



# National Fire Academy

**F0761 – New Fire Chief: Administrative Issues  
Version: 1st Edition, 4th Printing, October 2022**

**Quarter:**

**ACE Credit: In the lower division baccalaureate/associate degree category, one semester hour in fire administration or management.**

**IACET Continuing Education Units: 1.2**

**Length of Course: 2 Days (12 hr., 30 min. contact hours)**

**Prerequisite: None**

**Curriculum: Leadership and Executive Development**

**Training Specialist: Dave Donohue**

**Instructor:**

**Instructor email/phone:**

**Classroom: J-**

**Meeting Time: 8 AM – 5 PM**

## Table of Contents

Course Description	Course Resources
Primary and Secondary Audience	Evaluation Procedures
Course Scope	Course Outline
Course Objectives	Policies
Course Delivery Method	

## Course Description (Catalog)

F0761 – “New Fire Chief: Administrative Issues.” The goal of is this course is to provide students the managerial, administrative and leadership skills and awareness necessary for new or recently appointed or elected Chiefs to effectively meet their obligations of the position.

## **Student Qualifications (Primary and Secondary Audience)**

The target audience for the “New Fire Chief: Administrative Issues” course is new or recently appointed or elected fire chiefs in volunteer, combination or career departments, as well as Emergency Medical Services (EMS). The secondary audience is department leaders who may become fire chiefs and local government administrators and elected officials who are involved in the administration of a fire department or EMS service.

## **Course Scope (Goal)**

The goal of this course is to provide the students with the managerial, administrative, and leadership skills and awareness necessary for new, or recently appointed or elected, fire chiefs to effectively meet their obligations.

The aim of the course is to address critical knowledge and skills pertaining to the responsibilities of a fire chief or EMS manager, the nature of local politics and the organization’s leadership role in local politics, and liability and risk management issues and resources available to help the new fire chief meet his or her responsibilities.

## **Course Objectives (Course Learning Outcomes – TLOs)**

After successfully completing this course, you will be able to accomplish the following:

- Compose an effective strategic plan.
- Explain the key elements of financial accountability and effective fiscal planning, budgeting, procurement and property management to support long-term fiscal sustainability.
- Develop viable solutions to human resource management issues consistent with federal and state laws, regulations, and best human resource management principles and practices.

## **Course Delivery Method**

The National Fire Academy (NFA) offers specialized training courses and advanced management programs of national impact in an academic classroom environment [on campus at the National Emergency Training Center \(NETC\) in Emmitsburg, Maryland](#) and through their State, local, tribal, and US territories training partners. All course materials are designed for interactive classroom environments, in either paper notebook or electronic formats.

## Course Schedule

The purpose of the course schedule is to give you, at a glance, the required preparation, activities, and evaluation components of your course.

<b>DAY 1</b>	<b>DAY 2</b>
Introduction, Welcome and Administrative	Unit 2: Financial Management (cont'd) Activity 2.1: Capital Budget Planning
<i>Break</i>	<i>Break</i>
Unit 1: Planning Activity 1.1: Analyze This	Unit 2: Financial Management (cont'd)
<i>Break</i>	<i>Break</i>
Unit 1: Planning (cont'd) Activity 1.2: Mission Statement Activity 1.3: Using Success Indicators for Strategic Modeling	Unit 3: Human Resource Management
<i>Lunch Break</i>	<i>Lunch Break</i>
Unit 1: Planning (cont'd) Activity 1.4: Gap Analysis	Unit 3: Human Resource Management (cont'd) Activity 3.1: General Perceptions and Experiences in the Workplace
<i>Break</i>	<i>Break</i>
Unit 1: Planning (cont'd) Unit 2: Financial Management	Unit 3: Human Resource Management (cont'd) Activity 3.2: Developing a Solution to a Human Resource Management Issue Final Exam and Course Evaluation

Note: Times listed reflect approximate instructional time blocks and may be adjusted to meet individual course preferences.

## **Course Resources (Instructional Materials)**

In order to be fully prepared, obtain a copy of the required textbooks and other instructional materials prior to the first day of class.

### **Required Readings**

The student must complete required readings during the course to be able to thoughtfully participate in discussions and activities.

None.

### **Suggested Reading/Resources**

Suggested readings and resources are not evaluated, but may enhance the student's understanding, serve as additional sources for citation and promote discussion of course material.

None.

### **Required Resources (Course Textbook)**

Student Manual.

### **Supplemental Resources (Supplemental Course Textbook)**

None.

## **Grading Methodology (Evaluation Procedures)**

Each student will be assessed on the last day of class with one of two versions of the final examination. Each written evaluation will consist of a minimum of 30 questions.

The required performance to successfully complete the course is attained by completing the class with a letter grade of a "C" or higher.

<b>Letter Grade</b>	<b>Point Range</b>
A	90-100
B	80-89
C	70-79
F	69 or lower

## **EXAMINATION ADMINISTRATION PROCEDURES**

Students will be given exams at the end of the class, and only the instructor will grade the exams. While the exams are being graded by the instructor, students will be asked to complete end-of-course evaluations.

Exams are to be completed individually and not as a group or a group activity, unless specifically directed within the instructor guide for the specific course. Students should use pencils to complete answer sheets if bubble sheets and a scoring key overlay are being used.

There should only be one answer for any given question marked by the student. A question with multiple answers is considered incorrect. Please mark number of incorrect answers on completed exam sheets, record score (percentage), and mark the appropriate letter grade.

Transfer the letter grades to the corresponding student name on the course roster.

