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Course Outline for FST 21

CO 2B GENERAL ADMINISTRATIVE FUNCTIONS FOR COMPANY OFFICERS

Effective: Fall 2019

I. CATALOG DESCRIPTION:

FST 21 — CO 2B GENERAL ADMINISTRATIVE FUNCTIONS FOR COMPANY OFFICERS — 1.50 units

This course 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.

1.50 Units Lecture

Prerequisite

FST 11 - LPC-East Bay Regional Firefighter I Academy
with a minimum grade of B
and

Meets the educational requirements for Firefighter 1 and Firefighter 2 certificates as described in State Fire Training policies and procedures handbook. A letter from a Fire Chief stating that the Firefighter 2013 curriculum was used for the student in question.

Grading Methods:

Letter or P/NP

Discipline:

- Fire Technology

	MIN
Lecture Hours:	27.00
Expected Outside of Class Hours:	54.00
Total Hours:	81.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

Before entering the course a student should be able to:

A. FST11

1. Don a structural personal protective ensemble so that all elements of the ensemble are worn according to manufacturer's guidelines, within 60 seconds.
2. Don and activate a self-contained breathing apparatus (SCBA) within 60 seconds, and demonstrate the ability to use the SCBA during emergency operations.
3. Respond on apparatus to an emergency scene, correctly mount and dismount the apparatus, use seatbelt while the vehicle is in motion, and correctly use other personal protective equipment.
4. Establish and operate in work areas at emergency scenes, following procedures while wearing protective equipment, and establish attempted work areas as directed using traffic and scene control devices.
5. Demonstrate the ability to receive a telephone call using correct procedures for answering the phone and relaying information.
6. Initiate the response to a reported emergency, obtain all necessary information, correctly operate all communications equipment, and properly and accurately relay information to the dispatch center.
7. Transmit and receive messages via the fire department radio and relay accurate, clear information within a required time established.
8. Describe the history, features, principles, and organizational structure of the Incident Command System. Explain the relationship between ICS and the National Incident Management System (NIMS). Use ICS to manage an incident or event. Describe the purpose of the NIMS components and describe the purpose and response doctrine established by the National Response Framework.
9. Tie designated knots appropriate for hoisting tools securely and as directed.
10. Safely transport, operate, and maintain forcible entry equipment.
11. Illuminate designated areas of the emergency scene and operate fire service electrical equipment within the manufacturer's listed safety precautions.
12. Clean and maintain ladders, ventilation equipment, SCBA, ropes, salvage equipment, and hand tools according to manufacturer's or departmental guidelines, record equipment maintenance, and place equipment in a ready state or report otherwise.
13. Describe common building materials and construction types, and identify dangerous building conditions created by fire.
14. Identify and mitigate dangerous fire behavior conditions, while ensuring firefighter safety.
15. Choose the correct extinguisher and follow the correct handling techniques to completely extinguish incipient Class A, Class

- B, and Class C fires.
- 16. Connect a fire department engine to a water supply, ensuring tight connections and an unobstructed water flow, as a member of a team.
- 17. Shut off building utilities in order to safely complete an assignment.
- 18. Setup ground ladders, assess hazards, ensure ground ladders are stable and their angles are correct for climbing, extend extension ladders to the necessary height and locked their fly(s), place the tops of the ladders against reliable structural components, and accomplish the assignment.
- 19. Remove barriers and produce an opening that is safe and ready for use by forcing entry into a structure using tools as designed.
- 20. Operating as a member of a team, conduct search and rescue in a structure, maintain team integrity, correctly place ladders when used, search all assigned areas, locate and remove all victims, and avoid compromising team members safety, including respiratory protection.
- 21. Operating as a member of a team, attack an interior structure fire, maintain team integrity, deploy the attack line for its advancement, correctly placed ladders when used, gain access into the fire area, effectively apply water, correctly approach the fire using attack techniques to facilitate suppression given the level of the fire, locate and control hidden fires, maintain the correct body posture, recognize and manage hazards, and bring the fire under control.
- 22. Perform horizontal ventilation on a structure, free ventilation openings of obstructions, use tools as designed, place ladders and ventilation devices correctly, and clear structure of smoke.
- 23. Perform vertical ventilation on a structure, position ladders for ventilation, create a specified opening, remove all ventilation barriers, avoid compromising structural integrity, release products of combustion from the structure, and retreat from the area when ventilation is accomplished.
- 24. Conserve property so that building and its contents are protected from further damage.
- 25. Overhaul of fire scene without compromising structural integrity, discover all hidden fires, preserve fire cause evidence, and extinguish the fire.
- 26. Activate an emergency call for assistance and exit the hazardous area without endangering others while maintaining team integrity.
- 27. Extinguish fires in exterior Class A materials, protect exposures, stop the spread of fire, avoid collapse hazards, effectively applied water, extinguish the fire, and preserve signs of the origin area(s) and arson.
- 28. Attack a passenger vehicle fire, avoid hazards, identifying control leaking flammable liquids, maintain protection from flash fires, overhaul all vehicle compartments, and extinguish the fire, while operating as part of a team.
- 29. Assemble and prepare for a wildland response so that arrival at the incident with the required personnel and equipment meets agency guidelines.
- 30. Don wildland personal protective clothing and shelter according to the manufacturer's guidelines within 60 seconds. Deploy a new generation fire shelter within 30 seconds. Ensure serviceability and availability on the fire line, and recognize defects and report them to a supervisor.
- 31. Recognize defects on wildland tools and equipment and report them to a supervisor, and maintain assigned suppression hand tools and equipment so that assigned equipment may be serviced.
- 32. Describe basic wildland fire behavior.
- 33. Recognize hazards and unsafe situations, promptly communicate hazard(s) and unsafe conditions to a supervisor, and take appropriate action.
- 34. Construct a fire line that conforms to Cal Fire construction standards.
- 35. Locate and abate burning materials and unburned fuels that threaten the fire line's integrity.
- 36. Describe methods of reducing the threat of fire exposure to improved properties in order to protect them.
- 37. Mop up fire area, locating and extinguishing burning fuels that threatened escape.
- 38. Patrol and maintain control of the fire area.
- 39. Recognize the presence of hazardous materials and the indicators of a hazardous materials incident, correctly identify the materials involved, take personal protective actions, initiate the appropriate notification process, and secure the area.
- 40. Protect persons, property, and the environment from further harm, initiate the appropriate communications process, and secure the area.
- 41. Perform emergency decontamination procedures, use appropriate personal protective equipment based on hazard, protect exposures, avoid hazards, decontaminate victims and responders, and identify contaminated items and products of contamination for subsequent control.
- 42. Perform basic control, containment, and confinement techniques to control hazardous materials release, and protect emergency responders from contamination.
- 43. Complete California capstone certification for IFSAC/ProBoard Fire Fighter I, Wildland Fire Fighter I, and Hazardous Materials First Responder Operations Level.

