



CHIEF OFFICER 3C

GENERAL ADMINISTRATION FUNCTIONS

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. Additional materials fees may be required. This course is limited to 25 students. Not offered every semester.

Apply now at www.sac.edu

"Spring 2025" Term

Contact Hillary Barker at barker_hillary@sac.edu for registration

- Lead Instructor: James Henery, OCFA Division Chief
- March 18 - 20, 2026
- 8 AM - 5 PM
- Class Location: Newport Beach FD Training Center / Fire Station 7
- 20401 SW Acacia St, Newport Beach, CA 92660

Prerequisites (please show proof for registration purposes):

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 Bio:

Jim Henery serves as the Division 6 Chief for Orange County Fire Authority, overseeing operations in the City of Santa Ana. Jim has more than 39 years of experience with the Santa Ana Fire Department and OCFA. He is a Liaison Officer for a Type 3 IMT, currently serves on the FIREScope Task Force, and has served previously on the FIREScope High Rise Incident Management Working Group.

