

NORTH DAKOTA FIREFIGHTERS CERTIFICATION SYSTEM



NDFA FIREFIGHTER II STANDARD

**NFPA 1001
2013 Edition**

**NORTH DAKOTA FIREFIGHTER'S ASSOCIATION
PO BOX 6127
BISMARCK, ND 58506**



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.



16 Firefighter Life Safety Initiatives

The 16 initiatives, listed on the preceding page, 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 NDFA
At 701-222-2799

NDFFA Firefighters Certification Committee

The NDFFA Certification Committee is a 12 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:

- NDFFA 1st Vice President
- State Fire Marshal
- (1) A member from the North Dakota Fire Chief's Association that will serve a 2 year term.
- (1) A member from the North Dakota Fire Prevention Association that will serve a 2 year term.
- (1) A member from the North Dakota Rescue Society that will serve a 2 year term.
- (4) Four NDFFA 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).
- (1) A member of the Fargo Fire Department (Delegated Authority)
- The NDFFA Executive Director represents as a non-voting member of the committee.
- The NDFFA 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:

NDFFA, Training Director
Robert Knuth
PO Box 6127
6909 Aurora Loop
Bismarck, North Dakota 58506

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

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INTRODUCTION

The world we live in is changing so fast, and the many phases of the fire service are becoming so technical and complex that fire service training must be utilized to its maximum potential. Any overlap, fragmentation, and lack of basic structure must be eliminated. Standardization is the natural complement and necessity.

The fire service in North Dakota, through a state certification program, can meet the needs of future growth and establish uniformity through certification. We will then have more effective and efficient utilization of resources so as to provide the best possible fire protection service for all the citizens throughout the state of North Dakota.

The following certification requirements are based on the objectives listed in the National Fire Protection Association (NFPA) 1001 *Standard for Fire Fighter Professional Qualifications*, as verified and adopted by the NDFA Firefighters Certification Committee.

Through these national standards and certification, firefighters and fire departments have a tool to measure specific levels of skills, abilities and knowledge. The NDFA Firefighters Certification Committee believe by participating in this certification program, firefighters and fire departments will be better prepared to provide quality life safety and fire protection for their communities.

CERTIFICATION REQUIREMENTS

Entrance Requirements:

In order to certify within the NDFA Firefighter II program, departments/firefighters must fulfill the following requirements:

1. Complete the department entrance requirements.
2. Set up and maintain department records.
3. Train on the required written and practical objectives.
4. Pass a department "In-House" comprehensive examination.
5. Meet any other training requirements/prerequisites as defined by NDFA.
6. Pass both written and practical skills examination administered by NDFA.
7. Request Firefighter II certification.

The NDFA acknowledges the importance of and need for entrance requirements as listed in the NFPA 1001, *Standard on Fire Fighter Professional Qualifications*. Many agencies and departments have existing policies, regulations, etc. already in place regarding these requirements. The handling of entrance requirements is a **LOCAL MATTER**, outside the authority and jurisdiction of the NDFA. The NDFA will not check, test, evaluate or determine how individual agencies meet these requirements. Some departments have found it necessary to waive any type of entrance requirements due to their own special needs. As a local decision, this is permitted. However, due to the amount of physical, mental and emotional stress inherent in this profession, the **NDFA strongly recommends careful evaluation before altering or doing away with any existing entrance requirements.**

Physical Fitness Requirements:

The requirements listed in NFPA 1001, Chapter 4 are:

1. Meet the minimum educational requirements established by the authority having jurisdiction.
2. Meet the medical requirements of NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*.
3. Physical fitness requirements for entry-level personnel shall be developed and validated by the authority having jurisdiction. Physical fitness requirements shall be in compliance with applicable Equal Employment Opportunity regulations and other legal requirements.

DEPARTMENT TRAINING

The position of a Firefighter II is one which requires a high level of skill and knowledge. The training given to and received by firefighter candidates should be of the highest quality and degree. All training received must meet the requirements of NFPA 1001, Chapter 6 and the skills as approved by the NDFA contained within the North Dakota Standard. All training received must be documented and recorded on a training record (Appendix A). All testing for Firefighter II will be conducted following the policies and procedures of the NDFA.

Training for Firefighter II is conducted at the department level or could be received through a joint training agreement between departments on a regional level. Regardless of where the training is received, it must prepare the candidate to be a competent and effective firefighter.

(NFPA 1001, 2013 Edition, 1.3.8): The fire fighters at all levels of progression shall remain current with fire protection technology, fire suppression practices, fire and life safety initiatives, and applicable standards as determined by the AHJ.

The course material should be referenced to the following textbook to prepare the candidate to successfully pass the state certification examination.

Written Objectives:

The written objectives for Firefighter II are covered in the following text:

1. IFSTA - Essentials of Firefighting 6th Edition.
2. Jones and Bartlett - Fundamentals of Fire Fighter Skills – 3rd Edition
3. Fire Engineering – Fire Engineering’s Handbook for Fighter I and II

These textbooks are available from various fire service bookstores. A current list of textbook sources is available by calling the NDFA at (701) 222-2799.

There are numerous methods departments have used to help prepare their personnel for the written examination. Considering the high level of skill and knowledge required for Firefighter II, the NDFA recommends the candidate participates in a comprehensive class and receive instruction on both manipulative and written requirements.

Manipulative Objectives:

Each candidate must be trained and evaluated in the performance of all manipulative skills (pg. 14-28). Each of the manipulative skill objectives shall be completed swiftly, safely and with competence as defined below:

- **Swiftly** – Each manipulative skill objective must be completed within the allotted time.
- **Safely** – Each manipulative skill objective must be completed safely. Actions that could injure individual or damage equipment are unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.
- **Competence** – Each manipulative skill objective is performed in accordance with the North Dakota Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the NDFA manipulative skill objectives.

Department Training Officers:

For departments to enroll in the certification process, it is necessary for the department to assign training officers. It is recommended the department assign **at least two** personnel as training officers to coordinate and provide certification training.

Department training officers should be State Certified at the level they are teaching. In addition, the NDFA strongly recommends training officers be state certified at the Instructor I level.

Department training officers will be responsible for certification training. Their primary responsibility will be to teach, evaluate, and “In-House” test department personnel on the manipulative skill and evolution requirements for each level of certification training.

Departments who do not have certified personnel to act as training officers for certification training should contact the NDFA-Training Director at (701) 222-2799 for assistance in setting up and monitoring certification training.

Department Training Records:

Each candidate shall have a training record on file with the department, which indicates whether he/she has trained on all manipulative skill objectives. This record shall be signed off or initialed by a department training officer. Training records must indicate the date, instructor, and total number of hours trained for each manipulative skill objective. Departments shall use the one provided in Appendix A.

Department "In-House" Comprehensive Examination:

At the completion of the department’s manipulative skills training, the department is **required** to hold an “in-house” comprehensive examination for the level being trained. This is a comprehensive “In-House” test conducted by the department training officers or course instructors. This test is to ensure that skill mastery has been obtained from the beginning to the end of the training process, and to prepare participants for the state examination. Training officers may utilize other personnel to assist in administering the exam; however, all personnel assisting with the testing should be certified at the level they are “In-House” testing.

In-House testers shall follow the Tester Instruction sheet to provide for uniformity and fairness during the exam. It is recommended candidates be given two attempts at any skill. **If they fail on the second try, then they have failed the evaluation and are required to go through additional training by the department trainer.** No training, teaching, or coaching is allowed during the test. After the evaluation, using the test to teach and train is recommended.

If manipulative skill weaknesses are evident, the department shall conduct additional training and hold a new department “In-House” comprehensive examination. Only those candidates who successfully pass the department’s skills and fire ground evolutions “In-House” test will be allowed to participate in the state certification exam. Department training records must show all candidates have successfully passed the “In-House” examination.

CERTIFICATION EXAMINATIONS

After completion of the training process, the Fire Chief/Head of Department can request testing for the department. Using the “Request Examination” form in Appendix B. The Fire Chief/Head of Department may request a written examination and manipulative test for certification. A testing fee *may* be charged at the time of certification. A separate application must be sent to the NDFA for each attempt. Request forms must reach the NDFA no later than **30 days prior** to the examination date. The entire examination process must be completed within **1 year** of the **first** written exam date.

Written Examinations:

The written examination is a randomly generated **100-question** test covering the written objectives of the Firefighter II standard. A minimum score of 70% is required to pass the certification examination. Firefighters failing the first attempt of the written exam will be permitted to retest up to three times. After the third failed attempt the candidate cannot test any earlier than 3 months from the date of the third attempt. A testing fee of \$20.00 per retest attempt will be charged.

SAMPLE WRITTEN EXAMINATION QUESTIONS:

The transfer of heat by the movement of air or liquid would be considered?

- a. Conduction
- b. Radiation
- c. Convection
- d. Direct-flame contact

What is a good, two-firefighter method for breaking a tight coupling without a spanner wrench?

- a. Stiff-arm
- b. Foot-tilt
- c. Knee-press
- d. Coupling tilt

Manipulative Skills “Spot Check” Examinations:

This is a two-step examination. The first step is a department records check and the second step is a manipulative skills “spot check” examination. Certification testers appointed by the NDFA conduct the examination.

Training records are checked. If records are inadequate, corrective action must be taken before proceeding to the next step. The records must meet minimum requirements and are checked for the following:

1. Candidate has been trained in each manipulative skill for the level being evaluated.
2. A department training officer has signed off each manipulative skill.
3. The total number of hours trained on each manipulative skill listed.
4. Each participant has passed a department “in-house” comprehensive examination.

The manipulative skills and fire ground evolution “spot check” examination is graded on a 100% pass/fail basis. The test is graded in the following three areas:

- **Swiftly** – Each manipulative skill objective must be completed within the allotted time.
- **Safely** – Each manipulative skill objective must be completed safely. Actions that could injure individual or damage equipment are unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.
- **Competence** – Each manipulative skill objective is performed in accordance with the NDFA Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the NDFA manipulative skill objectives.

Candidates are “spot checked” on **SIX (6) individual manipulative** skills. No prior notification of the skills being tested will be given. **No training, teaching, or coaching is allowed during this state test.**

Each Individual Skill has a skill sheet assigned listing the required competencies. Each skill sheet identifies how many competencies must be successfully completed to pass the skill station. It is **HIGHLY RECOMMENDED** that candidates are trained using these skill sheets as the certification testers will use these during the evaluation.

Individual Skills: Candidates will be given six individual skills to complete and are given two attempts if necessary to perform each skill. If they fail on the second attempt, they have failed the individual skills portion of the examination.

Candidates who fail the individual skills manipulative examination will be permitted to retest up to three times. A testing fee of \$20.00 per retest attempt will be charged. Candidates taking third attempts will test on the skill they failed plus ONE additional skill from the section of the standard they failed in the previous attempts. Candidates who have failed the third attempt of the manipulative skills examination have failed the certification process and must wait **30 days** from the date of the failed third attempt.

FIREFIGHTER II CERTIFICATION PREREQUISITES

When all requirements for certification have been met, candidates are eligible to be certified. The Fire Chief/Head of Department may apply to the NDFA for certification for those candidates who have successfully completed the certification training/testing process. Request for state certification will be submitted to the NDFA using the “**Request for Certification**” form provided in **Appendix B**. The names are then checked against the official state records to ensure each individual listed has met all requirements.

Those candidates who have met the requirements are issued a certificate and patch. These are sent to the Fire Chief/Head of the Department for disbursement.

Prerequisites for Firefighter II “Legacy” Certification

- Firefighter I “Legacy” Certification
- Auto Extrication

Prerequisites for Firefighter II Pro Board (NPQS) Certification

- Firefighter I Pro Board (NPQS) Certification
- Auto Extrication

FIREFIGHTER II CERTIFICATION CHECKLIST

ENTRANCE REQUIREMENTS:

- Each candidate has met requirements listed in NFPA 1001, Chapter 4 or those established by the authority having jurisdiction.
- Each candidate has met the additional requirements of Firefighter I and Auto Extrication and these are documented with NDFA. If not previously verified, copies of the certificates must be submitted with the training record.

DEPARTMENT TRAINING RECORDS:

- Each participant has a training record on file with the department that shows:
 - A learning experience in each manipulative skill objective.
 - Dates of training.
 - Initials of instructors.
 - Total number of hours trained in each manipulative skill objective.

DEPARTMENT “IN-HOUSE” MANIPULATIVE SKILLS EXAMINATION:

- Each candidate has successfully completed an “In-House” comprehensive examination for Firefighter II.

ADDITIONAL TRAINING/PREREQUISITE REQUIREMENTS:

- Firefighter I “Legacy” Certification
- Auto Extrication

CERTIFICATION EXAMINATIONS:

- Each participant has passed the NDFA written examination.
- Each participant has passed the NDFA manipulative skill “Spot Check” examination administered by an approved Certification Tester.

FIREFIGHTER II – CERTIFICATION:

- Fire Chief/Head of Department request certification for participants using the “Request for Certification” form.
 - NOTE: The original “Training Record” of the individuals must be sent with this form - if the “Training Record” has not been presented to the NDFA during a “Spot Check Skills” testing event. Please keep a copy of the “Training Record” for your files.

**FIREFIGHTER II
MANIPULATIVE SKILL SHEETS**

Fire Fighter II Skills Assessment Skill Sheet #1

UTILIZE AN INCIDENT MANAGEMENT SYSTEM

JPR: NFPA 1001-2013 edition, Section 6.1.2.

Reference: IFSTA, *Essentials of Fire Fighting*® 6th edition, 2013.
Skill SHEET: 17-II-1 (p. 821).
Jones and Bartlett, *Fundamentals of Fire Fighter Skills*® 3rd Edition, 2013
Chapter. 5 (p. 130, 131, 134)

Required Candidate Equipment: Full Personal Protective Clothing.

Required Instructor Equipment: Fire Department Radio and Simulated Incident.

Read To Candidate:

For this skill event, you will be required to function as the company officer of the first arriving company. Once I read to you the scenario you will implement an Incident Management System (IMS) and utilize the IMS until you transfer Command. Once you transfer Command, you will operate in the role assigned by Command.

This is not a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*).

P-Pass / F-Fail

1st Attempt 2nd attempt

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Determined the need for command. |
| _____ | _____ | 2. Sized up the incident. |
| _____ | _____ | 3. Communicated size-up results to dispatch and/or incoming units. |
| _____ | _____ | 4. Assumed command of the incident. |
| _____ | _____ | 5. Identified incident priorities, strategies, and objectives. |
| _____ | _____ | 6. <i>Requested additional resources.</i> (if required) |
| _____ | _____ | 7. Organized & coordinated the IMS. |
| _____ | _____ | 8. <i>Provided briefing to senior officer who is assuming Command.</i> |
| _____ | _____ | 9. <i>Transferred command.</i> |
| _____ | _____ | 10. Functioned in assigned IMS role after transfer of command. |

Candidate's Name: _____ Station: P _____ F _____

1st Attempt

P _____ F _____

2nd attempt

Evaluator's Signature: _____

Fire Fighter II Skills Assessment Skill Sheet #2

COMPLETE A BASIC INCIDENT REPORT

JPR: NFPA 1001-2013 edition, Section 6.2.1.

Reference: IFSTA, *Essentials of Fire Fighting*® 6th edition, 2013.
Skill SHEET: 3-II-1 (p. 955).
Jones and Bartlett, *Fundamentals of Fire Fighter Skills*® 3rd Edition, 2013
Chapter 5 (p. 131), Skill Drill 5-2 (p. 131)

Required Candidate Equipment: Station Uniform.

Required Instructor Equipment: NFIRS Report and Scenario.

Read To Candidate:

For this skill event, you will be required to complete a basic incident report given a written scenario. Complete the report using only the information provided in the written scenario and by the evaluator. **DO NOT** fabricate information. The report should utilize appropriate codes. If available, report should be completed utilizing computers or other equipment.

This is not a timed event. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**).

P-Pass / F-Fail

1st Attempt 2nd attempt

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Completed basic Incident Report form using appropriate codes. |
| _____ | _____ | 2. Proof read report to verify information was accurate and complete. (including signature on form or electronic signature) |
| _____ | _____ | 3. Forms/computers required to complete report used properly. |

Candidate's Name: _____ **Station:** P _____ F _____
1st Attempt

P _____ F _____
2nd attempt

Evaluator's Signature: _____

Fire Fighter II Skills Assessment Skill Sheet #3

COMMUNICATE THE NEED FOR ASSISTANCE

JPR: NFPA 1001-2013 edition, Section 6.2.2.

Reference: IFSTA, *Essentials of Fire Fighting* © 6th edition, 2013
Skill SHEET: 9-I-8 (p. 954)
 Jones and Bartlett, *Fundamentals of Fire Fighter Skills* © 3rd Edition, 2013
 Chapter 4 (p. 109)

Required Candidate Equipment: Full Personal Protective Clothing, SCBA, and Portable Radio

Required Instructor Equipment: Fire Department Incident Scenario

Read To Candidate:

For this skill event, you will be required to communicate the need for team or individual assistance (*Mayday*). You will be required to use a fire department radio to communicate a *Mayday* (need for assistance). I will provide the nature of the assistance need and information regarding your location.

This is not a timed event. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*).

P-Pass / F-Fail

1 st Attempt	2 nd attempt	
_____	_____	1. <i>Recognized the need for team/individual assistance.</i>
_____	_____	2. Operated communications equipment to request assistance.
_____	_____	3. <i>Depressed the transmit button and held it down until transmission was complete.</i>
_____	_____	4. <i>Held microphone 1 to 2 inches from mouth whiling transmitting message.</i>
_____	_____	5. <i>Announced "Mayday" traffic.</i>
_____	_____	6. <i>Transmitted "Mayday" information.</i>
_____	_____	7. <i>After message transmission is complete, activated PASS and followed IC's orders or department guidelines.</i>

Candidate's Name: _____ **Station:** P _____ F _____
1st Attempt 2nd attempt

Evaluator's Signature: _____

Fire Fighter II Skills Assessment Skill Sheet #4

EXTINGUISH AN IGNITABLE LIQUID FIRE

JPR: NFPA 1001-2013 edition, Section 6.3.1.

Reference: IFSTA, *Essentials of Fire Fighting* © 6th edition, 2013.
Skill SHEETS: 16-II-1, 16-II-2.
 Jones and Bartlett, *Fundamentals of Fire Fighter Skills* © 3rd Edition, 2013
 Chapter 17, (p 573-578), Skill Drills 17-17, 17-18, 17-19 (p 576-578)

Required Candidate Equipment: Full Personal Protective Clothing and SCBA.

Required Instructor Equipment: Fire Department Pumper, Simulated Ignitable Liquid Fire, Foam Concentrate, Foam Proportioner, Water Supply, and Attack Line.

Read To Candidate:

For this skill event, you will be required to operate as a member of a team to extinguish an ignitable liquid fire, given foam concentrates, a foam proportioning device, water supply, and attack line,. You must select the proper type of foam concentrate for the simulated ignitable fire, assemble foam stream components, and then apply the foam stream in an appropriate manner to create and maintain a foam blanket for extinguishing the fire and preventing re-ignition. Your team must maintain a foam stream for protection and continue facing the hazard while retreating to a safe haven.

This is not a timed event. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*).

P-Pass / F-Fail

1st Attempt 2nd attempt

- | | | |
|-------|-------|---|
| _____ | _____ | 1. <i>Confirmed order to extinguish ignitable liquid fire.</i> |
| _____ | _____ | 2. Properly donned personal protective clothing and SCBA. |
| _____ | _____ | 3. Selected proper type of foam concentrate for fuel. |
| _____ | _____ | 4. Prepared foam concentrate supply for use. |
| _____ | _____ | 5. Assembled foam stream components. |
| _____ | _____ | 6. Safely approached the fire as a member of a team. |
| _____ | _____ | 7. Applied foam stream to surface using appropriate application technique. |
| _____ | _____ | 8. <i>Extinguished fire.</i> |
| _____ | _____ | 9. <i>Maintained foam blanket, preventing re-ignition.</i> |
| _____ | _____ | 10. Team retreated while facing hazard until reaching a safe haven. |
| _____ | _____ | 11. <i>Notified Command upon exiting the hazardous area.</i> |

Candidate's Name: _____ **Station:** P _____ F _____
1st Attempt

P _____ F _____
2nd attempt

Evaluator's Signature: _____

Fire Fighter II Skills Assessment Skill Sheet #6

CONTROL A FLAMMABLE GAS CYLINDER FIRE

JPR: NFPA 1001-2013 edition, Section 6.3.3.

Reference: IFSTA, *Essentials of Fire Fighting* © 6th edition, 2013.
Skill SHEETS: 17-II-2 (p. 820).
Jones and Bartlett, *Fundamentals of Fire Fighter Skills* © 3rd Edition, 2013
Chapter 22 (p. 700-701)

Required Candidate Equipment: Full Personal Protective Clothing and SCBA.

Required Instructor Equipment: Two Fire Department Engines, Simulated Flammable Gas Cylinder, Two Hydrants for Water Supply, Two Attack Lines (1 line from each engine), and Two Back-up Lines (1 line from each engine).

Read To Candidate:

At this station, you will operate as a member of a team to control a flammable gas cylinder fire outside a structure. You will be given a simulated flammable gas cylinder fire. Although, a candidate will be designated as team leader, all team members will function under the supervision of assigned support personnel (*SEE NOTE BELOW*). **You must apply water using a technique appropriate for the given simulated flammable gas cylinder fire.** Each team member must constantly evaluate the cylinder's integrity, as well as changes in conditions. The team must approach and retreat while facing the cylinder and all team members must remain behind the protective fire streams. The designated team leader will be required to operate the simulated shut off valve. The fire must not be extinguished until the fuel has been shut off. Once the shut-off has been operated, the team will retreat to a safe distance under the protection of water application.

NOTE: *Because of the danger of controlling even simulated flammable gas cylinder fires, this test scenario must be conducted under the direct supervision of designated support personnel. Support personnel are responsible for supervising the assigned team leader and ALL Fire Fighter II candidate team members.*

This is not a timed event, but you should complete the assignment in a reasonable fireground time. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*).

P-Pass / F-Fail

1st Attempt 2nd attempt

- | | | |
|-------|-------|---|
| _____ | _____ | 1. <i>Confirmed order to attack flammable gas cylinder fire.</i> |
| _____ | _____ | 2. Properly donned personal protective clothing and SCBA. |
| _____ | _____ | 3. Advance was safe and effective. |
| _____ | _____ | 4. Water application was effective. |
| _____ | _____ | 5. Cylinder integrity & changing cylinder conditions were monitored. |
| _____ | _____ | 6. Operated control valve to stop fuel flow. |
| _____ | _____ | 7. Effective procedures implemented as conditions changed. |
| _____ | _____ | 8. <i>Flames were not intentionally extinguished by water application.</i> |
| _____ | _____ | 9. Retreat was safe and effective. |
| _____ | _____ | 10. <i>Notified Command upon retreating to safety.</i> |

Candidate's Name: _____ **Station:** P _____ F _____

P _____ F _____
1st Attempt 2nd attempt

Evaluator's Signature: _____

Fire Fighter II Skills Assessment

Skill Sheet #8

VEHICLE EXTRICATION

JPR: NFPA 1001-2013 edition, Section 6.4.1.

Reference: IFSTA, *Essentials of Fire Fighting* © 6th edition, 2013.
Skill SHEETS: 10-II-2 thru 10-II-11
Jones and Bartlett, *Fundamentals of Fire Fighter Skills* © 3rd Edition, 2013
Chapter 26 (p. 817-819, 821-834) Skill Drills 26-3 thru 26-10 (p. 818-834)

Required Candidate Equipment: Full Personal Protective Clothing, Eye Protection.

Required Instructor Equipment: Salvaged Automobile, Standard Complement of Powered Rescue Tools, Hand Tools, Cribbing Material, Rescue Manikin.

Read To Candidate:

At this station, you will be required to operate as a member of a team to extricate a victim entrapped in a simulated motor vehicle. You will be required to conduct a scene size up, establish safety barriers, assess the need for extrication, determine the condition of vehicle, identify hazards including supplemental restraint system, stabilize the vehicle, and perform necessary extrication so the entrapped victim can be safely removed from the vehicle (*NOTE: The victim WILL NOT be removed from the motor vehicle*). You need to verbalize your size up; your assessment of the need for extrication; your determination of vehicle condition; and your assessment of hazards. When performing the extrication, the entrapped victim must be appropriately protected to prevent further injury. Actions that would cause further injury to the victim will result in failure of this skill event.

I will identify the components of the vehicle required to be moved or removed, e.g., roof, doors, or dash.

This is not a timed event, but you should complete the assignment in a reasonable fireground time. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*).

Fire Fighter II Skills Assessment Skill Sheet #9

ASSIST RESCUE OPERATION TEAMS

JPR: NFPA 1001-2013 edition, Section 6.4.2.

Reference: IFSTA, *Essentials of Fire Fighting* © 6th edition, 2013.
Skill SHEETS: 10-II-2 thru 10-II-11
 Jones and Bartlett, *Fundamentals of Fire Fighter Skills* © 3rd Edition, 2013
 Chapter 9, 27 (p. 250, 847, 850)

Required Candidate Equipment: Full Personal Protective Clothing.

Required Instructor Equipment: Cache of Rescue Tools & Equipment; Barrier Tape, Cones, Signs.

Read To Candidate:

At this station, you will be required to assist a rescue operation team. I will serve as the rescue team’s leader. I will direct you to retrieve various types of rescue tools, establish hazard zone barriers to protect the public, and assist the rescue team with various tasks, commensurate with NFPA 1001, Fire Fighter II, level of training.

This is not a timed event, but you should complete the assignment in a reasonable fireground time. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and at least one of the non-critical steps (steps in *italics*).

P-Pass / F-Fail

1st Attempt 2nd attempt

- | | | |
|-------|-------|--|
| _____ | _____ | 1. <i>Confirmed order to assist rescue operation team.</i> |
| _____ | _____ | 2. Properly donned personal protective clothing and SCBA. |
| _____ | _____ | 3. Identified & retrieved correct tools and equipment as directed by rescue team. |
| _____ | _____ | 4. Established safety barriers to protect public. |
| _____ | _____ | 5. Assisted rescue team, as an assigned member, when assigned by rescue team. |
| _____ | _____ | 6. <i>Notified Command upon completing assignment.</i> |

Candidate’s Name: _____ **Station:** P _____ F _____
1st Attempt

P _____ F _____
2nd attempt

Evaluator’s Signature: _____

Fire Fighter II Skills Assessment

Skill Sheet #11

PRESENT FIRE SAFETY INFORMATION TO STATION VISITORS OR SMALL GROUPS

JPR: NFPA 1001-203 edition, Section 6.5.2.

Reference: IFSTA, *Essentials of Fire Fighting* © 6th edition, 2013.
Skill SHEETS: 21-II-2, 21-II-3.
 Jones and Bartlett, *Fundamentals of Fire Fighter Skills* © 3rd Edition, 2013
 Chapter 36 (p. 1027-1028)

Required Candidate Equipment: Station Uniform.

Required Instructor Equipment: Lesson outline, media equipment, and instructional material.

Read To Candidate:

At this station, you will present a fire safety information program, given a lesson outline, media equipment, and instructional materials. You are required to present the assigned topic according to the lesson outline in a manner appropriate for the audience.

This is not a timed event, but you should complete the assignment in a reasonable time. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*).

P-Pass / F-Fail

1st Attempt 2nd attempt

- | | | |
|-------|-------|--|
| _____ | _____ | 1. <i>Determined audience and lesson topic to be taught.</i> |
| _____ | _____ | 2. <i>Determined location, date, and time for presentation.</i> |
| _____ | _____ | 3. <i>Properly prepared to deliver presentation.</i> |
| _____ | _____ | 4. Introduced self and topic. |
| _____ | _____ | 5. Followed prepared lesson outline. |
| _____ | _____ | 6. <i>Familiar with equipment and material used to present topic.</i> |
| _____ | _____ | 7. <i>Returned equipment, material, and lesson outline after presentation.</i> |
| _____ | _____ | 8. Recorded information according to policy. |

Candidate's Name: _____ **Station:** P _____ F _____
1st Attempt

P _____ F _____
2nd attempt

Evaluator's Signature: _____

Fire Fighter II Skills Assessment Skill Sheet #12

PREPARE A PRE-INCIDENT SURVEY

JPR: NFPA 1001-2013 edition, Section 6.5.3.

Reference: IFSTA, *Essentials of Fire Fighting* © 6th edition, 2013.
Skill SHEETS: 21-II-4.
 Jones and Bartlett, *Fundamentals of Fire Fighter Skills* © 3rd Edition, 2013
 Chapters 23, 37 (p. 711-713, 718-720, 1034-1064)

Required Candidate Equipment: Station Uniform.

Required Instructor Equipment: Pre-incident Survey Forms, Sketch Pad, Building to Survey, Surveyor's Wheel.

Read To Candidate:

At this station, you must conduct a pre-incident survey, given pre-incident survey forms, a sketch pad, building to survey, and surveyor's wheel. After conducting the pre-incident survey, you must prepare the pre-incident survey forms provided. I will serve as the building owner/occupant.

This is not a timed event, but you should complete the assignment in a reasonable time. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*).

P-Pass / F-Fail

- | 1 st Attempt | 2 nd attempt | |
|-------------------------|-------------------------|--|
| _____ | _____ | 1. Gained permission to conduct survey. |
| _____ | _____ | 2. <i>Explained purpose of survey.</i> |
| _____ | _____ | 3. Sketched outside of building. |
| _____ | _____ | 4. Recorded outside observations. |
| _____ | _____ | 5. Sketched inside of building. |
| _____ | _____ | 6. Recorded inside observations. |
| _____ | _____ | 7. Recognized components of fire suppression and detection systems. |
| _____ | _____ | 8. <i>Recognized building construction features.</i> |
| _____ | _____ | 9. Recognized special features. |
| _____ | _____ | 10. Detected potential hazards. |
| _____ | _____ | 11. Identified special considerations. |
| _____ | _____ | 12. <i>Discussed results of survey with owner/manager.</i> |
| _____ | _____ | 13. Completed pre-incident plan form. |

Candidate's Name: _____ **Station:** P _____ F _____
1st Attempt 2nd attempt

Evaluator's Signature: _____

Fire Fighter II Skills Assessment Skill Sheet #13

MAINTAIN POWER PLANTS, POWER TOOLS, AND LIGHTING EQUIPMENT

JPR: NFPA 1001-2013 edition, Section 6.5.4.

Reference: IFSTA, *Essentials of Fire Fighting* © 6th edition, 2013.
Skill SHEETS: Not Available
Jones and Bartlett, *Fundamentals of Fire Fighter Skills* © 3rd Edition, 2013
Chapters 9, 19 (p.252-253, 615)

Required Candidate Equipment: Station Uniform and Safety Glasses.

Required Instructor Equipment: Power Plant, Lighting Equipment, Power Cords, Power Tools (e.g., chainsaw, circular saw, reciprocating saw, and extrication power unit), Maintenance Hand Tools, Appropriate Manufacturer’s Equipment Instruction Manuals.

Read To Candidate:

At this station, you will be required to perform “operator-level” maintenance and repair on power plants, power tools, and lighting equipment per the manufacturer’s guidelines. You must ensure the power plant, power tool, and lighting equipment is clean and functional and any operator-level corrective actions required are completed. Any power plant, power tool, or lighting equipment requiring more than operator-level corrective action should be removed from service and marked/tagged. In operable equipment should be reported to the appropriate person.

This is not a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**).

