

FIRE OFFICER III

Maryland Fire and Rescue Institute
South Carolina Fire Academy



FIRE OFFICER III

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.

Course Dates: April 24-28 (1st week) and **May 22-26** (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.

(MFRI will offer a second Fire Officer III course in the fall. Registration and dates to be announced.)

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**

The **cost** is \$325.00 (includes 10 lunches).

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.

Applicants 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@llr.sc.gov** (mark subject line FOIII).

Applications and documentation must be received by Wednesday, March 22, 2017. Applicants will be notified of status by Friday, April 7, 2017.

If you have any questions, please contact **Bonita Watters** at **(803)896-4074**.

FIRE OFFICER III

MFRI Course Description

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

South Carolina Fire Academy - Course Registration Form

Course Type: <input type="checkbox"/> Public <input type="checkbox"/> Industrial <input type="checkbox"/> other _____			
Course Code - Section Number	Course Name	Dates	Location
Resident Courses Only	<input type="checkbox"/> Yes, I need a dorm room - arrival date: _____ departure date: _____ <input type="checkbox"/> I also need _____ night(s) - date(s): _____ Note: Payment must be submitted with registration for all nights requested. Evening meals are not available.		
	<input type="checkbox"/> No, since I live within 50 miles, I don't need a dorm room		
			Check here if any information has changed <input type="checkbox"/>

NOTE: This form must be completed and accompanied by the proper registration fees, or it will be returned without being processed. Checks should be made payable to the State of South Carolina. Forms and fees must be received at least two weeks prior to the class start date. Some courses may require earlier registration

Student ID: _____ male female date of birth: _____ age: _____

Last name: _____ First name: _____ Initial: _____

Mailing address: _____ e-mail: _____

City: _____ State: _____ Zip: _____ County: _____

Daytime phone #'s: Work: _____ Home: _____

Fire Dept. or Organization _____

FDID#: _____ Dept. phone _____

Status: (check only one)

- | | |
|--|---|
| Public Fire
<input type="checkbox"/> 1. paid only
<input type="checkbox"/> 2. paid and volunteer
<input type="checkbox"/> 3. volunteer only
<input type="checkbox"/> 4. public safety officer | Industrial
<input type="checkbox"/> 5. brigade member
<input type="checkbox"/> 6. fire protection-related company
<input type="checkbox"/> 7. other |
|--|---|

Notice: It is the policy and practice of the South Carolina Fire Academy to make all testing and certifying services available to all of its constituents without regard to race, religion, color, national origin, sex, or age, except where sex or age is a bonafide occupational qualification.

Agreement and Waiver / Liability Release

- In consideration for participating in South Carolina Fire Academy training, I hereby release, indemnify, and covenant not to sue the South Carolina Fire Academy, S.C. Department of Labor, Licensing and Regulation, The State of South Carolina, their officers, agents or employees (Releasees) as well as any other students or instructors from any and all liability, claims, cost and causes of action arising out of or related to any property damage or personal injury, including death, that may be sustained by me, while participating in such activity, or while on the premises owned, leased or used by Releasees. I acknowledge the training involves physically strenuous activities in which I am capable of fully participating. I know of no physical or mental condition that would preclude my full participation in the training.
- I certify that the information on this registration form is correct. I agree to abide by the rules, policies, and regulations of the South Carolina Fire Academy. I understand that falsifying information or violating rules or procedures may result in me being denied admission to the course and/or loss of course credit.
- I authorize the release of any information concerning my enrollment and completion of all South Carolina Fire Academy courses to me, my fire chief, or my department training officer.
- I understand that the South Carolina Fire Academy is not authorized to provide travel, medical, or health insurance, I verify that I or my agency maintain appropriate and necessary coverage, and I understand that I or my agency will be responsible for any medical expenses that I may incur as a result of my participation in this program.
- I understand that the nature of the tasks I may perform while involved in this training may require a high degree of physical fitness, agility, and dexterity, and that this may include rigorous exercises which require physical fitness, strength, and stamina. I am fully aware of the risks and hazards associated with fire, rescue and hazardous materials training, including but not limited to burns, heat stroke, heart attack, heat exhaustion, falls and other related injuries, and I choose to voluntarily participate in the activity with full knowledge that said activity may be hazardous to me and my property.
- In signing this release, I acknowledge that I have read and understand the Release: and that **I am at least 18 years of age** and fully competent and a member of a legally organized fire department, fire brigade, fire related business or emergency response organization.
- By registering for this course, I hereby give the South Carolina Fire Academy permission to reproduce and publish my name and/or photographic likeness.

Signature - form must be signed by student _____

Fire Chief or Designee _____

Date _____

Registration Use Only			
Check #: _____	Received from: _____	Prerequisites: _____	Refund amount: \$ _____
Visa/ Master Card #: _____ EXP: _____	_____	_____	<input type="checkbox"/> class cancelled <input type="checkbox"/> class full <input type="checkbox"/> student cancelled <input type="checkbox"/> prerequisite not met <input type="checkbox"/> registration late
P/O #: _____	_____	_____	
Payment amount: \$ _____	_____	_____	