

## **Westbury Fire Department**

### **Officer Development Series**

Lesson Plan: 90 Minute Cognitive Presentation

2018

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**Course:** Topic # 1 – **You’re now in the Seat – Now What ?**

**Level of Instruction:** Fire Officer Trainee

**Type of Lesson:** Cognitive

**Clock time:** 60-75 Minutes

#### **Objectives:**

**Terminal Objective:** The Fire Officer Trainee will recognize the responsibilities of riding the front officers’ seat, with 80% accuracy. (Cognitive)

**Enabling Objective:** After receiving PowerPoint instruction, the Fire Officer Trainee will identify the responsibilities they take on by riding the front officers’ seat, verified by achieving a minimum 80% on the course’s written evaluation. (Cognitive)

**Training Aid:** **PowerPoint Presentation** – Title: “You’re now in the seat – Now What?”

**Classroom:** Westbury FD – HQ

**Reference:** Illustrator Paul Combs

**Method of Instruction:** Cognitive Presentation

**Student Prerequisite:** Suggested: *Members attending be off probation, but not required.*

**Student Assignment:** **Review** – NYS Homeland Security & Emergency Services: Recommended Best practices for Fire Department Training Programs, Dated - January 2015

## **COURSE OUTLINE:**

### I. **Preparation** - (1-2 Minutes)

1. (Motivation) - WHO IS LOOKING TO PREPARE THEMSELVES FOR LEADERSHIP?  
**(prior to this class)**

**Reading Assignment:** *NYS Homeland Security & Emergency Services:  
Recommended Best practices for Fire Department Training Programs,  
Dated - January 2015*

2. **Instructor** - Self Introduction
3. **Terminal Objective:** The Fire Officer Trainee will recognize the differences in responsibilities between riding in the back seats to the front officer seat, as presented in the course PowerPoint presentation, with 80% accuracy. (Cognitive)
4. **Enabling Objective # 1:** After receiving PowerPoint instruction, the Fire Officer Trainee will identify the differences in responsibilities from riding the back to now being the officer verified by achieving a minimum 80% on the course written evaluation. (Cognitive)

### II. **Presentation** – (60-75 Minutes)

#### 1. **Safety:**

##### a. **Classroom Housekeeping**

- Exits
- Trash – clean up after yourself
- Leave classroom as you found it
- Bathroom use
- Cell phone use

##### b. **Scene Safety** – (*everything we do reverts to: doing things safely*)

- You “Riding the Seat” will have a direct effect on overall safety

#### 2. **Break Down of Slide Presentation** – (Course Outline)

##### **Slide 1 - Motivation / Introduction**

- (*Get their Attention*)
- Instructor Introduction
- Housekeeping - (**See II, 1a**)
- Scene Safety – (**See II, 1b**)

## **Slide 2 – Officers Development Course Overview**

- **Session # 1** – about 60-90 Minutes
  - “your now in the front seat” **NOW WHAT?**
  - **Perspective of responsibilities change** from riding the back seat to officer’s seat
- **Session # 2** – about 60-90 Minutes
  - Proper Size up and gaining Situational Awareness
- **Session # 3** – about 60-90 Minutes
  - Fire Scene Reports
- **Session #4** – about 60-90 Minutes
  - Understanding firefighting Best Practices
- **Session #5** – 60-90 Minutes
  - Puts it all together
  - Table tops Scenarios
  - Written Final Exam

All 5 nights should give you a different perspective on how you see things from prior to this course. From **Firefighter** view to an **Officer view**

**Nights 1-4** have 10 question quizzes – **Testing Retention:**  
**required for training today *as per NYS best practices*** –  
Must Documenting **Knowledge / Ability / Skills** –  
*No more sitting through = Getting credit or getting Qualified*  
***No Documentation K.A.S = Never PROPERLY trained!***

**Night 5** – we’ll review course material and do so practical application using **past alarms** in district as Examples – see if you now get a different perspective of what transpired and why?  
There will be a 20 Question final – again need and 80 %

## **Slide 3 – Module 1 – Your Now in the Front Seats – Objectives**

- Getting you thinking Less like a **buddy** and More like a **Leader**
  - When you’re in that seat – it’s your decisions/choices that will keep your **buddy safe**
- Putting the responsibilities of riding the front seat into perspective
  - Goes far beyond operating the siren (*explained in future sides*)
  - Goes far beyond giving 21/22/13’s (*explained in future sides*)

