

# Cape Elizabeth Fire Department Policy & Procedure Manual

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<b>Policy:</b>	<b>Officer Development Plan</b>		
<b>Section:</b>	8.0: Training		
<b>Policy #</b>	8.06	<b>Date Effective:</b>	09-10-2010

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## Problem Statement

Like many departments the Cape Elizabeth Fire Department has evolved over many generations. One problem that we have identified in our organization is the lack of formal officer training. The department does require minimum experience and general training requirements to apply for an officers position, however there is currently no formal requirement to assure our officers have the necessary skills to be successful as a leader. There are a number of reasons for that. Call members all work other full time jobs and finding the time to take a full semester college course above and beyond the other minimum training requirements that the department mandates is often a problem. Other problems include cost to the department and the student's access to convenient and applicable professional development officer training.

## Goals

The department's primary goal is to provide an easily obtainable professional fire officer development program that will assure all officers share common knowledge, skills, and abilities based on a national standard and curriculum in order to become highly effective leaders and managers in the Cape Elizabeth Fire Department. This program will be the foundation for future growth and development while providing enough viable officer candidates certified at least to the local Fire Officer I & II level to provide an acceptable number of applicants for each company officer promotional process.

## Implementation Plan

In order to meet the primary goal it is important that the professional development program be attainable with reasonable time frames and that it be convenient to complete. Sufficient time must be given to meet full certification to promote buy-in of the plan and wide-spread acceptance. The implementation plan includes three steps:

1. Cape Elizabeth Fire Department Fire Officer Local Certificate Program
2. College credit for FIRE-215 Fire Service Leadership and FIRE-210 Fire Instructor
3. Fire Officer I & II Pro-Board Certification (levels IV & V in future years)

Step one can be completed entirely on-line using the Jones & Bartlett Fire Officer and Fire Instructor curriculums. Upon successful completion of the requirements of those classes and submitting their portfolio the student will be awarded a Cape Elizabeth Fire Department Local Fire Officer Certificate. This certificate will be required by any new officer candidate or any current officer seeking reappointment starting January 1, 2012.

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Step two would be an intermediate step towards Pro-Board certification and would include completion of the two SMCC Fire Science Technology courses noted above. Finally step three would include those requirements listed below for Pro-Board Certification. At the present time there is no requirement for Cape Elizabeth Officers to obtain step 2 or 3 of this program.

## Specific Requirements of the Various Options

### Cape Elizabeth Fire Department Local Fire Officer Certification (45 hours)

***This can be done entirely on-line at the student's convenience, there is no classroom time required.***

- Read the J&B Fire Officer text book (2<sup>nd</sup> Edition).
- Review the on-line J&B content and complete the on-line quiz for each chapter.
- Complete the three writing assignments including

#### SMCC FIRE-215 & FIRE-210 college credit

- Completion of the items listed above.
- Completion of the remaining 30 hours of the FIRE-210 Fire Instructor class.
- Completion of 6 writing projects plus a class portfolio
- Pass final multiple choice exams for Fire 215 & Fire 210.

### Fire Officer I & II Pro-Board Certification

- Completion of the items listed above.
- Completion of 12 additional writing projects
- Firefighter I & II certification is a pro-board prerequisite
- Completion of a fire command simulation
- Completion of a Maine Fire Training & Education Fire Officer I&II certification exam.

## Summary

This proposed fire officer development plan is intended to provide a foundation from which to develop the next generation of our company leaders. The implementation phasing takes into consideration that limited time commitment and constraints that many of our members feel. It is designed to provide opportunities for professional development that can be achieved at each students own pace and learning style. Over time this will prove to be an effective tool to build upon the quality and competency of the Cape Elizabeth Fire Department's company officers.

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Instructions to Log In to the On-line Fire Officer Class

FOR NEW STUDENTS THAT HAVE NEVER USED J B COURSE

As part of your course, we will be using a virtual classroom environment, known as a JBCourse Manager. In order to gain access to this system, you will need to create an account and enroll in your course.

Please pay close attention to the below instructions:

1. Visit <http://www5.jbcourse.com>
2. Under the heading "*Is this your first time accessing JBCourse Manager?*" click "Create new account"
3. Enter valid information in the text fields from the account creation page, including the image-based password and click "Create my new account"
4. You will receive an email confirming your registration from either "JB Administrator" or "JB Support"
  - a. If you do not receive this email within 30 minutes, please check your SPAM and JUNK folders.
  - b. If you've still not received it, please contact the Jones & Bartlett Technical Support by submitting a report to: <http://www.jbpub.com/techsupport/> (copy and paste into a browser if the link doesn't work)
5. Once you receive it, click the hyperlink in that email to confirm your registration and log in to the site: <http://www.jbcourse.com>
6. Once logged in, you will be directed to you own personal dashboard, called **myJBCourse**. To the right of the page, click the link titled "Click here to Search For Your Course" (In the Search Courses block)
7. From the next page, enter your Course ID Number into the search box & click GO: **Course ID Number: D8XP1W4361**
8. Locate your course, and click the course/class title (hyperlink)
9. To protect your security online, we have password-protected each individual course – You will need to enter the following "Enrollment Key" in the open box and click *Enroll Me In This Course*: **Enrollment Key: OVPAJREK35WELJID**

Relax! The hard work is now over – The next time you login to the website you'll only need your username and password.

**If you need assistance or want to report a problem Jones & Bartlett Technical Support can be reached by submitting a report to:**

**<http://www.jbpub.com/techsupport/>**

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FOR RETURNING STUDENTS THAT ARE ALREADY ENROLLED IN JBCOURSE

1. You only have to follow the above directions the *first time* you create an account
2. To log into your course, visit <http://www5.jbcourse.com>
3. Under the heading "*Already have a JBCourse Manager Account?*" enter your user name and password
4. Click Login
5. You will be directed to your personal dashboard, called "myJBCourse" You can enter the virtual classroom from here.

Once you are logged in this is the screen you will see. The site navigation should be self-explanatory but if not click on the JBCourseManager User Manual link located in the center panel under the course title.