

FIRE OFFICER II

JOB PERFORMANCE REQUIREMENT

SKILLS EVALUATION PACKET



NFPA 1021

2014 Standard

**Colorado Division of Fire Prevention and Control
690 Kipling, Suite 2000
Lakewood, CO 80215
Phone: (303) 239-4600**

Revised
January 1, 2016

January 1, 2016

Colorado Fire Officer II Candidate:

At this level of certification the candidates are in a supervisory/managerial position. At this level of certification the Fire Officer is taking and giving orders. They counsel people within their department. They are responsible to answer questions that the public, management team, and political authorities may have about the department's policies and procedures. They are involved in the development and implementation of policies and procedures.

The expectations of these individuals are to have typed documents that do not have spelling or grammar errors, which address the issues, and are packaged in a three-ring binder or bound in some manner. We do not expect to see tobacco or coffee stained documents submitted to our office, but rather documents that the potential Fire Officer II and his organization can take pride in submitting.

The JPR Performance Outcome is an example of what the demonstration of this skill should look like. This is a minimal example, and can be modified, as long as it meets or exceeds the intent of the Task(s). The Fire Officer II Review Committee and the DFPC will determine if the intent is met.

Attached you will find a checklist of the **minimum** supporting documentation that we expect to see accompanying a Fire Officer II Skill Packet. Please note that depending on the scenario that the candidate chooses to submit, the JPR may require additional supporting documentation beyond that outlined on the checklist. The items on this checklist are not all-inclusive. A candidate may go above and beyond the checklist, as some candidates have done in the past.

It is important for each of you to understand that just because your department head or designee signs off on the skills sheets does not mean that it is an automatic approval from the Division. The certification is to the NFPA/DFPC criteria, NOT the department standards.

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 DFPC office by members of the Fire Officer II committee. Once this packet has been submitted to DFPC, it becomes the property of DFPC and will NOT be returned. Please make sure you keep a copy for your records.

Thank you,

Fire Officer Review II Committee

Fire Officer II Skills Packet Requirements

The following documents must be enclosed in your packet:

Copy of current Fire Officer I certificate

Copy of current Fire Instructor I certificate

Copy of current Hazardous Materials Operations certificate

Completed Fire Officer II JPR Skills Evaluation Packet, signed by Department Head/designee and candidate

With JPR FOII-1: *“Initiate actions to maximize member performance and/or to correct unacceptable performance ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the counseling session was planned and conducted
 - Notes from/about the session.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Written report

With JPR FOII-2: *“Evaluate the job performance of assigned members ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the interview session was planned and conducted
 - Notes from/about the session.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms, records, job description.
 - Written evaluation/report

With JPR FO II-3: *“Create a professional development plan for a member...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the development plan meeting was planned and conducted
 - Notes from/about the session.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms, records, job description.

With JPR FO II-4: “*Explain the benefits to the organization of cooperating...*”

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the problem was identified, analyzed, and a solution developed.
 - How the policy was researched, prepared and presented.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Written report

With JPR FO II-5: “*Develop a policy or procedure ...*”

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the problem was identified, analyzed, and a solution developed.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms and records.
 - Written report

With JPR FOII-6: “*Develop a project or divisional budget ...*”

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the capital, operating, and personnel costs were determined and justified.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable supporting data, forms, and records.
 - Written budget proposal

With JPR FOII-7: “*Describe the process of purchasing ...*”

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the bidding process was applied to the purchase.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable supporting data, forms, and records.
 - Written proposal/records

With JPR FOII-8: *“Prepare a news release ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the news release was researched, prepared, and reviewed.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - The written news release

With JPR FOII-9: *“Prepare a concise report for transmittal to a supervisor ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the report was researched, prepared, and presented.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable supporting data, forms, and records.
 - Written report

With JPR FO II-10: *“Develop a plan to accomplish change in the organization...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - Explain reasons for changing the agency’s policy in a positive manner.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms and records.
 - Written report

With JPR FOII-11: *“Determine the point of origin and preliminary cause of a fire ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the investigation was completed, and documented.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms and records.
 - Written report with applicable photographs, diagrams, data, and sketches.

With JPR FOII-12: *“Produce operational plans for a hazardous materials incident and another multi-unit emergency incident...”*

- Detailed narratives outlining the methods used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the operational plans were produced and implemented for each incident
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable written reports, tactical worksheets, ICS forms

With JPR FOII-13: *“Develop and conduct a post-incident analysis ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the post-incident analysis was prepared for, completed, and documented.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms and records.

With JPR FOII-14: *“Prepare a written report, given incident reporting...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the report was prepared for, completed, and documented.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms and records.
 - Written report to supervisor with appropriate action plans and recommendations

With JPR FOII-15: *“Analyze a member’s accident, injury, or health exposure history ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the analysis was prepared for, completed, and documented.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Completed records, forms, drawings/pictures (if applicable)
 - Written report to supervisor with appropriate action plans and recommendations

CERTIFICATION REQUIREMENTS **FOR THE FIRE OFFICER II**

PURPOSE AND VISION FOR THE FIRE OFFICER II

The skill level Fire Officer II as determined by the Colorado Division of Fire Prevention and Control is focused on the Fire Officer who is or 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 Colorado Division of Fire Prevention and Control and based on NFPA 1021, 2014 edition.

In order to certify in the Colorado Fire Officer II program, firefighters must fulfill the following requirements:

1. 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, polices, training documentation, etc., when it is submitted to the Division for review.
2. Colorado certified at the Fire Officer I level.
3. Colorado certified at the Hazardous Materials Operations level.
4. Colorado certified at the Fire Instructor I level.
5. Achieve a score of eighty percent (80%) or above on the written examination.

APPROVED TRAINING COURSES

There is no set training course for Fire Officer II. The written and practical skill examination is based on the 2014 edition of NFPA 1021.

PROCESS FOR RECEIVING FIRE OFFICER II CERTIFICATION

Participants in the Colorado Fire Officer II program must successfully complete the Fire Officer II requirements. Documentation is required to provide proof that all requirements and skills are met, as outlined by the NFPA 2014 edition of NFPA 1021 adopted by the Colorado Division of Fire Prevention and Control.

Note: *These Certification Requirements are a condensed version of the Colorado Division of Fire Prevention and Control Firefighter Voluntary Certification Program Rules. A complete copy of the certification rules is available from the Colorado Division of Fire Prevention and Control.*

WRITTEN EXAMINATION FOR FIRE OFFICER II

The written examination is randomly generated 75-question test covering the Fire Officer II standard. The examination questions are referenced from the following list of books.

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 TEST AND RETEST PROCEDURE

All tests are conducted through computer based testing.

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 Colorado Division of Fire Prevention and Control shall require an eighty percent (80%) minimum passing score.

Applicants who receive less than a passing score on the written examinations will be required to retake the entire examination. A minimum thirty (30) day waiting period is required between examination attempts.

A practical is valid for one year from the date of the examination. Within one year of successful completion of the practical examination, all other requirements for certification must be met. If the applicant does not become certified, the practical examination is no longer valid, and the applicant must start the process over.

SAFETY ON THE FIRE/TRAINING GROUNDS

OSHA 1910.156, 1910.120, 1910.134, 1910.1030 and NFPA 1500, 1403, 1404, 1410, 1451, and 1470 all address safety on the training grounds. The Colorado Division of Fire Prevention and Control wants each and every department head to know that they are responsible for the safety of the candidates. Copies of these practical skill sheets are attached.

Note: *These Certification Requirements are a condensed version of the Colorado Division of Fire Prevention and Control Firefighter Voluntary Certification Program Rules. A complete copy of the certification rules is available from the Colorado Division of Fire Prevention and Control.*

PRACTICAL SKILLS TESTING FOR FIRE OFFICER II

The practical skills test for Fire Officer II is based on the 2014 edition of the NFPA 1021. One hundred percent of the practical skills for Fire Officer II must be completed. All skills sheets must be completed and the skill sheets signed by the department head or designee. Copies of these practical sheets are attached.

FIRE OFFICER II CERTIFICATION

When all requirements for certification have been met, applicants are eligible to be certified. The Colorado Division of Fire Prevention and Control may then certify the candidate for Fire Officer II.

Note: *These Certification Requirements are a condensed version of the Colorado Division of Fire Prevention and Control Firefighter Voluntary Certification Program Rules. A complete copy of the certification rules is available from the Colorado Division of Fire Prevention and Control.*



FIRE OFFICER II

NFPA 1021, 2014

Revised 1/1/2016

NFPA Standard 1021 (2014 Edition), Chapter 5

5.1 General.

For certification at Level II, Fire Officer I shall meet the requirements of Fire Instructor I as defined in NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, and the job performance requirements defined in Sections 5.2 through 5.7 of this standard.

5.1.1 General Prerequisite Knowledge.

The organization of local government; enabling and regulatory legislation and the 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 Human Resource Management.

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

JPR Sheet 1 NFPA Standard 1021 (2014 edition), Chapter 5, **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 team work, and to counsel members.

JPR Sheet 2 NFPA Standard 1021 (2014 edition), Chapter 5, **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 NFPA Standard 1021 (2014 edition), Chapter 5, **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.

COMMUNITY AND GOVERNMENT RELATIONS

5.3 Community and Government Relations

This duty involves dealing with inquiries of allied organizations 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 NFPA Standard 1021 (2014 edition), Chapter 5, **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.



