

Texas Fire Chiefs Association
DOCUMENT SUBMISSION FORM

Candidate Department: **Irving Fire Department**

Best Practice Standard: 5.04 Public Information Officer (PIO)

Proofs of Compliance Submitted:

1. Rules and Regulations – Assistant Chief, Training/Communications
2. Training Certificates

Submitted By: **Scott Johnson, Program Manager**

Date:

Evaluator's Review

Evaluator:

Date Accepted:

ASSISTANT CHIEF, TRAINING/COMMUNICATIONS

Example of Duties:

1. Supervise and direct activities of:
 - a. Training Branch
 - b. Communications Branch
2. Health and Safety Officer for the department.
3. Public Information Officer for the department.
4. Texas Commission on Fire Protection (TCFP) and Insurance Services Office (ISO) compliance management.
5. Policies and Procedures management.
6. Supervise the Chaplain/Critical Incident Stress Management program.
7. Supervise and direct recruitment activities.
8. Information Technology management.
9. Assist in budget preparation and tracking of expenditures.
10. Respond and assist at multiple alarm fires.
11. Maintain departmental records and submit reports related to the Assistant Chief position.
12. Perform the duties of the Fire Chief in his/her absence as designated.

Public Safety Communications

Russell Wilson

Has successfully completed

Law Enforcement Media Relations

Law Enforcement Communications and Simulations Module 407

Information Officer Level 7

16 Classroom Hours

July 9-10, 2007



Russell Ruffin

Russell Ruffin, Program Developer-Trainer



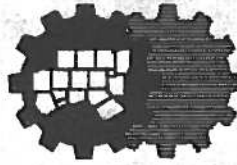
Law Enforcement Media Training

Cherokee Productions, Inc.

865 E. Northridge Rd. Littleton, CO 80126 Ph. 303-470-0716

E-mail: TVNews3@man.com Website: www.LawEnforcementMediaTraining.com





North Central Texas Council of Governments
Regional Training Center

Be it known that on, 9/4/2008

RUSSELL WILSON

Has successfully completed the required curriculum for

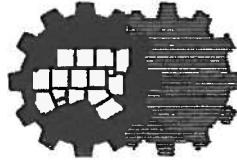
**Public Safety Media Relations: 2-Day
Comprehensive Class**

Executive Director

Director of Regional Training

Course Code: ADM252090308

Class Hours: 14



North Central Texas Council of Governments
Regional Training Center

Be it known that on, November 17, 2008

Russell Wilson

Has successfully completed the required curriculum for

**Advanced Public Safety Media Relations
Training**

Executive Director

Director of Regional Training

Course Code: ADM252111708
Class Hours: 7