

Fire Officer I

Certification Procedure Guide



This Certification Procedure Guide reflects the requirements of:

NFPA 1021: Standard for Fire Officer Professional Qualifications, 2020 Edition

Introduction to Fire Officer I Certification

FSTB Certification website: <https://dps.iowa.gov/divisions/state-fire-marshal/fire-service-training/certification-accreditation>

Certification Program email: fstbcert@dps.state.ia.us

FSTB Certification phone number: 515-727-3447

Candidates wishing to attain national certification for Fire Officer I through the Iowa Fire Service Training Bureau Certification System must start the process by submitting an Examination Registration Form along with the Registration Fee of \$50, due at the time of registration.

The form is available on the certification page of the FSTB website (link provided above) or you can click on the following link to go directly to the form:

[Written Examination Registration Form](#)

Each Registration Form is updated regularly to reflect the current schedule of examination locations and dates. Candidates are given twelve (12) months to complete each certification process. This time limit starts when the candidate takes their FIRST examination in this level.

Starting July 1, 2019 the initial Registration Fee of \$50 allows the candidate one (1) attempt to pass the written examination. If the candidate fails the written exam, they are charged \$50 to retake **EACH** examination again.

If the twelve (12) month time limit expires and the candidate has not successfully completed all the requirements for this certification process, the candidate will have to restart the process. All information and documentation relating to the previous certification attempt will be removed from the FSTB database.

Projects must be submitted and approved within the twelve (12) months from when the candidate starts the certification process for this level.

Fire Officer I - Certification Requirements

Prerequisites:

Candidates pursuing certification at the Fire Officer I level must meet the following conditions:

1. Be a current member of a fire, emergency or rescue organization within the State of Iowa or enrolled in a Fire Science program within the Iowa College System. All candidates pursuing certification shall be at least 18 years of age.
2. Be certified to the Fire Fighter II level according to the NFPA 1001 - Standard for Fire Fighter Professional Qualifications
3. Be certified to the Fire and Emergency Services Instructor I level according to the NFPA 1041 - Standard for Fire and Emergency Services Instructor Professional Qualifications

An official picture ID (e.g., driver's license, state-issued identification card, military ID, etc.) must be presented for admittance to ANY written and practical skills examination.

Written Examination:

The Fire Officer I written examination is based on Job Performance Requirements listed in NFPA 1021 - Standard for Fire Officer Professional Qualifications, 2020 edition.

- The Fire Officer I written examination contains 100 multiple choice and/or true-false questions.
- Candidates are required to score a minimum of 70% on the written examination. Candidates who fail the written examination are responsible for notifying the FSTB of their desire to retake the written examination by registering for another examination site and paying another registration fee of \$50. Candidates may not take the written examination more than once per day.
- The below chart shows the maximum time allowed for the written examinations based on the number of questions on the examination.

Number of Questions	Maximum Time Allowed
25	30 Minutes
50	60 Minutes
75	90 Minutes
100	120 Minutes

Project:

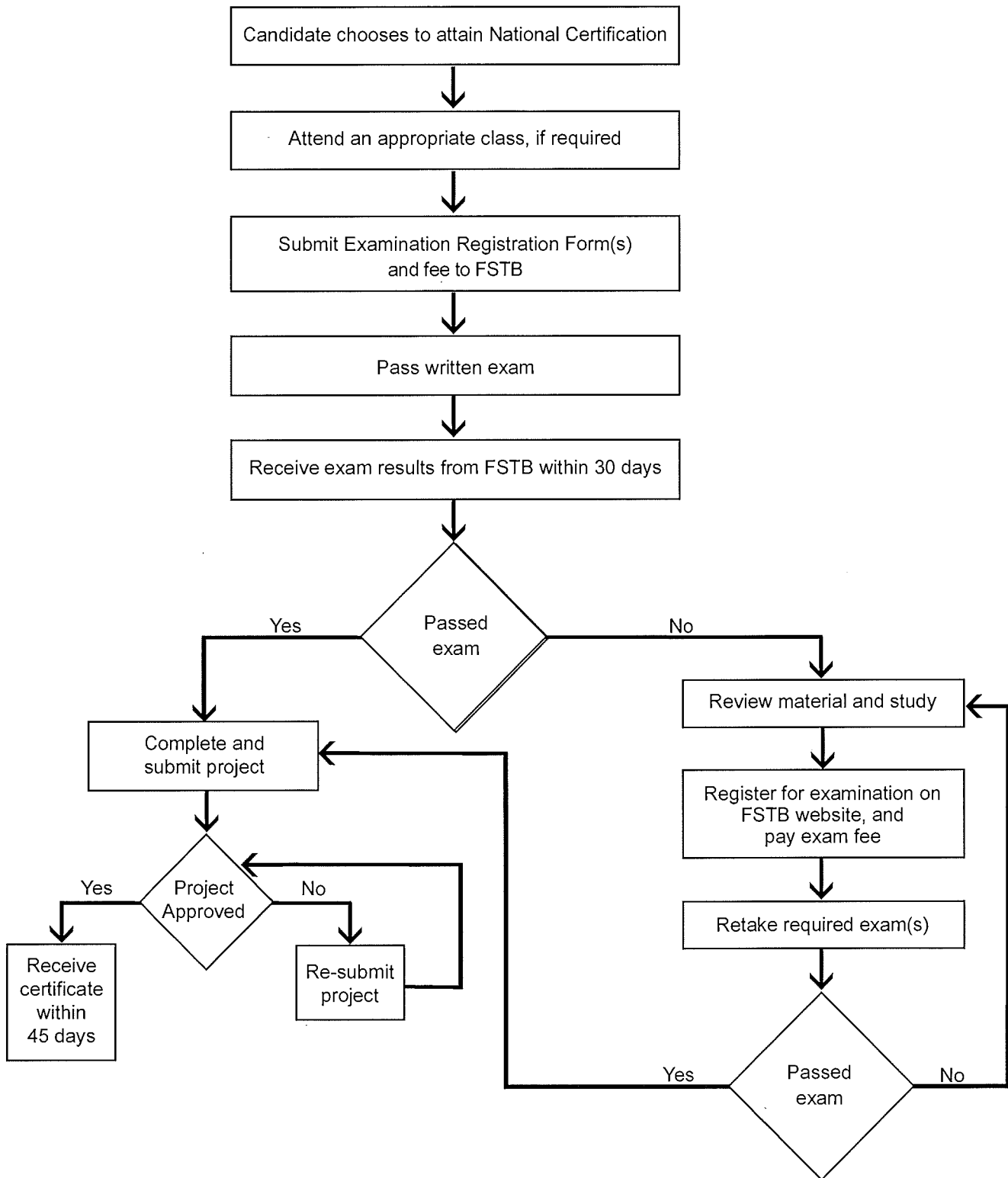
1. The Fire Officer I Project is based on Job Performance Requirements listed in NFPA 1021 - Standard for Fire Officer Professional Qualifications, 2020 edition, Chapter 4. The Project includes assigning tasks or responsibilities to unit members during emergency and non-emergency conditions; directing unit members during a training evolution; recommending action for member-related problems; applying human resources policies and procedures; coordinating the completion of assigned tasks and projects; initiating action on a community need and to a citizen's concern; responding to a public inquiry; recommending changes to existing departmental policies and/or implementing a new departmental policy at the unit level; executing routine unit-level administrative functions; preparing a budget request; explaining the purpose of each management component of the organization; explaining the needs and benefits of collecting incident response data; describing the procedures of the AHJ for conducting fire inspections; identifying 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; securing an incident scene; developing an initial action plan and implementing an action plan at an emergency operation; developing and conducting a post-incident analysis; applying safety regulations at the unit level; conducting an initial accident investigation; and explaining the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities. Detailed instructions and associated documents are located at the end of this Procedures Guide.

References / Textbooks:

- IFSTA, *Fire and Emergency Services Company Officer*, 6th Edition, 2019
- Jones & Bartlett, *Fire Officer: Principles and Practice*, 4th Edition, 2021

Please keep a copy of all your certification documentation for your own records.

Certification Flow Chart for Fire Officer I



You have twelve (12) months to complete this process or you start over.

Fire Officer I - Project

DIRECTIONS:

1. For this project, you have been newly appointed as a Company Officer with your department. The required assignments (skills) in this project reflect job tasks that would normally be completed by an individual in this position. The following checklist is a quick reference of each component of the project and also references the NFPA 1021 JPR the skill is derived from:
 - Assignment (Skill) 1:** Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, **JPR 4.2.1**; Coordinate the completion of assigned tasks and projects by members, **JPR 4.2.6**; Direct unit level personnel to secure an incident scene, **JPR 4.5.3**; Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, **JPR 4.6.1**; Implement an action plan at an emergency operation, **JPR 4.6.2**; Develop and conduct a post-incident analysis, **JPR 4.6.3**; Apply safety regulations at the unit level, **JPR 4.7.1**.
 - Assignment (Skill) 2:** Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location, **JPR 4.2.2**; Direct unit members during a training evolution, **JPR 4.2.3**; Coordinate the completion of assigned tasks and projects by members, **JPR 4.2.6**; Apply safety regulations at the unit level, **JPR 4.7.1**.
 - Assignment (Skill) 3:** Recommend action for member-related problems, **JPR 4.2.4**; Apply human resource policies and procedures, **JPR 4.2.5**.
 - Assignment (Skill) 4:** Implement a community risk reduction (CRR) plan at the unit level, **JPR 4.3.1**
 - Assignment (Skill) 5:** Initiate action to a citizen's concern, **JPR 4.3.2**.
 - Assignment (Skill) 6:** Respond to a public inquiry, **JPR 4.3.3**.
 - Assignment (Skill) 7:** Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, **JPR 4.4.1**; Execute routine unit-level administrative functions, **JPR 4.4.2**.
 - Assignment (Skill) 8:** Prepare a budget request, **JPR 4.4.3**
 - Assignment (Skill) 9:** Explain the purpose of each management component of the organization, **JPR 4.4.4**.
 - Assignment (Skill) 10:** Explain the needs and benefits of collecting incident response data, **JPR 4.4.5**.
 - Assignment (Skill) 11:** Describe the procedures of the AHJ for conducting fire inspections, **JPR 4.5.1**; 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, **JPR 4.5.2**.
 - Assignment (Skill) 12:** Conduct an initial accident investigation, **JPR 4.7.2**; Explain the benefits of being physically and medically capable of performing assigned duties and effective functioning during peak physical demand activities, **JPR 4.7.3**.

2. As you complete the project assignments (skills), please scan and email your documentation to: fstbcert@dps.state.ia.us. **As a reminder, please keep a copy of ALL your paperwork for your records.**

Candidate Name: _____ FSTB ID#: _____

FSTB Evaluator Name: _____ Date Evaluated: _____

No.	Fire Officer I Skill Performance Evaluation Checklist	Pass	Fail
	Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. (JPR 4.2.1)		
1.1	Candidate correctly assigned tasks or responsibilities to unit members, based on an assignment at an emergency incident. The instructions given for the tasks or responsibilities were complete, clear, and concise; addressed safety considerations; and the desired outcomes were conveyed.		
	_____ _____ _____ _____		
	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 both supervised during and held accountable for the completion of the assignments. (JPR 4.2.6)		
1.2	Candidate correctly coordinated the completion of assigned tasks by members. The task assignments were prioritized, a plan for the task assignment was developed, and members were assigned specific tasks, supervised and held accountable for the completion of the task assignments.		
	_____ _____ _____ _____		
	Direct unit level personnel to secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction. (JPR 4.5.3)		
1.3	Candidate correctly directed unit level personnel to secure an incident scene with either rope or barrier tape. The perimeter was recognizable by unauthorized persons and they were kept from accessing restricted areas, and all evidence or potential evidence was protected from damage or destruction.		
	_____ _____ _____ _____		
	Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that the resources are deployed to control the emergency. (JPR 4.6.1)		
1.4	Candidate correctly developed an initial action plan, based from available size-up information for an incident and assigned emergency response resources. Resources were successfully deployed to control the emergency		

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	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. (JPR 4.6.2)		
1.5	Candidate correctly implemented an action plan at an emergency operation. The resources deployed were able to mitigate the situation.		
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	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. (JPR 4.6.3)		
1.6	Candidate correctly developed and conducted a post-incident analysis. All critical elements were identified and communicated and an approved form was utilized.		
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	Apply safety regulations at the unit level, given safety policies, procedures, and standards, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed. (JPR 4.7.1)		
1.7	Candidate correctly applied safety regulations at the unit level in accordance with policies, procedures, and standards. Member responsibilities regarding safety regulations were conveyed. ** COMPLETE & SUBMIT A COPY OF SKILL SCENARIO #1 **		
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	Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. (JPR 4.2.2)		
2.1	Candidate correctly assigned tasks or responsibilities to unit members for an assignment at a nonemergency operation. The instructions given for the tasks or responsibilities were complete, clear, and concise; addressed safety considerations; and the desired outcomes were conveyed.		
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	Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed. (JPR 4.2.3)		
2.2	Candidate correctly directed unit members during a training evolution. Safety plans were adhered to and training was conducted efficiently.		

	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 both supervised during and held accountable for the completion of the assignments. (JPR 4.2.6)		
2.3	Candidate correctly coordinated the completion of assigned tasks by members. The task assignments were prioritized, a plan for the task assignment was developed, and members were assigned specific tasks, supervised and held accountable for the completion of the task assignments.		

	Apply safety regulations at the unit level, given safety policies, procedures, and standards, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed. (JPR 4.7.1)		
2.4	Candidate correctly applied safety regulations at the unit level in accordance with policies, procedures, and standards. Member responsibilities regarding safety regulations were conveyed. ** COMPLETE & SUBMIT A COPY OF SKILL SCENARIO #2 **		

	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. (JPR 4.2.4)		
3.1	Candidate correctly recommended actions for a member-related problem. The situation was identified and actions taken were within the established policies and procedures.		

	Apply human resource policies and procedures, given an administrative situation requiring action, so that the policies and procedures are followed. (JPR 4.2.5)		

3.2	Candidate correctly applied human resource policies and procedures to an administrative situation requiring action. ** COMPLETE & SUBMIT A COPY OF SKILL SCENARIO #3 **		
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	Implement a community risk reduction (CRR) plan at the unit level, given an AHJ CRR plan, and policies and procedures, so that a community need is addressed. (JPR 4.3.1)		
4.1	Candidate correctly implemented a community risk reduction (CRR) plan that addressed a community need. ** COMPLETE & SUBMIT A COPY OF SKILL SCENARIO #4 **		
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	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. (JPR 4.3.2)		
5.1	Candidate correctly initiated action to a citizen's concern. The concern was answered or referred to the correct individual for further action. ** COMPLETE & SUBMIT A COPY OF SKILL SCENARIO #5 **		
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	Respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures. (JPR 4.3.3)		
6.1	Candidate correctly responded to a public inquiry. The inquiry was answered accurately, courteously, and in accordance with applicable policies and procedures. ** COMPLETE & SUBMIT A COPY OF SKILL SCENARIO #6 **		
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	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 the unit members. (JPR 4.4.1)		
7.1	Candidate correctly communicated the implementation of a new departmental policy to unit members and recommended a change to an existing departmental policy.		

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	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. (JPR 4.4.2)		
7.2	Candidate correctly executed unit-level administrative functions, completed forms and logs, and maintained files in accordance with policies and procedures. ** COMPLETE & SUBMIT A COPY OF SKILL SCENARIO #7 **		
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	Prepare a budget request, given a unit-level need, so that the request is in the proper format and is supported with data. (JPR 4.4.3)		
8.1	Candidate correctly prepared a budget request for the purchase of a unit-level need. The request was supported by data and completed in the proper format. ** COMPLETE & SUBMIT A COPY OF SKILL SCENARIO #8 **		
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	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. (JPR 4.4.4)		
9.1	Candidate, utilizing a current copy of their own organization's organization chart, correctly described each management component of the organization and clearly identified the purpose and mission of the organization. ** COMPLETE & SUBMIT A COPY OF SKILL SCENARIO #9 ** ** PLEASE PROVIDE A COPY OF THE ORGANIZATION CHART UTILIZED **		
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	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. (JPR 4.4.5)		
10.1	Candidate correctly described the needs and benefits of collecting incident response data for the purpose of timely and accurate completion of incident response reports. ** COMPLETE & SUBMIT A COPY OF SKILL SCENARIO #10 **		
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	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 action is initiated: (1) Assembly; (2) Educational; (3) Health care; (4) Detention and correctional; (5) Industrial (JPR 4.5.1)		
11.1	Candidate correctly completed a fire inspection report of 1 of the above 5 types of occupancy. All hazards were identified, including hazardous materials and approved action was initiated, if applicable.		

	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) Assembly; (2) Educational; (3) Health care; (4) Detention and correctional; (5) Industrial (JPR 4.5.2)		
11.2	Candidate correctly completed a pre-incident plan for 1 of the above 11 occupancies identifying 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. ** COMPLETE & SUBMIT A COPY OF SKILL SCENARIO #11 **		

	Conduct an initial accident investigation, given an incident and investigation process, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ. (JPR 4.7.2)		
12.1	Candidate correctly completed an accident investigation ensuring the incident was documented and reports were processed per AHJ policies and procedures.		

	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. (JPR 4.7.3)		
12.2	Candidate correctly described the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, including the need to participate in wellness and fitness programs. ** COMPLETE & SUBMIT A COPY OF SKILL SCENARIO #12 **		

Assignment 1 Scenario

Incident: Water/Ice Rescue

Alarm Time: 9:45

Weather: - Temperature - 18 F - Wind – SW 5 MPH - Humidity – 15% - Forecast – Clear and Stable

First Alarm Response: Engine 1, Ambulance 1, Command 1

Other Available Resources: Rescue 9, Ambulance 3, Command 6, Ladder 2

City Fire Dispatch has received notification that a water/ice rescue situation is occurring at 2518 Wessex Drive. A neighbor reported seeing a male who was ice fishing on the pond has broken thru the ice and is yelling for help. City Fire Dispatch creates an incident card and dispatches Engine 1, Ambulance 1, and Command 1 for the reported water/ice rescue. Engine 1 is first due at this location, being less than a mile from the incident. Ambulance 1 and Command 1 are responding from City Hall and will arrive approximately 4 minutes after the arrival of Engine 1. Rescue 9, Ambulance 3, Command 6, and Ladder 2 are at the training facility and will be delayed and will arrive approximately 10 minutes after the arrival of Engine 1.

- On a separate sheet:
 - State the information you would broadcast for your on-scene radio report?
 - Describe in detail specific actions you and members of your crew will complete for the incident.

Company Officer	Driver / Operator	Firefighter #1	Firefighter #2
Roles / Responsibilities/ Tasks:	Roles / Responsibilities/ Tasks:	Roles / Responsibilities/ Tasks:	Roles / Responsibilities/ Tasks:

- Determine the hot, warm, and cold zones for the incident. On the included “Scene Information” and “Map”, label the different zones including the location of apparatus. Additionally, include the needed PPE, equipment, training that is needed to operation in the different zones. Information on how to control access and public should also be included.
- Identify two safety concerns for fire department members and how would you approach or mitigate the safety concerns?
- Complete the Incident Action Plan (IAP) and the Post-Incident Analysis form

Hot Zone	Warm Zone	Cold Zone
PPE / Equipment / Training:	PPE / Equipment / Training:	PPE / Equipment / Training:



POST-INCIDENT ANALYSIS Incident Commander Form

1. INCIDENT DATA

Alarm #: _____ Date: _____ Your Unit: _____

Dispatch Time: _____ Time Assumed IC: _____

Time Relieved: _____ Relieved By: _____

Describe the Situation on Arrival: _____

2. STRATEGY

Identify the Action Plan Strategy: _____

Time to Achieve: _____

Describe the Tactical Sequence: _____

Changes Made to the Action Plan: _____

3. PROBLEMS ENCOUNTERED

Type:

Coordination

Staff Support

Ineffective Equipment Use

Communications

Inadequate Personnel

Equipment Failure

Safety

Too Many Personnel

Other

Assignment 2 Scenario

Your Department has recently replaced the cutter and spreader for vehicle extrication on the apparatus. The Operations Chief has ordered you to provide company level training for your crew to become familiar with the operation of the new tools. The Operations Chief has already contacted the local automobile salvage yard and was able to secure two vehicles; one being a four door Honda Accord and the other being a Dodge Caravan. The Operations Chief has suggested that the Honda Accord be utilized for practice and familiarization with the new extrication tools while the Dodge Caravan be utilized for a real-time scenario at the end of the training. Complete the information below on how you will complete the company level training:

Schedule

1/1/18

3 Hours of Company Level Training - 8:00 – 11:00

Engine 1 - Company Officer, Driver/Operator, Firefighter #1, Firefighter #2

8:00	
8:30	
9:00	
9:30	
10:00	
10:30	
11:00	

Lesson Plan

Goals	
Safety Concerns	
PPE Required	
Lecture/ Review	
Practical Skill Review	

Company Officer	Driver / Operator	Firefighter #1	Firefighter #2
Scenario Roles / Responsibilities/ Tasks:	Scenario Roles / Responsibilities/ Tasks:	Scenario Roles / Responsibilities/ Tasks:	Scenario Roles / Responsibilities/ Tasks:

Facility Layout



Draw on the aerial image of the automobile salvage yard the placement of the Engine, position of the vehicles, equipment, etc.

Equipment on Apparatus:

- Extrication Equipment – Power Unit, Cutters, Spreader, Hoses
- Power Equipment – Reciprocating Saw, Air Chisel
- Cribbing – Step Blocks, 4" x 4" Blocks, Wedges
- Hands Tools – Halligan, Sledge Hammer, Toolbox (wrenches, pliers, other hand tools)

Assignment 3 Scenario

For the presented scenario, you are to create an email to the Fire Chief highlighting the issues with a Firefighter on your Crew. In this email provide a brief summary of the events that occurred but more importantly how you plan to follow department specific policy related to the issues. This should include references to the SOGs that were violated and the proper Progressive Discipline model that your agency follows. Copies of the Agency specific SOGs and the Progressive Discipline model should be included in the email response to the Fire Chief. If your agency doesn't have SOGs or a Progressive Discipline model, research online can assist with finding sample documents from other agencies in Iowa or the United States.

Firefighter Mark Selletti was transferred to your company approximately one month ago after being at another station for three years. Firefighter Mark Selletti is the driver operator on the crew you supervise, has been with the department for 12 years, and has average employee reviews when reviewing his file.

When supervising Firefighter Selletti for the last month, you have documented two separate incidents about him that require action regarding Human Resource/City Policies or Fire Department Policies.

Situation #1 – While on a recent Fire Alarm call, you requested Firefighter Selletti to reposition the fire apparatus to the loading dock area to provide better access to equipment needed for investigating a HVAC unit. Firefighter Selletti backs that apparatus into the tight loading dock area without a spotter at night. Back at the station, you are assisting with washing the apparatus, you notice new damage on the rear bumper of the apparatus that is consistent with the loading dock paint scheme.

Situation #2 – You are advised by your Shift Commander that Firefighter Selletti had signed up for an over-time shift to provide medical stand-by at a high school football game. He was to report to Station 2 in uniform at 5:30 PM to begin preparing equipment needed for the night before leaving with another member. You are advised he arrived at Station 2 at 5:50 PM in street clothes and didn't assist the other member preparing equipment needed for the night.

As the Company Officer, you are required to provide recommending action for a member-related problem while utilizing Human Resource/City Policies or Fire Department Policies.

Assignment 4 Scenario

During the last year, the Fire Chief has been working on a Strategic Plan for the Fire Department. One of the key pillars in the Strategic Plan is greater public engagement through a developed Community Risk Reduction initiative. The Community Risk Reduction initiative was created from review incident data from the last five years along with conducting meetings with different stakeholders in the Community. The Fire Chief has elected to create a Community Risk Reduction initiative related to incipient stage fires and training individuals in the community in the use of fire extinguishers.

In the initiative, the Fire Chief wants every business in the community to receive fire extinguisher training along with 50% of residences/homeowners in the community to receive the training in the next two years. The Fire Chief has provided a business list to each Company Officer; your list of businesses has a total of 80 businesses listed that must receive the training in the next two years along with at least doing 350 contacts with residences/homeowners in the community.

As the Company Officer, the Fire Chief has requested that each Company Officer provides a detailed plan of how your company plans to complete the initiative during the next two years. This plan should include how you plan to schedule and complete the business list along with the residences/homeowner contacts. While knowing that this extinguisher training is a priority, maintaining the ability to respond to incidents, complete the required training and station maintenance, and other public education engagements are still needing to occur during the workday so ensuring a balance of different activities needs consideration.

Assignment 5 Scenario

You are the Company Officer at Fire Station #5. Your neighborhood is a quiet area with mostly retired residents. Last Sunday evening, a celebration was held to celebrate a new firefighter completing his probationary year along with the promotion of your new Driver/Operator. This celebration included members of your crew, off-duty firefighters, and different people's families. During the celebration, your crew cooked burgers and hotdogs on the back patio along with playing a video in the apparatus room that showed highlights of the new firefighter's probationary year. All activities were cleaned up and put away by 2115 hours. At 2133 hours, Engine #5 was dispatched to a vehicle fire and returned to the station at 2230 hours. On Wednesday morning a citizen who lives behind the station comes to you angry about the celebration that occurred on Sunday evening. He states, "there was loud noise and music until midnight and that he and other neighbors couldn't sleep that night." The neighbor insists that you take care of the problem and let him know how this will never happen again.

Current Fire Department Policy requires that you respond to the complaint with an email that highlights the issue(s) present and accurately, current department policy, and recommendations for the future.

Create an email that appropriately follows current Fire Department Policy to the neighbor, Marty Swayzak (martyswayz@email.com)

Assignment 6 Scenario

You have received the following email from the Local Hardware Store Owner regarding providing public education for an upcoming date. His email states:

To: firestation1@email.com

From: Jerry Reiley reilevj@email.com

Subject: Fire Training

Fire Department Member,

On October 15th, we are having an open house at City Hardware, where we would like to have the Fire Department provide public education opportunities to customers. With it being during Fire Prevention Week, we thought it would be a great time for the Fire Department to talk about Fire Extinguishers, Smoke and Carbon Monoxide Detectors and provide different interactions stations. We are wanting the Fire Department to provide individuals to operate hoselines, view the fire truck, provide Sparky the Mascot interactions, and do a stop drop and roll practice.

Please respond to my email in the near future regarding the event and recommendations for the all-day event.

Besides the City Hardware Event, the Fire Department is holding their Open House that morning that allows the public to have similar interactions. With the Fire Department Open House occurring, staffing is extremely limited, but Fire Department Policy does allow additional staffing for public education events in the community that last 3 hours or less. Additionally, when reviewing different programs that the Fire Department can offer for public education, the Sparky mascot is not listed and the use of hoselines for the general public has not been allowed based on previous issues.

Respond in an email to the City Hardware Owner explaining what involvement the Fire Department can have at the event along with the rationale to any changes to the proposed event.

Assignment 7 Scenario

During the last three months, members of your crew along with yourself have noticed that the cleaning of the Stations different vehicles is very inconsistent in quality and the timeframe of when they are cleaned. When referencing the current SOG on "Station Duties" there is only a brief mention of vehicle cleaning. Currently the SOG states, "Vehicles shall be cleaned when necessary and could include the cleaning of the interior, exterior, or the undercarriage."

With talking with the Fire Chief, he has also noticed the inconsistency of the vehicle cleaning and has suggested you draft an SOG that specifically relates to a process improvement for cleaning the vehicles. The SOG could include a schedule of when the different vehicles get cleaned, the time frames of when the interior, exterior, and undercarriage are cleaned, chemicals or products to use on the apparatus, and any other information to improve the cleaning process.

Once the SOG is created, the Fire Chief suggested creating an email that can be sent to the other Fire Officers at the Fire Department. The Chief suggested that the email contains information of why the new SOG was created, when the SOG would go in effect, ways to know the process is successful, and how all members will be aware of the change in the process.

Assignment 8 Scenario

Recently on a fire call, you and your crew needed to overhaul some metal siding and portions of a deck that was possibly affected by a small outside rubbish fire. When using traditional firefighter equipment such as a halligan, axe, and chainsaw; the homeowner noticed some difficulty and offered the use of his multi-tool combo set that included a sawzall, impact gun, drill, and flashlight. The use of these tool significantly helped with the overhaul process by reducing damage and simplifying the process.

You have decided to submit a request to the Fire Chief requesting a multi-tool combo set that includes a sawzall, impact gun, drill, and flashlight. The request must include data and other potential uses for the tools, two different vendor quotes, along with completing an Expenditure Request Form.

Expenditure Request Form

Prior to initiating any purchase or expenditure in excess of \$250 but less than \$5000, the following form shall be completed and approved. Upon approval of the appropriate Administrative Team Member, the department may proceed with the purchasing process for the requested item.

Please complete all sections of the Form and attach two actual quotes for review

Department: _____

Description of Request Item: _____

Explanation of Need/Purpose/Other Potential Uses:

Estimated Cost: _____

Vendor: _____

Two Quotes Attached?

Expected Completion Date: _____

Employee Making Request: _____ Date: _____

Assignment 9 Scenario

Recently, a Local Business Owners Group reached out to the Fire Chief to have the Fire Chief present information at an upcoming meeting. The Business Owners requested that the Fire Chief provide information on the different ranks within the Fire Department and their different responsibilities. Because of scheduling conflicts with the Fire Chief, you have been assigned the task of talking to the Business Owners Groups.

The Fire Chief has asked you to create a short 15-minute PowerPoint presentation that explains the different ranks within the Fire Department, such as the Fire Chief, Assistant Chief, Company Officer, and Firefighter. This presentation should include a brief overview of the responsibilities of each of the positions, names of those individuals in those different positions, and the typical work hours for the different positions. The Fire Chief has asked you to create an updated organizational chart along with mentioning the current mission and/or vision statement for the Department to the Business Owners as well.

Assignment 10 Scenario

The Fire Chief has tasked you with creating a short document of at least 1-1/2 pages in length for a group of new firefighters. The Chief has asked you to provide directions of how to login to NFRIS Reporting Software that is used currently at the Department (such as ImageTrend Elite, FireHouse, ESO, Emergency Report, etc.)

The document should also provide inside of how to complete basic components of a report along with including internal policies such as timeframes to complete the report. This document should include an explanation of the importance of report accuracy and how the Fire Department currently uses report data or how they could potential use the report data.

Assignment 11 Scenario

You will need to conduct a Building Inspection and Building Pre-Plan with a specific building within your Community. You have been supplied with an Inspection Form, Pre-Plan Form, and Pre-Plan Follow-Up Questions. All Documents must be submitted to the FSTB.

The Building being inspected and pre-planned should contain an alarm/detection system along with a fire suppression system. The building must also be one of the follow occupancy types:

Assembly	Educational	Health Care	Detention/ Correctional	Industrial
Theater	<12th Grade School Facility	Inpatient Surgery Center	Occupants Under restraint/ Security	Factory With High Hazard
Museums		Nursing Home		Factory With Low Hazard
Arenas/ Pools		Day Care		
Grandstands				

Fire Service Training Bureau INSPECTION WORKSHEET

Occupancy Name: _____

Address: _____

Suite: _____

Date Inspected: ____ / ____ / ____ Re-inspect Due: ____ / ____ / ____ Complied Date: ____ / ____ / ____

A	EXTERIOR	CODE	FAIL	Description / Location / Corrective Action
1	Address Visible	IFC 505.1		
2	FDC Clearance	IFC 508.5.4		
3	Hydrant Clearance/Accessible	IFC 508.5.5		
4	Vegetation	IFC 503.3		
B MEANS OF EGRESS				
1	Exit Doors Unlocked, Unobstructed and Operable	IFC 1008		
2	Proper Door Locks	IFC 1008		
3	Aisles	IFC 1013.2		
4	Exit Corridors/Stairs Unobstructed	IFC 1013.2		
5	Exit Signs Visible & Battery Backup Working	IFC 1011		
6	Emergency Light Working	IFC 1006		
7	Emergency Light/Exit Sign	IFC 1011		
8	Maximum Occupancy Sign Posted (Assembly Only)	IFC 1004.3		
C FIRE EXTINGUISHER				
1	Current Inspection Tag (Annual), & Access	IFC 903.5		
2	Extinguisher Visible/Unobstructed/Proper Height	IFC 906		
D SPRINKLER SYSTEM				
1	Current Inspection Tag (Annual)	IFC 903.5		
2	Sprinkler Riser Clearance	IFC 903.5		
3	Sprinkler Heads Cleaned & Maintained	IFC 903.5		
4	Sprinkler Head Clearance	IFC 315.2.1		
E FIRE ALARM SYSTEM				
1	Fire Alarm Panel: Inspection Tag (Annual)	IFC 907.20		
2	Pull Stations Visible & Unobstructed	IFC 907.4		
F KITCHEN HOOD SYSTEM				
1	Current Inspection Hood	IFC 904.11.6		
2	Class K Ext. Current Inspection Tag (Annual)	IFC 904.11.5		
3	Cleaning/Maintenance	IFC 904.11.6		
G ELECTRICAL				
1	No Extension Cord Used as Permanent Wiring	IFC 605.5		
2	No Extension Cords through walls/Doors/Ceilings	IFC 605.5		
3	Panels Properly Labeled	IFC 605.3		
4	Proper Clearance Around Panels	IFC 605.3		
5	No Junction Box Covers or Outlet Cover Plates Missing	IFC 605.6		
H GENERAL				
1	Proper Storage Distance From Ignition Sources	IFC 305.1		
2	Proper Storage Distance From Ceiling	IFC 315.2.1		
3	No Ceiling Tile Missing	IFC 303.1		
4	Compressed Cylinders Secured	IFC 3003.5.3		
5	Proper Storage of Flammable Liquids	Chap 34		
I Knox Box				
1	Updated & Proper Keys	IFC 506		
2	Door Operational/Lubricated	IFC 506.2		
J OTHER				

This box checked indicates no violations were found during fire inspection.

ORDER TO COMPLY As the occupant you are hereby required to have the above listed violations corrected immediately. You are responsible for providing any other interested parties with a copy of this Inspection Worksheet, including any person(s) who are involved in correcting any violations. A Re-inspection will be conducted approximately 30 days after original inspection date listed above to determine compliance. Failure to comply within 30 days will render you liable for re-inspection fees as noted on the Re-inspection Fee Schedule, unless a written work order is presented to the inspector. I understand these fees and violations as described by the inspector and agree to comply.

Received by: (Print Name) _____ Signature: _____ Inspector (Print/ID): _____

**Iowa Fire Service Training Bureau
PrePlan Information Sheet**



<u>Location Information:</u>			
Address:			
Business Name:			
Date of Visit:		Construction Date:	
Units Responding On Initial Response:			
<u>Structural Information:</u>			
Construction Class:		Roof Construction:	
Number of Stories:		Roof Coverings:	
Intended Use:			
Length:		Width:	
Fire Flow:	25% Involved:		75% Involved:
	50% Involved:		100% Involved:
<i>National Fire Academy Fire Flow Calculation or Iowa Fire Flow Formula (circle one)</i>			
Structural Notes:			
<u>Fire Access Information:</u>			
Main Access:		Knox Box:	
Roof Access:		Alarm Panel:	
Lowest Access:		Annunciator Panel:	
Fire Access Notes:			
<u>Water Suggest Information:</u>			
Hydrant #1 Location:			
Volume/GPM:		Pipe Diameter:	
Hydrant #2 Location:			
Volume/GPM:		Pipe Diameter:	
Hydrant Status:			
Water Supply Notes:			
<u>Fire Protection and Utilities Information:</u>			
Sprinklers:		Gas Shutoff:	
FDC:		Electrical Shutoff:	
Standpipe System:		Water Shutoff:	
Protection Notes:			
Utilities Notes:			

Hazardous Materials Information For Quantities Greater Than 55 Gallons or 100 LBS:			
Product:		Quantity:	
UN ID #:		Reactive:	
Location:			
Notes:			
Product:		Quantity:	
UN ID #:		Reactive:	
Location:			
Notes:			
Notes:			
Fire Behavior Prediction:			
Strategy:			
Problems Anticipated:			
Contact Information:			
Name:		Position/Title:	
Primary Number:		Secondary Number:	
Name:		Position/Title:	
Primary Number:		Secondary Number:	


Candidate Name: _____

FSTB ID#: _____

Iowa Fire Service Training Bureau
PrePlan Information Sheet



<u>Location Information:</u>	
Address:	
Business Name:	

Preplan • Building Sketch	
Draw and Label Building Layout, Mechanical Locations, Exits, and other Useful Information	
Use Common Symbols Located On Essential 6th Edition, Page 1259	
	
Symbol Key:	

Pre-Plan Follow Up Questions:

1. Describe the Components and operation of the inspected Fire Alarm System (include Locations, Types, Limitations, Benefits, etc.):
2. Describe the components and operations of the inspected Fire Suppression System (include Locations, Types, Limitations, Benefits, etc.):
3. Describe the greatest fire risk inside of the occupancy?
4. Describe features that will aid in the spread and development of fire related smoke and heat?
5. Describe features that will hamper the spread and development of fire related smoke and heat?
6. Describe the Fire Department procedure for setting up and conducting a Fire Inspection and/or Preplan:
7. List the current Fire Code and Edition that is used by the Fire Department.

Assignment 12 Scenario

During emergency incident 07-011283 at 1323 hours, 1204 West Market Street, January 29, 2013, Anytown Fire Department, Engine 5, deployed 500 feet (150 m) of 5-inch (125 mm) supply line hose.

“Loss stop” was declared by IC Grader (Battalion Chief/Shift Commander) at 1642 hours and demobilization began. The supply line was then drained of water and company members began to reload it into the hosebed of the engine. The safety officer on scene was Captain Fortney. While this was being performed, Firefighter Ramirez (B Shift), age 32, slipped then fell from the rear step of the engine and injured his ankle. Firefighter Ramirez was wearing all personal protective equipment except for SCBA.

Firefighter Tipton witnessed the fall and stated, “He was up on the rear step pushing hose to me when he yelled and fell off.” The engine was not moving at the time of the accident. Driver/Operator Burke did not see Ramirez fall, but said “All I know is, I heard him yell, and then a thud when he hit the ground. It was clear that he was hurt bad because he was screaming in pain.”

Weather at the time of the accident was windy and the temperature was 33°F (0.5°C). Freezing rain was falling, glazing the street and other surfaces. Medics from PA 101 treated Firefighter Ramirez at the scene and transported him to the Mercy Hospital for additional evaluation and care. It was later learned that Ramirez’s ankle was fractured and would require surgery. Estimated recovery and rehabilitation time for Ramirez is four months.

Eight Investigation Questions Asked During Interview:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Anytown Fire Department Employee Accident Report

Date:	Date of Accident: Time of Accident:
Accident Classification: Injury Illness Fatality	Incident Number:
Employee Assignment Location: Shift: A B C	Employee Rank/Classification:
Employee Age:	Gender: Female Male
Weather at time of accident:	Temperature at time of accident:
Scene Conditions at time of accident:	
Incident Commander:	Shift Commander:
Safety Officer:	EMS Unit(s):
Motorized Equipment Involved in Accident:	
Personal Protective Equipment:	

Narrative 1. How did the accident occur?

Narrative 2. Why did the accident occur?

Narrative 3A. What could be done to physically reduce exposure risk for future accidents? (Specific exercises, stretches, etc.)

Narrative 3B. What could be done to mentally reduce exposure risk for future accidents?(Training, situational awareness, communication, etc.)

Name of Witnesses:

Signature of Employee:

Date:

Signature of Employee Supervisor:

Date:

Name of person filling out report: