

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS

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January 5, 2021

Mr. Thomas Martinez
Fire & Haz Mat Training & Certification
NV State Fire Marshal Division
107 Jacobsen Way
Carson City, NV 89711

Dear Mr. Thomas Martinez-

This correspondence is to advise you that the administrative review of the following certification program level for the Nevada State Fire Marshal Division has been completed:

Fire Officer I	NFPA 1021, 2014 edition
Fire Officer II	NFPA 1021, 2014 edition

After reviewing the documentation provided, the reviewer, Marc Rudder, has determined that this certification program level meets the appropriate objectives for the standard listed above.

Based on the reviewer's conclusions and recommendation, IFSAC accredits the Nevada State Fire Marshal Division for the certification program levels listed above as of January 5, 2021.

We commend you on the amount of time and work your staff has put into this effort. If we can assist your agency in any way, please feel free to contact our office.

Sincerely,

Jillian Conaghan
IFSAC Manager

State written exam and skills
packet required for certification

17.4.1 NFPA Fire Officer I

Standard

NFPA 1021-2014 edition, Chapter 4

National Emergency Responder Credentialing System, Fire/Haz Mat Working Group

Course Requirements

1. Must instruct the job performance requirements for Fire Officer-I as described in NFPA 1021-2014 edition
2. I-100
3. I-200
4. IS-700

Certification Requirements

1. Be certified as an NFPA Firefighter-II and NFPA Fire Instructor-I;
2. 18 years of age;
3. Be employed and/or affiliated with a fire department, fire district or any political subdivision or agency of the State or Federal Government within the state of Nevada;
4. Completion of an approved NFPA Fire Officer-I class and provide documentation of completion, as outlined in the course requirements;
5. Completion of the State Fire Marshal's Fire Officer I Job Performance Requirement Skills Evaluation Packet and submit for approval prior to scheduling written test.
6. Attain a passing score on the State certification exam administered either by State proctors or by an approved proctor.
7. The candidate shall meet the medical requirements as specified by the AHJ;
8. The candidate shall meet the physical requirements as specified by the Authority Having Jurisdiction;
9. The candidate shall meet the educational requirements as specified by the Authority Having Jurisdiction;
10. Request for certification brought forth by the Chief Officer of the department or his designee.

17.4.2 NFPA Fire Officer II

State written exam and skills packet required for certification

Standard

NFPA 1021-2014 edition, Chapter 5

National Emergency Responder Credentialing System, Fire/Haz Mat Working Group

Course Requirements

1. Must instruct the job performance requirements for Fire Officer-II as described in NFPA 1021-2014 edition

Certification Requirements

1. Be certified as an NFPA Fire Officer-I
2. 18 years of age;
3. Be employed and/or affiliated with a fire department, fire district or any political subdivision or agency of the State or Federal Government within the state of Nevada;
4. Completion of an approved NFPA Fire Officer-II class and provide documentation of completion, as outlined in the course requirements;
5. Completion of the State Fire Marshal's Fire Officer II Job Performance Requirement Skills Evaluation Packet and submit for approval prior to scheduling written test.
6. Attain a passing score on the State certification exam administered either by State proctors or by an approved proctor.
7. The candidate shall meet the medical requirements as specified by the AHJ;
8. The candidate shall meet the physical requirements as specified by the Authority Having Jurisdiction;
9. The candidate shall meet the educational requirements as specified by the Authority Having Jurisdiction;
10. Request for certification brought forth by the Chief Officer of the department or his designee.



FIRE OFFICER I

NFPA 1021, 2014 Edition

JOB PERFORMANCE SIGN-OFF SHEETS

JPR Sheet 3

4.2.3 Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed safely, efficiently, and as directed.

(a) *Requisite Knowledge:* Verbal communication techniques to facilitate learning.

(b) *Requisite Skills:* The ability to distribute issue-guided directions to unit members during training evolutions.

JPR Sheet 4

4.2.4 Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified, and the actions taken are within the established policies and procedures.

(a) *Requisite Knowledge:* The signs and symptoms of member-related problems, causes of stress in emergency services personnel, and adverse effects of stress on the performance of emergency service personnel.

(b) *Requisite Skills:* The ability to recommend a course of action for a member in need of assistance.

4.2.5 Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.

(a) *Requisite Knowledge:* Human resource policies and procedures.

(b) *Requisite Skills:* The ability to communicate verbally and in writing and to relate interpersonally.

NFPA Standard 1021 2014 Edition, Chapter 4

COMMUNITY AND GOVERNMENT RELATIONS:

4.3 This duty involves dealing with inquiries and concerns from members of the community and projecting the role of the department to the public, according to the following job performance requirements.

JPR Sheet 5

4.3.1 Initiate action on a community need, given policies and procedures, so that the need is addressed.

(a) *Requisite Knowledge:* Community demographics and service organizations, as well as verbal and nonverbal communication.

(b) *Requisite Skills:* Familiarity with public relations and the ability to communicate verbally.



FIRE OFFICER I

NFPA 1021, 2014 Edition

JOB PERFORMANCE SIGN-OFF SHEETS

JPR Sheet 6

4.3.2 Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.

(a) *Requisite Knowledge:* Interpersonal relationships and verbal and nonverbal communication.

(b) *Requisite Skills:* Familiarity with public relations and the ability to communicate verbally.

JPR Sheet 7

4.3.3 Respond to a public inquiry, given the policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.

(a) *Requisite Knowledge:* Written and oral communication techniques.

(b) *Requisite Skills:* The ability to relate interpersonally and to respond to public inquiries.

NFPA Standard 1021 2014 Edition, Chapter 4

ADMINISTRATION:

4.4 This duty involves general administrative functions and the implementation of departmental policies and procedures at the unit level, according to the following job performance requirements.

JPR Sheet 8

4.4.1 Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members.

(a) *Requisite Knowledge:* Written and oral communication.

(b) *Requisite Skills:* The ability to relate interpersonally.

4.4.2 Execute routine unit-level administrative functions, given forms and record-management systems, so that the reports and logs are complete, and files are maintained in accordance with policies and procedures.

(a) *Requisite Knowledge:* Administrative policies and procedures and records management.

(b) *Requisite Skills:* The ability to communicate orally and in writing.

JPR Sheet 9

4.4.3 Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.

(a) *Requisite Knowledge:* Policies and procedures and the revenue sources and budget process.

(b) *Requisite Skill:* The ability to communicate in writing.

JPR Sheet 10

4.4.4 Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.



