

**SOUTHERN MAINE COMMUNITY COLLEGE**  
**South Portland, Maine 04106**

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**Title: Fire Administration**  
**Credit Hours: 3**  
**Format: Lecture, Discussion, Research, Writing**  
**Instructors: Steve Willis, Howard Rice & guest speakers**  
**E-mail: [swillis@smccME.edu](mailto:swillis@smccME.edu) or [hfrice@maine.rr.com](mailto:hfrice@maine.rr.com)**

**Catalog Number: FIRE 260**  
**Total Contact Hours: 45**  
**Semester: Spring 2017**  
**Office: Howe Hall Room 204**  
**Tel: 741-5808 or 781-2610**

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## **Course Syllabus**

### **Course Description**

This course is a broad overview of the administrative practices employed in today's fire/rescue services. The course uses pre-class readings, case studies, class discussions + presentations, group work, research and writing assignments to focus on the role of the fire-EMS administrator within the context of municipal government. The course will emphasize managerial ethics, accountability, the changing environment, planning, financial management and preparing for the future. This is a writing-intensive course with weekly draft and final paper assignments. The course also requires the development of a grant application (FEMA or other), and development and defense of a Fire Science Thesis Portfolio documenting attainment of SMCC Fire Science learning outcomes.

**Prerequisites:** ENGL 100 and 2<sup>nd</sup> year status.

### **Fire Science Learning Outcomes**

Successful completion of an associate's degree in fire science from Southern Maine Community College will enable students to:

- 1) Analyze and apply proactive fire prevention and control methods for safe and cost effective fire protection.
- 2) Analyze and apply reactive fire and emergency scene operations for safe and cost effective fire protection.
- 3) Examine and appraise principles of supervision and management necessary for effective leadership and administration in the fire/rescue service.

### **Course Objectives**

Upon successful completing the course, the student will be able to:

- Identify career development opportunities and strategies for success
- Demonstrate effective verbal and written communication skills
- Explain the history and development of leadership and administration
- Articulate the concepts of decision-making, organizing, directing and controlling
- Recognize appropriate assessment and disciplinary actions and their impact on employee behavior
- Evaluate methods of managing available resources
- Identify roles and responsibilities of leaders in organizations
- Compare and contrast the traits of effective versus ineffective supervision and management styles
- Identify and assess safety needs for both emergency and non-emergency situations
- Explain the importance of ethics as they apply to supervisors and administrators
- Explain the role of a company officer in Incident Management Systems (ICSs)
- Describe current legal issues and the benefits of documentation
- Identify and analyze current issues and trends in human resources management, training and education and health and safety
- Research, organize, draft and finalize for submission a major (FEMA AFG, FPS, SAFER or equivalent) grant application and supporting documentation that demonstrates master of grantsmanship and technical writing skills.
- Develop, present and defend a Fire Science Thesis Portfolio documenting attainment of the Fire Science Learning Outcomes.

### **Writing Assignments (MFSI/J+B 3<sup>rd</sup> Edition FO I+II, 2016 version)**

- Fire Officer I + II Project 2: Today's and Tomorrow's U.S. Fire-EMS Service
- Fire Officer I + II Project 5: Safety & Risk Management
- Fire Officer I + II Project 8: Training & Coaching
- Fire Officer I + II Project 12: Policy Development
- Fire Officer I + II Project 14: FEMA Grant Application

Writing assignments will comply with American Psychological Association (APA) style, as referenced in Hacker's *A Writer's Reference*, 7<sup>th</sup> edition and SMCC's Writing Across the Curriculum (WAC) guidance.

### **Course Requirements**

Students will be required to complete pre-class reading assignments and take notes from material presented in an interactive lecture/discussion/group application format. Understanding reading content and classroom lecture/discussion/activities will be evaluated by online and in-class (thesis) chapter quizzes and a comprehensive final exam. ***This is a writing-intensive course:*** Students will be required to complete (and submit prior to deadlines) draft and final versions of 5 writing assignments during the semester. In addition, a 1-week upgrade (to 90% maximum) opportunity for graded papers will be afforded students who meet submission deadlines.

### **Fire Science Thesis Portfolio**

Each student will be required to develop, submit, present and defend a Fire Science Thesis Portfolio documenting attainment of Fire Science learning outcomes. Portfolio development will be a semester-long assignment. Students will present and defend their thesis portfolios before a fire-EMS chiefs' and educators' panel in dress rehearsal (Week 14) and final presentations (Week 15).

### **Mentoring Opportunity**

Students may choose to apply to be selected as Fire Science Peer Mentors and/or Fire Science Ambassadors for the semester as an extra credit or SMCC Honors Program project. Student mentors will be assigned one or more 1<sup>st</sup> year Fire Science student(s) to welcome, guide, advise and support him/her/them throughout the semester. Student ambassadors will organize and represent the Fire Science department in prospective student briefings scheduled periodically throughout the semester. Mentoring and briefing activities must be documented, with reflections by both the mentor, mentee and ambassadors. Student mentors and ambassadors may earn up to a full letter higher course grade in FIRE 260 based on their mentoring and ambassador contributions. Application deadline for student mentors will be the end of Week 2 of the semester. For more information, see course instructors.

### **Attendance**

Attendance is expected at all classes. Attendance will be recorded and will affect student's grade. For the purpose of this course, students will be reported to the SMCC registrar as no longer attending after two consecutive, or a total of three, absences from the class resulting in a grade of Administrative Failure (AF) for the student. Each tardy will count as ½ of an absence. For more information, please refer to the SMCC Student Handbook. Students are expected to notify the instructor in advance concerning absences and are responsible for all material missed during absences, excused or unexcused.

### **Course Policies**

**Human dignity and integrity:** All class participants are expected to treat others (instructor, students, guest speakers, etc.) with respect. Some of the communications in this course will be via e-mail and online discussions that lack the benefit of in-person, non-verbal context. Students are cautioned to carefully select words and phrases and maintain a professional in-class and online demeanor at all times.

### **Students will be expected to:**

- Respect the classroom, fellow students and faculty: *By being punctual, taking off hats, being careful with food and drinks, speaking non-judgmentally, listening to others and respecting differing views.*
- Staying engaged: *By turning off pagers, setting cell phones to vibrate, and not text-messaging during class.* Laptops and all electronic devices must remain "on task" at all times on a "1 strike and it's out" basis.
- Work hard and be accountable: *By taking the course seriously, managing your time, completing pre-class readings, getting assignments in on time, and studying for quizzes and tests.*
- Conform to netiquette requirements and guidelines in all electronic communications.

**Original work:** Students are expected to submit original work unless other sources are clearly credited. Students are expected to equitably share the load in group work. Cheating will not be tolerated. Students found to have cheated will be penalized with actions up to and including a failing course grade following policies listed in the SMCC Code of Student Conduct.

### Add/Drop

SMCC's course add/drop deadline for the Spring '17 semester is Tuesday, 01/24/17 at 1700 hours. If you drop this course before the deadline, you will receive a full tuition refund. If not, you will be billed the full cost of the course. If you drop the course before 4/18/17 @ 1700 hours, a "W" will be assigned as the course grade.

### Early Alert and Academic Alert

After students have completed Week 8 (Mid-term) of the course, alert notices will be sent to students who have demonstrated unsatisfactory performance. Unsatisfactory performance will be determined based on a combination of grades, attendance and assignment completion. Warnings are intended to help students get back on track. Students with mid-term notices will be urged to meet with Fire Science tutors weekly until performance returns to a satisfactory level.

### Student Evaluation and Grading

All grading will be done in accordance with SMCC policies. Each student's final grade will be based on the following percentages:

25%	Quizzes (in-class, online + take-home)
30%	Writing Assignments (5% drafts, 25% final papers)
25%	Fire Science Thesis Portfolio & Presentation
20%	Final Exam

### Texts, Tools, and/or Supplies: Required texts:

- 1) Fire and Emergency Services Administration (with J+B Navigate online codes), 2<sup>nd</sup> Ed., (SMEBY, L. Charles, Jr.) Jones and Bartlett, ISBN: 978-128-405-2947
- 2) Fire Officer Principles and Practice with Navigate2 online codes, 3rd edition, Jones and Bartlett, ISBN 978-1-2840-7924-1
- 3) A Writer's Reference, 7<sup>th</sup> Ed., Diana Hacker, ISBN-10: 0-312-60246-8 (Hacker 6<sup>th</sup> edition is OK)

### Your Keys to Success

Here are the recommended "*Seven Habits of Highly Effective FIRE 260 Students*":