If a student does not obtain a passing grade on the first attempt, the instructor will provide remediation<sup>1</sup> prior to a retest. Students who do not pass the first exam will be allowed to take one retest of a new exam before departing from the class. A second failure will result in a grade of "F" being recorded on the grade roster.

Once all exams have been graded, instructors should review the exam as a group.

In the event of unusual events (storm, fire response, family emergency) or early departure, the host agency or state representative may be asked to proctor the exam at a later date. The instructor is responsible to notify the Training Specialist as soon as practical of the situation and name of person responsible for the exams and testing process.

### **Required Reading Assignments**

Student completion of reading assignments will be done via evaluation of their class participation and will not be a separately graded activity.

### **Suggested Readings**

Suggested readings are not evaluated, but may enhance the student's understanding and promote discussion of course material.

## **Course Outline**

### **Unit 1: Planning (Day 1)**

#### **Objectives**

##### **Terminal Objective**

The students will be able to:

- 1.1 Compose an effective strategic plan.

##### **Enabling Objectives**

The students will be able to:

- 1.1 Describe four types of analytical strategies.
- 1.2 Explain what strategic planning means.
- 1.3 Differentiate between goals and objectives.
- 1.4 Define performance analysis.
- 1.5 Explain the resources needed to create an effective strategy.
- 1.6 Use formats described in this unit to develop an implementation plan.
- 1.7 Create a strategic plan.
- 1.8 Describe how to sustain the strategic plan.

### **Unit 2: Financial Management (Day 1)**

#### **Objectives**

##### **Terminal Objective**

The students will be able to:

- 2.1 Explain the key elements of financial accountability and effective fiscal planning, budgeting, procurement and property management to support long-term fiscal sustainability.

### **Enabling Objectives**

The students will be able to:

- 2.1 Explain four elements of effective financial management that facilitate long-term fiscal stability.
- 2.2 Explain federal and state laws and regulations relating to fiscal accountability for fire and Emergency Medical Services (EMS) agencies
- 2.3 Explain the key steps involved in developing a balanced organizational budget.
- 2.4 Describe at least five elements of effective procurement policies and procedures.

### **Unit 3: Human Resource Management (Day 2)**

#### **Objectives**

#### **Terminal Objective**

The students will be able to:

- 3.1 Develop viable solutions to human resource management issues consistent with federal and state laws, regulations, and best human resource management principles and practices.

#### **Enabling Objectives**

The students will be able to:

- 3.1 Explain federal and state human resource management laws and regulations that apply to fire and Emergency Medical Services (EMS) agencies.
- 3.2 Explain the role and benefits of written human resource management policies and procedures.
- 3.3 Describe six effective fire and EMS agency recruitment and retention strategies.
- 3.4 Describe the six elements involved in building and maintaining an effective work environment.
- 3.5 Describe the process for holding employees accountable to acceptable behaviors and performance.

## **Policies**

### **Class Attendance and Cancellation Policy**

#### **Attendance**

- You are required to attend all sessions of the course. If you do not, you may not receive a certificate.
- If you need to depart the training facility early and miss any portion of the course, you must make the request in writing to the sponsoring agency (e.g., State training director, etc.). The State training director may waive the attendance requirement in order to accommodate you with extraordinary circumstances as long as you complete all course requirements.

#### **Course Failure**

You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

#### **Student Code of Conduct Policy**

Students, instructors and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated.

#### **Writing Expectations**

Student writing will conform to the generally accepted academic standards for college papers. Papers will reflect the original work of the student and give appropriate credit through citations for ideas belonging to other authors, publications or organizations. Student written work should be free of grammatical and syntax errors, free of profanity or obscene language or ideas, and reflect critical thinking related to the course subject matter.

#### **Citation and Reference Style**

Attention Please: Students will follow the APA, Sixth Edition as the sole citation and reference style used in written work submitted as part of coursework to NFA. Assignments completed in a narrative essay, composition format, abstract, and discussion posts must follow the citation style cited in the APA, Sixth Edition.

#### **Late Assignments**

All assignments must be turned in by the established deadline. Late submissions could result in a 10 percent decrease in grade.



## **Disclaimer Statement**

Course content may vary from the outline to meet the needs of this particular group.

## **Grading**

Please review the following rubrics that explain how grades will be awarded.

Students who do not complete the entire course will be awarded an Incomplete (I) grade. In accordance with National Fire Academy academic policies, an Incomplete (I) grade must be removed by the end of the next semester following the course, or it automatically becomes a Failing (F) grade.

[https://www.usfa.fema.gov/training/nfa/admissions/student\\_policies.html](https://www.usfa.fema.gov/training/nfa/admissions/student_policies.html)

## **Academic Honesty**

Students are expected to exhibit exemplary ethical behavior and conduct as part of the NFA community and society as a whole. Acts of academic dishonesty including cheating, plagiarism, deliberate falsification, and other unethical behaviors will not be tolerated.

Students are expected to report academic misconduct when they witness a violation. All cases of academic misconduct shall be reported by the instructor to the State training director or host agency and to the NFA Training Specialist.

If a student is found to have engaged in misconduct and the allegations are upheld, the penalties may include, but are not limited to one or a combination of the following:

- expulsion,
- exclusion from future classes for a specified period; depending on the severity it could range from 1-10 years, and/or
- forfeiture of certificate for course(s) enrolled in at NETC.

Refer to NFA-specific Standard Operating Procedure 700.1 – *Academic Code of Conduct and Ethics* for more information.