

**FIRE OFFICER I  
JOB PERFORMANCE REQUIREMENT  
SKILLS EVALUATION PACKET**



**NFPA 1021**

**2014 Standard**

**Nova Scotia Fire Service Professional Qualifications NSFSPQB  
C/O Office of the Fire Marshal  
PO Box 697  
Halifax, Nova Scotia  
B3J 2T8**

**Revised  
February 6, 2017**

February 6, 2017

Nova Scotia Fire Service Professional Qualifications NSFSPQB Fire Officer I Candidate:  
At this level of certification the candidates are in a position of responsibility and accountability. It is the level of certification when the individual is no longer taking the orders, but are now giving the orders. They are now counseling people within their department. They are now being held responsible to answer the questions that the public may have on the department's policies and procedures. They now have to develop and implement policies.

The expectations of these individuals are to have typed documents that are addressing the issues packaged in a three-ring binder or bound in some aspect. We do not expect to see tobacco or coffee stained documents submitted to our office, but documents that the potential Fire Officer I can take pride in submitting.

Attached you will find a checklist of the **minimum** supporting documentation that we expect to see accompanying a Fire Officer I Skill Packet. Please note that depending on the scenario that the candidate chooses to submit, the JPR, may require additional supporting documentation beyond that outlined on the checklist. By no means are the items on this checklist all-inclusive. A candidate may go above and beyond the checklist. (As some of the candidates have done in the past.)

It is important for each of you to understand that just because your department head or designee for your department signs off on the skills sheets does not mean that it is an automatic approval from the Division.

If you have any questions you are welcome to contact the NSFSPQB and we will be glad to talk to you about the Fire Officer I Skill Packet process. This is our attempt to outline our expectations of what we are looking for when your packets are reviewed. Please make sure you eliminate all information in compliance with the Privacy Act and FOIPOP guidelines. This packet may be reviewed outside of the NSFSPQB. Once this packet has been submitted to the NSFSPQB, it becomes the property of the NSFSPQB and will NOT be returned. Please make sure you keep a copy for your records.

Thank you,

# Fire Officer I Skills Packet Requirements

The following documents should be enclosed in your packet:

Copy of First Aid and CPR-C Certificate (or higher i.e. MFR)

Copy of Firefighter II certificate

Copy of Fire Instructor I certificate

Test Instructions Sheet

Completed JPR Sign-Off Sheet page 3 signed by Department Head and candidate

With JPR 1:

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Backup Documents:
  - Incident Report
  - Completed forms
  - 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.
  - Post-Incident Analysis

With JPR 2:

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Copy of Written Plan
- Any Forms, Reports, Estimates, Outlines, etc. for this variable JPR
- The Performance Outcome may be modified to use other non-emergency activities

With JPR 3:

- 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.
- Completed Class Rosters
- Lesson Plans and/or Presentation Materials

With JPR 4:

- 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)

With JPR 5:

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Any follow-up Memos/communications with superiors
- 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.
- Any forms needed to complete actions (i.e. complaint forms, tracking forms, correspondence forms)
- Any follow-up communications with public

With JPR 6:

- 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.

- Communications/Memos with superiors
- Communications/Correspondence with citizen
- Any forms needed to complete actions (i.e. complaint forms, tracking forms, correspondence forms)

With JPR 7:

- 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.
- Written communications (if applicable)

With JPR 8:

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Current SOP/SOG on initiating changes to other SOP/SOG (if applicable)
- Must have copy of new SOP/SOG
- Meeting schedule and/or roster (if applicable)
- Meeting outline (if applicable)

With JPR 9:

- 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.
- Written communications

With JPR 10:

- 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.
- Witness statements
- Any forms completed to initiate response from Investigator

With JPR 11:

- 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.
- Attach a copy of the pre-incident plan.

With JPR 12:

- 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.
- Completed action plan and forms
- Incident Reports
- Drawings/pictures (if applicable)

With JPR 13:

- 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.
- All completed required Reports/Forms
- Witness statements
- Drawings/pictures of scene (if applicable)

Nova Scotia Fire Service Professional Qualifications NSFSPQB  
Fire Officer I Test

Candidate's Name:

Candidate's Address:

Home Phone:

Work Phone:

Name of Fire Service Organization of which you are a member:

Address of Fire Service Organization

Name of Chief of the Fire Service Organization:

Daytime phone number for your Chief:

**TEST INSTRUCTIONS (PLEASE READ CAREFULLY!)**

A Fire Officer I Candidate has one year to successfully complete the written examination after submitting the "NSFSPQB Application and Request for Examination" form and the completed Fire Officer I Job Performance Requirement Skills Evaluation Packet (Skills Packet).

The department head or designee must sign and date each of the JPR skill sheets once the Candidate has performed and passed the skill. The Candidate must have 100% of the JPR skill sheets signed.

Only when all JPR skill sheets have been signed, may the department head sign the JPR Sign-off sheet.

The Skills Packet, NSFSPQB *Application and Request for Examination* form and the fee is submitted to the NSFSPQB for approval and the Candidate is ready to take the written examination.

## **CERTIFICATION REQUIREMENTS FOR THE FIRE OFFICER I**

### **PURPOSE AND VISION FOR THE FIRE OFFICER I**

The skill level Fire Officer I as determined by the NSFSPQB is focused on the Firefighter who is or wants to be certified as Fire Officer I.

It is with this purpose that the Fire Officer I established within this standard. This is the minimum level established by NSFSPQB and based on NFPA 1021, 2009 edition.

In order to certify in the NSFSPQB Fire Officer I program, firefighters must fulfill the following requirements:

1. Submit a completed *Application and Request for Examination* form.
2. Submit the completed Skills Packet. (Must be submitted prior to receiving the written examination.)

**In order for the Skills Packet to be considered complete it must have all supporting documentation such as letters, polices, training documentation, etc., when it is submitted to the Division for review.**

3. IFSAC certified at the Firefighter II level.
4. IFSAC certified at the Hazardous Materials Operations level.
5. IFSAC certified at the Fire Instructor I level.
6. Submit a current copy First Aid and CPR-C certificate and/or MFR certificate.
7. Achieve a score of seventy percent (70%) or above on the written examination.

### **APPROVED TRAINING COURSES**

The written and practical skill examination is based on the 2009 edition of NFPA 1021.

### **PROCESS FOR RECEIVING FIRE OFFICER I CERTIFICATION**

Participants in the NSFSPQB Fire Officer I program must successfully complete the Fire Officer I requirements. Documentation is required to provide proof that all requirements and skills are met, as outlined by the NFPA 2009 edition of NFPA 1021 adopted by the NSFSPQB.

## **WRITTEN EXAMINATION FOR FIRE OFFICER I**

The written examination is randomly generated 100-question test covering the Fire Officer I standard. The examination questions are referenced from the following list of books.

### **REFERENCE LIST FOR THE FIRE OFFICER I TEST BANK**

1. NFPA, Standard for Fire Officer Professional Qualifications, NFPA 1021,2009
2. IFSTA, Fire Department Company Officer 4th Edition

### **SAMPLE WRITTEN EXAMINATION QUESTIONS:**

- 1) A fire suppression group is typically composed of engine and truck companies. This is based on the organizational principle of:
  - a) Chain of command.
  - b) Division of labor
  - c) Paramilitary organization
  - d) Scalar structure.
  
- 2) Which of the following is a key dimension of an effective leader?
  - a) Structure competitive relationships
  - b) Bases influence primarily on the ability to reward or punish a firefighter**
  - c) Stimulates and promotes goal-oriented thinking and behavior
  - d) Simulates and promotes goal-oriented thinking and habits.

### **SAFETY ON THE FIRE/TRAINING GROUNDS**

Nova Scotia OH&S Act and NFPA 1500, 1403, 1404, 1410, 1451, and 1470 all address safety and safety on the training grounds. The NSFSPQB wants each and every department head to know that they are responsible for the safety of the candidates. Copies of these practical skill sheets are attached.



## **PRACTICAL SKILLS TESTING FOR FIRE OFFICER I**

The practical skills test for Fire Officer I is based on the 2009 edition of the NFPA 1021. One hundred percent of the practical skills for Fire Officer I must be completed during the course. All skills sheets must be completed and the skill sheets signed by the department head. Copies of these practical sheets are attached.

## **FIRE OFFICER I CERTIFICATION**

When all requirements for certification have been met, applicants are eligible to be certified. The NSFSPQB may then certify the candidate for Fire Officer I.

## **PRIVACY ACT STATEMENT**

Information Regarding Disclosure of Personal Information

The principal purpose of the information requested on the **Application and Request for Examination** form will be used for processing applications and maintaining records of participation in certification and training programs administered by the NSFSPQB. Information such as age and sex are used for statistical purposes only, and will not be considered in evaluating applications for training or certification.

The Student number (SN) is used as an identifier to match the person completing training or certification with the correct master record in order to better assist you in obtaining certifications and training records. The use of the Student number is necessary because of the large number of individuals who have identical names and birth dates, and whose identities can only be distinguished by the Student number.

The home address and telephone number are solicited as a means to better serve you in the future. At the present time, the NSFSPQB does not have the means to communicate directly with participants in the training and certification programs. Disclosure of this information will permit the NSFSPQB to mail training notices and newsletters directly to program participants.

Personal information provided on this form is given on a voluntary basis. Failure to provide the requested information, however, may result in a delay in processing applications or certifications and locating master records. Failure to provide home address and telephone number will preclude the NSFSPQB from contacting you directly on training and certifications matters.

## **RELEASE OF STUDENT INFORMATION**

By signing the application for examination and/or the examination answer sheet, the applicant authorizes the NSFSPQB to release test results to the applicant's department head or designee.

## **SCORING OF TEST AND RETEST PROCEDURE**

All tests are computer scanned for grading, making them impartial for scoring.

Each written question counts for one point on the written examination. The answer sheet will be computer scanned and any questions with more than one answer marked will be counted as wrong answer and deducted.

The final score is determined by deducting the number of incorrect and blank answers from the total number of questions on the examination. All knowledge examinations administered by the NSFSPQB shall require a seventy percent (70%) minimum passing score.

Applicants who receive less than a passing score on the written examinations will be required to retake the entire examination. A minimum thirty (30) day waiting period is required between examination attempts.

After the third unsuccessful examination, all applicants must wait for ninety (90) days, and then start the process over. It is recommended that the applicant attend another training course for the level of certification they are trying to obtain during the ninety (90) day period.



# FIRE OFFICER I

## NFPA 1021, 2014 Edition

**4.2 Human Resource Management**  
**4.2.1 and 4.6.3 Human Resource Management**  
**4.4.5 Administration**  
**Standard Area: Human Resource Management**

**JPR# FOI –1**  
 Revised 2/06/2017

**Candidate:** \_\_\_\_\_ **SN#:** \_\_\_\_\_ **Date:** \_\_\_\_\_

STANDARD: 4.2.1 NFPA 1021, 2014 Edition	<b>Task:</b> 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.
STANDARD: 4.4.5 NFPA 1021, 2014 Edition	<b>Task:</b> 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.
STANDARD: 4.6.3 NFPA 1021, 2014 Edition	<b>Task:</b> 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.

**Conditions:** The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.

**Equipment Required:** Firefighting equipment necessary to complete evolutions.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Assign tasks or responsibilities to unit-members at an emergency.				
2.	Condense instructions in an understandable way.				
3.	Give instructions that are complete, clear, and concise.				
4.	Confirm understanding of instructions.				
5.	Convey desired outcomes.				
6.	Efficiently utilize personnel and equipment available to the company.				
7.	Conduct incident response report using proper policies, forms & procedures.				
8.	Conduct a post-incident analysis using proper policies, forms, & procedures.				

**Supervisor/Evaluator/Comments:**

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Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



# FIRE OFFICER I

## NFPA 1021, 2014 Edition

**4.2 Human Resource Management**  
**4.2.2 and 4.2.6 Human Resource Management**  
**Standard Area: Human Resource Management**

**JPR# FOI -2**  
 Revised 2/06/2017

**Candidate:** \_\_\_\_\_ **SN#** \_\_\_\_\_ **Date** \_\_\_\_\_

Standard: 4.2.2 NFPA 1021, 2014 Edition	<b>Task:</b> 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.
Standard: 4.2.6 NFPA 1021, 2014 Edition	<b>Task:</b> 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 assignments.

**Performance Outcome:** The Candidate will assume the role of company officer supervising other firefighters at a station. The candidate will assign non-emergent job duties our 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.