- Hope to lay the ground work for you to make good decisions, if you want to be a leader or not, but more so if you are expected to lead.
- Ultimately keeping the people assigned to you safe
- **Form good habits as a NON LEADER = Better leader when you are**

**This is NOT an OFFICER 101 Course** (Refer to NYS FF Best Practices – *(everyone should have read – prior to class)* – **this is what state Expects from you as an OFFICER**

**There is much more involved to be an Effective Officer**

- This course is more a “**put things into perspective**” for the firefighter looking to become a Fire Officer and to START that path...

*(**Click link Fire Officer 101** – to open NYS FF Training Best Practices)  
– scroll though all and review: ( help put expected knowledge into perspective)*

- *Requirements of Exterior FF*
- *Requirements of Interior FF*
- *Requirements of Apparatus Operator*
- *Requirements of person potential IC – **ALL YOU as a the Leader***

This is the level of training the State Expects from Fire Officers:

- this will also be the level you will be judged in a court – since it is a **state published standard**
- “Was there someone better suited for be in that seat?” a question you may be asked, if something bad happens – especially when *you’re not an elected officer*

**Slide 4 – Going from the Back to the Officers Seat – What Changes?**

- Going from **being led** to the person now **doing the leading**
  - No longer being lead or **told** to do this, go here, take the 2.5” ...
  - You’re now the person calling the shots for your crew – **telling**
  - **Understand regardless of rank** – *there may be a time where you’re the IC for that “County BBQ” or once in 100-year event... (even if it’s just for a short period)*

- Going from the person Responsible/**Accountable for yourself** and maybe a partner, to the person now Responsible/**Accountable for everyone assigned** to you/on your rig
  - 1 or 2 people to now 5 and up to 8
  - As **area leader** may be responsible to 2-3 rig assignments
  - When 1<sup>st</sup> on scene **may be IC** for a period, responsible for **everyone on scene** – until relieved by higher authority.
  -
- Go from having to know **your task** to now everyone task on your rig
  - Not only know, but being able to guide when someone doesn't
  - Must know how each task/roll will play into the bigger picture of the incident – able to **see this bigger picture**

**\*\*\* A Tremendous change in RESPONSIBILITY**

(Click): You'll get a big finger point picture: When fingers get pointed for blame – it will be pointed to **you** being the one in the Bosses' Seat! **Are you ready for that?**

**It's not all BAD =**

when things go well – you'll get the praise  
but the bad is a lot more detrimental ... can even be life changing.

**Slide 5 – Proof You and the Dept will be Help Accountable**

***I'm sure this IC, Officers, Dept... Never expected this! - It can happen any call***

- Page 2: Contributing Factors
- Page 2-3: Fire Department Requirements to join
- Page 4: Training requirement of Dept.
- Page 5: Training of the member killed
- Page 6: Training of the IC
- **THE ENTIRE INCIDENT WILL BE ANALYZED**
- **PESH will also do their own investigation** not only for a death(s) but 2 or more injuries requiring hospitalization at 1 incident.

Although THANKFULLY this doesn't happen too often – **it CAN!**

**“NEVER A PROBLEM UNTIL THERE IS A PROBLEM”**

## Slide 6 - Self - Preparation

### How does a member prepare themselves for such Responsibility?

#### 1. **Training** – Being a master of your craft, a **perpetual student**

**Always looking to for a better/safer/faster way ...**

- **Experience** – nothing more effective, you've done hands on before and had success or learned from your errors
  - Tough leading or Telling when you've never done something before
  - Learn from Success and more from our Failures and then learned how to do it better or correct.
  - Put into our memory banks – pull out when needed again
  
- **Don't confuse Time in Department with Experience**
  - You can have someone with 3 years be more experienced than a member with 15 or 20.
  - It's about time hands on doing (experiencing), not finger popping
  - It's about who has done it more, not been around longer
  - Who would you rather have do something for you?
    - I've done 10x in last 2 years or 2x in 10 years...
  - Next is who's done successfully most recently
    - I've done 20x but haven't done in 10 years or
    - I've done 5x – 3x in the last month...

