

CMCB ODP Host Agency Course Check-off List

6 months ahead:

- Set the date for the course
- Notify the CMCB ODP workgroup and CMCB Administrator of the date and location
- Create a roster for the course to include the names, agency affiliation, and email and phone numbers
- Solicit instructors for the course

3 months ahead:

- Re-send an email about the course to all agencies
- Create a syllabus of the course, assign chapters and associated JPR's to instructors
- Finalize the instructors (preferably no less than two chapters per instructor (1/2 a day))

1 month ahead

- Send out a final email notification for students for the course
- Send an email to the students
 - the list of course requirements (attached)
 - the review questions from the course material
 - the JPR's
 - the prerequisite sign-off sheet
 - FO written exam reading list
 - Location details
 - What is being provided and what is not by host agency (material. etc.)
- Send out to instructors the chapters and JPR's they are responsible for.

One week before the course

- Send out an email of the final details of the course to students
 - Facility location, syllabus, reminder of pre-course assignments, details of food, parking, etc.

JPR's to be covered in Fire Officer I

- JPR 1 - Assigning tasks and responsibilities under non-emergency situations
- JPR 2 - Directing members during training evolution (drill ground)
- JPR 3 - Applying human resource policies and procedures involving employee counseling (simulated)
- JPR 4 - Coordinating and completing of assigned tasks and projects (live or simulated)
- JPR 5 - Initiating action on a community need
- JPR 6 - Initiating action to citizen concern/complaint (simulated) or respond to public inquiry (simulated)
- JPR 10 - Explaining the purpose of each management component of the organization
- JPR 11 - Explaining the needs for collecting incident response data
- JPR 17 - Explaining benefits of being physically and medically capable of performing duties