- 1) ***I read my textbook prior to class:*** Pre-class readings are listed on the schedule, and form the foundation of class discussions. Your retention of chapter info will be tested each week with in-class (thesis) and take-home quizzes.
- 2) ***I stay engaged and take good notes:*** Be an active participant in discussions and ask questions if you miss something. Note key points in your text as you read, and take notes during every class. **If it's on the board it should be in your notes!**
- 3) ***I study for quizzes and tests:*** Review the text + rewrite your notes' key points. Focus on chapter objectives.
- 4) ***I invest in my drafts:*** The time and energy you invest in your drafts will pay dividends in the quality (and grade) of your final papers. Ask someone you trust to review your draft papers. Make the most of upgrade opportunities!
- 5) ***I stay organized, meet deadlines + don't get behind:*** Hold yourself accountable. Prioritize and manage your time and workload effectively. Late assignments will not be accepted and a "0" grade assigned. Zeros kill your final grade!
- 6) ***I commit the time I need to be successful:*** You should expect to spend **at least 6-9 hours per week, every week** (3 hours in class, plus 3 to 6 hours outside of class) on this course. There are no shortcuts to success in this course.
- 7) ***I build a support network and ask for help when I need it:*** Find "study-buddies". Before you get too far behind, ask for help. You are responsible for doing the work but your classmates, instructor, tutors and the Academic Achievement Center want you to succeed and are ready to help you.

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### **NONDISCRIMINATION STATEMENT**

Southern Maine Community College does not discriminate in its education and employment programs on the basis of age, race, color, gender, sexual orientation, national origin, disability, or religion. The College complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries regarding Title VI and Title IX may be made to the  
Affirmative Action Officer  
Southern Maine Community College  
2 Fort Road  
South Portland, ME 04106  
Telephone (207) 741-5798

If you have a disabling condition and wish to request accommodations in order to have reasonable access to programs and services offered by SMCC, you must register with the

ADA Services Coordinator  
Southern Maine Community College  
2 Fort Road  
South Portland, ME 04106  
Telephone (207) 741-5798 TTY (207) 741-5667

**Southern Maine Community College, Fire Science Technology**  
**FIRE 260 Fire Administration - Spring, 2017 – version 12-22-16**

Tuesdays (Section 01) or Thursdays (Section 02), 0800-1045 hrs. @ Howe Hall 3<sup>rd</sup> floor Seminar Room – *Please be Punctual!*

Wk./Dates Lead Instr.	Pre-Class Assignment Ch = J+B F+ESA Chapter	Quizzes Due	Assignments Due	Notes
Wk 1: SW+HR 01/17&19/17	=Syllabus, Schedule, J+B Navigate =Course + writing expectations =Mentor + Ambassador Opportunities Ch 1: Historical Foundations of FES	OLQ-Ch1	PCNTG = At start of class covering readings Online Quiz (OLQ) = Due Sunday @ 2355 hrs.	SW/HR: Thesis Intros. SW/HR: Mentoring Opportunity SW: Paper drafting exercise Team: Syllabus + Success Plan
Wk 2: SW 01/24+26/17	=Thesis Port. Assignment -Cert. and Honors Opportunities -Mentor/Ambassador Commitments Ch 2+3: Intro to Admin. + Mgt.	PCNTG-Ch 2+3 OLQ-Ch2+3	-Project 2 draft -Portfolio Benchmark 1: Work Plan + Draft Thesis Statement	TA: Ch 2+3 Topics + Case Study
Wk. 3: HR + SW 01/31/17 + 2/2/17	=DHS/FEMA Grant Assign. (SW-HR) =Certification commitments + MSR Ch 4: Leading Change (HR)	PCNTG-Ch4 OLQ-Ch4	-Project 2 final: Today + Tomorrow's Fire/EMS Service	SW: DHS Grant guidance TA: Ch 4 Topics + Case Study ...
Wk 4: HR 02/7+9/17	Ch. 6: Human Resources Mgt. (HR) Cover Ltr + Resume1: (AL) =GS: Amy Lamontagne	PCNTG-Ch6 OLQ-Ch6	-Proj. #12 draft -Port. B/mark2: Draft Cover Letter + Resume (CL+R)	TA: Ch. 6 Topics + Case Study
Wk. 5: HR 2/14+16/17	Ch. 5: Financial Management	PCNTG-Ch5 OLQ-Ch5	-Project 8 draft -Port. B/mark 2: Final CL+R	TA: Ch. 5 Topics + Case Study
Wk 6: SW 02/21+23/17	FS Thesis Portfolio work session 1	PCNTG- Port. Req'ts.	-Proj. #12 Problem-Solving -Grant WP, Topic + Host	TA: TP work plan review + input
Wk 7: HR 02/28/17+03/02/17	Ch 7: Customer Service Cover Ltr + Resume 2: (AL)	PCNTG-Ch7 OLQ-Ch7	-Proj. 8: Training + Coaching -TP B/mark1: Final Thesis Stmt.	TA: Customer service plan
Wk 8: SW 03/07+09/17	Ch 9: Health & Safety GS: CP? FS Thesis Portfolio work session 2	PCNTG-Ch9 OLQ-Ch10	-Proj. 5 draft -Port. B/mark3: Binder, tabs + title page (In class)	TA: Ch 9 Topics + Case Study + peer assessment of Port. work plan, cover letter, resume + binder org'n.
<b>SMCC Spring Break 03/13-17/2017 Enjoy!</b>				
Wk 9: HR 03/21+23/17	Ch 8: Training & Education GS: JG?	PCNTG-Ch8 OLQ-Ch8	-Proj. 5: Health + Safety	TA: Ch 8 Topics + Case Study
Wk 10: SW 03/28+30/17	Ch 10: Gov't Regul'ns, Laws + Courts GS: DJJ-Port. CC? =Review Project 14 narrative drafts	PCNTG- Ch10 OLQ-Ch09	-Proj. 14 Part 1: Draft FEMA Grant Narrative	TA: Grant draft review + input
Wk 11: HR 04/04+06/17	Ch 11: Ethics	PCNTG-Ch11 OLQ-Ch11	-Proj. 14 Part 2 Final FEMA Grant Narrative	TA: Ch 11 Topics + Case Study
Wk 12: SW 04/11+13/17	Ch 12: Public Policy Analysis GS: DC? (both 8:30 – 10:00) =Group Advising (Summer/Fall Crss.)	PCNTG-Ch12 OLQ-Ch12	-Proj. 14 Part 3 Final : FEMA Grant FD Data	TA: Ch 12 Topics + Case Study TP Presentation Assignments
Wk 13: SW 04/18+20/17	Ch 13: The Future GS: NS? FS Thesis Portfolio work session 3	PCNTG-Ch13 OLQ-Ch13	-Draft #1 Thesis Portfolio - Peer Review	TA: Ch 13 Topics + Case Study
Wk 14: SW+HR 04/25+27/17	Thesis Presentation Dress Rehearsal =Debrief process + presentations		--Draft #2 Thesis Portfolio + Presentation Outline	Fac'ltrs: SW, HR + MS? Rooms:
Wk 15: SW+HR 05/02+04/17	Thesis Presentation & Defense Final exam study plan		-Final Thesis Portfolio + Presentation Outline	Fac'ltrs: SW, HR + MS? Rooms:
Wk 16: SW 05/09+11/17	Review + Final Exam Course Feedback (SW/HR + SMCC)	Review + Final Exam	-Prep for Final Exam	Exit Interview / Course feedback <i>Good luck!</i>

<b>MFSI/Pro Board Fire Officer I + II Certification Requirements (Optional)</b>	
<b>FIRE 215 Writing Projects:</b> 1, 3, 6, 7, 11 + 15	<b>FIRE 260 Writing Projects:</b> 2, 5, 8, 12, 14
<b>Additional FOI+II Writing Projects:</b> Sept. 30: #4 Communication Oct. 31: #9 Evaluation + discipline Nov. 30: #10 Organized labor	<b>Additional FOI+II Writing Projects:</b> Jan. 31: #13 Preplan/Inspection Feb. 28: #16 Rules of Engagement Mar. 31: #17 Fire Attack Apr. 30: #18 Fire Investigation May 13: #19 Human Factors
<b>Other Training/Testing Requirements</b> =Firefighter I+II certification (documentation)	<b>Other Training/Testing Requirements + Options</b> =Fire Instructor I: (FIRE 210 or Fire Instructor Academy) =Simulation Training/Testing: / / @ FFD (HR) =Certification Written Exam: (Schedule w/MFSI – Peter Rines)