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Course Outline for FST 20

CO 2A HUMAN RESOURCE MANAGEMENT FOR COMPANY OFFICERS

Effective: Fall 2019

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

FST 11 - LPC-East Bay Regional Firefighter I Academy
with a minimum grade of B
and

Completion of any Firefighter Academy by a recognized Fire Agency using the new Firefighter 2013 curriculum and letter from the Fire Chief attesting to this. Additionally, State Fire Training Firefighter 1 and Firefighter 2 certificates or equivalents as designated by State Fire Training. Instructors will collect a copy of these certificates the first day of classes in for students to remain in this course.

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:

Before entering the course a student should be able to:

A. FST11

1. Don a structural personal protective ensemble so that all elements of the ensemble are worn according to manufacturer's guidelines, within 60 seconds.
2. Don and activate a self-contained breathing apparatus (SCBA) within 60 seconds, and demonstrate the ability to use the SCBA during emergency operations.
3. Respond on apparatus to an emergency scene, correctly mount and dismount the apparatus, use seatbelt while the vehicle is in motion, and correctly use other personal protective equipment.
4. Establish and operate in work areas at emergency scenes, following procedures while wearing protective equipment, and establish attempted work areas as directed using traffic and scene control devices.
5. Demonstrate the ability to receive a telephone call using correct procedures for answering the phone and relaying information.
6. Initiate the response to a reported emergency, obtain all necessary information, correctly operate all communications equipment, and properly and accurately relay information to the dispatch center.
7. Transmit and receive messages via the fire department radio and relay accurate, clear information within a required time established.
8. Describe the history, features, principles, and organizational structure of the Incident Command System. Explain the relationship between ICS and the National Incident Management System (NIMS). Use ICS to manage an incident or event. Describe the purpose of the NIMS components and describe the purpose and response doctrine established by the National Response Framework.
9. Tie designated knots appropriate for hoisting tools securely and as directed.
10. Safely transport, operate, and maintain forcible entry equipment.
11. Illuminate designated areas of the emergency scene and operate fire service electrical equipment within the manufacturer's listed safety precautions.
12. Clean and maintain ladders, ventilation equipment, SCBA, ropes, salvage equipment, and hand tools according to manufacturer's or departmental guidelines, record equipment maintenance, and place equipment in a ready state or report

otherwise.

13. Describe common building materials and construction types, and identify dangerous building conditions created by fire.
14. Identify and mitigate dangerous fire behavior conditions, while ensuring firefighter safety.
15. Choose the correct extinguisher and follow the correct handling techniques to completely extinguish incipient Class A, Class B, and Class C fires.
16. Connect a fire department engine to a water supply, ensuring tight connections and an unobstructed water flow, as a member of a team.
17. Shut off building utilities in order to safely complete an assignment.
18. Setup ground ladders, assess hazards, ensure ground ladders are stable and their angles are correct for climbing, extend extension ladders to the necessary height and locked their fly(s), place the tops of the ladders against reliable structural components, and accomplish the assignment.
19. Remove barriers and produce an opening that is safe and ready for use by forcing entry into a structure using tools as designed.
20. Operating as a member of a team, conduct search and rescue in a structure, maintain team integrity, correctly place ladders when used, search all assigned areas, locate and remove all victims, and avoid compromising team members safety, including respiratory protection.
21. Operating as a member of a team, attack an interior structure fire, maintain team integrity, deploy the attack line for its advancement, correctly placed ladders when used, gain access into the fire area, effectively apply water, correctly approach the fire using attack techniques to facilitate suppression given the level of the fire, locate and control hidden fires, maintain the correct body posture, recognize and manage hazards, and bring the fire under control.
22. Perform horizontal ventilation on a structure, free ventilation openings of obstructions, use tools as designed, place ladders and ventilation devices correctly, and clear structure of smoke.
23. Perform vertical ventilation on a structure, position ladders for ventilation, create a specified opening, remove all ventilation barriers, avoid compromising structural integrity, release products of combustion from the structure, and retreat from the area when ventilation is accomplished.
24. Conserve property so that building and its contents are protected from further damage.
25. Overhaul of fire scene without compromising structural integrity, discover all hidden fires, preserve fire cause evidence, and extinguish the fire.
26. Activate an emergency call for assistance and exit the hazardous area without endangering others while maintaining team integrity.
27. Extinguish fires in exterior Class A materials, protect exposures, stop the spread of fire, avoid collapse hazards, effectively applied water, extinguish the fire, and preserve signs of the origin area(s) and arson.
28. Attack a passenger vehicle fire, avoid hazards, identifying control leaking flammable liquids, maintain protection from flash fires, overhaul all vehicle compartments, and extinguish the fire, while operating as part of a team.
29. Assemble and prepare for a wildland response so that arrival at the incident with the required personnel and equipment meets agency guidelines.
30. Don wildland personal protective clothing and shelter according to the manufacturer's guidelines within 60 seconds. Deploy a new generation fire shelter within 30 seconds. Ensure serviceability and availability on the fire line, and recognize defects and report them to a supervisor.
31. Recognize defects on wildland tools and equipment and report them to a supervisor, and maintain assigned suppression hand tools and equipment so that assigned equipment may be serviced.
32. Describe basic wildland fire behavior.
33. Recognize hazards and unsafe situations, promptly communicate hazard(s) and unsafe conditions to a supervisor, and take appropriate action.
34. Construct a fire line that conforms to Cal Fire construction standards.
35. Locate and abate burning materials and unburned fuels that threaten the fire line's integrity.
36. Describe methods of reducing the threat of fire exposure to improved properties in order to protect them.
37. Mop up fire area, locating and extinguishing burning fuels that threatened escape.
38. Patrol and maintain control of the fire area.
39. Recognize the presence of hazardous materials and the indicators of a hazardous materials incident, correctly identify the materials involved, take personal protective actions, initiate the appropriate notification process, and secure the area.
40. Protect persons, property, and the environment from further harm, initiate the appropriate communications process, and secure the area.
41. Perform emergency decontamination procedures, use appropriate personal protective equipment based on hazard, protect exposures, avoid hazards, decontaminate victims and responders, and identify contaminated items and products of contamination for subsequent control.
42. Perform basic control, containment, and confinement techniques to control hazardous materials release, and protect emergency responders from contamination.
43. Complete California capstone certification for IFSAC/ProBoard Fire Fighter I, Wildland Fire Fighter I, and Hazardous Materials First Responder Operations Level.

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. IAFC and NFPA. *Essentials of Firefighter Skills*. 4th ed., Jones and Barlett, 2018.
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: