

**NORTH DAKOTA FIREFIGHTER'S ASSOCIATION
CERTIFICATION SYSTEM**



FIRE OFFICER I STANDARD

NFPA 1021, 2014 Edition



16 FIREFIGHTER LIFE SAFETY INITIATIVES

1. Define and advocate the need for a cultural change within the fire service relating to safety; incorporating leadership, management, supervision, accountability and personal responsibility.
2. Enhance the personal and organizational accountability for health and safety throughout the fire service.
3. Focus greater attention on the integration of risk management with incident management at all levels, including strategic, tactical, and planning responsibilities.
4. All firefighters must be empowered to stop unsafe practices.
5. Develop and implement national standards for training, qualifications, and certification (including regular recertification) that are equally applicable to all firefighters based on the duties they are expected to perform.
6. Develop and implement national medical and physical fitness standards that are equally applicable to all firefighters, based on the duties they are expected to perform.
7. Create a national research agenda and data collection system that relates to the initiatives.
8. Utilize available technology wherever it can produce higher levels of health and safety.
9. Thoroughly investigate all firefighter fatalities, injuries, and near misses.
10. Grant programs should support the implementation of safe practices and/or mandate safe practices as an eligibility requirement.
11. National standards for emergency response policies and procedures should be developed and championed.
12. National protocols for response to violent incidents should be developed and championed.
13. Firefighters and their families must have access to counseling and psychological support.
14. Public education must receive more resources and be championed as a critical fire and life safety program.
15. Advocacy must be strengthened for the enforcement of codes and the installation of home fire sprinklers.
16. Safety must be a primary consideration in the design of apparatus and equipment.

The 16 initiatives address the 6 root causes of firefighter injuries, close calls, and Line of Duty Death.

1. Ineffective policies and procedures.
2. Ineffective decision making.
3. Lack of preparedness.
4. Ineffective leadership.
5. Lack of personal responsibility.
6. Extraordinary and unpredictable circumstances.

For more information on the *Courage to be Safe . . . So Everyone Goes Home* program, contact the North Dakota Firefighter's Association Office at (701) 222-2799.

The Everyone Goes Home Initiative strives to prevent firefighter line- of- duty death and injuries

We encourage you to learn more at <http://www.everyonegoeshome.com/>

NDFA Firefighters Certification Committee

The NDFA Certification Committee is an 11-member committee, which consists of 9 members from the North Dakota fire service; the committee members function as liaison between the fire service and the North Dakota Firefighters Association Executive Board. Members of the committee are:

- NDFA 1st Vice President
- State Fire Marshal
- A member from the North Dakota Fire Chief's Association that will serve a 2 year term.
- A member from the North Dakota Fire Prevention Association that will serve a 2 year term.
- A member from the North Dakota Instructor Society that will serve a 2 year term.
- (4) Four NDFA members at large, one member elected from each of the 4 training regions: NW, SW, NE, and SE: (their terms will mirror the Trustee from their region).
- A member of the Fargo Fire Department (Delegated Authority)
- The NDFA Training Director will serve as compliance officer and serve the Certification Committee as a non-voting member of the committee.

North Dakota Firefighter's Association

Please direct North Dakota Firefighter certification questions and comments to:

Robert Knuth
NDFA, Training Director
1502 Grumman Lane, Suite 2
Bismarck, North Dakota 58504

PH: (701) 222-2799 CP: (701) 516-4457 FAX: (701) 222-2899

Please visit our Web site at: www.ndfa.net

TABLE OF CONTENTS

Page 3	NDFA Certification Advisory Committee
Page 5	Introduction/Prerequisites
Page 6	Evaluation Criteria
Page 8	Job Performance Requirement - Definitions
Page 15	JPR 1 – Human Resource Management – Emergency Ops
Page 17	JPR 2 – Human Resource Management – Non Emergency Ops
Page 19	JPR 3 – Human Resource Management – Training
Page 21	JPR 4 – Human Resource Management – Member issue
Page 23	JPR 5 – Community and Government Relations – Community Need
Page 25	JPR 6 – Community and Government Relations – Citizen Concern
Page 27	JPR 7 – Community and Government Relations – Public Inquiry
Page 29	JPR 8 – Administration – New Policy
Page 31	JPR 9 – Administration – Budget
Page 33	JPR 10 – Administration – Organizational Chart
Page 35	JPR 11 – Inspections and Investigations – Fire Inspection
Page 37	JPR 12 – Inspections and Investigations – Fire Investigator
Page 39	JPR 13 – Inspections and Investigations – Initial Action Plan
Page 41	JPR 14 – Health and Safety – Initial Accident Investigation
Page 43	JPR 15 – Health and Safety – Safety and Wellness initiatives
Page 45	Packet JPR Example
Page 53	Fire Officer Certification Application

INTRODUCTION

Welcome to North Dakota's Fire Officer I Certification process. North Dakota Firefighter's Association (NDFFA) uses *NFPA 1021 Standard for Fire Officer Professional Qualification, 2014 edition*, as the training and certification standard.

There are three steps to this certification process:

1. **Pre-Requisites** - All candidates must hold current certifications for Hazardous Materials Awareness & Operations, Fire Fighter I, Fire Fighter II, and Fire Instructor I in order to complete the Fire Officer I certification process. The candidate must have at least 3 years' experience as a member of an organized fire department.
2. **Fire Officer I Portfolio** - All candidates must successfully complete this portfolio; it will be utilized to demonstrate the competencies outlined in Chapter 4 of NFPA 1021.
3. **Fire Officer I Written Test** - All candidates must successfully pass a 100-question test based on knowledge requirements in Chapter 4 of NFPA 1021. All written questions are referenced to the International Fire Service Training Association (IFSTA) *Fire and Emergency Services Company Officer, 5th edition* curriculum or Jones & Bartlett *Fire Officer - Principles and Practice, 3rd Edition*.

Successful completion of the above processes will result in the issuance of a North Dakota Fire Officer I Certification that is accredited by the National Professional Qualifications Board (Pro Board®)

Fire Officer I Portfolio Directions

This portfolio gives you an opportunity to demonstrate mastery of the competencies required to perform in the role of a Fire Officer I, as defined by Chapter 4 of NFPA 1021, 2014 edition.

The activities required in the portfolio must be completed without regard to whether your agency provides these services or not. Complete the activities in the portfolio accurately and thoroughly according to your agency's policies and Standard Operating Guidelines (SOGs). If your agency has no policies or guidelines regarding one of these activities, either "create" the necessary policies and guidelines, or use the policies and guidelines from a neighboring department you are familiar with. Be sure you have the approval and support of your Fire Chief before proceeding with this step. Make a point to note this approval in your documentation.

All documents created by the candidate will be formatted with the Times New Roman font in size 12, double spaced, and on pages with 1.5 inch margins. Documents should be proofed for grammar and spelling errors. Documents shall become the property of the NDFFA and may be used in part or whole with any identifying information removed.

GENERAL EVALUATION CRITERIA

Chapter 4 of NFPA 1021 is the basis of the judging criteria for this portfolio. Each activity addresses the specific Fire Officer 1 competencies referenced at the top of the JPR Sheet.

NFPA 1021, Section 4.1.2 addresses:

“...the ability to effectively communicate in writing utilizing technology provided by the Authority having Jurisdiction (AHJ); write reports, letters, and memos utilizing word processing and spreadsheet programs; operate in an information management system; and effectively operate at all levels in the incident management system utilized by the AHJ.”

SPECIFIC EVALUATION CRITERIA

The JPR Sheets will direct you to perform some task or function based on a given scenario and some given information. You may use real or simulated incidents, but you will have to supply the “given” information and the “given” scenario. You will be required to provide documentation of the “given” information you used in each scenario. This “given” information will include size-up information (if applicable, time, weather, building occupancies, etc.); details about the scenario; information about local response resources; SOGs; local forms; and any other information needed to empower the evaluators to assess how competently you performed the task or function. Please make simulated scenarios as realistic as possible.

Each candidate is responsible for making sure their responses cover both the general and the specific judging criteria for each activity in the Portfolio. Initial evaluation and comments of the objectives shown in the judging criteria must be performed by an officer from the candidate’s own agency. Upon signing, the AHJ representative is verifying the candidate’s level of performance meets the Professional Qualification Standards set by NFPA 1021 for Fire Officer I, and follows the AHJ’s policies and procedures.

CONFLICT OF INTEREST

We note that within certain areas of public service, such as fire and police departments, there is a strong family tradition in which many members of the same family pursue the same type of employment and frequently work together. We strive to develop a system that works to evaluate candidates on professional merit, with full transparency throughout the entire certification process. In accordance with the NDFA Certification Policy Manual, Section 10.1. It shall be the policy of the North Dakota Firefighter’s Association Certification program that no individual, entity, or interest group exercise inappropriate influence over the Certification system.

SUBMITTING YOUR PORTFOLIO

- Your Portfolio of supporting documentation covering each of the Activity Sheets needs to be submitted to NDFA as an electronic document in PC-compatible Microsoft Office format.
- The original Activity Sheets with original signatures and comments by the candidate’s Chief Officer need to be submitted to NDFA by either a shipping method capable of tracking the shipment or scanned and submitted with your electronic document.
- Remember to keep a copy for your records.

A review committee selected by the NDFA Certification Advisory Committee will evaluate your Fire Officer I Portfolio for content, completeness, adequate demonstration of specific competencies, and your ability to communicate in writing. You will be notified by NDFA regarding the results of the Fire Officer I Committee Review. Candidates must achieve 100% on all competencies to achieve credit for completion. Candidates not successfully meeting the requirements in the Portfolio will be notified of any deficiencies, and allowed to re-submit their portfolio after addressing the deficiencies identified by the Review Committee. Candidates will be allowed to resubmit their portfolios for reconsideration only one (1) time. Candidates who are not successful in two attempts must restart the process after waiting 90 days from the most recent attempt.

FIRE OFFICER 1 WRITTEN EXAM

Candidates who successfully complete the portfolio process will then complete a Fire Officer I Written Exam. These written exams will be scheduled periodically within each participating region of the state.

Notice of the exam dates will be emailed to the candidate on the successful review of the portfolio. Exam dates are also listed on the NDFA website.

****Note**

All supporting documents such as SOG/SOPs, blank forms, etc. can be referenced in the JPR documentation and submitted at the end of the packet. If a specific item is used more than once, only one copy needs to be submitted.

JOB PERFORMANCE REQUIREMENT (JPR) DESCRIPTIONS

NFPA Standard 1021 (2014 Edition), Chapter 2

HUMAN RESOURCE MANAGEMENT:

4.2 This duty involves utilizing human resources to accomplish assignments in accordance with safety plans and in an efficient manner. This duty also involves evaluating member performance and supervising personnel during emergency and nonemergency work periods, according to the following job performance requirements.

JPR Sheet 1

4.2.1 Assign tasks or responsibilities to unit members, given an assignment at an emergency operation, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

- a) **Requisite Knowledge:** Verbal communications during emergency situations, techniques used to make assignments under stressful situations, methods of confirming understanding.
- b) **Requisite Skills:** The ability to condense instructions for frequently assigned unit tasks based upon training and standard operating procedures.

4.4.5 Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate.

4.6.3 Develop and conduct a post-incident analysis, given a single 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 in accordance with policies and procedures.

JPR Sheet 2

4.2.2 Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

- a) **Requisite Knowledge:** Verbal communications under non-emergency situations, techniques used to make assignments under routine situations, and methods of confirming understanding.
- b) **Requisite Skills:** The ability to issue instructions for frequently assigned unit tasks based upon department policy.

4.2.6 Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and supervised during the completion of the assignments.

- a) **Requisite Knowledge:** Principles of supervision and basic human resource management.

- b) Requisite Skills: The ability to plan and to set priorities.

JPR Sheet 3

4.2.3 Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed safely, efficiently, and as directed.

- a) Requisite Knowledge: Verbal communication techniques to facilitate learning.
- b) Requisite Skills: The ability to distribute issue-guided directions to unit members during training evolutions.

JPR Sheet 4

4.2.4 Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures.

- a) Requisite Knowledge: The signs and symptoms of member-related problems, causes of stress in emergency services personnel, and adverse effects of stress on the performance of emergency service personnel.
- b) Requisite Skills: The ability to recommend a course of action for a member in need of assistance.

4.2.5 Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.

- a) Requisite Knowledge: Human resource policies and procedures.
- b) Requisite Skills: The ability to communicate verbally and in writing and to relate interpersonally.

NFPA Standard 1021 (2014 Edition), Chapter 2

COMMUNITY AND GOVERNMENT RELATIONS:

- 4.3** This duty involves dealing with inquiries and concerns from members of the community and projecting the role of the department to the public, according to the following job performance requirements.

JPR Sheet 5

4.3.1 Initiate action on a community need, given policies and procedures, so that the need is addressed.

- a) Requisite Knowledge: Community demographics and service organizations, as well as verbal and nonverbal communication.
- b) Requisite Skills: Familiarity with public relations and the ability to communicate verbally.

JPR Sheet 6

4.3.2 Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.

- a) Requisite Knowledge: Interpersonal relationships and verbal and nonverbal communication.
- b) Requisite Skills: Familiarity with public relations and the ability to communicate verbally.

JPR Sheet 7

4.3.3 Respond to a public inquiry, given the policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.

- a) Requisite Knowledge: Written and oral communication techniques.
- b) Requisite Skills: The ability to relate interpersonally and to respond to public inquiries.

NFPA Standard 1021 (2014 Edition), Chapter 2

ADMINISTRATION:

4.4 This duty involves general administrative functions and the implementation of departmental policies and procedures at the unit level, according to the following job performance requirements.

JPR Sheet 8

4.4.1 Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members.

- a) Requisite Knowledge: Written and oral communication.
- b) Requisite Skills: The ability to relate interpersonally.

4.4.2 Execute routine unit-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.

- a) Requisite Knowledge: Administrative policies and procedures and records management.
- b) Requisite Skills: The ability to communicate orally and in writing.

JPR Sheet 9

4.4.3 Prepare a budget request, given a need and budget forms, so that the request is in the proper format and supported with data.

- a) Requisite Knowledge: Policies and procedures and the revenue sources and budget process.
- b) Requisite Skill: The ability to communicate in writing.

JPR Sheet 10

4.4.4 Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.

NFPA Standard 1021 (2014 Edition), Chapter 2

Inspections and Investigations:

4.5 This duty involves conducting inspections to identify hazards and address violations, performing a fire investigation to determine preliminary cause, securing the incident scene, and preserving evidence, according to the following job performance requirements.

JPR Sheet 11

4.5.1 Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed and approved actions are taken

- 1 Assembly
- 2 Educational
- 3 Health
- 4 Detention
- 5 Residential
- 6 Mercantile
- 7 Business
- 8 Industrial
- 9 Storage
- 10 Unusual structures
- 11 Mixed Structures

4.5.2 Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat and smoke throughout the building or from one building to another, given an occupancy and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed.

- 1 Public assembly
- 2 Educational
- 3 Institutional
- 4 Residential
- 5 Business
- 6 Industrial
- 7 Manufacturing
- 8 Storage
- 9 Mercantile
- 10 Special properties

JPR Sheet 12

4.5.2 Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.

- a) Requisite Knowledge: Types of evidence, the importance of fire scene security, and evidence preservation.
- b) Requisite Skill: The ability to establish perimeters at an incident scene.

NFPA Standard 1021 (2014 Edition), Chapter 3

Emergency Service Delivery:

4.6 This duty involves supervising emergency operations, conducting pre-incident planning and developing assigned resources in accordance with the local emergency plan and according to the following job performance requirements.

JPR Sheet 13

4.6.2 Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.

- a) Requisite Knowledge: Elements of a size-up, standard operating procedures for emergency operations, and fire behavior.
- b) Requisite Skills: The ability to analyze emergency scene conditions; to activate the local emergency plan, including localized evacuation procedures; to allocate resources, and to communicate orally.

4.6.3 Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation.

- a) Requisite Knowledge: Standard operating procedures, resources available for the mitigation of fire and other emergency incidents, an incident management system, scene safety, and a personal accountability system.
- b) Requisite Skills: The ability to implement an incident management system, to communicate orally, to manage scene safety, and to supervise and account for assigned personnel under emergency conditions.

4.6.3 Develop and conduct a post-incident analysis, given a single 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 in accordance with policies and procedures.

NFPA Standard 1021 (2014 Edition), Chapter 2

HEALTH AND SAFETY:

4.7 This duty involves integrating safety plans, policies, and procedures into the daily activities as well as the emergency scene, including the donning of appropriate levels of personal protective equipment to ensure a work environment, in accordance with health and safety plans, for all assigned members, according to the following job performance requirements.

JPR Sheet 14

4.7.1 Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.

- a) **Requisite Knowledge:** The most common causes of personal injury and accident to members, safety policies and procedures, basic workplace safety, and the components of an infectious disease control program.
- b) **Requisite Skills:** The ability to identify safety hazards and to communicate orally and in writing.

4.7.2 Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures.

- a) **Requisite Knowledge:** Procedures for conducting an accident investigation, and safety policies and procedures.
- b) **Requisite Skills:** The ability to communicate verbally and in writing and to conduct interviews.

JPR Sheet 15

4.7.3 Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.

**FIRE OFFICER I:
JOB PERFORMANCE REQUIREMENT (JPR)
SHEETS**

JPR 1

HUMAN RESOURCE MANAGEMENT:

Candidate Name: _____

STANDARD: NFPA 1021, 4.2.1, 4.4.5, 4.6.3

Required Skill: Assign tasks or responsibilities to unit members, given an assignment at an emergency operation, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

Required Skill: Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate.

Required Skill: Develop and conduct a post-incident analysis, given a single 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 in accordance with policies and procedures.

PERFORMANCE OUTCOME:

The Candidate will assume the role of Company Officer supervising the first-due fire company at a residence fire (actual or simulated). Candidate will assign tasks or responsibilities in a complete, clear, and concise manner so that safety considerations are addressed and desired outcomes are conveyed. The candidate will collect all incident response data and complete all organizational incident response forms. The candidate will then conduct a post-incident analysis of the incident using proper policies and procedures

Required Skill Steps

- Assign tasks or responsibilities to unit-members at an emergency.
- Condense instructions in an understandable way.
- Give instructions that are complete, clear, and concise.
- Confirm understanding of assignments.
- Convey desired outcomes.
- Efficiently utilize personnel and equipment available to the company
- Conduct an incident response report using proper policies, forms and procedures
- Conduct a post-incident analysis using proper policies, forms and procedures

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- Incident report
- SOP/SOG's. If using another departments SOG's or creating your own, include such indication.
- Post incident analysis forms
- Any other completed forms

Judging Criteria

- Instructions were complete, clear, and concise.
- Instructions were condensed and consistent with AHJ policy.
- Safety considerations were addressed.
- Desired outcomes were conveyed.
- Verification that the task and assignment responsibilities were satisfactorily completed.
- Effectively communicated in writing utilizing technology.

JPR 1 CONT.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature Date

Comments:

JPR 2

HUMAN RESOURCE MANAGEMENT:

Candidate Name: _____

STANDARD: NFPA 1021, 4.2.2, 4.2.6

Required Skill: Assign tasks or responsibilities to unit members, given an assignment under non-emergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed and the desired outcomes are conveyed.

Required Skill: Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and supervised during the completion of the assignments.

PERFORMANCE OUTCOME:

The Candidate will assume the role of the Company Officer supervising other firefighters in the station. The candidate will assign non-emergent job duties or projects to unit members such as station duties, apparatus maintenance, and special projects. The assignment will be to assign specific tasks and resources to each individual firefighter, provide for adequate supervision and safety considerations, so that the company's assignment is completed. Make a written plan of what specific tasks and resources are assigned to each firefighter. Establish an order of priority of tasks and a timeline for completion. The company will remain run-ready at all times.

Required Skill Steps

- Establish a reliable method of assigning non-emergent job duties or projects to unit members
- Provide appropriate safety equipment to each member based on task.
- Give instructions that are clear, concise, and precise.
- Efficiently utilize personnel and equipment available to the company.
- Provide for adequate supervision of each member.
- Create a written plan that fully accomplishes the assignment.

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- A written plan of the task
- SOP/SOG's. If using another departments SOG's or creating your own, include such indication.
- Any forms, reports, outlines, etc. for this variable JPR

Judging Criteria

- Instructions were complete, clear, and concise.
- Instructions were condensed and consistent with AHJ policy.
- Safety considerations were addressed.
- Desired outcomes were conveyed.
- Verification that the task and assignment responsibilities were satisfactorily completed.
- Effectively communicated in writing utilizing technology.

JPR 2 CONT.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature Date

Comments:

HUMAN RESOURCE MANAGEMENT:

Candidate Name: _____

STANDARD: NFPA 1021, 4.2.3

Required Skill: Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed safely, efficiently, and as directed

PERFORMANCE OUTCOME:

The Candidate will assume the role of a Company Officer conducting a training evolution for those under his/her command. The Candidate will communicate verbal instructions to the company, so that the evolution is safely and efficiently performed according to applicable policy and procedures.

Required Skill Steps

- Provide written or verbal instructions to the company members.
- Conduct the evolution in a safe and efficient manner.
- Ensure compliance with applicable policies and procedures.
- Maximize learning by anticipating needs or problems.
- Address improper methods or mistakes made by company members.
- Successfully complete the training evolution.

Required Documentation

- Summary or copy of the training evolution.
- Clear accounting of your instructions and unit actions.
- Date the activity was accomplished.
- Number of personnel the candidate supervised.

Judging Criteria

- Directions were complete, clear, concise, and issue-guided.
- Instructions were consistent with AHJ policy.
- Safety considerations were addressed.
- Desired outcomes were conveyed.
- Assessment conducted to determine training effectiveness.
- Training evolution was completed to AHJ's satisfaction.
- Effectively communicated in writing utilizing technology.

JPR 3 CONT.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature Date

Comments:

JPR 4

HUMAN RESOURCE MANAGEMENT:

Candidate Name: _____

STANDARD: NFPA 1021, 4.2.4, 4.2.5

Required Skill: Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures.

Required Skill: Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.

PERFORMANCE OUTCOME:

The Candidate will assume the role of Company Officer. A subordinate member of the fire department approaches the Company Officer with a problem. Member-related problems could include substance abuse; acute, chronic and delayed stress; and health, financial, personal, family, and other situations that may adversely affect the member's job performance. Candidate must listen carefully to determine the true nature of the problem and provide emotional support through active listening. Candidate will determine an initial course of action (within the Company Officer's scope of authority), explain the course of action to the member, and make appropriate verbal notification and written documentation to the Company Officer's next in line Supervisor.

Required Skill Steps

- Ensure the privacy of conversation between Officer and subordinate.
- Understand and apply knowledge of post-critical incident stress, and/or other stress-related situations.
- Demonstrate a caring, mature, and responsible attitude.
- Adhere to applicable policies and procedures.
- Provide written notification to Officer's supervisor as soon as possible.
- Provide a good faith written recommendation for further action to Officer's supervisor.

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Standard Operating Procedures/ Standard Operating Guide (SOP/SOG) or statement regarding lack of a department policy. If no department policy exists, please state resources utilized. (i.e. Employee Assistance Program or Human Resource policies)

Judging Criteria

- Candidate recognized the signs and symptoms of the member-related problem.
- Candidate explained how the subordinate's problem adversely affected performance.
- Instructions were complete, clear, and concise.
- Desired outcomes were conveyed.
- Recommended course of action was consistent with AHJ employee assistance policy.
- AHJ employee assistance documentation completed and accurate.
- Effectively communicated in writing utilizing technology.

JPR 4 CONT.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature

Date

Comments:

COMMUNITY AND GOVERNMENT RELATIONS:

Candidate Name: _____

STANDARD: NFPA 1021, 4.3.1

Required Skill: Initiate action on a community need, given policies and procedures, so that the need is addressed.

PERFORMANCE OUTCOME:

Candidate will appropriately respond to a routine request from a citizen of the community, (e.g. safety talk, safety drill, car seat inspections, neighborhood request, etc.) Candidate will answer the need accurately, courteously, and in accordance with policies and procedures. Candidate will then initiate the process and respond to the desired community need.

Required Skill Steps:

- Demonstrate understanding/compliance with policies and procedures.
- Respond to the community need accurately and in a timely fashion.
- Demonstrate the ability to coordinate and schedule a community need.
- Provide or deliver resources to meet the requested community need.

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- SOP/SOG's. If using another departments SOG's or creating your own, include such indication.
- Any follow-up Memos/communications with superiors
- Any forms needed to complete actions (i.e. complaint forms, tracking forms, correspondence forms)
- Any follow-up communications with public

Judging Criteria:

- Candidate was familiar with community demographics and service organizations.
- Candidate understood the role and mission of the AHJ concerning the community need.
- Verbal and nonverbal communication was appropriate and clear.
- Candidate's public relations skills and abilities met the communities need to the satisfaction of the AHJ.
- Effectively communicated in writing utilizing technology.

JPR 5 CONT

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature Date

Comments:

JPR 6

COMMUNITY AND GOVERNMENT RELATIONS: Candidate Name: _____

STANDARD: NFPA 1021, 4.3.2

Required Skill: Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.

PERFORMANCE OUTCOME:

The Candidate will assume the role of a Company Officer when a citizen comes to the fire station to make complaint (e.g. careless driving, excessive noise of fire department vehicles or training in his neighborhood, etc.). Candidate will receive the complaint, provide an immediate verbal response to satisfy the citizen's desire that something is to be done, and follow up by initiating proper action according to policy.

Required Skill Steps

- Give serious and immediate attention to the Citizen's complaint.
- Assure Citizen that action will be taken to alleviate the concern.
- Behave in a respectful, professional, and courteous manner.
- Allow the Citizen time to adequately communicate the concern.
- Initiate proper action as required by policy.
- Make notification of complaint to the proper individual, if applicable.

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- SOP/SOG's. If using another departments SOG's or creating your own, include such indication.
- Memos/communications with superiors
- Any forms needed to complete actions (i.e. complaint forms, tracking forms, correspondence forms)
- Communications with public

Judging Criteria

- Candidate listened to the citizen's concern.
- Candidate understood the role and mission of the AHJ concerning the citizen's concern.
- Verbal and nonverbal communication was appropriate and clear.
- Candidate's public relations skills and abilities addressed the citizen's concern to the satisfaction of the AHJ.
- Candidate referred the citizen to the correct individual for action if beyond their scope or authority.
- Candidate's course of action and advice were consistent with AHJ's policy.
- Effectively communicated in writing utilizing technology.

JPR 6 CONT.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature Date

Comments:

COMMUNITY AND GOVERNMENT RELATIONS: Candidate Name: _____

STANDARD: NFPA 1021, 4.3.3

Required Skill: Respond to a public inquiry, given the policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.

PERFORMANCE OUTCOME:

Candidate will assume the role of a Company Officer and respond to a public inquiry (e.g. application processes, inspection/code questions, permits, etc.) Candidate will answer the inquiry accurately, courteously, and according to established policies and procedures.

Required Skill Steps

- Demonstrate understanding/compliance with policies and procedures.
- Answer the public inquiry accurately.
- Project a professional and courteous demeanor.
- Demonstrate ability to effectively communicate verbally.
- Demonstrate effective written communication, if applicable.
- Respond to the public inquiry in a timely fashion

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- SOP/SOG's. If using another departments SOG's or creating your own, include such indication.
- Any follow-up Memos/communications with superiors
- Any forms needed to complete actions (i.e. complaint forms, tracking forms, correspondence forms)
- Any follow-up communications with public

Judging Criteria

- Candidate listened to the public inquiry.
- Candidate understood of the role and mission of the AHJ concerning the public inquiry.
- Verbal and nonverbal communication were appropriate and clear.
- Candidate's oral and written communication techniques were consistent with AHJ's policy.
- Candidate responded to the public inquiry accurately, courteously, and in accordance with applicable policies and procedures to the satisfaction of the AHJ.
- Effectively communicated in writing utilizing technology.

JPR 7 CONT.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature Date

Comments:

JPR 8

ADMINISTRATION:

Candidate Name: _____

STANDARD: NFPA 1021, 4.4.1, 4.4.2

Required Skill: Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members.

Required Skill: Execute routine unit-level administrative functions, given forms and record management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.

PERFORMANCE OUTCOME:

Candidate will assume the role of a Company Officer and recommend change to an existing policy or create a new policy that needs to be established. Following the approval of such policy, the candidate will implement the policy, training the company members. Candidate will then update or make changes to any report forms, logs, or filing systems that are affected by the implementation of the new or revised policy.

Required Skill Steps

- Show understanding and personal compliance with New Policy.
- Describe New Policy in a manner understandable to the members.
- Answer questions correctly with regard to the New Policy, if any.
- Demonstrate how New Policy requires form/reports to be completed.
- Adequately communicate information verbally and in writing.
- Communicate why the New Policy is necessary.

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- Current SOP/SOG on initiating changes to other SOP/SOG
- Must have copy of new SOP/SOG
- Any follow-up Memos/communications with superiors
- Meeting Schedule and roster sheet
- Meeting outline

Judging Criteria

- Candidate understood existing policy.
- Candidate followed AHJ's procedure for changing policy if applicable.
- Communicated change in a positive manner.
- Policy was communicated to and understood by unit members.
- Candidate's oral and written communication was consistent with AHJ's policy.
- Effectively communicated in writing utilizing technology.

JPR 8 CONT.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature Date

Comments:

JPR 9

ADMINISTRATION:

Candidate Name: _____

STANDARD: NFPA 1021, 4.4.3

Required Skill: Prepare a budget request, given a need and budget forms, so the request is in the proper format and is supported with data.

PERFORMANCE OUTCOME:

Candidate will create a budget request using the proper forms, procedures, and supporting data, then submit the budget to the proper budget coordinator.

Required Skill Steps

- Obtain proper request forms and procedures.
- Research revenue sources for budget.
- Obtain supporting data to the budget request.
- Develop and organize an outlined budget plan.
- Produce completed plan using the appropriate forms and reports.
- Submit complete budget packet to proper budget coordinator.

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- SOP/SOG's. If using another departments SOG's or creating your own, include such indication.
- Written Communication
- Any forms needed to complete actions (i.e. complaint forms, tracking forms, correspondence forms)

Judging Criteria

- Request is in the proper format and is supported with data.
- Candidate understands revenue sources and budget process.
- Data and requests are applicable and easily understood.
- Request is in accordance with AHJ policies and procedures.
- Effectively communicated in writing utilizing technology.

JPR 9 CONT.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature Date

Comments:

ADMINISTRATION:

Candidate Name: _____

STANDARD: NFPA 1021, 4.4.4

Required Skill: Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.

PERFORMANCE OUTCOME:

Candidate will provide a current copy of their department's organizational chart with defined responsibilities and duties then make recommended changes to that organizational chart that would improve the efficiency of their organization. All changes must have written justification. If no changes are identified, then written reinforcement to the organizational structure must be created. If the candidate has no organizational chart in their department then they will create one with written defined responsibilities and duties.

Required Skill Steps

- Identify the structure of an organization.
- Identify the functions of management.
- Communicates in writing the mission of the organization.
- Communicates in writing the defined responsibilities and duties of the organization.
- Correct, reinforce, or develop defined management components of an organization.

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- SOP/SOG's. If using another departments SOG's or creating your own, include such indication.
- Current organization chart
- Current duties and responsibilities
- Revised organization chart or newly developed organization chart or written reinforcement of current structure must be created
- Revised duties and responsibilities or newly duties and responsibilities

Judging Criteria

- Identifies the purpose and mission of the organization.
- Understands the structure of the organization.
- Understands the functions of each position in the organization.
- All descriptions are clearly communicated.
- Effectively communicated in writing utilizing technology.

JPR 10 CONT.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature Date

Comments:

INSPECTION AND INVESTIGATION:

Candidate Name: _____

STANDARD: NFPA 1021, 4.5.1, 4.5.2

Required Skill:

Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed and approved actions are taken

1. Assembly
2. Educational
3. Health care
4. Detention and Correctional
5. Residential
6. Mercantile
7. Business
8. Industrial
9. Storage
10. Unusual structures
11. Mixed occupancies

Required Skill:

Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat and smoke throughout the building or from one building to another, given an occupancy and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed.

1. Public assembly
2. Educational
3. Institutional
4. Residential
5. Business
6. Industrial
7. Manufacturing
8. Storage
9. Mercantile
10. Special properties

PERFORMANCE OUTCOME:

Candidate will assume the role of a Company Officer and will conduct a fire inspection of one of the occupancies listed above. All findings of the inspection shall be documented in accordance with approved policies and procedures of the AHJ. In addition, the candidate will identify construction, alarm, detection, and suppression systems and develop a pre-incident plan for the occupancy in accordance with approved policies and procedures of the AHJ.

JPR 11 CONT

Required Skill Steps

- Initiate initial contact with courtesy and professionalism.
- Obtain cooperation by emphasizing the reasoning behind the inspection and pre-incident plan.
- Exhibit professional appearance and demeanor for the site visit.
- Include all elements of the fire inspection according to policy. Forms to include site-specific hazards and hazardous materials.
- Include all elements of the pre-incident plan according to policy, forms, drawings, etc.
- Produce a completed fire inspection document using the appropriate forms and reports
- Produce completed plan using the appropriate forms and reports.
- Communicate effectively using both verbal and written methods.

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- SOP/SOG's. If using another departments SOG's or creating your own, include such indication.
- A pre-incident plan including drawings/sketches
- Any required documentation in the inspections process (code violations, actions taken, etc)

Judging Criteria

- Understands inspection and pre-incident planning procedures of the AHJ.
- Is able to recognize hazards, including hazardous materials.
- Identifies building construction type.
- Understands applicable codes, ordinances, and standards.
- Understands markings and identification systems for hazardous materials.
- Properly identifies fire and life safety hazards.
- Properly identifies fire detection, alarm, and protection systems.
- Understands fire behavior and development.
- Forms are completed, and approved action is initiated.
- Explains the needs and benefits of collecting fire inspection data.
- Effectively communicated in writing utilizing technology.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature Date

Comments:

INSPECTION AND INVESTIGATION:

Candidate Name: _____

STANDARD: NFPA 1021, 4.5.3

Required Skill:

Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene, are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.

PERFORMANCE OUTCOME:

The Candidate will assume the role of Company Officer and will be given a real or simulated fire incident scene. The Candidate will identify a preliminary need for a fire investigation and secure the scene and evidence by establishing perimeters to the scene. Candidate will identify potential witnesses and demonstrate the proper procedure for calling an Investigator.

Required Skill Steps

- Identifies the need for a fire investigation
- Adequately secure the fire scene to protect evidence.
- Establish a scene perimeter to prohibit unauthorized entry.
- Identifies potential witnesses
- Establish the need for an investigator and use the proper methods to request one.

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- SOP/SOG's. If using another departments SOG's or creating your own, include such indication.
- Completed action plan and forms
- Incident reports
- Drawings/pictures as needed

Judging Criteria

- Candidate clearly established identifiable perimeters at an incident scene.
- Unauthorized persons were kept from entering the restricted areas.
- Candidate explained the need of evidence preservation.
- Potential evidence is protected from damage or destruction.
- Established need for investigator and used proper methods to request one.
- Effectively communicated in writing utilizing technology.

JPR 12 CONT

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature Date

Comments:

INSPECTION AND INVESTIGATION:

Candidate Name: _____

STANDARD: NFPA 1021, 4.6.1, 4.6.2, 4.6.3

Required Skill: Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.

Required Skill: Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation.

Required Skill: Develop and conduct a post-incident analysis, given a single 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 in accordance with policies and procedures.

PERFORMANCE OUTCOME:

Candidate will develop and implement an initial action plan for an emergency incident scenario. Candidate must be able to analyze emergency scene conditions, to allocate resources, communicate verbally and in writing, operate within an emergency management system, supervise and account for assigned personnel so that resources are effectively deployed to mitigate the situation. The candidate will then conduct a post-incident analysis of the incident using proper policies and procedures.

Required Skill Steps

- Develop and implement an effective initial action plan.
- Analyze and use information gained in size-up.
- Utilize resources in a reasonable, safe, and prudent manner.
- Maintain supervision and accountability for personnel.
- Communicate effectively using both verbal and written methods.
- Implement and operate within the emergency management system.
- Conduct a post-incident analysis using proper policies, forms and procedures

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- SOP/SOG's. If using another departments SOG's or creating your own, include such indication.
- Completed action plan and forms
- Incident reports
- Drawings/pictures as needed

Judging Criteria

- Candidate understood elements of a size-up and analyzed emergency scene conditions.
- Candidate understood and activated the local emergency plan, including evacuation procedures.
- An initial action plan was developed and communicated to deployed resources.
- Candidate demonstrated the ability to request additional resources as needed.

- Resources deployed to control the emergency were given clear assignments.
- Standard operating procedures of the AHJ were followed.
- An incident management system was used.
- Candidate managed scene safety and accounted for assigned personnel.
- Effectively communicated orally, and in writing utilizing technology.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature Date

Comments:

HEALTH AND SAFETY:

Candidate Name: _____

STANDARD: NFPA 1021, 4.7.1, 4.7.2

Required Skill:

Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.

Required Skill:

Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures.

PERFORMANCE OUTCOME:

Candidate will assume the role of Company Officer and will conduct an Initial Accident Investigation involving a Fire Department Vehicle, or injury. Provided an actual or simulated accident scenario. Candidate will interview witnesses, complete required reports, make recommendations on preventing future similar accidents, and convey responsibility for the accident to the appropriate person. Candidate will identify safety hazards or unsafe behaviors that may have contributed to the accident.

Required Skill Steps

- Freeze apparatus in position to conduct investigation, if possible.
- Make appropriate notifications according to policy.
- Utilize all available resources to document incident and conditions.
- Interview witnesses to obtain facts, if possible.
- Identify factors contributing to the accident.
- Complete appropriate forms, reports, statements are required policy

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- SOP/SOG's. If using another departments SOG's or creating your own, include such indication.
- Completed reports and forms
- Witness statements
- Drawings/pictures as needed

Judging Criteria

- Candidate understands safety policies and procedures of the AHJ.
- Candidate understands the procedures for conducting an accident investigation.
- Candidate demonstrates the ability to communicate orally and in writing.
- Candidate demonstrates the ability to conduct interviews.
- Incident is documented and reports are processed in accordance with policies and procedures of the AHJ.
- Candidate describes the most common causes of personal injury and accident to members.

- Candidate completed required reports to the satisfaction of the AHJ.
- Candidate demonstrated the ability to identify safety hazards.
- Member responsibilities for safety are conveyed
- Effectively communicated orally, and in writing utilizing technology.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature Date

Comments:

HEALTH AND SAFETY:

Candidate Name: _____

STANDARD: NFPA 1021, 4.7.3

Required Skill:

Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.

PERFORMANCE OUTCOME:

Candidate will complete a case study on the national death and injuries documented in the fire service and how fire service safety and wellness initiatives can help prevent these issues. Show examples of how the organization is improving this issue and what improvements could be made to current programs in the organization. Then the candidate will present this case study to personnel in their organization.

Required Skill Steps

- Identifies the issues causing death and injuries in the fire service
- Establishes fire service safety and wellness initiatives
- The ability to communicate in writing
- Demonstrate ability to effectively communicate verbally.

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- SOP/SOG's. If using another departments SOG's or creating your own, include such indication.
- A copy of the completed presentation
- Class Roster

Judging Criteria

- Candidate understands national death and injury statistics.
- Candidate explained the benefits of being physically and medically capable.
- Candidate acknowledges the need for functioning effectively during physically demanding activities.
- Candidate demonstrates the ability to communicate effectively.
- Effectively communicated in writing utilizing technology.

JPR 15 CONT

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

AHJ Signature Date

Comments:

**EXAMPLE DOCUMENTATION FOR
JOB PERFORMANCE REQUIREMENT 13**

JPR 13 (example)

INSPECTION AND INVESTIGATION:

Candidate Name: _____

STANDARD: NFPA 1021, 4.6.1, 4.6.2, 4.6.3

Required Skill: Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.

Required Skill: Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation.

Required Skill: Develop and conduct a post-incident analysis, given a single 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 in accordance with policies and procedures.

PERFORMANCE OUTCOME:

Candidate will develop and implement an initial action plan for an emergency incident scenario. Candidate must be able to analyze emergency scene conditions, to allocate resources, communicate verbally and in writing, operate within an emergency management system, supervise and account for assigned personnel so that resources are effectively deployed to mitigate the situation. The candidate will then conduct a post-incident analysis of the incident using proper policies and procedures.

Required Skill Steps

- Develop and implement an effective initial action plan.
- Analyze and use information gained in size-up.
- Utilize resources in a reasonable, safe, and prudent manner.
- Maintain supervision and accountability for personnel.
- Communicate effectively using both verbal and written methods.
- Implement and operate within the emergency management system.
- Conduct a post-incident analysis using proper policies, forms and procedures

Required Documentation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- SOP/SOG's. If using another departments SOG's or creating your own, include such indication.
- Completed action plan and forms
- Incident reports
- Drawings/pictures as needed

Judging Criteria

- Candidate understood elements of a size-up and analyzed emergency scene conditions.
- Candidate understood and activated the local emergency plan, including evacuation procedures.
- An initial action plan was developed and communicated to deployed resources.
- Candidate demonstrated the ability to request additional resources as needed.

- ☑ Resources deployed to control the emergency were given clear assignments.
- ☑ Standard operating procedures of the AHJ were followed.
- ☑ An incident management system was used.
- ☑ Candidate managed scene safety and accounted for assigned personnel.
- ☑ Effectively communicated orally, and in writing utilizing technology.

I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.

Daniel Diligent, Fire Chief
AHJ Signature

Oct. 27, 2009
Date

Comments: Firefighter Frederick did an excellent job of scene size-up and initial assignments. His assistance with the development and implementation of the action plan demonstrated excellent management and communication skills on-scene.

JPR 13 (example, continued)

INSPECTION AND INVESTIGATION:

Candidate Name: _____

STANDARD: NFPA 1021, 4.6.1, 4.6.2, 4.6.3

SUMMARY:

1. Incident Scenario:

Chemical Spill at a local 2 story Hotel in the outside pool area

Temperature: 73 degrees, SE wind at 3 mph

2. Resources Assigned:

Training Officer – (name blanked out)

Acting Duty Chief – (name blanked out)

Engine 3 w/ four personnel

Ambulance 3 w/ 3 personnel

HazMat 6 w/ four personnel

Engine 2 w/four personnel

INSPECTION AND INVESTIGATION:

Candidate Name: _____

STANDARD: NFPA 1021, 4.6.1, 4.6.2, 4.6.3

3. Incident Action Plan:

INCIDENT ACTION PLAN		
Incident Name:	2. Prepared by:	
	(blanked out)	
Ameritel Chemical Spill	Date: October 22, 2015	
Initial Incident Objectives:		
Evacuate all occupants in the affected area of the hotel to a safe area		
Provide medical treatment for those exposed to the chemical vapors		
Remove chemical vapors from inside the hotel		
Mitigate the spilled chemicals		
Communications:		
All communications to take place on SFD Ops 1		
Summary of Assignments:		
Unit	Action/Note	
Training Officer	Incident Command / Safety	
Duty Chief	Incident Command	
Engine 2	Ventilation	
Engine 3	Scene Isolation	
Ambulance 3	Triage and Medical	
HazMat 6	Product Mitigation	
Control of Hazardous Materials Method/s of Mitigation		
Dilution		

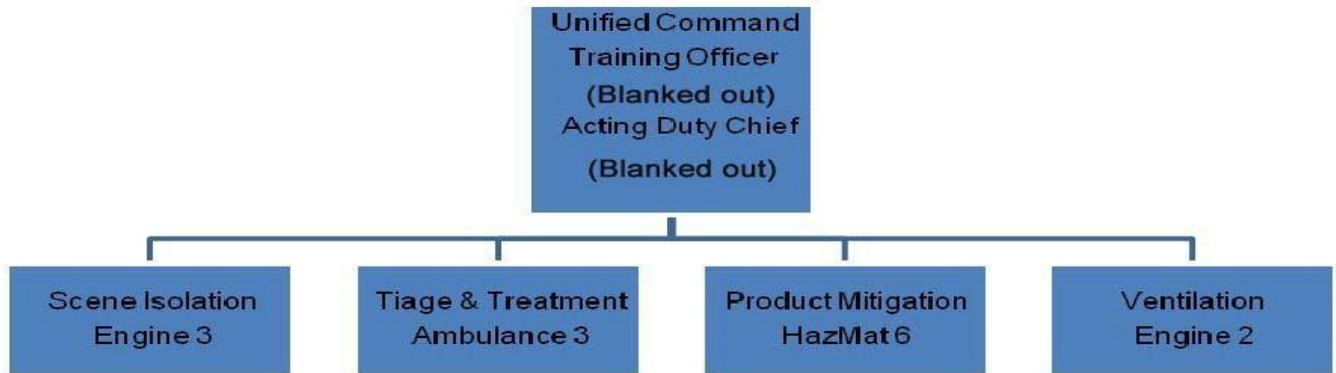
JPR 13 (example, continued)

INSPECTION AND INVESTIGATION:

Candidate Name: _____

STANDARD: NFPA 1021, 4.6.1, 4.6.2, 4.6.3

ICS Organization:



4. Resources used and their assignments:

Training Officer	Incident Command / Safety Officer
Acting Duty Chief	Incident Command
Engine 3	Hot zone isolation and perimeter monitoring
Ambulance 3	Patient triage and treatment
HazMat 6	Hot Zone operations / Product Mitigation (dilute with water, and flush to the city sewer system)
Engine 2	Ventilation

5. Description of your role as Incident Commander:

As incident commander, my role was to perform initial size-up and develop an action plan. Once the Duty Chief arrived, he established a unified command of the incident, and I assisted with development and implementation of the action plan, ensured the assigned units had the resources they needed, and all safety measures including proper PPE were followed.

6. Narrative of the Incident :

At 09:23 hours on October 22, 2009 we responded to a chemical spill at the Ameritel Inn on

Meadowbrook Road in Smalltown, Idaho. Initial dispatch was for an unknown quantity of chlorine and acid spilled in the swimming pool area, with an evacuation of the hotel in progress.

I responded as the initial Incident Commander, along with Engine 3 and Ambulance 3. I also requested HazMat 6 respond to the scene.

JPR 13 (example, continued)

INSPECTION AND INVESTIGATION:

Candidate Name: _____

STANDARD: NFPA 1021, 4.6.1, 4.6.2, 4.6.3

I arrived on scene at 09:26 hours, and performed an initial scene size-up. I found the occupants of the hotel were being evacuated by the hotel staff. The pool area had been cleared, and there was a pale yellow cloud, close to the ground, that was drifting toward the hotel from an overturned maintenance cart near the pool. I determined, based on my size up, that we had sufficient local resources and would not need to activate the State Emergency Response Plan. I advised dispatch of my initial size-up, and directed all responding resources the tactical channel for on-scene communications would be SFD Ops. 1.

Ambulance 3 and Engine 3 arrived at 09:27 hours. Ambulance 3 was assigned patient triage and treatment; they were given the authority to call for additional ambulances for transport as necessary. Engine 3 was assigned to keep anyone from entering the pool area and monitor the perimeter for anyone not evacuating by going room to room and verifying everyone was clear of the nearby rooms.

Acting Duty Chief (blacked out) arrived at 09:30 hours, and established a Unified Command of the incident. I assisted with him with development and implementation of the Incident Action Plan, and served as the Safety Officer for the remainder of the incident.

Information was gathered from the hotel maintenance crew as to the type and quantity of materials spilled. Upon their arrival at 09:34 hours, HazMat 6 was assigned to verify the chemicals, concentrations, and suggest a mitigation tactic. Engine 2 was also dispatched to provide additional resources.

HazMat 6 reported the spill appeared to be approximately 2 pounds of granular Calcium Hypochlorite, and approximately one half gallon of Hydrochloric Acid. Once the information had been verified, the course of action chosen was to dilute the spill with large amounts of water and flush it into the city sewer system. The city sewer department was advised of the situation and agreed the system would suffer no adverse effect from the small amount of chlorine and hydrochloric acid spilled.

HazMat 6 was ordered to mitigate the spill by diluting it with large amounts of water, and then flush it into the city sewer system.

Engine 2 arrived on scene at 09:44 just as the diluting and flushing operation commenced. Engine 2 was assigned to ventilate the hotel area using both positive pressure ventilation from the lobby and negative pressure out the "Charlie" side of the hotel. Engine 3 was ordered to maintain perimeter security and monitor interior hallways and rooms for any toxic gases using portable monitoring equipment.

The dilution and flushing operation was accomplished from a safe distance uphill and upwind, so no personnel or equipment were contaminated. Sufficient water was applied to the spill area to neutralize and flush away any remaining chemicals from the spill. Subsequent monitoring revealed no detectable

JPR 13 (example, continued)

INSPECTION AND INVESTIGATION:

Candidate Name: _____

STANDARD: NFPA 1021, 4.6.1, 4.6.2, 4.6.3

trace of the chemicals remained in the spill area. The only remaining hazard was the broken glass from the acid bottle, which we swept up and placed in the trash dumpster on site.

Ambulance 3 reported only two patients required serious medical evaluation and both had refused transport to the Emergency Room. The hotel was reopened after about an hour and a half without further problem. A tailboard after- action review was held and units were released from the scene at 11:02 hours. Information was gathered for the report, and I cleared the scene and went back in- service at 11:20 hours.

The amount of chemicals spilled did not exceed the Reportable Quantity threshold for either chemical, so no report was filed with the National Emergency Response Center or the Idaho Emergency Response Commission.

Department Standard Operating Guidelines attached:

SFD SOG 2-2: Incident Command System

SFD SOG 3-3: Scene Safety – Use of Personal Protective Equipment

SFD SOG 3-4: Scene Safety – Personnel Accountability System

SFD SOG 3-5: Scene Safety – Scene Communications

SFD SOG 5-1: Hazardous Materials Incident Initial Response

SFD SOG 5-5: Hazardous Materials Incident Termination

(NOTE: For the sake of brevity, the above SOGs are not actually included in this example. Be sure to include copies of any applicable SOGs in your actual Portfolio documentation. You do not have to include applicable SOGs with the documentation for each activity. You may attach all applicable SOGs at the end of your portfolio, and merely reference them in the documentation for each activity as appropriate.)

North Dakota Firefighter's Association

Fire Officer I Certification Application

PERSONAL INFORMATION

Name: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____

Home Phone # _____ Work Phone # _____

DEPARTMENT INFORMATION

Department: _____ Position: _____

Status: Career Volunteer Years of Service _____

PREREQUISITE CERTIFICATION INFORMATION

Firefighter I Certified: Yes Hazmat Awareness Certified: Yes

Firefighter II Certified: Yes Hazmat Operations Certified: Yes

Fire Instructor I Certified: Yes

Three (3) Years with an Emergency Response Agency: Yes

APPLICANT'S VALIDATION STATEMENT

I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously written by another person or material which has, to a substantial extent, been accepted for the award of any other certification except where due acknowledgement has been made in the text. I acknowledge that the above Officer I application information is correct and accurate. I have completed all of the Job Performance Requirements, have met the prerequisite requirements, and now submit this completed portfolio for review and consideration for certification.

Candidates Signature

Date

I acknowledge that the above Officer I application information is correct and accurate.

Chiefs Signature

Date