FIRE OFFICER I

NFPA 1021, 2014 Edition

JOB PERFORMANCE SIGN-OFF SHEETS

NFPA Standard 1021 2014 Edition, Chapter 2

INSPECTIONS AND INVESTIGATIONS:

4.5 This duty involves conducting inspections to identify hazards and address violations, performing a fire investigation to determine preliminary cause, securing the incident scene, and preserving evidence, according to the following job performance requirements.

JPR Sheet 11

4.5.1 Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed and approved actions are taken

- 1 Assembly
- 2 Educational
- 3 Health
- 4 Detention
- 5 Residential
- 6 Mercantile
- 7 Business
- 8 Industrial
- 9 Storage
- 10 Unusual Structures
- 11 Mixed Structures

4.5.2 Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat and smoke throughout the building or from one building to another, given an occupancy and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed.

- 1 Public Assembly
- 2 Educational
- 3 Institutional
- 4 Residential
- 5 Business
- 6 Industrial
- 7 Manufacturing
- 8 Storage
- 9 Mercantile
- 10 Special Properties



FIRE OFFICER I

NFPA 1021, 2014 Edition

JOB PERFORMANCE SIGN-OFF SHEETS

JPR Sheet 12

4.5.2 Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.

(a) *Requisite Knowledge:* Types of evidence, the importance of fire scene security, and evidence preservation.

(b) *Requisite Skill:* The ability to establish perimeters at an incident scene.

NFPA Standard 1021 2014 Edition, Chapter 4

EMERGENCY SERVICE DELIVERY:

4.6 This duty involves supervising emergency operations, conducting pre-incident planning and developing assigned resources in accordance with the local emergency plan and according to the following job performance requirements.

JPR Sheet 13

4.6.2 Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.

(a) *Requisite Knowledge:* Elements of a size-up, standard operating procedures for emergency operations, and fire behavior.

(b) *Requisite Skills:* The ability to analyze emergency scene conditions; to activate the local emergency plan, including localized evacuation procedures; to allocate resources, and to communicate orally.

4.6.3 Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation.

(a) *Requisite Knowledge:* Standard operating procedures, resources available for the mitigation of fire and other emergency incidents, an incident management system, scene safety, and a personal accountability system.

(b) *Requisite Skills:* The ability to implement an incident management system, to communicate orally, to manage scene safety, and to supervise and account for assigned personnel under emergency conditions.

4.6.3 Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.



FIRE OFFICER I

NFPA 1021, 2014 Edition

JOB PERFORMANCE SIGN-OFF SHEETS

NFPA Standard 1021 2014 Edition, Chapter 4

HEALTH AND SAFETY:

4.7 This duty involves integrating safety plans, policies, and procedures into the daily activities as well as the emergency scene, including the donning of appropriate levels of personal protective equipment to ensure a work environment, in accordance with health and safety plans, for all assigned members, according to the following job performance requirements.

JPR Sheet 14

4.7.1 Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.

(a) *Requisite Knowledge:* The most common causes of personal injury and accident to members, safety policies and procedures, basic workplace safety, and the components of an infectious disease control program.

(b) *Requisite Skills:* The ability to identify safety hazards and to communicate orally and in writing.

4.7.2 Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented, and reports are processed in accordance with policies and procedures.

(a) *Requisite Knowledge:* Procedures for conducting an accident investigation, and safety policies and procedures.

(b) *Requisite Skills:* The ability to communicate verbally and in writing and to conduct interviews.

JPR Sheet 15

4.7.3 Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.

The following candidate has successfully met all required performance skills for the Fire Officer NFPA 1021 2014 edition:

Please make sure you eliminate all information in compliance with the Privacy Act and HIPAA guidelines. This packet may be reviewed outside of the SFMD by members of the Fire Officer Certification committee.

Candidate Name: _____

Candidate Signature: _____

Date: _____

Chief or Designee Name: _____

Chief or Designee Signature: _____

Date: _____



FIRE OFFICER I

NFPA 1021, 2014 Edition

Skills Sheet 1

Candidate Name: _____

<p>STANDARD: 4.2.1, 4.4.5, 4.6.3 NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Assign tasks or responsibilities to unit members, given an assignment at an emergency operation, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.</p> <p>Task: Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate.</p> <p>Task: Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The Candidate will assume the role of company officer supervising the first-due fire company at a residence fire (actual or simulated). Candidate will assign tasks or responsibilities in a complete, clear, and concise manner so that safety considerations are addressed and desired outcomes are conveyed. The candidate will collect all incident response data and complete all organizational incident response forms. The candidate will then conduct a post-incident analysis of the incident using proper policies and procedures</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: Firefighting equipment necessary to complete evolutions.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>		
No.	Task Steps	✓
1.	Assign tasks or responsibilities to unit-members at an emergency.	
2.	Condense instructions in an understandable way.	
3.	Give instructions that are complete, clear, and concise.	
4.	Confirm understanding of assignments.	
5.	Convey desired outcomes.	
6.	Efficiently utilize personnel and equipment available to the company	
7.	Conduct a incident response report using proper policies, forms and procedures	
8.	Conduct a post-incident analysis using proper policies, forms and procedures	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER I NFPA 1021, 2014 Edition

Skill Sheet 2

Candidate Name: _____

<p>STANDARD: 4.2.2, 4.2.6 NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Assign tasks or responsibilities to unit members, given an assignment under non-emergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed, and the desired outcomes are conveyed.</p> <p>Task: Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and supervised during the completion of the assignments.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The Candidate will assume the role of company officer supervising other firefighters at a station. The candidate will assign non-emergent job duties our projects to unit members such as (station duties, apparatus maintenance, special projects) The assignment will be to assign specific tasks and resources to each individual firefighter, provide for adequate supervision and safety considerations, so that the company's assignment is completed. Make a written plan of what specific tasks and resources are assigned to each firefighter. Establish an order of priority of tasks and a timeline for completion. The company will remain run-ready at all times.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: Paper, Pen/pencil, computer if applicable.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>		
No.	Task Steps	✓
1.	Establish reliable method of alerting company for non-emergency runs.	
2.	Provide appropriate safety equipment to each member based on task.	
3.	Give instructions that are clear, concise, and precise.	
4.	Efficiently utilize personnel and equipment available to the company.	
5.	Provide for adequate supervision of each member.	
6.	Create a written plan that fully accomplishes the assignment.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER I NFPA 1021, 2014 Edition

Skill Sheet 3

Candidate Name: _____

STANDARD: 4.2.3 NFPA 1021, 2014 General Requirements	Task: Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed safely, efficiently, and as directed	
PERFORMANCE OUTCOME:	<p>The Candidate will assume the role of a company officer conducting a training evolution for those under his command. The Candidate will communicate verbal instructions to the company, so that the evolution is safely and efficiently performed according to applicable policy and procedures.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
EQUIPMENT REQUIRED: Company members, training equipment necessary to complete the assigned evolution. Policies and procedures.		
CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.		
No.	Task Steps	✓
1.	Provide written or verbal instructions to the company members.	
2.	Conduct the evolution in a safe and efficient manner.	
3.	Ensure compliance with applicable policies and procedures.	
4.	Maximize learning by anticipating needs or problems.	
5.	Address improper methods or mistakes made by company members.	
6.	Successfully complete the training evolution.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER I NFPA 1021, 2014 Edition

Skill Sheet 4

Candidate Name: _____

<p>STANDARD: 4.2.4, 4.2.5 NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures.</p> <p>Task: Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The Candidate will assume the role of company officer. A subordinate member of the fire department approaches the company officer with a problem. Member-related problems could include substance abuse; acute, chronic and delayed stress; and health, financial, personal, family, and other situations that may adversely affect the member’s job performance. Candidate must listen carefully to determine the true nature of the problem and provide emotional support through active listening. Candidate will determine an initial course of action (within the Company Officer’s scope of authority), explain the course of action to the member, and make appropriate verbal notification and written documentation to the Company Officer’s next in line Supervisor.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: Subordinate member and supervisor of the company officer. Policies and procedures. Paper, pen/pencil, computer if applicable.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>		
No.	Task Steps	✓
1.	Ensure the privacy of conversation between Officer and subordinate.	
2.	Understand and apply knowledge of post-critical incident stress, and/or other stress-related situations.	
3.	Demonstrate a caring, mature, and responsible attitude.	
4.	Adhere to applicable policies and procedures.	
5.	Provide written notification to Officer’s supervisor as soon as possible.	
6.	Provide a good faith written recommendation for further action to Officer’s supervisor.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER I

NFPA 1021, 2014 Edition

Skill Sheet 5

Candidate Name: _____

STANDARD: 4.3.1 NFPA 1021, 2014 General Requirements	Task: Initiate action on a community need, given policies and procedures, so that the need is addressed.	
PERFORMANCE OUTCOME:	Candidate will appropriately respond to a routine request from a citizen of the community, (e.g. safety talk, safety drill, car seat inspections, neighborhood request, etc.) Candidate will answer the need accurately, courteously, and in accordance with policies and procedures. Candidate will then initiate the process and respond to the desired community need. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED:		
CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.		
No.	Task Steps	✓
1.	Demonstrate understanding/compliance with policies and procedures.	
2.	Respond to the community need accurately and in a timely fashion.	
3.	Demonstrate the ability to coordinate and schedule a community need.	
4.	Provide or deliver resources to meet the requested community need.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER I

NFPA 1021, 2014 Edition

Skill Sheet 6

Candidate Name: _____

STANDARD: 4.3.2 NFPA 1021, 2014 General Requirements	Task: Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.	
PERFORMANCE OUTCOME:	<p>The Candidate will assume the role of a Company Officer when a citizen comes to the fire station to make complaint (e.g. careless driving, excessive noise of fire department vehicles or training in his neighborhood, etc.). Candidate will receive the complaint, provide an immediate verbal response to satisfy the citizen's desire that something is to be done, and follow up by initiating proper action according to policy.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
EQUIPMENT REQUIRED: Citizen and policies and procedures.		
CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.		
No.	Task Steps	✓
1.	Give serious and immediate attention to the Citizen's complaint.	
2.	Assure Citizen that action will be taken to alleviate the concern.	
3.	Behave in a respectful, professional, and courteous manner.	
4.	Allow the Citizen time to adequately communicate the concern.	
5.	Initiate proper action as required by policy.	
6.	Make notification of complaint to the proper individual, if applicable.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER I NFPA 1021, 2014 Edition

Skill Sheet 7

Candidate Name: _____

STANDARD: 4.3.3 NFPA 1021, 2014 General Requirements	Task: Respond to a public inquiry, given the policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.	
PERFORMANCE OUTCOME:	<p>Candidate will assume the role of a Fire Department Officer and respond to a public inquiry (e.g. application processes, inspection/code questions, permits, etc.) Candidate will answer the inquiry accurately, courteously, and according to established policies and procedures.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
EQUIPMENT REQUIRED:		
CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.		
No.	Task Steps	✓
1.	Demonstrate understanding/compliance with policies and procedures.	
2.	Answer the public inquiry accurately.	
3.	Project a professional and courteous demeanor.	
4.	Demonstrate ability to effectively communicate verbally.	
5.	Demonstrate effective written communication, if applicable.	
6.	Respond to the public inquiry in a timely fashion	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER I

NFPA 1021, 2014 Edition

Skill Sheet 8

Candidate Name: _____

<p>STANDARD: 4.4.1, 4.4.2 NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members.</p> <p>Task: Execute routine unit-level administrative functions, given forms and record management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.</p>	
<p>PERFORMANCE OUTCOME:</p> <p style="text-align: center;">Candidate will assume the role of a Company Officer and recommend change to existing policy or create new policy that needs to be established. Following the approval of such policy, the candidate will provide this policy as new information and provide an implementation to the company training members. Candidate will then update or make changes to any report forms, logs or filing systems that are affected by the implementation of the new or revised policy.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>		
<p>EQUIPMENT REQUIRED: Company members. Policy covering written reports of any type. Forms or reports required by the policy. Pen/pencil, computer if applicable.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>		
No.	Task Steps	✓
1.	Show understanding and personal compliance with New Policy.	
2.	Describe New Policy in a manner understandable to the members.	
3.	Answer questions correctly with regard to the New Policy, if any.	
4.	Demonstrate how New Policy requires form/reports to be completed.	
5.	Adequately communicate information verbally and in writing.	
6.	Communicate why the New Policy is necessary.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER I

NFPA 1021, 2014 Edition

Skill Sheet 9

Candidate Name: _____

STANDARD: 4.4.3 NFPA 1021, 2014 General Requirements	Task: Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.	
PERFORMANCE OUTCOME:	<p>Candidate will create a budget request using the proper forms, procedures, and supporting data, then submit the budget to the proper budget coordinator.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
EQUIPMENT REQUIRED: Specific facility. Pen/pencil, paper. Necessary budget forms or reports. Budget planning policy and procedures. Uniform or other credentials to ensure proper identification to business owners/occupants when obtaining supporting budget data. Computer, if applicable.		
CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.		
No.	Task Steps	✓
1.	Obtain proper request forms and procedures.	
2.	Research revenue sources for budget.	
3.	Obtain supporting data to the budget request.	
4.	Develop and organize an outlined budget plan.	
5.	Produce completed plan using the appropriate forms and reports.	
6.	Submit complete budget packet to proper budget coordinator.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER I
NFPA 1021, 2014 Edition

Skill Sheet 10

Candidate Name: _____

<p>STANDARD: 4.4.4 NFPA 1021, 2014 General Requirements</p>	<p>Task: Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>Candidate will provide a current copy of their department's organizational chart with defined responsibilities and duties then make recommended changes to that organizational chart that would improve the efficiency of their organization. All changes must have written justification. If no changes are identified then written reinforcement to the organizational structure must be created. If the candidate has no organizational chart in their department then they will create one with written defined responsibilities and duties.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED:</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, charts and defined responsibilities etc., department policy or procedure.</p>		
<p>No.</p>	<p>Task Steps</p>	<p>✓</p>
<p>1.</p>	<p>Identify the structure of an organization.</p>	<p></p>
<p>2.</p>	<p>Identify the functions of management.</p>	<p></p>
<p>3.</p>	<p>Communicates in writing the mission of the organization.</p>	<p></p>
<p>4.</p>	<p>Communicates in writing the defined responsibilities and duties of the organization.</p>	<p></p>
<p>5</p>	<p>Correct, reinforce or develop defined management components of an organization.</p>	<p></p>

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER I NFPA 1021, 2014 Edition

Skill Sheet 11

Candidate Name: _____

<p>STANDARD: 4.5.1, 4.5.2 NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed and approved actions are taken</p> <ol style="list-style-type: none"> 1 Assembly 2 Educational 3 Health care 4 Detention and Correctional 5 Residential 6 Mercantile 7 Business 8 Industrial 9 Storage 10 Unusual structures 11 Mixed occupancies <p>Task: Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat and smoke throughout the building or from one building to another, given an occupancy and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed.</p> <ol style="list-style-type: none"> 1 Public assembly 2 Educational 3 Institutional 4 Residential 5 Business 6 Industrial 7 Manufacturing 8 Storage 9 Mercantile 10 Special properties
<p>PERFORMANCE OUTCOME:</p> <p style="text-align: center;">Candidate will assume the role of a Company Officer and will conduct a fire inspection of one of the occupancies listed above. All findings of the inspection shall be documented in accordance with approved policies and procedures of the AHJ. In addition the candidate will identify construction, alarm, detection, and suppression systems and develop a pre-incident plan for the occupancy in accordance with approved policies and procedures of the AHJ.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	

Skill Sheet 11 (Continued)

EQUIPMENT REQUIRED: Specific facility. Transportation to/from assigned facility. Pen/pencil, paper. Necessary inspection and pre-incident plan forms or reports. Inspection and pre-incident planning policy and procedures. Uniform or other credentials to ensure proper identification to business owners/occupants when obtaining inspection and pre-incident plan data. Computer, if applicable.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.

No.	Task Steps	✓
1.	Initiate initial contract with courtesy and professionalism.	
2.	Obtain cooperation by emphasizing the reasoning behind the inspection and pre-incident plan.	
3.	Exhibit professional appearance and demeanor for the site visit.	
4.	Include all elements of the fire inspection according to policy. Forms to include site specific hazards and hazardous materials.	
5.	Include all elements of the pre-incident plan according to policy, forms, drawings, etc.	
6.	Produce a completed fire inspection document using the appropriate forms and reports	
7.	Produce completed plan using the appropriate forms and reports.	
8.	Communicate effectively using both verbal and written methods.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER I NFPA 1021, 2014 Edition

Skill Sheet 12

Candidate Name: _____

STANDARD: 4.5.3 NFPA 1021, 2014 General Requirements	Task: Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene, are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.	
PERFORMANCE OUTCOME:	<p>Candidate will assume the role of Fire Department Officer and will be given a real or simulated fire incident scene. The Candidate will identify a preliminary need for a fire investigation and secure the scene and evidence by establishing perimeters to the scene. Candidate will identify potential witnesses and demonstrate the proper procedure for calling an Investigator.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
EQUIPMENT REQUIRED: Real or simulated fire incident scene with materials necessary to create the proper environment. Rope or barrier tape. Applicable reports or witness statement forms. Persons to act as first-arriving members and others such as witnesses, occupants, or others with incident information.		
CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.		
No.	Task Steps	✓
1.	Identifies the need for a fire investigation	
2.	Adequately secure the fire scene to protect evidence.	
3.	Establish a scene perimeter with which prohibits unauthorized entry.	
4.	Identifies potential witnesses	
5	Establish need for investigator and use proper methods to request one.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER I NFPA 1021, 2014 Edition

Skill Sheet 13

Candidate Name: _____

<p>STANDARD: 4.6.1, 4.6.2, 4.6.3 NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.</p> <p>Task: Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation.</p> <p>Task: Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.</p>	
<p>Candidate will develop and implement an initial action plan for an emergency incident scenario. Candidate must be able to analyze emergency scene conditions, to allocate resources, communicate verbally and in writing, operate within an emergency management system, supervise and account for assigned personnel so that resources are effectively deployed to mitigate the situation. The candidate will then conduct a post-incident analysis of the incident using proper policies and procedures</p> <p>PERFORMANCE OUTCOME:</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>		
<p>EQUIPMENT REQUIRED: Emergency incident scenario including type of incident, size-up information, and assigned resources. Policies and procedures. Pen/pencil and paper. Necessary forms and reports. Personnel accountability system components. Computer, if applicable.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>		
No.	Task Steps	✓
1.	Develop and implement an effective initial action plan.	
2.	Analyze and use information gained in size-up.	
3.	Utilize resources in a reasonable, safe, and prudent manner.	
4.	Maintain supervision and accountability for personnel.	
5.	Communicate effectively using both verbal and written methods.	
6.	Implement and operate within the emergency management system.	
7.	Conduct a post-incident analysis using proper policies, forms and procedures	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



**FIRE OFFICER I
NFPA 1021, 2014 Edition**

JPR: Skill Sheet 14

Candidate Name: _____

<p>STANDARD: 4.7.1, 4.7.2 NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.</p> <p>Task: Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures.</p>	
<p>PERFORMANCE OUTCOME: Candidate will assume the role of Fire Department Company Officer and will conduct an Initial Accident Investigation involving a Fire Department Vehicle, or injury. Provided an actual or simulated accident scenario. Candidate will interview witnesses, complete required reports, make recommendations on preventing future similar accidents, and convey responsibility for the accident to the appropriate person. Candidate will identify safety hazards or unsafe behaviors that may have contributed to the accident.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>		
<p>EQUIPMENT REQUIRED: Safety and investigative policies and procedures. Persons to act as witnesses to the incident for the Candidate to interview. Applicable incident, investigation, and accident reports or forms. Actual or simulated accident scenario provided with photographs, sketches, circumstances, or witness statements to be presented as the Candidate performs the investigation.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>		
<p>No.</p>	<p>Task Steps</p>	<p>✓</p>
<p>1.</p>	<p>Freeze apparatus in position to conduct investigation, if possible.</p>	
<p>2.</p>	<p>Make appropriate notifications according to policy.</p>	
<p>3.</p>	<p>Utilize all available resources to document incident and conditions.</p>	
<p>4.</p>	<p>Interview witnesses to obtain facts, if possible.</p>	
<p>5</p>	<p>Identify factors contributing to the accident.</p>	
<p>6.</p>	<p>Complete appropriate forms, reports, statements are required policy</p>	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER I

NFPA 1021, 2014 Edition

Skill Sheet 15

Candidate Name: _____

STANDARD: 4.7.3 NFPA 1021, 2014 General Requirements	Task: Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.	
PERFORMANCE OUTCOME:	<p>Candidate will complete a case study on the national death and injuries documented in the fire service and how fire service safety and wellness initiatives can help prevent these issues. Show examples of how the organization is improving this issue and what improvements could be made to current programs in the organization. Then the candidate will present this case study to personnel in their organization.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
EQUIPMENT REQUIRED: Access to national death and injuries information and or related documents. Paper, Pen/pencil, computer if applicable.		
CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's case study and documentation of presentation to the organization.		
No.	Task Steps	✓
1.	Identifies the issues causing death and injuries in the fire service	
2.	Establishes fire service safety and wellness initiatives	
3.	The ability to communicate in writing	
4.	Demonstrate ability to effectively communicate verbally.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II

NFPA 1021, 2014 Edition

JOB PERFORMANCE SIGN-OFF SHEETS

COMMUNITY AND GOVERNMENT RELATIONS:

- 5.3** This duty involves dealing with inquiries of allied organization in the community and projecting the role, mission, and image of the department to other organizations with similar goals and missions for the purpose of establishing strategic partnerships and delivering safety, injury, and fire prevention education programs, according to the job performance requirements.

JPR Sheet 4

5.3.1 Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.

(a) *Requisite Knowledge:* Understanding of the agency mission and goals, and the type and functions of external agencies in the community.

(b) *Requisite Skills:* The ability to develop interpersonal relationships through oral and written communications.

ADMINISTRATION:

- 5.4** This duty involves preparing a project or divisional budget, news releases, and policy changes, according to the following job performance requirements.

JPR Sheet 5

5.4.1 Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.

(a) *Requisite Knowledge:* Policy and procedures and problem identification.

(b) *Requisite Skills:* The ability to communicate in writing and to solve problems.

JPR Sheet 6

5.4.2 Develop a project or divisional budget, given schedules, and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.

(a) *Requisite Knowledge:* The supplies and equipment necessary for ongoing or new projects, repairs to existing facilities, new equipment, apparatus maintenance, personnel costs, appropriate budgeting system.

(b) *Requisite Skills:* The ability to allocate finances, to relate interpersonally, to communicate orally and in writing.

JPR Sheet 7

5.4.3 Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding.

(a) *Requisite Knowledge:* Purchasing laws, policies and procedures.

(b) *Requisite Skills:* The ability to use evaluative methods and to communicate orally and in writing.



FIRE OFFICER II

NFPA 1021, 2014 Edition

JOB PERFORMANCE SIGN-OFF SHEETS

JPR Sheet 8

5.4.4 Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.

(a) *Requisite Knowledge:* Policies and procedures and format used for news releases.

(b) *Requisite Skills:* The ability to communicate verbally.

JPR Sheet 9

5.4.5 Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics.

(a) *Requisite Knowledge:* The data processing system.

(b) *Requisite Skills:* The ability to communicate in writing and to interpret data.

JPR Sheet 10

5.4.5 Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that the effective change is implemented in a positive manner.

(a) *Requisite Knowledge:* Planning and implementing change.

(b) *Requisite Skills:* The ability to clearly communicate orally and in writing.

INSPECTION AND INVESTIGATION:

5.5 This duty involves conducting inspections to identify hazards and address violations and conducting fire investigations to determine origin and preliminary cause, according to the following job performance requirements.

JPR Sheet 11

5.5.1 Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and/or sketches, to determine if arson is suspected.

(a) *Requisite Knowledge:* Methods used by arsonists, common causes of fire, basic cause and origin determination, fire growth and development, and documentation of preliminary fire investigative procedures.

(b) *Requisite Skills:* The ability to communicate orally and in writing and to apply knowledge using deductive skills.



FIRE OFFICER II

NFPA 1021, 2014 Edition

JOB PERFORMANCE SIGN-OFF SHEETS

INSPECTION AND INVESTIGATION:

5.6 This duty involves supervising multi-unit emergency operations, conducting pre-incident planning, and deploying assigned resources, according to the following job requirements.

JPR Sheet 12

5.6.1 Produce operational plans, given an emergency incident requiring multi-unit operations, so that required resources and their assignments are obtained and plans are carried out in compliance with approved safety procedures resulting in the mitigation of the incident.

(a) *Requisite Knowledge:* Methods used by arsonists, common causes of fire, basic cause and origin determination, fire growth and development, and documentation of preliminary fire investigative procedures.

(b) *Requisite Skills:* The ability to implement an incident management system, to communicate orally, to supervise and account for assigned personnel under emergency conditions; and to serve in command staff and unit supervision positions within the Incident Management System.

JPR Sheet 13

5.6.2 Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed.

(a) *Requisite Knowledge:* Elements of a post-incident analysis, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, fire growth and development, and departmental procedures relating to dispatch response, strategy tactics and operations, and customer service.

(b) *Requisite Skills:* The ability to write reports, to communicate orally, and to evaluate skills.

JPR Sheet 14

5.6.3 Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.

(a) *Requisite Knowledge:* Analyzing data.

(b) *Requisite Skills:* The ability to write clearly and to interpret response data correctly to identify the reasons for the service demands.



FIRE OFFICER II NFPA 1021, 2014 Edition

JOB PERFORMANCE SIGN-OFF SHEETS

Health and Safety:

5.7 This duty involves reviewing injury, accident, and health exposure reports, identifying unsafe work environments or behaviors, and taking appropriate action to prevent reoccurrence, according to the job requirements.

JPR Sheet 15

5.7.1 Analyze a member's accident, injury, or health exposure history, given the case study, so that a report is prepared for a supervisor and includes action taken and recommendations given.

(a) *Requisite Knowledge:* The causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or death.

(b) *Requisite Skills:* The ability to communicate in writing and to interpret accidents, injuries, occupational illnesses, or death reports.

The following candidate has successfully met all required performance skills for the Fire Officer NFPA 1021 2014 edition:

Please make sure you eliminate all information in compliance with the Privacy Act and HIPAA guidelines. This packet may be reviewed outside of the SFMD by members of the Fire Officer Certification committee.

Candidate Name: _____

Candidate Signature: _____

Date: _____

Chief or Designee Name: _____

Chief or Designee Signature: _____

Date: _____



FIRE OFFICER II

NFPA 1021, 2014 Edition

Skills Sheet 1

Candidate Name: _____

<p>STANDARD: 5.2.1</p> <p>NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.</p> <p>(a) Requisite Knowledge: Human resource policies and procedures, problem identification, organizational behavior, group dynamics, leadership styles, types of power, and interpersonal dynamics.</p> <p>(b) Requisite Skills: The ability to communicate orally and in writing, to solve problems, to increase team work, and to counsel members.</p>	
<p>The Candidate will assume the role of company officer supervising four firefighters at a fire substation. One of the firefighters, a new father, was late twice last month. Each time he has provided a reasonable cause for his tardiness and called in before the shift began to alert the company. No official action has yet been taken. Today, the firefighter was late again. Again, some corrective action. The action taken is entirely up to the Candidate but is required to correct unacceptable performance so that performance improves or the issue is referred to the next officer in the chain of command. Actions taken must be reasonable, defensible, and in accordance with human resources policies and procedures. Candidate will inform the firefighter of the action taken and make a written report for purposes of documentation.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>		
<p>EQUIPMENT REQUIRED: Member to act as Subordinate Firefighter. Applicable Human Resource Policies and Procedures. Paper, Pen/pencil, Computer if applicable.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task.</p>		
No.	Task Steps	✓
1.	Adequately describe to the Firefighter the nature of the problem.	
2.	Make it clear in plain language what level of performance is expected.	
3.	Choose an action designed to correct unacceptable performance.	
4.	Inform the Firefighter of the corrective action to be taken.	
5.	Follow human resources policies, procedures, or guidelines.	
6.	Complete a written report documenting the problem and action taken.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II NFPA 1021, 2014 Edition

Skill Sheet 2

Candidate Name: _____

<p>STANDARD: 5.2.2 NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Evaluate the job performance of assigned members, given personnel records and evaluation forms, so that each member's performance is evaluated accurately and reported according to human resource policies and procedures.</p> <p>(a) Requisite Knowledge: Human resource policies and procedures, job descriptions, objectives of a member evaluation program, and common errors in evaluating.</p> <p>(b) Requisite Skills: The ability to communicate orally and in writing and to plan and conduct evaluations.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The Candidate will assume the role of a company officer conducting a job performance evaluation of an assigned subordinate member. Using department and human resource policies and procedures, personnel records/forms, and job description, conduct a performance evaluation interview and make a written report.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: Person (classmates, volunteers, others) to act as Subordinate Member. Job Description, Personnel records/forms, Departmental and Human Resource Policies and Procedures. Paper and Pen/pencil. Computer if applicable.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task</p>		
No.	Task Steps	✓
1.	Gather all available performance information prior to evaluating.	
2.	Follow applicable policies/procedures and maintain privacy.	
3.	Measure employee performance against the written job description.	
4.	Plan the evaluation interview as a tool to enhance performance.	
5.	Make a written report of performance on proper form/record.	
6.	Use Positive rather than Negative reinforcement whenever possible.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II NFPA 1021, 2014 Edition

Skill Sheet 3

Candidate Name: _____

<p>STANDARD: 5.2.3</p> <p>NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.</p> <p>(a) Requisite Knowledge: Development of a professional development guide, including mentoring sessions and job shadowing.</p> <p>(b) Requisite Skills: The ability to communicate orally and in writing.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The Candidate will create a written career development plan for a subordinate, which outlines the necessary knowledge, skills, abilities, and certifications that must be obtain in order to become eligible and prepared for a promotion (to Engineer, Lieutenant, etc.). The written career development plan shall include timelines for meeting milestones, and shall set mentoring and job shadowing guidelines. The written career development plan shall be presented to the subordinate, discussed, and implemented.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: Person (classmates, volunteers, others) to act as Subordinate Member. Job Description, Departmental and Human Resource Policies and Procedures. Paper and Pen/pencil. Computer if applicable.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task</p>		
No.	Task Steps	✓
1.	Gather information about the job requirements for the promotional position.	
2.	Determine, with the subordinate, future goals, plans, wishes, etc.	
3.	Develop a written career development plan.	
4.	Plan includes timelines and milestones of development.	
5.	Establishes mentoring and job shadowing guidelines.	
6.	Present the written career development plan to the subordinate.	
7.	Implement the written career development plan.	
8.	The written career development plan is realistic, reflects the promotional prerequisites.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II NFPA 1021, 2014 Edition

Skill Sheet 4

Candidate Name: _____

<p>STANDARD: 5.3.1</p> <p>NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.</p> <p>(a) Requisite Knowledge: Understanding of the agency mission and goals, and the type and functions of external agencies in the community.</p> <p>(b) Requisite Skills: The ability to develop interpersonal relationships through oral and written communications.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The Candidate shall develop a written proposal to implement an interagency program with an allied organization that identifies and addresses a specific problem or issue within the community, and how it affects the missions and goals of both agencies. The plan shall be presented to senior officers.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: The Candidate will utilize an AHJ specific issue that is provided to them by the training officer or senior officer. Paper and Pen/pencil. Computer if applicable.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task</p>		
No.	Task Steps	✓
1.	Use effective problem-solving methods.	
2.	Establish the need for an interagency program.	
3.	Create a written proposal outlining the issue and the benefits involved.	
4.	Utilize effective format for proposal writing.	
5.	Effectively presents the proposal to senior officers.	
6.	Describe the costs and benefits of the proposed program.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II NFPA 1021, 2014 Edition

Skill Sheet 5

Candidate Name: _____

<p>STANDARD: 5.4.1</p> <p>NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.</p> <p>(a) Requisite Knowledge: Policies and procedures and problem identification</p> <p>(b) Requisite Skills: The ability to communicate in writing and to solve problems.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The Candidate will create a written document containing a recommendation to senior officer(s). Given an existing problem, propose a change to a policy or procedure in accordance with departmental goals to solve a problem.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: Description of Existing Problem. Paper, Pen/pencil, Computer if applicable.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task.</p>		
No.	Task Steps	✓
1.	Use effective problem-solving methods.	
2.	Make a written proposal to senior officer(s).	
3.	Establish the need for policy or procedure.	
4.	Direct the written proposal to the appropriate person(s).	
5.	Utilize effective format for proposal writing.	
6.	Describes cost and benefits of proposed change.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II NFPA 1021, 2014 Edition

