



**Company Officer
Training & Certification
Program Overview**



Managing a Fire Company

Written by John Brunacini and Tim Dietz. John and Tim have over 30 years of combined experience as Company Officers managing and supervising fire companies on large, busy, metro fire departments. *Managing a Fire Company* is structured into 5 Modules that provide Company Officers with common sense details and an actual step-by-step guide on how to effectively manage a fire company.

The 5 Modules include:

1. **Up-front stuff**
2. **Managing Readiness**
3. **Managing EMS Service Delivery**
4. **Managing Human Resources**
5. **Managing Issues/Problems**

Managing a Fire Company provides current and aspiring Company Officers with a “How To” guide on effectively managing service delivery and human relations (HR) on the company level. The textbook is written in an uncomplicated, straightforward manner that provides Company Officers with real-life details, experiences and examples on how to manage a fire company.

Managing a Fire Company also serves as the reference textbook for the Standard for *Managing a Fire Company’s* training and certification program (overviewed later in this document).

Endorsements

“This book should be a “must read” by all current Company Officers, their management team, and by anyone aspiring to be a Company Officer.” *Gordon Graham - Risk Manager and Co-Founder of Lexipol*

“The insights, experience, and stories in this book will greatly assist every officer who supervises a company.” *Steve Kraft - Mississauga Fire and Emergency Services, ON Canada*

“This book breaks down situations that every fire crew leader will eventually face that often is never discussed in traditional fire service leadership training.” *Trish Connolly - Bend Fire & Rescue, OR*

Book & Program Authors

John Brunacini - Retired as a Fire Captain from the Phoenix Fire Dept Oct. 2006, where he served 26 years in the positions of Firefighter, Engineer and his last 14 years as a Captain. As a Captain on the department he developed and managed the Phoenix Fire Network, he worked in the field as the Company Officer on Ladder 11 B-shift for 10 years, and his last 2 plus years on the job he managed the department's Command Training Center. After retiring, John became one of the major co-founders of the Blue Card Incident Commander Training and Certification Program that was released in 2008. At the end of 2020, after 14 years of developing curriculum, managing Blue Card and certifying over 40,000 Incident Commanders worldwide, John retired out of the company, where he has since written and published the textbook "Managing a Fire Company". John is currently in the process of developing and supporting a corresponding Company Officer training and certification program that is based on and is supported by his new textbook.



Tim Dietz - Captain, Paramedic (ret.) and Founder/CEO of Behavioral Wellness Resources. Tim retired after 30 years in the fire service as a Paramedic Captain and he is the Founder/CEO of Behavioral Wellness Resources, a consulting/counseling firm catering to the behavioral wellness needs of emergency response organizations and individuals. Tim is the Clinical Director for the Oregon Satellite of the West Coast Post-Trauma Retreat and was the clinical advisor to the US Coast Guard's mental health response following hurricanes Katrina and Rita and to the stress management team at the Oso, Washington mud slide. In 2017, Tim received the International Critical Incident Stress Foundation's Pioneering Spirit Award as an Industry Pioneer for his programs on emergency scene control and compassion. Tim travels the continent setting up behavioral health programs in first response organizations, teaching employees how to better take care of themselves and each other and then developing resources to assist those impacted by the job's stressors. He is a Licensed Professional Counselor and has a small, private practice in Oregon's beautiful Willamette Valley where he treats stress related injuries in First Responders.



