

# SAN BERNARDINO COUNTY FIRE DISTRICT

## COMPANY OFFICER 2A : HUMAN RESOURCES MANAGEMENT



### ACCEPTED PAYMENTS

CHECKS—must be dated for the first day of class. Please make checks payable to: SBCFD

**PLEASE SEND PAYMENTS AND REGISTRATION FORMS TO:**

San Bernardino County FD  
Attn: Training Division  
2824 E. W Street, 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

### CANCELLATION POLICY

Students **MUST** notify Sandra 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.

Date: January 23-27, 2017

Time: 0900—1700 hours

Cost: \$80—County Fire Personnel  
\$250 -Non-County Fire Personnel

Instructor: Michael O'Bier

CLASS LOCATION:

San Bernardino County Fire District  
Richard Sewell Training Center  
2824 E "W" Street, Bldg. 302  
San Bernardino, CA 92408  
909.382.5405  
909.382.5415 fax

### CLASS SIZE IS LIMITED TO 32 STUDENTS

This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene.

**Prerequisites: Meet the educational requirements for Fire Fighter II.**

**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.