



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
Statewide Training and Education Advisory Committee**

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Attachment 16

Date: September 19, 2019

To: Ronny J. Coleman, Chairman
Statewide Training and Education Advisory Committee
c/o State Fire Training

From: Mark Bisbee, Battalion Chief

SUBJECT/AGENDA ACTION ITEM:
Update on Pathways to Higher Education

Recommended Actions:
Information/Discussion

Background Information:
SFT is making significant progress in accomplishing major portions of Blueprint 2020 Goal #2:

1. National Professional Development Model	
<i>Participate in the Fire and Emergency Services Higher Education (FESHE) National Model of fire service training and education that includes an integrated, competency-based system of fire and emergency services professional development and an integrated system of higher education from a two-year Associate degree to Doctoral degrees.</i>	
2.1	<ul style="list-style-type: none"> Formally initiate the process of adopting the National Model with FESHE as a guideline. Evaluate and amend the model relative to the legal and situational needs unique to the California fire service.
2.3	<ul style="list-style-type: none"> Identify those components that are appropriate to add to the model to meet those unique needs.
2.4	<ul style="list-style-type: none"> Develop partnerships with those states that have similar fire service circumstances.
2.5	<ul style="list-style-type: none"> Establish a timetable and priorities for implementation of the model and adoption of the model by the education and training providers
2.6	<ul style="list-style-type: none"> Continue to develop partnerships nationally and internationally, both to enhance our experience and to pass on the lessons we learn as we adopt the model.

2.7	<ul style="list-style-type: none"> Based on the timetable and identified priorities complete at least two pilot projects, one in education and one in training, to demonstrate the effectiveness of the model.
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The current Pathway to Higher Education has several phases:

- The articulation of Chief Fire Officer Courses into a Bachelor’s Degree program will complete Phase I.
- Phase II consists of following a similar process to articulate the Executive Chief Fire Officer Courses into a Master’s of Public Administration Program (MPA) at Cal State Northridge.
- Phase III consists of exploring opportunities to provide an avenue to bring fire service personnel from all over the state together in one location for in-person course delivery at a “hub/anchor institution” in alignment with a revised BP2020 Goal #5.

Analysis/Summary of Issue:

In July, Humboldt State University approved State Fire Training (SFT) Chief Fire Officer Curriculum as the elective courses for their Bachelor of Arts in Interdisciplinary Studies - Option in Leadership Studies Program. SFT Chief Fire Officer courses were bundled and imbedded into the electives required for the major:

Humboldt State Fire Service Elective Courses	Course Modules	Units
Human Resources and Labor Management	CFO 3A: Human Resources Management	3
	Fire Service Labor/Management Relations + 3 <i>Labor Scenarios</i>	
Fire Service Administration	CFO 3B: Budget and Fiscal Responsibilities	3
	CFO 3C: General Administrative Functions	
	NFA 2-day Course: F0520-Exercising Leadership Within Communities	
Incident Leadership	CFO 3D: Emergency Service Delivery	3
	1-300: Intermediate Incident Command for Expanding Incidents	
Fire Service Certification Capstone⁴	Cert. Task Book Completion Capstone Portfolio	3
Total Elective Units		12

The new Humboldt State program is intended to build on California Community College curriculum with the transfer of up to 60-70 lower division units through the recently approved Company Officer Associate’s Degree at the Community College level. Participants wishing to pursue further higher education should make sure they are positioned for future success. The Company Officer A.S. Degree consists of the following courses:

- Human Resource Management for Company Officers (2.0 Units)
- General Administrative Functions for Company Officers (1.0 Unit)
- Fire Inspections and Investigations for Company Officers (2.0 Units)
- All Risk Command for Company Officers (2.0 Units)
- Wildland Incident Operations for Company officers (2.0 Units)
- Ethical Leadership (0.5 Units)
- Hazardous Materials Incident Commander (1.0 Units)

- Introduction to the Incident Command System (0.5 Units)
- Instructional Methodology (2.0 Units)
- Intermediate Fire Behavior (2.0 Units)
- Firefighting Strategies & Tactics (3.0 Units)

It's imperative that all general education courses taken at the community college level are transferable to the CSU system; having an AS or AA degree doesn't ensure that all lower division general education courses will qualify for credit in the CSU system.

Students who have already taken the Certified Chief Fire Officer courses may apply for credit with Humboldt State.

- Currently, one of the modules in the Incident Leadership course is only 24 hours (Chief Fire Officer 3D). A curriculum development cadre has already met and determined that this course should be increased to 40 hours, and has modified the course plan.
- Due to these pending changes in the current 24-hour CFO 3D course, students will need to demonstrate completion of an additional 16-hours of coursework from the following list until the proposed new 40-hour CFO 3D is approved and available:
 1. Any Incident Command System (ICS) course at the 300-level or above; OR
 2. Any one of our three Fire Service Training and Education Program (FSTEP) command courses; OR
 3. Any National Fire Academy (NFA) 2-day course in Leadership and Executive Development EXCEPT the one already embedded within the BA program (F0520: Exercising Leadership Within Communities).

