

EL CAMINO COLLEGE  
**FIRE & EMERGENCY TECHNOLOGY DEPARTMENT**

Fire Technology 4, Fire Company Organization and Management                      Section # 7578

Mondays 1:30 to 4:40 pm                      Room: T/A 255                      Fall 2013

Capt. Kevin Huben, L.A.Co.F.D                      310-660-3593 x3619  
e-mail: khuben@elcamino.edu

TEXTBOOKS: Fire & Emergency Services Company Officer, Fourth Edition  
IFSTA, Oklahoma State University, 2007

Additional References: Managing Fire Services, International City Management  
Association, 1989

Grading Criteria: Quizzes	100 Points
Mid-Term Exam	100 Points
Final Exam	100 Points
<u>Term Paper</u>	<u>100 Points</u>
Total	400 Points

Letter Grade 'A'	360-400 Points
Letter Grade 'B'	320-359 Points
Letter Grade 'C'	280- 319 Points
Letter Grade 'D'	240- 279 Points
Letter Grade 'F'	Below 239 Points

The midterm exam will cover the material given to date in the class. The material will include information from the textbook, reference material, handouts, lectures, overheads, powerpoint slides, cd / dvd's and video tapes. The final exam will cover all the material in the class from the beginning. You must maintain a 70% average in all 4 point areas to successfully complete the class.

In order to successfully complete the class, you must obtain a minimum of 70% in each of the 4 grading categories. Assigned reading for the chapters are to be done prior to the start of the class. A quiz will be given at the beginning of each class covering the previous weeks chapter(s).

Attendance: On time attendance is required. College attendance policies relating to 16 week classes allow for only 1 full absence before you may be dropped from the class (reference 2013-2014 College Catalog, Section 1, "Attendance During Semester"). Being late (up to 15 minutes) twice constitutes 1 absence. Being late in excess of 30 minutes constitutes 1 absence. Please adhere to the attendance policy.

Term Paper: One of the requirements to successfully complete this class involves the completion of a term paper / research project. The term paper must be a college-level report at least 5 pages in length not including the index or bibliography. Please refer to the separate handouts relative to term-paper specifics, including both contents and format.

The use of electronic devices such as cell phones, text messaging, pagers, camera phones or other devices are not allowed while class is in session. Not only do these devices distract from your ability to concentrate on the information being presented, their usage is also a distraction for those students around you. Please refrain from using these devices while in class.

Disability Statement: Students with disabilities who believe they may need accommodations in this class are encouraged to contact the Special Resources Center here on campus as soon as possible to better ensure such accommodations are implemented in a timely fashion. You may contact the Special Resources Center at 310-660-3593, ext. 3295 or ext. 3296. You may also contact me privately to discuss your specific needs.

**Student Learning Outcomes:**

Upon the successful completion of this class the student will be able to:

- Identify the difference between management and supervision
- Identify 4 basic types budgeting systems used in modern fire departments
- Identify the basic types of communications used in the fire department
- Identify 3 different ways that local governments are structured

**FIRE COMPANY ORGANIZATION AND MANAGEMENT**  
**CLASS MEETING SCHEDULE**

<u>DATE</u>	<u>SUBJECT</u>	<u>ASSMN.</u>	<u>QUIZ</u>
Aug. 26	Introduction, Registration, Etc.		
Sept. 2	LABOR DAY	<u>NO CLASS</u>	
Sept. 9	Role & Leadership	Ch. 1 & 2	
Sept. 16	Supervision & Ethics	Ch. 3 & 4	1
Sept. 23	Liability & Organization	Ch. 5 & 11	2
Sept. 30	Administration & Budgeting	Ch. 9 & 27	3
Oct. 7	Labor Relations	Ch. 14 Quiz 4 (Ch. 9 & 27) before lecture Quiz 5 (Ch. 14) after lecture	4 & 5
Oct. 14	Mid-Term Examination		
Oct. 21	Gov't Forms & Cooperation	Ch. 23 & 24	
Oct. 28	Communications	Ch. 6, 7 & 8	6
Nov. 4	Human Resources	Ch.13 & 26	7
Nov. 11	VETERANS DAY	<u>NO CLASS</u>	
Nov. 18	Inspections & Investigations <b><u>TERM PAPERS DUE</u></b>	Ch. 28 & 29	8
Nov. 25	FIELD TRIP		
Dec. 2	Incident Management / Current Events <u>Review for Final Exam</u>	Ch. 19 & 20 Quiz 9 (Ch. 28 & 29) before lecture Quiz 10 (Ch. 19 & 20) after lecture	9 & 10
Dec. 9	FINAL EXAMINATION		

The field trip date is subject to change. You will be notified in advance.  
Assignments and quizzes may need minor adjustments to accommodate subject matter coverage.

