



# COLORADO'S NATIONAL FIRE ACADEMY WEEKEND

January 27-28, 2018

COTC: Human Resources

January 27-30, 2018

FOI: January 29-February 2, 2018



All Courses Run 8am - 5pm

**WHERE:** Two Rivers Convention Center  
159 Main St.  
Grand Junction, CO 81501  
(970) 263-5700

**HOTEL:** Fairfield Inn & Suites 970-242-2525  
Hampton Inn 970-243-3222  
SpringHill Suites by Marriott 970-424-5777

Please ask for the **Colorado National Fire Academy Weekend Rate** when making your reservation. Make your reservation by December 28, 2017 for special rate.  
Room Rates: \$93.00 (parking fee waived with reservation)

## **Courses Being Offered:**

### **Fire Officer I (Jan 29-Feb 2)**

**Class Size: 20**

IFSAC- Pro Board Certification Course

#### **Course Description**

This course is designed for the first-line company officer/supervisor. The Fire Officer I course satisfies the requirements of the National Fire Protection Association (NFPA 1021), and provides the tools necessary to obtain certification through the Colorado Division of Fire Prevention and Control. Candidates will attend lecture Monday through Friday to prepare for the written exam and will be developing a Job Performance Requirement (JPR) portfolio on-site and are expected to complete additional JPRs at the conclusion of class. It is designed around classroom lectures and group exercises to improve your abilities to manage a single fire company. This includes responsibilities such as the development of an Incident Action Plan (IAP), personnel management, mentoring, and community relations.

**Prerequisite:** Attendees must be current Colorado State Certified Firefighter II and Fire Instructor I. Attendees must bring textbook: Fire & Emergency Services Company Officer (5<sup>th</sup> Edition, IFSTA).

#### **Important! Class Schedule:**

Course Runs 0800 to 1700 Jan 29-Feb 2, 2018 with JPR assignments due NO LATER THAN CLOSE OF BUSINESS FEB. 16<sup>th</sup>. Written exam may be scheduled only after completion of practical.

Students will be given a pre-course assignment of completing 2 JPRs that **they must bring with them on the first day** of the class on Monday, January 29th. That morning, each student will be paired with a proctor to discuss the evaluation of their JPRs and any necessary changes to formatting and content. Some JPRs will be evaluated during the week of the course. At the conclusion on Friday, students will be given an assignment to complete the rest of the JPRs assigned to them and will have until Feb. 16<sup>th</sup> to submit all of their completed JPRs to their proctor prior to sitting for their exam. Failure to submit final JPRs will result in candidate then being required to submit all JPRs in the traditional method for review.

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**SHAPING THE FUTURE (F0602) (Jan 27-28) Class Size 30**

**Course Description**

This two-day course is designed to assist first- and second-level supervisors and Company Officers (COs) in developing knowledge and skills in contemporary approaches to organizational problem-solving. Topics include use of creative approaches to identifying trends within their organizations; applying problem-solving methodologies; the importance and application of continuous improvement within organizations; how to quantify problems and solutions; factors in organizational and individual resistance to change; and strategies for implementing change. The course incorporates facilitated, student-centered methodologies, including lecture, small and large group activities, and individual assessments.

**General Audience**

- First- and second-level supervisors and COs who are upwardly mobile within their organizations and whose department head wishes to prepare them for increased managerial responsibility.
- Administrative officers who are responsible for significant staff functions within the organization and who report directly to top management.
- Emergency service workers assigned to positions with decision-making responsibilities.

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**Health and Safety Officer (F0730) (Jan 27-28) Class Size 30**

**Course Description**

This two-day course examines the Health and Safety Officer's role in identifying, evaluating and implementing policy and procedures that affect health and safety aspects for emergency responders. Risk analysis, wellness, and other occupational safety issues will be the main emphasis of this course.

**General Audience**

Individuals who have department-level health and safety responsibilities. Individuals attending this course should have working knowledge of the Incident Command System as taught by the National Fire Academy, working knowledge of applicable National Fire Protection Association and Occupational Safety and Health Administration requirements and recommendations, and responsibility for setting policy for the department on such issues.

## **Fire Investigation: First Responders**

**(F0379)**

**(Jan 27-28)**

**Class Size: 30**

### **Course Description**

This two-day course is designed specifically to provide a clear definition of the role of first responders in fire investigation and provide essential knowledge to enable them to recognize the potential of intentionally set fires, preservation and protection of evidence, and proper reporting of information to appropriate officials. By strengthening the partnership between first responders and investigators, the chances for successfully solving arson-related crimes will increase. The course includes topics such as fire behavior, critical observations of the first responder, fire causes, scene security and evidence preservation, legal considerations, and documentation of findings.

