



FIRE OFFICER I

PRACTICAL SKILLS

CERTIFICATION EVALUATION PACKET

(NFPA Standard 1021, 2009 Edition)

**Department of Public Safety
Alaska Fire Standards Council
5700 E. Tudor Road
Anchorage, Alaska 99507
(907)269-5052**

www.firestandards.alaska.gov

Revised December 2011

V09-1

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Skill Sheet Packet Instruction

Purpose of the Skill Sheets

All skills listed in this packet are consistent with the 2009 edition of the NFPA 1021 Standard for Fire Officer Professional Qualifications. The Alaska Fire Standards Council (AFSC) provides these skill sheets as the basis for Fire Officer I testing and certification. For certification purposes, the final skill examination will consist of a series of mandatory skill stations and a selection of random skills from this packet.

Description & Use

1. These skills sheets are designed for use by the Training Officer and Fire Officer I candidate. Use of this packet throughout a training program will assist in verifying candidate competency and completion of the [Fire Officer I Training Record](#). For eligibility to complete the final certification examination, a candidate must demonstrate competency in all skills during training and satisfactorily complete all items on the Fire Officer I training record document.
2. This packet is designed to encompass the requisite skills for Fire Officer I and many of these skill sheets are used for final testing and certification. Accreditation Managers/Training Officers and Fire Officer I course instructors should utilize this evaluation packet during a course to prepare candidates for the certification exam. These skills sheets should be given to every Fire Officer I candidate at the beginning of a training course and used throughout the course for ongoing evaluation by the instructor. For a candidate's final skills evaluation, she or he must successfully perform each skill while being evaluated on performance competency by an AFSC examination representative.
3. The final skills examination will consist of skills selected from this packet. Skills are selected from the mandatory and random skills categories. This packet contains a list of all mandatory and randomly selected skills that are used for the final examination.
4. Random skill stations will be selected using a test management system within the AFSC office. The skill stations are selected just prior to the test date. The Certifying Officer will notify candidates which skills they will be required to complete at the start of the practical skills portion on the date of the examination.
5. The completion of the Fire Officer I Training Record establishes a candidate's eligibility to test. This document must be fully completed and signed by the Accreditation Manager/Training Officer or designee for each candidate before a candidate can begin the final skills examination. The Fire Officer I Training Record and the practical skills evaluation sheets shall become a permanent part of the candidate's local training record, and this information shall be kept on file in accordance with local fire department procedures.

Grading Criteria

1. It is expected that all of the listed skill sheet elements will be taught and evaluated by the Fire Officer I instructor throughout a course. During the final skills exam the candidate must be prepared to perform all the skills listed in this packet. There are no specific critical points designated within the practical skill sheets, and the Certifying Officer (CO) will require the candidate to repeat an individual practical skill station if *all* of the listed skill items on a selected sheet are not completed by the candidate.
2. This packet contains skill requirements that involve the demonstration of Fire Officer practical skills within "simulated" scenarios related to the duties of a Fire Officer. When applicable, skill sheets specifically describe when simulated conditions are permitted for certification testing.
3. During the final there are critical performance items that must be followed for satisfactory performance. Examples of unsatisfactory performance can include:
 - a. Exceeding limitations: time, safety, and equipment limitations
 - b. Inadequate/insufficient personal protective equipment
 - c. Lack of skill accuracy and task completion as defined on the skill evaluation sheet
 - d. Poor judgment in skill performance (i.e.- wrong application of tool or equipment or safety violation)

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

- e. Failure to appropriately apply basic fire fighting knowledge
- f. Not competent in the specified task or skill steps
- g. Outcome of the specified task is in doubt (i.e.- incorrectly performed or did not accomplish skill evaluation criteria)
- h. Need for Evaluator intervention (i.e.- imminent health or safety risk to candidate or others)
- i. Failure to adhere to basic safety principles or guidelines

Artificialities of Training and Testing

Training and testing at this level can only approximate on the job activities of a Fire Officer I. There are certain artificialities to training and testing that the candidate must adapt to. Candidates must be aware that actual fire ground situations cannot be completely duplicated during final examination scenarios. For the best possible outcome during final skills examination, Fire Officer I instructors must prepare the candidates to competently perform the skills listed in this packet throughout a training course.

Final Skills Evaluation

The AFSC designated Certifying Officer (CO) conducts the final evaluation and utilizes the practical skills evaluation sheets during the final examination process. Throughout the final examination, the CO has the overall test site authority and is required to perform his or her duties as outlined in the [Certification Policy Manual](#).

For preparation of the final examination the designated CO must coordinate with the Accreditation Manager/Training Officer, or designee, to ensure an adequate test site location is available. The Accreditation Manager/Training Officer is responsible for preparation of all test site equipment/materials and arranging designated evaluators for the date of the practical examination. The CO must verify that all required elements are adequate for testing and will approve all designated Evaluators. Designated Evaluators shall receive training appropriate for the test site and are required to complete an [Evaluator Code of Ethics Compliance](#) agreement before testing begins.

The CO shall verify completion of the final examination packet, and the packet will be attached to the Fire Officer I Training Record as part of the candidate's permanent local training record.

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Prerequisite Certification Requirements

For eligibility to certify at the Fire Officer I level, candidates must have the following:

- *AFSC Firefighter II certification
- AFSC Fire Service Instructor certification (any level- must be current)

** The AFSC records must contain documentation that the FFI and HMO requirements were met.*

Additional Notes:

1. During the final practical examination it is expected that an appropriate uniform, or full personal protective equipment (PPE), shall be worn unless otherwise indicated within the skill evaluation sheet.
2. During some scenarios a candidate may be instructed to perform other Fire Officer I tasks not directly related to the specific skill sheet evaluation being tested. It is expected that the candidate shall perform all related skills correctly.
3. Some skills may include a time limit. An Evaluator may use a digital or analog watch/stopwatch for final skills evaluation. Prior to the start of the practical examination, the CO must inspect and approve all timing devices used during final skills evaluations.
4. Some skills require that equipment or documentation be used within the final skills examination. Unless otherwise indicated, it is permissible for the candidate to prepare or assemble the required equipment or paperwork at any time, provided that this does not interfere with the core skill, task, or evolution.
5. Candidates must be prepared to complete skills under a variety of conditions. Training and skills practice is often done during optimum conditions, but candidates must be prepared to adapt to changing conditions that can occur in actual fire ground situations. The Evaluator ultimately determines if the candidate has met the criteria specified on the skill(s) being evaluated.
6. For final examination, the performance of a skill, task, or evolution is not required to be done in the exact order of the steps (as outlined on the skill sheet), unless it is critical to a particular task. For example, a person must don turnout gear before donning an SCBA.
7. Some scenarios may involve skills that must be performed as a team. During final skills examinations Evaluators and candidates must be cognizant that each team member is evaluated separately to ensure individual criteria is met. An individual candidate may be required to repeat a task if they do not satisfy the skill sheet requirements if working as a member of a team.
8. Some skills may require that a candidate verbalizes information about a particular task or procedure. In such cases, any question(s) from the Evaluator to the candidate must be limited to those that satisfy the criteria listed on the skill sheet, and a question cannot exceed the scope the Fire Officer I requirements.

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

Fire Officer I Final Written and Practical Examinations

Following is a brief outline of the reference materials and documents that are used for a Fire Officer I final examination:

Fire Officer I Written Material References

- a. NFPA 1021 Standard for Fire Officer Professional Qualifications, 2009 edition
- b. Text (any one of the following)
 - IFSTA, *Fire and Emergency Services Company Officer*, 4th Edition
 - Jones and Bartlett, *Fire Officer Principles and Practice*, 2nd Edition
 - *Delmar, *Company Officer*, 3rd Edition

**NOTE: Multiple AFSC test bank questions are not clearly referenced to Delmar, Company Officer, 3rd Edition. Training courses using Delmar may not cover all elements of written examination questions*

Fire Officer I Practical Skills Evaluation References

- a. NFPA 1021 Standard for Fire Officer Professional Qualifications, 2009 edition
- b. Fire Officer I Practical Skills Evaluation Sheets (*this packet*)

Final Examination Steps

- a. *[Fire Officer I Training Record](#) review (*this must be completed and signed off by the Accreditation Manager/Training Officer or designee prior to the date of the final examination and reviewed by the CO to ensure all elements are complete.*)
- b. Certifying Officer reviews and signs candidate Application for Certification
- c. Candidate completes the written examination administered by the CO
- d. Candidate completes the practical examination administered by the CO.
- e. Certifying Officer reviews completed Evaluator skill sheets and transfers information to the [Practical Examination Reporting Form](#) (PERF)
- f. Written exam, PERF, and signed application are forwarded to AFSC.
- g. AFSC Fire Officer I certificate is issued upon successful completion of the written and practical exam (*within approximately 30 days of test date*)

**Note: The candidate's completed Training Record and signed Final Examination skill sheets shall be placed in the candidate's local training file in accordance with fire department procedures*

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

NFPA 1021- 2009 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 1

Candidate:	Date:
-------------------	--------------

STANDARD: NFPA 1021: 4.2.1(B)	SKILL AREA: Assign Emergency Tasks
--------------------------------------	---

TASK: Assign tasks or responsibilities to unit members, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

PERFORMANCE OUTCOME: The candidate will assume the role of company officer supervising the first-due fire company at a structure fire (actual or simulated). The candidate will demonstrate the ability to condense instructions for frequently assigned unit tasks based on training and standard operating procedures.

EQUIPMENT: Fireground or simulated fire scenario, radio unit, department policies and procedures (SOP/SOG), mission of the organization, forms/reports, and notepad or computer.

CONDITIONS: Given an assignment at an emergency incident scenario, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Assign tasks or responsibilities to unit-members during an emergency operations scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Give instructions that are complete, clear, and concise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Communicate desired outcome as indicated by the scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Efficiently utilize personnel and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Provide for adequate supervision of each member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Address all safety considerations as appropriate for the scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	

Comments:

Chief Officer Name	Signature	Date	<p style="margin: 0;">Overall Skill Sheet Result:</p> <p style="margin: 5px 0 0 20px;">Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/></p>
Certifying Officer Signature			

PROJECT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- REQUIRES CHIEF OFFICER SIGNATURE

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

NFPA 1021- 2009 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 2

Candidate:	Date:
-------------------	--------------

STANDARD: NFPA 1021: 4.2.2 (B); 4.2.6(B)	SKILL AREA: Assign Non-Emergency Tasks Coordinate Task Completion
---	---

TASK: Assign tasks or responsibilities to unit members, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

TASK: Coordinate the completion of assigned tasks and projects by members, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and are supervised and held accountable throughout the completion of the assignment(s).

PERFORMANCE OUTCOME: The candidate will assume the role of company officer supervising other firefighters at a station. The candidate will demonstrate the ability to plan and to set priorities and issue instructions for frequently assigned unit tasks based on department policy.

EQUIPMENT: Fire station or other work location, radio unit, department policies and procedures (SOP/SOG), mission of the organization, forms/reports, and notepad or computer.

CONDITIONS: Given an assignment under non-emergency conditions, a list of projects and tasks, and the job requirements of subordinates, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Assign tasks or responsibilities to unit-members at a station or other work location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Give instructions that are complete, clear, and concise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Set priorities for subordinate member(s) assigned projects and communicate desired outcome of assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Efficiently utilize available personnel and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Provide appropriate safety equipment to each member based on task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Provide for adequate supervision of each member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Create a written plan that fully accomplishes the assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Address all safety considerations as appropriate for the scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

Chief Officer Name	Signature	Date	<p style="text-align: center; margin: 0;">Overall Skill Sheet Result:</p> <p style="text-align: center; margin: 5px 0 0 0;">Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/></p>
Certifying Officer Signature			

PROJECT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- REQUIRES CHIEF OFFICER SIGNATURE

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

NFPA 1021- 2009 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 3

Candidate:	Date:
-------------------	--------------

STANDARD: NFPA 1021: 4.2.3 (B)	SKILL AREA: Direct Units During Training Evolution
---------------------------------------	---

TASK: Direct unit members during a training evolution, so that the evolution is performed in accordance with safety plans, efficiently, and as directed.

PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to distribute issue-guided directions to unit members during training evolutions.

EQUIPMENT: Training structure or location, radio unit, department policies and procedures (SOP/SOG), forms/reports, and notepad or computer.

CONDITIONS: Given a company training evolution and training policies and procedures, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Appropriately assign tasks or responsibilities to unit-members during a training evolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Give instructions that are complete, clear, and concise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Communicate desired outcome of assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Efficiently utilize available personnel and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Monitor for improper task completion, training deficiencies, or safety issues and promptly correct (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Confirm that evolutions are complete appropriately as directed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Provide for adequate supervision of each member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Address all safety considerations as appropriate for the scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

<i>Chief Officer Name</i>	<i>Signature</i>
<i>Certifying Officer Signature</i>	<i>Date</i>

Overall Skill Sheet Result:
Overall Skill Sheet Result:
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

PROJECT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE REQUIRES CHIEF OFFICER SIGNATURE

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

NFPA 1021- 2009 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 4

Candidate:	Date:
-------------------	--------------

STANDARD: NFPA 1021: 4.2.4(B); 4.2.5(B)	SKILL AREA: Recommend Member Assistance Apply Human Resource Policies
--	---

TASK: Recommend action for member-related problems, so that the situation is identified and the actions taken are within the established policies and procedures.

TASK: Apply human resource policies and procedures, so that policies and procedures are followed

PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to recommend a course of action for a member in need of assistance following AHJ policies and procedure. *(Examples include: substance abuse, acute, chronic, and delayed stress; and health, financial, personal, family, and other situations that adversely affect a member's job performance.)* Demonstrate the ability to communicate orally and in writing and to relate interpersonally

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad or computer.

CONDITIONS: Given a member with a situation requiring assistance and the member assistance, policies and procedures, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Ensure the privacy of conversation with subordinate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Relate with subordinate interpersonally to understand and apply knowledge of post-critical incident stress, and/or other stress-related situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Demonstrate a caring, mature, and responsible attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Properly identify the core problem related to the subordinate's issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communicate orally with candidate to discuss a course of action towards a solution in accordance with AHJ policy and procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Provide a written recommendation for further action to supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:	
------------------	--

_____ <i>Certifying Officer Name</i>	_____ <i>Date</i>	<p style="text-align: center;">Overall Skill Sheet Result:</p> <p style="text-align: center;">Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/></p>
_____ <i>Certifying Officer Signature</i>		

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

NFPA 1021- 2009 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 5

Candidate:	Date:
-------------------	--------------

STANDARD: NFPA 1021: 4.3.1(B)	SKILL AREA: Address Community Need
--------------------------------------	---

TASK: Initiate action on a community need, so that the need is addressed.

PERFORMANCE OUTCOME: The candidate will appropriately respond to a routine request from a citizen of the community, (e.g. safety talk, safety drill, car seat inspections, neighborhood request, etc.) The candidate shall demonstrate familiarity with public relations and the ability to communicate verbally.

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad or computer.

CONDITIONS: Given the organization's policies and procedures, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Respond to the community need accurately, courteously, and in a timely fashion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Demonstrate the ability to coordinate and schedule a community need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provide or deliver resources to meet the requested community need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Demonstrate understanding/compliance with policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

<i>Certifying Officer Name</i>	<i>Date</i>	<p style="text-align: center;"><u>Overall Skill Sheet Result:</u></p> <p style="text-align: center;">Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/></p>
<i>Certifying Officer Signature</i>		

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

NFPA 1021- 2009 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 7

Candidate:	Date:
-------------------	--------------

STANDARD: NFPA 1021: 4.3.3(B)	SKILL AREA: Respond to Public Inquiry
--------------------------------------	--

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

PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to relate interpersonally and to respond to public inquiries.

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad or computer.

CONDITIONS: Given policies and procedures, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Answer a public inquiry professionally, accurately, and courteously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Demonstrate ability to effectively communicate verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Demonstrate effective written communication, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Properly identify basis of inquiry and appropriate response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Respond to the public inquiry in a timely fashion or refer notification of complaint to the proper individual, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Demonstrate understanding/compliance with policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

Certifying Officer Name

Certifying Officer Signature

Date

<u>Overall Skill Sheet Result:</u>
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

NFPA 1021- 2009 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 8

Candidate:	Date:
-------------------	--------------

STANDARD: NFPA 1021: 4.4.1(B); 4.4.2(B)	SKILL AREA: Execute Routine Admin Functions Recommend Change to Policy
--	--

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

TASK: Execute routine unit-level administrative functions, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.

PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to relate interpersonally and communicate change in a positive manner using oral and written communications

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad or computer.

CONDITIONS: Given a new department policy, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Describe new policy in a manner understandable to unit member(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Communicate why the new policy is necessary to unit member(s) and answer questions appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Demonstrate proper completion of new policy reports and logs according to policies and procedures, as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Verify reports and logs are completed by unit member(s) according to policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Determine that applicable files are maintained according to policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Adequately communicate information to unit member(s) verbally and in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Demonstrate understanding/compliance with policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

Chief Officer Name _____

Signature _____

Date _____

Certifying Officer Signature

Overall Skill Sheet Result:

Pass (P): **Fail (F):**

**PROJECT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING
AHJ SPECIFIC POLICY AND PROCEDURE- REQUIRES CHIEF OFFICER SIGNATURE**

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

NFPA 1021- 2009 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 10

Candidate:	Date:
-------------------	--------------

STANDARD: NFPA 1021: 4.4.4(B)	SKILL AREA: Communicate Organization Purpose
--------------------------------------	---

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

PERFORMANCE OUTCOME: The candidate will provide a current copy of his or her department's organizational chart with defined responsibilities and duties. The candidate should review the organizational chart and recommend changes to improve the efficiency of his or her organization. Suggested changes must include written justification. If no changes are identified, then written support to the organizational structure must be created. If the candidate has no department organizational chart then he or she shall create one with written defined responsibilities and duties.

EQUIPMENT: Organization chart, department policies and procedures (SOP/SOG), mission of the organization, forms/reports, and notepad or computer.

CONDITIONS: Given an organizational chart, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Identify the structure of an organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identify the functions of management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Communicate the mission of the organization in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Communicate the defined responsibilities and duties of the organization in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Correct, reinforce, or develop defined management components of an organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

Chief Officer Name	Signature	Date
Certifying Officer Signature		

Overall Skill Sheet Result:
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

PROJECT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- REQUIRES CHIEF OFFICER SIGNATURE

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

NFPA 1021- 2009 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 12

Candidate:	Date:
-------------------	--------------

STANDARD: NFPA 1021: 4.5.1(B)	SKILL AREA: Conduct Fire Inspection
--------------------------------------	--

TASK: Describe the organization's procedures for conducting fire inspections, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated:

PERFORMANCE OUTCOME: Candidate will assume the role of a Company Officer and will conduct a fire inspection of an occupancy listed below. All findings of the inspection shall be documented in accordance with approved policies and procedures of the AHJ.

EQUIPMENT: Policies and procedures, forms/reports, and notepad or computer, and one of the following occupancies:
 (1) Assembly (4) Detention and correctional (7) Business (10) Unusual structures
 (2) Educational (5) Residential (8) Industrial (11) Mixed occupancies
 (3) Health care (6) Mercantile (9) Storage

CONDITIONS: Given an occupancy listed above, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Initiate initial contract with courtesy and professionalism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Obtain cooperation by emphasizing the reasoning behind the inspection and pre-incident plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Exhibit professional appearance and demeanor for the site visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Include all elements of the fire inspection according to policy. Forms to include site specific hazards and hazardous materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Include all elements and inspection according to policy, forms, drawings, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Produce a completed fire inspection document using the appropriate forms and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Communicate effectively using both verbal and written methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Demonstrate the ability to apply the appropriate codes and standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

Chief Officer Name	Signature	Date	<p style="text-align: center; margin: 0;">Overall Skill Sheet Result:</p> <p style="text-align: center; margin: 5px 0 0 0;">Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/></p>
Certifying Officer Signature			

PROJECT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- REQUIRES CHIEF OFFICER SIGNATURE

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

NFPA 1021- 2009 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 13

Candidate:	Date:
-------------------	--------------

STANDARD: NFPA 1021: 4.5.2(B)	SKILL AREA: Develop Pre-Incident Plan
--------------------------------------	--

TASK: 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, so that a pre-incident plan is developed:

PERFORMANCE OUTCOME: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT: Policies and procedures, forms/reports, preplan document, and notepad or computer, and one of the following occupancies:

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

CONDITIONS: Given an occupancy listed above, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Initiate initial contact with courtesy and professionalism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Obtain cooperation by emphasizing the reasoning behind the inspection and pre-incident plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Exhibit professional appearance and demeanor for the site visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Include all elements of the fire pre-incident plan report according to policy, to include site specific hazards, hazardous materials, forms, and drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Produce a completed fire pre-incident plan document using the appropriate forms and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Communicate effectively using both verbal and written methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

_____		_____
<i>Certifying Officer Name</i>		<i>Date</i>

<i>Certifying Officer Signature</i>		

Overall Skill Sheet Result:

Pass (P): **Fail (F):**

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

NFPA 1021- 2009 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 14

Candidate:	Date:
-------------------	--------------

STANDARD: NFPA 1021: 4.5.3(B)	SKILL AREA: Secure Incident Scene
--------------------------------------	--

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

PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to establish perimeters at an incident scene.

EQUIPMENT: Department policies and procedures (SOP/SOG), rope or barrier tape, forms/reports, camera/video device, and notepad or computer.

CONDITIONS: Given an incident scene, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Identify the need for a fire investigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Protect evidence from damage or destruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Adequately secure the fire scene with perimeters easily recognizable to unauthorized persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Ensure that unauthorized entry into restricted areas is prevented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identifies potential witnesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Establish need for investigator and properly make a request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

<i>Certifying Officer Name</i>	<i>Date</i>	<p style="margin: 0;"><u>Overall Skill Sheet Result:</u></p> <p style="margin: 5px 0;">Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/></p>
<i>Certifying Officer Signature</i>		

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

NFPA 1021- 2009 Ed.

PRACTICAL SKILL REQUIREMENTS

FOI- 20

Candidate:	Date:
-------------------	--------------

STANDARD: NFPA 1021: 4.7.3(B)	SKILL AREA: Explain Wellness Program Benefits
--------------------------------------	--

TASK: Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, so that the need to participate in wellness and fitness programs is explained to members.

PERFORMANCE OUTCOME: Candidate will perform a case study related to documentation of national death and injuries in the fire service and how fire service safety and wellness initiatives can help prevent these issues. The candidate must show examples of how his or her organization is supporting wellness programs and what improvements could be made to current programs within his or her organization. The candidate must present a targeted case study to personnel within his or her organization.

EQUIPMENT: Department policies and procedures (SOP/SOG), forms/reports, and notepad or computer.

CONDITIONS: Given current fire service trends and local AHJ policies, the candidate shall demonstrate the ability to:

No.	TASK STEPS	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Identify a current/relevant issue that is related to death and injuries in the fire service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Use case study information to identify improvements to local wellness and fitness initiative programs (or establish fire service safety and wellness and fitness initiatives for her or his department)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Present a wellness and fitness initiative program to members of his or her organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Demonstrate ability to effectively communicate orally and in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	

Comments:

Overall Skill Sheet Result:
Pass (P): <input type="checkbox"/> Fail (F): <input type="checkbox"/>

PROJECT BASED SKILL REQUIREMENT TO BE COMPLETED AT THE LOCAL LEVEL USING AHJ SPECIFIC POLICY AND PROCEDURE- REQUIRES CHIEF OFFICER SIGNATURE

FIRE OFFICER I PRACTICAL SKILLS EVALUATION PACKET

FIRE OFFICER I PRACTICAL SKILLS CORRELATION MAP					
CORE JOB PERFORMANCE REQUIREMENTS					
(NFPA 1021, 2009 Edition)					
Skill Sheet #	NFPA Section-	Tasks	Certification Requirements: 9- **Project Based 4- Mandatory 2- Random	Modification from 2003 skill sheets	2003 (old) Sheet #
Project Based Skills Evaluated at Local Level: <i>Pre-Examination Requirements</i>					
FOI 1	4.2.1	Assign tasks at an emergency incident	Project based	<i>Reformatted- Minor</i>	FOI 1
FOI 2	4.2.2 4.2.6	Assign and coordinate task completion of member assignments for nonemergency tasks and projects	Project based	<i>Reformatted- Comb. two skills</i>	FOI 2 FOI 6
FOI 3	4.2.3	Direct units during a training evolution	Project based	<i>Reformatted- Minor</i>	FOI 3
FOI 8	4.4.1 4.4.2	Recommend changes to existing department policy and execute routine administrative functions	Project based	<i>Reformatted- Comb. two skills</i>	FOI 11 FOI 12
FOI 9	4.4.3	Prepare a budget request	Project based	<i>Reformatted- Minor</i>	FOI 13
FOI 10	4.4.4	Explain management components of organization	Project based	<i>Reformatted- Minor</i>	*NA
FOI 11	4.4.5	Collect incident response data	Project based	<i>Reformatted- Minor</i>	*NA
FOI 12	4.5.1	Conduct fire inspection	Project based	<i>Reformatted- Minor</i>	FOI 14
FOI 16	4.6.2	Implement action plan- Complete two classroom and two field drills (4 total)	Project based	<i>Reformatted- Minor</i>	FOI 18
FOI 20	4.7.3	Explain wellness program benefits	Project based	<i>Reformatted- Minor</i>	*NA
Mandatory Practical Skills: <i>Final Examination Requirement</i>					
FOI 4	4.2.4 4.2.5	Recommend action for member related problem; Apply human resource policies	Mandatory	<i>Reformatted- Comb. two skills</i>	FOI 4 FOI 5
FOI 14	4.5.3	Secure incident scene	Mandatory	<i>Reformatted- Minor</i>	FOI 15
FOI 15	4.6.1	Develop initial action plan	Mandatory	<i>Reformatted- Minor</i>	FOI 17
FOI 19	4.7.2	Conduct safety violation incident investigation	Mandatory	<i>Reformatted- Minor</i>	FOI 21
Type 1 Random Practical Skills: <i>One Selected for Final Examination Requirement</i>					
FOI 5	4.3.1	Address community need	Random	<i>Reformatted- Minor</i>	FOI 7
FOI 6	4.3.2	Initiate action to a citizen's concern	Random	<i>Reformatted- Minor</i>	FOI 8
FOI 7	4.3.3	Respond to a public inquiry	Random	<i>Reformatted- Minor</i>	FOI 9
Type 2 Random Practical Skills: <i>One Selected for Final Examination Requirement</i>					
FOI 13	4.5.2	Develop pre-incident plan	Random	<i>Reformatted- Minor</i>	FOI 16
FOI 18	4.7.1	Apply safety regulations	Random	<i>Reformatted- Minor</i>	FOI 20
FOI 17	4.6.3	Conduct post incident analysis	Random	<i>Reformatted- Minor</i>	FOI 19

* NFPA added skill to 1021 2009 edition

** Local verification of project based skills shall be completed within the Fire Officer I candidates department, or during a Fire Officer course, and skills check off shall be evaluated by a Chief Officer, Training Officer, or Lead Instructor with a final review signature by the Fire Officer I Lead Instructor. ALL completed skill sheets must be available for review by the Certifying Officer during a final certification examination.

*** 4.3.4 Public education removed from 1021 2009 edition. NFPA 1021 2003 (old) sheet #10 was deleted.