



COURSE OUTLINE FALL 2008

<u>FIR 205</u>	<u>Fire Department Organization</u>
Course Number	Course Title
<u>3</u>	<u>3 Lecture Hours</u>
Credits	Hours: lecture/laboratory/other (specify)

Catalog description:

Study of the history, methods, types, and principles of fire department organization and management. Emphasizes supervisory responsibilities and functions.

Prerequisites: None

Corequisites: None

Is course New or Modified? No

Required texts/other materials:

Fire and Emergency Services Administration, James Smeby, Jones and Bartlett Publishing

Last revised: n/a

Course coordinator: Scott Loh, 799-3245 (Dempster Center), lohs@mccc.edu

Information resources:

U.S. Fire Administration

Publications: <http://www.usfa.fema.gov/applications/publications>

See EMS, Fire Safety and Public Education, Fire Administration, Fire Service Operations, Health and Safety

Applied Research:

<http://www.usfa.fema.gov>

Research Reports:

<http://www.usfa.fema.gov/research>

Technical Reports: <http://www.usfa.fema.gov/applications/publications/browse.cfm?mc=29>

Topical Fire Research Series:

<http://www.usfa.fema.gov>

Learning Resource Center:

<http://www.lrc.fema.gov>

National Institute for Standards and Technology

<http://www.fire.nist.gov>: Fire Tests/Data, Software/Models, Publications, FIREDOC (under Publications)

References

Company Officer; Clinton Smoke, Thomson

Fire Service Administration; Nancy Grant & David Hoover, NFPA

Management in the Fire Service; Carter & Rausch, NFPA

Fire Service Personnel Management; Stephen Edwards, Brady

The Chief Officer, Brady

NFPA 1500

NFPA 1021

Fire Chiefs Handbook; Penwell

Other learning resources:

Lessons Learned Information Sharing:

<https://www.llis.dhs.gov/member/secure/index.cfm>

Current Events/News

<http://www.firehouse.com>

<http://www.fireengineering.com>

<http://www.withthecommand.com>

Course goals:

This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

The student will be able to:

- Identify career development opportunities and strategies for success.
- Explain the need for effective communication skills both written and verbal.
- Articulate the concepts of span and control, effective delegation and division of labor.
- Recognize appropriate appraising and disciplinary actions and the impact on employee behavior.
- Examine the history and development of management and supervision.
- Evaluate methods of managing available resources.
- Identify roles and responsibilities of leaders in organizations.
- Compare and contrast the traits of effective versus ineffective supervision and management styles.
- Identify and assess safety needs for both emergency and non-emergency situations.

- Identify the importance of ethics as they apply to supervisors.
- Identify the role of a company officer in Incident Command System (ICS).
- Describe the benefits of documentation.
- Identify and analyze the major causes involved in line of duty firefighter deaths related to health, wellness, fitness and vehicle operations.

Course-specific General Education Core Competencies and Goals.

General Education Knowledge Goals

Communication. Students will communicate effectively in both speech and writing.

Social Science. Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.

History. Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.

Diversity. Students will understand the importance of a global perspective and culturally diverse peoples.

Ethical Reasoning and Action. Students will understand ethical issues and situations.

MCCC Core Skills

Written and Oral Communication in English. Students will communicate effectively in speech and writing, and demonstrate proficiency in reading.

Critical Thinking and Problem-solving. Students will use critical thinking and problem solving skills in analyzing information.

Ethical Decision-Making. Students will recognize, analyze and assess ethical issues and situations.

Information Literacy. Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

Collaboration and Cooperation. Students will develop the interpersonal skills required for effective performance in group situations.

Intra-Cultural and Inter-Cultural Responsibility. Students will demonstrate an awareness of the responsibilities of intelligent citizenship in a diverse and pluralistic society, and will demonstrate cultural, global, and environmental awareness.

Units of study in detail.

- I. New challenges and opportunities
 - A. Duties
 - B. National Standards
 - C. Career Opportunities
 - D. Education and Training

- II. Communication Process
 - A. Verbal
 - B. Written
 - C. Active Listening Skills

- III. Management Principles
 - A. Span of Control
 - B. Delegation/Division of Labor
 - C. Unity of Command

- D. Chain of Command
- E. Organizational Structure

- IV. Tools for Employee Development
 - A. Evaluation and Appraisal of Employees
 - B. Rewards and Motivation
 - C. Progressive System of Discipline
 - D. Grievance Procedures

- V. Management and Supervision
 - A. Theories
 - B. History

- VI. Managing Resources for Emergency and Non-emergency
 - A. Equipment
 - B. Personnel
 - C. Time

- VII. Leadership
 - A. Managers
 - B. Leaders
 - C. Roles and Responsibilities

- VIII. Supervision and Management
 - A. Styles
 - B. Traits
 - C. Effectiveness

- IX. Safety Assessment
 - A. Non-Emergency
 - B. Emergency

- X. Ethics
 - A. Harassment
 - B. Conflict of Interest
 - C. Public Trust
 - D. Code of Ethics
 - E. Diversity
 - F. Morality

- XI. Incident Management System
 - A. Duties and Responsibilities
 - B. Transfer of Command

- XII. Records Management
 - A. Formal Documentation
 - B. Informal Documentation

Evaluation of student learning: Students will be evaluated for mastery of learning objectives by methods of evaluation to be determined by the instructor. Periodic tests or quizzes as well as a final exam may be utilized. Other methods such as a research or group projects are encouraged.

Academic Integrity Statement: Mercer County Community College and the Fire Science program are committed to Academic Integrity -- the honest, fair and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work and that faculty and academic support services staff members will take reasonable precautions to prevent the opportunity for academic dishonesty. The Fire Science program affirms its support of the Academic Integrity Policy as printed in the Student handbook and approved by the College Board of Trustees March 18, 2004.