

Lassen Community College Course Outline

FS 92B Company Officer 2B -General Administrative Functions for Company Officers (NFPA Fire Officer Level 1 and II) 1.0 Unit

I. Catalog Description

This course is designed for practicing firefighters seeking promotion to the rank of company officer. This course prepares or enhances the ability of first time supervisors through provision of 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.

This course part of a series of five core professional development courses required for the California State Fire Training Company Officer Certification. Successful students in this course earn credit towards the degree while meeting California State Fire Training certification requirements. A supplemental State Fire Training CFSTES certification fee of \$141.00 is due to Lassen Community College and will be collected at the time of registration.

Prerequisites: Meet the educational requirements for Fire Fighter II or four (4) years as a career fire fighter or six (6) years as a volunteer fire fighter.

Transfer Status: NT

20 hours lecture, 40 Hours Outside Class Work: 60 Total Student Learning Hours

Scheduled: Spring

II. Coding Information

Repeatability: Not repeatable

Grading Option: Graded

Credit Type: Credit-Program Applicable

TOP Code: 213300

III. Course Objectives

A. Course Student Learning Outcomes

Upon completion of this course the student will be able to:

- 1) Identify state and federal laws and regulations that pertain to the role of a company officer
- 2) Identify the organizational structure of a department
- 3) Describe a purchasing process
- 4) Identify procedures for recommending policy changes within an organization

B. Student Course Objectives

Upon completion of this course the student will be able to:

- 1) Identify state and federal laws and regulations that pertain to the role of a company officer
- 2) Identify the organizational structure of a department
- 3) Describe a purchasing process
- 4) Identify procedures for recommending policy changes within an organization

IV. Course Content

Introduction:

1. Fire Officer Certification Process
 - A. Identifying the different levels of certification in the Officer Certification track.
 - B. Identify courses and experience required for level 1 and Level II
 - C. Describe Task book and examination process

2. Definition of Duty
 - A. Identify the duties of a company Officer Level 1
 - B. Identify the duties of a company officer level II
 - C. Identify the duties of a wildland fire officer level I

3. Explaining the impact of State and Federal Laws and Regulations
 - A. Define Laws, Regulations Codes and standards.

Administration:

4. Explaining Components of the Organization
 - A. Identify the organizational structure of an organization
 - B. Describe the role of allied agencies as they impact deliver service
 - C. Describe the functions of management
5. Executing Routine Administrative Functions
6. Describing the Purchasing Process
7. Developing a Project of Divisional Budget
8. Preparing Budget Requests
9. Collecting Incident Response data
10. Preparing a report
11. Developing Plans for Organizational Change
12. Developing a Policy or Procedure
13. Recommending Changes to and Implementing Departmental Policies
14. Preparing a News Release

Community and Government Relations:

15. Explaining the Benefits of Cooperating with Allied Organizations
16. Imitating Action to Address Community Needs
17. Imitating Action to Address Citizen Concerns

V. Assignments

A. Appropriate Readings

1. *Fire Officer: Principles and Practice*, enhanced 3rd edition, Jones and Bartlett, 2015, ISBN: 9781284068368
2. *Fire and Emergency Services Company Officer*, fifth edition, International Fire Service Training Association, 2014, 9780879395643,

B. Writing Assignments

Prepare an accurate properly formatted news-release based on a given event or topic. Short written assignments analyzing case studies and applying relevant policies and procedures to fire management issues.

C. Expected Outside Assignments

Reading assignments are required. Prepare a project budget. Essays and summaries on topics related to proper implementation of administrative policies

D. Specific Assignments that Demonstrate Critical Thinking

Examine, critique and revise critical different types of administrative policies and procedures on day to day operations of a fire company

VI. Methods of Evaluation

Traditional Classroom Evaluation

Final exam and assignments

Online Evaluation

Same as face-to-face instruction including a variety of evaluation methods such as: research papers, asynchronous and synchronous discussions (chat/forum), exercises/assignments, online quizzes and exams, and postings to online website.

Hybrid Evaluation

All quizzes and exams will be administered during the in person class time. Students will be expected to complete online assignments and activities equivalent to in class assignments and activities for the online portion of the course. Electronic communication, both synchronous and asynchronous will be evaluated for participation and to maintain effective communication between instructor and students.

VII. Methods of Delivery

Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

Traditional Classroom Delivery Correspondence Delivery

Hybrid Delivery

Online Delivery

Traditional Classroom Delivery

Lecture, discussion, audio/visual aids, demonstration, group exercises, guest speakers, lab, individualized programs and other as needed.

Online Delivery

A variety of methods will be used, such as: research papers, asynchronous and synchronous (chat/forum) discussions, online quizzes and exams, posting to online website and email communications using the districts approved learning management system.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 17 hours, or 1/3 of the lecture hours, will be taught face-to face by the instructor and the remaining hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

VIII. Representative Texts and Supplies

Fire Officer: Principles and Practice, enhanced 3rd edition, Jones and Bartlett, 2015, ISBN: 9781284068368

Fire and Emergency Services Company Officer, fifth edition, International Fire Service Training Association, 2014, 9780879395643,

IX. Discipline/s Assignment

Fire Technology

X. Course Status

Current Status: Active

Original Approval Date: 02/18/2020

Course Originator: Anna Pasqua

Board Approval Date: 03/10/2020

Chancellor's Office Approval Date: 03/20/2020

Revised By: Dan Weaver

Curriculum/Academic Standards Committee Revision Date: 10/04/2022