FIRE OFFICER II

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ADMINISTRATION:

5.4 Administration.

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

- JPR Sheet 5** NFPA Standard 1021 (2014 edition), Chapter 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:* Policies and procedures and problem identification.
 - (b) *Requisite Skills:* The ability to communicate in writing and to solve problems.
- JPR Sheet 6** NFPA Standard 1021 (2014 edition), Chapter 5, **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** NFPA Standard 1021 (2014 edition), Chapter 5, **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 Skill:* The ability to use evaluative methods and to communicate orally and in writing.
- JPR Sheet 8** NFPA Standard 1021 (2014 edition), Chapter 5, **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 the format used for news releases.
 - (b) *Requisite Skills:* The ability to communicate orally and in writing.
- JPR Sheet 9** NFPA Standard 1021 (2014 edition), Chapter 5, **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** NFPA Standard 1021 (2014 edition), Chapter 5, **5.4.6:** 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 Inspection and Investigation.

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** NFPA Standard 1021 (2014 edition), Chapter 5, **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 Skill:* The ability to communicate orally and in writing and to apply knowledge using deductive skills.



FIRE OFFICER II

NFPA 1021, 2014

Revised 1/1/2016

EMERGENCY SERVICE DELIVERY:

5.6 Emergency Service Delivery.

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** NFPA Standard 1021 (2014 edition), Chapter 5, **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:* 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.
 - (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** NFPA Standard 1021 (2014 edition), Chapter 5, **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** NFPA Standard 1021 (2014 edition), Chapter 5, **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 service demands.

HEALTH AND SAFETY:

5.7 Health and Safety.

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

- JPR Sheet 15** NFPA Standard 1021 (2014 edition), Chapter 5, **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 deaths.
 - (b) *Requisite Skills:* The ability to communicate in writing and to interpret accidents, injuries, occupational illnesses, or death reports.



FIRE OFFICER II

NFPA 1021, 2014

Revised 1/1/2016

SAFETY:

5.7 Safety.

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

JPR Sheet 15 NFPA Standard 1021 (2014 edition), Chapter 5, **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 deaths.
- (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 II 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 DFPC office by members of the Fire Officer II committee.

Please remember to schedule the practical in the online RMS system prior to submitting this Skills Packet and include the practical ID number below.

Practical ID Number: _____

CANDIDATE: _____ **DATE:** _____

DEPARTMENT HEAD/DESIGNEE: _____ **DATE:** _____



FIRE OFFICER II

JPR: FO-II-1

Candidate: _____

<p>STANDARD: 5.2.1 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.	

Evaluators (Print & Sign)

Date:



FIRE OFFICER II

JPR: FO-II-2

Candidate: _____

<p>STANDARD: 5.2.2</p> <p>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 (Print & Sign)

Date:



FIRE OFFICER II

JPR: FO-II-3

Candidate: _____

<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 (Print & Sign)

Date:



FIRE OFFICER II

JPR: FO-II-4

Candidate: _____

<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 (Print & Sign)

Date:



FIRE OFFICER II

JPR: FO-II-5

Candidate: _____

<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 (Print & Sign)

Date:



FIRE OFFICER II

JPR: FO-II-6

Candidate: _____

<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>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>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: 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 (Print & Sign)

Date:



FIRE OFFICER II

JPR: FO-II-7

Candidate: _____

<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 (Print & Sign)

Date:



FIRE OFFICER II

JPR: FO-II-8

Candidate: _____

<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: 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 (Print & Sign)

Date:



FIRE OFFICER II

JPR: FO-II-9

Candidate: _____

<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 (Print & Sign)

Date:



FIRE OFFICER II

JPR: FO-II-10

Candidate: _____

<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 (Print & Sign)

Date:



FIRE OFFICER II

JPR: FO-II-11

Candidate: _____

<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 (Print & Sign)

Date:



FIRE OFFICER II

JPR: FO-II-12

Candidate: _____

<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 (Print & Sign)

Date:



FIRE OFFICER II

JPR: FO-II-13

Candidate: _____

<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 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: 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 (Print & Sign)

Date:



FIRE OFFICER II

JPR: FO-II-14

Candidate: _____

<p>STANDARD: 5.6.3</p> <p>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.</p> <p>(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 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 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>		
No.	Task Steps	✓
1.	Analyze the data.	
2.	Determine the major causes for service demands within the planning area(s).	
3.	Prepare a written report outlining the major causes for service demands.	
4.	Effectively present the report to senior officer(s).	

Evaluators (Print & Sign)

Date:



FIRE OFFICER II

JPR: FO-II-15

Candidate: _____

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

Evaluator (Print & Sign)

Date: