



5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: JFT 229 **DIVISION:** 50 **ALSO LISTED AS:**

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

SHORT TITLE: Chief Fire Officer 3C

LONG TITLE: Chief Fire Officer 3C General Administration Functions

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
.5	18	Lecture:	.67	12.06
		Lab:	.67	12.06
		Other:	0	0
		Total:	1.34	24.12
		Total Learning Hrs:	48.24	

COURSE DESCRIPTION:

This course provides students with 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.
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. Given an identified fire safety problem, will be able to develop a plan to facilitate approval for a new program, piece of legislation, form of public education, or fire safety code.
2. Research potential improvements, organize and analyze data, and communicate findings orally and in writing

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Identify 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 to facilitate approval for a new program.

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

Curriculum Approval Date: 04/12/2022

LECTURE CONTENT:

- I. Executive Chief Officer Certification Process (2 hours)
 - A. The different levels of certification in the Executive Chief Officer certification track
 1. Company Officer
 2. Chief Fire Officer
 3. Executive Chief Officer
 - B. The courses required for Chief Fire Officer
 - C. Any other requirements for Chief Fire Officer
 - D. The certification task book process
 - E. The certification testing process
- II. Directing a Department Record Management System (4 hours)
 - A. Determine agency needs for development of record management system
 - B. Identify the principles involved in the acquisition, implementation and retrieval of information by data processing as it applies to the record and budgetary processes
 - C. The capabilities and limitations of information management systems
 - D. Methods to ensure the completeness and accuracy of a department record management system
 - E. Direct a department record management system
- III. Analyzing and Interpreting Records and Data (6 hours)
 - A. The principles involved in the acquisition, implementation, and retrieval of information and data
 - B. The processes required for the analysis and interpretation of records and data
 - C. Use evaluative methods to determine validity
 1. Gather quality information
 2. Put the information in a usable format
 3. Complete and evaluation
 - D. Communicate recommended improvements orally and in writing
 1. Implement the best alternative given current and future circumstances

LAB CONTENT:

- I. Developing a Model Plan for Continuous Organizational Improvement (2 hours)
 - A. Applicable policies and procedures; and local, state/provincial, and federal regulations
 - B. Physical and geographic characteristics and hazards
 - C. Demographics
 - D. Community Plans
 - E. Response Time
 - F. Staffing requirements
 - G. Contractual Agreements
 - H. Best practice assessment programs
 - I. Methods to determine effectiveness of model plan
- II. Developing a Plan to Facilitate Approval (2 hours)
 - A. Applicable policies, procedures, codes, ordinances, and standards
 - B. Development process for applicable codes, ordinances, and standards
 - C. Various consensus-building techniques
 - D. Methods to determine effectiveness of approval facilitation plan
 - E. Plan for approval facilitation
- III. Preparing Community Awareness Programs (6 hours)
 - A. Community demographics
 - B. Determine community needs
 - C. Resource availability
 - D. Customer service principles
 - E. Program development
 - F. Class Exercise: Relate interpersonally, both orally and in writing, when preparing community awareness program
 - G. Class Exercise: Prepare a ten (10) minute presentation geared towards a mock community stakeholder panel in order to generate support for a given community awareness program
- IV. Evaluating the Inspection Program of the Authority Having Jurisdiction (AHJ) (2 hours)
 - A. Applicable policies, procedures, codes, standards, and laws
 - B. Accepted inspection practices
 - C. Methods to analyze data

METHODS OF INSTRUCTION:

Lecture, Class Activity, Lab, Discussion

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours 8

Assignment Description

Written Assignment: Given established specifications for a product, agency policies and procedures for purchasing, and three bids, have students use evaluative methods to award a purchase contract.

Required Outside Hours 8

Assignment Description

Written Assignment: What is the relationship between the budget and the determination of service levels?

Required Outside Hours 8

Assignment Description

Read instructors Discussion questions and write your answers

Discussion Questions 1. What are some possible repercussions of misinterpreted data? 2. How can data justify a proposal or build a framework for a message? Consider both the advantages and disadvantages of applying interpreted data. 3. Given that reports are value-neutral, where is the balance between the sensitivity and transparency of data interpretation?

METHODS OF EVALUATION:

Objective examinations

Evaluation Percent 30

Evaluation Description

Evaluation of final examination and occasional tests for content and knowledge of the subject matter.

Writing assignments

Evaluation Percent 40

Evaluation Description

Evaluation of written analysis for content, form and application of purchase contract.

Other methods of evaluation

Evaluation Percent 30

Evaluation Description

Evaluation of participation in and contributions to group activities and discussions.

REPRESENTATIVE TEXTBOOKS:

Chief Officer: Principles and Practice, International Association of Fire Chiefs, Jones & Bartlett Learning, 2021.

12 Grade Verified by: Doug Achterman

Chief Fire Officer 3 a Student manual , Jones & Bartlett Learning, 2021.

12 Grade Verified by: Doug Achterman

RECOMMENDED MATERIALS:

Little Budget Book: A Portable Budgeting Guide for Local Government, Len Wood , Training Shoppe, 2021.

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: CCC000576984

Sports/Physical Education Course: N

Taxonomy of Program: 213300