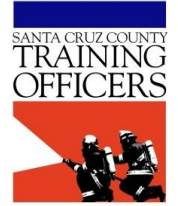




SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM  
AND SANTA CRUZ COUNTY TRAINING OFFICERS  
PRESENT:



## CHIEF FIRE OFFICER 3C GENERAL ADMINISTRATION FUNCTIONS

### 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.

### PREREQUISITE:

Meet the educational requirements for Company Officer, or five (5) years as a career officer (Lieutenant or higher), or seven (7) years as a volunteer officer (Lieutenant or higher), or five (5) years CAL FIRE Fire Apparatus Engineer, or seeking Fire Marshal Certification.

### INSTRUCTOR:

Mark Bisbee

### REQUIRED TEXTBOOK:

*Student is responsible for textbook purchase*

Chief Officer, 4<sup>th</sup> Edition (International Fire Service Training Association, Fire Protection Publications, ISBN: 9780879396442)

Options for purchase:

[Amazon](#)  
[IFSTA](#)

### CANCELLATION POLICY:

Cancellation must be made no later than 14 calendar days prior to the first day of class. No refund will be given if the student does not attend and/or cancels after the 14-day cancellation period.

### DATE & TIME:

03/27/2023 – 03/29/2023  
0800 – 1530

### LOCATION:

Central Fire Protection District  
6934 Soquel Drive  
Aptos, CA 95003

### COST:

\$372.00

### TO REGISTER:

South Bay Regional Public Safety  
Training Consortium

(408) 229-4299

[firereservations@theacademy.ca.gov](mailto:firereservations@theacademy.ca.gov)