

NEVADA DEPARTMENT OF PUBLIC SAFETY

STATE FIRE MARSHAL

BOARD OF FIRE SERVICES



Position Task Book

Fire Officer - III

FIRE OFFICER – III CANDIDATE

(Candidate Name)

(Date submitted)

(Nevada Fire Agency name)

TASK BOOK OPENED BY

(Fire or Training Chief name)

(Nevada Fire Agency)

(Date Opened)

POSITION TASK BOOK PURPOSE

A position task book is a formalized document that provides a place for the candidate to document their academic grasp of knowledge along with the demonstration of their ability to perform the skills and tasks associated with the level by an approved mentor. In Nevada, these knowledge, skills and tasks are outlined in the Nevada State Fire Marshal's Professional Qualification Manual that is updated by the Training and Certification Section and approved for use in public meetings by the Governor's appointed Board of Fire Services. The manual can be found here:

http://fire.nv.gov/uploadedFiles/firenv.gov/content/bureaus/FST/BOFS_PandP_manual.pdf

Nevada is a capstone testing state following IFSAC requirements, indicated that many of our certifications are validated by the International Fire Service Accrediting Council and thus travel to many different states and the Department of Defense. Certification is granted for those candidates who successfully demonstrate performance of the knowledge obtainment and demonstration of proficiency for the skills and tasks associated with the level of certification requested. Course examinations nor seat time in a class are components of our certification system. Demonstration of proficiency to meet the requirements is our standard.

Certifications are provided to persons within Nevada's fire service who meet the following requirements of Nevada Revised Statutes and our Professional Qualifications Manual, adopted by the Board of Fire Services:

- Meet the medical and physical fitness requirements of their authority having jurisdiction;
- Minimum of eighteen years of age at time of certification by the State Fire Marshal;
- The chief or training chief of the candidate's authority having jurisdiction provides approval for the level of certification requested;
- Be a member of a Nevada fire department, fire district or any political subdivision or agency of the State or Federal Government.

CERTIFICATION REQUIREMENTS FOR FIRE OFFICER III

Nevada outlines the following requirements for Fire Officer III:

- Be certified as an NFPA Fire Officer-II
- Be certified as an NFPA Fire Service Instructor-II
- Be 18 years of age.
- Be employed and/or affiliated with a Nevada fire department, fire district or any political subdivision or agency of the State or Federal Government
- Complete an accredited Fire Officer-III class.
- Complete ICS-300
- Complete ICS-400
- Complete IS-800
- Provide evidence of qualifications to the peer review panel in lieu of a capstone written and practical examination (this task book provides that evidence)
- Meet the medical requirements as specified by their agency having jurisdiction.
- Meet the physical requirements as specified by their agency having jurisdiction.
- Meet the educational requirements as specified by their agency having jurisdiction.
- Request for the Fire Officer-III certification must be made by the Chief, Training Chief, City/County Manager / Fire Board Member of the candidate's agency having jurisdiction.

WHO CAN SIGN OFF YOUR POSITION TASK BOOK

Your position task book **must** be initiated by your Fire Chief or Training Chief of record with the State Fire Marshal, Training and Certification Section. The initiating chief officer will provide you guidance as to whom they will accept as signatures for documenting successful performance of the knowledge, skills, and tasks within the job performance requirements.

The peer review committee will evaluate your position task book for completion of the requirements and may reach out to the signatures within this task book to discuss your performance. As the Fire Officer-III position is also known as the Administrative Fire Officer by the International Association of Fire Chiefs and the National Fire Protection Association, it is completely appropriate to seek mentors for your advancement and signature of your task book who are outside of the fire service.

All mentors who sign your task book must verify their identity and contact information in the last section of this task book.