**WE GAIN EXPERIENCE BY PHYSICALLY PUTTING OURSELVES OUT THERE AND DOING... No matter the outcome – *it's experience!***

- **Training** - Be current with your training
  - "I took a class 15 years ago" – when those leading know better, you'll lose credibility, seem out of touch and command little respect.
  - ***NYS FF best practices will be the standards you'll be assessed/judged by the outside – (How State says they expects it to be done – at minimum – but we as a dept can require stricter... never less than)***
  
- **Training can be in many in the form:**
  - a. **Federal academy** – Maryland, online and some via NC FSA
  - b. **State Academy** - offer in Montour Falls or via NC FSA
  - c. **County academy** – Via FSA at Academy or at local fire houses

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*Above give great overview – but not zeroed in to how WFD Does it*

**d. Department and Company Drill**

- Take's Academy training and zero them into to how we do
- **As per State** – Our training should be equal to what is provided by certified academy and **taught by** people trained **above** the level to which course is being taught.
- Down side of In House training - no real “Certificate”
- **But** all trainings should document: **Knowledge Ability and Skill**
  - have an official lesson plan on file so can be review later
- Finger read attended no longer = **certified** since it doesn't documents K.A.S

e. **Seminars** (Indy, Nashville, NYS chiefs, Nassau chiefs, FASNY...)

f. **Webinars** – course offered online: Teex, Alabama, USFA ...

g. Reading **Periodicals**: Fire Engineering, Firehouses, size up...

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All very good way to **stay current** with your trainings – most done by **current “experts”** on the topic. – Fine tune what you previously learned ... getting current!

As a Leader you should always be looking for

- better ways to do things
- safer ways to do things ..... **Training should never stop!**

h. **Ask Questions** – when don't know something – **ASK!**

- This Dept has a wealth of knowledge within its membership
- Not a sign of weakness – Sign of wanting to better yourself

2. **Earning members respect and admiration** – *“Tough leading when you're not respected by those in which your expected to lead...”*

- Be that member who steps up– shows the willingness to take chances to be better (*even if it means being wrong, failing... being corrected but progressing learning from it – experiencing!*)
- Be someone others (firefighters) can rely on
- **Lead by Example** – can't be good for you and wrong for other  
***A Double Standard = Decline in Moral and a loss of respect***

- **Mentor** newer members “take them under your wing” these same firefighters may be the ones you’ll eventually be leading
- if you steer in right direction from day 1 - *it will have a snowball effect – hopefully they do the same and pay it forward... all good things!*
- Be a **motivator** – “don’t say how it’s wrong but instead **show** how it potentially can be better”
- Be **open minded** – “*we’ve done it this way for 100 years...*” doesn’t mean it’s the best way **TODAY!** – times are constantly changing... Personnel, equipment, techniques, leadership - *Adapt and overcome or Ignore tread water and eventually sink!*
- Show members a **path to grow, success** and they will step up, show them no path or a dead end and they feel a sense of hopelessness and just give up and stop caring!

*These are all steps for earning a member’s trust and respect, building others confidence that you are person that can be relied upon... Trusted!*

### 3. **CARE enough to make a difference**

- *Goes far beyond just having a TITLE and feeling important*
- *Can’t be business as usual ... need to be a motivator*
  - *Elevate your game and you’ll elevating everyone game*
  - *Must want to make a difference – your complacency = members complacency*

## **Slide 7 – The Seat isn’t just operating the Siren and talking on the radio**

### **1. Operating Siren = controlling the physical wellbeing of every member on your rig**

- o Apparatus and its operator’s readiness
  - Rig is ready to roll with the equipment needed – CO meter, TIC...
  - Competent/Able Operator – some drivers are better than others
    - Be ready to assist when and if needed: Road directions, hit this hydrant, pull past the scene ...
    - Manage driving safety, not too Fast, unsafe... **we’re no use to anyone if don’t get there!**
    - Always Ask - “DO YOU KNOW WHERE YOU GOING” before leave quarters...



- Know who is on your rig and their limitations
  - **Lead for success**, don't have someone do something they don't know how to do = possible MAYDAY
  - Members task = members capabilities
  - What should an officer expect when they go 21 with 3 orange shields in the back = expect giving a lot of guidance!
  
- Accountability – begins with members **“Tagging up”**
  - **Know: Who, What and Where**
    - Who's is on your rig
    - What their task is
    - Where each will be performing their task
    - When anything changes – **YOU AS THEIR BOSS SHOULD KNOW!**
    - Accountability is maintained throughout the event or until you are relieved of duties.

**Slide 8 – The Seat isn't just operating the Siren and talking on the radio**

**2. Talking on Radio = Being a Good Communicator**

**a. With Dispatchers**

- Dispatchers are not on scene – ***be their eyes***
- Gain additionally needed information – Ask if not given: *if you do enough they will start automatically giving when they hear you as officer giving the 21.*
  - Closest Hydrant
  - Standpipe/Sprinkler/OS&Y Locations
  - Call back info - **get back on phone** – *“what are you seeing right now”*
  - **Haz-mat**: additional info prior to on scene... they called because they probably spilled it, **SPILLED what?**
- Relay info back to dispatch what you found
  - Initial Arrival Report
  - Incident Action Plan .... (*Will be discussed more in night 3*)

**Telling dispatch = Paint the picture for those not on scene yet – enabling them to plan ahead and know what they are coming into**

- Communicate incident needs
  - 966 committed hydrant IFO 123 X street, lets 2<sup>nd</sup> Engine know they need to hit hydrant c/o X and Y street...
  - Have Ladder come in from Y street, access block from Z street
  - Understand what calling that “**working fire**” does
    - Fast to scene, 1 engine, 1 truck and bus to scene & HQ
    - Need something other - need to call for such
    - What is 2<sup>nd</sup> alarm getting you... you should know!
  - Are **utilities** automatically being called? ... when are they?
  - Is **PD** always be called? When should they be called?

**b. With Chiefs** – comprehending and communicate the incident needs - (*you may get there before a Chief*)

- Chief’s expect the dept. best practices be followed
  - Engine picks up hydrant, Boss and Iron do searches until truck arrives and rest of crew gets a line ready (to front door unless otherwise directed) ...
- When you deviate – it needs to be broadcasted so everyone is being made aware – (*includes that future IC in route*)

**Example: 963 21 M2 means what to the Chief coming in?**

  - don’t have a team doing OV and Roof
  - if 1 story commercial maybe not having an inside truck team since getting roof open is a bigger priority?
  - MEANS = Need an additional truck co. = additional ladder!
- Comprehend the Chiefs orders being asked of you - when in doubt ask for clarification – don’t assume and commit, doing so could be a big mistake!

**c. With members assigned to you and on your rig**

- Assure members on the rig know what is expected of them
  - Ask driver “do you know where you’re going” - 5 seconds could save you 2 Minutes
  - Prior to getting on scene ask crew “everyone know what you’re doing” – 20 seconds clarification could potentially save a member from calling a Mayday

- Address special needs in route (if known): rolling into board up/Roll gates – FE get that saw rolling right away... or ask FF to bring X tool inside (*outside normal*) ... *Always be thinking that 1 step ahead ....*
- Direct members/reassure – you giving direction reassure the members assigned to you that you are confident in the situation and know what you’re doing (*even when not 100%*)
- Taking some sort of action in most cases is better than no action – **rely on your training** and always revert to basics!
- **Rely on your intuition “your gut”**– if something doesn’t feel right – its probably not! - understand and correct - even if it means to back out to a safe area and regroup... There is no shame in SAFETY and protecting those assigned to you.

**d. With other operating Officers**

- o Recognize what your rig assignment should be accomplishing to better that scene
  - When it NOT working – communicate such and recognize you need assistance or a change of plan – **so call IC for it**
- o Understand when you are working a specific area – you may be **that areas boss** – controlling multiple units (*until relieved*)
  - Being the 1<sup>st</sup> line boss – will typically put you in a situation where you’ll be working with 1<sup>st</sup> truck and 2<sup>nd</sup> engines boss. **May be coordinating all 3’s assignments operations...**
- o Besides controlling these teams, you need to get information out to IC, so they can keep their action plan current, plan resources...
  - Progress reports – progress being made or lack of
  - CAN report ..... ( *Discussed more in Module 3* )

**Note:** The tone in which you speak will have an influence on your personnel and overall operations – **Excited vs. Calm**

## Slide 9 – The Seat isn't just operating the Siren and talking on the radio

### 3. Responsible to assuring what is expected is getting done

- a. Knowing best practices/expectations (*explained more Module 4*)
  - Must know if going to X type **call** – what is expected
    - Responsibilities of 2<sup>nd</sup> truck at a structure fire
    - Responsibilities of 2<sup>nd</sup> Engine at standpipe ops fire
  - Must know going to X type **operation** – what is expected
    - Standpipe operation, 2<sup>nd</sup> engine responsibilities – pair up with 1<sup>st</sup> get 1<sup>st</sup> line in operations (both engines all equipment inside...)
  
