

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



NFPA 1021

2020 Standard

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

December 15th, 2022

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.

If you have any questions please don't hesitate to contact:

Senior Instructor, Chris MacKenzie
1-902-866-3823 Ext. 226
cmackenzie@fireschool.ca

Fire Officer I Skills Packet Requirements

The following documents **must** 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

JPR 1: Organizational Management

- A detailed organization chart highlighting the chain of command complete with a summary presentation of the defined responsibilities of each level of the hierarchy.
- Backup Documents:
 - Standard Operating Procedures/ Standard Operating Guideline (SOP/SOGs) policies or applicable statement regarding lack of a department policy. If no department policy exists, please state resources utilized.

JPR 2: Ethical Violation

- A detailed narrative outline the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Backup Documents:
 - Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOGs) policies or applicable statement regarding lack of a department policy. If no department policy exists, please state resources utilized.
 - Any completed forms pertaining to the documentation of the task.
 - Any follow-up Memos/communications with superiors

JPR 3: Emergency Scene Management

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Backup Documents:
 - Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOGs) policies or applicable statement regarding lack of a department policy. If no department policy exists, please state resources utilized.
 - Any completed forms pertaining to the documentation of the task.

JPR 4: Organize a Department Task or Project

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Backup Documents:
 - Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOGs) policies or applicable statement regarding lack of a department policy. If no department policy exists, please state resources utilized.
 - Any completed forms pertaining to the documentation of the task.
 - Any follow-up Memos/communications with superiors

JPR 5: Enforce an Administrative Policy

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Backup Documents:
 - A department administrative policy pertaining to the use of department equipment or facilities.
 - Any completed forms pertaining to the documentation of the task.
 - Any follow-up Memos/communications with superiors

JPR 6: Member Assistance

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Backup Documents:

- Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOGs) policies or outside sourced material on Employee Assistance Program (EAP) access.
- Literature on an applicable department EAP or outside sourced EAP.
- Any completed forms pertaining to the documentation of the task.
- Any follow-up Memos/communications with superiors

JPR 7: Recommend Changes to a Policy

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Backup Documents:
 - A department administrative policy pertaining to the use of department equipment, facilities or expected behaviour.
 - Any completed forms pertaining to the documentation of the task.

JPR 8: Member Commendation

- A detailed, formal recommendation for a commendation that will be awarded to a unit member. Ensuring the commendation letter outlines a clear reason for the commendation, clear endorsement of the commendation and cites any applicable department procedure, guideline or policy with pertains to commendations.
- A short memorandum to be distributed amongst department personnel at other locations which utilizes the task steps.
- Backup Documents:
 - Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOGs) policies or applicable statement regarding lack of a department policy. If no department policy exists, please state resources utilized.
 - Any completed forms pertaining to the documentation of the task.

JPR 9: Public Concern

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Backup Documents:
 - Any department administrative policy that pertains to public relations, complaint procedure or public request.
 - Any completed forms pertaining to the documentation of the task.
 - Any memos or communications with superiors.

JPR 10: Community Risk Reduction

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Completed action plan including a proposed timeline.
- A detailed, line item budget that highlights any financial needs during the course of accomplishing the task.
- Written program announcement in the form of poster, written notice or social media post.
- Backup Documents:
 - Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOGs) policies or applicable statement regarding lack of a department policy. If no department policy exists, please state resources utilized.
 - Any completed forms pertaining to the documentation of the task.

JPR 11: Department Log Sheet

- Completed department log sheet detailing all duties (emergency or non-emergency) throughout the shift.
- A short document to be distributed to subordinate unit members explaining the need for and benefit of collecting data in the level of detail contained in the log sheet.
- Backup Documents:
 - Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOGs) policies or applicable statement regarding lack of a department policy. If no department policy exists, please state resources utilized.

JPR 12: Physical Fitness

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- A short document to be distributed to subordinate unit members explaining the need for fire safety and wellness initiatives within the department.
- Backup Documents:
 - Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOGs) policies or applicable statement regarding lack of a department policy. If no department policy exists, please state resources utilized.

JPR 13: Accident Investigation

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Completed incident report forms in accordance with department policy.
- Communications with superiors in accordance with department policy.
- Backup Documents:
 - Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOGs) policies or applicable statement regarding lack of a department policy. If no department policy exists, please state resources utilized.
 - Witness statement(s)
 - Applicable photographs.
 - Any completed forms pertaining to the documentation of the task.

JPR 14: Conduct a Training Evolution

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Backup Documents:
 - Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOGs) policies or applicable statement regarding lack of a department policy. If no department policy exists, please state resources utilized.
 - Any completed forms pertaining to the documentation of the task.

JPR 15: Inspection and Pre Incident Plan

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Completed summary of fire and safety inspection findings.
- Completed Pre-Incident Plan based of the finding contained in the fire and life safety inspection form(s) and summary.
- Backup Documents:
 - Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOGs) policies or applicable statement regarding lack of a department policy. If no department policy exists, please state resources utilized.
 - Any completed forms pertaining to the documentation of the task.

JPR 16: Secure an Incident Scene

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Backup Documents:
 - Standard Operating Procedures/ Standard Operating Guidelines (SOP/SOGs) policies or applicable statement regarding lack of a department policy. If no department policy exists, please state resources utilized.
 - Any completed forms pertaining to the documentation of the task.

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, 2020 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 2020 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 2020 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: 2020 Edition
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 2020 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 test 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, 2020 Edition

4.4 Administration

JPR# FOI -01

4.4.4 Administration

Revised: 24/11/2022

Standard Area: Administration

Candidate:

Date

STANDARD: 4.4.4 NFPA 1021, 2020 Edition	TASK: Explain the purpose of each management component of the organizations, given the organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organizations.				
Performance Outcome: Candidate will provide a current copy of their department's organizational chart with defined responsibilities and duties then make recommended changes to that organizational chart that would improve the efficiency of their organization. All changes must have written justification. If no changes are identified then written reinforcement to the organizational structure must be created. If the candidate has no organizational chart in their department then they will create one with written defined responsibilities and duties.					
Conditions: The Candidate will complete all elements of the assigned task. Include the candidate's summary presentation, forms, charts and defined responsibilities etc., department policy or procedure.					
Equipment Required:					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Diagram the division of labour scheme within the organization.				
2.	Identify the hierarchy of authority or chain of command.				
3.	Arrange each position within the rank structure according to their responsibilities and authority within the chart.				
4.	Create a written, summary presentation to accompany the chart which details the overall organizational structure of the department and where each level and specific rank fall into the chain of command or hierarchy of authority. <ul style="list-style-type: none"> a) Detail the duties, tasks and responsibilities of each position as laid out in the organizational structure. b) Complete with all department policies and procedures that outline job tasks, credentials and 				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

4.2.1 & 4.2.2

JPR# FOI -2

Standard Area: Human Resource Management

Revised: 24/11/2022

Candidate:

SN#:

Date:

STANDARD: 4.2.1, 4.2.2 NFPA 1021, 2020 Edition	Task: Develop an action plan that addresses dealing with an ethical violation that has taken place during personnel interactions with the public. Ensure that the violation(s) are accurately described and documented. Any possible corrective actions are recommended and ensure the ethical violation is rectified.
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Performance Outcome: The Candidate will assume the role of company officer supervising a scenario where a member of the company is witnessed by the candidate making an ethical violation (actual or simulated) such as: accepting money from a member of the public for personal gain or promoting a personal business while responding to an emergency or non-emergency call. The candidate may choose another ethical violation through the course of delivering any emergency services related service, public event or community outreach. The candidate will include any department/brigade/company policies or procedures that highlight ethical violation, disciplinary actions and desired outcomes. The candidate may also include any simulated email correspondence or forms in support of their provided narrative.

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.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Create a narrative that describes an ethical violation on either an emergency or non-emergency call. <ul style="list-style-type: none"> a) Describe the nature of the situation in which this violation took place. b) Recognize and detail what constitutes a violation according to policy and procedures. 				
2.	Describe possible ways to rectify the unethical action.				
3.	Discuss the ethical violation with the subordinate and allow for them to explain the reason or personal rationalizations for the behavior.				
4.	Explain to the subordinate why the behavior is unethical and develop a plan for correcting the unethical situation.				
5.	Obtain a commitment from the unit member to correct this behavior by discussing options for a suitable outcome.				
6.	Schedule a follow-up with the unit member to ensure the unethical situation was rectified. <ul style="list-style-type: none"> a. Ensure the follow-up is properly documented according to department policy or procedure. b. Ensure the unethical situation was properly rectified. 				
7.	If applicable, submit any reports or documentation to a superior according to department policy or procedure.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

4.2.1 Human Resource Management

JPR# FOI -3

4.4.5 Inspection and Investigation

Revised: 24/11/2022

4.6.1, 4.6.2 and 4.6.3 Emergency Service Delivery

Standard Area: Human Resource Management

Candidate:

SN#:

Date:

STANDARD: 4.2.1 NFPA 1021, 2020 Edition	Task: 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, 2020 Edition	Task: 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: 4.6.1 NFPA 1021, 2020 Edition	Task: 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, 2020 Edition	Task: Implement and 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, 2020 Edition	Task: 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:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

4.2.2 Human Resource Management

JPR# FOI -4

4.2.6 Human Resource Management

Standard Area: Human Resource Management

Revised 12/15/2020

Candidate:

SN#

Date

Standard: 4.2.2 NFPA 1021, 2020 Edition	Task: Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location, so that the instructions are complete clear and concise; safety considerations are addressed; and the desired outcomes are conveyed.
Standard: 4.2.6 NFPA 1021, 2020 Edition	Task: Organize the completion of preparations for a department event or specific project in a non-emergency capacity. Detail all tasks that need to be completed and ensure they are completed in a safe and efficient manner by unit members.

Performance Outcome: The Candidate will assume the role of company officer in a fire station that has been tasked with a project to complete. The candidate may detail any project such as, but not limited to: a community event, parade, and a school visit or dedication ceremony (actual or simulated.) The candidate shall then ensure that based on the available personnel (three additional firefighters with ranging experience levels) that all tasks are appropriately prioritized and completed.

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.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Develop a task list based on the project or event.				
2.	Prioritize tasks associated with the even or project based on: <ul style="list-style-type: none"> a) Importance b) Logical order c) Estimated timeframe for completion. d) Personnel availability e) Safety considerations 				
3.	Assign tasks to personnel complete with job/task descriptions and desired outcomes for each individual unit member.				
4.	Create a short, informal accountability plan for the completion of the project, including: <ul style="list-style-type: none"> a) Estimated time of completion for each task or job description. b) Personnel risk assessments for each task or job description. c) Justifications for each personnel assignment d) Methods for evaluation task completion. 				
5.	Report completion of the preparations or project to your superiors.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

4.2.5 Administration

JPR# FOI -5

Standard Area: Human Resource Management

Revised 15/12/2022

Candidate:

SN#

Date

Standard: 4.2.5 NFPA 1021, 2020 Edition	TASK: Enforce an administrative policy.				
<p>Performance Outcome: Candidate will assume the role of a Company Officer. While conducting normal administrative tasks at the station the candidate will witness the violation of an administrative policy by a unit member. This unit member and other members of the company or station are unfamiliar with the policy. This policy (actual or simulated) will need to be enforced. After discussing this with a superior, the candidate will be tasked with formulating a plan to ensure crew members understand and follow the policy.</p>					
<p>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.</p>					
<p>Equipment Required: Company members. A policy dictating appropriate equipment use. Forms or reports required by the policy. Pen/pencil, computer if applicable.</p>					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Review the policy and any explanation for the policy given.				
2.	Review personnel responsibilities in regards to the policy and any corrective actions as outlined in the policy.				
3.	Create a written document to be distributed amongst the crew that outlines the following items: <ul style="list-style-type: none"> a) The title and purpose of the policy. b) Any reasoning behind the policy's formation. c) Personnel responsibilities in regards to the policy. d) Corrective actions that will be taken in response the policy violation. 				
4.	Hold a formal information session with the crew wherein: <ul style="list-style-type: none"> a) The written document is disseminated. b) An oral explanation is given. c) Any questions or concerns are addressed as brought forth by personnel. 				
5.	Complete any applicable forms outlining policy enforcement as required by the AHJ.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

4.2.4 Human Resource Management

JPR# FOI –6

Standard Area: Human Resource Management

Revised 15/12/22

Candidate:

SN#

Date

Standard: 4.2.4 NFPA 1021, 2020 Edition	TASK: Recommend course of action for a member in need of assistance. Given a member with a situation, member assistance policies and procedures and applicable EAP information. Ensure that the situation is identified and the actions taken are within the established policies and procedures.
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Performance Outcome: The candidate will assume the role of company officer. A subordinate member of the fire department appears to be withdrawn and distracted because of a health issue within their family. The subordinate is not sure they will be able to perform at full effectiveness due to these problems and their responsibilities at home. Using the appropriate policies and procedures, working within the scope of a company officer with no formal counsellor training, recommend a course of action to the subordinate and complete any required reporting procedures to superiors.

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

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

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Ensure the privacy of the conversation between the company officer and the subordinate.				
2.	Identify the problem with the member by having an informal discussion. In this discussion the candidate will: <ul style="list-style-type: none"> a) Identify the signs and symptoms of stress that are caused by the problem at home. b) Determine if the problem requires mandatory reporting for safety or security issues. c) Explain the existence of any departmental resources available to the subordinate such as an employee assistants program (EAP) d) Recommend any departmental resources to the subordinate that apply to their situation. e) Explain how to access any departmental resources. 				
3.	Inquire whether the member would like any further help.				
4.	Adhere to applicable policies and procedures.				
5.	Document the discussion as dictated by policy and procedure.				
6.	Create a plan to follow up with the member and determine if the available recourse solved or mitigated the problem and if further assistance is needed. Document as necessary.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

4.4 Administration

JPR# FOI -7

4.4.1 And 4.4.2 Administration

Revised 21/12/22

Standard Area: Administration

Candidate:

SN#

Date

Standard: 4.4.1 NFPA 1021, 2020 Edition	TASK: 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, 2020 Edition	TASK: 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:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

4.2.5 Human Resource Management

JPR# FOI -8

4.4.2 Administration

Standard Area: Human Resource Management

Revised 15/12/22

Candidate:

SN#

Date

Standard: 4.2.5 NFPA 1021, 2020 Edition	TASK: Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.
Standard: 4.4.2 NFPA 1021, 2020 Edition	TASK: Execute routine unit-level administrative functions, given forms and record management systems, so that reports and logs are complete and files are maintained in accordance with policies and procedures.

Performance Outcome: The candidate will assume the role of company officer. A subordinate member of the fire department has been nominated for a commendation in response to their actions on a recent emergency scene. Supervisors have advised that the subordinate will require a commendation letter from a direct supervisor. In addition, the candidate has been asked to write a memorandum announcing the commendation and the award at an upcoming fire department event.

Conditions: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, 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.	Compose a document formally recommending the subordinate for a commendation. Ensuring the document has a clear purpose and uses a formal and professional tone. Complete the commendation letter according to department policy and format accordingly based on department procedures.				
2.	Compose a short memorandum to be distributed amongst station personnel and any additional fire department personnel at other locations. This document should include the following: <ul style="list-style-type: none"> a) The purpose of the memo. b) Announce the commendation. c) The reason for the commendation. d) The date, time and at which function the commendation is to be awarded. 				
3.	Ensure the memo is distributed according to department policy and procedure.				
4.	Ensure the commendation is properly documented within department records.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

4.3.2 Community and Government Relations

JPR# FOI -9

4.3.3 Community and Government Relations

Revised 21/12/22

Standard Area: Community and Government Relations

Candidate:

SN#

Date

Standard: 4.3.2 NFPA 1021, 2020 Edition	TASK: Initiate action to a citizen's concern, given policies and procedures, so that the concern is answer or referred to the correct individual for action and all policies and procedures are complied with.
Standard: 4.3.3 NFPA 1021, 2020 Edition	TASK: Respond to a public inquiry, given the policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.

Performance Outcome: Candidate will assume the role of a Fire Department Officer and respond to a public concern. Candidate will answer the concern appropriately, courteously, and according to established policies and procedures.

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

Equipment Required:

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Create a plan to address the citizen's concern.				
2.	Design a strategy that addresses a concern in a way that: a) Addresses the validity of the concern. b) Includes the most positive outcome for all. c) Is aligned with the department's public relations policy.				
3.	Refer the issue to the correct individuals if appropriate.				
4.	Address the concern with the citizen in a courteous fashion.				
5.	Document the concern in accordance with the department's record system.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

4.3.1 Community and Government Relations

JPR# FOI –10

4.4.3 Administration

Standard Area: Community and Government Relations

Revised 21/12/22

Candidate:

SN#

Date

Standard: 4.3.1 NFPA 1021, 2020 Edition	TASK: Implement a community risk reduction (CRR) plan at the unit level, given an AHJ CRR plan, and policies and procedures, so that a community need is addressed.				
Standard: 4.4.3 NFPA 1021, 2020 Edition	TASK: Prepare a budget request, given a unit level need, so that the request is in proper format and is supported with data.				
Performance Outcome: Candidate will assume the role of a company officer. Given a community risk reduction plan (candidate may any community outreach centered around lowering community risk), the candidate will create a budget using the proper forms, procedures, and supporting data, then submit to the proper budget coordinator. Prepare a timeline for the program and allocate the necessary resources for the perpetration. Draft a written announcement to inform the community of the program.					
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: Community risk reduction plan. Pen/pencil, paper. Necessary budget forms or reports. Budget planning policy and procedures. Computer, if applicable.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Identify funding needs for a specific community risk reduction plan.				
2.	Complete a projected budget to carry out the plan.				
3.	Prepare a timeline for documentation purposes.				
4.	Allocate resources needed to complete the plan. <ul style="list-style-type: none"> • Identify outside resources as necessary. 				
5.	Assign CCR tasks to unit members with appropriate experience. <ul style="list-style-type: none"> • Outsource community partners as necessary. 				
6.	Draft a written program announcement to be disseminated to the public via media outlets and/or the department's social media profile(s)				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

4.4.2 Administration

JPR# FOI –11

4.4.5 Administration

Revised 21/12/22

Standard Area: Administration

Candidate:

SN#

Date

Standard: 4.4.2 NFPA 1021, 2020 Edition	TASK: Execute routine unit-level administrative functions given forms and record management systems, so that the reports and logs are complete and files maintained in accordance with policies and procedures.
Standard: 4.4.5 NFPA 1021, 2020 Edition	TASK: 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.

Performance Outcome: Candidate will complete a log book and explain to the unit members the reasoning for the level of detail contained in the log.

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: Pen/pencil, paper and any forms, policies and procedures. Computer, if applicable.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Complete a station log sheet on an apparatus following administrative policies and procedures. All duties throughout the day including calls and training, routine maintenance and station duties shall be included.				
2.	Include the following: a) All pertinent actions. b) Relevant incident response reports. c) Exposure risks for crew members d) Any follow up actions required.				
3.	Create a short document to explain the need and benefit of collecting response data.				
4.	Communicate the contents of the document to the crew.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

4.7.3 Health and Safety
Standard Area: Health and Safety

JPR# FOI -12

Revised 21/12/22

Candidate: _____ **SN#** _____ **Date** _____

Standard: 4.7.3 NFPA 1021, 2020 Edition	TASK: Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.
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Performance Outcome: Candidate will complete a case study on the national death and injuries documented in the fire service and how fire service safety and wellness initiatives can help prevent these issues. Show examples of how the organization is improving this issue and what improvements could be made to current programs in the organization. Then the candidate will present this case study to personnel in their organization.

Conditions: The Candidate will complete all elements of the assigned task. Include candidate's case study and documentation of presentation to the organization.

Equipment Required: Access to national death and injuries information and or related documents. Paper, Pen/pencil, computer if applicable.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Identifies the issues causing death and injuries in the fire service				
2.	Establishes fire service safety and wellness initiatives				
3.	The ability to communicate in writing				
4.	Demonstrate ability to effectively communicate verbally.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

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

JPR# FOI –13

Revised 21/12/22

Candidate: _____ **SN#** _____ **Date** _____

Standard: 4.7.1 NFPA 1021, 2020 Edition	TASK: 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, 2020 Edition	TASK: Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures.

Performance Outcome: Candidate will assume the role of 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.

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: 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:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

4.2.3 Human Resource Management

JPR# FOI –14

Standard Area: Human Resource Management

Revised 21/12/22

Candidate:

SN#

Date

Standard: 4.2.3 NFPA 1021, 2020 Edition	Task: 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.
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Performance Outcome: The Candidate will assume the role of company officer conducting a training evolution for those under their 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.

Equipment Required: Company members, training equipment necessary to complete the assigned evolution. Policies and procedures.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Plan a training evolution based on a need for skills refreshing within the crew. Include the following: a) Learning objectives b) Site justification c) Necessary tools and equipment d) Expectations e) Potential hazards				
2.	Direct the training session so that: a) Clear directions are provided to unit members b) Learning objectives are met c) Training policies and procedures are followed d) Safety is maintained at all times				
3.	Provide feedback to the members using appropriate coaching techniques.				
4.	Ensure proper documentation and record keeping.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

4.5.1 and 4.5.2 Inspection and Investigation
Standard Area: Inspection and investigation

JPR# FOI –15

Revised 22/12/22

Candidate:

SN#

Date

<p>STANDARD: 4.5.1 NFPA 1021, 2020 Edition</p>	<p>TASK: 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"> 1 Assembly 2 Educational 3 Health 4 Detention 5 Residential 6 Mercantile 7 Business 8 Industrial 9 Storage 10 Unusual structures 11 Mixed Structures
<p>STANDARD: 4.5.2 NFPA 1021, 2020 Edition</p>	<p>TASK: 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"> 1 Public assembly 2 Educational 3 Institutional 4 Residential 5 Business 6 Industrial 7 Manufacturing 8 Storage 9 Mercantile 10 Special properties
<p>Performance Outcome: Candidate will assume the role of a Company Officer and will conduct a fire inspection of one of the occupancies listed above. All findings of the inspection shall be documented in accordance with approved policies and procedures of the AHJ. In addition the candidate will identify construction, alarm, detection, and suppression systems and develop a pre-incident plan for the occupancy in accordance with approved policies and procedures of the AHJ.</p>	
<p>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.</p>	
<p>Equipment Required: 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:

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



FIRE OFFICER I

NFPA 1021, 2020 Edition

4.5.3 Inspection and Investigation

JPR# FOI –16

Standard Area: Inspection and investigation

Revised 22/12/22

Candidate:

SN#

Date

STANDARD: 4.5.3 NFPA 1021, 2020 Edition	TASK: Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene, are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.		
Performance Outcome: 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.			
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: 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.			
No.	Task Steps	First Test	Retest
		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.		

Supervisor/Evaluator/Comments:

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