



King County Fire Training Officer's Association Officer Development Academy Course Syllabus

Budget and Finances

Course Information

Course Title:	Budget and Finances
Course Description:	This course is about fire department budgeting and financial practices. It is designed to provide fire department personnel with a background into fire department finances and budgeting practices.
Dates:	October 1 st , 2012
Class Time:	0800-1200
Location:	Bellevue Fire Training Center (tentative) Bellevue, WA.
Prerequisites/Pre-course Assignment:	Fire Department Affiliation
College Credits:	No

Instructor Information

Instructor:	Fire Chief/Administrator Allen D. Church Chief Church is a 35 year member of the fire service. He is Chief of South King Fire & Rescue, as well as being President of the Washington Fire Chiefs association. He has four degrees, including his master's in Organizational Leadership. He is currently completing his dissertation to finalize his Doctoral Degree in Organizational Leadership.
Instructor Phone:	206-510-3484
Instructor Email:	Allen.church@southkingfire.org



King County Fire Training Officer's Association Officer Development Academy Course Syllabus

Budget and Finances

Instructor Contact: Email: You may contact me by email at any time. Response will typically occur within 24-48 hours.

Phone: If you need to contact me by phone, please do so only between the hours of 0800-1700.

Course Design

Text: There is no required text for this class; however, an understanding of your local department's budget, or a copy therein, would be helpful..

Additional Materials: None.

Course Objectives: To provide the student with the following knowledge, skills, and abilities:

Enabling Objectives:

1. Describe the necessity of a Mission Statement and/or Vision Statement as it relates to the budgetary process.
2. Describe the uses of a Strategic Plan, or Long Range Plan, and how it can impact the budgetary process of a fire department.
3. Identify the various sources utilized to fund a fire department from the perspective of a fire district, a municipality, or a fire authority.
4. Describe the funding source(s) used in our State for emergency medical services.
5. Identify the different sources of funding utilized for capital expenditures in the fire service.
6. Describe the budgetary process in general and relate it to the importance of public support.
7. Identify the functions of a fire department budget.
8. Identify the five (5) types of budgets utilized in today's fire service.
9. Identify the steps in the budget process and describe the fire officer's role in the budget process.
10. Describe the impact of personnel costs on a fire department budget.
11. Identify the different type(s) of funds available within a typical



King County Fire Training Officer's Association Officer Development Academy Course Syllabus

Budget and Finances

budget.

12. Describe the audit process and the levels of non-compliance within a fire department audit.

13. Describe how political influence affects the decisions made on budget administration and preparation.

14. Describe the political process and the process for passing a piece of legislation within the State of Washington as related to fire department funding, or a fire service issue.

Standards: NFPA 1021, Fire Officer Professional Qualifications 3-4.2

- Course Policies:** This course is designed to develop critical thinking skills requiring the students to participate in classroom discussions. All students will respect the opinions of others and may debate in a manner that is respectful of all. You get out of the class what you put into it.
- Attendance:** Attendance is mandatory for the full four (4) hours of the class. If you cannot attend class, contact the instructor 48 hours prior to class to cancel so that any wait-listed students can be notified
- Grading:** Grading will be based on several elements totaling 100 points:

	Percent
Participation	50
Final Written	50
<u>Total</u>	<u>100</u>



King County Fire Training Officer's Association Officer Development Academy Course Syllabus

Budget and Finances

Points	Grade	Grade
100-99	4.0-3.9	A
98-95	3.8-3.5	A-
94-92	3.4-3.2	B+
91-89	3.1-2.9	B
88-85	2.8-2.5	B-
84-82	2.4-2.2	C+
81-79	2.1-1.9	C
78-75	1.8-1.5	C-
74-72	1.4-1.2	D+
71-69	1.1-0.9	D
68-65	0.8-0.7	D-
64-0	0.6-0.0	F

Exams: There will be a final examination at the conclusion of the class.

Instructor Tips for Success:

- Arrive at class on time.
- Be prepared to engage in discussion
- Complete all pre-course reading assignments

College Policies

All student policies can be located at the following locations:

- Bellevue Community College
<http://bellevuecollege.edu/publicdisclosure.asp>
- Edmonds Community College
<http://www.edcc.edu/info/>

Students with Disability "If you require an accommodation for a disability, please contact Services for Students with Disabilities at Edmonds Community College.