



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER II SKILL STATIONS

Fire Officer II Skill Stations

NFPA 1021 – Chapter 5 (2014 Edition)

Station A	Human Resource Management: Evaluating Member Performance	Mandatory Station
Station B	Human Resource Management: Annual Job Performance Review	Mandatory Station
Station C	Administration: Policy/Procedure Development	Mandatory Station
Station D	Administration: Develop a Project or Divisional Budget	Random Station
Station E	Administration: News Release	Random Station
Station F	Administration: Data Processing Report	Random Station
Station G	Inspection & Investigation	Mandatory Station
Station H	Emergency Services Delivery	Mandatory Station
Station I	Health and Safety	Mandatory Station
Station J	Community and Government Relations (Emergency Service Delivery)	Random Station



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STATION A – Human Resource Management: Evaluating Member Performance		Reference NFPA 1021 (2014 Edition), Chapter 5 Mandatory Station: JPR 5.2.1	
Test Site	Test Date	Candidate #	Check the Test Type _____ Initial _____ Retest

Directions: Given a scenario involving an injury to a team member, using the forms provided, and the human resource/jurisdictional policies/procedures, complete the injury report and a memo for your supervisor. Also, draft a statement or revise a statement within the existing policy/procedure to correct unacceptable performance or procedure. *Please refer to Guide 1 in the Fire Officer II Candidate Handbook for more information to complete this station.*

Performance Outcome: Pass / Fail is determined by **13 of 13** tasks being correctly performed.

No.	Tasks	Yes	No
	Injury Report		
1	Recognized and identified the problem(s)		
2	Provided a brief description of mechanism of injury for the incident/accident		
3	Recommended a course of action to deal with the problem		
4	Provided a complete and accurate injury report		
	Report to Supervisor		
5	Contained a brief statement of what happened		
6	Explained what actions were taken regarding the incident/accident		
7	Provided a brief description about how the action(s) taken were explained to member		
8	Member is dealt with according to procedure		
9	Report includes To / From / Date / Subject Headings		
	Policy / Procedure		
10	Identifies unacceptable performance behavior		
11	Identifies corrective actions		
12	Identifies disciplinary actions		
13	Reports and memo are typed (readable), complete, & grammatically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION B – Human Resource Management: Annual Job Performance Review		Reference NFPA 1021 (2014 Edition), Chapter 5 Mandatory Station: JPRs 5.2.1, 5.2.2, 5.2.3	
Test Site	Test Date	Candidate #	Check the Test Type _____ Initial _____ Retest

Directions: Given a job performance evaluation task for a supervised member, and using personnel records and forms provided, evaluate and document the performance of a member(s) and develop a professional development plan that is in accord with human resource policies and procedures.

Please refer to Guide 2 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **8 of 8** tasks being correctly performed.

No.	Tasks	Yes	No
	Member Performance Review		
1	Measures job knowledge, skills, work habits, and work results		
2	Measures employee's ability to create and maintain positive internal/external relationships		
3	Identifies the problem(s) and provides a solution(s)		
4	Review and explain the performance evaluation process with the member		
	Professional Development Plan		
5	Identifies professional development plan objectives a) opportunities for professional development b) addresses areas of concern with recommendation for improvement		
6	Member dealt with in accordance with established evaluation policy/procedure		
7	Conveys performance review information to the supervisor in an appropriate manner		
8	Forms / memo typed (readable), complete, & grammatically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION C – Administration: Policy / Procedure Development		Reference NFPA 1021 (2014 Edition), Chapter 5 Mandatory Station: JPR 5.4.1	
Test Site	Test Date	Candidate #	Check the Test Type _____ Initial _____ Retest

Directions: Given an issue and an assignment, develop a policy or procedure at a company officer’s level so the recommended policy or procedure identifies the problem and provides a solution.

Please refer to Guide 3 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **5 of 6** tasks being correctly performed.

No.	Tasks	Yes	No
1	Identified an issue exists (i.e., harassment/affirmative action case)		
2	Identified problem(s) central to core issue(s)		
3	Identified history of how problem(s) escalated to the current status		
4	Identified action(s) taken to correct/evaluate the unacceptable performance of the organizational members (<i>Mandatory Yes to Pass</i>)		
5	Identified if company officer resolution process helped/aggravated the problem		
6	Documentation is typed (readable), complete, & grammatically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION D – Administration: Develop a Project or Divisional Budget		Reference NFPA 1021 (2014 Edition), Chapter 5 Random Station: JPRs 5.4.2, 5.4.3	
Test Site	Test Date	Candidate #	Check the Test Type _____ Initial _____ Retest

Directions: Utilizing the forms/documents provided, develop a project or divisional budget to include a schedule, personnel, and operational and/or capital costs. Describe the purchasing process to include the solicitation and awards procedures for bids. Attach a copy of the completed budget request including supportive data (i.e., cost estimate proposals) and provide a memo to your supervisor explaining your actions taken.

Please refer to Guide 4 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by 7 of 8 tasks being correctly performed.

No.	Tasks	Yes	No
1	Identifies a project / divisional budget		
2	Identifies supplies and equipment necessary for ongoing program or new project regarding repairs to an existing facility apparatus maintenance, new equipment, etc. <i>(Mandatory Yes to Pass)</i>		
3	Identifies personnel cost (if applicable)		
4	Identifies appropriate budget type (i.e., operational, capital)		
5	Develops budget schedule (i.e., timeline)		
6	Contains a statement describing the AHJ purchasing process		
7	Contains a statement describing how solicitations are obtained and how a proposal is awarded while ensuring a competitive bidding process		
8	All documentation is typed (readable), complete, & grammatically/numerically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

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STATION E – Administration: News Release		Reference NFPA 1021 (2014 Edition), Chapter 5 Random Station: JPR 5.4.4	
Test Site	Test Date	Candidate #	Check the Test Type _____ Initial _____ Retest

Directions: Given an assignment to inform the media/public, prepare a press release using form(s) provided (or jurisdiction forms). The candidate must attach a news release for the topic or event

Please refer to Guide 5 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **6 of 7** tasks being correctly performed.

No.	Tasks	Yes	No
1	Identifies an appropriate topic or event		
2	Narrative identifies the target audience for the topic or event		
3	Document contains name and phone number of designated contact person		
4	Narrative summarizes the topic or event (who, what, when, where, how and why) <i>(Mandatory Yes to Pass)</i>		
5	Document is double spaced and on letterhead		
6	Document contains the End-of-News sign (###) or -30-		
7	All documentation is typed (readable), complete, & grammatically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION F – Administration: Data Processing Report		Reference NFPA 1021 (2014 Edition), Chapter 5 Random Station: JPRs 5.4.5, 5.4.6	
Test Site	Test Date	Candidate #	Check the Test Type _____ Initial _____ Retest

Evaluator & Candidate Note: Part A applies to jurisdictions with an operational information system. Part B is for jurisdictions without an information system. Performance criteria is determined by applying **either Part A or B but not both**.

Directions: Research the information management system utilized by your fire service organization and prepare a report to your supervisor. If no system is in place the candidate will prepare a report addressing a suggested system for their jurisdiction and describe the data analysis that would be conducted based on their research. *Please refer to Guide 6 in the Fire Officer II Candidate Handbook for more information to complete this station.*

Performance Outcome: Pass / Fail is determined by 4 of 5 tasks being correctly performed.

No.	Tasks	Yes	No
PART A: Jurisdiction with an Information System			
1a	Describes the system’s capabilities / applications		
2a	Describes system capabilities used for jurisdiction’s operations (<i>Mandatory Yes to Pass</i>)		
3a	Evaluates jurisdictional operations and describes a recommendation(s) of system’s capabilities (not currently used) to enhance, change, or improve operational needs		
4a	Describes a data analysis feature currently used or a feature that could be done based on data stored and retrieved from the current system. The description shall include an identifiable trend or a variance (deviation) from the normed data, or another data supported item of importance related to the jurisdiction’s operational need.		
5a	All documentation is typed (readable), complete, & grammatically correct		
PART B: Jurisdiction without an Information System			
1b	Describes an information management system applicable for your jurisdiction		
2b	Explain why it meets the jurisdictional needs		
3b	Evaluates the jurisdictional operations and describes how the system would enhance, change, or improve the operational needs (as detailed in Task 2) (<i>Mandatory Yes to Pass</i>)		
4b	Describe the data analysis capabilities that <i>would be done</i> based on the type of data collected for the intended system, and describe what trends or variances, or other jurisdictional data item of importance that would be expected from the data analysis.		
5b	All documentations are typed (readable), complete, & grammatically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION G – Inspection & Investigation		Reference NFPA 1021 (2014 Edition), Chapter 5 Mandatory Station: JPR 5.5.1	
Test Site	Test Date	Candidate #	Check the Test Type _____ Initial _____ Retest

Directions: Given a fire scene, demonstrate the appropriate method(s) for securing the scene. Then conduct a fire scene investigation, document your findings in a report and include point-of-origin and preliminary cause, and method(s) to preserve the scene and evidence in accordance with the authority having jurisdiction’s policy. *Please refer to Guide 7 in the Fire Officer II Candidate Handbook for more information to complete this station.*

Performance Outcome: Pass / Fail is determined by **12 of 16** tasks being correctly performed.

