



Fire Chief Development Program *-Continuing Education-*

Program Direction and Overview

At the conclusion of the 2019 Fire Chief Development Program, the class made a request to continue the educational opportunities of the program after graduation. Therefore, a continuing education course for delivery at the 144th SFFMA Training Conference and Convention has been created. This will consist of a one-day class expected to last eight (8) hours in duration broken into two four (4) hour blocks.

Program Management

While the program is intended for graduates of the Fire Chief Development Program, attendance in the continuing education program is not exclusive to this requirement. At the conclusion of the two sessions (8 hours), each participant will be awarded a certificate of continuing education completion. Attendance of only one block (4 hours session) will not adequately satisfy the awarding of the certificate of continuing education completion for the Fire Chief Development Program.

Program Sections

Morning Block (4 Hours)

- Introduction and Course Administration
- Recommended Policies and Procedures (Checklist)
- Review of FLSA

Morning block will be prepared presentation with guided discussion. Time allocated for these presentations will need to be followed to ensure there is enough time for a lunch break.

Afternoon Block (4 Hours)

- Personal Liability Insurance for Chiefs
- Cost Recovery Principles and Practices
- Human Resources
- Management of a Harassment Claim
- Worker's Compensation Process
- Budgetary Principles and Practices
- Career Development Programs
- Record Management Requirements

Afternoon block will be prepared presentation with guided discussion. The audience will select the topic (2 to 3 topics for discussion/presentation) for presentation/discussion. Each topic will need to be

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prepared ahead of time as the students in the course will drive the afternoon program. Time allocated for these presentations will depend on the needs/discussion from the students in attendance. This block will cover the most pressing topic first and will proceed to the next until the available time is exhausted. It is possible that only one topic will be discussed in the afternoon block.

SFFMA and NFPA Objectives

The following are the SFFMA / NFPA Objectives which should be covered in each topic of instruction.

Recommended Policies and Procedures (Checklist)

- O1-02.07 - Trainee shall apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.
- O1-02.08 - Trainee should be able to deal with administrative procedures that might include transfers, promotions, compensation/member benefits, sick leave, vacation, requests for pay or benefits while acting in a temporary position, change in member benefits, commendations, disciplinary actions, and grievances.
- O2-02.02 - Trainee shall have knowledge of the following:
 - A. Human resource evaluation policies and procedures in reference to;
 - 1. Federal (e.g. Americans with Disabilities Act)
 - 2. State (e.g. Local Government Code)
 - 3. Local/AHJ (e.g. city policies)
 - 4. Departmental (e.g. departmental policies)
- O2-04.03 Trainee shall be knowledgeable of the following:
 - A. Policies and procedures
 - 1. Develop policies/procedures
 - 2. Train members
 - 3. Implement policies/procedures
 - 4. Evaluate/revise policies/procedures
 - B. Problem identification
 - 1. Be attentive
 - 2. Ask questions
 - 3. Encourage subordinates to report problems

Review of Fair Labor and Standards Act (FLSA)

- O2-02.02 - Trainee shall have knowledge of the following:
 - A. Human resource evaluation policies and procedures in reference to;
 - 1. Federal (e.g. Americans with Disabilities Act)
 - 2. State (e.g. Local Government Code)
 - 3. Local/AHJ (e.g. city policies)
 - 4. Departmental (e.g. departmental policies)
- O2-02.04 - Trainee shall be knowledgeable of the following:
 - A. Human resource evaluation policies and procedures in reference to;
 - 1. Federal (e.g. Fair Labor Standards Act)
 - 2. State (e.g. Local Government Code)
 - 3. Local/ AHJ (e.g. city policies)

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4. Departmental (e.g. departmental policies)

Personal Liability Insurance for Chiefs

- 04-07.01 - Trainee shall maintain, develop, and provide leadership for a risk management program, given specific data, so that injuries and property damage accidents are reduced utilizing risk management concepts, retirement qualifications, occupational hazards analysis, and disability procedures, regulations, and laws. NFPA 1021 7.7.1

Cost Recovery Principles and Practices

- 01-04.06 - Trainee shall be knowledgeable of policies and procedures and the revenue sources and budget process.
 - A. Policies and procedures
 - 1. AHJ
 - B. Revenue sources
 - 1. Operating Budget (e.g. program, line item)
 - C. Budget process
 - 1. AHJ
- 03-04.02 - Trainee shall develop a budget management system, given fiscal and financial policies, so that the division or department stays within the budgetary authority identifying revenue to date, anticipated revenue, expenditures to date, encumbered amounts, and anticipated expenditures. NFPA 1021 6.4.2

