

Fire Fighter II

Certification Procedure Guide



This Certification Procedure Guide reflects the requirements of:

NFPA 1001: Standard for Fire Fighter Professional Qualifications, 2019 Edition

THIS INTRODUCTION REFERENCES SPECIFIC SECTIONS OF THE FSTB POLICY MANUAL FOR RULES, REGULATIONS, AND REQUIREMENTS

Section 1.1 Authority and Accreditation

(a) 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 HF2492 and the permission of the governing International Fire Service Accreditation Congress (IFSAC), authority for fire service certification was granted to the Fire Service Training Bureau, Division of the State Fire Marshal effective July 1, 2000.

(b) The Fire Service Training Bureau (FSTB) certification system has been accredited by the IFSAC to certify fire service personnel to national standards. Through this process, Iowa fire service personnel achieve national 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).

Section 1.2 Mission Statement

(a) The mission of the Fire Service Training Bureau Certification and Accreditation Program is to establish credibility in providing quality education, training, certification, and professional consultation to Iowa's fire service and other emergency responders in a manner that reflects commitment, integrity, and contributes to the reduction of morbidity, mortality, and property loss from fire and other hazards.

Section 1.3 Purpose Statement

(a) The purpose of the Iowa Fire Service Training Bureau Certification and Accreditation Program is to develop and maintain a certification system that adheres to the NFPA's Professional Qualifications Standards, following the criteria as outlined by the IFSAC.

Section 1.4 Vision Statement

(a) The vision of the Iowa Fire Service Training Bureau Certification and Accreditation Program is to ensure all Iowa firefighters and emergency service personnel are certified to the most current standard of the NFPA, and that no individual, entity, nor interest group shall exercise undue influence over the certification system.

Section 1.5 Non-Discrimination Policy

(a) Registrations for certification will be accepted from any candidate meeting the criteria listed in the appropriate certification Procedures Guide. Registrations will be accepted without regard to race, color, creed, gender, marital status, sexual orientation, or status as a military veteran. Registrations will be accepted without regard to age as long as the candidate is at least 18 years of age and disability as long as that disability does not hinder the candidate's ability to perform the necessary skills and practices required by the NFPA Professional Qualifications Standards. If you have any questions or comments regarding certification, training, or other services provided by the FSTB, please call (515) 727-3447.

(b) The Iowa Fire Service Training Bureau Certification and Accreditation Program operates in accordance with the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Equal Opportunity Act as well as other Federal and State laws, regulations and guidelines which prohibit discrimination.

Section 1.6 Sexual Harassment Policy

(a) The EEOC Guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made an implicit or explicit condition of an individual(s) employment;
- submission to or rejection of such conduct affects employment opportunities;
- such conduct interferes with an employee(s) work or creates an intimidating, hostile, or offensive work environment.

The key phrases in the EEOC definition of sexual harassment are "unwelcome" and "of a sexual nature." The behavior must be unsolicited and unwelcomed by the victim. The phrase "of a sexual nature" means that sex or gender must be the underlying nature of the behavior. Men and women may have disputes or disagreements on the job, but this would not be viewed as harassment unless there is a sexual element to the interaction.

Section 2.1 Policy and Practice

(a) It is the policy and practice of the Iowa Fire Service Training Bureau Certification and Accreditation Program to certify personnel to the current edition of the NFPA, and any other standards adopted by the State of Iowa. Certification standards shall be updated by the Iowa Fire Service Training Bureau Certification and Accreditation Program in accordance with the requirements established by IFSAC.

(b) In fulfilling its responsibilities for qualifying Iowa firefighters and emergency services personnel, the Iowa Fire Service Training Bureau Certification and Accreditation Program shall provide appropriate written test and skills examinations as required by IFSAC.

Section 2.2 Requirements to Certify

(a) The Iowa Fire Service Certification Program is voluntary. Any person wishing to become certified shall do so by successful completion of examination requirements.

(b) 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 provide appropriate information to members of the fire service about any of the levels or categories of certification available.

(c) Candidates must meet all of the appropriate NFPA pre-requisites as required for the Standard for which they are being examined to be certified.

(d) Completion of stipulated courses of study and training are not a requirement for certification with the exceptions of Fire and Emergency Services Instructor I and II, and Fire Investigator.

Section 2.3 System Integrity

(a) The requirements, criteria, and processes explained are used to ensure the highest possible

credibility and stature for participants in the FSTB certification system. These processes ensure that Iowa trained and certified fire service personnel are among the most highly qualified and competent firefighters.

Section 2.4 Certification Processing

(a) 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 database, as well as the national certification database maintained by IFSAC at Oklahoma State University. An official seal from IFSAC is displayed on every certificate and includes a national certification number.

- Candidates will also receive (at no additional cost), an "Iowa/Nationally Certified" patch and a certification level bar.
- Completed certificates will be issued by the FSTB within 30 working days. The FSTB should be contacted by the candidate if a certification has not been received by then.

(b) Candidates testing for ANY LEVEL offered by the FSTB will be given twelve (12) months to complete the certification process. The twelve (12) month time limit begins when the candidate takes their first examination towards certification at a given level. The FSTB will NOT accept any documentation requirements until the candidate has started their certification process. After the twelve (12) month time period has expired, candidates not completing the certification process will be REQUIRED to restart the certification process, including retaking the written and the practical skills examinations (regardless of the pass/fail status from the previous examination). Candidates must also re-submit all required documentation. All information and paperwork from expired certification processes will be removed from the FSTB database.

(c) 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.

Section 2.5 Job Performance Requirements (JPR)

(a) The Fire Service Training Bureau Certification and Accreditation Program shall maintain the NFPA Job Performance Requirements (JPRs) for each discipline the agency is accredited to for the administration of certification examinations. The JPRs shall reflect the current edition of the standard the agency is accredited to certify and be available in written format, upon the request of a candidate.

Section 2.6 Standard Edition Requirements

(a) The FSTB shall update correlation sheets, examination materials, and all other evaluative instruments for all levels of certification for IFSAC within three (3) years from the official release date of the newest edition. These updates will not affect the current certification status of any individual who has already received their certification.

(b) Procedure to update certification materials is as follows:

- Review NFPA standards for changes to professional qualifications.
- Upon determination that a standard has changed, obtain a copy of the updated standard.
- Process the purchase request for a new test bank.
- Obtain, review, and validate the new test bank.
- Update correlation sheets produced by IFSAC for levels of certification to be maintained.
- Update practical skill evaluation sheets.
- Retain one copy and destroy the remaining outdated examination materials.

- Publish new practical skill evaluation sheets and procedures guides.
- File a letter with IFSAC that the FSTB has updated to the new edition of the standard.

Section 3.1 Application for Certification

(a) Applications for each level of certification may be obtained from the Iowa Fire Service Training Bureau Certification and Accreditation Program website at: <https://dps.iowa.gov/divisions/state-fire-marshal/fire-service-training/certification-accreditation>

(b) Each candidate seeking certification within the Iowa Fire Service Training Bureau Certification and Accreditation Program must submit an examination registration form and the appropriate examination fee to secure entrance into the system. The registration form must be received by the FSTB office no later than fourteen (14) days prior to the scheduled exam date.

(c) Any registration submitted without appropriate payment will be returned to the candidate within three (3) business days. Payment is required at the time of registration unless paid by a fire department or college. For candidates paying by check or credit card, payment must be received by the FSTB in order to guarantee your reservation for the date and location you request for your certification examination.

(d) **NO "WALK-IN" OR LATE REGISTRATIONS WILL BE ACCEPTED AT ANY EXAM SITE!**

Section 3.2 Fees for Certification

(a) The current certification registration fee is \$50.00. This initial fee allows the candidate one (1) attempt at the written examination and one (1) attempt at the practical skills examination (if required by that level).

(b) Payment for registration for certification exams can be made in the form of:

- Check or Money Order made out to the Iowa Fire Service Training Bureau
- Bill to current Fire Department or College
- Credit Card (please call (515) 727-3447 with credit card information)

(c) Registration fees may only be refunded within the first two (2) months after being received by the FSTB if the candidate has not taken any steps toward completing the certification process.

(d) If a candidate fails either or both of the written and practical skills exams, the candidate must pay a \$50 fee for each additional exam retake.

Section 3.3 Confirmation of Registration

(a) Upon receipt of the registration and fee by the FSTB Certification and Accreditation Program staff, the registration will be processed (for each examination site) on a first-come / first serve basis.

(b) All candidates who submit a completed registration form will receive a confirmation email for the applicable examination site.

(c) In the event the candidate registered for an examination site that is full, an email or telephone call will be made to them, so that a new examination site can be chosen.

Section 3.4 Special Accommodations

(a) The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs,

schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.

(b) Special accommodations may be provided for examinations, based on individual review and proper documentation from a licensed professional. A request for accommodation is the responsibility of the candidate. It shall include a written letter from a licensed professional confirming the candidate has a need for a special accommodation and what type of accommodation is being requested (i.e., reader, extra time). If there are any questions, please contact the Certification and Accreditation Manager at the FSTB.

Section 5.2 General Requirements

(a) The FSTB Certification and Accreditation Program shall ensure that all requisite knowledge and skill objectives are met by all candidates seeking certification, in accordance with the NFPA standard edition for which the agency is accredited.

Section 5.5 Cell Phone Policy

(a) At no time will cell phones or other electronic devices (smart watches, etc.) be allowed during a written or practical skills examination. Any candidate caught using a cell phone or other electronic device during the examination will be immediately dismissed from the examination site at the discretion of the proctor/evaluator.

Section 5.6 Facial Hair Policy

(a) Any candidate with a beard or facial hair in the area of the SCBA facepiece seal (including full-face beards, mutton-chops, goatees, etc.) will NOT be allowed to participate in the practical skills examination 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 compliance with 29 CFR 1910.134 Respiratory Protection Standard as mandated by the Occupational Safety and Health Association (OSHA).

Section 5.7 Cheating / Academic Honesty

(a) The National Certification awarded by IFSAC is a verification of the candidate's competence and professional dedication. The FSTB values integrity and honesty during the testing process. Any candidate who is caught cheating on any element of the examination process will:

- Forfeit all fees.
- Be denied the certification.
- Be immediately expelled from the current certification process, and any other certification levels in which they have active files.
- Not be allowed to apply for any certification for one year.

(b) It is impossible to list all of the actions that might be considered cheating or unethical conduct without missing some of them. Common actions are talking with other candidates during a written or practical examination for the purpose of soliciting or giving or comparing answers, copying or modifying another person's project/homework then submitting it as your own. **No exceptions to this rule will be granted.**

(c) All examinations must be completed in the presence of an approved Proctor / Evaluator without the assistance of unauthorized books, notes, devices, or outside help unless specified otherwise in the examination directions. Candidates who give information to a dishonest candidate will be considered just as culpable as the candidate being assisted.

Section 7.5 Written Examination Process

(a) During the examination, the Proctor shall remain in the room with the candidates at all times, thus ensuring the candidates are not left unsupervised.

(b) Candidates may be excused by the Proctor to use the restroom only, as requested, but may not leave the building. Answer sheets, test booklets, or computer tablets must be turned face down at this time.

(c) At each thirty (30) minute interval, the Proctor will state how many minutes remain on the examination for candidates taking bubble sheet examinations.

(d) If time runs out for an examination and the Proctor states that the examination time has expired, candidates are to stop and put their pencils down. Proceed to step (e).

(e) As the candidates complete their examination, they will be allowed to bring their examination booklets, answer sheets, and pencils or computer tablets to the Proctor. At this point, the Proctor will check the booklet for any marks, and that all required information is clearly and correctly marked on the answer sheet. If incomplete, the Proctor will have the candidate correct the answer sheet accordingly. If the candidate used a computer tablet, the Proctor will ensure that the candidate is logged off and shut down the tablet.

(f) At this point, the candidates who have completed their examination must leave the examination area.

Section 7.7 Re-Taking of a Written Examination

(a) Any candidate who is unsuccessful at passing the written examination with a minimum score of 70% will be required to register for another written examination site.

(b) Candidates are permitted to review their examination by contacting the Certification and Accreditation Manager to make an appointment at the FSTB only, under direct supervision. At no time will copies or photos be allowed.

Section 8.1 Practical Skills Performance Examination

(a) Candidates are responsible for knowing ALL practical skills required by the applicable standard during the practical skills examination. An exact list of specific skills for each level of certification can be found in the appropriate Certification Procedures Guide published by the FSTB.

(b) A class roster of the registered candidates will be generated and sent to the Lead Evaluator.

(c) Candidates' identities will be verified with a photograph ID, i.e. (State issued driver's license or a department issued ID card) prior to the beginning of the examination.

(d) Candidates **WILL NOT** be allowed admittance to the certification examination after it has begun.

(e) Candidates must adhere to the following protocols:

- Turn off their pagers and their cellular phones prior to the beginning of the examination.
- No talking to another student at any time.

- No food and/or drinks are allowed during the examination.
- No smoking or vaping is allowed during the examination.
- Only utilize approved materials during the examination (subject to verification).

(f) Evaluators will greet each candidate as they approach the skill station.

(g) The evaluator will read the "Evaluator's Instructions to the Candidate," as listed on the skill sheet.

(h) Upon completion of the skill station, the candidate will be thanked for their time, and asked to return to the staging area.

Section 8.2 Variable Number of Skills Tested

(a) The exact number of skills tested for each NFPA Standard may vary by certification level. The number of skills to be tested is listed in the appropriate Certification Procedures Guide. Due to a large number of skills required by some NFPA Standards, all skills of a large standard may not be tested at each examination site. Candidate should be prepared to test on **any skill** outlined in the standard for which they seek certification. The intent of this process is to ensure that candidates are prepared to test on all skills required by an NFPA Standard.

(b) Skills are randomly drawn by the FSTB Certification & Accreditation Manager.

Section 8.3 Prior Knowledge of Practical Skills to be Administered

(a) The practical skills to be administered at an examination site will not be revealed to the candidates or the exam evaluator prior to the examination. This policy is to prevent prior knowledge of the exam material, and to ensure examination integrity.

Section 8.5 Practical Skills Pass / Fail Criteria

(a) Practical skill examinations are graded on a pass/fail basis. Through the design of the evaluation checklist, components of the skills will be strictly evaluated. Candidates must successfully complete all skill stations at an examination test site to receive a passing grade.

(b) Each candidate is allowed two (2) attempts at each station. Candidates will be informed by the evaluator assigned to the skill station if they pass or fail an attempt at a skill station. Candidates failing their first attempt at a skill station will be allowed a second attempt when an evaluator is available.

(c) A different skills evaluator will be assigned to assess the candidate's second attempt at a skill station. At the completion of the second attempt, the candidate will be informed if they pass or fail.

Section 9.1 Assignment of Projects

(a) The assignment of a project is determined by the methodology chosen to evaluate the JPRs based on the complexity of the standard. The assigned project may be submitted for evaluation to the Certification and Accreditation Manager or designated staff, any time after the certification process has begun.

Section 9.2 Project Time Frame

(a) The associated project must be completed within the one-year timeframe starting from their first time taking the written examination for this level of certification.

Section 9.3 Project Evaluation / Resubmission

(a) Candidates failing a component of or the entire project will be advised of the discrepancies and required to resubmit the project or failed components for re-evaluation.

Section 10.1 Processing Examination Results

(a) After the candidate has completed the written and / or practical skills examination process, the FSTB will begin the process of scoring the exam results. As soon as grading and all documentation are complete, the results will be sent to the candidate utilizing the United States Postal Service.

Section 10.2 Confidentiality of the Examination Results

(a) To ensure confidentiality, certification examination scores will not be released on the telephone, facsimile machine, email, or any other electronic means. Examination results should be received by the candidate within 30 working days from the time of the examination.

(b) Any candidate who does not receive their results after the 30 working day period should contact the Certification and Accreditation Manager.

Section 10.3 Completion of the Certification Process

(a) After candidates have successfully completed all requirements of the certification process, the FSTB will issue the national certification.

(b) The candidate's name and corresponding certification information will be forwarded to the appropriate accrediting entity at required intervals.

Section 11.1 Appeals Policy

(a) All candidates shall have the ability to appeal any certification decision made by the FSTB. All appeals must be written and directed to the Certification and Accreditation Manager within 30 days. The letter shall include the date(s), time(s), discipline level, and reason for the appeal. A decision shall be based upon the facts of the case, and compliance with the JPRs of the discipline.

(b) All decisions shall be written and forwarded to the candidate within 30 days of the receipt of the appeal. A copy shall be maintained at the FSTB. All means, including peer review of the complaint, shall be enacted for a fair resolution.

Section 11.2 Appeals Procedure

(a) The following is the FSTB procedure once a written appeal has been received:

- Written appeal received
- Investigation of facts
- Referral to FSTB Bureau Chief
- Decision Rendered
- Written notification to candidate

Section 11.3 Denial of Certification

(a) Per Iowa Administrative Code r. 661-251.204, certification shall be denied to any applicant who fails to meet all of the requirements for the type of certification, who knowingly submits false information to the Fire Service Training Bureau, or who engages in fraudulent activity during the certification process.

Section 11.4 Revocation

(a) Per Iowa Administrative Code r. 661-251.204, The Fire Service Training Bureau may revoke the certification of any individual who is found to have knowingly provided false information to the Fire Service Training Bureau during the certification process or to have engaged in fraudulent activity during the certification process.

