



El Camino College  
COURSE OUTLINE OF RECORD – Official

<b>Course Acronym:</b>	FTEC
<b>Course Number:</b>	4
<b>Descriptive Title:</b>	Fire Company Organization and Management
<b>Division:</b>	Health Sciences and Athletics
<b>Department:</b>	Fire and Emergency Technology
<b>Course Disciplines:</b>	Fire Technology
<b>Catalog Description:</b>	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 well as responsibilities related to personnel supervision; evaluation; discipline and training; communication, fire apparatus and equipment maintenance, fire prevention, incident response and command, strategy, tactics, records and reports.
<b>Prerequisite:</b>	
<b>Co-requisite:</b>	
<b>Recommended Preparation:</b>	Fire and Emergency Technology 1 and eligibility for English 1A
<b>Enrollment Limitation:</b>	
<b>Hours Lecture (per week):</b>	3
<b>Hours Laboratory (per week):</b>	0
<b>Outside Study Hours:</b>	6
<b>Total Course Hours:</b>	54
<b>Course Units:</b>	3
<b>Grading Method:</b>	Letter Grade only
<b>Credit Status:</b>	Credit, degree applicable
<b>Transfer CSU:</b>	Yes
<b>Effective Date:</b>	Prior to July 1992
<b>Transfer UC:</b>	No
<b>Effective Date:</b>	
<b>General Education: ECC</b>	
<b>Term:</b>	
<b>Other:</b>	
<b>CSU GE:</b>	
<b>Term:</b>	
<b>Other:</b>	

<b>IGETC:</b>	
<b>Term:</b>	
<b>Other:</b>	
<b>Student Learning Outcomes:</b>	<p><b>SLO #1 Types of Leadership</b> The student will be able to identify three styles of leadership.</p> <p><b>SLO #2 Budgeting Systems</b> The student will be able to identify 4 basic types of budgeting systems used in modern fire departments.</p> <p><b>SLO #3 Local Government Structure</b> The student will be able to identify 3 different ways that local governments are structured.</p>
<b>Course Objectives:</b>	<ol style="list-style-type: none"> <li>1. Diagram a typical municipal fire department organizational structure.</li> <li>2. Compare and contrast various management methods and styles.</li> <li>3. Compare and contrast personnel supervision methods and styles.</li> <li>4. Diagram the relationship of the fire company officer to the fire department organization.</li> <li>5. Differentiate between the importance of and correct procedures to follow in evaluating a subordinate.</li> <li>6. Assess and describe the role of the company officer in providing training to company members.</li> <li>7. Examine the typical methods of departmental communications.</li> <li>8. Organize the typical engine and truck company apparatus and equipment maintenance needs.</li> <li>9. Collect and prepare a maintenance schedule for engine company and truck company apparatus and equipment.</li> <li>10. Evaluate the role and responsibilities of the company officer with regard to company fire prevention inspection practices and procedures.</li> <li>11. Assess and describe the role and responsibilities of the company officer with regard to emergency incident response.</li> <li>12. Examine an emergency incident and apply correct strategy and tactics to bring the incident to a successful conclusion.</li> <li>13. Compare and contrast the types of records and reports maintained by a typical fire company officer.</li> </ol>
<b>Major Topics:</b>	<p><b>I. OVERVIEW OF MODERN MANAGEMENT - ROLE OF THE COMPANY OFFICER (3 hours, lecture)</b></p> <p>A. Administrative function</p> <p>B. Emergency scene function</p> <p>C. Mentor functions</p> <p><b>II. THEORIES AND PRINCIPLES OF MANAGEMENT (9 hours, lecture)</b></p> <p>A. Management by objective</p>

