



## CAL FIRE / SLO COUNTY FIRE DEPARTMENT TRAINING ANNOUNCEMENT SOUTH BAY TRAINING CENTER

**Class Title:** COMPANY OFFICER 2B, General Administrative Functions

**Dates:** DECEMBER 2-3, 2019

**Times:** 0830 to 1830 all days ★ must attend all days / hours, non-negotiable

**Description:** Must be Agency / Department sponsored. This course provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. Students will receive a State Fire Training certificate upon successful completion of course.

**Instructor:** Woody Bouska, SureFire Training

**Coordinator:** Training Fire Captain Nate Hamm

**Location:** CAL FIRE SLU, South Bay Training Center, 880 Manzanita Drive, Los Osos 93402

**Fee:** \$280 Cashier's Check or Money Order Only payable to SLO COUNTY FIRE / CO2B, must be attached to registration and mailed to SLU HQ (see registration box for address, pg. 2). Course enrollment and Fee Exemption with Station Captain approval for CAL FIRE SLU Personnel FAE and above. Priority 3rd year JAC FAEs. Cancellations less than 10-days, no-shows, failures will forfeit fees. It is your responsibility to confirm registration @ [SLU.training@fire.ca.gov](mailto:SLU.training@fire.ca.gov)

**Requirement:** All Students Must Be On-Duty during instructional hours of Training; all applicants require your Station Captain (or above), name and signature approving registration

**What to Wear:** Students must wear their department's duty uniform or Business attire.

**How to Register:** Complete registration at <https://calfireslo.org/training/upcoming-courses> must include your Station Capt. authorization signature. See Registrations box (pg. 2) for mailing address. Only typed, exempt, authorized and complete registrations may be emailed to [SLU.training@fire.ca.gov](mailto:SLU.training@fire.ca.gov)

**Questions:** Course questions call Coordinator FC Hamm 805.503.3439; registration questions email [SLU.training@fire.ca.gov](mailto:SLU.training@fire.ca.gov)

★ Do not handwrite, complete registration at [CalFireSLO.org/training/courses](https://CalFireSLO.org/training/courses)



# **CAL FIRE / San Luis Obispo County Fire Dept.**

## **South Bay Training Facility**

**Site Access: Parking:** As you enter the Training grounds from Manzanita Drive, immediately turn left onto large driveway (above baseball field). All Training center visitors are to use this parking lot. Classrooms are opened by 0800 and must be cleared out and locked by 1630. No Smoking or Speeding on facility.

**Use Side entrances.** During your training please stay in your designated areas (classroom, outside); Lounge area, and appliances for SBTC staff only. SBTC Staff is at work while you are training so please be courteous, keep noise down and keep out of the front office, training offices, lounge, file room and GIS offices. Take your calls outside, away from offices.

If you have any questions, please advise your instructor and they will relay message to office contact and your question will be answered in a timely fashion through your instructor.

### **Code of Conduct**

**Course Attire:**

Caps and unacceptable items of clothing will not be worn at the Training Center.

**When in the Community:** Please remember, you are ambassadors for your department and our training center. The community of Los Osos has welcomed us and we expect you to be professional and act appropriately in or out of our facility.

**Personal Needs:** If you have a disability that requires special accommodations contact your instructor prior to your arrival.

All rules are non-negotiable and any persons who blatantly violate the above rules will be asked to leave the facility. Your training staff has worked hard to ensure that your learning experience is both pleasant and productive. Please enjoy our surroundings.



**Thank you for your cooperation**

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Include Code of Conduct with your typed registration - do not handwrite your registration -

Complete your registration at <http://www.calfireslo.org/training.html>