

### Course Outline

**COURSE:** JFT 228                      **DIVISION:** 50                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Spring 2022                      **CURRICULUM APPROVAL DATE:** 04/12/2022

**SHORT TITLE:** Chief Fire Officer 3B

**LONG TITLE:** Chief Fire Officer 3B Budget and Fiscal Responsibilities

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
.5	18	Lecture:	.41	7.38
		Lab:	.58	10.44
		Other:	0	0
		Total:	.99	17.82

#### **COURSE DESCRIPTION:**

This course provides a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer, including directing a department record management system, analyzing and interpreting records and data, developing a model plan for continuous organizational improvement, developing a plan to facilitate approval, preparing community awareness programs, and evaluating the inspection program of the authority having jurisdiction (AHJ). This course is one of a series of courses required for Chief Fire Officer certification by California State Fire Training." Prerequisite JFT 8.

#### **PREREQUISITES:**

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

#### **COREQUISITES:**

**CREDIT STATUS:** C - Credit - Degree Non Applicable

#### **GRADING MODES**

P - Pass/No Pass

**REPEATABILITY:** N - Course may not be repeated

#### **SCHEDULE TYPES:**

- 02 - Lecture and/or discussion
- 03 - Lecture/Laboratory
- 04 - Laboratory/Studio/Activity

## **STUDENT LEARNING OUTCOMES:**

By the end of this course, a student should:

1. Explain the development, maintenance, and evaluation of a department record management system, ensuring the achievement of completeness and accuracy.
2. given established specifications, and the agency's policies and procedures, will be able to describe the agency's process for ensuring competitive bidding, including developing requests for proposal (RFPs) and soliciting and awarding bids.
3. Develop a life safety program based on legislation, public education or a new fire safety code.

## **COURSE OBJECTIVES:**

By the end of this course, a student should:

1. Develop a plan to facilitate approval for a new program, piece of legislation, form of public education, or fire safety code based on an identified fire safety problem.

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

Curriculum Approval Date: 04/12/2022

### **LECTURE CONTENT:**

#### I. Records and Data ( 8 hours)

##### A. Directing a department record management system

1. Agency needs for development of record management system
    - a. legal
    - b. financial
    - c. personnel
    - d. administrative
  2. Emergency and non-emergency activities
  3. Development of record management system
  4. Compliance with legal requirements and best practices
  5. Provision of data to assist with well-informed decision-making
  6. Justification for resource allocation to fulfill the agency's fiduciary responsibility
  7. Principles involved in the acquisition, implementation and retrieval of information by data processing as it applies to the record and budgetary processes
  8. Proper documentation and production of meaningful reports
  9. Complete and accurate data entry
  10. Hardware and software
  11. Frequent user training to ensure compliance with procedural guidelines
  12. Capabilities and limitations of information management systems
  13. User entry determines accuracy of data
  14. Computer system operation
  15. Data retrieval
  16. Organize data and use evaluative methods to ensure the completeness and accuracy of a department record management system
  17. Routine inspection of system to verify and validate data
  18. Communicate orally and in writing as needed to direct a department record management system
- ##### B. Principles involved in the acquisition, implementation, and retrieval of information and data
- ##### C. Processes required for the analysis and interpretation of records and data
1. Acquisition
  2. Implementation
  3. Retrieval

- D. Organize and analyze data. Use evaluative methods to determine validity
  - 1. Gather quality information
  - 2. Put the information in a usable format
  - 3. Complete an evaluation
  - 4. Identify what is working well and what needs to be improved, deleted, or added (consider pitfalls of misinterpreted statistics)
  - 5. Explore alternatives
- E. Communicate recommended improvements orally and in writing
  - 1. Implement the best alternative given current and future circumstances

**LAB CONTENT:**

- II. Standards of Cover ( 4 hours)
  - A. Developing a model plan for continuous organizational improvement
    - 1. Policies and procedures; and local, state/provincial, and federal regulations
    - 2. Physical and geographic characteristics and hazards
    - 3. Analyze demographics
    - 4. Review community plans
    - 5. Identify response time benchmarks
    - 6. Determine staffing requirements
      - a. critical task analysis
      - b. resources
    - 7. Review contractual agreements
      - a. auto aid
      - b. mutual aid
      - c. special agreements
    - 8. Evaluate recognized best practice assessment programs
      - a. commission on Fire Accreditation International (CFAI) Self-Assessment Model
      - b. insurance Service Organization (ISO) Fire Suppression Rating Schedule
    - 9. Research potential improvements, organize and analyze data, and communicate findings orally and in writing
    - 10. Evaluative methods to determine effectiveness of model plan
- III. Community Risk Reduction ( 6 hours)
  - A. Developing a plan to facilitate approval
    - 1. Identify applicable policies, procedures, codes, ordinances, and standards
    - 2. Describe development process for applicable codes, ordinances, and standards
    - 3. Discuss various consensus-building techniques
    - 4. Use evaluative methods to determine effectiveness of approval facilitation plan
    - 5. Communicate plan for approval facilitation orally and in writing
  - B. Preparing community awareness programs
    - 1. Identify community demographics
    - 2. Determine community needs
    - 3. Determine resource availability
    - 4. Describe customer service principles
    - 5. Discuss program development
    - 6. Relate interpersonally, both orally and in writing, when preparing community awareness programs

C. Evaluating the inspection program of the AHJ

1. Identify applicable policies, procedures, codes, standards, and laws
2. Describe accepted inspection practices
3. Use evaluative methods to analyze data
4. Communicate program evaluation findings orally and in writing

**METHODS OF INSTRUCTION:**

Lecture Lab Skills Demonstration Scenario Training

**OUT OF CLASS ASSIGNMENTS:**

Required Outside Hours 3

Assignment Description

Written Assignment:

How many levels are there in the Executive Chief Officer certification track? What are they?

Required Outside Hours 8

Assignment Description

Written Assignment:

Given a scenario students will develop a model plan for continuous organizational improvement

Required Outside Hours 5

Assignment Description

Written assignment:

What types of budgeting systems are utilized in your agency?

**METHODS OF EVALUATION:**

Objective examinations

Evaluation Percent 40

Evaluation Description

State Fire Training Written Exams

Problem-solving assignments

Evaluation Percent 60

Evaluation Description

State Fire Training Assignments/Skills Exams/ Class exercises

Appraise a community risk reduction program to meet desired program outcomes based on given risk assessment data.

Develop a plan to facilitate approval for a new program, piece of legislation, form of public education, or fire safety code based on an identified fire safety problem

Assignments to be graded by a SFT instructor.

**REPRESENTATIVE TEXTBOOKS:**

Chief Officer: Principles and Practice , Barns and Noble , 2021.

Chief Fire Officer 3b Student manual , 2022.

**RECOMMENDED MATERIALS:**

Little Budget Book: A Portable Budgeting Guide for Local Government , Len Wood , Training Shoppe , 2022.

ISBN: 9780963437457

12 Grade Verified by: Doug Achterman

**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: CCC000576985

Sports/Physical Education Course: N

Taxonomy of Program: 213300