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**FTEC 4, FIRE COMPANY ORGANIZATION & MANAGEMENT**

**TERM PAPER GUIDELINES**

The term paper assigned for this class is a requirement that must be completed in order for you to successfully complete this class.

You will be asked to pay a visit to a working municipal fire station of your choice.

While at the fire station, you will be asked to interview a 'supervision-level' employee, either a Captain, Battalion Chief (or above) in rank.

Using the information you have gained in class, ask them questions relating to subjects you have been studying. Sample questions would include: structure/organization of the department; leadership & management styles used / favored by that individual or the department as a whole; relationships with other public agencies; current labor relations and issues within the department; general budget information; departmental communication methods (both internal and fireground); and policies on firefighter health & safety issues.

**Do Not** write the term paper on a working emergency incident.

Once you have gathered this information, place it in a college-level, properly formatted term paper at 5 pages in length, including a bibliography. The bibliography must have at least 3 reference sources. One may be your textbook and one may be the person you interviewed. Make sure you properly document your references (format).

Compare some of the issues you discussed with the fire department supervisor with the issues you have learned about in class, through the textbook reading, lectures and videos.

This should be a positive learning experience for you and will enable you to visit a working fire station and make contacts within that department.

If for some reason you have difficulty finding an appropriate individual to interview within a department please do not pressure them to comply. There are numerous departments here in Southern California with individuals who are willing to help you out.

Have fun, good luck and if you have any questions ask the instructor.

The term paper will be due on **Monday, NOVEMBER 18<sup>th</sup>, 2013**

EL CAMINO COLLEGE  
**FIRE & EMERGENCY TECHNOLOGY 4**  
FIRE COMPANY ORGANIZATION & MANAGEMENT

**TERM PAPER: FIRE DEPARTMENT INTERVIEW REQUEST FORM**

I, \_\_\_\_\_ WILL BE WRITING MY  
REQUIRED TERM PAPER ON THE ORGANIZATION & MANAGEMENT OF THE:

\_\_\_\_\_ FIRE DEPARTMENT.

LOCATION (CITY/AREA): \_\_\_\_\_

IF IT IS A LARGE DEPARTMENT, GIVE THE GEOGRAPHIC AREA OF THE  
JURISDICTION.

JURISDICTIONAL FIRE STATION # \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

RANK: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

STUDENT CONTACT NUMBER: \_\_\_\_\_

APPROVED BY INSTRUCTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**THIS FORM IS DUE BACK TO THE INSTRUCTOR NO  
LATER THAN MONDAY, SEPTEMBER 16, 2013**

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FIRE & EMERGENCY TECHNOLOGY DEPARTMENT

**TERM PAPER FORMAT GUIDELINES**

**MARGINS:** They should not be greater than 1 ½ inches. Exceptions can be made for the title page, introduction, conclusion and bibliography.

**FONTS:** They should be size **12** unless otherwise specified. Cover page and table of contents may be exceptions.

**SPACING:** Lines should be double-spaced.

**TITLE PAGE:** Center the title of the paper one-third from the top of the page.  
Suggest size **16** font **bolded**.  
Double-space and center your name below the title.  
Double-space and center the course title below your name.

**INTRODUCTION:** This must be at least ½ page long. Describe your ‘game plan’.  
Tell us why you have chosen this fire-related project and introduce us to what the main body of the paper is going to tell us.

**CONTENT:** This must be a minimum of **3** pages long, preferably 5 pages if you received a lot of information.

**CONCLUSION:** This part must be at least ½ page long. Summarize what the project was about and describe how the project has assisted you towards your goal of becoming a firefighter.

**PICTURES:** Must be included. At least take a picture of yourself in front of the fire station, apparatus or with those that you spoke with if it entailed a station visit. Other classes may require more photo documentation.

**BIBLIOGRAPHY:** Must have a minimum of **3** references. Your textbook may be used as one of them. Make sure the format of your references is proper – they differ for textbooks, magazines, internet, interviews etc.

**BINDER / OUTER COVER:** Optional. For some classes that have extensive photo documentation as part of the project, you may need a sleeve to hold the cd/dvd of your photos.

Please refer to the formal term paper formatting books/references that were suggested to you at the beginning of the course. The purpose of this document is only to give you insight as to what the instructor will be looking for in the term paper at the time of grading.

