

FIRE OFFICER II



Station A: Human Resource Management: Evaluating Member Performance Reference NFPA 1021 2009 Edition Chapter 5 JPR 5.2.1	Date:	Candidate #:
	Site:	

Task: Initiate actions to maximize member performance and/or correct unacceptable performance, so that the member or unit performance improves or the issue is referred to the next level of supervision

Directions: The candidate will be given a scenario involving an injury during a normal in-service/company rotation training at live burn evolution in an acquired structure. Using jurisdictional forms the candidate will complete a "First Report of Injury" on the injured firefighter. The candidate will draft a policy/procedure (rules/regulations) to correct the unacceptable performance of the overall unit involved and insure that a recurrence is minimized or eliminated. The candidate will complete a "Special Report" addressed to the next level of supervision, battalion chief, organizational chief or safety officer, giving a brief description of the event and explaining what corrective measures have been taken to insure that such unacceptable performance does not occur in the future. *Please refer to guide 1 in the candidate handbook for further information to complete necessary documents for this skill station.*

Performance Outcome: Pass/Fail will be determined by 8 of the 9 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Task Assignment				
1.	Report is complete and accurate				
2.	Recognized and identified problem				
3.	Recommended a course of action to deal with the problem				
	Human Resources Policies and Procedures				
4.	Member dealt with according to procedure				
5.	Action taken explained to member				
6.	Documentation prepared				
7.	Written legibly or typed				
8.	Contained a brief statement of what happened				
9.	Explained what was done Includes: To, From, Date and Subject heading				

PASS _____ PASS _____

FAIL _____ FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____

FIRE OFFICER II



Station B: Human Resource Management: Evaluating Job Performance	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 5 JPR 5.2.1, 5.2.2, 5.2.3	Site:	

Task: 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 in accordance with the current NFPA 1021 standard.

Directions: The candidate will be given a job evaluation problem. The candidate will complete and submit a summary of suggested solution(s), problem solving steps, potential problems and evaluation form using form provided or jurisdictional forms. Candidate must attach a copy of the policies and/or procedures pertaining to the evaluation. Candidate must also attach a copy of the policies and/or procedures establishing the evaluation process. *Please refer to guide 2 in the candidate handbook for further information to complete necessary documents for this skill station.*

Performance Outcome: Pass/Fail will be determined by 8 of the 10 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Task Assignment				
1.	Identify the problem				
2.	Identifies impact on organization and its members				
3.	Identifies potential solutions(s) and problem(s) with solution(s)				
4.	Applies recommended problem solving steps				
5.	Conveys resolution to supervisor(s) in appropriate manner				
6.	Documentation is properly structured, grammatically correct				
	Human Resources Policies and Procedures				
7.	Member dealt with according to procedure				
8.	Action taken explained to member				
9.	Documentation prepared				
10.	Written legibly or typed				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____

FIRE OFFICER II



Station C: Administration: Policy/Procedure Development	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 5 JPR 5.4.1	Site:	

Task: Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution in accordance with the current NFPA 1021 standard.

Directions: Given an assignment the candidate, from a company level officer perspective, will determine if a harassment or affirmative action issue exists. The candidate will develop a policy or procedure so that recommended policy or procedure identifies the problem and proposes a solution. *Please refer to guide 3 in the candidate handbook for further information to complete necessary documents for this skill station*

Performance Outcome: Pass/Fail will be determined by 5 of the 6 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Task Assignment				
1.	Identify harassment/affirmative action case				
2.	Identify problem(s) central to core issue(s)				
3.	Identify problem(s) escalated to current status				
4.	Identify action(s) taken to correct/evaluate the unacceptable performance of organizational members				
5.	Identify if company officer resolution process helped/aggravated the problem				
6.	Documentation prepared, legible (written or typed)				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____

FIRE OFFICER II



Station D: Administration: Develop a Project or Divisional Budget	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 5 JPR 5.4.2, 5.4.3	Site:	

Task: Develop a project or divisional budget, given schedules and guidelines concerning it's preparation, so that capital, operating, and personnel costs are determined and justified. The candidate must attach a copy of a completed budget request form including supportive data. *Please refer to guide 4 in the candidate handbook for further information to complete necessary documents for this skill station*

