



Chief Fire Officer 3C General Administration Functions (2014)

November 13 - 15, 2018

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

Student Cost: \$345.00

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) 322-3037 or email info@fireinstruction.org

Payment, Cancellation & Refund Policy: A Check OR Credit Card information is required to hold your reservation in class. **Cancellations must be received 10 days prior to the first day of class VIA EMAIL ONLY.** A partial refund and/or credit for a future class may be granted if student cancels within 10 days. NO REFUND will be given if student fails to attend or complete class or doesn't **CANCEL VIA EMAIL.** If Fire Instruction must cancel a class, a full refund or credit of tuition will be given. Fire Instruction reserves the right to amend their policies and procedures at any time without providing updated information to students.

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209-322-3037 Fax 209-322-3396

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