



California State Fire Training



Bus (916) 445-8444

osfm.fire.ca.gov/training/training.php

INTERIM SFT PROCEDURES

Procedure Title: Management Instructor

Effective Date: Company Officer - May 22, 2014
Chief Fire Officer – Nov. 20, 2014

Section Change: Added Company Officer 2A, 2B and Chief Fire Officer 3A, 3B, and 3C to the Management Instructor instructional disciplines.

New Management Instructors

New Management Instructors beginning to pursue instructor registration for the courses listed above should utilize the requirements listed on the subsequent interim procedure pages.

Current Management Instructors

Current Instructors of the courses listed below shall be authorized to teach the following:

- Current **Fire Management 1** Instructors are authorized to deliver **Company Officer 2A & 2B**
- Current **Fire Management 2A** or **2C** Instructors are authorized to deliver **Chief Fire Officer 3A**
- Current **Fire Management 2B** Instructors are authorized to deliver **Chief Fire Officer 3B**
- Current **Fire Management 2A** or **2D** Instructors are authorized to deliver **Chief Fire Officer 3C**

Justification: The State Board of Fire Services has approved both the Company Officer and Chief Fire Officer curriculum and their associated educational requirements. These changes are directed at meeting the specific Job Performance Requirements established in NFPA standard 1021 and 1051.

The current SFT Procedures Manual dated May 2008 does not include these new courses. This interim procedure clarifies the instructor registration requirements for Instructors seeking to teach the new courses.

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Approved By:

Mike Richwine, Assistant State Fire Marshal

This Interim Procedure provides guidance and/or interpretation on State Fire Training Procedures and shall be effective for 12 months from the approval date.

6.8.13: MANAGEMENT INSTRUCTOR

6.8.13.1: Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • Fire Management 1: Management/Supervision for Company Officers • *Company Officer 2A: Human Resource Management • *Company Officer 2B: General Administrative Functions • *Chief Fire Officer 3A: Human Resource Management • *Chief Fire Officer 3B: Budget & Fiscal Responsibilities • *Chief Fire Officer 3C: General Administrative Functions • Fire Management 2A: Organizational Development and Human Relations • Fire Management 2B: Fire Service Financial Management • Fire Management 2C: Personnel and Labor Relations • Fire Management 2D: Master Planning • Fire Management 2E: Ethics and the Challenge of Leadership 	<ul style="list-style-type: none"> • Fire Service Supervision: Increasing Personal Effectiveness • Fire Service Supervision: Increasing Team Effectiveness • Volunteer Fire Service Management

***New**

6.8.13.2: General Qualifications

- A. A primary instructor for a CFSTES Fire Management course shall meet the qualifications required of all SFT registered primary instructors.
1. See **6.2.1: Qualifications**.

6.8.13.3: Rank and Professional Experience

- A. A primary instructor for a CFSTES or FSTEP Fire Management course shall meet the rank and professional experience qualifications listed below.
1. Performing in an "acting" capacity does not qualify.

CFSTES Courses	Rank and Experience
<ul style="list-style-type: none"> • Fire Management 1 • *Company Officer 2A • *Company Officer 2B 	<ul style="list-style-type: none"> • Held the rank of company officer within a Recognized Fire Agency in California for a minimum of three years
<ul style="list-style-type: none"> • Fire Management 2A • Fire Management 2B • Fire Management 2C 	<ul style="list-style-type: none"> • Held the rank of company officer or higher within a Recognized Fire Agency in California for a minimum of five years

<ul style="list-style-type: none"> • Fire Management 2D • Fire Management 2E 	<ul style="list-style-type: none"> • Has specific course-related expertise
<ul style="list-style-type: none"> • *Chief Fire Officer 3A • *Chief Fire Officer 3B • *Chief Fire Officer 3C 	<ul style="list-style-type: none"> • Held the rank of chief officer or higher within a Recognized Fire Agency in California for a minimum of three years • Has specific course-related expertise

***New**

FSTEP Courses	Rank and Experience
<ul style="list-style-type: none"> • Fire Service Supervision 	<ul style="list-style-type: none"> • Held the rank of company officer within a Recognized Fire Agency in California for a minimum of two years
<ul style="list-style-type: none"> • Fire Service Supervision 	
<ul style="list-style-type: none"> • Volunteer Fire Service Management 	