



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

Course Information

Course Title:	Finances, Budgeting, and the Political process
Course Description:	This course covers all aspects of fire department funding and budgeting, from fire districts to regional fire authorities to municipalities. Students will learn the complexity of managing revenues, expenditures, and the overall budget process. In addition, students will gain a broader understanding of the impact legislation and the political process has on finances and revenue at the local level.
Class Hours:	Four (4) hours.
Prerequisites/Pre-course Assignment:	It is desirable for students to bring a copy of their local fire department's budget with them (not a necessity).
Eligible College Credits:	N/A

Instructor Information

Instructor:	Dr. Allen D. Church, Fire Chief/Administrator South King Fire & Rescue
Instructor Phone:	206-510-3484
Instructor Email:	Allen.church@southkingfire.org



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Course Design

Text: N/A

Additional Materials: N/A

Course Objectives:

Level of Instruction: Level 2 (Comprehension)

Intended Audience: Operations and/or Administration

Behavioral/Course Objectives:

Given:

Given a Lesson Plan, Student Handouts, and PowerPoint presentations

Performance: The student will demonstrate cognitive knowledge and understanding by successfully passing a written test with at least an 80% passing score.

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.



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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 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

Materials Needed: Lesson Plan, Student Handouts (provided by instructor), PowerPoint program, a PC with projection system connected.

Reference Materials: IFSTA Chief Officer; National Fire Academy course materials from "Fire Service Financial Management".



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Course Policies: Students will adhere to all policies as outlined by KCFTOA ODA and IFSAC Accreditation.

Grading: Grading will be based on several elements totaling 100 points:

(This section is open to instructor flexibility based on their design of the class. They may only have a written and practical skills section [as required by our IFSAC Accreditation] and with different section weighting.)

	Percent
Participation (15% per session)	45
Scenario (mid-term)	10
Final Written	25
<u>Final Scenario</u>	<u>20</u>
Total	100

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: Final Written Exam and Tactical Exercise Assignment



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Instructor Tips for
Success:

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

College Policies

Currently ODA is not working directly with any college, but recommends students to contact their local community colleges for any information about ODA courses transferring to college credits.