



Monterey County Fire Training Officers Association

Presents:

OSFM Company Officer 2B

General Administrative Functions for Company Officers

- Instructor:** Paul Goodwin – Division Chief (Retired)
- Dates:** October 22 & 23, 2025
- Time:** 0800 to 1800 hours
- Location:** Monterey Peninsula College Public Safety Training Center
2642 Colonel Durham Street
Seaside, CA 93955
- Cost:** \$350.00
Class size is limited to 32 people
- Prerequisites:** Meets educational requirements for Firefighter II
- Required Text:** Fire and Emergency Services Company Officer, 6th edition, International Fire Service Training Association, 2014, ISBN 9780879396503
- 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/register
- Cancellations:** The deadline for refunds / cancellations will be:
October 8, 2025 at 1700hrs.

If you have any questions, email greenlee@monterey.org

