

# SAN BERNARDINO COUNTY FIRE DISTRICT

## CHIEF FIRE OFFICER 3 C GENERAL ADMINISTRATION FUNCTIONS



To register for training call  
(909) 382-5531 or e-mail  
[squiroz@sbcfire.org](mailto:squiroz@sbcfire.org)

Please send payments to:

San Bernardino County Fire District  
Attn: Training Division  
2824 E. W St., Bldg. 302  
San Bernardino, CA 92408

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SBCFD personnel must send in  
a Training Travel Request that is  
APPROVED AND SIGNED.

**SBCFD PERSONNEL  
PLEASE PRE-REGISTER  
THROUGH TARGET  
SOLUTIONS EVENTS.**

**Class Location:** Richard Sewell Training Center [RSTC]  
2824 E. "W" Street, Building 302  
San Bernardino, CA 92408

**Date:** April 17-19, 2017

**Time:** 9:00 a.m.—5:00 p.m.

**Cost:** \$200—County Fire Personnel  
\$350-Non-County Fire Personnel

**Instructor:** Dan Munsey

**Prerequisites:** Meet the educational requirements for Company Officer

### Limited to 25 students

**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.

## CANCELLATION POLICY

Students **MUST** notify the Training Division via e-mail at [squiroz@sbcfire.org](mailto:squiroz@sbcfire.org) at least 5 BUSINESS DAYS prior to the class start date if they wish to cancel. Failure to make proper notification will result in forfeiture of the class fee. Students who make the proper notification will have their payment returned as soon as possible.

**Code of Conduct:** Appropriate dress for class is required. It is the student's responsibility to maintain a clean, neat and professional appearance. Some courses may require the wearing of uniforms or special attire. Course coordinators and/or course announcements may specify either a style or type of dress for a specific course.

Acceptable dress includes:

- Department Uniform
- Males: Casual business slacks and shirt with collar
- Females: Casual business slacks and shirt with collar or blouse, or business dress