STATE OF MICHIGAN
GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: February 3, 2020

TO: Instructor I (H07B) Course Instructors

FROM: Kevin J. Sehlmeyer, State Fire Marshal/Director

SUBJECT: Instructor I Course Update

Please be advised that due to a change in the NFPA standard, IFSTA is no longer publishing the *Fire and Emergency Services Instructor*, *Eighth Edition* textbooks currently used for the Instructor I course (H07B). As such, a recommendation was made to the Michigan Fire Fighters Training Council on December 6, 2019 to approve an updated curriculum, specifically the Jones and Bartlett *Fire and Emergency Services Instructor, Third Edition* textbook. The council passed a motion during the regular meeting on December 6, 2019 to approve the recommended Jones and Bartlett Fire and Emergency Services Instructor, Third Edition curriculum. The motion further stated the change in Fire Instructor I curriculum would become effective on March 1, 2020, and that the passing score for the updated Fire Instructor I written exam would be set at 70%.

Because of this change, all current Fire Instructor I instructors must attend a required curriculum update in order to teach the updated NFPA 1041 Instructor I course (H07C) after March 1, 2020. There are two (2) NFPA 1041 Fire Instructor I course updates (H07T) currently scheduled:

- Wednesday, February 12, 2020, at the Delta Township Fire Department in Eaton County
- Saturday, February 22, 2020, at the Lyon Township Fire Department in Roscommon County

Current Instructor I instructors must have a copy of the Jones and Bartlett Fire and Emergency Services Instructor textbook to attend the curriculum update. To receive a copy of the textbook prior to the curriculum update, contact Joy Knobbe at Jones and Bartlett by telephone at 1-339-234-8494. To attend, certified Instructor I instructors must email a Bureau of Fire Services region coordinator to be registered in SMOKE prior to attending one of the Fire Instructor I course updates. See attached flyer for details.

Moving forward, course managers/instructors with Fire Instructor I courses currently scheduled to test after March 1, 2020 will need to change their H07B courses to H07C courses in SMOKE, and contact Jones and Bartlett for a course code to access the Navigate learning platform used to manage the course. ***Note: This step is very important because the Jones and Bartlett Navigate course code must be shared with the students 30 days before the first day of the course to gain access to their online course materials, syllabus, and additional resources.***

Also, Bureau of Fire Services staff will be conducting a pilot Instructor I (H07C) course in Marquette on February 7, 8, 9 and February 22, 23, 2020. Attached is the updated draft of the Fire Instructor I syllabus, which likely will be updated after the completion of the pilot program in Marquette.

If you have any questions regarding the change, please contact your region coordinator.

Dan Hammerberg
Region 1 Coordinator
Phone: 906-399-4399
Email: HammerbergD@michigan.gov

TJ Richardson
Acting Region 2 Coordinator
Phone: 517-285-6803
Email: RichardsonT14@michigan.gov

Attachments:

Curriculum Update for Fire Instructor I Flyer
Fire Instructor I Syllabus

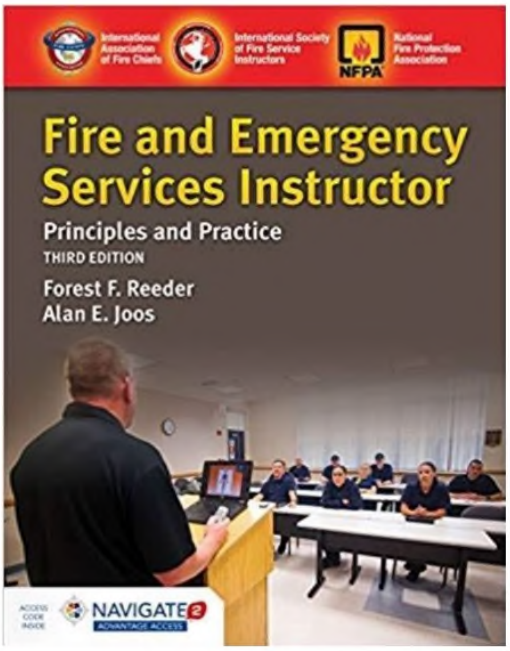
Curriculum Update
for
Fire Instructor I

Effective March 1, 2020, the Bureau of Fire Services will implement the new Fire Instructor I curriculum as adopted (December 6, 2019) by the Michigan Fire Fighter Training Council. The updated curriculum, now **H07C**, will use the Jones and Bartlett textbook, *Fire and Emergency Services Instructor Principles and Practice 3rd Edition* by Forest F. Reeder and Alan E. Joos.

All current Fire Instructor I instructors must attend a curriculum update, to continue to teach Fire Instructor I (H07C) courses after March 1, 2020. To attend, certified Instructor I instructors must email a Bureau of Fire Services region coordinator to be registered in SMOKE prior to attending one of the Fire Instructor I course updates.

