

## FLORIDA STATE COLLEGE AT JACKSONVILLE

## COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	FFP 1730
COURSE TITLE:	Fire Department Administration
PREREQUISITE(S):	None
COREQUISITE(S):	None
CREDIT HOURS:	3
CONTACT HOURS/WEEK:	3
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	3
Laboratory:	
Other _____:	
FACULTY WORKLOAD POINTS:	3
STANDARDIZED CLASS SIZE ALLOCATION:	25
CATALOG COURSE DESCRIPTION:	
<p>This course presents the principles of organization and administration within the fire protection services with specific emphasis on company personnel management and training, fire equipment, communications, maintenance, budgeting, records and reports, insurance rating systems, fire prevention, and public relations and EMS.</p>	
SUGGESTED TEXT(S):	<u>Fire Service Administration</u> , Nancy Grant, PhD, and David Hoover, PhD., 1993, NFPA
IMPLEMENTATION DATE:	November 14, 1987
REVIEW OR MODIFICATION DATE:	Fall Term, 1994 (951) Fall Term, 2003 (20041) - was FFP 1100 Fall Term, 2008 (20091) - Outline Review 2007

COURSE TOPICS	<u>CONTACT HOURS PER TOPIC</u>
I. The Evolution of the Fire	3
A. Early Management Concepts	
B. Development of Management in U.S. Fire Service	
C. Major Fire Service Historical Events	
II. Management Options in Fire Protection	3
A. Schools of Management Theory	
B. Relating Theory to Chronological Periods	
C. Key Characteristics	
III. The Fire Department: Management Approaches	3
A. Capabilities, Resources of a Fire Department	
B. Projections for the Fire Service of the Future	
C. Capitalizing on Total Resources	
IV. Productivity, Technology and Data Collection	3
A. Planning, Organizing, Directing, & Controlling	
B. Apparatus and the Organizational Structure	
C. Specialized Apparatus	
V. Management and Planning for Fire Protection	3
A. Long and Short Term Needs	
B. Types and Sources of Data Needed for Planning	
C. Levels of Planning	
VI. Managing Fire Protection	3
A. Varied Duties of a Bureau/Division	
B. National Qualification Systems and Their Impact On Fire Inspectors	
C. C of A's Permits, Licenses	
VII. Managing Inspection Services	3
A. Management Cycle of Inspection Services	
B. Fire Inspection Consolidation Programs	
C. P.B.O.'s	

COURSE TOPICS (CONTINUED)		<u>CONTACT HOURS PER TOPIC</u>
VIII.	Managing Emergency Medical Services	3
	<ul style="list-style-type: none"> <li>A. Management Impact</li> <li>B. Different Characteristics Among Six Versions of E.M.S.</li> <li>C. Unique Requirements</li> </ul>	
IX.	Managing Fire and Arson Investigation	3
	<ul style="list-style-type: none"> <li>A. Arson Controls, Background Data</li> <li>B. Key Ingredients in a Successful Arson Unit</li> <li>C. Arson Detection</li> </ul>	
X.	The Budgetary Process	3
	<ul style="list-style-type: none"> <li>A. Analyzing the Actual Process of Budgeting</li> <li>B. List of Budgetary Controls in the Fire Service</li> <li>C. Accounting Aspects of a Fire Department Retirement System</li> </ul>	
XI.	Personnel Management and Labor Relations	3
	<ul style="list-style-type: none"> <li>A. Significant Events That Shaped Labor Organizations</li> <li>B. IAFF and Their Role</li> <li>C. Labor Negotiations</li> </ul>	
XII.	Measuring and Evaluating Productivity	3
	<ul style="list-style-type: none"> <li>A. Comparing Techniques and Methods</li> <li>B. Evaluation Process</li> <li>C. Simulation Experiments</li> </ul>	
XIII.	Managing Innovation	3
	<ul style="list-style-type: none"> <li>A. The Managerial Grid Explained</li> <li>B. External Pressures and Innovation</li> <li>C. Autocratic - Democratic</li> </ul>	
XIV.	Data Collection, Processing, and Analysis	3
	<ul style="list-style-type: none"> <li>A. Describe Use of Data Analysis</li> <li>B. Identify Computer Analysis Problems</li> <li>C. Functions</li> </ul>	

COURSE TOPICS (CONTINUED)

CONTACT HOURS  
PER TOPIC

- XV. Fire Station Location, Design, and Management
- A. Importance of Design/Delivery
  - B. Costs and Benefits of a Facility Location
  - C. Site Selection
  - D. Fire Apparatus and Equipment Management

3

PROGRAM TITLE: Fire Science Technology  
COURSE TITLE: Fire Department Administration  
CIP NUMBER: 0743.020100

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLE(S)

01.0 DEMONSTRATE KNOWLEDGE OF FIRE DEPARTMENT ORGANIZATION AND PROCEDURES

-- The student will be able to:

- 01.01 Explain the organization of a fire department.
- 01.02 Explain the varied sizes of the fire departments, the scope of their operation, and the standard operational procedures.
- 01.03 Identify the fire department rules and regulations that apply to the position of firefighter.

16.0 FOLLOW PRINCIPLES OF EFFECTIVE SUPERVISION AND LEADERSHIP -- The student will be able to:

- 16.01 Describe the advantages, disadvantages, and effects of various recognized styles of leadership.
- 16.02 Given a summary of the functions of a leader, (a) describe the officer's responsibility in promoting cooperation, and (b) describe how group cooperation may be obtained.
- 16.03 Identify the three types of verbal orders and demonstrate their use in each of the following situations: (a) during emergency situations, (b) in the station, (c) during training sessions.
- 16.04 Given a list of policies which may be used by a department, (a) describe how the various policies affect the officer, (b) describe the officer's role in interpreting the policies, (c) describe why accuracy, clarity, and impartiality are important in interpreting policy, (d) describe how to implement the policies in the leadership role.
- 16.05 Given the personnel rules of the department, describe how to deal fairly, firmly, and equally with subordinates.
- 16.05 Recognize the symptoms of employee related problems in the areas of substance abuse, situational stress, and behavioral change, and indicate the appropriate action according to the policies and procedures established by the authority having jurisdiction.

18.0 IDENTIFY FIRE PROTECTION ORGANIZATIONS -- The student will be able to:

- 18.01 Identify the public and private national organizations that support fire protection services and describe the functions of each.
- 18.02 Identify the public and private state organizations that support fire protection services and describe the functions of each.
- 18.03 Identify the public and private local organizations that support the fire protection services and describe the functions of each.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

<b>Section 1</b>	<b>SEMESTER CREDIT HOURS (CC):</b> <u>3</u>
<b>COURSE PREFIX AND NUMBER:</b> <u>FFP 1730</u>	<b>CONTACT HOURS (NCC):</b> _____
<b>COURSE TITLE:</b> <u>Fire Department Administration</u>	

**Section 2**  
**TYPE OF COURSE: (Click on the box to check all that apply)**

<input type="checkbox"/> AA Elective	<input checked="" type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	<input type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____	<input type="checkbox"/> PSAV	<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

**Section 3 (If applicable)**  
**INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:**

<input type="checkbox"/> Communications	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

**Section 4**  
**INTELLECTUAL COMPETENCIES:**

<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis	<input type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry
<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input checked="" type="checkbox"/> Working Collaboratively

<b>Section 5</b>	
<b>LEARNING OUTCOMES</b>	<b>METHOD OF ASSESSMENT</b>
• Explain the organization of a Fire Dept. and its SOPs, rules and regulations and operations	Exam
• Describe the advantages, disadvantages, and effects of various recognized styles of leadership	Exam
• Identify the public and private national organizations that support fire protection services and describe the functions of each	Exam
• Explain rules and regulations as they relate to the position of firefighter	Exam
• Recognize the symptoms of employee-related problems	Exam
• Describe how to deal fairly, firmly, and equally with subordinates	Exam

**Section 6**  
Name of Person Completing This Form: Dr. Deborah Mertz/Kenneth M. Ellison Date: 10/9/2007