

SAN BERNARDINO COUNTY FIRE DISTRICT

COMPANY OFFICER 2 B : GENERAL ADMINISTRATIVE FUNCTIONS



Date: February 6-8, 2017

Time: 0900–1700 hours

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

Instructor: David Wheaton

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

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

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 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.

CLASS SIZE IS LIMITED TO 32 STUDENTS

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.

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.