### **General Audience**

This course is designed for all fire and emergency services personnel who might conduct preliminary investigations into the origin and cause of fires.

### **Prerequisites**

1. Incident Command System (ICS)-100-level and ICS-200-level training. Preferred courses are Q0462 and Q0463, available through NFA Online at [www.usfa.dhs.gov/nfa/nfaonline](http://www.usfa.dhs.gov/nfa/nfaonline). Chief's signature attests that the applicant has completed this required training. 2. Interested students are encouraged to complete Q0379, available through NFA Online at <https://www.usfa.fema.gov/training/nfa/courses/online.html>, prior to participating in this classroom-based course.

## **THE CHIEF OFFICER TRAINING COURSE: HUMAN RESOURCES**

**4 DAY CLASS (Jan 27-30)**

**Class Size: 30**

The Colorado Division of Fire Prevention & Control is offering, National Fire Academy Chief Officer Training Course. This NFA certificate program is 160 hours in duration and will be delivered in blocks during the National Fire Academy Weekends or as demand dictates. The target audience is composed of those officers who are responsible for commanding a variety of units from multiple stations. In their new roles, the newly promoted chief officer would be responsible for strategic decision-making at incidents, leaving the tactical decision-making to lower-level officers. In career departments, this newly appointed chief officer might often be at the battalion chief level. In a volunteer or combination volunteer and career department, the newly appointed chief officer would not typically be referred to as a battalion chief, but may have another rank such as captain or lieutenant.

### **What is Chief Officer Training Course (COTC)?:**

#### **COTC: Who is the target audience?**

The target audience is composed of those officers who have recently moved from being in charge of several responding sections within a station (possibly over multiple shifts) to being responsible for commanding a variety of units from multiple stations. In their new roles, the newly promoted chief officer would be responsible for strategic decision-making at incidents, leaving the tactical decision-making to lower-level officers. In career

departments, this newly appointed chief officer might often be at the battalion chief level. In a volunteer or combination volunteer and career department, the newly appointed chief officer would not typically be referred to as a battalion chief, but may have another rank such as captain or lieutenant.

**COTC: How is the curriculum organized?**

The COTC curriculum includes four distinct courses of instruction: Leadership, Human Resource Development, Community Risk Reduction, and Command & Control for a newly promoted chief officer. The total number of contact hours is 160. The Division of Fire Prevention & Control hopes to be able to offer three of the modules each year. Students will receive a NFA certificate upon completion of each of the two Command & Control modules and upon completion of the **ENTIRE** program (160 Hours), students are eligible for a NFA Certificate. The module breakdown is as follows:

- 1. Leadership 32 hours**
- 2. Human Resource Development 32 hours**
- 3. Community Risk Reduction 16 hours**
- 4. Command & Control of Incident Operations 40 hours**
- 5. Command & Control at Target Hazards 40 hours**

Questions? Please call Division of Fire Prevention & Control at 303-239-4600 or email [laura.renville@state.co.us](mailto:laura.renville@state.co.us)



## NATIONAL FIRE ACADEMY WEEKEND

Grand Junction, Colorado

February 2018

### Registration Form



Course:

Cost:

- |   |          |
|---|----------|
| <input type="checkbox"/> Shaping the Future<br>(F0602) (Jan 27 & 28)                                    | \$50.00  |
| <input type="checkbox"/> Health and Safety Officer<br>(F0730) (Jan 27 & 28)                             | \$50.00  |
| Fire Investigation: First Responders<br>(F0379) (Jan 27 & 28)   | \$50.00  |
| <input type="checkbox"/> Chief Officer Training Course: Human Resources<br>(H0180) (4 days) (Jan 27-30) | \$100.00 |
| <input type="checkbox"/> Fire Officer I (5 days) (Jan 29-Feb 3)   | \$450.00 |

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Method of Payment: (Please check one)

Check                  Bill Department                  Credit Card

If you are paying by credit card or electronic check, you will receive the payment link upon confirmation of your registration.

**PLEASE NOTE: WITHDRAWL OF FIRE OFFICER I REGISTRATION WITHIN 2 WEEKS OF THE CLASS START DATE WILL RESULT IN FULL CHARGES TO THE APPLICANT OR APPLICANT'S DEPARTMENT**

Lunch will be provided each day for individuals attending the training. Additional meal tickets for those not attending are available for \$25.00.

Please indicate the course(s) you wish to attend and mail, fax or email along with your **non-refundable** registration fee to:

**Colorado Division of Fire Prevention & Control**

690 Kipling, Ste. 2000

Denver, Colorado 80215

[laura.renville@state.co.us](mailto:laura.renville@state.co.us)

Phone: 303-239-4600 Fax: 303-239-5887