

# Illinois Fire Chiefs Educational and Research Foundation



Dear perspective Chief Fire Officer Student,

We appreciate your consideration of the Illinois Fire Chiefs Educational and Research Foundation (IFCERF) for your personal and professional development. Through a highly collaborative partnership with the Illinois Fire Service Institute and the Illinois Fire Chiefs Educational and Research we have completely redeveloped the Chief Fire Officer (CFO) curriculum and plan of instruction.

Some highlight of this redevelopment included:

- Phase 1 – Online Learning
  - Student will be assigned to workgroups with a designated Academic Instructor to ensure comprehension and development.
- Phase 2 – Traditional Classroom
  - Students will attend monthly in-person training sessions to bring the lessons from Phase 1 to life.
  - All Traditional Classroom session will be conducted at the MABAS Readiness Center in Wheeling, IL.
- Phase 3 – Task Book
  - Student must complete a Task Book for demonstrated experience, which must be submitted to the Office of the Illinois State Fire Marshal.
- Course Cost: \$3,550.
  - Kept the same as previous years.
  - Must be paid in full in order to sit for the final exam.
- Course Duration
  - The CFO Program will run over a 14-month period, see enclosed DRAFT CFO Schedule for details.

## Required Action Steps:

Before you commit to this intensive program, you must take the following actions.

1. Review the enclosed Chief Fire Officer Syllabus.
2. View the Chief Fire Officer Program Overview video.  
URL: <https://www.illinoisfirechiefs.org/education/chief-fire-officer/>
3. Review the enclosed DRAFT CFO Course Schedule.
4. Review the commitment letter with your Fire Chief, sign and return by September 30, 2022.

## Program Admission:

In order to be consider for admission to the Chief Fire Officer Program, your signed commitment letter must be received by September 30, 2022. All applications and commitment letters will be reviews by the IFCERF Selection Committee for admission to the CFO Course. All applicants will be notified of their admission status no later than October 10, 2022.

## Illinois Fire Chiefs Educational and Research Foundation



### **Closing:**

As you complete the above stated Required Actions Steps, we are confident that you will see the intensity and value of the redeveloped Chief Fire Officer Program and hope you will join us for an incredible professional development opportunity.

Sincerely,

*Tom Moran*

Chief Fire Officer Assistant Program Coordinator

Illinois Fire Chiefs Educational and Research Foundation

# University of Illinois Fire Service Institute

## Course Syllabus

**Course Title:** Chief Fire Officer Blended / NFPA 1021 - Fire Officer III and IV

**Course Duration:** Phase 1 - 240 hours  
Phase 2 - 100 hours

**Program:** Fire Officer

**Course Prerequisites:** Advanced Fire Officer or NFPA Fire Officer II

**Course Description:** The Chief Fire Officer Blended course is the highest level of Chief Fire Officer Certification Training in the State of Illinois. This course replaces Fire Officer III and meets all the requirements of the National Fire Protection Association (NFPA) Standard 1021, Fire Officer III and IV (2020).

The Chief Fire Officer Blended course is for Fire Officers who are working at or wish to work at the level of a Chief Fire Officer. Students who have yet to achieve the rank of Chief Fire Officer will have the opportunity to expand their knowledge and overcome limitations in order to succeed in all the learning components in this course. Fire Officers attending this 13 Module course must have the willingness to think beyond their present position and manage their time to successfully complete the course. This course satisfies the course completion component for the Office of the State Fire Marshal Certification as a Chief Fire Officer.

### Course Requirements:

#### Pre-Course Work:

- Attend Mandatory Orientation Session

#### Course Work Phase 1:

- Attend monthly Academic Instructor-led virtual meetings
- Respond to correspondence and requests from Academic Instructors and Program Manager.
- Attend and participate in 100% of the course
- Successfully complete all Phase 1 Assignment Activities by assigned due dates
- Complete all Module quizzes with a minimum score of 80% by assigned due dates

#### Course work Phase 2:

- Attend 100% of Phase 2 in-class presentations
- Attend and actively participate in 100% of Small Group Discussions

# University of Illinois Fire Service Institute

## Required Textbook:

Purchase, D.J. (2021). *Chief Officer Principles and Practice* (3<sup>rd</sup> ed.). Jones & Bartlett Learning.

The textbook will be provided to students on the first day of class during the mandatory orientation session.

## Reading Assignments:

<u>Module</u>	<u>Pages</u>
1. Leadership	pp. 1 - 24
2. Professional Development	pp. 31 - 52
3. Communications	pp. 57 - 87
4. Legal Issues	pp. 89 - 123
5. Human Resources	pp. 131 - 178
6. Intergovernmental Relations	pp. 187 - 207
7. Budget and Finance Issues	pp. 213 - 238
8. Strategic Planning	pp. 245 - 265
9. Working in the Community	pp. 273 - 295
10. Managing the Code Enforcement Process and Community Risk Reduction	pp. 299 - 323 pp. 342 - 346
11. Emergency Management and Response Planning	pp. 329 - 342 pp. 346 - 356
12. "From Research to Real Life" Alknois, Derek. Firehouse Magazine.	pp. 1 - 8

## Course Policies:

**Attendance Policy:** IFSI requires students to attend (100%) or make up all course content that leads to certification. Students are expected to attend on time and to remain in class for the duration of the course. Students **MUST COMPLETE** all portions of a certification course, to be eligible to receive their course completion certification.

If a student misses any portion of class with an accumulated absence of 20% or less of scheduled class time, it will be the student's responsibility to arrange the make-up of the missed course content with the instructor(s) or program manager. The student must make up the specific course content that s/he missed, not just the hours. Make-ups are limited to 20% of scheduled class time. Make-ups must be documented on the class roster. If a student's absence is greater than 20% refer to "True Emergencies" section of the IFSI Examination Policy.

**Safety Policy:** Students shall understand and follow all instructions pertaining to operational safety, as stated by instructors, or as written in course materials. Instructors and students shall be always mindful of safety. Conduct judged to be unsafe shall be grounds for dismissal from the course.

# University of Illinois Fire Service Institute

**Academic Integrity Policy:** IFSI has the responsibility for maintaining academic integrity so as to protect the quality of the education provided through its courses, and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids other in such infractions. Any violation of the code of conduct is grounds for immediate dismissal from the course.

**Grading Policy:** Decisions regarding certificates of course completion shall be made solely by the lead instructor of the course. All grading of exams shall be conducted by the Curriculum/Testing Office. All grading of practical exercises shall be based upon the standards set by the regulatory agency referenced in the course material and IFSI.

Retesting: If a student fails to pass an exam, retesting takes place on set dates at regional sites across the state. More information is provided in the course completion e-mail and on the IFSI website.

**American Disabilities Act:** As guaranteed in the Vocational Rehabilitation Act and in the American Disabilities Act, if any student needs special accommodations, they are to notify their instructor and provide documentation as soon as possible so arrangements can be made to provide for the student's needs. If arrangements cannot be made at the class site, the student will test at an alternative time and place where the special accommodations can be made.

**Evaluation Strategy:** Each Learning Component will be evaluated as follows:

- Quizzes
  - Multiple Choice online quizzes
    - Students must achieve 80% passing score
- Final Exam
  - Multiple Choice final exam
    - Students must achieve a passing score
- Written Assignments/Activities
  - Students will be evaluated using Grading Rubrics
- Video Presentations
  - Students will be evaluated using Grading Rubrics

# University of Illinois Fire Service Institute

## Course Content:

Module: 1

Title: Leadership

### Phase 1 / On-line Learning Components

#### *Reading:*

- Chief Officer Textbook Chapter 1, Leadership, pp 1 - 24. *Chief Officer Principles and Practice* (3<sup>rd</sup> ed.) Jones and Bartlett Learning, Burlington, MA.

#### *Activities: (14 hours)*

- Activity 1 - The Role of Ethics in Fire Service Leadership.
- Activity 2 - Develop an Effective Command Philosophy.

#### *Narrated Presentation: (1 hour)*

- View the online Presentation by the date listed in the Chief Fire Officer Task Table.

#### *Group Discussion: (1 hour)*

- Participate in the Group Discussion with Academic Instructor on Module 1 as scheduled by your Workgroups Academic Instructor.

#### *Quiz: (1 hour)*

- Complete the Module 1 Quiz with a minimum of 80% no later than date listed in Chief Fire Officer Task Table.

### Phase 2 / In-Class Learning Components (8 hours)

#### *Presentation*

- Participate in an Instructor-led in-class presentation.

#### *Small Group Discussions*

- SGDIG 1 - Elderly citizen group complaint about Fire Department ambulance transport fee.
- SGDIG 2 - Develop an Effective Command Philosophy.
- SGDIG 3 - Personal / Professional Leadership Failures.
- SGDIG 4 - The Role of the Chief Fire Officer in Ethical Leadership.

# University of Illinois Fire Service Institute

Module: 2

Title: Professional Development

## Phase 1 / On-line Learning Components

### *Reading:*

- Chief Officer Textbook Chapter 2, Professional Development, pp 31-52. *Chief Officer Principles and Practice* (3<sup>rd</sup> ed.) Jones and Bartlett Learning, Burlington, MA

### *Activities: (16 hours)*

- Activity 1 - Personal and Professional Development Analysis Plan (NFPA 1021: 6.2.4)
- Activity 2 - Compose a Resume and Cover Letter for the Position of Fire Chief for the Anytown Fire Department.

### *Narrated Presentation: (1 hour)*

- View the online Presentation by the date listed in the Chief Fire Officer Task Table.

### *Group Discussion: (1 hour)*

- Participate in the Group Discussion on Module 2 as scheduled by your Workgroups Academic Instructor.

### *Quiz: (1 hour)*

- Complete the Module 2 Quiz with a minimum of 80% no later than date listed in Chief Fire Officer Task Table.

## Phase 2 / In-Class Learning Components (8 hours)

### *Presentation*

- Participate in an Instructor-led in-class presentation.

### *Small Group Discussions*

- SGDIG 1 - Professional Growth in a Changing Environment (NFPA 1021: 6.2.4)
- SGDIG 2 - Job Position Requirements (NFPA 1021: 6.2.4)
- SGDIG 3 - Discuss your Resume and Cover Letter for the Position of Fire Chief for the Anytown Fire Department. (NFPA 1021: 6.2.4)

# University of Illinois Fire Service Institute

Module: 3

Title: Communications

## Phase 1 / On-line Learning Components

### *Reading:*

- Chief Officer Textbook Chapter 3, Communications, pp 57 - 87.  
*Chief Officer Principles and Practice* (3rd ed.) Jones and Bartlett Learning, Burlington, MA

### *Activities: (12 hours)*

- Activity 1 - Creating a Media Program to enhance engagement with the various forms of media in your community. (NFPA 1021: 7.2.2, 7.3.2)

### *Narrated Presentation: (1 hour)*

- View the online Presentation by the date listed in the Chief Fire Officer Task Table.

### *Group Discussion: (1 hour)*

- Participate in the Group Discussion on Module 3 as scheduled by your Workgroups Academic Instructor.

### *Quiz: (1 hour)*

- Complete the Module 3 Quiz with a minimum of 80% no later than date listed in Chief Fire Officer Task Table.

## Phase 2 / In-Class Learning Components (8 hours)

### *Presentation*

- Participate in an Instructor-led in-class presentation.

### *Small Group Discussions*

- SGDIG 1- Listening Habits.
- SGDIG 2 - Communication - Open Door Vs. Chain of Command.
- SGDIG 3 - It's Your Call...Calling You in Confidence.
- SGDIG 4 - Pushin' Buttons.
- SGDIG 5 - It's Your Call...Hey Chief, Rumor Has It.
- SGDIG 6 - An Anonymous Letter



# University of Illinois Fire Service Institute

Module: 4

Title: Legal Issues

## Phase 1 / On-line Learning Components

### *Reading:*

- Chief Officer Textbook Chapter 4, Legal Issues, pp 89 - 123. *Chief Officer Principles and Practice* (3rd ed.) Jones and Bartlett Learning, Burlington, MA

### *Activities: (16 hours)*

- Activity 1 - Addressing the Firefighter Memos Regarding Member Accommodations. (NFPA 1021: 6.2.6)
- Activity 2 - Identify federal laws that provide protection during the hiring process. (NFPA 1021: 6.2.2)

### *Narrated Presentation: (1 hour)*

- View the online Presentation by the date listed in the Chief Fire Officer Task Table.

### *Group Discussion: (1 hour)*

- Participate in the Group Discussion on Module 4 as scheduled by your Workgroups Academic Instructor.

### *Quiz: (1 hour)*

- Complete the Module 4 Quiz with a minimum of 80% no later than date listed in Chief Fire Officer Task Table.

## Phase 2 / In-Class Learning Components (8 hours)

### *Presentation*

- *Participate in an Instructor-led in-class presentation.*

### *Small Group Discussions*

- *SGDIG 1 - Light Duty and ADA Implications. (NFPA 1021: 6.2.6)*
- *SGDIG 2 - Policy Procedure Review. (NFPA 1021: 6.2.6)*
- *SGDIG 3 - Investigation and Discipline Procedures.*

# University of Illinois Fire Service Institute

Module: 5

Title: Human Resources

## Phase 1 / On-line Learning Components

### *Reading:*

- Chief Officer Textbook Chapter 5, 131-178. *Chief Officer Principles and Practice* (3<sup>rd</sup> ed.) Jones and Bartlett Learning, Burlington, MA.

### *Activities: (35 hours)*

- Activity 1 - Develop A Procedure for Promoting Members. (NFPA 1021: 6.2.3)
- Activity 2 - Explain Why a Physical Fitness Incentive is Important for the Fire Department and How it Would be Evaluated to Ensure it is Reaching the Desired Results. (NFPA 1021: 6.2.5, 6.4.5, 7.2.4,7.2.5)
- Activity 3 - Create a Recruitment Plan and Hiring Procedure for Your Community. (NFPA 1021:6.2.2, 6.4.5, 7.2.1)
- Activity 4 - Your Fire Department is Burning a Hole in Your Pocket. (NFPA 1021: 6.2.1)
- Activity 5 – Develop A Risk Management Program. (NFPA 1021: 6.4.4, 6.7.1, 7.7.1)
- Activity 6 - Develop a Continuing Education and Training Program. (NFPA 1021: 6.2.7,7.2.3)
- Activity 7 - Develop A Succession Plan for Your Fire Department. (NFPA 1021: 7.4.5)

### *Narrated Presentation: (1 hour)*

- View the primary online Presentation by the date listed in the Chief Fire Officer Task Table.
- View Diversity, Equity, and Inclusion presentation.

### *Group Discussion: (1 hour)*

- Participate in the Group Discussion on Module 5 as scheduled by your Workgroups Academic Instructor.

### *Quiz: (1 hour)*

- Complete the Module 5 Quiz with a minimum of 80% no later than date listed in Chief Fire Officer Task Table.

# University of Illinois Fire Service Institute

## Phase 2 / In-Class Learning Components (8 hours)

### *Presentation*

- Participate in an Instructor-led in-class presentation.

### *Small Group Discussions*

- SGDIG 1 - Executive (Closed) Session and Labor Relations. (NFPA 1021: 7.2.2)
- SGDIG 2 - Bob Can't Do the Job. (NFPA 1021: 6.2.7, 7.2.2, 7.4.5)
- SGDIG 3 - You Can't Un-Hear It. (NFPA 1021: 7.4.5)

Module: 6

Title: Intergovernmental Relations

## Phase 1 / On-line Learning Components

### *Reading:*

- Chief Officer Textbook Chapter 6, pp 187-207. *Chief Officer Principles and Practice* (3<sup>rd</sup> ed.) Jones and Bartlett Learning, Burlington, MA.

### *Activities: (8 hours)*

- Activity 1 - COVID-19 as a Complex Intergovernmental Problem. (NFPA 1021: 7.3.1, 7.4.1)

### *Narrated Presentation: (1 hour)*

- View the online Presentation by the date listed in the Chief Fire Officer Task Table.

### *Group Discussion: (1 hour)*

- Participate in the Group Discussion on Module 6 as scheduled by your Workgroups Academic Instructor.

### *Quiz: (1 hour)*

- Complete the Module 6 Quiz with a minimum of 80% no later than date listed in Chief Fire Officer Task Table.

## Phase 2 / In-Class Learning Components (8 hours)

### *Presentation*

- Participate in an Instructor-led in-class presentation.

### *Small Group Discussions*

- SGDIG 1 - Hurricane Katrina, Who Failed Who. (NFPA 1021: 7.3.1)
- SGDIG 2 - Why Should You Care About the State Legislature? (NFPA 1021:7.4.1)

# University of Illinois Fire Service Institute

Module: 7

Title: Budget and Finance Issues

## Phase 1 / On-line Learning Components

### *Reading:*

- Chief Officer Textbook Chapter 7, pp 213 - 238. *Chief Officer Principles and Practice* (3<sup>rd</sup> ed.) Jones and Bartlett Learning, Burlington, MA.

### *Activities: (16 hours)*

- Activity 1 - Develop an Annual Budget (NFPA 1021: 6.4.1,6.4.2)
- Activity 2 - Develop a Request for Proposal to Meet the Needs of a Division of your Department (NFPA 1021: 6.4.3)

### *Narrated Presentation: (1 hour)*

- View the primary online Presentation by the date listed in the Chief Fire Officer Task Table.
- View Data Technology Presentation. (NFPA 75, NFPA 76, NFPA 950, NFPA 951, NFPA 1022 (Future Publication)

### *Group Discussion: (1 hour)*

- Participate in the Group Discussion on Module 7 as scheduled by your Workgroups Academic Instructor.

### *Quiz: (1 hour)*

- Complete the Module 7 Quiz with a minimum of 80% no later than date listed in Chief Fire Officer Task Table.

## Phase 2 / In-Class Learning Components (8 hours)

### *Presentation*

- Participate in an Instructor-led in-class presentation.

### *Small Group Discussions*

- SGDIG 1 - Show Me the Money. (NFPA 1021: 6.4.1, 6.4.2)
- SGDIG 2 - Can Someone Else Do This Bidding Thing. (NFPA 1021: 6.4.3)
- SGDIG 3 - Capital Budget. (NFPA 1021: 7.4.4)
- SGDIG 4 - Now You Want Me to Cut Our Budget. (NFPA 1021: 6.4.1, 6.4.2)
- SGDIG 5 - We Have No Money. (NFPA 1021: 6.4.1, 6.4.2)

# University of Illinois Fire Service Institute

Module: 8

Title: Strategic Planning

## Phase 1 / On-line Learning Components

### *Reading:*

- Chief Officer Textbook Chapter 8, pp 245 - 265. *Chief Officer Principles and Practice* (3<sup>rd</sup> ed.) Jones and Bartlett Learning, Burlington, MA.

### *Activities: (24 hours)*

- Activity 1 - Develop A Plan for Continuous Improvement. (NFPA 1021: 6.4.6)
- Activity 2 - Develop A Training Calendar. (NFPA 1021: 7.4.2)
- Activity 3 - Develop A Capital Improvement Plan. (NFPA 1021: 7.4.4)

### *Narrated Presentation: (1hour)*

- View the online Presentation by the date listed in the Chief Fire Officer Task Table.

### *Group Discussion: (1 hour)*

- Participate in the Group Discussion on Module 8 as scheduled by your Workgroups Academic Instructor.

### *Quiz: (1 hour)*

- Complete the Module 8 Quiz with a minimum of 80% no later than date listed in Chief Fire Officer Task Table.

## Phase 2 / In-Class Learning Components (8 hours)

### *Presentation*

- Participate in an Instructor-led in-class presentation.

### *Small Group Discussions*

- SGDIG 1 - Challenges Associated with a Standard of Cover (NFPA 1021: 6.4.6)
- SGDIG 2 - Creation of a Long-Range Strategic Plan
- SGDIG 3 - Evaluate the Department Training and Education Strategic Plan. (NFPA 1021: 7.4.2)

# University of Illinois Fire Service Institute

Module: 9

Title: Working in the Community

## Phase 1 / On-line Learning Components

### *Reading:*

- Chief Officer Textbook Chapter 9, pp. 273-295. *Chief Officer Principles and Practice* (3<sup>rd</sup> ed.) Jones and Bartlett Learning, Burlington, MA.

### *Activities: (8 hours)*

- Activity 1- Building Community Support for a Proposed Fire Safety Problem (NFPA 6.5.2)

### *Narrated Presentation: (1 hour)*

- View the online Presentation by the date listed in the Chief Fire Officer Task Table.

### *Group Discussion: (1 hour)*

- Participate in the Group Discussion on Module 9 as scheduled by your Workgroups Academic Instructor.

### *Quiz: (1 hour)*

- Complete the Module 9 Quiz with a minimum of 80% no later than date listed in Chief Fire Officer Task Table.

## Phase 2 / In-Class Learning Components (8 hours)

### *Presentation*

- Participate in an Instructor-led in-class presentation.

### *Small Group Discussions*

- SGDIG 1 - Are You Going to Hit Me Too?
- SGDIG 2 - Tussling with Tradition.
- SGDIG 3 - Engine 1 and Ambulance 1 - We're Sexy and We Know It.
- SGDIG 4 - Where Is Your Compassion for the Dog.

# University of Illinois Fire Service Institute

Module: 10

Title: Managing the Code Enforcement Process  
and Community Risk Reduction

## Phase 1 / On-line Learning Components

### *Reading:*

- Chief Officer Textbook Chapter 10, pp 299 - 323, Managing the Code Enforcement Process and Chapter 11 (Mitigation), pp 342-346. *Chief Officer Principles and Practice* (3<sup>rd</sup> ed.) Jones and Bartlett Learning, Burlington, MA.

### *Activities: (24 Hours)*

- Activity 1 - Develop A Community Risk Reduction Program. (NFPA 1021: 6.3.1)
- Activity 2 - Evaluating the Fire Prevention Inspection Program. (NFPA 1021: 6.5.1)
- Activity 3 - Develop A Plan to Amend Your Local Fire Codes. (NFPA 1021: 6.5.2)
- Activity 4 - Develop A Comprehensive, All Hazards Risk Analysis of the Community. (NFPA 1021: 7.4.3)

### *Narrated Presentation: (1 hour)*

- View the online Presentation by the date listed in the Chief Fire Officer Task Table.

### *Group Discussion: (1 hour)*

- Participate in the Group Discussion on Unit 10 as scheduled by your Workgroups Academic Instructor.

### *Quiz: (1 hour)*

- Complete the Unit 10 Quiz with a minimum of 80% no later than date listed in Chief Fire Officer Task Table.

## Phase 2 / In-Class Learning Components (8 hours)

### *Presentation*

- Participate in an Instructor-led in-class presentation.

### *Small Group Discussions*

- SGDIG 1 - Historical Fire.
- SGDIG 2 - Evaluating the Fire Prevention Bureau. (NFPA 1021: 6.5.1)
- SGDIG 3 - 5 Step Process for the CRR Program. (NFPA 1021: 6.5.2)
- SGDIG 4 - Identify Community Risks. (NFPA 1021: 7.4.3)

# University of Illinois Fire Service Institute

Module: 11

Title: Emergency Management and Response Planning

## Phase 1 / On-line Learning Components

### *Reading:*

- Chief Officer Textbook Chapter 11, pp 329-342, pp 346-356. *Chief Officer Principles and Practice* (3<sup>rd</sup> ed.) Jones and Bartlett Learning, Burlington, MA.

### *Activities: (24 hours)*

- Activity 1 - Prepare an Incident Action Plan. (IAP) (NFPA 1021: 6.6.1)
- Activity 2 - Conduct a Post Incident Analysis. (PIA) (NFPA 1021: 6.6.2)
- Activity 3 - Develop Policy for Interagency Response to Hostile Incidents. (NFPA 1021: 7.6.2)
- Activity 4 - Develop a Comprehensive Disaster Plan for your Community. (NFPA 1021: 6.6.3, 6.8.1,7.6.1)

### *Narrated Presentation: (1 hour)*

- View the online Presentation by the date listed in the Chief Fire Officer Task Table.

### *Group Discussion: (1 hour)*

- Participate in the Group Discussion on Module 11 as scheduled by your Workgroups Academic Instructor.

### *Quiz: (1 hour)*

- Complete the Module 11 Quiz with a minimum of 80% no later than date listed in Chief Fire Officer Task Table.

## Phase 2 / In-Class Learning Components (8 hours)

### *Presentation*

- Participate in an Instructor-led in-class presentation.

### *Small Group Discussions*

- SGDIG 1 - ICS For Active Threat Incident. (NFPA 1021: 7.6.2)
- SGDIG 2 - What's in Your Emergency Operations Plan. (NFPA 1021: 6.8.1)
- SGDIG 3 - Severe Weather Operations. (NFPA 1021: 6.8.1)



# University of Illinois Fire Service Institute

Module: 12

Title: Life Safety Initiative

## Phase 1 / On-line Learning Components

*Reading:*

- “From Research to Real Life” Alknois, Derek. Firehouse Magazine.

*Activities: (8 hours)*

- Activity 1 - Evidence Based Research Strategic Plan.

*Group Discussion: (1 hour)*

- Participate in the Group Discussion on Module 12 as scheduled by your Workgroups Academic Instructor.

## Phase 2 / In-Class Learning Components (8 hours)

*Presentation*

- Participate in an Instructor-led in-class presentation.

*Small Group Discussions*

- SGDIG 1 - Evidence-Based Structural Firefighting Tactics

Module: 13

Title: Resiliency and Mental Health

## Phase 1 / On-line Learning Components

*Group Discussion: (1 hour)*

- Participate in the Group Discussion on Module 13 as scheduled by your Workgroups Academic Instructor.

## Phase 2 / In-Class Learning Components (4 hours)

*Presentation*

- Participate in an Instructor-led in-class presentation.

*Small Group Discussion*

- SGDIG 1 - Leadership Support of Mental Health
- SGDIG 2 - It's Your Call...that Mental Health Stuff is for Sissies
- SGDIG 3 - It's Your Call. I'm Fine, It Will Pass.

*Office of the Illinois State Fire Marshal Presentation & Final Exam*

# University of Illinois Fire Service Institute

## Reference List:

Purchase, D.J. (2021). *Chief Officer Principles and Practice* (3<sup>rd</sup> ed.). Jones & Bartlett Learning.

NFPA 1021. *Standard for Fire Officer Professional Qualifications*. 2020 Edition.

# University of Illinois Fire Service Institute

## Course Schedule Phase 2

### Module 1

<u>Event</u>	<u>Duration</u>
Module 1 - Leadership Presentation	3.5 hours

#### **Lunch**

Small Group Discussions	
• Elderly citizen group complaint	1.5 hours
• Develop an Effective Command Philosophy.	1.5 hours
• Personal / Professional Leadership Failures.	1.5 hours

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### Module 2

<u>Event</u>	<u>Duration</u>
Module 2 - Professional Development Presentation	3.5 hours

#### **Lunch**

Small Group Discussions	
• Professional Growth in a Changing Environment	1.5 hours
• Job Position Requirements	1.5 hours
• Discuss your Resume and Cover Letter	1.5 hours

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# University of Illinois Fire Service Institute

## Module 3

<u>Event</u>	<u>Duration</u>
Module 3 Communications Presentation	3 hours
<b>Lunch</b>	
Small Group Discussion	
• Listening Habits	1 hour
• Open Door Vs. Chain of Command	1 hour
• It's Your Call...Calling You in Confidence	0.5 hour
• Pushin' Buttons	1 hour
• It's Your Call...Hey Chief, Rumor Has It	1 hour
• An Anonymous Letter	0.5 hour

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## Module 4

<u>Event</u>	<u>Duration</u>
Module 4 Legal Issues Presentation	3.5 hours
<b>Lunch</b>	
Small Group Discussion	
• Light Duty and ADA Implications	1.5 hours
• Policy Procedure Review	1.5 hours
• Investigation and Discipline Procedures	1.5 hours

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# University of Illinois Fire Service Institute

## Module 5

<u>Event</u>	<u>Duration</u>
Module 5 Human Resources Presentation	3.5 hours
<b>Lunch</b>	
Small Group Discussion	
• Executive (Closed) Session and Labor Relations	1.5 hours
• Bob Can't Do the Job	1.5 hours
• You Can't Un-Hear It	1.5 hours

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## Module 6

<u>Event</u>	<u>Duration</u>
Module 6 Intergovernmental Relations Presentation	4 hours
<b>Lunch</b>	
Small Group Discussion	
• Hurricane Katrina, Who Failed Who.	2 hours
• Why Should You Care About the State Legislature	2 hours

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# University of Illinois Fire Service Institute

## Module 7

<u>Event</u>	<u>Duration</u>
Module 7 Budget and Finance Issues Presentation	3 hours
<b>Lunch</b>	
Small Group Discussion	
• Show Me the Money	1 hour
• Can Someone Else Do This Bidding Thing	1 hour
• Capital Budget	1 hour
• Now You Want Me to Cut Our Budget	1 hour
• We Have No Money	1 hour

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## Module 8

<u>Event</u>	<u>Duration</u>
Module 8 Strategic Planning Presentation	3.5 hours
<b>Lunch</b>	
Small Group Discussion	
• Challenges Associated with a Standard of Cover	1.5 hours
• Creation of a Long-Range Strategic Plan	1.5 hours
• Evaluate the Department Training and Education Strategic Plan.	1.5 hours

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# University of Illinois Fire Service Institute

## Module 9

<u>Event</u>	<u>Duration</u>
Module 9 Working in the Community Presentation	4 hours
<b>Lunch</b>	
Small Group Discussion	
• Are You Going to Hit Me Too	1 hour
• Tussling With Tradition	1 hour
• Engine 1 and Ambulance 1 - We're Sexy and We Know It.	1 hour
• Where Is Your Compassion For The Dog	1 hour

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## Module 10

<u>Event</u>	<u>Duration</u>
Module 10 Managing the Codes, Enforcement Process and Community Risk Reduction Presentation	4 hours
<b>Lunch</b>	
Small Group Discussion	
• Historical Fire	1 hour
• Evaluating The Fire Prevention Bureau	1 hour
• 5 Step Process for The CRR Program	1 hour
• Identify Community Risks	1 hour

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# University of Illinois Fire Service Institute

## Module 11

<u>Event</u>	<u>Duration</u>
Module 11 Emergency Management and Response Planning Presentation	3.5 hours
<b>Lunch</b>	
Small Group Discussion	
• ICS For Active Threat Incident.	1.5 hours
• What's In Your Emergency Operations Plan.	1.5 hours
• Severe Weather Operations.	1.5 hours

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## Module 12

<u>Event</u>	<u>Duration</u>
Module 12 Life Safety Presentation	4 hours
<b>Lunch</b>	
Small Group Discussion	
• Evidence-Based Structural Firefighting Tactics	4 hours

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## Module 13

<u>Event</u>	<u>Duration</u>
Module 13 Resiliency/Mental Health Presentation	1 hour
Small Group Discussions	1 hour
Final Exam	1 hour
OSFM Presentation	1 hour

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# Chief Fire Officer Program 2023 Schedule Draft



<b>Mandatory Orientation</b>		
Program Introduction	Group A / 11-04-22	Instructors: <ul style="list-style-type: none"> <li>• J. Dominik</li> <li>• T. Moran</li> <li>• JP. Moore</li> </ul>
	Group B / 11-10-22	
<b>Module 1 - Leadership</b>		
Phase 1		Complete by: 12-31-22
Phase 2	Group A / 01-06-23	Instructors: <ul style="list-style-type: none"> <li>• J. Keiken</li> <li>• T. Moran</li> <li>• TBD</li> </ul>
	Group B / 01-13-23	
<b>Module 2 – Professional Development</b>		
Phase 1		Complete by: 01-31-23
Phase 2	Group A / 02-03-23	Instructors: <ul style="list-style-type: none"> <li>• Berkowsky</li> <li>• Liss</li> <li>• Ripka</li> </ul>
	Group B / 02-10-23	
<b>Module 3 - Communications</b>		
Phase 1		Complete by: 02-28-23
Phase 2	Group A / 03-03-23	Instructors: <ul style="list-style-type: none"> <li>• JP. Moore</li> <li>• T. Moran</li> <li>• TBD</li> </ul>
	Group B / 03-10-23	
<b>Module 4 – Legal Issues</b>		
Phase 1		Complete by: 03-31-23
Phase 2	Group A / 04-07-23	Instructors: <ul style="list-style-type: none"> <li>• Dennis</li> <li>• Ottosen</li> <li>• Mealer</li> </ul>
	Group B / 04-14-23	
<b>Module 5 – Human Resources</b>		
Phase 1		Complete by: 04-30-23
Phase 2	Group A / 05-05-23	Instructors: <ul style="list-style-type: none"> <li>• Bednarek</li> <li>• Gargano</li> <li>• TBD</li> </ul>
	Group B / 05-12-23	



# Chief Fire Officer Program 2023 Schedule



<b>Module 6 – Intergovernmental Relations</b>		
Phase 1		Complete by: 05-31-23
Phase 2	Group A / 06-02-23	Instructors: <ul style="list-style-type: none"> <li>• Buhs</li> <li>• Kay</li> <li>• Arie</li> </ul>
	Group B / 06-09-23	
<b>Module 7 – Budget and Finance Issues</b>		
Phase 1		Complete by: 06-30-23
Phase 2	Group A / 07-07-23	Instructors: <ul style="list-style-type: none"> <li>• Gargano</li> <li>• Buckley</li> <li>• TBD</li> </ul>
	Group B / 07-14-23	
<b>Module 8 – Strategic Planning</b>		
Phase 1		Complete by: 07-31-23
Phase 2	Group A / 08-04-23	Instructors: <ul style="list-style-type: none"> <li>• Puknaitis</li> <li>• Giannattasio</li> <li>• Gac</li> </ul>
	Group B / 08-11-23	
<b>Module 9 – Working in the Community</b>		
Phase 1		Complete by: 08-31-23
Phase 2	Group A / 09-01-23	Instructors: <ul style="list-style-type: none"> <li>• Buckley</li> <li>• Dennis</li> <li>• TBD</li> </ul>
	Group B / 09-08-23	
<b>Module 10 – Managing the Codes, Enforcement Process and CRR</b>		
Phase 1		Complete by: 09-30-23
Phase 2	Group A / 10-06-23	Instructors: <ul style="list-style-type: none"> <li>• Kopera</li> <li>• Tokia</li> <li>• Rodkey</li> </ul>
	Group B / 10-13-23	
<b>Module 11 – Emergency Management and Response Planning</b>		
Phase 1		Complete by: 10-31-23
Phase 2	Group A / 11-03-23	Instructors: <ul style="list-style-type: none"> <li>• JP. Moore</li> <li>• Eshelman</li> <li>• T. Moran</li> </ul>
	Group B / 11-10-23	



# Chief Fire Officer Program 2023 Schedule



<b>Module 12 – Life Safety Initiatives</b>		
Phase 1		Complete by: 11-30-23
Phase 2	Group A / 12-01-23	Instructors: <ul style="list-style-type: none"> <li>• Van Dorpe</li> <li>• DeCrane</li> <li>• Dominik</li> </ul>
	Group B / 12-08-23	
<b>Module 13 – Resiliency / Mental Health</b>		
Phase 1		Complete by: 12-31-23
Phase 2	Group A / 01-05-24	Instructors: <ul style="list-style-type: none"> <li>• JP. Moore</li> <li>• P. Gardner</li> <li>• TBD</li> </ul>
	Group B / 01-12-24	

**There is a quarterly 2-hour leadership session in the evenings that each student is required to participate in. These are presented by nationally recognized fire service experts. The dates for these have not been set yet and will be recorded should you not be available on the day presented.**

\*On-line class is the second-class date each month (available to students who live and work more than 150 miles from the delivery location). The orientation session will be available on-line and recorded.

## **Phase 1 – ONLINE**

Host on the Illinois Fire Service Institute’s web-based Learning Management System.

## **Phase 2 LOCATION**

MABAS Readiness Center 233 W. Hintz Road, Wheeling, IL 60090 (MABAS). Classes will start at 0830 on the day indicated.

## **PROGRAM INFORMATION**

**Chief James Dominik**

**Phone number: 847-567-2601**

**Email address: [jdominik@illinoisfirechiefs.org](mailto:jdominik@illinoisfirechiefs.org)**

# Illinois Fire Chiefs Educational & Research Foundation



## Chief Fire Officer Letter of Commitment

By signing the Letter of Commitment, you the Fire Chief or the supervisor of the Fire Chief (such as Mayor, President of Trustees or similar official) and the Chief Fire Officer Student indicate you have reviewed the Chief Fire Officer Course Information Letter and have reviewed the Chief Fire Officer Syllabus, the Chief Fire Officer Program overview video and Draft CFO Schedule. The CFO Course consisting of a 14 month commitment beginning with the mandatory orientation session. The Chief Fire Officer Course satisfies the course completion component for the Illinois Office of the State Fire Marshal Certification as a Chief Fire Officer. You further understand it is your responsibility as the Chief Fire Officer Student to submit documents to the Illinois Office of the State Fire Marshal for certification.

All returned Letters of Commitment will be reviewed by the IFCA selection committee for acceptance into the Chief Fire Officer Course. Applicants that are accepted into the program will be notified prior to the mandatory orientation date.

By signing this letter, you acknowledge that you/department are responsible for the non-refundable tuition payment of \$3,550.00.

### ***Chief Fire Officer Student Full Understanding of Commitment.***

***Chief Fire Officer***

***Students Name:*** \_\_\_\_\_

***Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

### ***The Fire Chief's or the Fire Chiefs Supervisor (if applicable) Approval & Full Understanding of Department's Commitment.***

***Fire Chiefs Name:*** \_\_\_\_\_

***Fire Chiefs Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

For questions about the program please contact:

***Chief James Dominik - Program Coordinator***

***Phone number: 847-567-2601***

***Email address: [jdominik@illinoisfirechiefs.org](mailto:jdominik@illinoisfirechiefs.org)***

***Division Chief Tom Moran – Assistant Program Coordinator***

***Phone:630-373-5303***

***Email address: [tmoran@illinoisfirechiefs.org](mailto:tmoran@illinoisfirechiefs.org)***