

SAN BERNARDINO COUNTY FIRE DISTRICT

CHIEF FIRE OFFICER 3 C GENERAL ADMINISTRATION FUNCTIONS



ACCEPTED PAYMENT

To register for training call
(909) 382-5531 or e-mail
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 21-23, 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 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.

CANCELLATION POLICY

Students **MUST** notify the Training Division via e-mail at 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