

# SAN BERNARDINO COUNTY FIRE DISTRICT

## CHIEF FIRE OFFICER 3 B BUDGET AND FISCAL RESPONSIBILITIES



### ACCEPTED PAYMENT

To register for training call  
(909) 382-5531 or e-mail  
[squiroz@sbcfire.org](mailto:squiroz@sbcfire.org)

Please send payments to:  
San Bernardino County Fire District  
Attn: Training Division  
2824 E. W St., Bldg. 302  
San Bernardino, CA 92408

**SBCFD PERSONNEL  
PLEASE PRE-REGISTER  
THROUGH TARGET  
SOLUTIONS EVENTS.**

**Class Location:** Richard Sewell Training Center [RSTC]  
2824 E. "W" Street, Building 302  
San Bernardino, CA 92408

**Date:** May 13-14, 2019

**Time:** 9:00 a.m.—5:00 p.m.

**Cost:** \$350

**Instructor:** Dan Munsey

**Prerequisites:** Meet the educational requirements for Company Officer

### Limited to 25 students

**Course Description:** This course provides students with a basic knowledge of the budgeting requirements related to the roles and responsibilities of a Chief Fire Officer including developing a budget management system, developing a division or departmental budget, and describing the process for ensuring competitive bidding.

### CANCELLATION POLICY

Students **MUST** notify the Training Division via e-mail at [squiroz@sbcfire.org](mailto:squiroz@sbcfire.org) at least 5 BUSINESS DAYS prior to the class start date if they wish to cancel. Failure to make proper notification will result in forfeiture of the class fee. Students who make the proper notification will have their payment returned as soon as possible.

**Code of Conduct:** Appropriate dress for class is required. It is the student's responsibility to maintain a clean, neat and professional appearance. Some courses may require the wearing of uniforms or special attire. Course coordinators and/or course announcements may specify either a style or type of dress for a specific course.

Acceptable dress includes:

- Department Uniform
- Males: Casual business slacks and shirt with collar
- Females: Casual business slacks and shirt with collar or blouse, or business dress