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Articulate the duties of a company officer level I and II and wildland fire officer level I.
- B. Identify different levels in the Fire Officer certification track
- C. Explain the impact of state and federal laws and regulations as they apply to the company officer
- D. Provide a current, accurate explanation of the purpose of each management component of the organization
- E. Execute routine unit-level administrative functions
- F. Describe a purchasing process, including soliciting and awarding bids
- G. Develop a project or divisional budget, determining and justifying capital
- H. Prepare a properly formatted budget request that is supported with data
 - I. Explain the need for and benefits of collecting incident-response data
- J. Prepare a concise report for transmittal to a supervisor
- K. Develop a plan that results in the positive implementation of effective change in the organization
- L. Develop a policy or procedure that identifies the problem and proposes a solution
- M. Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level
- N. Prepare an accurate, properly formatted news release
- O. Explain the benefits to the organization and the purpose for establishing cooperative external agency relationships
- P. Initiate action addressing community needs
- Q. Initiate action to answer a citizen's inquiry or concern or refer the concern to the correct individual for action
- R. Initiate action to answer a citizen's inquiry or concern or refer the concern to the correct individual for action

V. CONTENT:

- A. Introduction
 - 1. Orientation and administration
 - 2. Fire officer certification process
 - 3. Definition of duty
 - 4. Explaining the impact of state and federal laws and regulations
- B. Administration
 - 1. Explaining components of the organization
 - 2. Executing routine administrative functions
 - 3. Describing the purchasing process

4. Developing a project or divisional budget
5. Preparing budget request
6. Explaining components of the organization
7. Executing routine administrative
- C. Community and Government Relations
 1. Recommending changes to and implementing departmental policies
 2. Preparing a news release
 3. Explaining the benefits of cooperating with allied organizations
 4. Initiating action to address community needs
 5. Initiating action to address citizen concerns

VI. METHODS OF INSTRUCTION:

- A. **Classroom Activity** - students to develop a budget plan and submit for approval to a supervisor
- B. **Discussion** - 1. What potential conflicts may arise as a result of the creation of policies and procedures? 2. How can these be anticipated and minimized
- C. **Audio-visual Activity** - Case studies facilitated by the instructor
- D. **Lecture** - as described in the State Fire Training curriculum

VII. TYPICAL ASSIGNMENTS:

- A. Assessment activity at the beginning of the course -Company Officer Assessment Tool
- B. Sample student discussion questions: What is the meaning of progressive discipline?
- C. Students will be asked to craft a budget and submit it for approval

VIII. EVALUATION:

Methods/Frequency

- A. Exams/Tests
 1. Quizzes daily
 2. Final Summative Exam end of the class/one
- B. Group Projects

Students to work on case studies and produce supervisory documents such as performance evaluations, budgets
- C. Class Participation

required
- D. Final Class Performance

Final Summative Exam and hands on table top exercises

IX. TYPICAL TEXTS:

1. Smeby Jr, Charles . *Fire and Emergency Services Administration*. 2nd Edition ed., Jones and Barlett , 2014.
2. IFSTA . *Fire and Emergency Services Company Officer* . 5th ed., IFSTA , 2014.
3. Ward, Michael . *Fire Officer principles and practice*. 3rd ed., Jones and Barlett Publishing, 2014.
4. Carter , Harry . *Management in the Fire Service* . 4th Edition ed., IFSTA , 2007.
5. IAFC and NFPA . *Essentials of Firefighter Skills*. 4th ed., Jones and Barlett, 2018.
6. Course plan and free resources for instructors found here at the State Fire Training Web Site:
<http://osfm.fire.ca.gov/training/CompanyOfficer>

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Access to the internet and a computer or laptop for online work