Performance Outcome: Pass/Fail will be determined by 6 of the 7 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Task Assignment				
1.	Identifies project/divisional budget				
2.	Identifies supplies and equipment necessary for ongoing or new project: facility repairs, apparatus maintenance, new equipment				
3.	Identifies personnel cost (if any)				
4.	Identifies appropriate budgeting system				
5.	Contains a brief statement of process of purchasing				
6.	Contains a brief statement of how process for soliciting and awarding bids is done to ensure competitive bidding				
7.	Documents are written legibly or typed				
		PASS _____		PASS _____	
		FAIL _____		FAIL _____	

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____



FIRE OFFICER II

Station E: Administration: News Release	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 5 JPR 5.4.4	Site:	

Task: Prepare a news release given an event or topic, so that the information is accurate and formatted correctly. The candidate must attach a description of the target audience. The candidate must attach a news release for the topic or event.

Directions: **The candidate given an assignment will prepare a press release using form(s) provided or specified by the jurisdiction and sample news release documents.** *Please refer to guide 5 in the candidate handbook for further information to complete necessary documents for this skill station*

Performance Outcome: Pass/Fail will be determined by 5 of the 6 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Task Assignment				
1.	Document acceptable format and grammatically correct				
2.	Document double spaced and on letterhead				
3.	Document contains name and phone number of designated contact person				
4.	Document contains summary of event, topic, story (who, what, when, where, how and why)				
5.	Document identifies target audience				
6.	Document contains end of story sign (###) or -30-				

PASS ____	PASS ____
FAIL ____	FAIL ____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____

FIRE OFFICER II



Station F: Administration: Report Using Data	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 5 JPR 5.4.5, 5.4.6	Site:	

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 topic. The memo must support the solution using trends, variances, or other related topics so that a positive change is implemented in the organization in accordance with the current NFPA 1021 standard.

Candidate Directions: The candidate will research the information management system utilized by their fire service organization and address the following requirements in a concise report to a supervisor. If no system is in place the candidate will construct a memo addressing a suggested system for their jurisdiction and describe the data analysis that would be conducted

Performance Outcome: Pass/Fail will be determined by 5 of the 6 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Task Assignment				
1.	Describes the setup of the system				
2.	Describes the capabilities of the system				
3.	Evaluate the system and describes any changes suggested				
4.	Describes any data analysis that has been conducted or can be done based on the data and information that can be retrieved from current system. Includes trends, variances and other related topics of importance				
	Non- system jurisdictions				
5.	Describes the Information management System suggested for jurisdiction				
6.	Describes the data analysis that would be conducted with the data and information captured in this newly implemented information management system				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____



FIRE OFFICER II

Station G: Inspection & Investigation	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 5 JPR 5.5.1	Site:	

Task: Given a fire incident, rope or barrier tape, observations and interviews of first arriving members and other individuals involved in the incident, the candidate will secure an incident scene and evaluate available information to determine a preliminary fire cause in accordance with the current NFPA 1021 standard.

Candidate Directions: The candidate will be provided with a descriptive scenario and a simulated fire scene. The candidate will then demonstrate the appropriate methods of securing the fire scene. Once accomplished, the candidate will then demonstrate the appropriate method for preserving evidence according to the authority having jurisdiction.

Performance Outcome: Pass/Fail will be determined by 13 of the 16 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Completes Written Report				
1.	Includes methods used to contact Fire Marshal				
2.	Includes methods used to contact local law enforcement				
3.	Communicates information to Investigator				
	Secures the Area				
4.	Includes that a perimeter was established				
5.	What method was used to control area entrance and exit				
6.	How were unauthorized persons excluded				
	Interviews Individuals				
7.	Interviews property occupants and owners				
8.	Interviews first responders to incident				
9.	Interviews bystanders as appropriate				
	Locates Origin				
10.	Verbalizes common clues to origin				
11.	Identifies "V" patterns				
12.	Identifies areas of deepest char/greatest damage				
	Identifies Cause				
13.	Verbalizes common causes of fires				
14.	Identifies any possible causative items				
	Report is				
15.	Complete, accurate, and legible				
16.	Contains no misspellings and is grammatically correct				

PASS _____	PASS _____
FAIL _____	FAIL _____

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Evaluator Comments: _____

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FIRE OFFICER II



Station H: Emergency Services Delivery	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 5 JPR 5.6.1, 5.6.2, 5.6.3	Site:	

Task: Duty involves supervising multi-unit emergency operations, conducting pre-incident planning using reporting data from the jurisdiction to identify services within the organization service area and deploy assigned resources, in accordance with the current NFPA 1021 standard.

