop a budget management system, given fiscal and financial policies.	Revenue to date	The ability to interpret financial data	IFSTA CO, 3rd Ed. Chapter 4 J&B COPP, 2nd Ed. Chapter 7 OFC FO III, 2016 Chapter 4-1	Completed in Activity 4.2 which is included as part of the final presentation
	Anticipated revenue	The ability to communicate orally		
	Expenditures to date	The ability to communicate in writing		
	Encumbered amounts			
	Anticipated expenditures			



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Project-Based Assessment
6.4.3				
Describe the agency's process for developing requests for proposal (RFPs) and soliciting and awarding bids, given established specifications.	Purchasing laws, policies, and procedures	The ability to use evaluative methods	IFSTA CO, 3rd Ed. Chapter 4	Completed in Activity 6.1 which is included as part of the final presentation
		The ability to communicate orally	J&B COPP, 2nd Ed. Chapter 7	
		The ability to communicate in writing	OFC FO III, 2016 Chapter 6-1	
6.4.4				
Direct the development, maintenance, and evaluation of a department record and management system, given policies and procedures.	The principles involved in the acquisition, implementation and retrieval of information by data processing as it applies to the record and budgetary processes	The ability to use evaluative methods	IFSTA CO, 3rd Ed. Chapter 4	Completed in Activity 9.1 which is included as part of the final presentation
	Capabilities and limitations of information management systems	The ability to communicate orally	J&B COPP, 2nd Ed. Chapters 3, 7, 10	
		The ability to communicate in writing	OFC FO III, 2016 Chapter 9-1	
		The ability to organize data		
6.4.5				
Analyze and interpret records and data, given a fire department records system.	The principles involved in the acquisition, implementation, and retrieval of information and data	The ability to use evaluative methods	IFSTA CO, 3rd Ed. Chapter 4	Completed in Activities 2.1, 3.1, and 9.1 which are included as part of the final presentation
		The ability to communicate orally	J&B COPP, 2nd Ed. Chapters 7, 10	
		The ability to communicate in writing	OFC FO III, 2016 Chapters 2-1, 3-1, 9-1	
		The ability to organize and analyze data		
6.4.6*				
Develop a model plan for continuous organizational improvement, given resources for an area to be protected.	Policies and procedures	The ability to research	IFSTA CO, 3rd Ed. Chapter 4	Completed in Activity 12.1 which is included as part of the final presentation
	Physical and geographic characteristics and hazards	The ability to use evaluative methods	J&B COPP, 2nd Ed. Chapter 8	
	Demographics	The ability to analyze data	OFC FO III, 2016	
	Community plan	The ability to communicate orally		



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Project-Based Assessment
	Staffing requirements	The ability to communicate in writing	Chapter 12-1	
	Response time benchmarks	The ability to organize		
	Contractual agreements			
	Recognized best practice assessment programs			
	Local, state/provincial, and federal regulations			
6.5 Inspection and Investigation				
This duty involves evaluating inspection programs of the AHJ to determine effectiveness and developing public safety plans, according to the following job performance requirements				
6.5.1				
Evaluate the inspection program of the AHJ, given current program goals, objectives, performance data, and resources.	Policies and procedures	The ability to use evaluative methods	IFSTA CO, 3rd Ed. Chapter 5 J&B COPP, 2nd Ed. Chapter 10 OFC FO III, 2016 Chapters 1-1, 12-1	Completed in Activity 12.1 which is included as part of the final presentation
	Accepted inspection practices	The ability to analyze data		
	Program evaluation	The ability to communicate orally		
	Applicable codes, standards, and laws	The ability to communicate in writing		
6.5.2				
Develop a plan, given an identified fire safety problem.	Policies and procedures	The ability to use evaluative methods	IFSTA CO, 3rd Ed. Chapter 5 J&B COPP, 2nd Ed. Chapters 9, 10 OFC FO III, 2016 Chapter 12-1	Completed in Activities 1.4 and 12.1 which are included as part of the final presentation
	Applicable codes, ordinances, and standards and their development process	The ability to use consensus-building techniques		
		The ability to communicate orally		
		The ability to communicate in writing		
		The ability to organize plans		
6.6 Emergency Service Delivery				
This duty involves managing multi-agency planning, deployment, and operations, 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
6.6.1				
Prepare an action plan, given an emergency incident requiring multiple agency operation.	Policies, procedures, and standards, including the current edition of NFPA 1600	The ability to use evaluative methods	IFSTA CO, 3rd Ed. Chapter 6	Completed in Activity 17.1 which is included as part of the final presentation
	Resources of support agencies	The ability to delegate authority	J&B COPP, 2nd Ed. Chapters 6, 11	
	Capabilities of support agencies	The ability to communicate orally		
	Roles of support agencies	The ability to communicate in writing	OFC FO III, 2016 Chapter 16-1	
	Responsibilities of support agencies	The ability to organize plans		
	Authority of support agencies			
6.6.2				
Develop and conduct a post-incident analysis, given a multi-agency incident and post-incident analysis policies, procedures, and forms.	Elements of a post-incident analysis	The ability to write reports	IFSTA CO, 3rd Ed. Chapter 6	Completed in Activity 18.1 which is included as part of the final presentation
	Emergency management plan	The ability to communicate orally	J&B COPP, 2nd Ed. Chapter 11	
	Critical issues	The ability to evaluate skills		
	Involved agencies' resources and responsibilities		OFC FO III, 2016 Chapter 18-1	
	Procedures relating to dispatch response			
	Strategy tactics and operations			
	Customer service			
6.6.3				
Develop a plan for the agency, given an unmet need for resources that exceed what is available in the organization.	Needs assessment and planning	The ability to conduct a needs assessment	IFSTA CO, 3rd Ed. Chapter 6	Completed in Activity 12.1 which is included as part of the final presentation
		Evaluate external resources	J&B COPP, 2nd Ed. Chapters 8, 11	
		Develop a plan		
			OFC FO III, 2016 Chapter 12-1	
6.7 Health and Safety				
This duty involves developing, managing, and evaluating a departmental health and safety program, 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
6.7.1				
Develop a measurable accident and injury prevention program, given relevant local and national data.	Policies and procedures	The ability to use evaluative methods	IFSTA CO, 3rd Ed. Chapter 7 J&B COPP, 2nd Ed. Chapter 5 OFC FO III, 2016 Chapter 10-1	Completed in Activity 10.1 which is included as part of the final presentation
	Accepted safety practices	The ability to analyze data		
	Applicable codes, standards, and laws	The ability to communicate orally		
		The ability to communicate in writing		
6.8 Emergency Management				
This duty involves policies, procedures, and programs for the role of the fire service in the community's emergency management plan; roles of local, state/provincial, and national emergency management agencies				
6.8.1				
Develop a plan for the integration of fire services resources in the community's emergency management plan, given the requirements of the community and the resources available in the fire department.	Role of the fire service	The ability to communicate orally	IFSTA CO, 3rd Ed. Chapter 8 J&B COPP, 2nd Ed. Chapters 6, 11 OFC FO III, 2016 Chapter 17-1	Completed in Activity 17.1 which is included as part of the final presentation
	Integrated emergency management system	The ability to communicate in writing		
	Preparedness-emergency management planning	The ability to organize a plan		
	Emergency operations centers	Familiarity with emergency management inter-agency planning and coordination		
	Roles of local, state/provincial, and national emergency management agencies			