



# Monterey County Fire Training Officers Association

*Presents:*

## OSFM Company Officer 2B

### General Administrative Functions for Company Officers

- Instructor:** Paul Goodwin – Division Chief (Retired)
- Dates:** December 6 through 8, 2021
- Time:** 0800 to 1700 hours
- Location:** Monterey Peninsula College Public Safety Training Center  
2642 Colonel Durham Street  
Seaside, CA 93955
- Cost:** \$310.00 (payable to MCFTOA)  
*Class size is limited to 32 people*
- Prerequisite:** Meets educational requirements for Firefighter II
- Required Text:** Fire and Emergency Services Company Officer, 6th edition, International Fire Service Training Association, 2014, ISBN 9780879395643
- Description:** This course provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public.
- Registration:** Go to [www.mcftoa.org/training/classes/register](http://www.mcftoa.org/training/classes/register)
- Cancellations:** The deadline for refunds / cancellations will be:  
**November 22, 2021 at 1700hrs.**

If you have any questions, email [greenlee@monterey.org](mailto:greenlee@monterey.org)