Directions: The candidate given an assignment and forms provided or using jurisdictional forms will prepare a detailed pre-incident plan with includes executive summary and table of contents. The candidate will be required to develop an incident action plan that incorporates appropriate strategic goals, tactical objectives and an incident management system for multi-unit operations. The candidate will give a brief presentation of the pre-plan and incident action plan while addressing the critical points. ***Please refer to guide 6 in the candidate handbook for further information to complete necessary documents for this skill station***

Performance Outcome: Pass/Fail will be determined by 11 of the 13 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	Pre-Plan				
1.	Pre-plan complete				
2.	Pre-plan accurate				
3.	Pre-plan documented correctly				
4.	Pre-plan is neat and legible				
	Incident Action Plan (IAP)				
5.	IAP addresses strategic goals (Life safety, Incident stabilization & property conservation)				
6.	IAP addresses tactical objectives (operational goals)				
	Presentation (critical points)				
7.	Command established				
8.	Brief initial report given				
9.	Personnel accountability systems are initiated				
10.	Rapid intervention crews are staffed				
11.	Status reports are given				
12.	Personnel accountability reports are conducted				
13.	Solution explained for specific assigned scenario				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____



FIRE OFFICER II

Station I: Health and Safety	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 5 JPR 5.7.1, <u>5.2.1</u>	Site:	

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Task: Duty involves reviewing injury, accident and health exposure reports, identifying unsafe work environments or behaviors and taking approved action to prevent reoccurrence, in accordance with the current NFPA 1021 standard.

Directions: Given an assignment the candidate will properly analyze an employee's/member's injury incident or health exposure problem using the forms provided or jurisdictional forms. The candidate will use appropriate forms for reporting injury incidents or exposure to blood-borne pathogens/communicable/infectious diseases, analyze a member injury incident or health exposure history and including critical elements in reporting process. Final report will be in memo format with appropriate forms/documents attached. If needed refer to Guide 7 in the candidate handbook for additional assistance in completing this skill station.

Performance Outcome: Pass/Fail will be determined by 4 of the 5 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Forms/documentation is complete, legible and grammatically correct				
2.	Problem identified				
3.	Identified immediate actions to be taken by company officer				
4.	Identified unsafe work conditions/behaviors contributing to injury/exposure				
5.	Member dealt with according to procedure/action taken explained to member				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____

FIRE OFFICER II



Station J: Community and Government Relations, Emergency Service Delivery	Date:	Candidate #:
Reference NFPA 1021 2009 Edition Chapter 5 JPR 5.3, 5.3.1 and 5.6.3	Site:	

Task: Prepare a detailed written report for the candidate's organization's municipality. The purpose of the report is for the planning and development of strategic partnerships with other organizations and agencies in the community.

Directions: The candidate will develop a detailed written report for the organization's municipality using collected data and information from incident reports, daily reports and logs. The candidate will identify Mission Statement and Goals of the organization. The candidate will provide statistical data using tables, charts or graphs. The candidate will provide justification for the partnering of outside agencies and organizations to accomplish the objectives and goals as outlined by the candidate's organization. Please refer to guide 8 in the candidate handbook for further information to complete necessary documents for this skill station

Performance Outcome: Pass/Fail will be determined by 6 of the 8 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Report is complete and accurate.				
2.	Recognized and identified the mission and goals of the organization.				
3.	Developed charts, tables or graphs for the purpose of analyzing and explaining data.				
4.	Charts are accurate and complete.				
4.	Identified incident types, volume and frequency of occurrence.				
5.	Identified the number of incidents where outside assistance was needed, types of agencies and roles and frequency of response.				
6.	Identified need for services provided.				
7.	Identified and provided justification for the partnership of identified outside organizations and outside agencies and the community benefit.				
8.	Written legibly or typed.				

PASS ___ PASS ___

FAIL ___ FAIL ___

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____