

FIRE 0175 - GENERAL ADMINISTRATIVE FUNCTIONS FOR COMPANY OFFICERS - CO 2B

Catalog Description

Prerequisite: Completion of FIRE 102 with grade of "C" or better or completion of California State Firefighter II educational requirements

Advisory: Completion of FIRE 174 with grade of "C" or better

Hours: 24 lecture

Description: Aligns with Company Officer 2B of the Company Officer Program. Provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. (C-ID FIRE 210X) (CSU-with unit limitation)

Course Student Learning Outcomes

- CSLO #1: Explain a fire organization's purpose and mission.
- CSLO #2: Differentiate unit level administrative functions, completing reports and logs, and maintaining files in accordance with fire service policy.
- CSLO #3: Analyze and compare capital, operating and personnel costs for the fire service.
- CSLO #4: Identify primary revenue sources used by the fire service.

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. Identify different levels in the Fire Officer certification track
2. Articulate the duties of a company officer level I and II and wildland fire officer level I.
3. Explain the impact of state and federal laws and regulations as they apply to the company officer
4. Provide a current, accurate explanation of the purpose of each management component of the organization
5. Execute routine unit-level administrative functions
6. Describe a purchasing process, including soliciting and awarding bids,
7. Develop a project or divisional budget, determining and justifying capital

8. Prepare a properly formatted budget request that is supported with data
9. Explain the need for and benefits of collecting incident-response data
10. Prepare a concise report for transmittal to a supervisor
11. Develop a plan that results in the positive implementation of effective change in the organization
12. Develop a policy or procedure that identifies the problem and proposes a solution
13. Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level
14. Prepare an accurate, properly formatted news release
15. Explain the benefits to the organization and the purpose for establishing cooperative external agency relationships
16. Initiate action addressing community needs
17. Initiate action to answer a citizen's inquiry or concern or refer the concern to the correct individual for action
18. Initiate action to answer a citizen's inquiry or concern or refer the concern to the correct individual for action

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

- CSU Transferable

Methods of Evaluation

- Objective Examinations
 - Example: Students will take a multiple choice test where they will identify the major steps in the purchasing process. The test will be scored and assigned a grade on a traditional grading scale. Example Question: What is the first step in purchasing process? A. Identify needs, B. Budget Allocation, C. Separate Capital from non-capital, D. None of the Above
- Projects
 - Example: Students will prepare a 1 paragraph news release on a given subject. An instructor provided rubric will be used to score the answer assignment and a traditional grading scale will be used.

Repeatable

No

Methods of Instruction

- Lecture/Discussion
- Distance Learning

Lecture:

1. The instructor will lead a discussion on organizational change. Students will break into small groups to develop a plan that results in positive implementation of effective change in an organization.
2. The instructor will lecture on benefits of cooperating with allied agencies. Students will provide examples of specific agencies that benefit their departments.

Distance Learning

1. Online instructor lecture on budgets, followed by students developing a project and preparing a budget, determining and justifying capital. Assignments will be posted and reviewed by all students.

Typical Out of Class Assignments

Reading Assignments

1. Read the material on developing a budget proposal from the textbook, preparing for working in small groups to complete a budget proposal and present to class.
2. Read the material on preparing a news release and develop a 1 paragraph news release on an assigned topic.

Writing, Problem Solving or Performance

1. Develop a policy or procedure for a fire department news release.
2. Prepare an organizational chart of your department from the lowest level position to the highest.

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

Required Materials

- Fire Officer Principles and Practice
 - Author: Michael Ward, MGA FIFireE
 - Publisher: Jones and Bartlett
 - Publication Date: 2015
 - Text Edition: 3rd
 - Classic Textbook?:
 - OER Link:
 - OER:
- Management in the Fire Service
 - Author: Harry R. Carter, PhD
 - Publisher: Jones and Bartlett
 - Publication Date: 2016
 - Text Edition: 5th
 - Classic Textbook?:
 - OER Link:
 - OER:

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