



OHIO FIRE CHIEFS' ASSOCIATION

OHIO FIRE AND EMERGENCY
SERVICES FOUNDATION

PREMIER • PROFESSIONAL • PROACTIVE

Weekend Fire Officer I & II Classes Hosting Specifications

We are prepared to bring this high-quality class to you. Currently, no one else offering this program will do the same. All of our instructors are officers with many years of experience. There are no firefighters teaching firefighters. Fire departments participating in this program get better-trained officers. However, to deliver this prestigious course that includes in-class lectures, large and small group discussions, oral presentations, written assignments, research, and role-playing, certain specifications must be met. They include:

Class Size: Classes are offered for a minimum of 17 students and a maximum of 24. The cost per student is \$1,100.

Pricing includes an 80-hour class and materials.

Registration Deadline: You must have the minimum number of students required and provide such a list to the OFCA office **ONE** month in advance of your scheduled class. If the minimum is not met 30 days out, the class will be canceled. However, additional students (not to exceed 24) will be accepted up to one week prior to the scheduled program.

Payment: Full payment must be made 30 days prior to the scheduled class.

Schedule: The class is scheduled for one weekend a month on Saturday and Sunday from 8:00 A.M. – 5:00 P.M. for five months. It also has a forty-hour homework portion that is mandatory.

Book: Each student is responsible for purchasing their book. The book that is required is “Fire Officer Principles and Practice Fourth Edition” by Michael J. Ward. The publisher of this book is Jones & Bartlett. The book can be purchased on John D. Preuer & Associates website **fireemsbooks.com**. Make sure that when you purchase your book you choose the “**Advantage**” option under the “Navigate Access” drop-down list. Here is a link to “Fire Officer Principles and Practice Fourth Edition” book: <https://www.fireemsbooks.com/product-page/fire-officer-principles-and-practice-4th-edition>

Room Requirements: Minimum of 900 square feet;
15 – 2x5 tables (Room must be set up prior to our arrival);
1 additional break-out room

AV Requirements: Screen
Projector
Internet capabilities
Printer access
Power strips or appropriate number of outlets

Hotel: The host site must provide the names and addresses of at least two suitable hotels in the area to house instructors and any out-of-town students. The hotels must have close proximity to the classroom and provide FREE internet capabilities.

Supplies: Coffee machine
Pop, water, and snacks for breaks
Paper plates, napkins, cups, and silverware

Meals: Meals are on your own. Please have a list of local eateries available on-site for out-of-town students/instructors.

CANCELLATION POLICY:

The host site must guarantee the minimum number of students (17 to 24) thirty (30) days prior to the scheduled program, or the program will be canceled. The host site must provide a written notice of their intent to cancel thirty (30) days prior to the intended date of cancellation.

In the event, a student drops out of the program after the minimum number guarantee is finalized and the program date has been secured, no refund will be issued to that student. Monies collected will be held for the student to participate in a future program or can be used for a replacement student in the scheduled class.