

COURSE OUTLINE

FIRE TECHNOLOGY 152
Fire Management 1

I. Catalog Statement

Fire Technology 152 offers instruction to develop supervisory management skills. The course introduces key management concepts and practices utilized and includes decision making, time management, leadership styles, personnel evaluations and counseling guidelines. This course applies to California Fire Service Training and Education System certifications.

Units – 2.0

Lecture Hours – 2.5

Prerequisite: Fire Technology 110 or employment in a fire related occupation.

Recommended preparation: Eligibility for English 120 or ESL 151.

II. Course Entry Expectations

Skills Level Ranges: Reading 5; Writing 5; Listening/Speaking 5; Mathematics 3.

Prior to enrolling in this course, the student should be able to:

1. identify resources available to fire services;
2. develop skills in fire department organization and management;
3. evaluate tactical and safety operations and procedures;
4. formulate plans for working with other public agencies in both emergency and non-emergency situations;
5. identify the organizational structures of Federal, State and County fire protection agencies;
6. analyze the impact of historical reports of loss of life and property by fire.

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

1. identify the skills and responsibilities required of first line supervisors;
2. identify how internal and external influences impact the fire officer and how to effectively deal with these influences;

3. identify an overview of supervision and management concepts, practices, and theories;
4. compare and contrast the advantages, disadvantages, and effects of various recognized styles of leadership and leadership profiles;
5. identify the basic supervisory and managerial skills required in decision making, delegating, personnel motivation, communicating, time management, and dealing with change and stress;
6. analyze examples of the following techniques used by supervisors in managing personnel: conducting interviews, counseling, controlling work activities, goal setting, evaluating, and promoting affirmative action;
7. analyze the effects, interpretation, implementation, and development of policies and procedures and the necessity for accuracy, clarity, and impartiality.

IV. Course Content

Total Contact Hours : 40 hours

A. Introduction	6 hours
1. Orientation and administration	
2. Introduction to management	
3. Principles of organizations and organizational structure	
4. Elements of Management	
B. Management	18½ hours
1. Delegation	
2. Time and resource management	
3. Internal and external influences	
4. Group dynamics	
5. Leadership	
6. Managing change	
7. Decision making	
8. Communications	
9. Motivation	
10. Performance evaluation	
C. Liabilities and the law	5½ hours
1. Liability of the company officer	
2. Civil rights law	
3. Affirmative action and equal employment opportunity	
4. Sexual harassment	
D. Conflict Resolution	5 hours
1. Managing conflict	
2. Coaching, counseling, and discipline	
3. Due process	
4. Grievance handling	

- E. Fire fighter safety programs 5 hours
 - 1. National Fire Prevention Authority 1500 standard
 - 2. Stress and safety management

V. Methods of Presentation

The following instructional methodologies may be used in the course:

- 1. Lecture;
- 2. Demonstration;
- 3. Simulation.

VI. Assignments and Methods of Evaluation

- 1. Daily verbal evaluation by instructor.
- 2. Frequent short quizzes.
- 3. Written mid-term exam.
- 4. Final examination.

VII. Textbooks

IFSTA, Fire and Emergency Services Company Officer, 4th ed.

IFSTA, 2007.

10th Grade Textbook Reading Level. ISBN: 0-87939281-9