

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: ITEC 223 Fall 2015

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

TEXTBOOKS: Fire Officer Principles and Practice, Third Edition
Ward, NFPA / IAFC, Jones & Bartlett Publishing, 2015
Optional: Workbook for Fire Officer Principles & Practices
Ward, NFPA / IAFC Jones & Bartlett Publishing, 2015

| | |
|---------------------------|-------------------|
| 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 is comprehensive and 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 2015-2016 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.

Office Hours: Office hours will be announced the first week of class.

Student Learning Outcomes:

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

- Identify the three styles of leadership
- Identify 4 basic types budgeting systems used in modern fire department
- Identify 3 different ways that local governments are structured

Academic Honesty: Students are expected to comply with Board Policy 5500, Section I and Academic Policy 5520 Section A, as it relates to academic honesty. These sections cover, but are not limited to: cheating, plagiarism and theft of exam material. Please see the instructor if you have any questions.

Course Overview: This course is designed to review fire department organization and offer instruction in the organization, management and supervision of fire companies. Areas of discussion include the relationship of the company officer to the organizational structure as wells as responsibilities related to personnel supervision, evaluation, discipline and training, communication, fire apparatus and equipment, maintenance, fire prevention, incident response and command, strategy and tactics, and records and reports.

FIRE COMPANY ORGANIZATION AND MANAGEMENT
CLASS MEETING SCHEDULE

| <u>DATE</u> | <u>SUBJECT</u> | <u>ASSMN.</u> | <u>QUIZ</u> |
|-------------|--|---|-------------|
| Aug. 24 | Introduction, Registration, Etc. | | |
| Aug. 31 | Intro. To F.O./ Promotion | Ch. 1 & 2 | |
| Sept. 7 | Labor Day Holiday | <u>NO CLASS</u> | |
| Sept. 14 | FF's & F.O.'s / Communications | Ch. 3 & 4 | 1 |
| Sept. 21 | Risk Mgmt. / Mgmt. Concepts | Ch. 5 & 6 | 2 |
| Sept. 28 | Leading / Training / Coaching | Ch. 7 & 8 | 3 |
| Oct. 5 | Evaluations / Discipline | Ch. 9 | 4 & 5 |
| | | Quiz 4 (Ch. 7 & 8) before lecture Quiz 5 (Ch. 9) after lecture | |
| Oct. 12 | <u>Mid-Term Examination</u> | | |
| Oct. 19 | Organized Labor / Community | Ch.10 & 11 | |
| Oct. 26 | Conflicts / Pre-Incid. Planning | Ch. 12 & 13 | 6 |
| Nov. 2 | Budgeting | Ch.14 | 7 |
| Nov. 9 | Incid. Mgmt. / Engagement | Ch. 15 & 16 | 8 |
| Nov. 16 | Fire Attack | Ch. 17 | 9 |
| | <u>TERM PAPERS DUE</u> | | |
| Nov. 23 | FIELD TRIP | (Location TBA) | |
| Nov. 30 | Cause / CRM / Current Events <u>Review for Final Exam</u> | Ch. 18 & 19 | 10 |
| | | Quiz 10 (Ch. 17, 18, 19) after lecture | |
| Dec. 7 | <u>FINAL EXAMINATION</u> | | |

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.

Revised 8-15