

**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)
CONTACT INFO: (860) 599-9700

SEMESTER: Spring 2010
E-MAIL: jturner@trcc.commnet.edu

CLASS DAY & TIME: Wednesday, 6:00 PM to 8:45 PM

CLASS ROOM: TRCC, Room D124

REQUIRED TEXT: Fire and Emergency Services Administration: Management and Leadership Practices

AUTHORS: L. Charles Smeby, Jr.

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:

		GRADING NOTES
Score	Grade	<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 your 2009-2010 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>
A	96 – 100	
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): No classes on March 10 th Last Class is on May 12 th		ASSIGNMENT WEIGHTING: Quizzes: 60% Project: 20% Final: 20%

SESSION OBJECTIVES

Session 1 – January 27– Course Overview & The Past

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

Session 2 – February 3 – Introduction to Administration

- Session Objectives: Administration, leadership & management theories and how they are applied to career, combination, volunteer and organizations.
- Individual Assignment(s): Read Chapter 3

Session 3 – February 10 – Leading Change

- Session Objectives: Understanding the dynamic nature of change and processes utilized to ensure its success.
- Individual Assignment(s): Read Chapter 4

Session 4 – February 17 – Financial Management

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

Session 5 – February 24 – Human Resource Management

- Session Objective: Understanding diversity and workforce issues.
- Individual Assignment(s): Read Chapter 6

Session 6 – March 3 – Customer Service

- Session Objective: Defining the difference between public & private entities and ancillary activities that enhance the organizations exposure and value
- Individual Assignment(s): Read Chapter 7

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Session 7 – March 17– Training and Education

- Session Objective: Understanding the benefit of training and the importance of ensuring that your workforce is adequately prepared
- Individual Assignment(s): Read Chapter 8

Session 8 – March 24 – Health and Safety

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

Session 9 – March 31 – Government regulations, laws and the courts

- Session Objective: Differentiating between codes, standards, regulations and the law.
- Individual Assignment(s): Read Chapter 10
- Have individual project drafts ready for session 11

Session 10 – April 7– Ethics

- Session Objective: Understanding the need for ethical behavior and actions
- Individual Assignment(s): Read Chapter 11
- Have individual project drafts ready for session 11

Session 11 – April 14 – Individual Project Review

- Review of individual projects and suggestion on possible improvements

Session 12 – April 21 Public Policy Analysis

- Session Objective: Strategic planning principles
- Individual Assignment(s): Read Chapter 12

Session 13 – April 28 – The Future

- Session Objective: Mapping a path forward for the future
- Take Home Quiz 3: Chapters 9, 10, 11 & 12 – Due Session 14

Session 14 – May 5 – Roundtable Discussion

- Session Objective: Roundtable discussion on current issues and how they affect the fire service leader
- Take Home Final Exam – Due Session 16
- Individual Project Due

Session 15 – May 12 – Final Exam

- 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 MLA formatting. This paper is due by the end of class during Session 14.

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!