



# PENNSYLVANIA STATE FIRE ACADEMY FIRE OFFICER II SKILL PERFORMANCE CHECKLIST

## FIRE OFFICER II SKILLS MENU NFPA 1021, 2014 Edition

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



## PENNSYLVANIA STATE FIRE ACADEMY FIRE OFFICER II SKILL PERFORMANCE CHECKLIST

<b>Station A - Human Resource Management: Evaluating Member Performance - "Injury"</b>	<b>Test Date</b>	<b>Candidate #</b>
<b>Reference NFPA 1021, 2014 Edition Chapter 5 JPR 5.2.1</b>	<b>Test Site</b>	

**Directions:** The candidate will be given a scenario involving an injury during a normal in-service or company level training. Using jurisdictional forms (or forms provided) and human resource policies/procedures the candidate will complete a series of reports. The candidate will draft a policy/procedure (or make a recommend for revision to the existing policy) to correct unacceptable performance.

*Please refer to guide 1 in the candidate handbook for further information to complete this skill station.*

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

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	<b>Injury Report</b>				
1.	Recognized and identified problem				
2.	Brief description of accident provided				
3.	Recommended a course of action to deal with the problem				
4.	Report is complete and accurate				
	<b>Next Level Supervision Report</b>				
5.	Contained a brief statement of what happened				
6.	Explained what was done				
7.	Action taken explained to member				
8.	Member dealt with according to procedure				
9.	Includes To, From, Date and Subject Heading				
	<b>Policy/Procedure</b>				
10.	Identifies unacceptable performance behavior				
11.	Identifies corrective actions				
12.	Identifies disciplinary actions				
13.	All documentation prepared is typed, complete and grammatically correct				
		<b>PASS</b>		<b>PASS</b>	
		<b>FAIL</b>		<b>FAIL</b>	

Evaluator Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Evaluator # \_\_\_\_\_

Re-Test Evaluator Signature: \_\_\_\_\_ Evaluator # \_\_\_\_\_



## PENNSYLVANIA STATE FIRE ACADEMY FIRE OFFICER II SKILL PERFORMANCE CHECKLIST

<b>Station B - Human Resource Management: Evaluating Job Performance “Annual Performance Review”</b>	<b>Test Date</b>	<b>Candidate #</b>
<b>Reference NFPA 1021, 2014 Edition Chapter 5 JPR 5.2.1, 5.2.2, 5.2.3</b>	<b>Test Site</b>	

**Directions:** The candidate will be given a job evaluation problem of an assigned member(s). Using personnel records, evaluations forms (provided or jurisdictional) the candidate will complete forms so that each member(s) performance is evaluated accurately to include a professional development plan and reported in accordance with human resource policies and procedures.

*Please refer to guide 2 in the candidate handbook for further information to complete this skill station.*

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

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	<b>Member Performance Review</b>				
1.	Measures job knowledge, skills, work habits and work results				
2.	Measures employee ability to create and maintain positive internal/external relationships				
3.	Identifies problem(s) with solution(s)				
4.	Performance Review explained to member				
	<b>Professional Development Plan</b>				
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 supervisor in appropriate manner				
8.	All documentation prepared is typed, complete and grammatically correct.				
		<b>PASS</b>		<b>PASS</b>	
		<b>FAIL</b>		<b>FAIL</b>	

Evaluator Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Evaluator # \_\_\_\_\_

Re-Test Evaluator Signature: \_\_\_\_\_

Evaluator # \_\_\_\_\_



## PENNSYLVANIA STATE FIRE ACADEMY FIRE OFFICER II SKILL PERFORMANCE CHECKLIST

<b>Station C - Administration: Policy/Procedure Development</b>	<b>Test Date</b>	<b>Candidate #</b>
<b>Reference NFPA 1021, 2014 Edition Chapter 5 JPR 5.4.1</b>	<b>Test Site</b>	

**Directions:** The candidate, from a company level officer level, will develop a policy or procedure, given an assignment, so that the 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 this skill station.*

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

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
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.	All documentation prepared is typed, complete and grammatically correct				
		<b>PASS</b>		<b>PASS</b>	
		<b>FAIL</b>		<b>FAIL</b>	

Evaluator Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Evaluator # \_\_\_\_\_

Re-Test Evaluator Signature: \_\_\_\_\_ Evaluator # \_\_\_\_\_



## PENNSYLVANIA STATE FIRE ACADEMY FIRE OFFICER II SKILL PERFORMANCE CHECKLIST

<b>Station D - Administration: Develop a Project or Divisional Budget</b>	<b>Test Date</b>	<b>Candidate #</b>
<b>Reference NFPA 1021, 2014 Edition Chapter 5 JPR 5.4.2, 5.4.3</b>	<b>Test Site</b>	

**Directions:** Determine the appropriate budgeting system for developing a project or divisional budget. Utilizing the forms/documents provide (or jurisdictional forms/documents) develops a project or divisional budget to include a schedule, personnel, operating and capital costs. Describe the purchasing process including soliciting and awarding of bids. The candidate must attach a copy of a completed budget request form including supportive data. 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 this skill station.*

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

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
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.	All documentation prepared is typed, complete and grammatically correct				
		<b>PASS</b>		<b>PASS</b>	
		<b>FAIL</b>		<b>FAIL</b>	

Evaluator Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Evaluator # \_\_\_\_\_

Re-Test Evaluator Signature: \_\_\_\_\_

Evaluator # \_\_\_\_\_



## PENNSYLVANIA STATE FIRE ACADEMY FIRE OFFICER II SKILL PERFORMANCE CHECKLIST

<b>Station E - Administration: News Release</b>	<b>Test Date</b>	<b>Candidate #</b>
<b>Reference NFPA 1021, 2014 Edition Chapter 5 JPR 5.4.4</b>	<b>Test Site</b>	

**Directions:** Given an assignment the candidate will 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 candidate handbook for further information to complete this skill station.*

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

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Topic or event identified				
2.	Document identifies target audience				
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 double spaced and on letterhead				
6.	Document contains end of story sign (###) or -30-				
7.	All documentation prepared is typed, complete and grammatically correct				
		<b>PASS</b>		<b>PASS</b>	
		<b>FAIL</b>		<b>FAIL</b>	

Evaluator Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Evaluator # \_\_\_\_\_

Re-Test Evaluator Signature: \_\_\_\_\_ Evaluator # \_\_\_\_\_



## PENNSYLVANIA STATE FIRE ACADEMY FIRE OFFICER II SKILL PERFORMANCE CHECKLIST

<b>Station F - Administration: Data Processing Report</b>	<b>Test Date</b>	<b>Candidate #</b>
<b>Reference NFPA 1021, 2014 Edition Chapter 5 JPR 5.4.5, 5.4.6</b>	<b>Test Site</b>	

**Directions:** The candidate will research the information management system utilized by their fire service organization and prepare a report to a 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 candidate handbook for further information to complete this skill station.*

**Performance Outcome:** Pass/Fail will be determined by 5 of the 7 items being performed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	<b>Task Assignment</b>				
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				
	<b>Non-System jurisdictions</b>				
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				
7.	All documentation prepared is typed, complete and grammatically correct				
		<b>PASS</b>		<b>PASS</b>	
		<b>FAIL</b>		<b>FAIL</b>	

Evaluator Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Evaluator # \_\_\_\_\_

Re-Test Evaluator Signature: \_\_\_\_\_ Evaluator # \_\_\_\_\_



## PENNSYLVANIA STATE FIRE ACADEMY FIRE OFFICER II SKILL PERFORMANCE CHECKLIST

<b>Station G - Inspection &amp; Investigation</b>	<b>Test Date</b>	<b>Candidate #</b>
<b>Reference NFPA 1021, 2014 Edition Chapter 5 JPR 5.5.1 , 5.5</b>	<b>Test Site</b>	

**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.

*Please refer to guide 7 in the candidate handbook for further information to complete this skill station.*

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

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	<b>Completes Written Report</b>				
1.	Includes methods used to contact Fire Marshal				
2.	Includes methods used to contact local law enforcement				
3.	Communicates information to Investigator				
	<b>Secures the Area</b>				
4.	Includes that a perimeter was established				
5.	What method was used to control area entrance and exit				
6.	How were unauthorized persons excluded				
	<b>Interviews Individuals</b>				
7.	Interviews property occupants and owners				
8.	Interviews first responders to incident				
9.	Interviews bystanders as appropriate				
	<b>Point of Origin</b>				
10.	Identifies common clues to origin				
11.	Identifies "V" patterns or other pattern				
12.	Identifies areas of deepest char/greatest damage				
	<b>Preliminary Cause</b>				
13.	Identifies common causes of fires				
14.	Identifies any possible causative items				
	<b>Report is</b>				
15.	Documentation includes sketches, photographs and diagrams				
16.	All documentation prepared is typed, complete and grammatically correct				
		<b>PASS</b>		<b>PASS</b>	
		<b>FAIL</b>		<b>FAIL</b>	

Continued on Next Page



# PENNSYLVANIA STATE FIRE ACADEMY FIRE OFFICER II SKILL PERFORMANCE CHECKLIST

Evaluator Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Evaluator # \_\_\_\_\_

Re-Test Evaluator Signature: \_\_\_\_\_

Evaluator # \_\_\_\_\_



## PENNSYLVANIA STATE FIRE ACADEMY FIRE OFFICER II SKILL PERFORMANCE CHECKLIST

<b>Station H - Emergency Services Delivery</b>	<b>Test Date</b>	<b>Candidate #</b>
<b>Reference NFPA 1021, 2014 Edition Chapter 5 JPR 5.6.1, 5.6.2</b>	<b>Test Site</b>	

**Directions:** There are three components to completing this skill. The candidate will prepare a detailed pre-incident plan, develop an incident action plan for a multi-unit operation and conduct the post incident analysis.

*Please refer to guide 8 in the candidate handbook for further information to complete this skill station*

**Performance Outcome:** Pass/Fail will be determined by 7 of the 9 items being performed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
	<b>Pre-Plan</b>				
1.	Pre-plan complete, accurate, and documented correctly. a. includes command chart for both incidents				
2.	Pre-plan is neat and legible				
	<b>Incident Action Plan (IAP)</b>				
3.	IAP addresses strategic goals (Life safety, Incident stabilization & property conservation)				
4.	IAP addresses tactical objectives (operational goals) a. includes an operational plan for both incidents b. completed post incident analysis				
	<b>Presentation (critical points)</b>				
5.	Command established				
6.	Brief initial report given				
7.	Personnel accountability systems a. accountability is initiated and maintained b. status reports are given c. reports are completed				
8.	Rapid intervention crews are staffed				
9.	All documentation prepared is typed, complete and grammatically correct				
		<b>PASS</b>		<b>PASS</b>	
		<b>FAIL</b>		<b>FAIL</b>	

Evaluator Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Evaluator # \_\_\_\_\_

Re-Test Evaluator Signature: \_\_\_\_\_ Evaluator # \_\_\_\_\_



## PENNSYLVANIA STATE FIRE ACADEMY FIRE OFFICER II SKILL PERFORMANCE CHECKLIST

<b>Station I - Health and Safety</b>	<b>Test Date</b>	<b>Candidate #</b>
<b>Reference NFPA 1021, 2014 Edition Chapter 5 JPR 5.7.1, 5.2.1</b>	<b>Test Site</b>	

**Directions:** Given an assignment the candidate will properly analyze an employee's/member's injury incident or health exposure problem and using form(s) provided (or jurisdiction forms) the candidate will complete a written report in memo format with appropriate forms/documents attached.

**Please refer to Guide 9 in the candidate handbook for further information to complete this skill station.**

**Performance Outcome:** Pass/Fail will be determined by 4 of the 6 items being performed 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				
6.	All documentation prepared is typed, complete and grammatically correct				
		<b>PASS</b>		<b>PASS</b>	
		<b>FAIL</b>		<b>FAIL</b>	

Evaluator Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Evaluator # \_\_\_\_\_

Re-Test Evaluator Signature: \_\_\_\_\_

Evaluator # \_\_\_\_\_



## PENNSYLVANIA STATE FIRE ACADEMY FIRE OFFICER II SKILL PERFORMANCE CHECKLIST

<b>Station J - Community and Government Relations, Emergency Service Delivery</b>	<b>Test Date</b>	<b>Candidate #</b>
<b>Reference NFPA 1021, 2014 Edition Chapter 5 JPR 5.3, 5.3.1 and 5.6.3</b>	<b>Test Site</b>	

**Directions:** The candidate will conduct a needs assessment and prepare a detailed written report for the organization's municipality using collected data from an information management system (incident reports, daily reports and logs) to identify a specific problem or issue in the community.

*Please refer to guide 10 in the candidate handbook for further information to complete this skill station*

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

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Recognized and identified the mission and goals of the organization.				
2.	Developed charts, tables or graphs for the purpose of analyzing and explaining data.				
3.	Identified incident types, volume and frequency of occurrence.				
4.	Identified 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				
6.	Provided appropriate background information to identify need for services provided.				
7.	Identified and provided justification for the partnership of identified outside organizations and/or agencies and the community benefit.				
8.	All documentation prepared is typed, complete and grammatically correct				
		<b>PASS</b>		<b>PASS</b>	
		<b>FAIL</b>		<b>FAIL</b>	

Evaluator Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Evaluator # \_\_\_\_\_

Re-Test Evaluator Signature: \_\_\_\_\_ Evaluator # \_\_\_\_\_