

NorthWest Arkansas Community College
Allied Health/Fire Science

FIRE 2023 Fire Department Administration

Catalog Description

Fire Department administrative functions, including application and implementation in the fire service, personnel selection, training and evaluation and relationship of administration at various levels of the organization, including reporting and budgeting will be covered in this course.

Credit Hours/Contact Hours/Load Hours

3/3/3

Required Methods of Instruction

Majority of instruction will utilize classroom lecture. Some group activities and student presentations will also be utilized.

Target Audience and Transfer

This course is designed for students desiring a career in the fire service or related areas. Students already employed in the Fire Service, especially those in managerial/supervisory positions, will benefit greatly from this course. Students working towards a two-year degree in fire science, as well as those planning to transfer to a four-year college, will also benefit from this course.

Essential Course Outcomes

Knowledge:

1. Identify the various and ever expanding roles of the Fire Service based on current and future trends, and the role management plays in administering resource allocation.

Skills:

2. Determine appropriate and accepted administrative practices in the Fire Service to be utilized.

Attitudes:

3. Realize the necessity of competent administration and management in the Fire Service to meet the challenges of community fire protection based upon sometimes limited available resources, and ever increasing responsibilities.

Required Text

Managing Fire and Rescue Services, Compton and Granito, International City Management Association, 2002.

Topics

- A. Introduction to Fire Department Administration
- B. Management and the Fire Service
- C. The Fire Department and its Personnel
- D. Blending Personnel and Equipment
- E. Training and Personnel Development
- F. Financial Management
- G. Communication
- H. Labor Relations
- I. Political and Legal Foundations
- J. Productivity and Systems
- K. The Community and the Fire Threat
- L. Fire Related Human Behavior
- M. Mobilizing for Management

Resources

<u>Item</u>	<u>Description</u>	<u>Location</u>
Books	Books that Contain Information Related to Fire Department Administration	NWACC Library