

Las Positas College  
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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

	<b>MIN</b>
<b>Lecture Hours:</b>	27.00
<b>Expected Outside of Class Hours:</b>	54.00
<b>Total Hours:</b>	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

#### IV. MEASURABLE OBJECTIVES:

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

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

#### V. CONTENT:

- Introduction
  - Orientation and administration
  - 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