Skill Sheet 6

Candidate Name: _____

<p>STANDARD: 5.4.2</p> <p>NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.</p> <p>(a) Requisite Knowledge: The supplies and equipment necessary for ongoing or new projects, repairs to existing facilities, new equipment, apparatus maintenance, personnel costs, appropriate budgeting system.</p> <p>(b) Requisite Skills: The ability to allocate finances, to relate interpersonally, to communicate orally and in writing.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The Candidate will prepare a budget in the proper format and accompanied by supporting data for a department project. Candidate will use department records, policies, procedures or guidelines to develop the project budget.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: Pen/pencil, computer if applicable. Budget forms and potential revenue sources. Budget policies and procedures. Reference data to be gathered by Candidate.</p>		
<p>CONDITIONS: The candidate will complete all elements of the assigned task.</p>		
No.	Task Steps	✓
1.	Make a written budget proposal for the appropriate person.	
2.	Allocate and account for all capital, operating, and personnel costs.	
3.	Use the correct type of budget for the project/department.	
4.	Justify the budget, cost vs. benefit.	
5.	Utilize clear and concise written communication.	
6.	Follow the department's policies, procedures or guidelines.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II NFPA 1021, 2014 Edition

Skill Sheet 7

Candidate Name: _____

<p>STANDARD: 5.4.3</p> <p>NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding so that the needs of the organization are met within the applicable federal, state/provincial, and local laws and regulations.</p> <p>(a) Requisite Knowledge: Purchasing laws, policies, and procedures.</p> <p>(b) Requisite Skills: The ability to use evaluative methods and to communicate orally and in writing.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The candidate will describe the process of purchasing, including soliciting and awarding bids, for a predetermined product with established specifications. Candidate will ensure competitive bidding is used and entire process is documented.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: Pen/pencil, computer if applicable. Purchasing forms and purchasing policies and procedures. Reference data to be gathered by Candidate.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task.</p>		
No.	Task Steps	✓
1.	Gather all applicable information before beginning.	
2.	Describe the process of soliciting for bids both verbally and in writing.	
3.	Describe the process of awarding bids both verbally and in writing.	
4.	Describe the process of purchasing both verbally and in writing.	
5.	Ensure competitive bidding is utilized.	
6.	Utilize clear and concise written communication.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II NFPA 1021, 2014 Edition

Skill Sheet 8

Candidate Name: _____

<p>STANDARD: 5.4.4</p> <p>NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.</p> <p>(a) Requisite Knowledge. Policies and procedures and the format used for news releases.</p> <p>(b) Requisite Skills. The ability to communicate orally and in writing.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The Candidate will prepare a news release for a specific even or topic. Candidate will utilize proper format and communicate the message clearly and accurately.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: News release policies and procedures. Event or topic. Pen/pencil and paper, computer if applicable.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task.</p>		
No.	Task Steps	
1.	Create a written news release.	<input type="checkbox"/>
2.	Gather all applicable information before beginning.	<input type="checkbox"/>
3.	Utilize proper news release format.	<input type="checkbox"/>
4.	Obey applicable policies and procedures.	<input type="checkbox"/>
5.	Communicate effectively in writing.	<input type="checkbox"/>
6.	Produce and deliver a clear and effective message.	<input type="checkbox"/>

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II NFPA 1021, 2014 Edition

Skill Sheet 9

Candidate Name: _____

<p>STANDARD: 5.4.5</p> <p>NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics so that the information required for the AHJ is accurate and documented.</p> <p>(a) Requisite Knowledge. The data processing system.</p> <p>(b) Requisite Skills. The ability to communicate in writing and to interpret data.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The Candidate will answer a specific request for information regarding trends, variances, or other related topics from a supervisor. Candidate will use department records from which to gather information to create a written report to transmit to the Supervisor.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: Specific request for information from a supervisor. Fire department records, information management system, or data processing system. Paper, pen/pencil, computer if applicable.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task.</p>		
No.	Task Steps	✓
1.	Create a written report for transmittal to the supervisor.	
2.	Directly answer the specific request for information.	
3.	Use an appropriate report format.	
4.	Utilize clear and concise written communication.	
5.	Properly access reference data.	
6.	Correctly analyze and interpret reference data.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II NFPA 1021, 2014 Edition

Skill Sheet 10

Candidate Name: _____

<p>STANDARD: 5.4.6</p> <p>NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that the effective change is implemented in a positive manner.</p> <p>(a) Requisite Knowledge: Planning and implementing change.</p> <p>(b) Requisite Skills: The ability to clearly communicate orally and in writing.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>Given a newly approved policy, SOP, or procedure, the Candidate shall plan and implement the change within the agency. The change will reflect the intent of management and have the least intrusive impact as possible.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: The Candidate will be provided a new policy, SOP, or procedure by the training officer or senior officer. Paper and Pen/pencil. Computer if applicable.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task</p>		
No.	Task Steps	✓
1.	Gather all applicable information.	
2.	Create a written plan for implementation of the change.	
3.	Disseminate and reinforce the need for the change to applicable personnel.	
4.	Implement the change.	
5.	Training and documentation of acknowledgment by all affected personnel.	
6.	Followed agency procedures.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II NFPA 1021, 2014 Edition

Skill Sheet 11

Candidate Name: _____

<p>STANDARD: 5.5.1</p> <p>NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and/or sketches, to determine if arson is suspected so that law enforcement action is taken.</p> <p>(A) Requisite Knowledge. Methods used by arsonists, common causes of fire, basic cause and origin determination, fire growth and development, and documentation of preliminary fire investigative procedures.</p> <p>(B) Requisite Skills. The ability to communicate orally and in writing and to apply knowledge using deductive skills.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The candidate will be given a real or simulated fire incident scene. The candidate will determine the point of origin and identify a preliminary fire cause, using photographs, diagrams, pertinent data and/or sketches. Candidate will determine if arson is suspected. Candidate will document preliminary investigation procedures and results.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: Real or simulated fire incident scene with materials necessary to create the proper environment. Applicable reports or witness statement forms. Photographs, diagrams, pertinent data and/or sketches. Paper, pen/pencil, computer if applicable.</p>		
<p>CONDITIONS: The candidate will complete all elements of the assigned task.</p>		
No.	Task Steps	✓
1.	Determine point of origin.	
2.	Identify a preliminary cause of the fire.	
3.	Utilize all sources of incident information available.	
4.	Use appropriate investigation techniques.	
5.	Document the procedure and results of preliminary investigation.	
6.	Include all pertinent data with the preliminary investigation report.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II NFPA 1021, 2014 Edition

Skill Sheet 12

Candidate Name: _____

<p>STANDARD: 5.6.1</p> <p>NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Produce operational plans, given an emergency incident requiring multi-unit operations, so that required resources and their assignments are obtained and plans are carried out in compliance with approved safety procedures resulting in the mitigation of the incident.</p> <p>(A) Requisite Knowledge. Standard operating procedures; national, state/provincial, and local information resources available for the mitigation of emergency incidents; an incident management system; and a personnel accountability system.</p> <p>(B) Requisite Skills. The ability to implement an incident management system, to communicate orally, to supervise and account for assigned personnel under emergency conditions; and to serve in command staff and unit supervision positions within the Incident Management System.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The candidate will develop and implement an operational plan for hazardous materials incident scenario and another multi-unit emergency scenario. Candidate must analyze emergency scene condition, allocate resources, communicate verbally and in writing, operate within an emergency management system, supervise and account for assigned personnel so that resources are effectively and safely deployed to mitigate the situation.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: One (1) hazardous materials incident scenario and one (1) multi-unit emergency scenario including type of incident, size-up information, and assigned resources. Policies and procedures, pen/pencil, and paper. Personnel accountability system components. Computer if applicable.</p>		
<p>CONDITIONS: The candidate will complete all elements of the assigned task.</p>		
No.	Task Steps	✓
1.	Produce effective operational plan to control a hazardous materials incident.	
2.	Allocate, supervise, and account for human and equipment resources.	
3.	Implement necessary safety precautions and personnel accountability.	
4.	Produce effective operational plan to mitigate a multi-unit emergency.	
5.	Allocate, supervise, and account for human and equipment resources.	
6.	Implement necessary safety precautions and personnel accountability.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II NFPA 1021, 2014 Edition

Skill Sheet 13

Candidate Name: _____

<p>STANDARD: 5.6.2</p> <p>NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed.</p> <p>(a) Requisite Knowledge. Elements of a post-incident analysis, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, fire growth and development, and departmental procedures relating to dispatch response, strategy tactics and operations, and customer service.</p> <p>(b) Requisite Skills. The ability to write reports, to communicate orally, and to evaluate skills.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>Candidate will conduct a post-incident analysis, given a multi-unit incident scenario. Candidate must be able to analyze the elements of a post-incident analysis, identify all of the required critical elements, complete approved forms, and communicate verbally and in writing their findings.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: Emergency multi-unit incident scenario including type of incident, size-up information, and assigned resources. Policies and procedures. Pen/pencil and paper. Necessary forms and reports. Personnel accountability system components. Computer, if applicable.</p>		
<p>CONDITIONS: The candidate will complete all elements of the assigned task.</p>		
No.	Task Steps	✓
1.	Gather information from the multi-unit incident/scenario.	
2.	Analyze policies, procedures, guidelines and forms.	
3.	Identify critical elements of a post-incident analysis.	
4.	Complete approved forms.	
5.	Communicate effectively using both verbal and written methods.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II
NFPA 1021, 2014 Edition

JPR: Skill Sheet 14

Candidate Name: _____

<p>STANDARD: 5.6.3 NFPA 1021, 2014 General Requirements</p>	<p>Task: Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization. (a) Requisite Knowledge: Analyzing data. (b) Requisite Skills: The ability to write clearly and to interpret response data correctly to identify the reasons for service demands.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The Candidate shall analyze the provided data, and present a written report that summarizes the findings to a senior officer within the agency. The report must identify major causes for service demands within various planning areas within the jurisdiction. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: The Candidate will be provided data from the agency records, information management system, data processing system, or incident reporting system. Paper, pen/pencil, computer if applicable.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task</p>		
<p>No.</p>	<p>Task Steps</p>	<p>✓</p>
<p>1.</p>	<p>Analyze the data.</p>	<p></p>
<p>2.</p>	<p>Determine the major causes for service demands within the planning area(s).</p>	<p></p>
<p>3.</p>	<p>Prepare a written report outlining the major causes for service demands.</p>	<p></p>
<p>4.</p>	<p>Effectively present the report to senior officer(s).</p>	<p></p>

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



FIRE OFFICER II

NFPA 1021, 2014 Edition

Skill Sheet 15

Candidate Name: _____

<p>STANDARD: 5.7.1</p> <p>NFPA 1021, 2014</p> <p>General Requirements</p>	<p>Task: Analyze a member's accident, injury, or health exposure history, given a case study, so that a report is prepared for a supervisor and includes action taken and recommendations given.</p> <p>(a) Requisite Knowledge: The causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths.</p> <p>(b) Requisite Skills: The ability to communicate in writing and to interpret accidents, injuries, occupational illnesses, or death reports.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The Candidate will examine a case study of a member's accident injury, or health exposure and prepare a written report for a supervisor. Report will identify unsafe environments and behaviors, document action taken, and make recommendations to prevent reoccurrence.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: Case Study described above. Pen/pencil and paper. Health and safety policies and procedures. Injury/Illness reports. Computer, if applicable.</p>		
<p>CONDITIONS: The Candidate will complete all elements of the assigned task.</p>		
No.	Task Steps	✓
1.	Create a written report of illness, injury, or health exposure.	
2.	Include all contributing factors in the report based on the case study.	
3.	Identify unsafe work environment and/or behavior.	
4.	Document actions taken in response to illness, injury, or exposure.	
5.	Provide recommendations to prevent reoccurrence.	
6.	Present a clear and concise written report.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____

Greetings,

The Division's Training and Certification Bureau was successful in its accreditation review by the International Fire Service Accreditation Congress (IFSAC) for the Fire Officer I and Fire Officer II levels. We received accreditation for these levels on January 5, 2021.

Recently, the Board of Fire Services adopted a certification upgrade program for newly certified Fire Officer I and II recipients. This program will allow newly certified Fire Officer I and II recipients to be eligible to receive IFSAC Fire Officer I and II certifications by successfully completing Nevada Fire Officer I or II Job Performance Requirement Skills Evaluation Packets administered by the individual's agency. This program will be offered to individuals who received a State of Nevada Fire Officer I or II certification between the dates of January 5, 2021, to August 31, 2021 and will only be available during this timeframe.

If you have personnel wishing to take advantage of this program you will need to submit the following to the State Fire Marshal Training and Certification Bureau, a letter from the chief requesting a Fire Officer Upgrade, a Nevada Fire Officer Job Performance Skills Evaluation Packet for the appropriate level and a copy of their Nevada Fire Officer I or II certification.

If you have any questions, please feel free to contact me at any time.

Thank you,

Dennis D. Pinkerton

**Bureau Chief
Training & Certification
State Fire Marshal Division
Nevada Department of Public Safety**

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