Having approval to articulate the Company Officer Courses to an Associate's, and Chief Fire Officer courses into a Bachelor's degree program helps address one of the key components of the *California Fire/EMS Professional Development Pathway for Workforce Development and Career Advancement* Issue Paper, which serves as a needs assessment along with the Blueprint 2020 Gap Analysis.

By formally adopting the National FESHE Professional Development Model, approving the integration of SFT courses into degree programs, SFT is well-positioned to accomplish several components of Blueprint 2020 Goal #2. All of this further progresses the California Fire Service towards the National Professional Development model and the integration of certification and education.



**Pathways to Higher Education
Course Worksheet**



Humboldt State University

Bachelor of Arts in Interdisciplinary Studies, Option in Leadership Studies¹

Fire Service Elective Courses²	Course Modules	Units³
Human Resources and Labor Management	CFO 3A: Human Resources Management	3
	Labor Management + 3 Labor Scenarios	
Fire Service Administration	CFO 3B: Budget and Fiscal Responsibilities	3
	CFO 3C: General Administrative Functions	
	NFA 2-day Course: F0520-Exercising Leadership Within Communities	
Incident Leadership	CFO 3D: Emergency Service Delivery	3
	1-300: Intermediate Incident Command for Expanding Incidents	
Fire Service Certification Capstone⁴	Cert. Task Book Completion Capstone Portfolio	3
Total Elective Units		12

Notes:

1. Predicated on 60-70 Lower Division Community College CSU Transfer Units (CO AS Degree)
2. Fees: \$50/Unit, contract courses administered by SFT and accepted by Humboldt State
3. Based on Carnegie hour/unit values:
 - a. Lecture Hours: 1 hour class, 2 hours of homework for 15 hours = 1 unit
 - b. Activity Hours: 30 hours = 1 unit
 - c. Lab Hours 45 hours = 1 unit (not applicable to this program)
4. *Fire Service Certification Capstone* is the recommended equivalent to HSU's *Capstone in Leadership* course

Action Items:

- Develop three labor scenarios to add 4.75 activity hours to Labor Management course
- Explore how to assign grades for CFO electives or assign C/NC

Course Descriptions

Human Resources and Labor Management

This course provides students with a basic knowledge of the human resources requirements related to the roles and responsibilities of a Chief Fire Officer including developing plans for providing employee accommodation, developing hiring procedures, establishing personnel assignments, describing methods of facilitating and encouraging professional development, developing an ongoing education training program, developing promotion procedures, developing proposals for improving employee benefits, and developing a measurable accident and injury prevention program.

This course also provides participants with an overview of labor/management history, stakeholders, roles and responsibilities, and legislation and the tools to initiate and maintain positive labor/management partnerships.

Fire Service Administration

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.

This course also provides students with a basic knowledge of the budgeting requirements related to the roles and responsibilities of a Chief Fire Officer including developing a budget management system, developing a division or departmental budget, and describing the process for ensuring competitive bidding.

In addition, this course provides fire service leaders with knowledge and skills to exercise leadership when confronting adaptive challenges presented by increasingly diverse internal and external communities. The goal of the course is for participants to use the diversity of ideas, peoples and cultures as resources in exercising leadership to address adaptive challenges in their communities.

Incident Leadership

This course provides students with a basic knowledge of the all-hazards emergency service requirements related to the roles and responsibilities of a Chief Fire Officer including developing a plan for the integration of fire services resources, developing an agency resource contingency plan, evaluating incident facilities, supervising multiple resources, developing and utilizing an incident action plan, obtaining incident information to facilitate transfer of command, developing and conducting a post-incident analysis, and maintaining incident records.

This course also provides description and detail of the Incident Command System (ICS) organization and operations in supervisory roles on expanding or Type 3 incidents. Topics include: ICS fundamentals review, incident/event assessment and agency guidance in establishing

incident objectives, Unified Command, incident resource management, planning process, demobilization, transfer of command, and close out.

Fire Service Certification Capstone

This provides students with the ability to apply the student learning objectives from the elective courses, demonstrate proficiency in the workplace, and prepare a summative capstone portfolio for review. This includes the completion of job performance requirements that meet Certification Training Standards (CTS) for the position of Chief Fire Officer through the completion of a certification Task Book. In addition, this course requires the preparation and presentation of work products from the Task Book in the form of a summative portfolio review required for certification.

Prerequisites for the Certification Capstone experience include having met the experience requirements, attaining the appropriate rank or position, and having demonstrated the job performance requirements as defined by the State Fire Training system necessary to obtain certification.

