



5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: JFT 217 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2021

CURRICULUM APPROVAL DATE: 10/12/2021

SHORT TITLE: FIRE COMPANY OFFICER 2B

LONG TITLE: Fire Company Officer 2B

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
1	18	Lecture:	1.2	21.6
		Lab:	0	0
		Other:	0	0
		Total:	1.2	21.6
		Total Learning Hrs:	64.8	

COURSE DESCRIPTION:

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. **PREREQUISITE:** Fire Academy I Certificate or Equivalent

PREREQUISITES:

Completion of JFT 8, as UG, with a grade of P or better.

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

03 - Lecture/Laboratory

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Develop a project or divisional budget, determining and justifying capital, operating, and personnel costs; and prepare a budget request; and collect incident response data through in-class exercises. Budgets will be graded and must receive a score of 80% or higher.
2. Given an organizational chart, will be able to provide a current, accurate explanation of the purpose of each management component of the organization, clearly identifying the organization's purpose and mission.

COURSE OBJECTIVES:

1. Students will be able to identify general administrative functions and duties of a company officer.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 10/12/2021

1.5 Hours

Content:

I. Introduction (Lec)

A. Orientation and Administration

1. Facility requirements
2. Classroom requirements
3. Course syllabus

B. Fire Officer

1. Levels of certification in the Fire Officer certification track
2. Courses required for Level I and II

C. Definition of Duty

1. Duties of a company officer level I
2. Duties of company officer level II
3. Duties of a wildland fire officer level I

II. Administration (12.5 hours)

A. Explaining the Impact of State and Federal Laws and Regulations

1. Laws
2. Regulations
3. Codes
4. Standards

B. Explaining Components of the Organization

1. Organizational structure of a department
2. Role of allied agencies as they impact delivery service
3. Functions of management

C. Executing Routine Administrative Functions

1. Administrative policies and procedures
2. Proper use of record-management system

D. Describing the Purchasing Process

1. Purchasing laws
2. Purchasing forms needed
3. Organizational purchasing process

- E. Developing a Project or Divisional Budget
 - 1. Supplies and equipment necessary for budget items
 - 2. Costs: capital, personnel, operating
 - 3. Budgeting system
 - 4. Proper procedure for allowing finances
- F. Preparing Budget Requests
 - 1. Policies and procedures
 - 2. Revenue Sources
 - 3. Budget process
- G. Collecting Incident Response Data
 - 1. Purpose
- H. Preparing a Report
 - 1. Methods for preparing and submitting a report
- I. Developing Plans for Organizational Change
 - 1. Process for planning and implementing change
- J. Developing a Policy and Procedure
 - 1. Procedure for developing new policies
- K. Recommending Changes to and Implementing Departmental Policies
 - 1. Communicate change in a positive manner
 - 2. Procedure for recommending policy changes
- L. Preparing a News Release
 - 1. Policies and procedures
 - 2. Benefits and liabilities associated with social media use
- III. Community and Government Relations (7 hours)
 - A. Explaining the Benefits of Cooperating with Allied Organizations
 - 1. Types and functions of external agencies that impact the community
 - 2. Potential benefits of interaction with the community emergency response team (CERT)
 - B. Initiating Action to Address Community Needs
 - 1. Community demographics
 - 2. Community service organizations
 - 3. Role and mission of the department
 - 4. Role of public relations and its impact on the organization
 - C. Initiating Action to Address Citizen Concerns
 - 1. Community or organizational resources
 - 2. Methods of responding to citizens' concerns

METHODS OF INSTRUCTION:

Skills Demonstration, Lecture, Scenario Training

METHODS OF EVALUATION:

Objective examinations

Evaluation Percent 70

Evaluation Description

Written exam to be graded by a SFT instructor.

Problem-solving assignments

Evaluation Percent 30

Evaluation Description

Students will develop a plan that results in the positive implementation of effective change in the organization.

To be graded by a SFT instructor for accuracy.

REPRESENTATIVE TEXTBOOKS:

Fire and Emergency Services Administration: Management and Leadership Practices, Jones Smeby , Jones and Bartlett , 2019.

ISBN: 9781449605834

12 Grade Verified by: Doug Achterman

Fire and Emergency Services Company Officer student manual , International Fire Service Training Association , California State Fire Training, , 2020.

12 Grade Verified by: Doug Achterman

Other Recommended textbooks:

Capstone handouts

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000626740

Sports/Physical Education Course: N

Taxonomy of Program: 213300