Option 1:
Wednesday, February 12, 2020
10am to 3pm
Delta Township Fire Department
7710 W. Saginaw Highway
Lansing, MI 48917

Option 2:
Saturday, February 22, 2020
9:30am -2:30pm
Lyons Township Fire Department
9981 W. Higgins Lake Drive
Higgins Lake, MI 48627



Each instructor attending the curriculum update will need a copy of the Jones and Bartlett textbook, *Fire and Emergency Services Instructor Principles and Practice 3rd Edition* by Forest F. Reeder and Alan E. Joos. Contact Joy Knobbe at jknobbe@jblearning.com or 1-399-234-8494 to receive a complimentary copy.

More Fire Instructor I instructor curriculum update opportunities will be scheduled in the near future.

Contact Dan Hammerberg at HammerbergD@michigan.gov if you have any questions.

NFPA 1041 Instructor I Course

Welcome to the NFPA 1041 Instructor I course! This will perhaps be one of the most demanding courses you've taken while in the fire service. This is a five (5) day, 40-hour course and you must attend each class session. Since each class session is eight (8) hours, a large amount of information will be missed by an absence. If an emergency arises, immediately inform the instructor and every effort will be made to accommodate the situation.

NOTICE: This course is limited to a maximum of 16 students and you must contact the course manager 30 days in advance to be allowed to participate. The course manager must register all students in SMOKE no less than 28 days prior to the start date of the NFPA 1041 Instructor I course.

Prior to the first day of class, you are required to read Chapters 1-8 in the Jones and Bartlett (J&B), *Fire and Emergency Services Instructor, 3rd Edition* textbook. This course will be delivered using a facilitative learning process and therefore, it is imperative you read all eight (8) chapters prior to attending the first day of the course. This reading assignment is critical for successful completion of the course. We cannot stress enough that you concentrate on this assignment prior to Day 1. Textbooks ***with a valid Navigate access code*** can be purchased from the Michigan State Firemen's Association by calling (800) 445-3844 or other sources.

Once the course manager confirms you are signed up in the SMOKE system you will register in J&B Navigate using your textbook code and course ID number **insert JB course code here** provided by the course manager. You will need to complete the online quiz in J&B Navigate for Chapter 1 three (3) weeks before class starts. You will need to complete the online quizzes for Chapters 2 through 4 at least two (2) weeks prior to the course start date. You will need to complete the online quizzes for Chapters 5 through 8 at least 48 hours before the course start date. If you do not have all eight (8) quizzes completed in J&B Navigate prior to 48 hours before the start date, you will be unregistered by the course manager from the course and not allowed to participate.

The course utilizes open discussions, individual and group activities to achieve the minimum NFPA 1041 learning objectives for Instructor I. Every student is expected to:

- be prepared to actively participate in discussions;
- read the textbook prior to start of the course;
- complete any homework assigned;
- respect the beliefs, opinions, and values of other students; and
- have an open mind about the issues being discussed.

Throughout the course you will be assigned five (5) speeches/presentations that are designed for instructors, other students, and you, to help gauge your progress within the course.

- On Day 1 you will be assigned a five (5) minute impromptu speech. The topic will be assigned right before the speech on the first day.
- Day 2 you will be assigned a five (5) minute "How To" speech based on a fireground, EMS or other emergency related skills (trick of the trade or short cut) you want to share.
- Day 3 you will be assigned a seven (7) minute "Hot Topic" speech. Using page 113 of the textbook "Decision Document" as the frame for your speech. The goal is to teach the best seven (7) minutes on the topic you pick.
- Day 4 the "Firefighter I & II Topic" speech. You will be assigned your topic and given a course outline with fifteen minutes to prepare for your five (5) minute speech.
- Your fifth and final speech will be prepared and presented by you on Day 5. You will find the topic assigned on page 10 of this syllabus. You will use whichever current firefighter I & II curriculum (IFSTA or Jones & Bartlett) your county or department uses and develop a 15-minute speech (any 15-minute segment) from the topic assigned. This speech is your final practical exam so you should begin thinking about preparing for it now.

Throughout all your speeches, we are looking for a good, strong introduction (with a motivational statement), frame (topic body), and strong conclusion for the subject. In addition, we are looking for your presentation style, comfort level, and for you to identify and work to correct any distracting mannerisms that detract from the topic you are presenting.

Your final written exam on Day 4, will consist of 100 questions that cover Chapters 1-8. You must achieve a minimum score of 70% to pass the written exam. Your final speech will be evaluated by a training coordinator using a pass/fail grading point system.

