NorthWest Arkansas Community College
Division of Health Professions/Fire Science

Course Number and Title
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.

Prerequisites
None

Credit Hours/Contact Hours/Load Hours
3/3/3

Target Audience/Transferability
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.

Student Learning Outcomes
- Examine the history and development of the fire service and its management and supervision
- Identify the various and ever expanding managerial roles in the Fire Service based on current and future trends
- Explain the role management plays in administering resource allocation and development of personnel
- Determine appropriate and accepted administrative practices in the Fire Service to be utilized
- Explain the need for effective communication skills in all forms
- Articulate the concepts of span of control, effective delegation, and division of labor
- Understand the necessity of competent administration and management in the Fire Service
- Identify the importance of ethics as they apply to supervisors
- Understand the roles and functions within the Incident Command/Management System and the National Incident Management System (NIMS)
- Describe the necessity and benefits of documentation
- Identify and analyze the fire threat in a community, and how to protect its citizens while providing for safety of fire service personnel

Outline of Instruction
I. Introduction to Fire Department Administration
II. Management and the Fire Service
III. The Fire Department and its Personnel
IV. Blending Personnel and Equipment
V. Training and Personnel Development
VI. Financial Management
VII. Communication
VIII. Labor Relations
IX. Political and Legal Foundations
X. Productivity and Systems
XI. The Community and the Fire Threat
XII. Fire Related Human Behavior
XIII. Mobilizing for Management

Forms of Assessment
Students must meet learning outcomes demonstrated by completing written exams and assigned discussions posts relative to assigned current Fire Service issues, with a minimum cumulative grade of 70%.