



Chief Fire Officer 3C General Administration Functions (2014)

August 4 - 6, 2025

Class Location: Fire Instruction, 840 East F St., Suite B, Oakdale, CA 95361
0900 - 1600 hours

Student Cost: \$450.00

Designed for: The Certified Company Officer advancing to the Chief Fire Officer Classification

Description: This course provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer including directing a department record management system, analyzing and interpreting records and data, developing a model plan for continuous organizational improvement, developing a plan to facilitate approval, preparing community awareness programs, and evaluating the inspection program of the AHJ.

Prerequisites: Meet the educational requirements for Company Officer

Certification: Chief Fire Officer

Instructor: Capt. (Ret) John F. Smith, MBA

Registration: Visit our website at www.fireinstruction.org

For assistance, please contact our office at (209)844-6236 or email info@fireinstruction.org

Fire Instruction
840 East F Street, Suite B, Oakdale, CA 95361
Office Cell: 209-844-6236

Please visit our website www.fireinstruction.org for additional classes



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