- b. Must be able to direct/adapt when a member doesn't know what to do or is expected
  - Must be able to recognize what a delay or correcting one's lacking is doing to the overall operation
  - Must be able to adapt to conform to what is expected, this may require additional resources to get your task done
    - Board ups/ Window bars/ double roof/Roll gates in rear ....
  - Must be able to communicate delays, so others on the scene are made aware as well – allowing them to adjust their actions

## Slide 10 – Putting it together

### 1. Knowledge/ Ability/ Skill

- **Knowledge** to lead on the fire ground – can't lead if you don't know? Gained by Our Training & Experience
- **Ability** to lead on the fire ground – you may know, but can you physically do?
- **Skill** is putting knowledge and ability together and effectively leading on the fire ground, completing what is expected and keeping firefighters safe

### 2. **Blowing siren = control**

- Managing/accounting for Rig
- Managing/accounting for personnel
- Controlling the safety of the **rig and the personnel**

### 3. Talking on Radio = relaying of information

- Taking in what is transpiring around you
- Relaying it to others who will rely on its accuracy to perform their duties safely

### III. Evaluation – (10 Minutes)

1. Written Exam - Need 80% to PASS

### After completion of Quiz:

### IV. Summary – (5 Minutes)

1. **Review Exam** – *Have students exchange test with another*  
*Review questions and have students grade test*
2. Comments on Evaluation and class
3. **Objective** – After instruction, the fire officer Trainee shall gain perspective of the responsibilities from riding the back to the front officer seat as per direction.
4. Thanks for taking time from day to better oneself, allowing you to progress forward in your development to a Fire Officer.

## Westbury Fire Department

### Quiz – Officers Development – Module 1 “You’re now in the seat”

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

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

SCORE: \_\_\_\_\_

**Question #1.** (Which ***best*** applies)

What changes from riding the back of the rig to now riding the front Officer seat?

- a. You’re now responsible for operating the siren
- b. You’re now responsible for talking on the radio giving 21/22/13’s
- c. You’re now responsible to for the wellbeing and accountability for the rig and all the members on it
- d. Both a and b

**Question #2.**

When operating as the rigs officer, you may be called upon to:

- a. Direct members on your rig to compete a task
- b. Direct multiple units as an area/sector leader
- c. Direct the entire call as the Incident’s Commander
- d. All the above

**Question #3.**

We learn from our success’ but learn even more when we do, it doesn’t go as expected and then learn a better way. This is called \_\_\_\_\_.

- a. Gaining Experience
- b. Gaining Respect
- c. Gaining Admiration
- d. Gaining Responsibility

**Question # 4.**

The best way to prepare oneself, gaining the knowledge on how the Westbury Fire Department would expect things to be done, at one of our scenes, would be:

- a. Attend Federal, State or County Fire Courses
- b. Attend Department and Company level trainings
- c. Take Seminars or Webinars by authorized fire training institutes such as Teex, Alabama Fire College, USFA...
- d. Read periodicals such as Fire Engineering, Firehouse or Size up magazines

**Question # 5.**

Which would be the least effective means to earn members respect as an effective Fire Officer?

- a. Be an Example
- b. Be a Buddy
- c. Be a Mentor
- d. Be a Motivator

**Question # 6.**

When we talk about an Officer having accountability for their personnel or (PAR), which would not apply?

- a. Who is on your rig
- b. What their Task is
- c. Where those assigned to you are operating
- d. Why they are doing such task

**Question # 7.**

When we talk about "talking on the radio", you as the rig's officer have the responsibility to "*Paint the Picture*" of the scene, you're doing this for:

- a. Dispatch
- b. Apparatus in route
- c. Other Officers
- d. All the above

**Question # 8.**

Having the 2<sup>nd</sup> engine hit a hydrant in front of 24 Magnolia Street, having the 1<sup>st</sup> Ladder enter X street from Main Street and calling for the utility company to respond are examples of communicating incident needs.

