

**THREE RIVERS COMMUNITY COLLEGE
MUNICIPAL FIRE ADMINISTRATION SYLLABUS**

COURSE TITLE: Municipal Fire Administration
CLASS HRS: 3

COURSE NO: FTA K216 T01
CREDIT HRS: 3

INSTRUCTOR: James Turner (Jim)
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SEMESTER: Spring 2008
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CLASS DAY & TIME: Wednesday, 6:00 PM to 8:45 PM
REQUIRED TEXT: Fire and Emergency Services Administration: Management and Leadership Practices
AUTHORS: L. Charles Smeby, Jr.

CLASS ROOM: TRCC, Room E227

COURSE OBJECTIVE:

Together we will explore the intricacies and challenges that modern fire service leaders face in this dynamic profession so that you will be better prepared to meet those challenges as you advance into greater leadership roles in your fire service career.

GRADING:

Score	Grade	GRADING NOTES
A	96 – 100	<p>Academic Honesty - Three Rivers Community College adheres to Academic Honesty in addition to the Student Discipline Policy, sections 2:10 and 3:1-10, as provided by the Board of Trustees of Connecticut Community Colleges. Please review the current College Catalog for details.</p> <p>Late Work – I reserve the right to deduct 10% from the possible points that you may receive for an assignment, for each class session that an assignment is late, up to three class sessions. After three class sessions, I will record a zero (0) for that assignment, unless you have made previous arrangements with me and only in exceptional circumstances. All assignments must be submitted by the end of the last class.</p> <p>Incompletes – An incomplete is a temporary grade assigned by the faculty member when course work is missing and the student agrees to complete the requirements. The student and instructor both must sign a contract to permit an "incomplete" grade. The contract will denote what must be completed to resolve the "I" grade. The "I" must be resolved by the end of the 10th week of the next academic semester (except summer) or it automatically converts to an "F" or "NC" for incomplete (remedial) courses.</p> <p>Assignment Weighting - Quizzes 60%; Project 20%; Final 20%</p>
A-	90 – 95	
B+	87 – 89	
B	83 – 86	
B-	80 – 82	
C+	77 – 79	
C	73 – 76	
C-	70 – 72	
D+	67 – 69	
D	63 – 66	
D-	62 – 60	
F	BELOW 59	

SPECIAL NOTE(S):

1. No class February 6th and March 19th
2. Last Class is May 7th
3. All papers are to be submitted using APA format. See the attached information on APA formatting

WEEKLY OBJECTIVES

Week 1 – January 23– Course Overview & The Past

- 1) Week's Objectives
 - a) Course Overview, Course Project, Administration Topics, The Past
- 2) Individual Assignment(s)
 - a) Read Chapters 1 & 2

Week 2 – January 30 – Introduction to Administration

- 1) Week's Objectives
 - a) Administration, leadership & management theories and how they are applied to career, combination, volunteer and organizations.
- 2) Individual Assignment(s)
 - a) Read Chapter 3

Week 3 – February 6 – No Class

Week 4 – February 13 – Leading Change

- 1) Week's Objectives
 - a) Understanding the dynamic nature of change and processes utilized to ensure its success.
- 2) Individual Assignment(s)
 - a) Read Chapter 4

Week 5 – February 20 – Financial Management

- 1) Week's Objectives
 - a) Understanding the economic challenges that must be managed by the fire service leader.
- 2) Individual Assignment(s)
 - a) Take Home Exam Quiz 1
 - i) Chapters 1, 2, 3, & 4 – Due Week 5
 - b) Read Chapter 5

Week 6 – February 27 – Human Resource Management

- 1) Week's Objective
 - a) Understanding diversity and workforce issues.
- 2) Individual Assignment(s)
 - a) Read Chapter 6

Week 7 – March 5 – Customer Service

- 1) Week's Objective
 - a) Defining the difference between public & private entities and ancillary activities that enhance the organizations exposure and value
- 2) Individual Assignment(s)
 - a) Read Chapter 7

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Week 8 – March 12 – Training and Education

- 1) Week's Objective
 - a) Understanding the benefit of training and the importance of ensuring that your workforce is adequately prepared
- 2) Individual Assignment(s)
 - a) Read Chapter 8

Week 9 – March 19 – No Class

Week 10 – March 26 – Health and Safety

- 1) Week's Objective
 - a) Standards and programs that promote firefighter safety and wellness.
- 2) Individual Assignment(s)
 - a) Take Home Quiz 2
 - i) Chapters 5, 6, 7 & 8 – Due Week 9
 - c) Read Chapter 9

Week 11 – April 2 – Government regulations, laws and the courts

- 1) Week's Objective
 - a) Differentiating between codes, standards, regulations and the law.
- 2) Individual Assignment(s)
 - a) Read Chapter 10

Week 12 – April 9– Ethics

- 1) Week's Objective
 - a) Understanding the need for ethical behavior and actions
- 2) Individual Assignment(s)
 - a) Read Chapter 11

Week 13 – April 16 – Public Policy Analysis

- 1) Week's Objective
 - a) Strategic planning principles
- 2) Individual Assignment(s)
 - a) Read Chapter 12

Week 14 – April 23 – The Future

- 1) Week's Objective
 - a) Mapping a path forward for the future
- 2) Individual Assignment(s)
 - a) Take Home Quiz 3
 - i) Chapters 9, 10, 11 & 12 – Due Week 13

Week 15 – April 30 – Roundtable discussion

- 1) Week's Objective
 - a) Roundtable discussion on current issues and how they affect the fire service leader
- 2) Individual Assignment(s)
 - a) Complete Take home Final Exam – Due Week 16

Week 16 – May 7 – Final Exam

- 1) Week's Objective
 - a) Submit Final Exam

INDIVIDUAL PROJECT

Select one of the three projects below. You will be required to submit a comprehensive report for your selection. Your report should be at least 1,500 words in length, utilize at least three credible/verifiable references sources and written in APA formatting. An example of APA formatting is included with this syllabus. This paper is due by the end of class during week 13.

1. Review Chapter 5. What is your department's discipline policy? How can it be improved? Using Progressive Discipline, state how you would handle a problem firefighter, who is consistently causing trouble, yet carefully avoids "stepping over the line" making dismissal a possibility. How can we motivate the "problem firefighter"? (Hint: Always giving him his way is not an acceptable alternative!)
2. Review Chapter 4. You are the Fire Chief, and you have to prepare next year's budget. Obtain a copy of your department's current budget, and identify what budget type your city or town is using, and use this format for your next year budget. The challenge that you are faced with is that you must reduce your overall bottom line by 10% due to decreasing tax revenue.
3. Review Chapter 11. State your department's mission statement. (If you don't have one, make one.) Now identify what you feel is (or should be) your department's Short term, Long term, and Strategic Planning goals are. Include justifications for the opportunities that you are identifying in your plan. Remember money doesn't grow on trees!