

**FIRE 271.2 Course Outline as of Fall 2016****CATALOG INFORMATION**

Dept and Nbr: FIRE 271.2 Title: FIRE ADMINISTRATION

Full Title: Fire Administration for Company Officers

Last Reviewed: 10/14/2019

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	10.00	2	Lecture Scheduled	20.00
Minimum	1.00	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	10.00		Contact Total	20.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 40.00

Total Student Learning Hours: 60.00

Title 5 Category: AA Degree Applicable

Grading: P/NP Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

An overview of the general administrative functions and the implementation of department policies and procedures and conveying the fire department's role, image and mission to the public. Upon successful completion, the student will be awarded a completion certificate from the State Board of Fire Services.

**Prerequisites/Corequisites:**

Course Completion of FIRE 71 (Completion of basic fire academy or equivalent as determined by the Dean of Public Safety Instruction.)

**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: An overview of the general administrative functions and the implementation of department policies and procedures and conveying the fire department's role, image and mission to the public. Upon successful completion, the student will be awarded a completion certificate from the State Board of Fire Services. (P/NP Only)

Prerequisites/Corequisites: Course Completion of FIRE 71 (Completion of basic fire academy or equivalent as determined by the Dean of Public Safety Instruction.)

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 2020	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Demonstrate an understanding of the fire department budgeting and purchasing process
2. Describe the process of affecting change in an organization through the implementation of a plan or adoption of a policy
3. Describe the need to develop public relations, and the importance of responding to community needs and inquiries

### **Objectives:**

Upon completion of the course, students will be able to:

1. Identify course objectives, requirements, assignments, activities, evaluation methods and participation requirements
2. Identify the different levels and courses required for certification in the Fire Officer tract and the capstone task book and testing process
3. Describe the duties of a Level I & II Company Officer and a Level I Wildland Fire Officer
4. Explain the impact of State and Federal Laws and Regulations
5. Describe each component in a fire organization
6. Demonstrate the ability to execute administrative functions
7. Describe the purchasing process
8. Demonstrate the ability to develop a project budget
9. Prepare a budget request
10. Describe the necessity for collecting incident response data
11. Demonstrate the ability to prepare a report for a superior officer
12. Develop a plan that results in a positive implementation of effective change in the organization
13. Develop a policy or procedure that identifies a problem and proposes a solution

14. Recommend changes and implement a new departmental policy
15. Demonstrate the ability to prepare a properly formatted news release
16. Explain the benefits to the organization and purpose for establishing cooperative external agency relationships
17. Demonstrate the ability to initiate an activity that addresses community needs
18. Demonstrate the ability to respond to a citizen's inquiry or direct to the correct individual following applicable policies and procedures

## **Topics and Scope:**

### **I. Orientation and administration**

- A. Review of facilities
- B. Review of classroom requirements
- C. Review of syllabus, participation, assignments and evaluation methods

### **II. Fire Officer Certification track course requirements**

- A. Level I requirements
- B. Level II requirements
- C. The capstone task book process
- D. The capstone testing process

### **III. Duties of a Company and Wildland Fire Officer**

#### **A. Level I Company Officer**

1. Use of personnel to accomplish assignments
2. Dealing with the community
3. General administrative functions
4. Supervising emergency operations
5. Conducting inspections and investigations
6. Implementing health and safety plans and procedures

#### **B. Level II Company Officer**

1. Evaluate member performance
2. Community relations
3. Prepare budgets and policy changes
4. Conduct fire investigations
5. Supervise emergency operations
6. Review incident reports

#### **C. Duties of a Level I Wildland Fire Officer**

1. Leadership
2. Human resource management

### **IV. Impact of State and Federal Laws and Regulations**

- A. Define laws, regulations, codes, and standards
- B. Identify state laws and regulations
- C. Identify federal laws and regulations

### **V. Components of the Organization**

- A. Organizational structure of a department
- B. Role of allied agencies
- C. Functions of management

### **VI. Routine Administrative Functions**

- A. Administrative policies and procedures
- B. Proper use of a record-management system

### **VII. Purchasing Process**

- A. Purchasing laws
- B. Purchasing forms
- C. Organizational purchasing process

- VIII. Project or Divisional Budget
  - A. Supplies necessary for budget items
  - B. Compute costs
  - C. Budgeting system
  - D. Allocating finances
- IX. Budget Requests
  - A. Policies and procedures
  - B. Revenue sources
  - C. Budget process
- X. Incident Response Data
  - A. Purpose of collecting incident-response data
  - B. Producing incident-response reports
- XI. Prepare a Report for a Superior Officer
- XII. Plans for Organizational Change
- XIII. Developing Policy or Procedure
- XIV. Changing and Implementing Departmental Policies
  - A. Communicate change in a positive manner
  - B. Procedure for recommending policy changes
- XV. News Release
  - A. Preparing a news release
  - B. Benefits and liabilities associated with social media use
- XVI. Benefits of Cooperating with Allied Organizations
  - A. Types and functions of external agencies
  - B. Benefits of interaction with Community Emergency Response Team (CERT)
- XVII. Addressing Community Needs
  - A. Community demographics
  - B. Community service organizations
  - C. Role and mission of the department
  - D. Role of public relations and its impact on the organization

### **Assignment:**

1. Pre-course reading and writing exercise
2. 2-3 Role playing evaluation, counseling and team building exercise
3. 2-4 Written budget, accident and evaluation exercises
4. 2-3 Leaderless group exercises
5. 2-4 quizzes
6. Summative exam

### **Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Perform subordinate evaluations, accident reports and budget justifications

Writing  
10 - 30%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Role playing: Interpersonal problem scenarios	Problem solving 10 - 30%
<b>Skill Demonstrations:</b> All skill-based and physical demonstrations used for assessment purposes including skill performance exams.	
Leaderless group exercises, subordinate counseling, team building exercises	Skill Demonstrations 10 - 30%
<b>Exams:</b> All forms of formal testing, other than skill performance exams.	
Quizzes and summative exam	Exams 30 - 70%
<b>Other:</b> Includes any assessment tools that do not logically fit into the above categories.	
None	Other Category 0 - 0%

### **Representative Textbooks and Materials:**

Fire and Emergency Services Company Officer, International Fire Service Training Association (IFSTA), 4th edition, 2007 (classic)

Fire and Emergency Services Administration: Management and Leadership Practices, Smelby, Jones and Bartlett, 2nd edition, 2014

Fire Officer: Principles and Practice, Jones and Bartlett, 2nd edition, 2010

Management in the Fire Service, Jones and Bartlett, 4th edition, 2008 (classic)