P-Pass / F-Fail

1st Attempt 2nd attempt

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Selected appropriate hand tools required to perform maintenance and equipment check. |
| _____ | _____ | 2. Followed manufacturer’s guidelines. |
| _____ | _____ | 3. <i>Operator-level corrective actions taken to repair equipment. (if required)</i> |
| _____ | _____ | 4. Operated power plants, power tools, & lighting equipment following maintenance and check. |
| _____ | _____ | 5. Completed recording and reporting requirements. |

Candidate’s Name: _____ **Station:** P _____ F _____
1st Attempt

P _____ F _____
2nd attempt

Evaluator’s Signature: _____

Fire Fighter II Skills Assessment Skill Sheet #14

PERFORM ANNUAL SERVICE TEST ON FIRE HOSE

JPR: NFPA 1001-2013 edition, Section 6.5.5.

Reference: IFSTA, *Essentials of Fire Fighting* © 6th edition, 2013.
Skill SHEETS: 15-II-2.
 Jones and Bartlett, *Fundamentals of Fire Fighter Skills* © 3rd Edition, 2013
 Chapter 16 (p. 513-514) Skill Drill 16-13, 6-14 (p. 513-514)

Required Candidate Equipment: Full Personal Protective Clothing (during hot weather, bunker pants, helmet and gloves are appropriate).

Required Instructor Equipment: Fire Department Pumper or Hose Testing Machine, Fire Department Hose, Spanner Wrenches, Marking Device, Watch, Water Source, Appropriate Valves and Appliances for Conducting Hose Test.

Read To Candidate:

At this station, you will be required to perform an annual service test on fire hose, given a fire department pumper or hose testing machine, fire hose to be tested, fire hose testing equipment, and hose record forms.

This is not a timed event, but you should complete the assignment as expeditiously as possible. To pass this station, you must successfully complete 100% of the critical steps (steps in **BOLD**) and a majority of the non-critical steps (steps in *italics*).

P-Pass / F-Fail

1st Attempt 2nd attempt

- | | | |
|--|--|--|
| | | 1. Visually inspected hose for possible damage prior to conducting test. |
| | | 2. Checked couplings for damage, function, & gaskets. |
| | | 3. Marked hose at couplings to identify potential coupling slippage. |
| | | 4. Operated hose testing equipment to charge fire hose. |
| | | 5. After fire hose is filled with water; bled off air and tightened leaking couplings. |
| | | 6. Operated hose testing equipment to conduct service test. |
| | | NOTE: Service test pressures used during this skill event are based on the recommendations found in NFPA 1962. Fire hose that is not clearly marked with the date of manufacture and/or the required service test pressure WILL BE TESTED based on service test pressures identified in NFPA 1962 for fire hose manufactured prior to July 1987. |
| | | 7. <i>While hose line is charged, walked the entire length from a safe distance and position checking for obvious leaks.</i> |
| | | 8. <i>After pressure is eliminated from hose, walked entire length checking for signs of leaks and coupling slippage.</i> |
| | | 9. <i>Hose that failed the service test was removed from service.</i> |
| | | 10. Recorded results on hose record form and filed records according to policy. |

Candidate's Name: _____ **Station:** P _____ F _____
1st Attempt 2nd attempt

Evaluator's Signature: _____

APPENDIX A
FIREFIGHTER TRAINING RECORD

FIREFIGHTER TRAINING RECORD: FFII 2013 Standard

NAME: _____ LAST 4 of SSN: _____ DEPARTMENT: _____

SECTION	TRAINING RECORD			IN-HOUSE COMP. EXAM			MANIPULATIVE SKILL - DEMONSTRATE	CORRESPONDING SKILL SHEET
	DATE	INST	HRS	DATE	INST	P/F		
General							Demonstrate procedures for assuming and transferring command at an emergency scene using the ICS system.	1
Communications							Complete an "Incident Report".	2
							Communicate the need for assistance	3
Fire Ground Operations							Demonstrate procedures ext. combustible liquids fire.	4
							Coordinate an interior attack during a structure fire.	5
							Control fire involving gas cylinder-with master stream.	6
							Control fire involving gas cylinder-Fire Attack.	6
							Protect evidence of fire cause and origin.	7
Rescue Operations							Demonstrate evolution of displacing "Vehicle Glass" to include windshield.	8
							Demonstrate the evolution of displacing a "Vehicle Roof".	8
							Demonstrate the evolution of displacing a "Vehicle Door".	8
							Demonstrate the evolution of displacing "Steering Wheel/Steering Column"	8
							Demonstrate evolution of displacing a "Vehicle Dashboard".	8
							Assist rescue operations teams	9

FIREFIGHTER TRAINING RECORD: FFII 2013 Standard

SECTION	TRAINING RECORD			IN-HOUSE COMP. EXAM			MANIPULATIVE SKILL - DEMONSTRATE	CORRESPONDING SKILL SHEET
	DATE	INST	HRS	DATE	INST	P/F		
Prevention, Preparedness, Maintenance							Demonstrate inspection procedures for a private dwelling.	10
							Present a fire safety information program	11
							Prepare a pre-incident survey.	12
							Demonstrate the service and maintenance of power plants and lighting equipment.	13
							Demonstrate annual service test for fire hose.	14

APPENDIX B
IN-HOUSE PROCTOR
INSTRUCTIONS AND REQUEST
FOR CERTIFICATION FORMS

Tester Instructions for “In-House” Comprehensive Examination

As the training officers for your department you are authorized by NDFA to conduct the 100% skills test for this level of certification. You must be certified to the level you are testing, i.e., if you’re FF2 you can test FF1 and FF2, Awareness and HM Operations.

***PRIOR TO CONDUCTING TEST, REVIEW TRAINING RECORDS**

It is important that before doing this “In-House” exam that the candidate has completed training in all areas for the level being tested.

***SAFETY OFFICER SELECTED AND BRIEFED**

Select a Safety Officer to assist you during the test. This person, if possible, should not be taking the same test that is being given. The Safety Officer will not assist with the testing process. The Safety Officer is there to protect the CANDIDATES from injury during the testing process. The Safety Officer shall be in a position to observe all students and ensure their safety at all times during the testing procedure. By using the following instructions you will be able to evaluate the skill being tested and determine the candidate’s readiness for the State “Spot Check” exam.

1. Keep in mind this is a test and there should be no coaching or training during the testing process. If a candidate fails to perform a skill, it will count as a first attempt failure and they will be given a second attempt. If they fail a second time they need to be retrained on that skill and tested again. Only qualified candidates that have passed with 100% should be allowed to take the State SPOT CHECK exam. Before beginning the testing process meet with all candidates and review the testing process. Explain that this is a test and that the same process being used for the “In-House” will be used during the state exam.
2. Designate a secure location for the candidates to remain in while the “In-House” exam is conducted. This location should be away from the area where the exam is being conducted.
3. If possible, separate your testing stations so candidates cannot observe each other during the test.
4. To evaluate a candidate’s performance, use the following as a guide.
 - a. the skill is completed in the allotted time,
 - b. competence is shown by completing all performance criteria,
 - c. safety is shown while completing the skill.

At each test station the tester will read the SKILL to be demonstrated, the CONDITIONS to be met and the TIME limit to complete each skill. This information is contained in the skill section of each standards packet. Do this with each student as they come to each testing station. Ask for any questions. As each skill is tested and completed sign it off in the section provided on the candidates training record. By conducting the “In-House” test in this manner, you will prepare your candidates to successfully pass the state “spot check” exam. This will also assure training records are current and that only those who are truly prepared take the state certification examination.

North Dakota Firefighter's Association

EXAMINATION REQUEST / CERTIFICATION REQUEST FORM

Please complete all information on BOTH sides of this form and return to the NDFA at least 30 days prior to the requested examination date. A separate request MUST be made for each level of certification exam desired and for each exam date. Phone Number: 701-222-2799. FAX: 701-222-2899.

Examination Request for Written / Skills – Circle the appropriate level

WRITTEN Examination: Firefighter I Firefighter II HMA HMO Curriculum Used: _____

MANIPULATIVE Examination: Firefighter I Firefighter II HMO

Number Taking Written Examination: _____ Number Taking Manipulative exam: _____

Department Name: _____ Department Address: _____

Contact Phone Number: _____

Requested Date and Time: _____

Examination Location: _____

By the signature below we acknowledge that training records exist to support that each individual who will attend the exam has received a learning experience in each subject area required for testing and has met all other requirements for the level being examined for as specified in the Certification Policy and Procedures. Department requesting the above exam, will have appropriate space and safe accommodations and equipment for all written and manipulative skills.

Fire Chief/Head of Department (Signature) Training Officer (Signature)

Fire Chief/Head of Department (typed/printed) Training Officer (type/printed)

Certification Request

The following department or agency requests that the North Dakota Firefighters Association certify the individuals listed on reverse side of this form. NOTE: The original Training Record of the individuals must be sent with this form - if the Training Record has not been presented to the NDFA during a Spot Check Skills testing event. Please keep a copy of the Training Record for your files.

By my signature below, I attest that the individuals listed on the reverse side of this form have completed all requirements for certification as defined in the North Dakota Firefighters Association Certification Policy and Procedures Manual.

Fire Chief/Head of Department (Signature) Fire Chief/Head of Department (typed/Printed)

Department Name: _____ Date: _____

Department Mailing Address Daytime Phone Number Second contact number

Type or print names of participants who will be taking the examination.

	Candidates Printed Name	Last Four of SSN	Certification Requested <small>Circle One</small>	
1.		XXX-XX-_____	Legacy	Pro Board
2.		XXX-XX-_____	Legacy	Pro Board
3.		XXX-XX-_____	Legacy	Pro Board
4.		XXX-XX-_____	Legacy	Pro Board
5.		XXX-XX-_____	Legacy	Pro Board
6.		XXX-XX-_____	Legacy	Pro Board
7.		XXX-XX-_____	Legacy	Pro Board
8.		XXX-XX-_____	Legacy	Pro Board
9.		XXX-XX-_____	Legacy	Pro Board
10.		XXX-XX-_____	Legacy	Pro Board
11.		XXX-XX-_____	Legacy	Pro Board
12.		XXX-XX-_____	Legacy	Pro Board
13.		XXX-XX-_____	Legacy	Pro Board
14.		XXX-XX-_____	Legacy	Pro Board
15.		XXX-XX-_____	Legacy	Pro Board
16.		XXX-XX-_____	Legacy	Pro Board
17.		XXX-XX-_____	Legacy	Pro Board
18.		XXX-XX-_____	Legacy	Pro Board
19.		XXX-XX-_____	Legacy	Pro Board
20.		XXX-XX-_____	Legacy	Pro Board
21.		XXX-XX-_____	Legacy	Pro Board
22.		XXX-XX-_____	Legacy	Pro Board
23.		XXX-XX-_____	Legacy	Pro Board
24.		XXX-XX-_____	Legacy	Pro Board

Send Request form to:

North Dakota Firefighter's Association
 PO Box 6127; 6909 Aurora Loop Bismarck, ND 58506
 FAX: (701) 222-2899