

# FIRE PROTECTION TRAINING GUIDE - ASSISTANT CHIEF

4020.2

(No. 11 May 2000)

## MINIMUM QUALIFICATIONS

### ASSISTANT CHIEF (NONSUPERVISORY)

#### ASSISTANT CHIEF

Two years of permanent full-time experience in California state service performing the duties of a Battalion Chief, Battalion Chief (Nonsupervisory), Fire Prevention Officer I or Forester I.

| INDIVIDUAL PROFESSIONAL TRAINING - ASSISTANT CHIEF |       |          |                         |             |           |               |       |
|--|-------|----------|-------------------------|-------------|-----------|---------------|-------|
| Course   |       |          | Participant Time Frames |             |           | Prerequisites | Notes |
| Title  | Hours | Location | When                    | Requirement | Frequency |               |       |

### JOB REQUIRED

#### *Job Required Within First Year -Assistant Chief*

|                                    |     |      |  |  |                          |                     |  |
|------------------------------------|-----|------|--|--|--------------------------|---------------------|--|
| Public Safety First Aid - CAL FIRE | 26  | Unit | Prior to response                          | Mandated - H.S. Code, CCR Title 22       | 8 hours every 2 years    | Public Safety - CPR |  |
| Sudden Infant Death Syndrome       | [1] |      |  | Mandated - H&S 1797.192 SB 1068          | One time training        | None                |  |
| Elderly Abuse W&I 15630            | [1] |      |  | Mandated - W&I 15632                     | One time training        | None                |  |
| Communicable Disease Awareness     | [4] |      |  | Mandated - CLC 5193(3) (5) CFR 1910.1030 | Annual- 1 hour (minimum) | None                |  |
| Public Safety CPR - CAL FIRE       | 8   | Unit | Prior to response                          | Mandated - H.S. Code, CCR Title 22       | 4 hours every 2 years    | None                |  |
| Substance Abuse I.D.               | 2   | Unit | Within 1 year of assignment to Asst. Chief | Department of Transportation             | One time training        | None                |  |

| Course                                 |       |               | Participant Time Frames                |   |                                      | Prerequisites | Notes |
|--|-------|---------------|--|---|--------------------------------------|---------------|-------|
| Title                                  | Hours | Location      | When                                   | Requirement   | Frequency                            |               |       |
| Hazardous Materials Incident Commander | 40    | Unit          | Prior to response                      | OSHA requirements under 29 Code of Federal Regulations (CFR) 1910.120 and the California Code of Regulations Title 8, Section 5192. | Annual - 8 hour                      | None          |       |
| EEO for Supervisor or Manager          | 8     | Academy, Unit | 8hrs during initial year of employment | CAL FIRE Policy   | annually thereafter by Legal Counsel | None          | (*)   |
| I-400/401 Advanced ICS                 | 26    | Region/Unit   | Unit Option                            | Mandated - SB 1841 SEMS   | One time training                    | I-300         | (*)   |

**90.00 Total Hours Job Required Within First Year - Assistant Chief**

***Job Required Within Fourth Year - Assistant Chief***

|                            |   |             |                      |  |                       |                             |  |
|----------------------------|---|-------------|----------------------|--|-----------------------|-----------------------------|--|
| Defensive Drivers Training | 4 | Region/Unit | Within first 4 years | SAM - Required for frequent operation of any vehicle on state business | 4 hours every 4 years | California Driver's License |  |
|----------------------------|---|-------------|----------------------|--|-----------------------|-----------------------------|--|

**4.00 Total Hours Job Required Within Fourth Year - Assistant Chief**

**JOB ENHANCEMENT**

|   |     |                       |  |  |                        |   |     |
|---|-----|-----------------------|--|--|------------------------|---|-----|
| P.O.S.T. Basic                          | 680 | CAL FIRE Academy      |  |  | 24 hours every 2 years | Background check, First Responder Medical, CPR, Physical exam, psychological evaluation |     |
| Public Officer                          | 40  | Region/Unit           | Prior to appointment as public officer |  |                        | Background check, P.C. 832  |     |
| Chief Officer Certification - CFSTES    | 400 | CFA/CSFM              |  |  |                        | Community College Degree  | (2) |
| Fire Service Communication (R107) - NFA | 80  | National Fire Academy |  |  |                        |   |     |

| Course  |       |                       | Participant Time Frames |             |           | Prerequisites | Notes |
|---|-------|-----------------------|-------------------------|-------------|-----------|---------------|-------|
| Title   | Hours | Location              | When                    | Requirement | Frequency |               |       |
| Interpersonal Dynamics in Fire Service Organizations (R332) - NFA                       | 80    | National Fire Academy |                         |             |           |               |       |
| Fire Service Financial Management (R333) - NFA  | 80    | National Fire Academy |                         |             |           |               |       |
| Organizational Theory In Practice (R331) - NFA  | 80    | National Fire Academy |                         |             |           |               |       |
| Command and Control of Fire Department Operations at Catastrophic Disasters (R308)- NFA | 80    | National Fire Academy |                         |             |           |               |       |
| Fire Service Information Management (R502) - NFA  | 80    | National Fire Academy |                         |             |           |               |       |

| Course                                     |       |            | Participant Time Frames |             |           | Prerequisites   | Notes |
|--|-------|------------|-------------------------|-------------|-----------|---|-------|
| Title                                      | Hours | Location   | When                    | Requirement | Frequency |   |       |
| S-520 Advanced Incident Management - NARTC | 80    | Marana, AZ |                         |             |           | Type 1 Team certified. Individuals should be functionally qualified under ICS at the Type 1 level for the position they will be filling at the course. Nominations must be submitted with a current Fire Qualification Record and with a narrative statement giving a brief background of the person nominated. Include a description of the intended use of the skills developed as a result of attending S-520. |       |

**1,680.00 Total Hours Job Enhancement Training**

| Course |       |          | Participant Time Frames |             |           | Prerequisites | Notes |
|--------|-------|----------|-------------------------|-------------|-----------|---------------|-------|
| Title  | Hours | Location | When                    | Requirement | Frequency |               |       |

**CAREER DEVELOPMENT**

|                                      |     |                       |  |  |  |  |     |
|--------------------------------------|-----|-----------------------|--|--|--|--|-----|
| Executive Fire Officer Program - NFA | 200 | National Fire Academy |  |  |  | Apply to NFA, Community College Degree | (3) |
|--------------------------------------|-----|-----------------------|--|--|--|--|-----|

NOTES:    (\*)       = New Department policy  
              (----)   = Subject Area Taught in the Course Listed Above  
              (1)       = 4 - 5 Hours  
              (2)       = 10 Courses  
              (3)       = 4 Courses

[\(see Next Section\)](#)

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[\(see Forms and Form Samples\)](#)