B. Impact of behavioral science

C. Management functions

**III. LEADERSHIP STYLES AND TRAITS (6 hours, lecture)**

A. Leader match

B. Situational control

C. Goal setting

D. Team building

**IV. FIRE PREVENTION ACTIVITIES AND FIRE SAFETY EDUCATION (4 hours, lecture)**

A. Duties of fire prevention at the fire station level

B. Responsibilities of record and report writing

C. Importance of fire safety education programs at the community level

**V. INTERNAL/EXTERNAL INFLUENCES ON THE COMPANY (4 hours, lecture)**

A. Change

B. Stress

**VI. POLICIES AND PROCEDURES, INCLUDING AFFIRMATIVE ACTION (4 hours, lecture)**

A. Policies relating station personnel management

B. Department policies relating to affirmative action programs

C. Policies relating to firefighter rights during investigations

**VII. LOSS PREVENTION AND PREPLANNING (4 hours, lecture)**

A. Pre-fire planning of buildings

B. Salvage and overhaul goals on the fire ground

C. Routine fire prevention inspections

**VIII. MANAGEMENT OF FINANCIAL RESOURCES (4 hours, lecture)**

A. Budgeting

B. Non-emergency resources

**IX. MANAGEMENT OF PHYSICAL RESOURCES (7 hours, lecture)**

	<p>A. Insurance Services Offices (ISO) requirements</p> <p>B. Apparatus</p> <p>C. Equipment</p> <p>D. Facilities</p> <p>E. Communications</p> <p><b>X. FIRE SERVICE PERSONNEL MANAGEMENT (9 hours, lecture)</b></p> <p>A. Decision making</p> <p>B. Time management</p> <p>C. Delegation</p> <p>D. Motivation</p> <p>E. Communication skills</p> <p>F. Performance appraisals</p> <p>G. Counseling</p> <p>H. Coaching</p> <p>I. Progressive discipline</p>
<b>Total Lecture Hours:</b>	54
<b>Total Laboratory Hours:</b>	0
<b>Total Hours:</b>	54
<b>Primary Method of Evaluation:</b>	1) Substantial writing assignments
<b>Typical Assignment Using Primary Method of Evaluation:</b>	Research and write a three to five page report which describes the organizational structures, chain of command and function of each management role in an assigned fire department. Submit report to the instructor.
<b>Critical Thinking Assignment 1:</b>	Prepare a two-page written report which compares and contrasts changes in management approaches to workers from the early 1900s to present. Discuss your position in class.
<b>Critical Thinking Assignment 2:</b>	Given a scenario in which an employee has violated fire department policy, participate in a simulated counseling session in the role of the company officer (supervisor) and counsel the employee (role-player). Arrive at a conclusion which satisfies department guidelines.
<b>Other Evaluation Methods:</b>	Class Performance, Fieldwork, Homework Problems, Multiple Choice, Other Exams, Performance Exams, Quizzes, Reading Reports, Term or Other Papers, Written Homework
<b>Instructional Methods:</b>	Field trips, Group Activities, Lecture, Multimedia presentations

<b>If other:</b>	
<b>Work Outside of Class:</b>	Answer questions, Observation of or participation in an activity related to course content (such as theatre event, museum, concert, debate, meeting), Problem solving activity, Required reading, Skill practice, Study, Written work (such as essay/composition/report/analysis/research)
<b>If Other:</b>	
<b>Up-To-Date Representative Textbooks:</b>	Michael Ward, <u>FIRE OFFICER PRINCIPLES AND PRACTICES ENHANCED</u> , 4th Edition, Jones and Bartlett Publishers, National Fire Protection Organization (NFPA) and International Association of Fire Chiefs (IAFC), 2015 (Discipline Standard)
<b>Alternative Textbooks:</b>	
<b>Required Supplementary Readings:</b>	
<b>Other Required Materials:</b>	
<b>Requisite:</b>	
<b>Category:</b>	
<b>Requisite course(s): List both prerequisites and corequisites in this box.</b>	
<b>Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).</b>	
<b>Requisite Skill:</b>	
<b>Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable</b>	
<b>Requisite course:</b>	Fire and Emergency Technology 1
<b>Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).</b>	<b>Basic knowledge of fire department organization.</b> FTEC 1 - Identify the major organizations that contribute to fire protection.
<b>Requisite Skill:</b>	Eligibility for English 1A
<b>Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable</b>	<b>It is advised that students be able to read and effectively analyze college level texts, and be able to write a paper that persuasively proves an original thesis.</b> Summarize, analyze, and evaluate college-level texts. Write a well-reasoned essay that demonstrates application of the academic writing process.

<b>Enrollment Limitations and Category:</b>	
<b>Enrollment Limitations Impact:</b>	
<b>Course Created by:</b>	Craig Neumann
<b>Date:</b>	02/01/1988
<b>Original Board Approval Date:</b>	
<b>Last Reviewed and/or Revised by:</b>	Kevin Huben
<b>Date:</b>	10/08/2018
<b>Last Board Approval Date:</b>	12/19/2022