**Conditions:** The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure

**Equipment Required:** Paper, Pen/pencil, computer if applicable.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Establish reliable method of alerting company for emergency runs.				
2.	Provide appropriate safety equipment to each member based on task.				
3.	Give instructions that are clear, concise, and precise.				
4.	Efficiently utilize personnel and equipment available to the company.				
5.	Provide for adequate supervision of each member.				
6.	Create a plan that fully accomplishes the assignment.				

**Supervisor/Evaluator/Comments:**

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Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date

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# FIRE OFFICER I

## NFPA 1021, 2014 Edition

### 4.2 Human Resource Management

**JPR# FOI –3**

### 4.2.3 Human Resource Management

Revised 2/06/2017

### Standard Area: Human Resource Management

**Candidate:**

**SN#**

**Date**

Standard: 4.2.3 NFPA 1021, 2014 Edition	<b>Task:</b> 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.				
<b>Performance Outcome:</b> The Candidate will assume the role of company officer conducting a training evolution for those under his 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.					
<b>Equipment Required:</b> Company members, training equipment necessary to complete the assigned evolution. Policies and procedures.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Provide written or verbal instructions to the company members.				
2.	Conduct the evolution in a safe and efficient manner.				
3.	Ensure compliance with applicable policies and procedures.				
4.	Maximize learning by anticipating needs or problems.				
5.	Address improper methods or mistakes made by company members.				
6.	Successfully complete the training evolution.				

**Supervisor/Evaluator/Comments:**

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Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



# FIRE OFFICER I

## NFPA 1021, 2014 Edition

**4.2 Human Resource Management**  
**4.2.4 and 4.2.5 Human Resource Management**  
**Standard Area: Human Resource Management**

**JPR# FOI -4**  
 Revised 2/06/2017

**Candidate:** \_\_\_\_\_ **SN#** \_\_\_\_\_ **Date** \_\_\_\_\_

Standard: 4.2.4 NFPA 1021, 2014 Edition	<b>TASK:</b> 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
Standard: 4.2.5 NFPA 1021, 2014 Edition	<b>Task:</b> 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 privately at the beginning of a shift. The subordinate reports feeling depressed and having difficulty dealing with a recent traumatic on-duty incident. The subordinate is not sure they will be able to perform at full effectiveness due to these problems. 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.

**Conditions:** The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.

**Equipment Required:** Subordinate member and supervisor of the company officer. Policies and procedures. Paper, pen/pencil, computer if applicable

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Ensure the privacy of conversation between Officer and subordinate.				
2.	Understand and apply knowledge of post-critical incident stress, and/or other stress-related situations.				
3.	Demonstrate a caring, mature, and responsible attitude.				
4.	Adhere to applicable policies and procedures.				
5.	Provide verbal notification to Officer's supervisor as soon as possible.				
6.	Provide a good faith written recommendation for further action.				

**Supervisor/Evaluator/Comments:**

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Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



# FIRE OFFICER I

## NFPA 1021, 2014 Edition

### 4.3 Community and Government Relations

**JPR# FOI -5**

#### 4.3.1 Community and Government Relations

Revised 2/06/2017

#### Standard Area: Community and Government Relations

**Candidate:**

**SN#**

**Date**

<b>Standard:</b> 4.3.1 NFPA 1021, 2014 Edition	<b>TASK:</b> Initiate action on a community need, given policies and procedures, so that the need is addressed.				
<b>Performance Outcome:</b> Candidate will appropriately respond to a routine request from a citizen of the community, (e.g. safety talks, safety drill, car seat inspections, neighbourhood 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.					
<b>Conditions:</b> The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion					
<b>Equipment Required:</b>					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Demonstrate understanding/compliance with policies and procedures.				
2.	Respond to the community need accurately and in a timely fashion.				
3.	Demonstrate the ability to coordinate and schedule a community need.				
4.	Provide or deliver resources to meet the requested community need.				

**Supervisor/Evaluator/Comments:**

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Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



# FIRE OFFICER I

## NFPA 1021, 2014 Edition

### 4.3 Community and Government Relations

**JPR# FOI -6**

#### 4.3.2 Community and Government Relations

Revised 2/06/2017

#### Standard Area: Community and Government Relations

**Candidate:**

**SN#**

**Date**

Standard: 4.3.2 NFPA 1021, 2014 Edition	<b>TASK:</b> 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.				
<b>Performance Outcome:</b> 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 neighbourhood, 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.					
<b>Conditions:</b> The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.					
<b>Equipment Required:</b> Citizen and policies and procedures.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Give serious and immediate attention to the Citizen's complaint.				
2.	Assure Citizen that action will be taken to alleviate his concern.				
3.	Behave in a respectful, professional, and courteous manner.				
4.	Allow the Citizen time to adequately communicate his concern.				
5.	Initiate proper action as required by policy.				
6.	Make notification of complaint to the proper individual, if applicable.				

**Supervisor/Evaluator/Comments:**

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Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



# FIRE OFFICER I

## NFPA 1021, 2014 Edition

### 4.3 Community and Government Relations

**JPR# FOI -7**

#### 4.3.3 Community and Government Relations

Revised 02/06/2017

#### Standard Area: Community and Government Relations

**Candidate:**

**SN#**

**Date**

Standard: 4.3.3 NFPA 1021, 2014 Edition	<b>TASK:</b> 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.				
<b>Performance Outcome:</b> Candidate will assume the role of a Fire Department 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.					
<b>Conditions:</b> The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.					
<b>Equipment Required:</b>					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Demonstrate understanding/compliance with policies and procedures				
2.	Answer the public inquiry accurately.				
3.	Project a professional and courteous demeanour.				
4.	Demonstrate ability to effectively communicate verbally.				
5.	Demonstrate effective written communication, if applicable.				
6.	Respond to the public inquiry in a timely fashion.				

**Supervisor/Evaluator/Comments:**

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Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date





# FIRE OFFICER I

## NFPA 1021, 2014 Edition

**4.4 Administration**  
**4.4.1 and 4.4.2 Administration**  
**Standard Area: Administration**

**JPR# FOI -8**  
 Revised 02/06/2017

**Candidate:** \_\_\_\_\_ **SN#** \_\_\_\_\_ **Date** \_\_\_\_\_

Standard: 4.4.1 NFPA 1021, 2014 Edition	<b>TASK:</b> 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.
Standard: 4.4.2 NFPA 1021, 2014 Edition	<b>TASK:</b> 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 existing policy or create new policy that needs to be established. Following the approval of such policy, the candidate will provide this policy as new information and provide an implementation to the company training 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.

**Conditions:** The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.

**Equipment Required:** Company members. Policy covering written reports of any type. Forms or reports required by the policy. Pen/pencil, computer if applicable.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Show understanding and personal compliance with New Policy.				
2.	Describe New Policy in a manner understandable to the members.				
3.	Answer questions correctly with regard to the New Policy, if any.				
4.	Demonstrate how New Policy requires form/reports to be completed.				
5.	Adequately communicate information verbally and in writing.				
6.	Communicate why the New Policy is necessary.				

**Supervisor/Evaluator/Comments:**

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Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



# FIRE OFFICER I

## NFPA 1021, 2014 Edition

**4.4 Administration**

**JPR# FOI -9**

**4.4.3 Administration**

Revised 02/06/2017

**Standard Area: Administration**

**Candidate:**

**SN#**

**Date**

Standard: 4.4.3 NFPA 1021, 2014 Edition	<b>TASK:</b> Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.				
<b>Performance Outcome:</b> Candidate will create a budget request using the proper forms, procedures, and supporting data, then submit to the proper budget coordinator.					
<b>Conditions:</b> The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.					
<b>Equipment Required:</b> Specific facility. Pen/pencil, paper. Necessary budget forms or reports. Budget planning policy and procedures. Uniform or other credentials to ensure proper identification to business owners/occupants when obtaining supporting budget data. Computer, if applicable.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Obtain proper request forms and procedures.				
2.	Research revenue sources for budget.				
3.	Obtain supporting data to the budget request.				
4.	Develop and organize an outlined budget plan.				
5.	Produce completed plan using the appropriate forms and reports.				
6.	Submit complete budget packet to proper budget coordinator.				

**Supervisor/Evaluator/Comments:**

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Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



# FIRE OFFICER I

## NFPA 1021, 2014 Edition

### 4.4 Administration

**JPR# FOI -10**

#### 4.4.4 Administration

Revised 02/06/2017

#### Standard Area: Administration

**Candidate:**

**SN#**

**Date**

<b>STANDARD:</b> 4.4.4 NFPA 1021, 2014 Edition	<b>TASK:</b> 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.				
<b>Performance Outcome:</b> 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.					
<b>Conditions:</b> The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, charts and defined responsibilities etc., department policy or procedure.					
<b>Equipment Required:</b>					
<b>No.</b>	<b>Task Steps</b>	<b>First Test</b>		<b>Retest</b>	
		<b>Pass</b>	<b>Fail</b>	<b>Pass</b>	<b>Fail</b>
1.	Identify the structure of an organization.				
2.	Identify the functions of management.				
3.	Communicates in writing the mission of the organization.				
4.	Communicates in writing the defined responsibilities and duties of the organization.				
5.	Correct, reinforce or develop defined management components of an organization.				

**Supervisor/Evaluator/Comments:**

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Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



# FIRE OFFICER I

## NFPA 1021, 2009 Edition

### 4.5 Inspection and Investigation

**JPR# FOI –11**

#### 4.5.1 Inspection and investigation

Revised 02/06/2017

#### 4.5.2 Inspection and investigation

### Standard Area: Inspection and Investigation

**Candidate:**

**SN#**

**Date**

<p><b>STANDARD:</b> 4.5.1 NFPA 1021, 2014 Edition</p>	<p><b>TASK:</b> 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</p> <ol style="list-style-type: none"> <li>1 Assembly</li> <li>2 Educational</li> <li>3 Health</li> <li>4 Detention</li> <li>5 Residential</li> <li>6 Mercantile</li> <li>7 Business</li> <li>8 Industrial</li> <li>9 Storage</li> <li>10 Unusual structures</li> <li>11 Mixed Structures</li> </ol>
<p><b>STANDARD:</b> 4.5.2 NFPA 1021, 2014 Edition</p>	<p><b>TASK:</b> 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.</p> <ol style="list-style-type: none"> <li>1 Public assembly</li> <li>2 Educational</li> <li>3 Institutional</li> <li>4 Residential</li> <li>5 Business</li> <li>6 Industrial</li> <li>7 Manufacturing</li> <li>8 Storage</li> <li>9 Mercantile</li> <li>10 Special properties</li> </ol>
<p><b>Performance Outcome:</b> 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.</p>	
<p><b>Conditions:</b> The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>	
<p><b>Equipment Required:</b> Specific facility. Transportation to/from assigned facility. Pen/pencil, paper. Necessary inspection and pre-incident plan forms or reports. Inspection and pre-incident planning policy and procedures. Uniform or other credentials to ensure proper identification to business owners/occupants when obtaining inspection and pre-incident plan data. Computer, if applicable.</p>	

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Initiate initial contract with courtesy and professionalism.				
2.	Obtain cooperation by emphasizing the reasoning behind the inspection and pre-incident plan.				
3.	Exhibit professional appearance and demeanour for the site visit.				
4.	Include all elements of the fire inspection according to policy. Forms to include site specific hazards and hazardous materials.				
5.	Include all elements of the pre-incident plan according to policy, forms, drawings, etc.				
6.	Produce a completed fire inspection document using the appropriate forms and reports				
7.	Produce completed plan using the appropriate forms and reports.				
8.	Communicate effectively using both verbal and written methods.				

**Supervisor/Evaluator/Comments:**

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Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



# FIRE OFFICER I

## NFPA 1021, 2014 Edition

### 4.5 Inspection and Investigation

**JPR# FOI -12**

### 4.5.3 Inspection and investigation

Revised 02/06/2017

### Standard Area: Inspection and Investigation

**Candidate:**

**SN#**

**Date**

<b>STANDARD:</b> 4.5.3 NFPA 1021, 2014 Edition	<b>TASK:</b> 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.																												
<b>Performance Outcome:</b> Candidate will assume the role of Fire Department 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.																													
<b>Conditions:</b> The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.																													
<b>Equipment Required:</b> Real or simulated fire incident scene with materials necessary to create the proper environment. Rope or barrier tape. Applicable reports or witness statement forms. Persons to act as first-arriving members and others such as witnesses, occupants, or others with incident information.																													
<b>No.</b>	<b>Task Steps</b>																												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="padding: 5px;"><b>First Test</b></th> <th colspan="2" style="padding: 5px;"><b>Retest</b></th> </tr> <tr> <th style="padding: 5px;">Pass</th> <th style="padding: 5px;">Fail</th> <th style="padding: 5px;">Pass</th> <th style="padding: 5px;">Fail</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1.</td> <td style="padding: 5px;">Identifies the need for a fire investigation</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">2.</td> <td style="padding: 5px;">Adequately secure the fire scene to protect evidence.</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">3.</td> <td style="padding: 5px;">Establish a scene perimeter with which prohibits unauthorized entry.</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">4.</td> <td style="padding: 5px;">Identifies potential witnesses</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">5.</td> <td style="padding: 5px;">Establish need for investigator and use proper methods to request one.</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </tbody> </table>	<b>First Test</b>		<b>Retest</b>		Pass	Fail	Pass	Fail	1.	Identifies the need for a fire investigation			2.	Adequately secure the fire scene to protect evidence.			3.	Establish a scene perimeter with which prohibits unauthorized entry.			4.	Identifies potential witnesses			5.	Establish need for investigator and use proper methods to request one.		
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**Supervisor/Evaluator/Comments:**

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Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



# FIRE OFFICER I

## NFPA 1021, 2014 Edition

### 4.6 Emergency Service Delivery

**JPR# FOI -13**

#### 4.6.1 and 4.6.2 Emergency Service Delivery

Revised 02/06/2017

#### Standard Area: Emergency Service Delivery

**Candidate:**

**SN#**

**Date**

Standard: 4.6.1 NFPA 1021, 2014 Edition	<b>TASK:</b> 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.
Standard: 4.6.2 NFPA 1021, 2014 Edition	<b>TASK:</b> 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.
Standard: 4.6.3 NFPA 1021, 2014 Edition	<b>TASK:</b> 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

**Conditions:** The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.

**Equipment Required:** Emergency incident scenario including type of incident, size-up information, and assigned resources. Policies and procedures. Pen/pencil and paper. Necessary forms and reports. Personnel accountability system components. Computer, if applicable.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Develop and implement an effective initial action plan.				
2.	Analyze and use information gained in size-up.				
3.	Utilize resources in a reasonable, safe, and prudent manner.				
4.	Maintain supervision and accountability for personnel.				
5.	Communicate effectively using both verbal and written methods.				
6.	Implement and operate within the emergency management system.				
7.	Conduct a post-incident analysis using proper policies, forms and procedures				

**Supervisor/Evaluator/Comments:**

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Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



# FIRE OFFICER I

## NFPA 1021, 2014 Edition

**4.7 Health and Safety**  
**4.7.1 and 4.7.2 Health and Safety**  
**Standard Area: Health and Safety**

**JPR# FOI -14**

Revised 02/06/2017

**Candidate:** \_\_\_\_\_ **SN#** \_\_\_\_\_ **Date** \_\_\_\_\_

Standard: 4.7.1 NFPA 1021, 2014 Edition	<b>TASK:</b> 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.				
Standard: 4.7.2 NFPA 1021, 2014 Edition	<b>TASK:</b> 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.				
<b>Performance Outcome:</b> Candidate will assume the role of Fire Department 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 behaviours that may have contributed to the accident.					
<b>Conditions:</b> The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.					
<b>Equipment Required:</b> Safety and investigative policies and procedures. Persons to act as witnesses to the incident for the Candidate to interview. Applicable incident, investigation, and accident reports or forms. Actual or simulated accident scenario provided with photographs, sketches, circumstances, or witness statements to be presented as the Candidate performs the investigation.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Freeze apparatus in position to conduct investigation, if possible.				
2.	Make appropriate notifications according to policy.				
3.	Utilize all available resources to document incident and conditions.				
4.	Interview witnesses to obtain facts, if possible.				
5.	Identify factors contributing to the accident.				
6.	Complete appropriate forms, reports, statements are required policy.				

**Supervisor/Evaluator/Comments:**

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Supervisor/Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Supervisor/Evaluator	Date	Re-Test Candidate	Date



