

**FIRE OFFICER I
JOB PERFORMANCE
REQUIREMENT SKILLS
EVALUATION PACKET**



NFPA 1021

2014 Edition

**Nevada State Fire Marshal Division
107 Jacobsen Way
Carson City, Nevada 89711**

Fire Officer I Candidate:

The Company Officer is a very important component of the fire service. They are the first line of supervision in the fire department organization and their decisions both on and off the fire ground are often critical. The company officer provides a vital balance between their agency's administration and crew members. Some would argue that the company officer has the most influence and control over the fire ground and incident safety.

At the company officer level they are required not only to manage fire ground operations but as well as perform routine administrative functions, complete reports, follow department policies, apply human resource skills, interact with the community, public education, provide in-service company level training, complete company level life safety inspections, initial fire investigations, conduct a post-incident analysis and more.

Attached you will find a checklist of the **minimum** supporting documentation that we expect to see accompanying a Fire Officer I Skill Packet. The JPR sheet, shall require additional supporting documentation that is outlined on the checklist. By no means are the items on this checklist all-inclusive. At any time, a candidate may go above and beyond the items listed on checklist.

All submitted packets will be reviewed and approved according to the required JPRs. It is important to understand that just because your chief or their designee signs off on the skills sheets this does not mean that it is an automatic approval.

If you have any questions, you are welcome to contact our office and we will be glad to talk to you about the Fire Officer I Skill Packet process. This is our attempt to outline our expectations of what we are looking for when your packets are reviewed.

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 office by members of the Nevada Board of Fire Services.

Thank you,

Fire Officer Review Committee

WRITTEN AND PRACTICAL TEST INSTRUCTIONS

A Fire Officer I candidate has one year to successfully complete the certification process after submitting the completed Fire Officer I Job Performance Requirement Skills Evaluation Packet.

The candidates fire chief or their designee must sign and date each of the JPR skills sheets once the candidate has performed and passed the skills. The candidate must have 100% of the JPR skill sheets signed. Only when all the JPR skill sheets have been signed, may the chief or their designee sign the JPR Sign-Off Sheet.

Along with the Skills Packet and other required documents the chief or their designee shall submit a letter requesting that the candidate enter the Fire Officer certification process.

CERTIFICATION REQUIREMENTS FOR FIRE OFFICER I

PURPOSE AND VISION FOR FIRE OFFICER I

The skill level Fire Officer I as determined by the Nevada State Fire Marshal Division is focused on the Firefighter who is or wants to be certified as Fire Officer I.

It is with this purpose that the Fire Officer I established within this standard. This is the minimum level established by the Nevada State Fire Marshal Division and based on NFPA 1021, 2014 edition.

In order to certify in the Nevada Fire Officer I program; candidates must fulfill the following requirements:

1. Complete an **approved** Fire Officer I course and provide documentation of completion
2. Certification Request Letter from Chief or their Designee
3. Submit the completed Skills Packet. (Must be submitted prior to receiving the written examination.)
In order for the Skills Packet to be considered complete it must have all supporting documentation such as letters, policies, training documentation, etc., when it is submitted for review.
4. Nevada Firefighter II
5. Nevada Fire Service Instructor I
6. Must achieve a score of seventy percent (70%) on written examination.

APPROVED TRAINING COURSES

There is no set training course for Fire Officer I, but the course must be recognized by the State Fire Marshal Division. The written and practical skills examination is based on the NFPA 1021 Standard for Fire Officer Professional Qualifications 2014 Edition.

PROCESS FOR RECEIVING FIRE OFFICER I CERTIFICATION

Participants in the Nevada Fire Officer I certification program must successfully complete all the Fire Officer I requirements. Documentation is required to provide proof that all requirements and skills are met as outlined by the NFPA 1021 Standard for Fire Officer Professional Qualifications 2014 Edition adopted by the State Fire Marshal Division.

WRITTEN EXAMINATION FOR FIRE OFFICER I

The written examination is a randomly generated 100-question test covering requirements in the NFPA 1021 Standard for Fire Officer Professional Qualifications 2014 Edition.

SAMPLE WRITTEN EXAMINATION QUESTIONS:

1. A fire suppression group is typically composed of engine and truck companies. This is based on the organizational principle of:
 - A. Chain of command
 - B. Division of labor**
 - C. Paramilitary organization
 - D. Scalar structure

2. Which of the following is a key dimension of an effective leader?
 - A. Structure competitive relationships
 - B. Bases influence primarily on the ability to reward or punish a firefighter
 - C. Stimulates and promotes goal-oriented thinking and behavior**
 - D. Simulates and promotes goal-oriented thinking and habits

SCORING OF THE TEST AND RETEST PROCEDURE:

Each written question counts for one point on the written examination. The final score is determined by deducting the number of incorrect and blank answers from the total number of questions on the examination. All knowledge examinations administered by the State Fire Marshal Division shall require a seventy percent (70%) minimum passing score.

Applicants who receive less than a passing score on the written examinations will be required to retake the entire examination. Applicants shall be given three (3) attempts to meet the minimum passing requirements. The three (3) attempts shall not exceed one (1) year from the date of the first attempt. Applicants who fail the written examination may retest no sooner than 30 days from the date of the failed examination.

A Fire Officer I Skill packet will be valid for one year from the date of the last written examination taken. Within one year of successful completion of the Fire Officer I Skill packet all other requirements for certification must be met. If the applicant does not complete the Fire Officer I certification process within a year from the last written examination the Fire Officer I packet is no longer valid and the applicant must start the process over.

PRACTICAL SKILLS TESTING PROCEDURES FOR FIRE OFFICER I:

The practical skills test for Fire Officer I is based on the NFPA 1021 Standard for Fire Officer Professional Qualifications 2014 Edition. One hundred percent of the practical skills must be completed. All the skill sheets must be completed and signed by candidate's fire chief or their designee. Copies of these skill sheets are required to be attached.

FIRE OFFICER I CERTIFICATION:

When all the requirements for Fire Officer I are met candidates will be eligible to be certified. The State Fire Marshal Division will then issue the candidate a Fire Officer I certification.



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JOB PERFORMANCE SIGN-OFF SHEETS

NFPA Standard 1021 2014 Edition, Chapter 4

HUMAN RESOURCE MANAGEMENT:

4.2 This duty involves utilizing human resources to accomplish assignments in accordance with safety plans and in an efficient manner. This duty also involves evaluating member performance and supervising personnel during emergency and nonemergency work periods, according to the following job performance requirements.

JPR Sheet 1

4.2.1 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.

(a) *Requisite Knowledge:* Verbal communications during emergency situations, techniques used to make assignments under stressful situations, methods of confirming understanding.

(b) *Requisite Skills:* The ability to condense instructions for frequently assigned unit tasks based upon training and standard operating procedures.

4.4.5 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.

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.

JPR Sheet 2

4.2.2 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.

(a) *Requisite Knowledge:* Verbal communications under non-emergency situations, techniques used to make assignments under routine situations, and methods of confirming understanding.

(b) *Requisite Skills:* The ability to issue instructions for frequently assigned unit tasks based upon department policy.

4.2.6 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.

(a) *Requisite Knowledge:* Principles of supervision and basic human resource management.

(b) *Requisite Skills:* The ability to plan and to set priorities.



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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.



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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.



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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



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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.



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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

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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>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>		
<p>No.</p>	<p>Task Steps</p>	<p>✓</p>
<p>1.</p>	<p>Assign tasks or responsibilities to unit-members at an emergency.</p>	<p></p>
<p>2.</p>	<p>Condense instructions in an understandable way.</p>	<p></p>
<p>3.</p>	<p>Give instructions that are complete, clear, and concise.</p>	<p></p>
<p>4.</p>	<p>Confirm understanding of assignments.</p>	<p></p>
<p>5.</p>	<p>Convey desired outcomes.</p>	<p></p>
<p>6.</p>	<p>Efficiently utilize personnel and equipment available to the company</p>	<p></p>
<p>7.</p>	<p>Conduct a incident response report using proper policies, forms and procedures</p>	<p></p>
<p>8.</p>	<p>Conduct a post-incident analysis using proper policies, forms and procedures</p>	<p></p>

Evaluator Name: _____

Evaluator Signature: _____

Date: _____



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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: _____



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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: _____



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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: _____



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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: _____



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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: _____



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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: _____



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NFPA 1021, 2014 Edition

Skill Sheet 10

Candidate Name: _____

STANDARD: 4.4.4 NFPA 1021, 2014 General Requirements	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.	
PERFORMANCE OUTCOME:	<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 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, charts and defined responsibilities etc., department policy or procedure.		
No.	Task Steps	✓
1.	Identify the structure of an organization.	
2.	Identify the functions of management.	
3.	Communicates in writing the mission of the organization.	
4.	Communicates in writing the defined responsibilities and duties of the organization.	
5.	Correct, reinforce or develop defined management components of an organization.	

Evaluator Name: _____

Evaluator Signature: _____

Date: _____

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: _____



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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: _____



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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: _____