

Course Outline for FST 20

CO 2A HUMAN RESOURCE MANAGEMENT FOR COMPANY OFFICERS

Effective: Spring 2020

I. CATALOG DESCRIPTION:

FST 20 — CO 2A HUMAN RESOURCE MANAGEMENT FOR COMPANY OFFICERS — 2.50 units

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. This is a required course for any Firefighter within State Fire Training and certification track who is seeking promotion to the rank of Company Officer. This course follows all applicable mandates and content as identified by the CSFM State Fire Training description.

2.50 Units Lecture

Prerequisite

Must be a current fire fighter and meet educational requirements for Firefighter 1 and Firefighter 2 certifications.

Grading Methods:

Letter or P/NP

Discipline:

- Fire Technology

	MIN
Lecture Hours:	45.00
Expected Outside of Class Hours:	90.00
Total Hours:	135.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Apply human resource policies and procedures within the Fire Service Industry.
- B. Create a professional development plan
- C. Demonstrate verbal and written communications during nonemergency incidents
- D. Demonstrate effective verbal communications during emergency incidents
- E. Describe techniques used to make assignments under stressful situations
- F. Distribute issue-guided directions to unit members during training evolutions
- G. Identify principles of supervision
- H. Describe basic human resource management
 - I. Describe the objectives and procedures of a member evaluation program
 - J. Identify the signs and symptoms of member-related problems, such as substance abuse and stress
- K. Describe concepts of organizational behavior
- L. Describe principles of group dynamics
- M. Explain the disciplinary process as it relates to the California Firefighters Procedural Bill of Rights
- N. Identify the most common causes of personal injury and accident to members
- O. Describe fire service safety and wellness initiatives
- P. Conduct an accident review
- Q. Identify the causes of unsafe acts, health exposures, or conditions that result in accidents or injuries.
- R. Interpret reports related to accidents, injuries, occupational illnesses, or death.

V. CONTENT:

- A. Introduction
 - 1. Apply human resource policies and procedures
 - 2. Create a professional development plan
 - 3. Demonstrate verbal and written communications during nonemergency incidents
 - 4. Demonstrate effective verbal communications during emergency incidents
 - 5. Describe techniques used to make assignments under stressful situations
 - 6. Distribute issue-guided directions to unit members during training evolutions
- B. Human Resource Management

1. Identify principles of supervision
 2. Describe basic human resource management
 3. Describe the objectives and procedures of a member evaluation program
 4. Identify the signs and symptoms of member-related problems, such as substance abuse and stress
 5. Describe concepts of organizational behavior
 6. Describe principles of group dynamics
 7. Explain the disciplinary process as it relates to the California Firefighters Procedural Bill of Rights.
- C. Health and Safety
1. Identify the most common causes of personal injury and accident to members
 2. Describe fire service safety and wellness initiatives and programs
 3. Conduct an accident review
 4. Identify the causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths
 5. Interpret reports related to accidents, injuries, occupational illnesses, or death

VI. METHODS OF INSTRUCTION:

- A. **Lecture** - 27 hours of Lecture and facilitated discussions
- B. **Classroom Activity** - up to 9 hours of classroom activities and small group lectures and discussions
- C. Up to four hours of testing , written and table top practical exercises
- D. **Demonstration** -
- E. **Research** - Research relevant case studies
- F. **Projects** - Group projects and facilitated discussions

VII. TYPICAL ASSIGNMENTS:

- A. Student will complete a discussion based on a case study that identifies decisions made that directly affected fire fighter safety.
 1. As a company officer, what are your responsibilities in terms of identifying member-related problems?
 2. What are the limits on your authority in this area as a company officer?
- B. Students will demonstrate how to use the communications model during a nonemergency event

VIII. EVALUATION:

Methods/Frequency

- A. Exams/Tests
One at the beginning of the course and one at the end
- B. Quizzes
daily
- C. Oral Presentation
Student presentation on the Disciplinary process
- D. Simulation
Role playing of current issues involving labor and FDs
- E. Class Participation
active class participation is required
- F. Final Performance
Summative Written Exam Final Exam and hands on simulations

IX. TYPICAL TEXTS:

1. Ward, Michael . *Fire Officer Principles and Practice*. 3rd enhanced ed., Jones and Barlett , 2014.
2. IFSTA - . *Fire and Emergency Services Company Officer*. 5th ed., IFSTA, 2014.
3. Barlow, Jeffrey , and . *Fire Officer's Guide to Management and Leadership: A Scenario-Based Approach*. First Edition ed., Jones and Barlett, 2019.
4. California Professional Firefighters CPF. [Pocket Guide to the Firefighter Procedural Bill of Rights](#). California Professional Firefighters , 2007.
5. Course plan and free resources for instructors found here at the State Fire Training Web Site:
<http://osfm.fire.ca.gov/training/CompanyOfficer>

X. OTHER MATERIALS REQUIRED OF STUDENTS: