

# Fire Officer

Level I



Based on: National Fire Protection Association (NFPA) 1021, Standard for Fire Officer, 2020 Standard;  
Chapter 4



## **16 FIREFIGHTER LIFE SAFETY INITIATIVES**

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

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

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

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

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

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

## **NDFA Firefighters Certification Committee and Subject Matter Experts**

The NDFA Certification Committee is a 12-member committee, which consists of nine (9) members from the North Dakota fire service; the committee members function as liaison between the fire service and the North Dakota Firefighters Association Executive Board. Members of the committee are:

- NDFA 1<sup>st</sup> Vice President
- State Fire Marshal
- (1) A member from the North Dakota Fire Chief's Association
  - Will serve a two-year term
- (1) A member from the North Dakota Fire Prevention Association
  - Will serve a two-year term
- (1) A member from the North Dakota Instructor Society
  - Will serve a two-year term
- (4) Four NDFA members at large
  - One member elected from each of the four training regions: NW, SW, NE, and SE
  - Terms will mirror the Trustee from their region
- The NDFA Training Director
  - Represents as a non-voting member of the committee
  - Will serve as a compliance officer

The NDFA Subject Matter Experts (SMEs) are individuals throughout North Dakota comprised of certified, experienced personnel in the discipline. The Fire Officer I standard SMEs are as listed:

- Nick Francis
  - Captain with the Grand Forks Fire Department
- Jonathan Hildremyr
  - Training Coordinator with the NDFA
- Robert Knuth
  - Assistant Chief with Minot Rural Fire Department
- Corey Johnson
  - Assistant Fire Chief of Operations with Williston Fire Department
- Joe Mangin
  - Battalion Chief with Fargo Fire Department
- Jeremy Presnell
  - Fire Chief with Dickinson Fire Department

Please direct North Dakota Firefighter certification questions and comments to:

Christopher Demello Rice  
NDFA Certification Coordinator  
1502 Grumman Lane, Suite 2  
Bismarck, North Dakota 58504

**PH: (701) 222-2799 CP: (701) 388-2541 FAX: (701) 222-2899**

**Please visit our Web site at: [www.ndfa.net](http://www.ndfa.net)**

## TABLE OF CONTENTS

<b>Certification Advisory Committee and Subject Matter Experts.....</b>	<b>3</b>
<b>Introduction/Prerequisites.....</b>	<b>5</b>
<b>Evaluation Criteria.....</b>	<b>6</b>
<b>Online Fire Officer I Course.....</b>	<b>7</b>
<b>Fire Officer I Evaluators.....</b>	<b>7</b>
<b>Description of Skill Sheets.....</b>	<b>8</b>
<b>Fire Officer I Written Examination.....</b>	<b>8</b>
<b>Module #1 - Administration.....</b>	<b>9</b>
<b>Skill Sheets #1-#4.....</b>	<b>10-16</b>
<b>Module #2 - Human Resource Management.....</b>	<b>17</b>
<b>Skill Sheets #5-#7.....</b>	<b>18-23</b>
<b>Module #3 - Community and Government Relations.....</b>	<b>24</b>
<b>Skill Sheets #8-#10.....</b>	<b>25-30</b>
<b>Module #4 - Inspection and Investigation.....</b>	<b>31</b>
<b>Skill Sheets #11-#12.....</b>	<b>32-36</b>
<b>Module #5 - Health and Safety.....</b>	<b>37</b>
<b>Skill Sheets #13-#14.....</b>	<b>38-41</b>
<b>Module #6 - Emergency Service Delivery.....</b>	<b>42</b>
<b>Skill Sheet #15.....</b>	<b>43-44</b>
<b>Skill Sheet #15 Sample – Emergency Service Delivery: Initial Action Plan.....</b>	<b>45</b>
<b>Supporting Documents – .....</b>	<b>51</b>

## **INTRODUCTION**

Welcome to the North Dakota's Fire Officer I (FOI) certification program. North Dakota Firefighter's Association (NDFA) bases the NDFA FOI certification off of *NFPA 1021: Standard for Fire Officer Professional Qualifications, 2020 edition*, as the training and certification standard.

There are three steps to the Fire Officer I certification process:

1. **Prerequisites** – Candidates must hold current certifications for Hazardous Materials Awareness and Hazardous Materials Operations, Firefighter I, Firefighter II, and Fire Instructor I in order to complete the Fire Officer I certification process. Candidates must also have at least three (3) years' experience as a member of an organized fire department.
2. **Fire Officer I Online Course** – Candidates must successfully complete the online FOI course. Successful completion of this course will be utilized to demonstrate the competencies outlined in the current edition of chapter 4 of NFPA 1021.
3. **Fire Officer I Written Examination** – Candidates must successfully pass a 100-question written examination based on knowledge requirements in the current edition of chapter 4 of NFPA 1021.

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

### **Fire Officer I Online Course**

The project-based FOI online course gives candidates an opportunity to demonstrate mastery of the competencies required to perform in the role of a FOI as defined by Chapter 4 of NFPA 1021, 2020 edition. The activities required in the course must be completed without regard to whether your agency provides the required services or not. Complete the activities in the course accurately and thoroughly according to your agency's policies and standard operating guidelines (SOGs). If your agency does not have a policy or SOG needed for one of the activities in a project, either "create" the necessary policy and/or SOG, or use one from a neighboring department you are familiar with. Be sure you have the approval and support of your fire chief, and any department's chief in which you used their documents/policies from, before proceeding with this step. You must make a point to note this approval in your documentation.

A "Supporting Document" is a document that shows (supports) and explains a candidate's submission of a specific skill sheet. Examples include (but are not limited to) department SOGs, blank departmental forms, incident reports, etc. All required supporting documents are referenced in the "Required Documentation" section of each FOI skill sheet and must be included with each module submittal. When applicable, supporting documents should be formatted with the Times New Roman font in size 12, double spaced, and on pages with 1.5-inch margins. Supporting documents should be proofed for grammar and spelling errors. Once submitted, these documents will become the property of the NDFA and may be used in part or whole with any identifying information removed.

## **EVALUATION CRITERIA**

### **General Evaluation Criteria**

Chapter 4 of NFPA 1021; 2020 edition is the basis of the Grading Rubric for this project. Each activity addresses the specific FOI competencies referenced at the top of the FOI skill sheets.

NFPA 1021, Section 4.1.2 addresses:

“The ability to effectively communicate in writing utilizing technology provided by the AHJ; write reports, letters, and memos; operate in an information management system; and effectively operate at all levels in the incident management system utilized by the AHJ.”

### **Specific Evaluation Criteria**

Each JPR is included in the FOI online course modules. Each module includes instructions for successfully completing the FOI skill sheets. Once completed, each skill sheet must be signed off by a representative from your department that will verify that your level of performance meets the Professional Qualification Standards set by NFPA 1021 for Fire Officer I and follows the AHJ’s policies and procedures.

### **Conflict of Interest**

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

## **ONLINE FIRE OFFICER I COURSE**

### **Enrolling in the Fire Officer I Online Course**

To enroll in the FOI program, candidates will need to:

- Go to [www.ndfirefighter.com](http://www.ndfirefighter.com) and complete the “Fire Officer I Training Enrollment Request” application. The NDFA Office will be notified of the applicant’s request and review it for eligibility.
- Students will receive a confirmation email stating that registration into the FOI program has been completed. Students will then need to go to the website listed on the confirmation email and create a password to access their account.
  - If not eligible, students will receive an email from the NDFA Training Coordinator stating why they are not eligible for the course.
  - At this time, the candidate will be assigned an evaluator.
- Students will have **SIX MONTHS** from the time the confirmation email is sent to complete the FOI online course. If the six-month timeframe is exceeded and the candidate has not fully completed the course, the candidate will be dropped from the course and be required to reapply.

### **Completing the Fire Officer I Online Course**

Candidates will be evaluated on the project-based examination through the FOI online course. Once enrolled, the student will be given access to start skill sheet #1 of module #1. After skill sheet #1 has been evaluated with a passing grade, students will be given access to complete the rest of module #1 along with modules #2 through #5. Once all five modules are completed with passing grades, candidates will be given access to complete the last and final module #6.

If any of the submitted assignments/skill sheets do not meet the passing requirements, the assigned evaluator will inform the candidate. Evaluators will identify the specific JPR that was not completed in the submission of that assignment. Evaluators cannot provide any assistance to the candidate as this would constitute training, therefor making the evaluator ineligible to evaluate the candidate’s module as part of their FOI project.

Once the last assignment has been approved with a passing grade, candidates will be given a FOI certificate of completion. The FOI certificate of completion serves to inform the Certification Coordinator that the candidate is eligible to test the FOI written exam, which is required to complete the FOI certification process.

## **FIRE OFFICER I EVALUATORS**

NDFA Fire Officer I evaluators are comprised of experienced, certified Subject Matter Experts (SMEs). FOI evaluators will evaluate FOI modules (as part of the complete project-based examination) for content, completeness, adequate demonstration of specific competencies, and the candidate’s ability to communicate in writing. Candidates must achieve 100% on all competencies to achieve credit for completion. Candidates not successfully meeting the requirements will be notified of any deficiencies and allowed to re-submit their project after addressing the deficiencies identified by the assigned evaluator.

## **DESCRIPTION of SKILL SHEETS**

### **Skill Sheets #1 - #4 – Administration**

The JPRs in this section involve general administrative functions and the implementation of departmental policies and procedures at the unit level.

### **Skill Sheets #5 - #7 – Human Resource Management**

The JPRs in this section involve utilizing human resources to accomplish assignments in accordance with safety plans and in an efficient manner. These JPRs also involve evaluating member performance and supervising personnel during emergency and nonemergency work periods.

### **Skill Sheets #8 - #10 – Community and Government Relations**

The JPRs in this section involve dealing with inquiries and concerns from members of the community and projecting the role of the department to the public.

### **Skill Sheets #11 - #12 – Inspections and Investigations**

The JPRs in this section involve conducting inspections to identify hazards and address violations, performing a fire investigation to determine preliminary cause, securing the incident scene, and preserving evidence.

### **Skill Sheet #13 - #14 – Health and Safety**

The JPRs in this section involve integrating safety plans, policies, and procedures into the daily activities as well as the emergency scene. This includes the donning of appropriate levels of personal protective equipment to ensure a work environment in accordance with health and safety plans for all assigned members.

### **Skill Sheet #15 – Emergency Service Delivery**

The JPRs in this section involve supervising emergency operations, conducting pre-incident planning, and developing assigned resources in accordance with the local emergency plan.

For more information about the requisite knowledge and skill requirements for each JPR, refer to the subsections of the current edition of chapter 4 of NFPA 1021.

## **FIRE OFFICER I WRITTEN EXAMINATION**

Candidates that successfully complete the FOI project-based examination through the FOI online course are eligible to attempt the 100-question FOI written exam. The written exam must be coordinated with the Certification Coordinator to find an approved tester to administer the exam.

Candidates will have SIX MONTHS from the time they receive their FOI certification of completion to complete the FOI written exam. If the candidate has not passed the FOI written exam in the six-month timeframe, the candidate must restart the FOI certification process over.

All questions in the FOI written examination are derived from the Jones & Bartlett textbook, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition.



**FIRE OFFICER I**  
**MODULE #1**  
**Administration**

# North Dakota Firefighter's Association

## FIRE OFFICER I: SKILL SHEET #1

### Administration

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Section 4.4.4

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapters 1 and 2

#### **Required Skill #1 (JPR 4.4.4)**

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

#### **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.

#### **Skill Steps**

- ☐ Identify the structure of an organization
- ☐ Identify the functions of management
- ☐ Communicates the mission of the organization in an effective manner that is clear and concise
- ☐ Communicates the responsibilities and duties of the organization in an effective manner that is clear and concise
- ☐ Correct, reinforce, or develop defined management components of an organization
- ☐ Present (in real time) an overview of the organization to include roles, responsibilities, and the organization's mission

#### **Required Documentation**

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

#### **Grading Rubric**

- ☐ Identifies the purpose and mission of the organization
- ☐ Understands the structure of the organization
- ☐ Understands the functions of each position in the organization
- ☐ All descriptions and narratives are communicated in an effective manner that is clear and concise
- ☐ Effectively communicated through verbal and written methods utilizing technology

## AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

AHJ Signature

Date

Comments:

# North Dakota Firefighter's Association

## FIRE OFFICER I: SKILL SHEET #2

### Administration

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Sections 4.4.1 and 4.4.2

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapters 1 and 5

#### **Required Skill #1 (JPR 4.4.1)**

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

#### **Required Skill #2 (JPR 4.4.2)**

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

#### **PERFORMANCE OUTCOME**

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

#### **Skill Steps**

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

#### **Required Documentation**

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

#### **Grading Rubric**

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

### AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

AHJ Signature

Date

Comments:

# North Dakota Firefighter's Association

## **FIRE OFFICER I: SKILL SHEET #3**

### **Administration**

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Section 4.4.3

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapter 5

#### **Required Skill #1 (JPR 4.4.3)**

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

#### **PERFORMANCE OUTCOME**

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

#### **Skill Steps**

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

#### **Required Documentation**

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

#### **Grading Rubric**

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

### AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

AHJ Signature

Date

Comments:

# North Dakota Firefighter's Association

## FIRE OFFICER I: SKILL SHEET #4

### Administration

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Section 4.4.5

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapter 3 and 5

### Required Skill #1 (JPR 4.4.5)

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

### PERFORMANCE OUTCOME

Candidate will collect incident response data from at least three (3) incidents (actual or simulated). Based off the information from the selected incidents, the candidate will create a report that explains the importance of collecting incident response data based off the incidents used in this skill.

### Skill Steps

- ☐ Analyze incident response data
- ☐ Create an incident response report using proper policies, forms and procedures

### Required Documentation

- ☐ Summary/Report of the combined information from incidents used in this skill
- ☐ Incident reports – Indicate if using another departments Incident Reports or if creating your own
- ☐ SOP/SOG's – Indicate if using another departments SOG's or if creating your own
- ☐ Any other completed forms

### Grading Rubric

- ☐ Effectively communicated in writing utilizing technology

### AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

AHJ Signature

Date

Comments:

---

---



**FIRE OFFICER I**  
**MODULE #2**  
**Human Resource Management**

# North Dakota Firefighter's Association

## FIRE OFFICER I: SKILL SHEET #5

### Human Resource Management

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Sections 4.2.2 and 4.2.6

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapters 2 and 3

#### **Required Skill #1 (JPR 4.2.2)**

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

#### **Required Skill #2 (JPR 4.2.6)**

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

#### **PERFORMANCE OUTCOME**

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

#### **Skill Steps**

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

#### **Required Documentation**

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

#### **Grading Rubric**

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

### AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

Student's Respective AHJ Signature

Date

Comments:

---

---

---

---

# North Dakota Firefighter's Association

## **FIRE OFFICER I: SKILL SHEET #6**

### Human Resource Management

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Section 4.2.3

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapters 3 and 8

#### **Required Skill #1 (JPR 4.2.3)**

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

#### **PERFORMANCE OUTCOME**

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

#### **Skill Steps**

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

#### **Required Documentation**

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

#### **Grading Rubric**

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

## AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

AHJ Signature

Date

Comments:

# North Dakota Firefighter's Association

## FIRE OFFICER I: SKILL SHEET #7

### Human Resource Management

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Sections 4.2.4 and 4.2.5

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapters 3 and 5

#### **Required Skill #1 (JPR 4.2.4)**

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

#### **Required Skill #2 (JPR 4.2.5)**

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

#### **PERFORMANCE OUTCOME**

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

#### **Skill Steps**

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

#### **Required Documentation**

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

## Grading Rubric

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

## AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

AHJ Signature

Date

Comments:

---

---

---

---

**FIRE OFFICER I**  
**MODULE #3**  
**Community and Government Relations**



# North Dakota Firefighter's Association

## **FIRE OFFICER I: SKILL SHEET #8**

### Community and Government Relations

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Section 4.3.1

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapter 4

#### **Required Skill #1 (JPR 4.3.1)**

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

#### **PERFORMANCE OUTCOME**

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

#### **Skill Steps**

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

#### **Required Documentation**

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

#### **Grading Rubric**

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

## AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

AHJ Signature

Date

Comments:

# North Dakota Firefighter's Association

## **FIRE OFFICER I: SKILL SHEET #9**

### Community and Government Relations

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Section 4.3.2

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapter 4

#### **Required Skill #1 (JPR 4.3.2)**

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

#### **PERFORMANCE OUTCOME**

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

#### **Skill Steps**

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

#### **Required Documentation**

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

#### **Grading Rubric**

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

## AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

AHJ Signature

Date

Comments:

# North Dakota Firefighter's Association

## FIRE OFFICER I: SKILL SHEET #10

### Community and Government Relations

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Section 4.3.3

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapter 4

#### Required Skill #1 (JPR 4.3.3)

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

#### PERFORMANCE OUTCOME

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

#### Skill Steps

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

#### Required Documentation

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

#### Grading Rubric

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

## AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

AHJ Signature

Date

Comments:

**FIRE OFFICER I**  
**MODULE #4**  
**Inspection and Investigation**

# North Dakota Firefighter's Association

## FIRE OFFICER I: SKILL SHEET #11

### Inspection and Investigation

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Sections 4.5.1 and 4.5.2

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapter 6

#### **Required Skill #1 (JPR 4.5.1)**

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

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

#### **Required Skill #2 (JPR 4.5.2)**

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

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

#### **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.



**Skill Steps**

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

**Required Documentation**

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

**Grading Rubric**

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

## AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

AHJ Signature

Date

Comments:

# North Dakota Firefighter's Association

## FIRE OFFICER I: SKILL SHEET #12

### Inspection and Investigation

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Section 4.5.3

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapter 6

#### Required Skill #1 (JPR 4.5.3)

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

#### PERFORMANCE OUTCOME

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

#### Skill Steps

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

#### Required Documentation

- ☐ A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- ☐ SOP/SOG's – Indicate if using another departments SOG's or if creating your own
- ☐ Completed action plan and forms
- ☐ Incident reports
- ☐ Drawings/pictures as needed

#### Grading Rubric

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

## AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

AHJ Signature

Date

Comments:

# **FIRE OFFICER I**

## **MODULE #5**

### **Health and Safety**

# North Dakota Firefighter's Association

## FIRE OFFICER I: SKILL SHEET #13

Health and Safety

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Sections 4.7.1 and 4.7.2

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapter 8

### Required Skill #1 (JPR 4.7.1)

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

### Required Skill #2 (JPR 4.7.2)

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

### PERFORMANCE OUTCOME

Candidate will assume the role of company officer and will conduct an Initial Accident Investigation involving a Fire Department Vehicle, or injury. Provided an actual or simulated accident scenario. Candidate will interview witnesses, complete required reports, make recommendations on preventing future similar accidents, and convey responsibility for the accident to the appropriate person. Candidate will identify safety hazards or unsafe behaviors that may have contributed to the accident. Candidate will provide supervision with a briefing outline to be presented to all department members during in-service training.

### Skill Steps

- ☐ Freeze apparatus in position to conduct investigation, if possible
- ☐ Make appropriate notifications according to policy
- ☐ Utilize all available resources to document incident and conditions
- ☐ Interview witnesses to obtain facts, if possible
- ☐ Identify factors contributing to the accident
- ☐ Complete appropriate forms, reports, and statements as required by AHJ policy
- ☐ Provide in-service training to prevent further incidents

### Required Documentation

- ☐ A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- ☐ SOP/SOG's – Indicate if using another departments SOG's or if creating your own
- ☐ Completed reports and forms
- ☐ Update associated department policy that correlates to the accident cause
- ☐ Witness statements
- ☐ Drawings/pictures as needed
- ☐ Completed briefing outline as it pertains to in-service training requirements

## Grading Rubric

- ☐ Candidate understands safety policies and procedures of the AHJ
- ☐ Candidate understands the procedures for conducting an accident investigation
- ☐ Candidate demonstrates the ability to conduct interviews
- ☐ Incident is documented and reports are processed in accordance with policies and procedures of the AHJ
- ☐ Candidate describes the most common causes of personal injury and accident to members
- ☐ Candidate completed required reports to the satisfaction of the AHJ
- ☐ Candidate demonstrated the ability to identify safety hazards
- ☐ Member responsibilities for safety are conveyed through in-service training
- ☐ Effectively communicated utilizing technology

## AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

AHJ Signature	Date
---------------	------

Comments:

---

---

---

---

# North Dakota Firefighter's Association

## FIRE OFFICER I: SKILL SHEET #14

### Health and Safety

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Sections 4.7.3

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapter 8

#### **Required Skill #1 (JPR 4.7.3)**

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

#### **PERFORMANCE OUTCOME**

Candidate will complete a case study on the death and injuries documented nationally 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.

#### **Skill Steps**

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

#### **Required Documentation**

- ☐ A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- ☐ SOP/SOG's – Indicate if using another departments SOG's or if creating your own
- ☐ A copy of the completed presentation
- ☐ Class Roster

#### **Grading Rubric**

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



## AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

AHJ Signature

Date

Comments:

**FIRE OFFICER I**  
**MODULE #6**  
**Emergency Service Delivery**

# North Dakota Firefighter's Association

## FIRE OFFICER I: SKILL SHEET #15

### Emergency Service Delivery

**Candidate Name:** \_\_\_\_\_

**Competency:** NFPA 1021: 2020 Edition, Sections 4.2.1, 4.6.1, 4.6.2, and 4.6.3

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapters 2, 3, 7, and 8

#### **Required Skill #1 (JPR 4.6.1)**

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

#### **Required Skill #2 (JPR 4.6.2)**

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

#### **Required Skill #3 (JPR 4.2.1)**

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

#### **Required Skill #4 (JPR 4.6.3)**

Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.

### **PERFORMANCE OUTCOME**

Candidate will develop and implement an initial action plan for the emergency incident scenario that involves a single-family residential fire (actual or simulated). The candidate will assume the role of the company officer supervising the first-due fire company for the actual or simulated incident. After a scene size-up, the candidate will assign tasks or responsibilities in a complete, clear, and concise manner so that safety considerations are addressed and desired outcomes are conveyed. Candidate must be able to analyze the emergency scene conditions, allocate resources where required, communicate effectively, operate within an emergency management system, supervise, and account for assigned personnel so that resources are deployed appropriately to mitigate the situation. The candidate will then conduct a post-incident analysis of the incident using proper policies and procedures.

### **Skill Steps**

- ☐ Develop and implement an effective initial action plan
- ☐ Analyze the incident and use information gained to present (in real time) a scene size-up
- ☐ Assign tasks or responsibilities to unit members at an emergency operation
- ☐ Give condensed instructions that are complete, clear, and concise to convey the desired outcome
- ☐ Confirm understanding of assignments
- ☐ Efficiently utilize personnel, equipment, and resources in a reasonable, safe, and prudent manner
- ☐ Maintain supervision and accountability for personnel
- ☐ Implement and operate within the emergency management system
- ☐ Conduct an incident response report using proper policies, forms and procedures
- ☐ Present (in real time) a post-incident analysis using proper policies and procedures
- ☐ Communicate effectively using both verbal and written methods

**Required Documentation**

- ☐ A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- ☐ SOP/SOG's – Indicate if using another departments SOG's or if creating your own
- ☐ Completed action plan and forms
- ☐ Incident reports
- ☐ Post incident analysis form(s)
- ☐ Drawings/pictures as needed

**Grading Rubric**

- ☐ Candidate understood elements of a size-up and analyzed emergency scene conditions
- ☐ Candidate understood and activated the local emergency plan, including evacuation procedures
- ☐ An initial action plan was developed and communicated to deployed resources
- ☐ Candidate demonstrated the ability to request additional resources as needed
- ☐ Resources deployed to control the emergency were given clear assignments
- ☐ Standard operating procedures of the AHJ were followed
- ☐ An incident management system was used
- ☐ Candidate managed scene safety and accounted for assigned personnel
- ☐ Instructions given were complete, clear, and concise
- ☐ Instructions were condensed and consistent with AHJ policy
- ☐ AHJ post-incident analysis policies & procedures were followed
- ☐ Post-incident analysis evaluated response skills & identified future training needs
- ☐ Critical elements & other post-incident analysis findings communicated to all participants
- ☐ Effectively communicated through verbal and written methods utilizing technology

**AHJ Statement of Approval**

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

---

AHJ Signature

Date

Comments:

---

---

---

---

**FIRE OFFICER I**  
**JOB PERFORMANCE REQUIREMENT**  
**Example Documentation for Skill Sheet #15**

# North Dakota Firefighter's Association

## FIRE OFFICER I: SKILL SHEET #15

### Emergency Service Delivery

**Candidate Name:** John White

**Competency:** NFPA 1021: 2020 Edition, Sections 4.2.1, 4.6.1, 4.6.2, and 4.6.3

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapters 2, 3, 7, and 8

#### **Required Skill #1 (JPR 4.6.1)**

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

#### **Required Skill #2 (JPR 4.6.2)**

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

#### **Required Skill #3 (JPR 4.2.1)**

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

#### **Required Skill #4 (JPR 4.6.3)**

Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.

### **PERFORMANCE OUTCOME**

Candidate will develop and implement an initial action plan for the emergency incident scenario that involves a single-family residential fire (actual or simulated). The candidate will assume the role of the company officer supervising the first-due fire company for the actual or simulated incident. After a scene size-up, the candidate will assign tasks or responsibilities in a complete, clear, and concise manner so that safety considerations are addressed and desired outcomes are conveyed. Candidate must be able to analyze the emergency scene conditions, allocate resources where required, communicate effectively, operate within an emergency management system, supervise, and account for assigned personnel so that resources are deployed appropriately to mitigate the situation. The candidate will then conduct a post-incident analysis of the incident using proper policies and procedures.

### **Skill Steps**

- ☐ Develop and implement an effective initial action plan
- ☐ Analyze the incident and use information gained to present (in real time) a scene size-up
- ☐ Assign tasks or responsibilities to unit members at an emergency operation
- ☐ Give condensed instructions that are complete, clear, and concise to convey the desired outcome
- ☐ Confirm understanding of assignments
- ☐ Efficiently utilize personnel, equipment, and resources in a reasonable, safe, and prudent manner
- ☐ Maintain supervision and accountability for personnel
- ☐ Implement and operate within the emergency management system
- ☐ Conduct an incident response report using proper policies, forms and procedures
- ☐ Present (in real time) a post-incident analysis using proper policies and procedures
- ☐ Communicate effectively using both verbal and written methods

## Required Documentation

- ✓ A detailed narrative outlining the method used by the candidate to accomplish the task(s)
- ✓ SOP/SOG's – Indicate if using another departments SOG's or if creating your own
- ✓ Completed action plan and forms
- ✓ Incident reports
- ✓ Post incident analysis form(s)
- ✓ Drawings/pictures as needed

**\*AHJ must have each of the required documents checked off**

## Grading Rubric

- ✓ Candidate understood elements of a size-up and analyzed emergency scene conditions
- ✓ Candidate understood and activated the local emergency plan, including evacuation procedures
- ✓ An initial action plan was developed and communicated to deployed resources
- ✓ Candidate demonstrated the ability to request additional resources as needed
- ✓ Resources deployed to control the emergency were given clear assignments
- ✓ Standard operating procedures of the AHJ were followed
- ✓ An incident management system was used
- ✓ Candidate managed scene safety and accounted for assigned personnel
- ✓ Instructions given were complete, clear, and concise
- ✓ Instructions were condensed and consistent with AHJ policy
- ✓ AHJ post-incident analysis policies & procedures were followed
- ✓ Post-incident analysis evaluated response skills & identified future training needs
- ✓ Critical elements & other post-incident analysis findings communicated to all participants
- ✓ Effectively communicated through verbal and written methods utilizing technology

**\*AHJ must have each of the required documents checked off**

## AHJ Statement of Approval

By signing below, I hereby attest I have reviewed this candidate's performance of the above activities and find it meets the standards established for Fire Officer I by NFPA 1021, 2020 edition. All work was completed following the policies and procedures established by my organization.

**\*AHJ must have each skill sheet completed with a signature and date**

<u>Daniel Diligent, Fire Chief</u> AHJ Signature	<u>Oct. 27, 2009</u> Date
<p>Comments: <u>Firefighter Frederick did an excellent job of scene size-up and initial assignments. His assistance with the development and implementation of the action plan demonstrated excellent management and communication skills on-scene.</u></p>	

# North Dakota Firefighter's Association

## FIRE OFFICER I: SKILL SHEET #15

### Emergency Service Delivery

**Candidate Name:** John White

**Competency:** NFPA 1021: 2020 Edition, Sections 4.2.1, 4.6.1, 4.6.2, and 4.6.3

**Reference:** Jones and Bartlett, *Fire Officer: Principles and Practice*; 4<sup>th</sup> edition – Chapters 2, 3, 7, and 8

### Incident Summary:

1. Incident Scenario
  - Chemical spill at a local two-story hotel is the outside pool area
  - Temperature – 73 degrees, SE wind at 3 mph
2. Resources Assigned
  - Training Officer – (name blanked out)
  - Acting Duty Chief – (name blanked out)
  - Engine 3 w/ four personnel
  - Ambulance 3 w/ three personnel
  - HazMat 6 w/ four personnel
  - Engine 2 w/ four personnel
3. Incident Action Plan

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



## Incident Action Plan (continued from previous page)

### ICS Organization



#### 4. Resources used and their assignments:

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

#### 5. Description of your role as Incident Commander

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

#### 6. Narrative of the Incident

At 0923 hours of October 22, 2009, we responded to a chemical spill at the Ameritel Inn on Meadowbrook Road in Smalltown, Idaho. Initial dispatch was for an unknown quantity of chlorine and acid spilled in the swimming pool area, with an evacuation of the hotel in progress.

I responded as the initial Incident Commander, along with Engine 3 and Ambulance 3. I requested HazMat 6 respond to the scene. I arrived on scene at 0926 hours and performed an initial scene size-up. I found the occupants of the hotel were being evacuated by the hotel staff. The pool area had been cleared and there was a pale-yellow cloud, close to the ground, that was drifting toward the hotel from an overturned maintenance cart near the pool. I determined, based on my size up, that we had sufficient local resources and would not need to activate the State Emergency Response Plan. I advised dispatch of my initial size-up, and directed all responding resources the tactical channel for on-scene communications would be SFD Ops. 1.

Ambulance 3 and Engine 3 arrived at 0927 hours. Ambulance 3 was assigned patient triage and treatment; they were given the authority to call for additional ambulances for transport as necessary. Engine 3 was assigned to keep anyone from entering the pool area and monitor the perimeter for anyone not evacuating by going room to room and verifying everyone was clear of the nearby rooms.

Acting Duty Chief (blanked out) arrived at 0930 hours and established a Unified Command of the incident. I assisted him with development and implementation of the Incident Action Plan. I served as the Safety Officer for the remainder of the incident.

## **Narrative of the Incident (continued)**

Information was gathered from the hotel maintenance crew as to the type and quantity of materials spilled. Upon their arrival at 0934 hours, HazMat 6 was assigned to verify the chemicals, concentrations, and suggest a mitigation tactic. Engine 2 was also dispatched to provide additional resources.

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

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

Engine 2 arrived on scene at 0944 just as the diluting and flushing operation commenced. Engine 2 was assigned to ventilate the hotel area using both positive pressure ventilation from the lobby and negative pressure out of the “Charlie” side of the hotel. Engine 3 was ordered to maintain perimeter security and monitor interior hallways and rooms for any toxic gases using portable monitoring equipment.

The dilution and flushing operations were accomplished from a safe distance uphill and upwind, so no personnel or equipment were contaminated. Sufficient water was applied to the spill area to neutralize and flush away any remaining chemicals from the spill. Subsequent monitoring revealed no detectable trace of the chemicals remained in the spill area. The only remaining hazard was the broken glass from the acid bottle, which we swept up and placed in the trash dumpster on site.

Ambulance 3 reported only two patients required serious medical evaluation and both had refused transport to the Emergency Room. The hotel was reopened after about an hour and a half without further problem. A tailboard after-action review was held, and units were released from the scene at 1102 hours. Information was gathered for the report, and I cleared the scene and went back in-service at 1120 hours.

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

Department Standard Operating Guidelines attached:

SFD SOG 2-2: Incident Command System

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

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

SFD SOG 3-5: Scene Safety – Scene Communications

SFD SOG 5-1: Hazardous Materials Incident Initial Response

SFD SOG 5-5: Hazardous Materials Incident Termination

NOTE: For the sake of brevity, the above SOGs are not actually included in this example. Be sure to include copies of any applicable SOGs/SOPs in the submission of your documentation in each module. You do not have to include applicable SOGs/SOPS with the documentation for each activity. You may submit all applicable SOGs/SOPs at the end of each module and merely reference them in the documentation for each activity as appropriate.



## FIRE OFFICER I – Organization Overview

(This checklist must be used in conjunction with skill sheet #1)

**SKILL:** Present and explain your organization.

**CONDITION:** Given skill sheet #1 from the Fire Officer I standard, the candidate will verbally explain all components to include any documentation used to complete the skill sheet.

**TIME:** This skill must be completed within 30 minutes following the explanation of the requirements for completion.

### CANDIDATE PERFORMED THE FOLLOWING SKILL STEPS:

		1st Att.		2nd Att.	
		Yes	No	Yes	No
1	Identifies the purpose and mission of the organization				
2	Understands the structure of the organization				
3	Understands the functions of each position in the organization				
4	All descriptions and narratives are communicated in an effective manner that is clear and concise				
5	Effectively communicated through verbal and written methods utilizing technology				

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt 2<sup>nd</sup> Attempt

Evaluator's Signature: \_\_\_\_\_



## FIRE OFFICER I – Emergency Service Delivery

(This checklist must be used in conjunction with skill sheet #15)

- SKILL:** Present and explain emergency service provided at an incident.
- CONDITION:** Given the emergency incident used for skill sheet #15, the candidate will verbally explain all components to include any documentation used to complete the skill sheet.
- TIME:** This skill must be completed within 30 minutes following the explanation of the requirements for completion.

### CANDIDATE PERFORMED THE FOLLOWING SKILL STEPS:

		1st Att.		2nd Att.	
		Yes	No	Yes	No
1	Candidate understood elements of a size-up and analyzed emergency scene conditions.				
2	Candidate understood and activated the local emergency plan, including evacuation procedures.				
3	An initial action plan was developed and communicated to deployed resources				
4	Candidate demonstrated the ability to request additional resources as needed				
5	Resources deployed to control the emergency were given clear assignments				
6	Standard operating procedures of the AHJ were followed				
7	An incident management system was used				
8	Candidate managed scene safety and accounted for assigned personnel				
9	Instructions given were complete, clear, and concise				
10	Instructions were condensed and consistent with AHJ policy				
11	Standard operating procedures of the AHJ were followed				
12	AHJ post-incident analysis policies & procedures were followed				
13	Post-incident analysis evaluated response skills & identified future training needs				
14	Critical elements & other post-incident analysis findings communicated to all participants				
15	Effectively communicated through verbal and written methods utilizing technology				

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt2<sup>nd</sup> Attempt

Evaluator's Signature: \_\_\_\_\_