

Fire Officer I

Certification Procedures Guide



This Certification Procedure Guide reflects the requirements of
**NFPA 1021: Standard for Fire Officer
Professional Qualifications, 2014 Edition**

Foundation of the FSTB Certification System

Equal Access for All

Registrations for certification will be accepted from any candidate meeting the criteria listed in the appropriate certification document. Applications will be accepted without regard to race, color, creed, gender, marital status, or status as a military veteran. Applications will be accepted without regard to age as long as the applicant is at least 18 years of age, and disability as long as that disability does not hinder the applicant's ability to perform the necessary skills and practices required by the National Fire Protection Association's Professional Qualifications Standards. If you have questions or comments regarding the certification, training, or other services provided by the Fire Service Training Bureau (FSTB), please call 515-294-6817.

Legal Authority

Legislative authority for fire service certification was granted to the Fire Service Institute, Iowa State University Extension by the Iowa legislature in 1986. With the passing of HF 2492 and the permission of the governing International Fire Service Accreditation Congress, authority for fire service certification was granted to the Fire Service Training Bureau, Division of the State Fire Marshal effective July 1, 2000.

Accreditation

The FSTB certification system has been accredited by the IFSAC to certify fire service personnel to accepted national standards. Through this process, Iowa fire service personnel achieve international certification. Accreditation of the FSTB certification system assures the Iowa fire service that programs and standards used within this system adhere to the most current recognized and adopted national standards. The assurances gained through the accreditation process provide credibility and prestige for every firefighter participating in the certification process. Firefighters certified through the Iowa system are recognized throughout the United States (and the world) as qualified and meeting the standards set forth by the National Fire Protection Association (NFPA).

Certification

After participants within the FSTB certification system have met the performance requirements and successfully completed an objective evaluation process, the FSTB awards National Certification. Upon awarding National Certification, the individual's name is entered in the Iowa certification data bank as well as the national certification data bank maintained by the IFSAC at Oklahoma State University. An official seal from the IFSAC is attached to every certificate and includes an individual national certification number.

Standards

NFPA Professional Qualifications Standards are used by the entities accredited by the IFSAC. To maintain accreditation, entities must certify fire service personnel to the latest edition of the "Professional Qualifications Standards" adopted by the issuing jurisdiction.

System Integrity

The requirements, criteria, and processes explained in this document are used to ensure the highest possible credibility and stature for participants in the FSTB certification system. These processes help ensure that Iowa trained and certified fire service personnel are among the most highly qualified firefighters in the world.

Entering the System

Qualified personnel within the Iowa fire service may enter the certification system for the purpose of seeking certification by contacting the FSTB. Upon receipt of a request, the FSTB will forward appropriate information to members of the fire service about any of the levels of certification available.

Application & Fees

Every individual seeking certification within the FSTB certification system must submit an [Online Certification Testing Registration Form](#) and a \$50 Registration Fee to secure entrance into the system. Approved methods of payment are: Cash, Purchase Order, Check, Money Order, Credit Card, or Bill to Fire Department. Candidates must submit their Online Certification Registration Form and payment at least three (3) weeks prior to the requested exam date to be accepted and allow for processing.

NO "WALK-IN" OR LATE REGISTRATIONS WILL BE ACCEPTED AT ANY TEST SITE!

Refunds of Registration Fees

Registration fees may be refunded only within the first two (2) months after being received by the FSTB. Registration fees will only be refunded if the individual has not taken any action towards certification, other than the submission of the registration and fee payment. Registration fees will not be refunded if any of the steps of the certification process have been initiated (e.g., submitting local documentation form, taking written or practical exams).

Certification Process Timeline

Candidates testing for ALL LEVELS (Firefighter I and/or II, Hazardous Material Awareness and Operations, Driver/Operator - Pumper and/or Aerial, Fire Service Instructor I and/or II, Fire Officer I and/or II, Inspector I, and Fire Investigator) will be given twelve (12) months to complete the certification process. The twelve (12) month time limit begins when the application is entered into the database by the FSTB Certification and Accreditation Unit staff. The FSTB will NOT accept any documentation requirements until the candidate's registration has been entered into the certification database. After the twelve (12) month time period has expired, candidates not completing the certification process will be required to start the process over by submitting a NEW registration form and fee payment. Candidates will also be required to retake the written and practical exams (regardless of the pass/fail status from the previous exams) and re-submit all required documentation. All information and paperwork from expired certification attempts will be removed from the FSTB database.

Certification Exam Availability

Every qualified individual seeking certification will be allowed access to the certification exam process (see "Certification Requirements"). Certification exams are offered in numerous locations throughout Iowa every year. They are conducted on a regional basis at many of the Iowa Community College regional fire schools, select fire departments, and at the Annual State Fire School conducted by the FSTB. A **Certification Schedule** is posted on the Certification Page of the FSTB website, www.dps.state.ia.us/fm/fstb. Each candidate seeking certification within the Iowa FSTB Certification System must submit the [Online Certification Testing Registration Form](#). Restricted test sites are also conducted for fire departments having enough candidates to "fill" a test site. Fire departments wishing to schedule a restricted test site should contact the FSTB for more information.

Certification Requirements

Facial Hair Policy

Persons with beards or facial hair in the area of the SCBA face piece seal (including full-face beards, mutton-chops, goatees, etc.) will **NOT** be allowed to participate in the skills exam for any certification level. This policy will be enforced regardless of the skills being tested at any site. No exceptions to this policy will be granted. This is in conjunction with 29 CFR 1910.134, Respiratory Protection Standard.

Exam Results

After candidates have completed the exam process, the FSTB begins the process of scoring and processing the test results. As soon as scoring and documentation are completed, the results are sent to the candidate via regular mail. To ensure candidate confidentiality, certification exam scores will not be released over the telephone or any other mechanism. The candidate should receive test results within 30 working days of the exam. If candidates do not receive their test results within 30 working days, they should notify the FSTB. Exam scores will still not be released by phone, but the FSTB will begin a trace of the notification and/or explain the delay.

Please DO NOT contact the FSTB Certification and Accreditation Unit prior to the 30-working day timeframe.

Certification

Upon successful completion of the certification process, the applicant's name will be entered into the Iowa certification database and the National Certification Database maintained by the IFSAC. Candidates will also receive (at no additional cost), an "Iowa/Nationally Certified" patch, a certification level bar, and an individualized certificate awarding National Certification from the FSTB. This certificate will bear a numbered seal from the IFSAC. When you have completed all of the necessary steps for your certification level, please allow 60 working days for the completed certificate. If you have not received your certification within that time period, please contact the FSTB to verify all materials are completed and received.

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

Reciprocity

Individuals in possession of certifications from out-of-state/other IFSAC entities may request reciprocity from the FSTB. The FSTB will only grant reciprocity for the levels of certification that the FSTB is accredited to by the IFSAC. Individuals must complete and submit the [Online Request for Reciprocity Form](#), available on the FSTB website along with a \$50 Reciprocity Fee. Once the provided IFSAC seal has been verified, the certificate information will be entered into the Iowa certification database and the FSTB will recognize the individual as having attained national certification at the requested level. The FSTB will not provide a new IFSAC certification seal number or certificate as the individual has already attained national certification and recognition at said level. If the individual or their affiliated organization specifically desires or requires an Iowa certification for the level in question, they must complete the steps for Certification Testing Registration, as described previously, and complete the written and practical exams, along with payment of the Certification Registration Fee.

Denial and Revocation of Certification

The FSTB may deny or revoke a candidate's certification if the candidate submits false, copied, or plagiarized information to the FSTB or is found to be cheating during any phase of the certification process.

Testing Accommodations

The Americans with Disabilities Act (ADA) requires that reasonable accommodations be provided to qualified individuals with disabilities. This law defines disabilities as physical or mental impairments that substantially limit one or more of a person's major life activities (e.g., walking, hearing, speaking, seeing, reading, or writing). The FSTB will provide reasonable and appropriate accommodations to qualified candidates who have documented disabilities and demonstrate a need for accommodations during the examination. A candidate must initiate a request for accommodation by completing the FSTB [Request for Accommodation Form](#), available on the FSTB website. In addition to submitting the on-line request form, a candidate must provide documentation from a qualified health professional, to include:

1. A statement of the specific diagnosis of the disability.
2. Cite the diagnostic criteria and tests given, with dates, results, and interpretations. Cite how the results support the diagnosis.
3. Describe the candidate's functional limitations due to the disability, and the impact of those limitations on physical, perceptual and cognitive abilities.
4. Recommend specific accommodation(s) and for each accommodation, provide a rationale as to how it will reduce the impact of the functional limitation(s).
5. State your professional credentials, training, work experience and any licenses you hold that support your qualifications to diagnose and/or treat this candidate's disabilities.
6. If no prior accommodations have been made for this candidate, explain why. If they have - state what was done and provide past documentation of prior accommodations.

Please note: The aforementioned supporting documentation provided by a qualified health professional must be received at the FSTB at least 10 calendar days prior to the test date.

Please mail supporting documentation to:

Certification Unit
Fire Service Training Bureau
1015 Haber Road
Ames, IA 50011

Appeal Process

If certification is denied or revoked, the individual is entitled to due process, including an appeal and hearing. Any person believing that they have not received fair treatment within the certification process is also entitled to the appeal process.

The first step in the appeal process is for the individual to contact the Certification Manager at the FSTB. This initial contact is intended to be an informal review of the specific details. The official appeal process must be initiated in writing by email within 30 days of the action being appealed. The appeal must include the following:

- Individual's FSTB Identification number.
- Current address, phone number and email address.
- Statement of the issue(s) involved & date incident took place.
- Remedy requested.

The Certification Manager shall, within 21 working days from the date the appeal is received, provide a written response by email to the individual requesting the appeal. If the appeal is not resolved during this step, the individual appealing may move to the second step and appeal to the Bureau Chief of the FSTB. This appeal must be submitted in writing by email to the Bureau Chief within 7 working days from the Certification Manager's response. An individual may request a formal review of the appeal through an in-person meeting with the Bureau Chief. The Bureau Chief shall within 21 working days after the 2nd step appeal is received, provide a response in writing by email to the individual requesting the appeal. The decision of the Bureau Chief will be final.

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

Certification Questions may be directed to:

fstbcert@dps.state.ia.us

515-294-6818

Introduction to Fire Officer I Certification

[Online Certification Testing Registration Form](#)

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

FSTB website: www.dps.state.ia.us/fm/fstb

FSTB Certification phone number: 515-294-6817

Each individual seeking certification within the Iowa Fire Service Training Bureau Certification System must submit the online [Certification Testing Registration Form](#), and a \$50 Registration Fee, to secure entrance into the system.



The form is available on the Certification Page of our website at www.dps.state.ia.us/fm/fstb or scan the code to go directly to the registration form.

A **Certification Schedule** (located on the Certification web page) is updated regularly to reflect a current list of available written and practical test sites.

Candidates are given twelve (12) months in which to complete the certification process. This time limit starts when the candidate's FIRST registration to test form is submitted and entered into the FSTB database.

Certification candidates are given two (2) attempts to pass each component, written and practical, of the examination process for each \$50 registration fee paid within the twelve (12) month time limit.

Candidates failing the written exam are responsible for notifying the FSTB of their desire to retest by registering for another scheduled exam on the FSTB Certification web page. Candidates may not take the written exam more than once per day. If the candidate has failed both attempts at the written exam, they must submit another \$50 registration fee, which will allow them two (2) more attempts.

Candidates will be required to submit a Practical Skills Project for this certification level. This project involves completing various scenarios that reflect the daily duties of a Company Officer. These scenarios include: tactical emergency, training, personnel actions, written communications, and administrative functions. This Practical Skills Project relates objectives from NFPA 1021: these objectives are detailed in the included Skill Set evaluation forms. Once completed, all components of this project must be submitted electronically to the FSTB for review and approval within the twelve (12) month time limit.

If the twelve (12) month time limit expires and the candidate has not successfully completed all the requirements for the 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's certification application was entered into the FSTB database.

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

Fire Officer I Certification Requirements

Prerequisite:

Candidates seeking certification for Fire Officer I within the Iowa Fire Service Training Bureau Certification System must successfully complete all parts of the Fire Officer I certification exam to achieve national certification as Fire Officer Level I.

1. Be a current member of an Iowa fire, emergency or rescue organization. In addition to the membership requirement, all persons must be at least 18 years of age.
2. Must be previously certified NFPA 472 HazMat Operations, NFPA 1001 Firefighter I, NFPA 1001 Firefighter II, and NFPA 1041 Instructor I.
3. Submit the **Fire Officer I- Local Verification Form**, signed by the **Fire Chief** or the **Training Chief**.
4. Candidate must be competent in all objectives listed in NFPA 1021, *Standard for Fire Officer Professional Qualifications, 2014 Edition*.

Written Examination:

The Fire Service Officer I written certification exam is based on the Requisite Knowledge objectives listed in NFPA 1021, *Standard for Fire Officer Professional Qualifications, 2014 Edition*.

- Candidates are required to score a minimum of 70% on the written examination.
- The written certification exam contains one hundred (100) true/false and multiple choice questions covering Fire Officer Level I.

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

Practical Examination Project:

The Fire Officer I certification practical examination project is based on Requisite Knowledge and Requisite Skills objectives listed in NFPA 1021, *Standard for Fire Officer Professional Qualifications, 2014 Edition*.

- Candidates are required to complete all skills in the project, which are graded on a Pass/Fail basis.

Evaluated Skills:

- Tactical Emergency Scenario
- Training Scenario
- Personnel Action
- Written Communications - Initiating Action on a Community Need

Evaluated Project (continued):

- Written Communications - Initiating Action to a Citizen's Concern
- Written Communications - Responding to a Public Inquiry
- Administrative Functions - Recommend Changes to Existing Departmental Policies
- Administrative Functions - Implement a New Departmental Policy
- Administrative Functions - Preparing a Budget Request
- Administrative Functions - Collecting Data
- Fire Inspection/Pre-Plan
- Accident Investigation
- Oral Interview

The different activities contained in the Fire Officer I and Fire Officer II Project serve the purpose to allow the candidate to become familiar and proficient in different activities that relate to being a Company Officer. It is the goal of these activities to ensure that the candidate is prepared and demonstrates qualities and abilities of a professional Company Officer. Many of the activities will be experienced on a regular basis by a Company Officer while other activities may occur infrequently during the course of a year or a career. Regardless, the activities will be evaluated to specific JPR's found in NFPA 1021: Standard for Fire Officer Professional Qualifications.

The FSTB has the expectation that all activities will contain a significant amount of professionalism and seriousness in that each individual activity is clearly explained, contains proper grammar and spelling, and has good flow within the document. Although these activities are for the FSTB, the basis of the different activities have the potential to be used at the candidate's actual fire department in legal or disciplinary situations, future justification for services to city officials, or even published in local newspapers when issues arise within the fire department.

Lastly, if the candidate is having difficulty understanding the basis of an activity or is struggling to demonstrate information professionally or in greater detail, it is recommended that the candidate works with a chief officer to better develop activities to ensure a complete project. Additionally, the oral interview portion of the project is another opportunity for the chief officer to review the different activities and provide final suggestions or communications to the candidate before the project is submitted to the FSTB for review.

References/Textbooks:

- IFSTA, *Fire Department Company Officer*, 5th Edition

Fire Officer I - Local Verification Form

NFPA 1021 - 2014

Candidate's Name: _____

Candidate's Fire Department: _____

FSTB ID # _____ Date of Birth _____

(First 5 letters of last name & last 4 digits of SS #)

Local Verification Requirements

2. NFA 1021 - 2014, JPR 4.1.2, General Prerequisite Skills:

The candidate has successfully demonstrated the ability to operate department computers and other ancillary equipment to write reports, letters, and memos utilizing word processing and spreadsheet programs.

The candidate has successfully demonstrated the ability to operate department computers and other ancillary equipment in an information management system.

This section is to be completed by Fire Department Chief or Training Chief ONLY

I have reviewed the candidate's file and affirm that the candidate identified above has met the requirements listed above. All requirements have been successfully conducted and completed per local department protocol. All information listed above can be validated by a copy of the documents maintained by the department.

Typed or Printed Name of Fire Department Chief or Training Chief

Signature

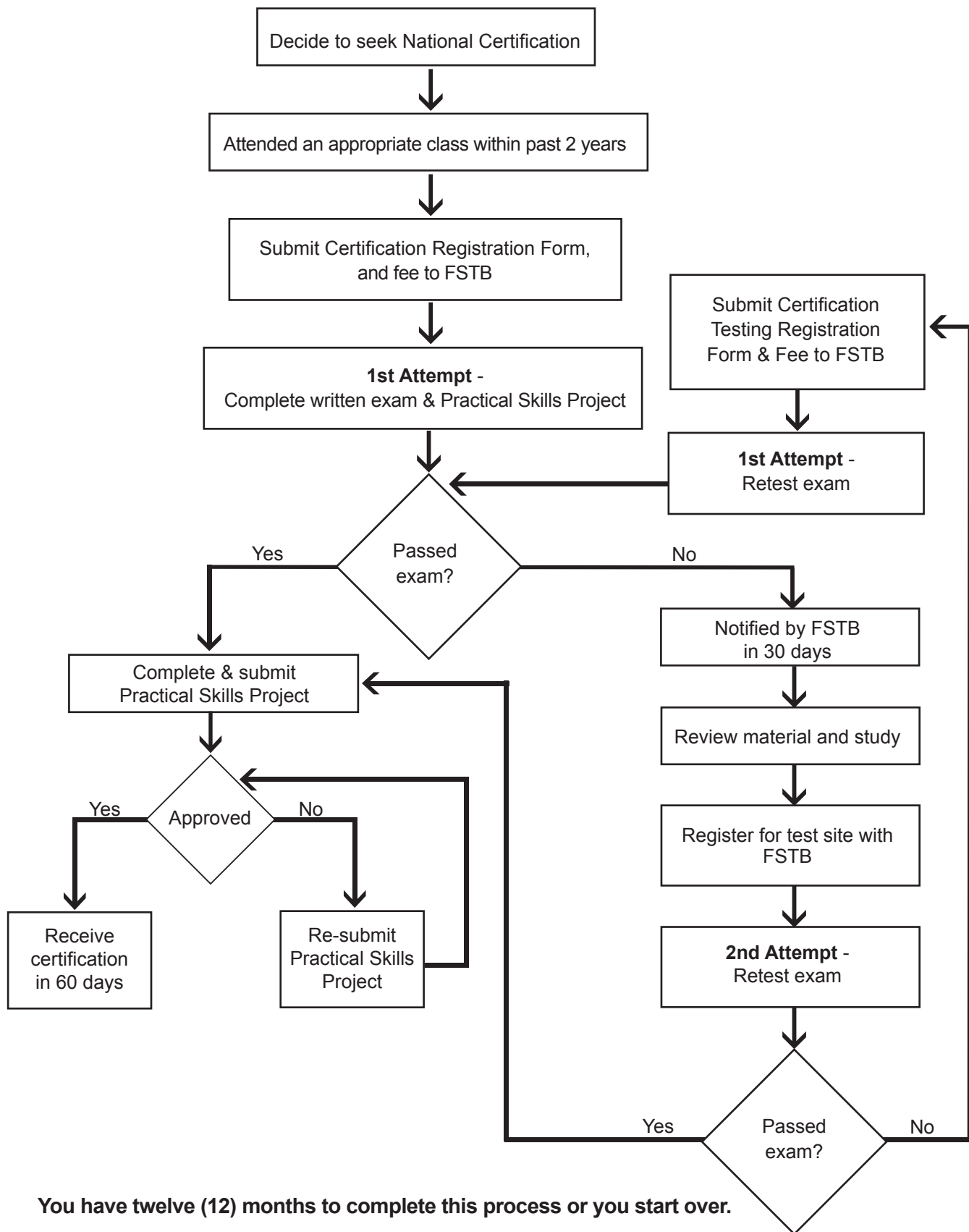
Date: _____ Fire Department: _____

FD Phone Number: _____ FD Email: _____

This form can **ONLY** be submitted after the candidate's Certification Testing Registration Form has been received by the FSTB and entered into the Certification database.

Scan completed document and email to: fstbcert@dps.state.ia.us

Certification Flow Chart for Fire Officer I



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

Skill Set: Tactical Emergency Scenario

Reference: NFPA 1021, 2014 Edition - Chapter 4, Sections 4.1.2, 4.2.1, 4.2.6, 4.5.3, 4.6.1, 4.6.2, and 4.7.1

Instructions to the Candidate

At this station, as a take home project, you will be required to complete a tactical scenario. You will serve as the company officer of the first arriving unit and will assume command. You will find an attached scenario, scenario questions, ICS Incident Action Plan, ICS organizational chart, and post incident analysis.

Keep your answers brief and complete. The answers you submit must be your own work. You will be graded on your assignment of tasks and/or responsibilities, clarity of expression, and completeness of answers.

Ensure that you complete **all portions** of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.1.2 – General prerequisite skills				
1.	Effectively communicate in writing using technology provided by the AHJ.				
2.	Operate at all levels in the incident management system.				
	Section 4.2.1 – Assign tasks or responsibilities to unit members, given an assignment at an emergency incident				
3.	Condense instructions to frequently assigned unit tasks based on training and SOPs.				
	Section 4.2.6 – Coordinate the completion of assigned tasks and projects by members.				
4.	Plan and set priorities.				
	Section 4.5.3 – Secure an incident scene				
5.	Establish perimeters at incident scenes.				
	Section 4.6.1 – Develop and initial action plan				
6.	Analyze emergency scene conditions.				
7.	Activate local emergency plan, including localized evacuation procedures.				
8.	Allocate resources.				

(Continued)

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.6.2 – Implement an action plan at an emergency operation				
9.	Implement an incident management system.				
10.	Manage scene safety.				
11.	Supervise & account for assigned personnel under emergency conditions.				
	Section 4.7.1 – Apply safety regulations at the unit level				
12.	Identify safety hazards.				
13.	Communicate in writing.				

Skill 1 Scenario

Incident: Structure Fire

Alarm Time: 9:45

Weather:

- Temperature - 64 F
- Wind – SW 5 MPH
- Humidity – 38%
- Forecast – Clear and Stable

First Alarm Response: Engine 1, Engine 2, Quint 1, Rescue 4, Command 1

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

City Fire Dispatch has received notification of a reported structure fire at 2518 Center Street by a neighbor. City Fire Dispatch creates an incident card and dispatches Engine 1, Engine 2, Quint 1, Rescue 4, and Command 1 for the reported structure fire. Engine 1 is first due at this location, being less than a mile from the incident. Engine 2 and Rescue 4 are responding from their appropriate stations and will arrive approximately 4 minutes after the arrival of Engine 1. Quint 1 and Command 1 are at the training facility and will be delayed and will arrive approximately 10 minutes after the arrival of Engine 1.

- On an attached 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 in the first five minutes.
- Determine location of the main body of fire and expected fire behavior and growth/extension areas.
- Identify two safety concerns for fire department members and how would you approach them?







Directions:

1. Review the scenario outlined for Skill #1.
2. From the Scenario, develop a NIMS-ICS organizational chart for both the initial response and additional resources.
3. Complete an Incident Action Plan for the Scenario.

NIMS-ICS Organizational Chart



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

Descriptive Account of Problems Checked: _____

Recommendations: _____

Skill Set: Training Scenario

Reference: NFPA 1021, 2014 Edition - Chapter 4, Sections 4.1.2, 4.2.2, 4.2.3, 4.2.6, 4.5.3, 4.6.3, and 4.7.1

Instructions to the Candidate

At this station, as a take home project, you will serve as the Company Officer in a training evolution. You will be conducting company-level training in accordance with a schedule and lesson plan.

Keep your answers brief and complete while utilizing a list of equipment and facilities. The answers you submit must be your own work. You will be graded on your assignment of tasks and/or responsibilities, clarity of expression, and completeness of answers.

Ensure that you complete **all portions** of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.1.2 – General prerequisite skills				
1.	Effectively communicate in writing using technology provided by the AHJ.				
2.	Operate at all levels in the incident management system.				
	Section 4.2.2 – Assign tasks or responsibilities to unit members, given an assignment under emergency conditions				
3.	Issue instructions for frequently assigned unit tasks based on department policy.				
	Section 4.2.3 – Direct members during a training evolution				
4.	Distribute issue-guided directions to unit members during training evolutions.				
	Section 4.2.6 – Coordinate the completion of assigned tasks and projects by members.				
5.	Plan and set priorities.				
	Section 4.6.3 – Develop and conduct a post-incident analysis				
6.	Write reports.				
7.	Evaluate skills.				

(Continued)

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.7.1 – Apply safety regulations at the unit level				
8.	Identify safety hazards.				
9.	Communicate in writing.				

Skill 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. 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	

Facility Layout



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

Equipment:

- 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)
- Other Equipment -

Other Facility Information:

POST-TRAINING ANALYSIS

Facilitator Description

1. TRAINING DATA

Time: _____ Date: _____

Address: _____

Unit(s) Attended: _____

Duration of Course: _____

2. OBJECTIVES

Course Objectives: _____

Positive Course Outcomes: _____

3. PROBLEMS ENCOUNTERED

4. RECOMMENDATIONS AND CONCLUSIONS

Skill Set: Personnel Action

Reference: NFPA 1021, 2014 Edition - Chapter 4, Sections 4.1.2, 4.2.2, 4.2.4, 4.2.5

Instructions to the Candidate

At this station, as a take home project, you will serve as the Company Officer that will be recommending action for a member-related problem while utilizing Human Resource/City Policies or Fire Department Policies. Attach any appropriate Human Resource/City Policies or Fire Department Policies that relate to the situations.

Keep your answers brief and complete while recommending action in a memo to the Fire Chief regarding a member. The answers you submit must be your own work. You will be graded on your assignment of tasks and/or responsibilities, clarity of expression, and completeness of answers.

Ensure that you complete **all portions** of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.1.2 – General prerequisite skills				
1.	Effectively communicate in writing using technology provided by the AHJ.				
	Section 4.2.2 – Assign task or responsibilities to unit members				
2.	Give assignments so instructions are complete, clear, and concise.				
	Section 4.2.4 – Recommend action for member-related problems				
3.	Recommend a course of action for a member in need of assistance.				
	Section 4.2.5 – Apply human resources policies and procedures				
4.	Communicate in writing.				
5.	Demonstrate the ability to relate interpersonally.				

Skill 3 Scenario

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 overtime 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.

Keep your answers brief and complete while recommending action in a memo to Fire Chief Nelson regarding the member.

Memo

Date:

To:

From:

Subject:

Skill Set: Written Communications - Initiating Action on a Community Need

Reference: NFPA 1021, 2014 Edition - Chapter 4, Sections 4.1.2, 4.2.2, 4.3.1

Instructions to the Candidate

At this station, as a take home project, you will be required to complete a written response to an action dealing with the public. You will be provided with a scenario upon which you must take correct action and complete an appropriate written response. It will deal with the issue of initiating action on a community need.

Keep your answers brief and complete. Your completed response must not be longer than two pages. You will be graded on your selection of the appropriate type of response; your customer relations attitude; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation.

Ensure that you complete **all portions** of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.1.2 – General prerequisite skills				
1.	Effectively communicate in writing using technology provided by the AHJ.				
	Section 4.2.2 – Assign tasks or responsibilities to unit members				
2.	Give assignments so instructions are complete, clear, and concise				
	Section 4.3.1 – Initiate action on a community need				
3.	Demonstrate familiarity with public relations.				

Skill 4 Scenario

Anytown is located in an area adjacent to a large wildland area. Current development and expected future growth are expanding the city into portions of this timber-and-brush-covered area. Large slash piles have been created by the construction of new roads and are located throughout the development. Due to the quantity of debris, removal has been extremely slow. As the company officer for Fire Station 7, you are concerned that the residents of the new developments are not preparing their property to defend against wildland/interface fires. City code enforcement officials have also expressed concern about these conditions but have not been able to get the developers to remove the piles. To add to the danger, while attempting to keep the rustic outdoors appearance to their homes, many of the new owners have allowed tree canopies to grow over the tops of their roofs. Additionally, light-fuels, grasses, weeds and small brush vegetation are being allowed to grow up to the sides of the houses. The development is also served by the city water system that has been extended from adjacent portions of the city. Water pressure is low because planned new storage reservoirs have not been constructed.

The fire department has purchased a brush fire response vehicle and assigned it to Fire Station 7. Station 7 is the closest station to the new developments, but as development proceeds and population increases in the wildland area an additional station and staffing will be necessary. The new station is planned for construction in five years.

Directions for your written document:

1. Written list of the major community fire and life safety problems presented in the scenario.
2. Develop a program that meets the needs of the community as described in the scenario.

Skill Set: Written Communications - Initiating Action to a Citizen’s Concern

Reference: NFPA 1021, 2014 Edition - Chapter 4, Sections 4.1.2, and 4.3.2

Instructions to the Candidate

At this station, as a take home project, you will be required to complete a written response to an action dealing with the public. You will be provided with a scenario upon which you must take correct action and complete an appropriate written response. It will deal with the issue of initiating action to a citizen’s concern.

Keep your answers brief and complete. Your completed response must not be longer than two pages. You will be graded on your selection of the appropriate type of response; your customer relations attitude; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation.

Ensure that you complete **all portions** of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.1.2 – General prerequisite skills				
1.	Effectively communicate in writing using technology provided by the AHJ.				
	Section 4.3.2 – Initiate action to a citizen’s concern				
2.	Demonstrate familiarity with public relations.				

Skill 5 Scenario

You are the company officer at Station 5. Your neighborhood is a quiet area with mostly retired residents. Last Sunday evening you invited several off-duty firefighters and their families to the station to celebrate the retirement of your driver/operator. You grilled steaks and everyone played basketball. One of your firefighters set up a CD player on the patio and played music during dinner and volleyball. The get-together lasted from 1700 to 2100 hours. All cooking and recreational equipment was cleaned and put away by 2115 hours. At 2133 hours Engine 5 was dispatched to a vehicle fire, and returned at 2230 hours. On Wednesday morning a citizen who lives behind the station comes to you angry about the activities at the station on Sunday evening. He states that there was loud noise and music until midnight and that he and the other neighbors couldn't sleep. He insists that you take care of the problem or he is going straight to the chief.

Create a written document that answers the following questions:

1. What is the problem?
2. Why is the neighbor upset?
3. What would be the neighbors desired solution?
4. How could you resolve the problem?
5. What is the strategy for addressing the concern? Try to create a win-win situation.
6. How do you plan to follow up with the neighbor?

Skill Set: Written Communications - Responding to a Public Inquiry

Reference: NFPA 1021, 2014 Edition - Chapter 4, Sections 4.1.2 and 4.3.3

Instructions to the Candidate

At this station, as a take home project, you will be required to complete a written response to an action dealing with the public. You will be provided with a scenario upon which you must take correct action and complete an appropriate written response. It will deal with the issue of responding to a public inquiry.

Keep your answers brief and complete. Your completed response must not be longer than two pages. You will be graded on your selection of the appropriate type of response; your customer relations attitude; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation.

Ensure that you complete **all portions** of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.1.2 – General prerequisite skills				
1.	Effectively communicate in writing using technology provided by the AHJ.				
	Section 4.3.3 – Respond to a public inquiry				
2.	Demonstrate the ability to relate interpersonally.				
3.	Respond to public inquiries.				

Skill 6 Scenario

You have received a letter from the local Hardware Store owner in regards to providing public education for an upcoming date. His letter state:

“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 interaction stations. We are wanting the Fire Department to provide individuals during operation hours of the store (7:00 AM to 5:00 PM) to talk about fire safety along with providing individuals to operate a hose line, view the fire truck, provide Sparky the mascot interactions, and do a stop drop and roll practice station. Please send myself a memo in the near future regarding the event and recommendations for the all-day event. - Jerry Reiley”

Besides the City Hardware Event, the Fire Department is holding their Open House that morning that allows the public to have some of the same interactions. Additionally, staffing is at minimum for October 15th, but have received approval for additional staffing for public events and interaction lasting 3 hours or less.

Respond in a memo to the City Hardware Owner explaining what involvement the Fire Department can have at the event along with explaining the rational to any changes to the proposed event.

Skill Set: Administrative Functions - Recommend Changes to Existing Departmental Policies

Reference: NFPA 1021, 2014 Edition - Chapter 4, Sections 4.1.2, and 4.4.1

Instructions to the Candidate

At this station, as a take home project, you will be required to execute routine unit- level written administrative functions, commonly expected of company officers. You will be provided with a scenario upon which you must complete an appropriate written response. It will deal with the issue of recommending changes to existing departmental policies.

Keep your answers brief and complete. You will be graded on your completeness of response; using a positive attitude when making or implementing recommendations; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation.

Ensure that you complete **all portions** of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.1.2 – General prerequisite skills				
1.	Effectively communicate in writing using technology provided by the AHJ.				
	Section 4.4.1 – Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level				
2.	Demonstrate ability to relate interpersonally.				
3.	Communicate change in a positive manner.				

Skill 7 Scenario

The Fire Chief has just sent out the following memo:

Date: December 1, 2017
To: Company Officer Group
From: Fire Chief
Subject: Shift trading policy

The Home Town Fire Department will begin a new policy that will take effect on January 1st. This new policy states that:

- Any trades in shift must be requested at least a month in advance.
- All requests must be made in writing.
- All requests must be approved by the Fire Chief.

Please communicate this new policy to your crew as soon as possible.

Directions:

1. Using this scenario, create a written document that describes where, when, and how you plan to inform your crew about this new human resources policy. Make sure that the document addresses, in detail, how this new policy should be implemented.

Skill Set: Administrative Functions - Implement a New Departmental Policy

Reference: NFPA 1021, 2014 Edition - Chapter 4, Sections 4.1.2, 4.4.1, and 4.4.2

Instructions to the Candidate

At this station, as a take home project, you will be required to execute routine unit-level written administrative functions, commonly expected of company officers. You will be provided with a scenario upon which you must complete an appropriate written response. It will deal with the issue of Implementing a new departmental policy.

Keep your answers brief and complete. You will be graded on your completeness of response; using a positive attitude when making or implementing recommendations; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation.

Ensure that you complete **all portions** of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.1.2 – General prerequisite skills				
1.	Effectively communicate in writing using technology provided by the AHJ.				
	Section 4.4.1 – Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level				
2.	Demonstrate ability to relate interpersonally.				
3.	Communicate change in a positive manner.				
	Section 4.4.2 – Execute routine unit-level administrative functions				
4.	Communicate in writing.				

Skill 8 Scenario

Weekly washing and cleaning of the vehicles interior, exterior, and under carriage is to be completed every Thursday. With the addition of the new apparatus, cleaning all the vehicles on the same day has become more challenging. You've noticed that Fridays have traditionally been slow days and some cleaning could easily get done on that day.

Directions:

Create a short proposal in the form of a memo addressed to your superior officer that suggests a revision to a specific departmental SOP. Make sure your proposal includes specifics including: which apparatus will get washed and cleaned on which days, when during the shift they will get cleaned and washed, and the reasoning for your decision.

Memo

Date:

To:

From:

Subject:

Skill Set: Administrative Functions - Preparing a Budget Request

Reference: NFPA 1021, 2014 Edition - Chapter 4, Sections 4.1.2, 4.4.2, and 4.4.3

Instructions to the Candidate

At this station, as a take home project, you will be required to execute routine unit- level written administrative functions, commonly expected of company officers. You will be provided with a scenario upon which you must complete an appropriate written response. It will deal with the issue of preparing a budget request.

Keep your answers brief and complete. You will be graded on your completeness of response; using a positive attitude when making or implementing recommendations; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation.

Ensure that you complete **all portions** of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.1.2 – General prerequisite skills				
1.	Effectively communicate in writing using technology provided by the AHJ.				
	Section 4.4.2 – Execute routine unit-level administrative functions				
2.	Communicate in writing.				
	Section 4.4.3 – Prepare a budget request				
3.	Communicate in writing.				

Skill 9 Scenario

The department has just hired two new firefighters, both of whom are very tall. The department will need to special order their PPE. Looking through your department's product information, it appears the price will be \$2,000 per person. There is currently \$15,000 left in the budget for PPE, and the money is found in account number 678055. You will need to prepare a purchase request made out to the company, Larson Protective Equipment, Inc. Once the order is placed, delivery is expected in one week.

Directions:

Complete the following expenditure request form using the information in the accompanying scenario.

Expenditure Request Form

Prior to initiating any purchase or expenditure in excess of \$1,000 but less than \$10,000, 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. A copy will be distributed to the City Manager and to the Finance Department. All expenditures of \$10,000 or more must be approved in advance by the City Council.

Please complete all sections of the form.

Department: _____

Division: _____

Description of Requested Item: _____

Explanation of Need/Purpose: _____

Budget Account Number: _____

Amount Approved in Current Budget: _____

Estimated Cost: _____

Expected Date of Delivery of Equipment of Materials/Supplies: _____

Expected Payment Schedule for Service: _____

Expected Completion Date: _____

Slill 9 Scenario (continued)

Employee making request: _____ Date: _____

Recommended by: _____ Date: _____

Department Manager or Designee

Approved by: _____ Date: _____

Administrative Team Member

Routing: Please submit the completed form by email to the appropriate Administrative Team Member. Approved requests will be returned by email to the appropriate Administrative Team Member. Approved requests will be returned to the department head or designee, and forwarded to the staff accountant in the Finance Department and the City Manager.

Skill Set: Administrative Functions - Collecting Data

Reference: NFPA 1021, 2014 Edition - Chapter 4, Sections 4.1.2 and 4.4.5

Instructions to the Candidate

At this station, as a take home project, you will be required to execute routine unit- level written administrative functions, commonly expected of company officers. You will be provided with a scenario upon which you must complete an appropriate written response. It will deal with the issue of collecting data.

Keep your answers brief and complete. You will be graded on your completeness of response; using a positive attitude when making or implementing recommendations; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation.

Ensure that you complete **all portions** of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.1.2 – General prerequisite skills				
1.	Effectively communicate in writing using technology provided by the AHJ.				
	Section 4.4.5 – Explain the needs and benefits of collecting incident response data				
2.	Communicate in writing.				

Skill 10 Scenario

You have received notification from your Shift Commander that you are needing to create a memo for Fire Department members to explain the importance of collecting accurate and complete response information. The Shift Commander has given you a few points to include in the memo. These include:

- Location(s) of where to obtain response times.
- Location(s) of where to document response times in the Fire Report.
- What manner the information is used at the Fire Department
 - Future 3rd Station
 - Improvements to the Dispatch Software and GPS Route Builder
 - Response time accuracy for improving the ISO rating

Using the attached memo, complete a written document that addresses the specific bullet points so that a Fire Department member understands the location of the data and that they will be willing to complete the response information to further assist the Department's goals for the future.

Memo

Date:

To:

From:

Subject:

Skill Set: Fire Inspection/Pre-Plan

Reference: NFPA 1021, 2014 Edition - Chapter 4, Sections 4.1.2, 4.5.1, and 4.5.2

Candidate Equipment Required: Station uniform, writing instruments

Evaluator Equipment Required: None

Instructions to the Candidate

At this station, as a take home project, you will be required to apply applicable building codes and standards. You will need to conduct a building inspection and building pre-plan and then complete a building inspection form and pre-plan form.

The building being inspected and pre-planned must be either industrial, manufacturing, or an educational facility. Additionally, the building must contain alarm, detection, and suppression features. 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.

Keep your answers brief and complete. You will be graded on your completeness of response, the clarity of expression in framing your response, correct spelling, grammar, and punctuation.

Ensure that you complete **all portions** of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.1.2 – General prerequisite skills				
1.	Effectively communicate in writing using technology provided by the AHJ.				
	Section 4.5.1 – Describe the procedures of the AHJ for conducting fire inspections				
2.	Communicate in writing.				
3.	Apply appropriate codes and standards.				
	Section 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.				
4.	Use evaluative methods.				
5.	Communicate in writing				

Fire Service Training Bureau INSPECTION WORKSHEET

Occupancy Name: _____

Address: _____

Suite: _____

Date Inspected: ____/____/____ Reinspect 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 Distnace 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 Reinspection 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 reinspection fees as noted on the Reinspection 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:	
			Height:
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 Supply Information:</u>			
Hydrant #1 Location:			
Volume/GPM:		Pipe Diameter:	
			Hydrant Status:
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:			

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Notes:			

Fire Behavior Prediction:			

Strategy:			

Problems Anticipated:			

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Contact Information:

Name:		Position/Title:	
Primary Number:		Secondary Number:	

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Name:		Position/Title:	
Primary Number:		Secondary Number:	

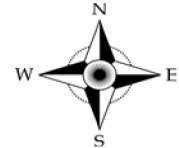
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**Iowa Fire Service Training Bureau
PrePlan Information Sheet**



Location Information:	
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



Large empty rectangular area for drawing the building layout and labeling mechanical locations, exits, and other useful information.

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?

Skill Set: Accident Investigation

Reference: NFPA 1021, 2014 Edition - Chapter 4, Sections 4.1.2, 4.7.2, and 4.7.3

Instructions to the Candidate

At this station, as a take home project, you will be required to conduct an accident investigation. You will be provided with a scenario that describes the accident and the individuals involved. You must prepare a list of questions that you will use when interviewing those involved. You must identify and list factors which led up to the accident and corrective actions to be implemented to prevent such reoccurrences in the future.

Keep your answers brief and complete. You will be graded on your completeness of response; using a positive attitude when presenting results and making recommendations; that your conclusions are supported by the facts; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation.

Ensure that you complete **all portions** of this station.

To pass this station, you must successfully complete 100% of the steps.

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.1.2 – General prerequisite skills				
1.	Effectively communicate in writing using technology provided by the AHJ.				
	Section 4.7.2 – Conduct an initial accident investigation				
2.	Communicate in writing.				
3.	Conduct interviews.				
	Section 4.7.3 – Benefits of being physically and mentally able				
4.	Explain benefits and reasons to participate in wellness/fitness programs.				

Skill 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 3. What could be done to reduce exposure risk for future accidents?

Name of Witnesses:

Signature of Employee:

Date:

Signature of Employee Supervisor:

Date:

Name of person filling out report:

Skill Set: Oral Interview

Reference: NFPA 1021, 2014 Edition - Chapter 4, Sections 4.2.5, 4.3.1, 4.3.2, 4.4.2, 4.4.4, 4.4.5, 4.5.2, 4.6.1, 4.6.2, 4.6.3, 4.7.1, 4.7.2, and 4.7.3

Instructions to the Candidate

At this station, as a take home project, you will need to review and provide an update to your Fire Chief or Assistant Chief, on the information you have completed for the Fire Officer I Skills Project.

You will explain the different scenarios contained in the Skills Project and more importantly how you handled and completed the different scenarios in greater detail. The goal of this meeting is to provide two way oral communication about the different scenarios, allow development and mentoring opportunities, and practice/insight for future assessment center scenarios.

Your meeting with your Fire Chief or Assistant Chief should last approximately 30 minutes or longer. Additionally, documentation that the meeting occurred between the Fire Chief or Assistant Chief and you must be submitted to the FSTB.

This section is to be completed by Fire Chief or Assistant Chief

I have reviewed the candidate's Skills Project and affirm that the candidate has met the requirements listed in the instructions above. All requirements have been successfully conducted and completed per local department protocol. All information listed above can be validated by a copy of the documents maintained by the department.

Type or Printed Name of Fire Chief/Assistant Chief

Signature

Date: _____ Fire Department: _____

FD Phone Number: _____ FD Email: _____

(Continued)

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.2.5 – Apply human resource policies and procedures				
	Section 4.3.1 – Initiate action on a community need				
	Section 4.3.2 – Initiate action to a citizen’s concern				
	Section 4.4.2 – Execute routine unit-level administrative functions				
	Section 4.4.4 – Explain the purpose of each management component of the organization				
	Section 4.4.5 – Explain the needs and benefits of collecting incident response data				
	Section 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.				
	Section 4.6.1 – Develop an initial action plan				
	Section 4.6.2 – Implement an action plan at an emergency operation				
	Section 4.6.3 – Develop and conduct a post-incident analysis				
	Section 4.7.1 – Apply safety regulations at the unit level				
	Section 4.7.2 – Conduct an initial accident investigation.				
	Section 4.7.3 – Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak demand activities				
	Interviews will be scored based upon the following criteria:				
1.	Completeness of response.				
2.	Positive attitude when presenting results and making recommendations.				
3.	Conclusions supported by the facts.				
4.	Clarity of expression in framing response				
5.	Confidence in delivery.				