Standard for Managing a Fire Company

The entire Managing a Fire Company (MFC) training and certification program is based on the Textbook “Managing a Fire Company” written by John Brunacini with Tim Dietz. After the original MFC textbook draft was completed, MFC formed a very diverse Validation Committee that was comprised of 16 members from departments all over North America. After the 6-month validation process was completed, the first edition of MFC was released April of 2022. Available at; www.managingafirecompany.com

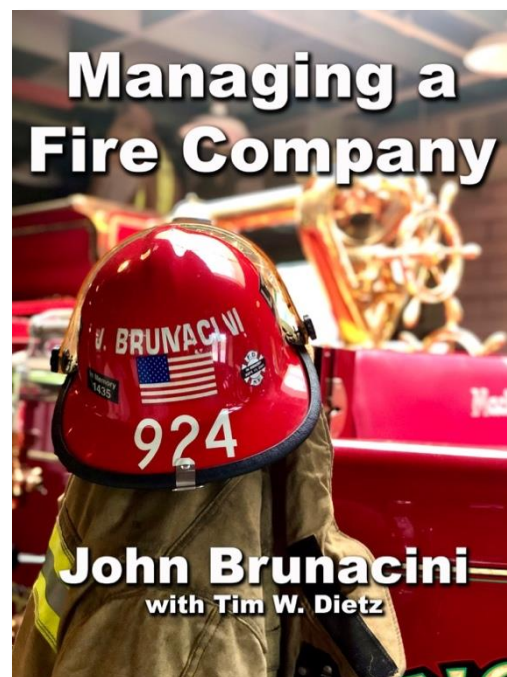
The MFC Standard (draft) was produced August of 2022 and will be updated as the beta testing of the certification program is completed throughout 2023, with the launch of the “finalized” program and Standard in 2024.

The MFC Company Officer Standard, professional qualifications, the corresponding Company Officer evaluation check off sheets, and cognitive test banks are all a direct reflection of the content contained in the MFC reference textbook.

Once the MFC certification program is up and running, the training staff at MFC will submit the finalized MFC Standard to the IFSAC (International Fire Service Accreditation Congress) Alternative Standards Council. Hopefully the Standard will be submitted by the end of 2024 (at their October meeting). If this timeline does occur, the MFC Standard could possibly be adopted as an IFSAC alternative standard as early as April 2025.

Because most of a fire department’s overall liability is caused by ineffective management/supervision on the human resource - company level, it is imperative that departments train and certify their Company Officers with a complete and comprehensive training and certification program that makes sense and works. Finally, it’s HERE! A Company Officer training and certification program that MAKES SENSE and WORKS!!

Train and certify your Officers today, start managing excellence on your department the next shift!!



Standard for Managing a Fire Company

Chapter 1 – Administration

1.1 Scope This standard identifies the professional qualifications and minimum job performance requirements (JPR) as they relate to a person filling the role of a Company Officer who directly manage and supervise: readiness, service delivery (outside of a hazard zone) and human relation (HR) matters.

1.2 Purpose The purpose of this standard is to specify the professional qualifications and minimum job performance requirements for a department member filling the role of a Company Officer. It is not the intent of this standard to restrict any jurisdiction from exceeding these requirements.

1.3 General

1.3.1 The professional qualifications of a Company Officer shall be accomplished in accordance with the procedures of the authority having jurisdiction in conjunction with this Standard and using the reference textbook “Managing a Fire Company”.

1.3.2 Wherever in this standard the terms *rules, regulations, procedures, SOPs, apparatus, or equipment* are referred to, it is implied that they are those of the authority having jurisdiction (AHJ).

1.3.3 Reference Publication, “Managing a Fire Company” (MFC) textbook, and its associated training and evaluation materials, shall be the cognitive reference material used within this standard and shall be considered part of the general knowledge and skill requirements of this document.

1.3.4 Prior to being certified as a Company Officer, the Candidate shall meet the general knowledge (cognitive) and skill (manipulative) requirements based on this standard’s professional qualifications.

1.3.5 General knowledge (cognitive) requirements are defined and outlined in Chapters 3.1 through 3.5 of this standard.

1.3.6 General skill (manipulative) requirements are defined and outlined in Chapters 3.1 through 3.5 of this standard.

1.3.7 Cognitive and manipulative performance of each requirement of this standard shall be evaluated by individuals/entities that are approved by the AHJ.

