

COURSE OUTLINE **Fire Service Administration**

Course Description:

FS 103. Fire Service Administration. 3 hours credit. Prerequisite: None. The course will enable the student to identify managerial styles utilized by fire service officers. The student will also identify different types of fire department organizations and the unique challenges facing fire officers in different fire service organizations. This course will also enable the student to develop a working budget for a fire department and identify revenue sources that can be utilized in developing an operating budget.

Course Relevance:

The principles learned in this course will provide the student with a broad base of information on personnel management, team building, goal setting, and budgeting. The importance of motivating and developing fire service personnel will be addressed as it is vital for a manager to understand what motivates firefighters and how to develop unique skills in personnel. These principles are crucial for the fire fighter in order to set personal goals for growth in the fire service and also for the fire officer to develop the fire fighting teams required to complete complex and hazardous tasks.

Required Materials:

National Fire Protection Association (2006). Fire officer principles and practices (4th ed.). Sudsbury, MA: Jones & Bartlett

Learning Outcomes:

1. Recognize the different government levels and types of fire service organizations in operation.
2. Develop cohesive teams through team building projects.
3. Recognize motivational tools that will assist in developing fire fighters skills and abilities.
4. Complete a working budget for a fire department.
5. Demonstrate decision-making skills.

Learning PACT

Through the student involvement in this course, the student will develop and document his/her achievement of the following PACT skills:

1. Critical Thinking
 - Through written and other "In Class" assignments, the student will develop critical thinking skills

2. Problem Solving
 - Through exercises that demonstrate the understanding of steps and procedures, the student will be able to develop problem-solving skills.
3. Team Building Training
 - Through “In Class” exercises, the student will be able to demonstrate their understanding of performing team-building exercises.

Secondary skills (developed but not documented):

Motivation
Communication
Government Structure
Fire Service Safety

Assessment Tasks:

These learning outcomes and primary Learning PACT skills will be demonstrated by:

1. Assignments on specific topics related to fire service organization and structure.
2. Verbalize proper action to be taken in various personnel issues that arise in a fire station setting.
3. Research to ascertain proper action to be taken with budget constraints facing the fire service.

Course Content:

- I. Themes - Key recurring concepts that run throughout this course:
Safety
 - A. Team building processes
 - B. Motivational factors
 - C. Fire Service Organization
 - D. Communication skills
 - E. Government structure
 - F. Generally accepted budgeting principles
 - G. Leadership
- II. Issues - Key issues that will be addressed in this course: areas of conflict that must be understood in order to achieve the intended outcome:
 - A. Incorporation of motivational factors into the team building process
 - B. Government and fire service structure and relationships
 - C. Individual and organizational goal setting
- III. Concepts – Key concepts that must be understood to address the issues:
 - A. Knowledge of what motivates individuals
 - B. Knowledge of fire service organization and function

- IV. Skills / Competencies - Actions that are essential to achieve the course outcomes:
- A. Identify government and fire service organizations
 - 1. List forms of governments
 - 2. List types of fire services organizations
 - 3. Examine how fire service organizations relate to form of government
 - 4. Review latest trends in fire service cooperation and consolidation

 - B. Identify the importance of team building
 - 1. Identify the importance the team building
 - 2. Examine the motivational factors of individual belonging to a team
 - 3. Identify specific skills each individual brings to a team
 - 4. Develop working team of students

 - C. Identify goal setting processes
 - 1. Recognize importance of goal setting for the individual
 - 2. Recognize importance of goal setting for the organization
 - 3. Identify the proper goal setting techniques
 - 4. Develop personal goals student
 - 5. Develop organizational goals for student employer

 - D. Identify management styles
 - 1. Recognize different management styles in use
 - 2. Identify situations for the use of each style
 - 3. Identify a management style for emergency situations
 - 4. Identify a management style for firehouse activities

 - E. Identify different fire service budgets
 - 1. Identify sources of revenue for fire departments
 - 2. Identify expenses incurred by fire departments
 - 3. Recognize operating and capital budgets
 - 4. Develop a working fire department budget

Learning Units:

- I. Government Structure
- II. Leadership
- III. Group Dynamics
- IV. Supervision and Management
- V. Communication
- VI. Training
- VII. Public Relations
- VIII. Safety and Health
- IX. Fire Prevention

Learning Activities:

Learning activities will be geared towards classroom activities. Classroom lecture is designed to enable the students to understand the key principles in firefighter safety.

Grade Determination:

The student will be graded on satisfactory completion of assessment tasks (learning activities), attendance, and written examination.