- a. True
- b. False

**Question # 9.**

The rig's officer has the responsibility to assure what is expected is getting accomplished, this is important because other operating units are expecting such so they can safely accomplish their task. When a task cannot be accomplished or will be delayed for a period, the officer shall

- a. Assume everyone automatically knows from the obvious conditions
- b. Just communicate to your crew and make the necessary adjustments
- c. Communicate such to IC so they can adjust their plan and in doing so you'll be alerting everyone on the scene
- d. Call an urgent message, in turn letting everyone know

**Question # 10.**

Which factor applies when it comes to an effective leader?

- a. Knowledge
- b. Ability
- c. Skills
- d. All the above

Testing Instructor: \_\_\_\_\_

# Correct \_\_\_\_\_ x 10 = \_\_\_\_\_  
( score )

80 % > = Passing



## Westbury Fire Department

### Answer Key – Officers Development – Module 1 “Your now in the seat”

#### Question #1. (Which *best* applies)

What changes from riding the back of the rig to now riding the Officers seat?

- c. **You’re now responsible to for the wellbeing and accountability for both the rig and all the members on it**

*It could even be elevated to the entire operation when called upon to be IC*

#### Question #2.

When operating as the rigs officer, you may be called upon to:

- Direct members on your rig to complete a task
- Direct multiple units as an area/sector leader
- Direct the entire call as the Incident’s Commander
- d. All the above**

#### Question #3.

We learn from our success’ but learn even more when we do, it doesn’t go as expected and then learn a better way. This is called \_\_\_\_\_.

- a. **Gaining Experience - no better way to gain knowledge**

#### Question # 4.

The best way to prepare oneself, gaining the knowledge on how the **Westbury Fire Department** would expect thing to be done at one of our scenes would be:

- b. **Attend Department and Company level trainings - the way works best for US**

**Question # 5.**

Which would be the least effective means to earn members respect as an effective Fire Officer?

**b. - Be a Buddy - good to be relied upon as a friend, but can your friend lead you down that burning hallway and get you home safety...?**

**Remember: It not just about you**, your buddy may not be his buddy or his buddy ... but they are now stuck with the consequences by you electing a buddy!

**Question # 6.**

When we talk about an Officer **having accountability** for their personnel (PAR), which would **not** apply?

- a. **Who** is on your rig - **Applies**
- b. **What** their Task is - **Applies**
- c. **Where** each is operating – **Applies**
- d. **Why they are doing such task** - accountable to assure gets done, but doesn't effect **PAR** or personnel accountability or well being

**Question # 7.**

When we talk about "talking on the radio", you as the rigs officer have the responsibility to "*Paint the Picture*" of the scene, you're are doing this for:

- D. - All the above - painting the picture so other can prepare and plan ahead.**

**Question # 8.**

Having the 2<sup>nd</sup> engine hit a hydrant in front of 24 Magnolia Street, having the 1<sup>st</sup> Ladder enter X street from Main Street or calling for the utility company to respond is an example of communicating incident needs.

- a. **True - directing incoming to what is needed and also how it may differ from what is expected ( when deviating from best practices )**

**Question # 9.**

The rig's officer has the responsibility to assure what is expected is getting accomplished, this is important because other operating units are expecting such so they can safely accomplish their task. When a task cannot be accomplished or will be delayed for a period the officer shall

- a. Assume Everyone will automatically know from the conditions - **NO**
- b. Just need to communicate to your crew and make necessary adjustments – **Yes but MORE**
- c. **Communicate such to IC so they can adjust their plan and in doing so you're alerting everyone on scene - Alerting EVERYONE - YES**
- d. Call an urgent message, in turn letting everyone know - **Only when fits with Calling an Urgent criteria**

**Question # 10.**

Which factor applies when it comes to an effective officer?

- a. **Knowledge** - can't lead if don't know
- b. **Ability** – may know but can you do
- c. **Skills** – putting knowledge and ability together = **having the skills**
- d. **All the above**