

The South Carolina Fire Academy (SCFA) is partnering with Maryland Fire Rescue Institute (MFRI) to offer Fire Officer III to members of the South Carolina fire service.

This 10 day course is designed with a break between the first and second week.

The course will be: **September 25- 29 (1st week) and October 16- 20 (2nd week)**. This is a project based course and work will need to be submitted online to MFRI. Course work will be required during the break.

Students who successfully complete the course will receive an accredited certificate from IFSAC and ProBoard for NFPA 1021 Fire Officer III level.

Prerequisites for Fire Officer III:

MFRI requires proof of IFSAC or ProBoard certificates for the following levels:

- **Firefighter II**
- **Fire Instructor I**
- **Fire Officer II**

Due to limited seating this will be a competitive application process. Applicants must submit a letter of recommendation from their Fire Chief. If the applicant is the Fire Chief, the letter of recommendation must be written and signed by the immediate supervisor.

The applicant must also submit a letter summarizing experience, how attendance will benefit the department and why they wish to attend Fire Officer III.

The final qualifier will be the completion of a rating worksheet.

A committee consisting of subject matter experts representing each region will select 20 students and four alternates based on the above criteria.

Please send documentation to: **scfa.registration@lfr.sc.gov (mark subject line FOIII)**.

Applications and documentation must be received by Wednesday, August 18, 2017. Applicants will be notified of status by Friday, September 1, 2017.



MGMT 301 – FIRE OFFICER III (10 days)

Course Objective: To provide students with the knowledge, skills and abilities necessary to address the administrative and operational challenges of the fire service in the 21st century. Upon successful completion of this course, the student will be able to function as a participant in the day-to-day administrative/ operationally focused process of fire service organizational activities, including human resources management, community outreach programming, maintaining of central record/data repository systems, budgeting, inspections/pre-incident planning, safety program development, in-basket assessment, and incident planning with multi-agency involvement .

Course Description: Major topics covered in this course are program orientation; measuring service delivery; hazard analysis; variables affecting response; budgeting and fiscal planning; the competitive bidding process; commodity types; purchasing methods; bid specifications; legal requirements and cost reduction opportunities; human resources planning and scheduling; departmental administration; risk management, elements of and implementation of a safety and health program and safety audits; inspections and pre-incident planning; establishing a community and public partnership; incident planning and multi-agency involvement; and post-incident analysis. Methods of instruction include lecture, discussion, online learning activities and team-focused classroom exercises.

Successful Completion: Students must attend required classroom sessions and complete all required online activities. This program involves required individual/group project assignments outside normal class time with classroom presentations and requires a solid background in verbal and written communication skills. All project assignments and presentations must be submitted at the designated time. All group assignments require mandatory participation by group members. Participants' grades incorporate final project, homework assignments, and peer evaluation.

Point System for Admitting Students to Fire Officer III

Applicant Information:

Name: _____

Position: _____

Department: _____

Date of application (mm/dd/yyyy): _____

Required:	Yes Yes Yes
Points for Education:	_____
Points for Career Development:	_____
Points for position:	_____
Points for service: (30 maximum)	_____
Points for complexity:	_____
TOTAL POINTS :	_____

Required:

- Completed Firefighter II, Fire Officer I and Fire Officer II **(IFSAC/ProBoard required by MFRI)**
- A letter from your fire chief endorsing your participation in the course
- A well-written letter from you with proper grammar and a logical sequence of thoughts that explains the benefits to the fire department from your completion of the course

Points:

• **Education**

Check highest level only.

- Doctorate or master's degree = 150 points
- Bachelor's degree = 100 points
- Associate's degree = 50 points
- None of the above

• **Career Development**

Check one only.

- College certificate = 25 points
(Non-degree training in a specific field of study)
- Executive Fire Officer certificate = 25 points
- Any CPSE Chief Fire Officer Designation = 25 points (only one designation)
- CPSE Fire Officer Designation = 12 points
- None of the above

• **Current Position**

Attach an organizational chart showing your position in the fire department. Your level is counted from the Fire Chief at Level 1. Check your current level.

- Level 1 = 60 points – Chief of Department
- Level 2 = 50 points – Deputy or Assistant Chief
- Level 3 = 40 points – Battalion or Division Chief
- Level 4 = 30 points – Company Officer – Captain or Lieutenant
- None of the above

• **Length of Service**

Calculate points for all levels of experience (see above) *Maximum credit: 30 points*

- | | | | |
|--------------------|---------------------|-----------------|---|
| Level 1 = 3 pts/yr | number of yrs _____ | x 3 pts = _____ | + |
| Level 2 = 2 pts/yr | number of yrs _____ | x 2 pts = _____ | + |
| Level 3 = 2 pts/yr | number of yrs _____ | x 2 pts = _____ | + |
| Level 4 = 1 pt/yr | number of yrs _____ | x 1 pt = _____ | + |

Total points: _____

• **Complexity of Department**

Total number of career and volunteer members. Check one.

- 300+ = 50 points
- 200-299 = 40 points
- 100-199 = 30 points
- 10-99 = 20 points