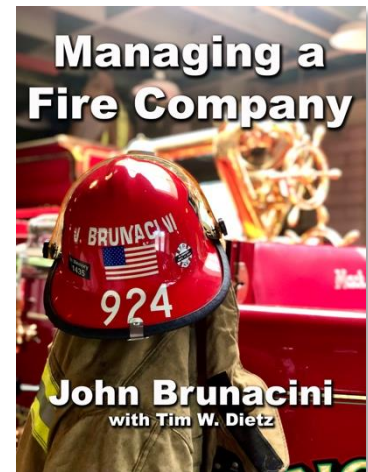
Chapter 2 – Terms and Definitions

2.0 General. The terms and definitions contained in this chapter shall apply to the terms used in this standard. Where terms are not included, common usage of the terms shall apply.

MFC - Company Officer Training & Certification Program Overview

The Managing a Fire Company (MFC) Certification Program is designed to first instruct, train, then evaluate and certify Fire Department Company Officers who serve as right front seat Officers working on fire companies assigned to Operations.

The MFC training program provides Fire Departments with a training and certification system that defines the best standard Human Resource Management (HRM) practices for the common, local, everyday management of a fire company. This training and certification program produces Company Officers that are equipped to manage; SOPs, readiness, EMS service delivery, HRM, and the most effective ways to manage/deal with issues/problems.

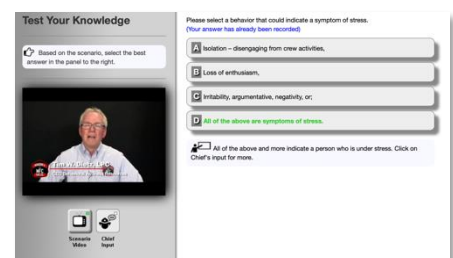


There are 4 main components of the MFC Training and Certification program:

1. Completion of the 12-hour online training program (Cognitive portion of the program)
2. Completion of the Scenario Evaluation Session (Manipulative portion of the program)
3. Instructor training and support program (Local delivery and management of the program)
4. Continuing Education (CE) program



1) **The MFC 12-hour online training program:** Fulfills 100% of the Managing a Fire Company Standard's cognitive and knowledge-based classroom requirements. The MFC textbook serves as the reference textbook for the standard's cognitive testing. The successful completion of the MFC online training program is the first step in the certification process. Once the student has successfully passed the online training program with an 80% or higher cognitive test score, they will be eligible to attend a 3-day MFC scenario, evaluation lab. Students must attend an evaluation sim lab within 1 year from completing the online training program.



2) **MFC scenario evaluation session:** Each student will be evaluated as a Company Officer managing an (1) EMS incident, (2) and addressing an Issue/Problem during the evaluation process. Each student will be evaluated 5 times for each of the 2 scenario types. After successfully completing all of the required scenario evaluations, the student will be officially certified to manage a fire company.



3) Instructor training and support program:

A major objective of the MFC training and certification program is for individual departments or regions to effectively manage the MFC training, certification, and evaluation program themselves, while customizing the system to the local demographics, resource levels, and SOPs. Future instructors will first enroll in the MFC online training portion of the program available at: www.managingafirecompany.com. Once the on-line portion of the program has been successfully completed, the instructor candidate will be eligible to attend a Train the Trainer program.

A Train the Trainer (TtT) session consists of a 2-hour up front Zoom session as well as 3 consecutive, in-person 8-hour days. The TtT participants will also get much more detailed lesson plans and instruction on the 2 evaluation scenario types, MFC training modules, instructor PowerPoints, and CE material.

4) **CE process:** After an instructor is successfully certified and/or a student has successfully passed their scenario evaluation lab and has obtained their certification, MFC will offer continuing education materials to both students and instructors that will include:

- Several more on-line training modules that will look at specific topics that Company Officers address on a routine basis
- Supporting Instructor PowerPoints
- More Company Officer Evaluation Scenarios
- On-line workout routines
- On-line cookbook and meal prep videos
- Access to several different subject matter experts
- MFC Instructor Zoom invites for updates, additional training material, internal and external SME's
- Much, much more!