MAJOR ACADEMIC PLAN (MAP)

Consult the **HSU catalog** for General Education, American Institutions, Diversity & Common Ground requirements. Consult the **HSU College of Extended Education & Global Engagement catalog** for a full list and current schedule of online classes. Students should review their **DARS report**, utilize their **academic checklist** and consult with their advisor each term.

Major: **Leadership Studies** (Interdisciplinary Studies) **Degree:** Bachelor of Arts

Note: This is a model plan for completing the classes required for the major in 2-years.
 Additional courses may need to be taken to meet graduation requirements.

Option 1:	Start - End	Semester	Course	Units
	August - October	First	311 Foundations of Leadership	3
	October - December		331 Leadership Communication	3
	January - March	Second	321 Data Driven Leadership	3
	March - May		341 Strategic Planning & Forecasting	3
	May - July	Third	441 Developing Dynamic Organizations	3
Summer Break				
	August - October	Fourth	351 Project Implementation / Evaluation	3
	October - December		411 Managing Employees / Stakeholders	3
	January - March	Fifth	421 Strategic Sustainability	3
	March - May		431 Technology & Leadership	3
	May - July	Sixth	451 Capstone in Leadership	3
				30

Option 2:	Start - End	Semester	Course	Units
	January - March	First	311 Foundations of Leadership	3
	March - May		331 Leadership Communication	3
	May - July	Second	441 Developing Dynamic Organizations	3
Summer Break				
	August - October	Third	321 Data Driven Leadership	3
	October - December		341 Strategic Planning & Forecasting	3
	January - March	Fourth	351 Project Implementation / Evaluation	3
	March - May		411 Managing Employees / Stakeholders	3
	May - July	Fifth	421 Strategic Sustainability	3
Summer Break				
	August - October	Sixth	431 Technology & Leadership	3
	October - December		451 Capstone in Leadership	3
				30

Humboldt State University
 Bachelor of Arts in Interdisciplinary Studies, Option in Leadership Studies

The Leadership Studies option requires completion of 120 total units Please review the course and unit requirements below A minimum GPA of 2.0 is required to complete the program			
Leadership Studies major courses (10 courses - 30 units) Courses may be taken in any order provided 311 is taken first and 451 is taken last			
Course Title	Units	Grade	Semester
311: Foundations of Leadership	3		
321: Data Driven Leadership	3		
331: Leadership Communication	3		
341: Strategic Planning & Forecasting	3		
351: Project Implementation/Evaluation	3		
411: Managing Employees/Stakeholders	3		
421: Strategic Sustainability	3		
431: Technology & Leadership	3		
441: Developing Dynamic Organizations	3		
451: Capstone in Leadership	3		
Total units for the major (30 units)			
Electives / Minor / General Education & All-university Requirements (10 courses – 30 units) Please review your transfer courses with an advisor before planning courses for this section			
Upper Division General Education - 3 courses - 9 units (courses numbered 300-309 at HSU)			
Course Title	Units	Grade	Semester
1. Area B			
2. Area C			
3. Area D			
Total units for upper division GE (9 units minimum)			
Human Integration – 3 units (400-level course at HSU) - may be met by lower division transfer course			
4. Area E			
Diversity & Common Ground (2 courses) – check with an advisor for GE double-counts			
Domestic			
Domestic or Nondomestic			
Electives / Minor – check with advisor first – minors may require contract			
Course Title	Units	Grade	Semester
5. Human Resources and Labor Relations			
6. Fire Service Administration			
7. Incident Leadership			
8. Fire Service Certification Capstone			
9.			
10.			
Total units for electives / minor / GEAR requirements			
Total units this page			

Transfer courses (60 units)

Most of these requirements should be completed before entering the program
Please review your transfer courses with an advisor before planning courses for this section

American Institutions - 6 units

Requirement	Met	Units	Grade	Semester
US History				
US Constitution				
CA State & Local Gov't				

Lower Division General Education - 3 units (courses numbered 100-109 at HSU)

Area A: Basic Subjects (9 units)				
Area B: Math & Science (9 units)				
Area C: Arts & Humanities (9 units)				
Area D: Social Science (9 units)				
Total lower division GE (36 units minimum)				

Human Integration – 3 units (400-level course at HSU – see other side if not met here)

Area E				
Total units for other elective courses				
Total units all transfer courses				

Total units and requirements for degree**GWPE** (Graduate Writing Proficiency Exam) – must be completed semester before graduation**GPA** (2.0 minimum)

Total units General Education in residence (9 unit minimum)			
Total units General Education, upper and lower division (48 unit minimum, 36 units lower division, 9 units upper division)			
Total units for Leadership Studies option, including major courses, transfer courses, and other degree requirements (120 unit minimum, 40 upper division, 30 HSU residence)			

Notes: