

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



NFPA 1021

2020 Standard

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

**Revised
January 24, 2023**



FIRE OFFICER II

NFPA 1021, 2014 Edition

JPR Sheet 1: Interagency Agreement

NFPA Standard 1021 (2020 Edition), Chapter 5, **5.3.2**: Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.

- Community Risk Assessment
- List – Interagency Types and Services
- Written Agreement Proposal
- 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 Sheet 2: Media Release

NFPA Standard 1021 (2020 Edition), Chapter 5, **5.4.4**: Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.

- Information Package
- Social Media Post
- 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.
 - Community Event Information
 - Fire safety information sources.

JPR Sheet 3: Interagency Agreement

NFPA Standard 1021 (2020 Edition), Chapter 5, **5.3.1**: Supervise multi-unit implementation of a community risk reduction (CRR) program, give an AHJ CRR plan, policies and procedures, so that community needs are addressed.

- Community Risk Reduction Plan
- 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.
 - Hazard Assessment
 - Public Notification
 - Departmental Correspondence

JPR Sheet 4: Disciplinary Action

NFPA Standard 1021 (2020 Edition), Chapter 5, **5.2.1**: Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.

- Action Report: Disciplinary
- Candidate Narrative of Task
- 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.
 - Performance Expectations
 - Applicable Forms

JPR Sheet 5: Performance Evaluation

NFPA Standard 1021 (2020 Edition), Chapter 5, **5.2.2**: Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.

- Written Performance Evaluation
- Candidate Narrative of Task
- Departmental Correspondance
- 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 Sheet 6: Promotion Preparation

NFPA Standard 1021 (2020 Edition), Chapter 5, **5.2.3**: Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.

- Written Career Development Plan
- Candidate Narrative of Task
- Backup Documents:
 - Job Requirement/Posting
 - 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 Sheet 7: Draft Policy

NFPA Standard 1021 (2020 Edition), Chapter 5, **5.4.1**: Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution. And, NFPA Standard 1021 (2020 Edition), Chapter 5, **5.4.6**: Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that the effective change is implemented in a supportive manner.

- Draft Policy
- Departmental Correspondance
- Backup Documents:
 - Relevant NFPA, OSHA or ULC regulations
 - Local, regional and national laws
 - Local, regional and national regulations
 - Neighbouring agency policies and procedures

JPR Sheet 8: Budget and RFP Proposal

NFPA Standard 1021 (2020 Edition), Chapter 5, **5.4.2**: Develop a project or divisional budget, given schedules, and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified. And, NFPA Standard 1021 (2020 Edition), Chapter 5, **5.4.3**: Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding so that the needs of the organization are met within the applicable federal, provincial and local laws and regulations.

- Written, Itemized Budget.
- Written Request for Proposal
- Departmental Correspondence
- Outside Correspondence
- Backup Documents:
 - Departmental Records
 - 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.
 - List of Outside Funding Options

JPR Sheet 9: Determine Origin

NFPA Standard 1021 (2020 Edition), Chapter 5, **5.5.1**: Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and/or sketches, to determine if arson is suspected so that law enforcement action is taken.

- Written Analysis
- Backup Documents:
 - Photographs, Diagrams, Sketches or Available Video
 - 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.
 - Applicable Forms

JPR Sheet 10: Multi Agency Response Plan

NFPA Standard 1021 (2020 Edition), Chapter 5, **5.6.1**: Produce operational plans, given an emergency incident requiring multi-unit operations, the current editions of NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720; and AHJ approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720 and approved safety procedures resulting in the mitigation of the incident.

- Candidate Narrative of Task
- ICS Forms
- 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 Sheet 11: Post Incident Analysis

NFPA Standard 1021 (2020 Edition), Chapter 5, **5.6.2**: Develop and conduct a post-incident analysis, given multi-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.

- Candidate Narrative of Task
- Written Incident Summary
- Backup Documents:
 - Incident Documentation
 - 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 Sheet 12: Demand Analysis

NFPA Standard 1021 (2020 Edition), Chapter 5, **5.6.3**: Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.

- Written Demand Analysis Report
- Backup Documents:
 - Departmental Records
 - 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 Sheet 13: Accident Report

NFPA Standard 1021 (2020 Edition), Chapter 5, **5.4.5**: Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for detrails such as trends, variances, or other related topics, so that the information required for the AHJ is accurate and documented. And, NFPA Standard 1021 (2020 Edition), Chapter 5, **5.7.1**: Analyze a member’s accident, injury, or health exposure history, given the case study, so that a report is prepared for a supervisor and includes action taken and recommendations given.

- Written Report: Accident Analysis
- Departmental Correspondance
- 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.
 - Incident Documentation

The following candidate has successfully met all required performance skills for the Fire Officer II NFPA 1021 2020 Edition:

CANDIDATE: _____ **DATE:** _____

DEPARTMENT HEAD: _____ **DATE:** _____



FIRE OFFICER II NFPA 1021, 2020 Edition

5.3.2 Community and Government Relations

JPR: FO2 – 01

Standard Area: Community and Government Relations

Revised 11/01/23

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

STANDARD: 5.3.2 NFPA 1021, 2020 Edition	TASK: Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.				
Performance Outcome: The candidate shall complete a community risk assessment and identify a specific risk that could benefit from an interagency aid agreement with allied organization. The candidate will then create a written proposal on implementing an interagency agreement and highlight how it affects the missions and goals of both agencies.					
Conditions: The Candidate will complete all elements of the assigned task.					
Equipment Required: The Candidate will utilize any specific risk that exists within their community. The candidate will utilize all policies, procedures and standard operating guidelines as applicable according to the AHJ.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Conduct a risk assesment based on the community served. a) Identify a specific risk. b) Identify possible outcomes in the event the situation cannot be addressed solely by the department.				
2.	Develop a list of interagency aid types and resources that may be needed to mitigate the identified hazard(s).				
3.	Create a wirtten proposal that signifies the need for an interagency agreement so that fire department personnel and stakeholders (Council, commission or government officials) can clearly understand the need. The proposal must include: a) Identified hazard(s) and the need for specific aid types. b) The roles and responsibilities of the involved agencies. c) Incident Command Protocols d) Communications protocols and needs e) A summary outlining the general scope of the agreement.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER II

NFPA 1021, 2020 Edition

5.4.4 Administration

JPR# FO2 - 02

Standard Area: Administration

Revised 11/01/23

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

STANDARD: 5.4.4 NFPA 1021, 2020 Edition	TASK: Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.				
Performance Outcome: The candidate will prepare an information packet on fire safety to be distributed in conjunction with an event taking place in the community. This news release is intended to be distributed to media outlets and on the department's social media platforms to educate the public on specific fire safety information associated with the season and the event taking place.					
Conditions: The Candidate will complete all elements of the assigned task.					
Equipment Required: News release policies and procedures. Event or topic. Pen/pencil and paper, computer if applicable.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Gather applicable information associated with the event and season while verifying that none of the materials intended for use breach copyright law.				
2.	Determine the best media outlets and/or media platforms to be used so that the target audience is reached.				
3.	Prepare the media release. a) According to media policies and procedures. b) Following department template (if applicable)				
4.	Maintain a completed copy of the release in its intended format and store as applicable according to department policy for use as reference material.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER II

NFPA 1021, 2020 Edition

5.3.1 Community and Government Relations

JPR: FO2 – 03

Standard Area: Community and Government Relations

Revised 12/01/23

Candidate:

SN#

Date

STANDARD: 5.3.1 NFPA 1021, 2020 Edition	TASK: Supervise multi-unit implementation of a community risk reduction (CRR) program, give an AHJ CRR plan, policies and procedures, so that community needs are addressed.
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Performance Outcome: The candidate shall supervise a multiunit crew in the deployment of a specific risk reduction campaign. Given a community or organizational risk assessment (real or simulated.) The candidate will identify a specific hazard to address in a risk reduction campaign. Identify the goals to be addressed within the program and assign tasks based on staffing requirements, capabilities and levels of expertise amongst the subordinate personnel.

Conditions: The Candidate will complete all elements of the assigned task.

Equipment Required: The Candidate will utilize an AHJ specific issue that is provided to them by the training officer or senior officer. Paper and Pen/pencil. Computer if applicable.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Identify a specific risk to the community through a community risk assessment or organizational risk assessment.				
2.	Identify the goals of the program.				
3.	Communicate the campaign goals and desired outcomes to the crew in the form of written work assignment.				
4.	Notify the rest of the organization of the CRR.				
5.	Share pertinent information with the public about the CRR: a) Make notifications to the public via media outlets, social media or community partnerships. b) Include specifics such as: Dates, times and locations of activities.				
6.	Draft a risk reduction campaign report for local governing bodies, community members and organizational members to report on the CRR plan's impact and level of effectiveness.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER II

NFPA 1021, 2020 Edition

5.2.1 Human Resource Management

JPR# FO2 – 04

Standard Area: Human Resource Management

Revised 12/01/23

Candidate:

SN#

Date

STANDARD: 5.2.1 NFPA 1021, 2020 Edition	TASK: Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.
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Performance Outcome: The candidate will assume the role of company officer recently assigned to a new station. Over the course of the last few shifts, the crew has responded to a number of working fires. During these fires, a member of the crew has been witnessed freelancing on several occasions. Each time this has been addressed, the crew member has used the excuse that the officer that was previously assigned to this station has always appreciated their initiative. No official action has yet been taken. Today, the firefighter disappeared on the scene of a structure fire and was located working with a different crew on the interior of the building while command had assigned the candidates crew to exterior operations. The action taken is entirely up to the candidate but is required to correct unacceptable performance so that performance improves or the issue is referred to the next officer in the chain of command. Actions taken must be reasonable, defensible, and in accordance with human resources policies and procedures. Candidate will inform the firefighter of the action taken and make a written report for purposes of documentation.

Conditions: The Candidate will complete all elements of the assigned task.

Equipment Required: Applicable Human Resource Policies and Procedures. Paper, Pen/pencil, Computer if applicable.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Identify the performance issues of the crew member.				
2.	Define performance expectations as applicable, utilizing department and human resources policies and procedures.				
3.	Determine the type of corrective action that is to be taken.				
4.	Meet with the crew member and explain to them that their current performance is not what is expected by the department.				
5.	Describe acceptable performance standards.				
6.	Document the meeting as well as any expected performance changes.				
7.	Report the outcome of the meeting to the next level of supervision using any applicable forms as per policy and procedure for documentation and further action.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER II

NFPA 1021, 2020 Edition

5.2.2 Human Resource Management

JPR# FO2 – 05

Standard Area: Human Resource Management

Revised 12/01/23

Candidate:

SN#

Date

STANDARD: 5.2.2 NFPA 1021, 2020 Edition	TASK: Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.
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Performance Outcome: The Candidate will assume the role of a company officer conducting a job performance evaluation of an assigned subordinate member. Using department and human resource policies and procedures, personnel records/forms, and job description, conduct a performance evaluation interview and make a written report.

Conditions: The Candidate will complete all elements of the assigned task.

Equipment Required: Subordinate job description, personnel records/forms, departmental and human resource policies and procedures. Paper and pen/pencil. Computer if applicable.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Obtain a subordinate job description and performance expectations.				
2.	Compose a document that, in a positive manner: a) Identifies the subordinates strengths. b) Identifies where the subordinate exceeds expectations. c) Identifies areas where the subordinate is not meeting expectations, highlighting opportunities for growth.				
3.	Develop an action plan that: a) Sets achievable goals. b) Sets an achievable timeline to succeed in meeting the goals.				
4.	Set a meeting with the subordinate to discuss the evaluation.				
5.	File the performance evaluation in accordance with applicable policies and procedures.				
6.	Inform superior ranking officer of the performance evaluation and the outcome of the meeting.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER II

NFPA 1021, 2020 Edition

5.2 Human Resource Management

JPR# FO2 – 06

Standard Area: Human Resource Management

Revised 13/01/23

Candidate:

SN#

Date

STANDARD: 5.2.3 NFPA 1021, 2020 Edition	TASK: Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.				
Performance Outcome: The Candidate will create a written career development plan for a subordinate, which outlines the necessary knowledge, skills, abilities, and certifications that must be obtain in order to become eligible and prepared for a promotion (to Engineer, Lieutenant, etc.). The written career development plan shall include timelines for meeting milestones, and shall set mentoring and job shadowing guidelines. The written career development plan shall be presented to the subordinate, discussed, and implemented.					
Conditions: The Candidate will complete all elements of the assigned task.					
Equipment Required: Job Description, Departmental and Human Resource Policies and Procedures. Paper and Pen/pencil. Computer if applicable.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Gather information about the job requirements for the promotional position.				
2.	Determine, with the subordinate, future goals, plans, wishes, etc.				
3.	Develop a written career development plan.				
4.	Plan includes timelines and milestones of development.				
5.	Establishes mentoring and job shadowing guidelines.				
6.	Present the written career development plan to the subordinate.				
7.	Implement the written career development plan.				
8.	The written career development plan is realistic, reflects the promotional prerequisites.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER II NFPA 1021, 2020 Edition

5.4.1 And 5.4.6 Administration
Standard Area: Administration

JPR# FO2 – 07

Revised 12/01/23

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

STANDARD: 5.4.1 NFPA 1021, 2020 Edition	TASK: Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.
STANDARD: 5.4.6 NFPA 1021, 2020 Edition	TASK: Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that the effective change is implemented in a supportive manner.

Performance Outcome: The candidate will create a draft policy to be submitted for approval. The draft should identify an administrative problem. The candidate will ensure that the problem is clearly defined and specific concerns are clearly addressed.

Conditions: The Candidate will complete all elements of the assigned task

Equipment Required: The Candidate will utilize an AHJ specific issue. Paper and Pen/pencil. Computer if applicable.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Identify a problem where a policy is needed.				
2.	Research and review any applicable information: a) Local, regional and national regulations b) Local, regional and national laws c) Relevant NFPA, OSHA or ULC regulations. d) Neighbouring agency policies and procedures.				
3.	Develop a written policy: a) Using correct grammar and punctuation b) Following any applicable department format				
4.	Ensure the draft policy: a) Best addresses the identified issue. b) Includes a proposed policy implementation schedule.				
5.	Distribute the draft policy to superior officers and applicable management.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER II NFPA 1021, 2020 Edition

5.4.2 and 5.4.3 Administration
Standard Area: Administration

JPR# FO2 – 08

Revised 14/01/23

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

STANDARD: 5.4.2 NFPA 1021, 2020 Edition	TASK: Develop a project or divisional budget, given schedules, and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.
STANDARD: 5.4.3 NFPA 1021, 2020 Edition	TASK: Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding so that the needs of the organization are met within the applicable federal, provincial and local laws and regulations.

Performance Outcome: The Candidate will prepare a budget in the proper format and accompanied by supporting data for a department project. Candidate will use department records, policies, procedures or guidelines to develop the project budget.

Conditions: The Candidate will complete all elements of the assigned task

Equipment Required: Pen/pencil, computer if applicable. Budget forms and potential revenue sources. Budget policies and procedures. Reference data to be gathered by Candidate.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Determine the department's budget schedule and guidelines.				
2.	Determine a specific piece of equipment or project that will need funds allocated from a department operating and/or capital budget.				
3.	Identify any projected expenses for the project or any maintenance costs and training costs associated with a newly acquired piece of equipment.				
4.	Determine the amount of available funding and compile a list of outside funding sources or available grants.				
5.	Complete a written, itemized budget and justification for capital, operating and personnel costs.				
6.	Verify the specific piece of equipment or project can be purchased according to legal mandates and policy as established by the AHJ.				
7.	Develop a request for proposal (RFP) including: a) A scope of work b) Required specifications c) Possible vendors/suppliers				
8.	Distribute budget and proposed RFP for approval, following policy and procedure as required by the AHJ.				
9.	Contact manufactures/supplies and request bids for equipment or services. <i>Note: If purchasing equipment, a minimum of three bids must be collected unless some manufacturers or suppliers cannot provide the required specifications outlined in the RFP.</i>				
10.	Award bid based on: a) Required specifications b) Applicable policies and procedures as required by the AHJ.				
11.	Following policies and procedures, document and store the information utilizing department records system.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER II NFPA 1021, 2020 Edition

5.5.1 Inspection and Investigation

JPR# FO2 - 09

Standard Area: Inspection and Investigation

Revised 16/01/23

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

STANDARD: 5.5.1 NFPA 1021, 2020 Edition	TASK: Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and/or sketches, to determine if arson is suspected so that law enforcement action is taken.				
Performance Outcome: The candidate will assume the role of a company officer conducting a parallel review of a scene specific to either support or oppose the findings of another company officer on a fire's cause and determination. The candidate shall examine witness statements, statements of other fire responders, photographs, diagrams and any other applicable information. The candidate will determine, based on the evidence available the fire's area of origin, if possible, the fire's point of origin and the likely cause of the fire.					
Conditions: The Candidate will complete all elements of the assigned task					
Equipment Required: Real or simulated fire incident scene with materials necessary to create the proper environment. Applicable reports or witness statement forms. Photographs, diagrams, pertinent data and/or sketches. Paper, pen/pencil, computer if applicable.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Review any witness or first responder statements taking note of: <ul style="list-style-type: none"> a) Described pre-arrival observations b) Described arrival conditions c) Exterior fire conditions d) Interior fire conditions 				
2.	Examine any photographs, diagrams, sketches or available video beginning with the exterior of the structure and surrounding areas, working towards the involved portions.				
3.	Develop a hypothetical scenario, using incident specifics to develop: <ul style="list-style-type: none"> a) A preliminary fire spread hypothesis. b) An initial area of origin hypothesis. 				
4.	Test the hypothetical scenario through deductive reasoning based on the available evidence. *Develop alternative hypothesis if required.				
5.	Draw a conclusion about the area of origin based on an acceptable level of certainty, if possible.				
6.	Examine the predetermined area of origin taking account for: <ul style="list-style-type: none"> a) All potential ignition sources b) Possible materials that may have ignited first c) Ignition sequences 				
7.	Complete a written report that documents the scenario, likely sequence of events, area of origin, possible point of origin and likely cause based on the evidence available.				
8.	Complete any applicable forms according to policy and procedure as required by the AHJ.				
9.	Utilize any department records system and peer review system to store documentations.				
10.	Ensure all reports, supporting documents and/or physical evidence are returned to proper storage and maintain a proper chain of custody, if required.				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER II

NFPA 1021, 2020 Edition

5.6.1 Emergency Service Delivery

Standard Area: Emergency Service Delivery

JPR# FO2 – 10

Revised 16/01/23

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

STANDARD: 5.6.1 NFPA1021, 2020 Edition	TASK: Produce operational plans, given an emergency incident requiring multi-unit operations, the current editions of NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720; and AHJ approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720 and approved safety procedures resulting in the mitigation of the incident.
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Performance Outcome: The candidate will, using a complete narrative of the task, assume command of a hazardous materials incident scenario and another multi-unit emergency scenario. The candidate will develop and implement an operational plan. The candidate must analyze emergency scene condition, allocate resources, communicate verbally and in writing, operate within an emergency management system, supervise and account for assigned personnel so that resources are effectively and safely deployed to mitigate the situation.

**Note: If using a simulated incident, the candidate may use as many resources as deemed necessary.*

Conditions: The Candidate will complete all elements of the assigned task

Equipment Required: One (1) multi-unit emergency scenario including type of incident, size-up information, and assigned resources. Policies and procedures, pen/pencil, and paper. Personnel accountability system components. Computer if applicable. ICS Canada Forms.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Given a scenario (real or simulated), assume command: <ul style="list-style-type: none"> a) Establish command b) Perform a 360 degree size up c) Gather information about the possible hazards associated with the scenario. d) Designate a command post. 				
2.	Establish communications: ICS Canada Form 205 <ul style="list-style-type: none"> a) Assign radio channels for each unit command function. b) Transmit progress report to dispatch and company level officers. 				
3.	Develop and IAP - ICS Canada Forms 201, 202, 203, 203A, 204-AH: <ul style="list-style-type: none"> a) Analyze the incident data and determine incident priorities b) Identify the incident strategy. (Offensive, defensive, or combination.) c) Define the tactical objectives for the incident. d) Assign crews to support the incident strategy and objectives. e) Evaluate assigned resources and determine future needs. 				
4.	Using any applicable policy, procedure and necessary forms, complete a final IAP to be distributed amongst the command staff. ICS Canada Forms 207 and 208				
5.	Deploy resources in accordance with the developed IAP using a tactical worksheet. ICS Canada form 215				
6.	Review, evaluate and revise the IAP throughout the incident.				
7.	Upon incident termination, the entirety of the incident shall be outlined and concluded with a final incident summary:				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER II NFPA 1021, 2020 Edition

5.6.2 Emergency Service Delivery Standard Area: Emergency Service Delivery

JPR# FO2 – 11

Revised 16/01/23

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

STANDARD: 5.6.2 NFPA 1021, 2020 Edition	TASK: Develop and conduct a post-incident analysis, given multi-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.				
Performance Outcome: Candidate will conduct a post-incident analysis, given a multi-unit incident scenario. (Candidate may use the incident outlined in JPR# 10) Candidate must be able to analyze the elements of a post-incident analysis, identify all of the required critical elements, complete approved forms, and communicate verbally and in writing their findings.					
Conditions: The Candidate will complete all elements of the assigned task					
Equipment Required: Emergency multi-unit 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.	Gather applicable data: a) Statements from on-scene personnel b) Incident documentation (Candidate may use forms from JPR #10) c) Photos or videos from on-scene crew.				
2.	Analyze any applicable information to draft a clearly written post incident analysis with a focus on: a) Personnel safety issues b) Strategies and tactics c) Incident successes d) Recommended policy changes				
3.	Conclude the PIA with a command summary.				
4.	Distribute a final copy of the PIA.				
4.	Schedule a formal post incident debrief: a) Date b) Time c) Location d) Talking points				

Supervisor/Evaluator/Comments:

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



FIRE OFFICER II NFPA 1021, 2020 Edition

5.6.3 Emergency Service Delivery Standard Area: Emergency Service Delivery

JPR# FO2 – 12

Revised 16/01/23

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

STANDARD: 5.6.3 NFPA 1021, 2020 Edition	TASK: Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.
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Performance Outcome: The Candidate shall analyze the provided data, and present a written report that summarizes the findings to a senior officer within the agency. The report must identify major causes for service demands within various planning areas within the jurisdiction.

Conditions: The Candidate will complete all elements of the assigned task

Equipment Required: The Candidate will be provided data from the agency records, information management system, data processing system, or incident reporting system. Paper, pen/pencil, computer if applicable.

No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Analyze the data.				
2.	Determine the major causes for service demands within the planning area(s).				
3.	Prepare a written report outlining the major causes for service demands.				
4.	Effectively present the report to senior officer(s).				

Supervisor/Evaluator/Comments:

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



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NFPA 1021, 2020 Edition

5.4.5 Administration

JPR# FO2 – 13

5.7.1 Health and Safety

Standard Area: Health and Safety

Revised 16/01/23

Candidate:

SN#

Date

STANDARD: 5.4.5 NFPA 1021, 2020 Edition	TASK: Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for detrails such as trends, variances, or other related topics, so that the information required for the AHJ is accurate and documented.				
STANDARD: 5.7.1 NFPA 1021, 2020 Edition	TASK: Analyze a member's accident, injury, or health exposure history, given the case study, so that a report is prepared for a supervisor and includes action taken and recommendations given.				
Performance Outcome: The candidate will examine a case study of a member's accident injury, or health exposure and prepare a written report for a supervisor. Report will identify unsafe environments and behaviors, document action taken, and make recommendations to prevent reoccurrence.					
Conditions: The Candidate will complete all elements of the assigned task					
Equipment Required: Case Study described above. Pen/pencil and paper. Health and safety policies and procedures. Injury/Illness reports. Computer, if applicable.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Gather information on a crew member's accident, injury or exposure from their personnel records utilizing the department's record management system.				
2.	Identify the circumstances in which the incident occurred: a) Who was involved? b) What PPE was in use? c) What equipment was involved?				
3.	Determine the root cause(s) for any incident involving the employees health concern. a) Unsafe acts. b) Improperly working equipment or PPE. c) Improperly adjusted equipment. d) Environmental conditions. e) Adherence to policies, guidelines or procedures.				
4.	Analyze the accident, injury or exposure for any trends in past incidents.				
5.	Identify the actions taken and recommend solutions based on trend analysis and root cause(s)				
6.	Document the analysis in a concise written report outlining: a) Problems b) Investigation processes c) One or more recommended solutions.				
7.	Transmit the report to a supervisor.				
8.	Utilize the department record system to store documentation and return any physical copies of personnel files to their original storage. <i>*Note: All personnel records are protected by law. When handling personnel records, it is critical confidentiality be maintained.</i>				

Supervisor/Evaluator/Comments:

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