

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

FIRE 330

HUMAN RESOURCES MANAGEMENT IN FIRE SERVICES ORGANIZATIONS

COURSE DESCRIPTION

A human resource management overview applied to fire and emergency service organizations. Theory, policies, procedures, and practices related to the management of publicly employed emergency personnel are distinguished. Analysis of human resource administration including personnel management, organizational development, productivity, recruitment and selection, performance management, discipline, and collective bargaining, and effectively dealing with ethical issues.

RATIONALE

The development and continued well-being of all fire and emergency services organization is dependent upon an ongoing reassessment of the needs and assets of the organization. One of the greatest assets to any organization is its pool of personnel. The management of fire and emergency services personnel is an ongoing process that involves ever-evolving ways in which to manage, discipline and educate the employees of the organization. It is incumbent that one understands the theories, policies and procedures that guide these decisions on a daily basis.

I. PREREQUISITE

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

II. REQUIRED RESOURCE PURCHASE

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Blackboard [recommended browsers](#)
- D. Microsoft Office
- E. APA Formatting Information:
<http://ezproxy.liberty.edu/login?url=http://APAStyleCENTRAL.apa.org>

IV. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- A. Describe some of the greatest challenges to managing fier service personnel.

- B. Identify key pieces of legislation that dictate various elements of management within the fire services.
- C. Identify relevant court cases that most impact management of fire services personnel.
- D. Identify and understand the challenges associated with recruitment, hiring, retention and promotion of fire service personnel.
- E. Understand the concepts of unionization and collective bargaining.
- F. Discuss the role of retention efforts such as mentoring and higher education within the fire services.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings and lecture presentations/notes
- B. Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Discussion Board Forums (8)

Discussion boards are collaborative learning experiences. Therefore, the student is required to provide a thread in response to the provided prompt for each forum. Each thread must be 250 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates' threads. Each reply must be 100 words. All threads and replies must reflect critical thought. Relate the course content to real-world applications with biblical perspectives and cite a minimum of 1 source, per response, in current APA format.

- D. Research Paper 1

The purpose of this paper is to examine the greatest challenges often faced by management within the fire services with a focus on a specific piece of legislation. This paper should include a discussion of the specific legislation and how that legislation can and does impact the way in which fire services personnel are managed. All papers must be completed through the lens of a Biblical Worldview where students will incorporate appropriate biblical passages and/or resources. The paper must be completed in APA formatting and consist of 750-1250 words (excluding all title, abstract and reference pages). In addition to the course text, all papers must utilize at least 4 outside scholarly sources to support evaluation and analysis.

E. Research Paper 2

The purpose of this paper is to further analyze and discuss the challenges associated with the management of fire services personnel. For the purposes of this paper, you may focus on challenges such as recruitment, hiring, retention, training, attrition, etc. While you may tie this paper into the Research Paper 1, be sure not to dwell on the information provided in the first paper. This work should consist of entirely new information where you might, at most, draw a nexus to the legislation discussed previously. All papers must be completed through the lens of a Biblical Worldview where students will incorporate appropriate biblical passages and/or resources. The paper must be completed in APA formatting and consist of at least 1500 words (excluding all title, abstract and reference pages). In addition to the course text, all papers must utilize at least 5 outside scholarly sources to support evaluation an analysis.

VI. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist	10
Discussion Board Forums (8 at 75 pts ea)	600
Research Paper 1	175
Research Paper 2	225
Total	1010

B. Scale

A = 900–1010 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

VII. BIBLIOGRAPHY

Congressional Fire Services Institute. (2018). Current Legislation. Retrieved from

<https://www.cfsi.org/legislation-advocacy/current-legislation/>

Eder, W. (2011). A Guide to Fire Officer Development. Retrieved from

<http://www.firerescuemagazine.com/articles/print/volume-6/issue-12/professional-development/a-guide-to-fire-officer-development.html>

- Gainey, R. (2016). Human Resources: Another Fire Service Administrator's Tool. Retrieved from <http://www.fireengineering.com/articles/2016/05/human-resources-another-fire-service-administrators-tool.html>
- League of Minnesota Cities. (2017). Fire Department Management and Liability Issues. Retrieved from <https://www.lmc.org/media/document/1/firedepartmentmanagementandliabilityissues>
- Naum, C. (2009). Shaping the Future; "Creating Leaders in our Youth" Part I. Retrieved from <http://www.thecompanyofficer.com/2009/12/16/shaping-the-future-creating-leaders-in-our-youth/>
- Varone, C. (2011). What is Our Biggest Liability? Retrieved from <https://www.firehouse.com/home/article/10460736/what-is-our-biggest-liability>

COURSE SCHEDULE

FIRE 330

Textbook: Edwards, S. *Fire Service Personnel Management*. (2009).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Edwards.: chs. 1-2 1 presentation 3 websites	Course Requirements Checklist	10
		Class Introductions	0
		DB Forum 1	75
2	Edwards: ch. 3 1 presentation 3 website	DB Forum 2	75
3	Edwards: ch. 4 1 presentation 2 website	DB Forum 3	75
4	Edwards: chs. 5-6 1 presentation 3 websites	DB Forum 4	75
		Research Paper 1	175
5	Edwards: ch. 7 1 presentation 2 websites	DB Forum 5	75
6	Edwards: chs. 8-9 1 presentation 2 websites	DB Forum 6	75
7	Edwards: ch. 11 1 presentation 4 websites	DB Forum 7	75
8	Edwards: ch. 13 1 presentation 4 websites	DB Forum 8	75
		Research Paper 2	225
TOTAL			1010

DB = Discussion Board

NOTE: Each course module/week begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.