

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



NFPA 1021

2014 Edition

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

Fire Officer II 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 II 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 for each of you 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 II 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 II candidate has one year to successfully complete the certification process after submitting the completed Fire Officer II 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 II

PURPOSE AND VISION FOR FIRE OFFICER II

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

It is with this purpose that the Fire Officer II 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 II program; candidates must fulfill the following requirements:

1. Complete an **approved** Fire Officer II 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; letters, policies, training documentation, etc., when it is submitted for review.
4. Copy of Nevada Fire Officer I
5. Must achieve a score of seventy percent (70%) on written examination.

APPROVED TRAINING COURSES

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

PROCESS FOR RECEIVING FIRE OFFICER II CERTIFICATION

Participants in the Nevada Fire Officer II certification program must successfully complete all the Fire Officer II 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 II

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the Fire Officer II certification process within a year from the last written examination the Fire Officer II packet is no longer valid, and the applicant must start the certification process over.

PRACTICAL SKILLS TESTING PROCEDURES FOR FIRE OFFICER II:

The practical skills test for Fire Officer II 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 skill sheets must be completed and signed by candidate's fire chief or their designee. Copies of these sheets are required to be attached.

FIRE OFFICER II CERTIFICATION:

When all the requirements for Fire Officer II are met, candidates will be eligible to be certified. The State Fire Marshal Division may then certify the candidate for Fire Officer II.



FIRE OFFICER II

NFPA 1021, 2014 Edition

JOB PERFORMANCE SIGN-OFF SHEETS

NFPA Standard 1021 2014 Edition, Chapter 5

5.1 General

For qualification at Level II, the Fire Officer II shall meet the job performance requirements defined in Section 5.2 through 5.7 of this standard.

5.1.1 General Prerequisite Knowledge

The organization of local government; enabling and regulatory legislation and law-making process at the local, state/provincial, and federal levels; and the functions of other bureaus, divisions, agencies, and organizations and their roles and responsibilities that relate to the fire service.

5.1.2 General Prerequisite Skills

Intergovernmental and interagency cooperation.

HUMAN RESOURCE MANAGEMENT:

5.2 This duty involves evaluating a member performance, according to the following job performance requirements.

JPR Sheet 1

5.2.1 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.

(a) *Requisite Knowledge:* Human resource policies and procedures, problem identification, organizational behavior, group dynamics, leadership styles, types of power, and interpersonal dynamics.

(b) *Requisite Skills:* The ability to communicate verbally and in writing, to solve problems, to increase teamwork, and to counsel members.

JPR Sheet 2

5.2.2 Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.

(a) *Requisite Knowledge:* Human resource policies and procedures, job descriptions, objectives of a member evaluation program, and common errors in evaluating.

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

JPR Sheet 3

5.2.3 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.

(a) *Requisite Knowledge:* Development of a professional development guide, including mentoring sessions and job shadowing.

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



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 recurrence, 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>PERFORMANCE OUTCOME:</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 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: 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.	
2.	Gather all applicable information before beginning.	
3.	Utilize proper news release format.	
4.	Obey applicable policies and procedures.	
5.	Communicate effectively in writing.	
6.	Produce and deliver a clear and effective message.	

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</p> <p>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.</p> <p>(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.</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 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: _____

STANDARD: 5.7.1 NFPA 1021, 2014 General Requirements	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. (a) Requisite Knowledge: The causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths. (b) Requisite Skills: The ability to communicate in writing and to interpret accidents, injuries, occupational illnesses, or death reports.	
PERFORMANCE OUTCOME:	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. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Case Study described above. Pen/pencil and paper. Health and safety policies and procedures. Injury/Illness reports. Computer, if applicable.		
CONDITIONS: The Candidate will complete all elements of the assigned task.		
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: _____