



## Chief Fire Officer 3C General Administration Functions (2014)

November 10 - 12, 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](http://www.fireinstruction.org)

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

***Fire Instruction***  
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