No.	Tasks	Yes	No
Written Report Process			
1	Describes the method used to contact the Fire Investigator		
2	Describes the process used to contact local law enforcement		
3	Describes how and when initial findings are provided to the Fire Investigator		
Secures Scene			
4	Describes how the scene’s security perimeter is established (<i>Mandatory Yes to Pass</i>)		
5	Describes what method(s)/process was used to control access to the scene		
6	Indicates how unauthorized persons are excluded from the fire scene		
Interviews Individuals			
7	Interviews property occupant(s) and owner(s)		
8	Interviews first responders on the incident		
9	Interviews bystanders as appropriate		
Locates Origin			
10	Describes common indicators for fire origin		
11	Identifies and explains the importance of “V” patterns		
12	Identifies areas of deepest char/greatest damage		
Identifies Cause			
13	Describes common causes of fire		
14	Identifies possible causative item(s) for the scenario provided (<i>Mandatory Yes to Pass</i>)		
Completes Reports			
15	Documentation includes sketches / photographs / diagrams		
16	Report is typed, complete, & grammatically correct / support documents are labeled		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION H – Emergency Service Delivery		Reference NFPA 1021 (2014 Edition), Chapter 5 Mandatory Station: JPRs 5.6.1, 5.6.2, 5.6.3	
Test Site	Test Date	Candidate #	Check the Test Type _____ Initial _____ Retest

Directions: Utilizing the forms and criteria provided, complete the following: a) a detailed pre-incident plan, b) an incident action plan for a multi-unit operation, and c) conduct a post incident analysis. *Please refer to Guide 8 in the Fire Officer II Candidate Handbook for more information to complete this station.*

Performance Outcome: Pass / Fail is determined by **7 of 9** tasks being correctly performed.

No.	Tasks	Yes	No
Pre-Plan			
1	Pre-incident plan defines IMS, response objectives, assignments, PAR system, and organizational command structure (<i>Mandatory Yes to Pass</i>)		
2	Pre-plan is neat, logical, and legible (able to read content)		
Incident Action Plan			
3	Develops an IAP which includes strategic goals (life safety, incident stabilization & property conservation)		
4	The IAP addresses tactical objectives / operational goals		
Operational Presentation			
5	Outlines the command structure		
6	Provides an initial size-up report		
7	Describes the accountability system and method for situation reports a. accountability is initiated and maintained b. status reports are given		
8	Rapid intervention crews are staffed		
9	All documentations are typed (readable), complete, & grammatically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

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Station I – Health and Safety		Reference NFPA 1021 (2014 Edition), Chapter 5 Mandatory Station: JPRs 5.7.1, 5.2.1	
Test Site	Test Date	Candidate #	Check the Test Type _____ Initial _____ Retest

Directions: Given an assignment, properly analyze an employee’s / member’s injury incident or health exposure problem. Using the forms provided, complete a memo, exposure record, and corrective action forms. *Please refer to Guide 9 in the candidate handbook for further information to complete this skill station.*

Performance Outcome: Pass / Fail is determined by **4 of 5** tasks being correctly performed.

No.	Tasks	Yes	No
1	Problem / issues identified		
2	Identifies unsafe work conditions / behaviors contributing to injury / exposure <i>(Mandatory Yes to Pass)</i>		
3	Identifies warranted actions / immediate needs to be taken to address the situation		
4	Member deals with situation according to procedure/explains actions to member		
5	All documentation prepared is typed, complete, and grammatically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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Station J – Community and Government Relations (Emergency Service Delivery)		Reference NFPA 1021 (2014 Edition), Chapter 5 Random Station: JPRs 5.3.1, 5.6.3	
Test Site	Test Date	Candidate #	Check the Test Type _____ Initial _____ Retest

Directions: Conduct a needs assessment and prepare a detailed written report for the organization’s municipality using data from an information management system (i.e., incident reports, daily reports, and logs) which identifies a specific problem or issue within the community requiring assistance from an outside agency/organization. *Please refer to Guide 10 in the candidate handbook for further information to complete this skill station.*

Performance Outcome: Pass / Fail is determined by **6 of 8** tasks being correctly performed.

No.	Tasks	Yes	No
1	Recognize and state the organization’s mission and goals		
2	Develops charts, tables, or graphs based on data analysis to explain problem / issue		
3	Identifies incident types, volumes, and frequency of occurrences		
4	Identifies the number of incidents where outside assistance was needed, types of agencies and roles and frequency of response		
5	Selects, identifies and list appropriate community resources, organizations and/or partners available to assist with identified need (<i>Mandatory Yes to Pass</i>)		
6	Provides appropriate background information to identify service needs		
7	Provides justification for the partnerships with outside organizations and/or agencies and the community benefits		
8	All documentation is typed, legible, complete, and grammatically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____