TRAINING TO MEET THE NFPA REQUIREMENTS

Fire Officer-III classes are difficult to find within our State. The Board of Fire Services recognizes successful completion of the following academic programs as meeting the educational requirements of Fire Officer-III:

- Master of Public Administration from a regionally accredited university;
- Nevada Fire Chiefs Association, Fire Officer-III Course;
- National Fire Academy, Executive Fire Officer Program, or;
- Center for Public Safety Excellence, Chief Fire Officer designee.
- NPFA Resource One Course Approved by the Nevada State Fire Marshal Office

Lack of one of these classes does not disqualify a candidate from obtaining a Fire Officer-III certification. If you have not completed one of these programs, you will have to discuss with the Training and Certification Staff how your education provided you with the ability to meet the NFPA educational requirements for Fire Officer-III.

PEER REVIEW PROCESS

The candidates submitted task book will be sent by the Training and Certification staff to three peer reviewers, one of whom will be a member of the Board of Fire Services and the other two will be Nevada Fire Service members who hold the same or greater level of certification requested and has knowledge of the Nevada certification process. These peer reviewers will examine the task book, randomly validate signatures, and review the supporting documentation. They will independently provide the Training and Certification staff with a recommendation to support or not support certification. If the reviewer does not support certification, they will indicate why. Two of the three peer reviewers must support certification for it to be issued. If two or more do not support certification, the Training and Certification staff will inform the candidate of the reasons why and allow them to rectify the issues. When the candidate resubmits their task book, three new peer reviewers will be selected.

AGENCY CERTIFICATION

I, _____, serve as the Fire Chief / Training Chief of _____
 _____, a Nevada Fire Department, Fire District or political subdivision of the State of
 Nevada or the Federal Government. I find that _____ (candidate)
 meets our requirements of medical, physical, and educational attainment for the certification of Fire
 Officer-III. I am requesting the Nevada State Fire Marshal review this task book and make the final
 determination if the candidate meets all the state's requirements for certification.

 Signature

 Date

TRAINING REQUIREMENTS

Candidate **shall** meet the training requirements for Fire Officer-III by obtaining certification
 recognizing successful completion of one of the following programs (Check one):

- Master of Public Administration from a regionally accredited university;
- Nevada Fire Chiefs Association, Fire Officer-III Course;
- National Fire Academy, Executive Fire Officer Program, or;
- Center for Public Safety Excellence, Chief Fire Officer Designee.
- NFPA Resource One Course approve by the Nevada State Fire Marshal Office

Provide a copy of the successful completion as an appendix to this task book for review by the peer
 review committee.

Should the candidate have other training that meets this requirement, provide a letter that explains
 how the program meets the requirements along with a copy of the successful completion of the
 program. It is highly encouraged that the candidate speaks with a member of the Training and
 Certification staff prior to attempting this route to ensure their program meets the requirements.

Chief/Mentor signature: _____ Date: _____

Print Name: _____

PREVIOUS LEVELS OF CERTIFICATION

The candidate has achieved Fire Officer-II and Fire Service Instructor-II. Copies of these certifications
 are provided as attachments to this task book.

Chief/Mentor signature: _____ Date: _____

Print Name: _____

INCIDENT COMMAND SYSTEM CLASSES

The candidate has completed Incident Command System 300, Incident Command System 400 and Independent Study 800 courses as documented by copies of successful completion certificates included as attachments to this task book.

Chief/Mentor signature: _____ Date: _____

REQUEST FOR CERTIFCATOIN

I, _____, serve as the Fire Chief / Training Chief / City/County Manager / Fire Board Member of _____, a Nevada Fire Department, Fire District or political subdivision of the State of Nevada or the Federal Government. I am requesting certification for _____(candidate) to Fire Officer III.

HUMAN RESOURCE MANAGEMENT

This section of the NFPA standard addresses the human resource management of an Administrative Fire Officer. Each job performance requirement is stated. **Appropriate documentation to show the candidate has completed this task must be attached to this task book.** The mentor will initial each of the requirements as the candidate completes it. Each task does not need to be completed at the same time. The mentor signature at the bottom of this section indicates the candidate has completed all the requirements of this section and the mentor/mentee has had discussions on the application of each task within the agency having jurisdiction.

Job Performance Requirement	Mentor Initial	Date
Establish minimum staffing requirements, given available human resources; policies and procedures; federal, state, and provincial laws; and rules and regulations so that the agency job related credentials are maintained. (6.2.1)		
Develop procedures for hiring members, given policies of the agency and legal requirements, so that the process is valid and reliable. (6.2.2)		
Develop procedures and programs for promoting members, given applicable policies and legal requirements, so that the process is valid and reliable, job-related, and nondiscriminatory. (6.2.3)		
Describe methods to facilitate and encourage members to participate in professional development, given a professional development model, so that members achieve their personal and professional goals. (6.2.4)		
Develop a proposal for improving an employee benefit or a new member benefit, given a need in the organization, so that adequate information is included to justify the requested benefit improvement. (6.2.5)		
Develop a plan for providing a member accommodation, given an member need, the requirements, and applicable law, so that adequate information is included to justify the requested change(s). (6.2.6)		
Develop an ongoing continuing education and training program, given organizational training requirements, so that members of the organization are given appropriate training to meet the mission of the organization. (6.2.7)		

Mentor signature: _____

Date: _____

Provide documentation proving your completion of the above tasks following this page. This may include copies of work completed.

COMMUNITY AND PUBLIC RELATIONS

This duty involves developing programs that improve and expand service and build partnerships with the public, according to the following job performance requirements. Each job performance requirement is stated. **Appropriate documentation to show the candidate has completed this task must be attached to this task book.** The mentor will initial each of the requirements as the candidate completes it. Each task does not need to be completed at the same time. The mentor signature at the bottom of this section indicates the candidate has completed all the requirements of this section and the mentor/mentee has had discussions on the application of each task within the agency having jurisdiction.

Job Performance Requirement	Mentor Initial	Date
Develop a community risk reduction (CCR) program, given risk assessment data, so that program outcomes are met. (6.3.1)		

Mentor signature: _____

Date: _____

Provide documentation proving your completion of the above tasks following this page. This may include copies of work completed.

ADMINISTRATION

This duty involves preparing a divisional or departmental budget, developing a budget management system, developing grant application, soliciting bids, planning for resource allocation, and working with records management systems, according to the following job performance requirements. Each job performance requirement is stated. **Appropriate documentation to show the candidate has completed this task must be attached to this task book.** The mentor will initial each of the requirements as the candidate completes it. Each task does not need to be completed at the same time. The mentor signature at the bottom of this section indicates the candidate has completed all the requirements of this section and the mentor/mentee has had discussions on the application of each task within the agency having jurisdiction.

Job Performance Requirement	Mentor Initial	Date
Develop a divisional or departmental budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified. (6.4.1)		
Develop a budget management system, given fiscal and financial policies, so that the division or department stays within the budgetary authority. (6.4.2)		
Describe the organization's process for developing requests for proposal (RFPs) and soliciting and awarding bids, given established specifications and the organization policies and procedures, so that competitive bidding is ensured. (6.4.3)		
Direct the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved. (6.4.4)		
Analyze and interpret records and data, given a fire department records system, so that validity is determined, and improvements are recommended. (6.4.5)		
Develop a model plan for continuous organizational improvement, given resources for an area to be protected, so that resource utilization is maximized. (6.4.6)		

Mentor signature: _____

Date: _____

Provide documentation proving your completion of the above tasks following this page. This may include copies of work completed.

INSPECTION AND INVESTIGATION

This duty involves evaluating inspection programs of the AHJ to determine effectiveness and developing public safety plans, according to the following job performance requirements.

Appropriate documentation to show the candidate has completed this task must be attached to this task book. The mentor will initial each of the requirements as the candidate completes it. Each task does not need to be completed at the same time. The mentor signature at the bottom of this section indicates the candidate has completed all the requirements of this section and the mentor/mentee has had discussions on the application of each task within the agency having jurisdiction.

Job Performance Requirement	Mentor Initial	Date
Evaluate the inspection program of the AHJ, given current program goals, objectives, performance data, and resources so that the results are evaluated to determine effectiveness. (6.5.1)		
Develop a plan, given an identified fire safety, emergency medical, and/or public health problem, so that the approval for a new program, piece of legislation, form of public education, intervention and/or fire safety code is facilitated. (6.5.2)		

Mentor signature: _____

Date: _____

Provide documentation proving your completion of the above tasks following this page. This may include copies of work completed.

EMERGENCY SERVICE DELIVERY

This duty involves managing multi-agency planning, deployment, and operations, according to the following job performance requirements. **Appropriate documentation to show the candidate has completed this task must be attached to this task book..** The mentor will initial each of the requirements as the candidate completes it. Each task does not need to be completed at the same time. The mentor signature at the bottom of this section indicates the candidate has completed all the requirements of this section and the mentor/mentee has had discussions on the application of each task within the agency having jurisdiction.

Job Performance Requirement	Mentor Initial	Date
Prepare an action plan, given an emergency incident requiring multiple agency operations, so that the required resources are determined, and the resources are assigned and placed to mitigate the incident. (6.6.1)		
Develop and conduct a post-incident analysis, given a multi-agency incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the appropriate forms are completed and processed in accordance with policies and procedures. (6.6.2)		
Develop a plan for the organization, given an unmet need for resources that exceed what is available in the organization, so that the mission of the organization is capable of being performed in times of extraordinary need. (6.6.3)		

Mentor signature: _____

Date: _____

Provide documentation proving your completion of the above tasks following this page. This may include copies of work completed.

HEALTH AND SAFETY

This duty involves developing, managing, and evaluating a departmental health and safety program, according to the following job performance requirements. **Appropriate documentation to show the candidate has completed this task must be attached to this task book.** The mentor will initial each of the requirements as the candidate completes it. Each task does not need to be completed at the same time. The mentor signature at the bottom of this section indicates the candidate has completed all the requirements of this section and the mentor/mentee has had discussions on the application of each task within the agency having jurisdiction.

Job Performance Requirement	Mentor Initial	Date
Develop a measurable accident and injury prevention program, given relevant local and national data, so that the results are evaluated to determine effectiveness of the program. (6.7.1)		

Mentor signature: _____

Date: _____

Provide documentation proving your completion of the above tasks following this page. This may include copies of work completed.

EMERGENCY MANAGEMENT

This duty involves policies, procedures, and programs for the role of the fire service in the community's emergency management plan and the roles of local, state/provincial, and national emergency management agencies. **Appropriate documentation to show the candidate has completed this task must be attached to this task book.** The mentor will initial each of the requirements as the candidate completes it. Each task does not need to be completed at the same time. The mentor signature at the bottom of this section indicates the candidate has completed all the requirements of this section and the mentor/mentee has had discussions on the application of each task within the agency having jurisdiction.

Job Performance Requirement	Mentor Initial	Date
Develop a plan for the integration of fire services resources in the community's emergency management plan, given the requirements of the community and the resources available in the fire department, so that the role of the fire service is in compliance with local, state/provincial, and national requirements. (6.8.1)		

Mentor signature: _____

Date: _____

Provide documentation proving your completion of the above tasks following this page. This may include copies of work completed.

MENTOR VERIFICATION LOG

Each mentor who signs this task book **SHALL** complete one of the following blocks, so the Training and Certification staff and peer review committee have validation of who signed the candidate off in each section or initialed completion of an individual job performance requirement. The peer reviewers may contact some mentors to verify candidate's successful completion of knowledge, skills, and tasks.

Printed Name: _____ Title: _____

Home Agency: _____ Phone Number: _____

Signature: _____ Initial: _____ Email: _____

Printed Name: _____ Title: _____

Home Agency: _____ Phone Number: _____

Signature: _____ Initial: _____ Email: _____

Printed Name: _____ Title: _____

Home Agency: _____ Phone Number: _____

Signature: _____ Initial: _____ Email: _____

Printed Name: _____ Title: _____

Home Agency: _____ Phone Number: _____

Signature: _____ Initial: _____ Email: _____

Printed Name: _____ Title: _____

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Signature: _____ Initial: _____ Email: _____

Printed Name: _____ Title: _____

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Signature: _____ Initial: _____ Email: _____