Section 11.5 Appeals

(a) Per Iowa Administrative Code r. 661-251.204, Any person who is denied certification or whose certification is revoked may appeal the denial or revocation. An appeal of a denial or revocation of certification shall be made to the Commissioner of Public Safety within 30 days of the issuance of the denial or revocation using the contested case procedures specified in rules 661-10.301 (17A) through 661-10.332 (17A).

Section 13.4 Administration to On-Shift Candidates

(a) If candidates are on-shift during an examination, the following procedures must be followed:

- Only required personnel may leave the examination site to respond to an emergency call.
- Lead Proctor or Evaluator will collect exam booklets, answer sheets, and computer tablets of those candidates responding.
- Time will be noted upon leaving and returning of the candidate to adjust the total examination time to compensate for the emergency response.
- Upon returning from a call, the candidate must immediately resume the test.
- If the emergency call is of long duration and/or involves the majority of the class, the Lead Proctor or Evaluator shall declare the examination invalid and inform the candidate of their requirement to reschedule an examination
- It should be noted that the candidate should make an effort to find coverage during their examination to avoid the possibility of leaving an exam site after the examination has started.

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

Certification Questions may be directed to:

fstbcert@dps.state.ia.us

515-727-3447

Introduction to Fire Fighter II Certification

FSTB Certification website: <https://dps.iowa.gov/divisions/state-fire-marshall/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 Fighter II 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 links to go directly to the forms:

[Written Examination Registration Form](#)

[Practical Skills Examination Registration Form](#)

Each Registration Form (Written and Practical Skills) 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 (written or practical skills) in this level.

Starting July 1, 2019 the initial Registration Fee of \$50 allows the candidate one (1) attempt to pass each component, written and practical skills, of the examination. If the candidate fails both the written and practical skills exams, they are charged \$50 to retake **EACH** examination again (i.e., must pay \$100 to take both exams again). If the candidate fails only one of the examinations (either written or practical skills), they are charged \$50 to retake the failed exam.

The FSTB stopped the process of allowing free retakes of examinations beginning on July 1, 2019. If the candidate started their certification process prior to July 1, 2019 then the candidate will be allowed to continue their process under the former rules until that process is exhausted (after completing the one free retake). If the candidate fails the free retake, then the candidate will pursue certification under the current rules.

Candidates will have two (2) attempts to pass each skill station during the practical exam. If the candidate fails both attempts at any skill station, this constitutes a practical exam failure for that specific certification level and the candidate will be responsible for notifying the FSTB of their desire to retake the Practical Skills Exam by registering for another scheduled examination site on the FSTB Certification web page. Candidates may not take the practical exam more than once per day.

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.

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

Fire Fighter II - Certification Requirements

Prerequisites:

Candidates pursuing certification at the Fire Fighter II 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 HazMat Awareness & Operations level according to the NFPA 472 - Standard for Competence of Responders to Hazardous Materials / Weapons of Mass Destruction Incidents or the NFPA 1072 - Standard for Hazardous Materials / Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications
3. Be certified to the Fire Fighter I level according to the NFPA 1001 - Standard for Fire Fighter 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 examination.

Written Examination:

The Fire Fighter II written examination is based on Job Performance Requirements listed in NFPA 1001 - Standard for Fire Fighter Professional Qualifications, 2019 edition.

- The Fire Fighter II written examination contains 100 multiple choice 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

Practical Skills Examination:

The Fire Fighter II practical skills examination is based on Job Performance Requirements listed in NFPA 1001 - Standard for Fire Fighter Professional Qualifications, 2019 edition.

- Practical skills are evaluated on a Pass / Fail basis determined by completing 100% of the skill steps.
- Four (4) skills will be randomly selected and evaluated for each examination site.
- Candidates are allowed two (2) attempts to pass each skill station. Candidates failing their first attempt will return to the designated staging area and upon availability, be evaluated on their second attempt by a different evaluator. Candidates who fail both attempts, constituting a failure of the practical skills examination, are responsible for notifying the FSTB of their desire to retake the practical skills examination by registering for another examination site and paying another registration fee of \$50. Candidates may not take the practical skills examination more than once per exam day.

Practical Skills Available for Evaluation:

1. General Requirement: Incident Command Tasks and Communications
2. FD Communications: Complete a Basic Incident Report
3. Fireground Operations: Extinguish an Ignitable Liquid Fire
4. FD Communications: Communicate the Need for Team Assistance;
Fireground Operations: Coordinate an Interior Attack
5. Fireground Operations: Control a Flammable Gas Cylinder Fire
6. Fireground Operations: Protect Evidence of Fire Cause and Origin
7. Rescue Operations: Extricate a Victim Entrapped in a Motor Vehicle
8. Rescue Operations: Assist Rescue Operation Teams
9. Preparedness and Maintenance: Maintain Power Plants, Power Tools, and Lighting Equipment
10. Preparedness and Maintenance: Perform an Annual Service Test on Fire Hose

Project:

1. The Fire Fighter II Project is based on Job Performance Requirements 5.5.1, 5.5.2, and 5.5.3 listed in NFPA 1001 - Standard for Fire Fighter Professional Qualifications, 2019 edition. The candidate will prepare and submit a Pre-Incident Fire Plan and Fire Safety Survey and conduct a presentation of a Public Fire Education Lesson. Detailed instructions and associated documents associated with the Fire Fighter II Project are located at the end of this Procedures Guide.

Local Documentation Form:

1. The candidate may submit the Local Documentation Form, signed by the Fire Chief, Training Officer or College Program Chair at ANY time during the one-year time frame AFTER their examination registration has been entered into the FSTB Certification database.

References / Textbooks:

- IFSTA, *Essentials of Firefighting*, 7th Edition, 2018

Fire Fighter II - Local Documentation Form

NFPA 1001 - 2019

Candidate's Name: _____

Candidate's Fire Department or College: _____

FSTB ID # _____ Date of Birth _____

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

Local Documentation Requirements

1. 29 CFR 1910.134(f) Respiratory Protection: Fit Testing:

The candidate has been fit tested for their Self-Contained Breathing Apparatus (SCBA) facepiece within the past twelve (12) calendar months, in compliance with the above OSHA standard.

2. NFPA 1001 - 2019, General Knowledge Requirements 4.1.1: Fire Department standard operating procedures (SOP) and rules and regulations as they apply to the Fire Fighter I; the value of fire and life safety initiatives in support of the fire department mission:

The candidate has successfully demonstrated the ability to locate departmental SOPs and is knowledgeable of their contents; the candidate is aware of and knowledgeable of the 16 firefighter life safety initiatives.

3. NFPA 1001 - 2019, General Knowledge Requirement 5.1 & 5.1.1:

The candidate has received training in and is knowledgeable of the Incident Management System sections of ICS 200 and the role of the Fire Fighter II within the organization.

This section is to be completed by the Fire Chief, Training Officer or College Program Chair

I affirm that the candidate identified above has met the requirements listed in the above paragraph(s). All requirements have been successfully conducted and completed per local department protocol and procedures.

Information listed above can be validated by a copy of the documents maintained by the department.

Fire Chief / Training Chief / College Program Chair (**PRINT**)

Fire Chief / Training Chief / College Program Chair (**SIGNATURE**)

Date: _____ Fire Department or College: _____

Agency Phone Number: _____ Agency Email: _____

Once the candidate starts the certification process for this level, this form can be submitted at ANY time during the candidate's one-year time period to complete this certification.

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

Fire Fighter II - Project

DIRECTIONS:

1. You will prepare and submit a pre-incident fire plan and fire safety survey on a commercial or public building (e.g. bank, gas station, school). You cannot use a fire station or EMS building. This portion of the project has two objectives. First, you will need to prepare a pre-incident fire plan on the structure (forms included). Secondly, you will conduct a fire safety survey. While preparing these documents, you will need to keep both objectives (purposes) in mind. After completing the pre-incident fire plan, you will need to prepare a written report summarizing the results of the fire safety portion of the survey. A form has been included with this project package to use for the written report.

Complete the Pre Incident Survey Form for a commercial or public building in your fire department's jurisdiction. Complete all portions of the form. On the back of the form, include a sketch/drawing of the building including identification of utilities shut off locations and hazards that firefighters should be aware of should a fire occur in the building.

Any recognized fire flow formula may be used to calculate fire flow needs. Identify which formula was used to calculate fire flow in the space provided on the form.

Preplan forms used by your fire department may be substituted for the Pre Incident Survey Form, provided the substitute form contains the same information as the Pre Incident Survey Form. If local forms do not include all the information on the front of the Pre Incident Survey Form, you must complete the front of the Pre Incident Survey Form in addition to your local forms.

2. You will also need to present a public fire education lesson to members of your community. This public fire education lesson serves the purpose to teach a specific age group applicable knowledge or skills to better assist them with fire prevention or safety. You are to complete a public fire education lesson that shall target at least six (6) individuals and be at least thirty (30) minutes in length. The public fire education lesson must be documented on the form included in this project package along with submitting the PowerPoint and / or Lesson Plan that was used during the education lesson. The witness can either be an adult member of the group or another member of the fire department that was present during the entire lesson.

The public fire education lesson should be an organized and scheduled event that follows the prepared PowerPoint and / or Lesson Plan. Examples include: extinguisher training at a business, fire safety practices for students at a school, or an organized station and apparatus tour for a group of visitors. Public fire education lessons that shall NOT be included are: open house events, undeveloped show and tell type events, or impromptu station tours.

Once the candidate starts the certification process for this level, this project can be submitted at ANY time during the candidate's one-year time period to complete this certification.

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



Iowa Fire Service Training Bureau
Pre-Incident Fire Plan 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:			
UN ID#:			
Location:			
Notes:			
<u>Notes:</u>			
Fire Behavior Prediction:			
Strategy:			
Problems Anticipated:			
<u>Contact Information:</u>			
Name:		Position / Title:	
Primary Number:		Secondary Number:	
<u>Alternate:</u>			
Name:		Position / Title:	
Primary Number:		Secondary Number:	




Location Information:	
Address:	
Business Name:	

Pre-Incident Fire Plan - 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:
















Common Map Symbols

FIRE PROTECTION

	Fire Department Connection
	Automatic Sprinklers throughout contiguous sections of single risk
	Automatic Sprinklers all floors of building
	Automatic Sprinklers in part of building only (note under symbol indicates protected portion of building)
	Not Sprinklered
	Automatic Chemical Sprinklers
	Chemical Sprinklers in part of building only (note under symbol indicates protected portion of building)
	Vertical Pipe or StandPipe
	Automatic Fire Alarm
	Water Tank
	Fire Escape
	Fire Alarm Box
	Single Hydrant
	Double Hydrant
	Triple Hydrant
	Quadruple Hydrant of the High Pressure Fire Service
	Water Pipes of the High Pressure Service
	Water Pipes of the High Pressure Service as shown on Key Map
	Public Water Service
	Private Water Service









	Fire Detection System - label type
	Alarm gong, with hood
	Sprinkler riser (size indicated)







VERTICAL OPENINGS











	Skylight lighting top story only
	Skylight lighting 3 stories
	Skylight with wired glass in metal sash
	Open elevator
	Frame enclosed elevator
	Frame enclosed elevator with traps
	Frame enclosed elevator with self-closing traps
	Concrete block enclosed elevator with traps
	Tile enclosed elevator with self-closing traps
	Brick enclosed elevator with wired glass door
	Open hoist
	Hoist with traps
	Open hoist basement 1st
	Stairs

MISCELLANEOUS

	Number of stories
	Height in feet
	Composition roof covering

	Parapet 6 inches above roof
	Frame cornice
	Parapet 12 inches above roof
	Parapet 24 inches above roof
	Occupied by warehouse
	Metal, slate, tile or asbestos
	Shingle roof covering
	Parapet 48 inches above roof

	2 stories and basement
	1st floor occupied by store
	2 residential units above 1st
	Auto in basement
	Drive or passageway
	Wood shingle roof

	Iron chimney
	Iron chimney (with spark arrestor)
	Vertical steam boiler
	Horizontal steam boiler
	Width of street between block lines, not curb lines
	Ground elevation
	House numbers nearest to buildings are official or actually up on buildings. Old house numbers are farthest from buildings
	Brick chimney
	Gasoline tank
	Fire pump

COLOR CODE FOR CONSTRUCTION

Materials for Walls
Brown- Fire-resistant protected steel
Red-Brick, hollow tile
Yellow-Frame—wood, stucco
Blue-Concrete, stone or hollow concrete block
Gray-Noncombustible unprotected steel

Fire Safety Survey - Written Report Form

Business Name: _____

Building Address: _____

Business Owner: _____ Business Phone: _____

Building Owner (If different from occupant) _____ Phone: _____

Firefighter conducting inspection: _____

Please place additional comments and recommendations on back

Housekeeping

Comments: _____

Recommendations: _____

Exits and Means of Egress

Comments: _____

Recommendations: _____

Fire Protection Systems, Extinguishers, and Detection/Alarm systems

Comments: _____

Recommendations: _____

Structural related items (fire walls, enclosures, general building conditions, etc.)

Comments: _____

Recommendations: _____

Electrical and other Utilities

Comments: _____

Recommendations: _____

Other Items of Importance

Comments: _____

Recommendations: _____

Additional Comments and Recommendations

Category: _____

Category: _____

Category: _____

Re-Inspection Date (if applicable)

Firefighter's Signature

Public Fire Education Lesson Report

Use this form to report the Public Education lesson presentation

Candidate's Name: _____ FSTB ID# _____

Fire Department: _____

Lesson Title (subject taught in lesson): _____

Length: _____ Date: _____

Location: _____

Number of Participants (do not include Firefighter or Emergency Responders) _____

What was the age group of the participants (circle one):

Preschool

Grade School

Middle/Jr. High

High School

Adults

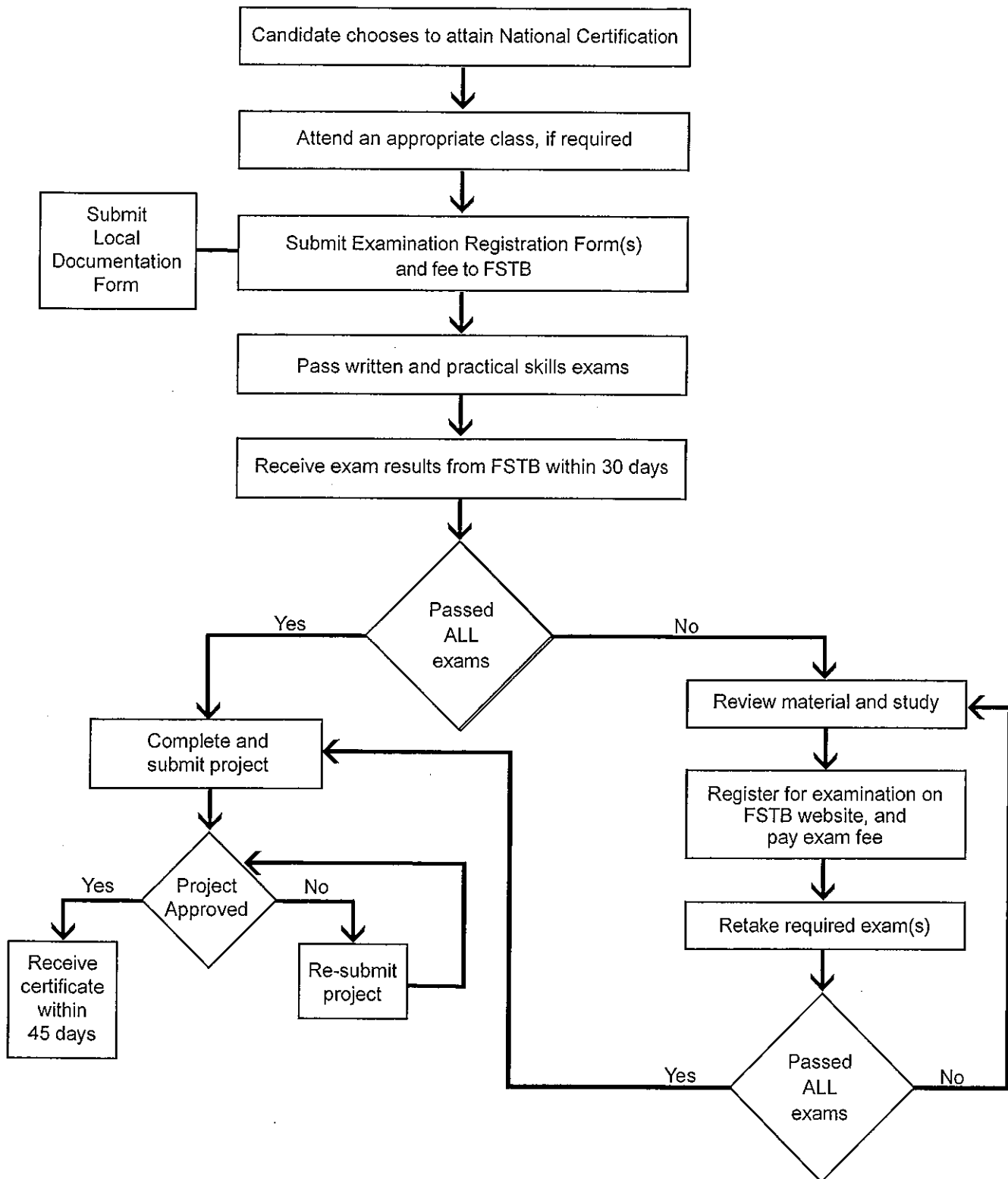
Other (specify) _____

Witness Signature: _____ Phone: _____

Witness Printed Name: _____

Please attach Power Point Presentation or Lesson Plan used.

Certification Flow Chart for Firefighter II



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