Human Resources

- 01-02.06 - Trainee shall recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures. Trainee shall have the knowledge to be able to recognize the following:
 - A. The signs and symptoms of member-related problems
 - 1. Substance abuse
 - 2. Health problems
 - a. Mental
 - b. Physical
 - 3. Financial problems
 - 4. Personal/family problems
 - 5. Behavioral problems
 - B. Causes of stress in emergency services personnel
 - 1. Environmental
 - a. Weather
 - b. Workplace conditions/expectations
 - c. Emergency scenes
 - 2. Physiological
 - a. Interrupted meals/sleep
 - b. Shift work
 - c. Constant heightened sense of awareness

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3. Psychological
 - a. Multiple casualty incidents
 - b. Gruesome injuries
 - c. Co-worker injuries or deaths
 - d. Injuries or deaths involving children
 4. Cultural
 - a. Age
 - b. Gender
 - c. Ethnicity
 - d. Religion
 5. Personal
 - a. Financial
 - b. Issues outside of work
- C. Adverse effects of stress on the performance of emergency service personnel
1. Failure to meet job performance requirements
 2. Injuries/illnesses
 3. Death
- O1-02.09 - Trainee shall have the knowledgeable of human resource policies and procedures
 - A. Federal laws
 - B. State laws
 - C. Local AHJ (e.g. Employee Assistance Program)
 - D. Departmental (e.g. Wellness/fitness program)
 - O2-02.02 - Trainee shall have knowledge of the following:
 - A. Human resource evaluation policies and procedures in reference to;
 1. Federal (e.g. Americans with Disabilities Act)
 2. State (e.g. Local Government Code)
 3. Local/AHJ (e.g. city policies)
 4. Departmental (e.g. departmental policies)

Management of a Harassment Claim

- O1-02.06 - Trainee shall recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures. Trainee shall have the knowledge to be able to recognize the following:
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 2. Health problems
 - a. Mental
 - b. Physical
 3. Financial problems
 4. Personal/family problems
 5. Behavioral problems

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- B. Causes of stress in emergency services personnel
 - 1. Environmental
 - a. Weather
 - b. Workplace conditions/expectations
 - c. Emergency scenes
 - 2. Physiological
 - a. Interrupted meals/sleep
 - b. Shift work
 - c. Constant heightened sense of awareness
 - 3. Psychological
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 - 2. State (e.g. Local Government Code)
 - 3. Local/AHJ (e.g. city policies)
 - 4. Departmental (e.g. departmental policies)

Worker's Compensation Process

- O1-02.06 - Trainee shall recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the

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established policies and procedures. Trainee shall have the knowledge to be able to recognize the following:

- A. The signs and symptoms of member-related problems
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 2. Health problems
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 - B. Causes of stress in emergency services personnel
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 - O2-02.02 - Trainee shall have knowledge of the following:
 - A. Human resource evaluation policies and procedures in reference to;

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1. Federal (e.g. Americans with Disabilities Act)
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Budgetary Principles and Practices

- O1-04.06 - Trainee shall be knowledgeable of policies and procedures and the revenue sources and budget process.
 - A. Policies and procedures
 1. AHJ
 - B. Revenue sources
 1. Operating Budget (e.g. program, line item)
 - C. Budget process
 1. AHJ

Career Development Programs

- O2-04.03 - Trainee shall be knowledgeable of the following:
 - A. Policies and procedures
 1. Develop policies/procedures
 2. Train members
 3. Implement policies/procedures
 4. Evaluate/revise policies/procedures
 - B. Problem identification
 1. Be attentive
 2. Ask questions
 3. Encourage subordinates to report problems

Record Management Requirements

- O2-01.02 - Trainee shall have knowledge of enabling and regulatory legislation and the law-making process at the local, state, and federal levels
- O2-01.03 - Trainee shall have knowledge of the functions of other bureaus, divisions, agencies, and organizations and their roles and responsibilities that relate to the fire service
 - A. Intergovernmental and interagency cooperation
- O3-01.01 - Trainee shall have knowledge of the current national and international trends and developments related to fire service organization, management, and administrative principles, as well as public and private organizations that support the fire and emergency services and the functions of each. NFPA 1021 6.1