

FIRE 0192 - GENERAL ADMINISTRATIVE FUNCTIONS FOR CHIEF FIRE OFFICERS - 3C

Catalog Description

Prerequisite: Meet the educational requirements for Company Officer by one of the following: completion of FIRE 174, 175, 176, 177, 178, and 179 with grades of "C" or better; or completion of Office of the State Fire Marshal Company Officer 2A, 2B, 2C, 2D, 2E, and Instructor I courses; or equivalent as determined by the Fire Technology Program Coordinator
Hours: 24 lecture

Description: Provides a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer, including directing a department record management system, analyzing and interpreting records and data, developing a model plan for continuous organizational improvement, developing a plan to facilitate approval, preparing community awareness programs, and evaluating the inspection program of the authority having jurisdiction (AHJ). (not transferable)

Course Student Learning Outcomes

- CSLO #1: Design a fire and safety community risk reduction program.
- CSLO #2: Develop a life safety program based on legislation, public education or a new fire safety code.
- CSLO #3: Analyze and interpret fire records and data.

Effective Term

Fall 2019

Course Type

Credit - Degree-applicable

Contact Hours

24

Outside of Class Hours

48

Total Student Learning Hours

72

Course Objectives

1. Explain the development, maintenance, and evaluation of a department record management system, ensuring the achievement of completeness and accuracy;
2. Analyze and interpret records and data to determine validity and recommend improvements;
3. Develop a model plan for continuous organizational improvement, maximizing resource utilization for a given area to be protected;

4. Develop a plan to facilitate approval for a new program, piece of legislation, form of public education, or fire safety code based on an identified fire safety problem;
5. Appraise a community risk reduction program to meet desired program outcomes based on given risk assessment data;
6. Evaluate the inspection program of the AHJ, assessing results to determine effectiveness on given program goals, performance data and resources.

General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

Articulation Information

- Not Transferable

Methods of Evaluation

- Classroom Discussions
 - Example: The instructor will lead a class discussion on developing a plan to facilitate approval for a new safety program. Following the discussion, students will be given a fire safety problem and will use consensus building techniques to gain plan approval. Grading will be based on an instructor provided rubric.
- Objective Examinations
 - Example: Students will be given a multiple choice test where they will identify key components of a community risk program. A traditional grading scale will be used. Example Question: The first step in determining community risk is: A. Understanding People, B. Knowledge of the Process, C. Identifying risk factors, D. None of the above.
- Other
 - Example: Students will develop a five (5) minute presentation articulating the effectiveness of emergency service delivery. Grading will be based on an instructor provided rubric.

Repeatable

No

Methods of Instruction

- Lecture/Discussion
- Distance Learning

Lecture:

1. The instructor will lecture on community risk reduction and students will provide examples of how their city's have addressed community risk.
2. The instructor will lecture on developing a model plan for continuous organizational improvement and lead a discussion on what agencies are currently doing regarding this topic.

Distance Learning

1. Following an online instructor lecture on developing a new fire service program, students will research and develop a new program specific

to a fire prevention program for grade schoolers. Programs will be posted for other students to review and provide comments.

Typical Out of Class Assignments

Reading Assignments

1. Students will read chapter from text on Hazard Analysis and Risk Assessment and be prepared to discuss in class. 2. Students will read provided material from NFPA 1710 (Standards of Cover) and be prepared to discuss the topic as it relates to a typical fire department in California.

Writing, Problem Solving or Performance

1. Upon reviewing NFPA 1710 and classroom lecture, students will draft a model plan for continuous organizational improvement for a given area to be protected. 2. Given an identified fire safety problem, students will use consensus building techniques to gain plan approval.

Other (Term projects, research papers, portfolios, etc.)

Required Materials

- Chief Officer Principles and Practices
 - Author: International Association of Fire Chiefs and National Fire Protection Association
 - Publisher: Jones and Bartlett Learning
 - Publication Date: 2015
 - Text Edition: 1st
 - Classic Textbook?:
 - OER Link:
 - OER:

Other materials and-or supplies required of students that contribute to the cost of the course.