WE STRONGLY ENCOURAGE NETWORKING BETWEEN STUDENTS. We do ask that if you are a certified instructor you network with the non-instructors during this course and give them the benefit of your experience both in class and after hours. By sharing your knowledge, everyone will gain from it, regardless of whether you are a current instructor or not.

To be successful you must be ready to actively participate in this course. You will be placed under stress from the very first day. Previous students have stated that this was a very stressful course however; they also were very happy with their results and felt they had accomplished more than they had expected when they signed up. We thank you for your willingness to participate in this program and we look forward to meeting each of you.

Should you have questions prior to the course, please contact your course manager.

Course Manager contact information:

Insert course manager/instructor contact information here

NFPA 1041 Instructor I Course
5-Day Schedule

DAY 1

1. Course Introduction (1 hour) [INSTRUCTOR]
2. “Impromptu” Speech (3 hours) [INSTRUCTOR]
3. LUNCH (1 hour)
4. Today’s Fire and Emergency Services Instructor - Chapter 1 (2 hours) [INSTRUCTOR]
5. The Learning Process - Chapter 2 (2 hours) [INSTRUCTOR]

DAY 2

1. Methods of Instruction - Chapter 3 (2 hours) [INSTRUCTOR]
2. Communication Skills - Chapter 4 (2 hours) [INSTRUCTOR]
3. LUNCH (1 hour)
4. “How To” Speech - (2 hours) [INSTRUCTOR]
5. Using Lesson Plans - Chapter 5 (2 hours) [INSTRUCTOR]

DAY 3

1. Technology in Training - Chapter 6 (2 hours) [INSTRUCTOR]
2. “Hot Topic” Speech – (2 Hours) [INSTRUCTOR]
3. LUNCH (1 hour)
4. “Hot Topic” Speech – (1 Hour) [INSTRUCTOR]
5. Training Safety - Chapter 7 (2 hours) [INSTRUCTOR]
6. Evaluating the Learning Process - Chapter 8 (1 hour) [INSTRUCTOR]

DAY 4

1. Written Exam (2 hours) [TRAINING COORDINATOR]
2. BFS Instructor Orientation (2 hours) [TRAINING COORDINATOR]
3. LUNCH (1 hour)
4. BFS Instructor Orientation (1 hour) [TRAINING COORDINATOR]

5. Five (5) minute “Firefighter I & II Topic” speeches – Firefighting topics to be assigned (3 hours) [INSTRUCTOR]

DAY 5

1. Practical Exam speeches (4 hours) [TRAINING COORDINATOR]
2. LUNCH (1 hour)
3. Finish speeches (3 hours) [TRAINING COORDINATOR]
4. Final paperwork and exit (1 hour) [INSTRUCTORS]

DAY 1 SCHEDULE

8:00 Course Introduction (55 minutes) [INSTRUCTOR]

1. Show: Day 1 First Hour Presentation (PowerPoint)

8:55 Break
9:05 "Impromptu" speeches (3 hours) [INSTRUCTOR]

1. 5-minute presentations
2. During the speech each student will be recording feedback a 3x5 card that will include:
    a. 2 to 3 positive comments
    b. 2 to 3 areas to improve
3. As soon as the speech ends, the students will give the cards to the lead instructor.

****NOTE: All students will be evaluated by each of their peers during every speech.**

9:55 Break
10:05 Resume 5-minute speeches.
10:55 Break
11:05 Resume 5-minute speeches.
12:00 LUNCH (1 hour)
1:00 Today's Fire and Emergency Services Instructor - Chapter 1 (2 hours) [INSTRUCTOR]
1:55 Break
2:05 Complete Today's Fire and Emergency Services Instructor
2:55 Break
3:05 The Learning Process - Chapter 2 (2 hours) [INSTRUCTOR]
3:55 Break
4:05 Complete the Learning Process
5:00 Dismiss for the day

Day 2 Homework and Preparation

- Read Chapters 3–5 and assigned "You are the Fire Service Instructor" sections and answer questions.
- Review the **Training Bulletin** section for Chapters 3, 4, and 5.
- Students will be presenting a brief (5 minute) speech on a fire service topic on Day 2.
    - Topic must be a "how-to" speech—You may bring in props for this speech.
        - The "how-to" is a fireground, EMS, or other emergency-related skill that may be considered to be a "trick of the trade" or shortcut, informational topic that could be shown to a recruit firefighter in training. Draw from your experiences to develop your speech.

DAY 2 SCHEDULE

8:00 Methods of Instruction - Chapter 3 (2 hours) [INSTRUCTOR]
8:55 Break
9:05 Resume: Methods of Instruction - [INSTRUCTOR]
9:55 Break
10:05 Communication Skills - Chapter 4 (2 hours) [INSTRUCTOR]
10:55 Break
11:05 Resume: Communication Skills [INSTRUCTOR]
12:00 LUNCH (1 hour)
1:00 "How To" Speech - (2 hours) [INSTRUCTOR]
1:55 Break
2:05 Resume: "How To" Speech [INSTRUCTOR]
2:55 Break
3:05 Using Lesson Plans - Chapter 5 (2 hours) [INSTRUCTOR]
3:55 Break
4:05 Resume: Using Lesson Plans - [INSTRUCTOR]
5:00 Dismiss for the day

Day 3 Homework and Preparation

- Identify a **Hot Topic** within your fire department or the fire service in general.
  - Prepare a seven (7) minute speech of the hot topic of your choice and present this information using page 113 of the textbook "Decision Document" as the frame for your speech.
  - The goal is to teach the best seven (7) minutes on the topic you pick.

DAY 3 SCHEDULE

8:00 Technology in Training - Chapter 6 (2 hours) [INSTRUCTOR]
8:55 Break
9:05 Resume: Technology in Training - Chapter 6
9:55 Break
10:05 "Hot Topic" Speeches (2 hours) [INSTRUCTOR]
10:55 Break
11:05 Resume: "Hot Topic" Speeches
12:00 LUNCH (1 hour)
1:00 Resume: "Hot Topic" Speeches (1 hour) [INSTRUCTOR]
1:55 Break
2:05 Training Safety Chapter 7 (2 hours) [INSTRUCTOR]
2:55 Break
3:05 Resume: Training Safety Chapter 7
3:55 Break
4:05 Evaluating the Learning Process - Chapter 8 (1 hour) [INSTRUCTOR]
5:00 Dismiss for the day

Day 4 Homework and Preparation

- Students should review the textbook and their notes to prepare for the final written examination.

DAY 4 SCHEDULE

8:00 Final Written Exam (2 hours) [TRAINING COORDINATOR]
9:55 Break
10:05 Instructor Orientation (2 hours) [TRAINING COORDINATOR]
10:55 Break
11:05 Resume: Instructor Orientation
12:00 LUNCH (1 hour)
1:00 Resume: Instructor Orientation (1 hour) [TRAINING COORDINATOR]
1:55 Break
2:05 5-minute “Firefighter I & II Topic” speeches (3 hours) [INSTRUCTOR]
2:55 Break
3:05 Resume: 5-minute “Firefighter I & II Topic” speeches
3:55 Break
4:05 Resume: 5-minute “Firefighter I & II Topic” speeches
5:00 Dismiss for the day

Day 5 Homework and Preparation

- Students should finish any needed preparation and practice for their practical exam speech.

DAY 5 FINAL EXAM SPEECHES

8:00-8:15	Student #1
8:25-8:40	Student #2
8:50-9:05	Student #3
9:05	Break
9:20-9:35	Student #4
9:45-10:00	Student #5
10:10-10:25	Break
10:35-10:50	Student #6
11:00-11:15	Student #7
11:25-11:40	Student #8
11:45	Lunch
12:45-1:00	Student #9
1:10-1:25	Student #10
1:35-1:50	Student #11
1:50	Break
2:00-2:15	Student #12
2:25-2:40	Student #13
2:50-3:05	Student #14
3:05	Break
3:15-3:30	Student #15
3:40-3:55	Student #16
4:00	Break
4:10	Final course paperwork & exit

NOTE: See page 10 of this document to find your speech topic and instructions for Day 5.

DAY 5 FINAL SPEECH

This 15-minute speech you will put together from a prepared outline on the topic assigned below from whichever firefighter I & II curriculum (IFSTA or Jones & Bartlett) you choose. Remember you will need to include a strong introduction, captivating delivery of the assigned topic, and defined conclusion. You may choose which objectives and material you wish to cover from the specific assigned topic, keeping your speech within the 15-minute timeframe.

Student Number	Topic
1	Fire Behavior
2	Firefighter Survival
3	SCBA
4	Fire Streams
5	Ladders
6	Response & Size Up
7	Forcible Entry
8	Fire Detection/Alarm Systems
9	Suppression Systems
10	Building Construction – building components
11	Calling and managing a MAYDAY
12	Portable Fire Extinguishers – Explain the types and how to use them correctly.
13	Salvage & Overhaul
14	Ventilation
15	Fire Prevention/Public Education
16	Water Supply

Be sure you have the three elements: an introduction, frame (assigned topic), and a strong conclusion.

ALWAYS REMEMBER:

Your speech is about ***quality*** first. The ***quantity*** is secondary. If you are running out of time during a speech, do not sacrifice a quality presentation with a "rush job" to cover the remaining material. Sacrifice the material coverage for a well-paced quality speech. You won't be penalized for not covering all the material if you have presented the introduction (with motivational statement), the frame, and have a conclusion.