



FLORIDA DEPARTMENT OF FINANCIAL SERVICES  
Division of State Fire Marshall  
Bureau of Fire Standards and Training  
11655 N.W. Gainesville Road  
Ocala, FL 34482-1486

# BFST2720

## Company Officer

## Syllabus

**Revision Date: January 1, 2025**

**This course is managed by The Bureau of Fire Standards and Training**

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### Class Days/Time

If being taught at the Florida State Fire College Campus 11655 NW Gainesville Road, Ocala FL 34482 BLDG, C Monday-Friday 8 A.M. – 5 P.M. Additional coursework outside the classroom totaling five hours may be assigned.

### Contact Hours

This class has 45 contact hours.

### Continuing Education Units (CEU's):

Fire Code Administrator

Inspector I

Instructor I, II, and III

### Course Description

This course is designed to provide the student with an understanding of being a company officer. The content covered meets and exceeds the standards for Fire Officer I and Fire Officer II in NFPA 1021 (standards for Fire Officer Professional Qualifications, 2020 edition). The course will give students an understanding of leadership and management theories, leadership traits, and challenges faced as a company officer.

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THE BUREAU OF FIRE STANDARDS AND TRAINING

AT  
**The Florida State Fire College**

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## Course Materials, Grading and Attendance

**Recommended Book:** Fire Officer, Principles and Practices (4<sup>th</sup> ed.), Jones & Bartlett, Author Michael J. Ward. ISBN: 978-1-284-17239-3

**Prerequisite:** None

**Pre-course Assignment:** None

**Required Materials:** Paper, Pens, #2 pencil, USB portable storage device (thumb drive)

**Attendance:** Students are required to attend all sessions of this course.

- Excused absences – Students are permitted excused absences totaling no more than 10% of class (4.5 hours maximum), the instructor shall be the sole determining authority in the determination of an excused absence and may assign supplemental work to make up for missed class time.
- Unexcused absences – The instructor shall be the sole determining authority in the determination of an unexcused absence (i.e., “no call, no show”). The instructor has no obligation to offer the student an opportunity to make up assignments, including quizzes and/or exams, but may so at his/her discretion.

**Grading:** Students must achieve a minimum cumulative score of 70% to pass this course. Course grades are determined from assignments and activities including projects, quizzes, exams, and presentations.

- Individual Exercises 20%
- Group Exercises 30%
- Quizzes 20%
- Final Exam 30%

## Job Performance Requirements

Given information from discussion and reading materials, the student will satisfy the job performance requirements (JPR) of the applicable National Fire Protection Association (NFPA) standards, any applicable skill sheets.

NFPA 1021, Standard for Fire Officer Qualifications, 2020 Edition

### **Fire Officer I** (Job Performance Requirements: Appendix B)

- NFPA 4.1 – 4.1.2 General
- NFPA 4.2 – 4.2.6 Human Resource Management
- NFPA 4.3 – 4.3.3 Community and Government Relations
- NFPA 4.4 – 4.5.3 Inspections and Investigations
- NFPA 4.6 – 4.6.3 Emergency Service Delivery
- NFPA 4.7 – 4.7.3 Health and Safety

### **Fire Officer II** (Job Performance Requirements: Appendix B)

- NFPA 5.1 – 5.1.2 General
- NFPA 5.2 – 5.2.3 Human Resource Management
- NFPA 5.3 – 5.3.2 Community and Government Relations
- NFPA 5.4 – 5.4.6 Administration
- NFPA 5.5 – 5.5.1 Inspection and Investigation
- NFPA 5.6 – 5.6.3 Emergency service Delivery
- NFPA 5.7 – 5.7.1 Health and Safety

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