

SKILLS MANUAL

CHAPTER NINE

FIRE OFFICER II

NFPA 1021, 2020 Edition

Effective June 1, 2022



Texas Commission on Fire Protection
P.O. Box 2286 Austin, Texas 78768-2286 (512) 936-3838

INSTRUCTION SHEET

FIRE OFFICER II PERFORMANCE SKILLS

Format

Each skill contains its own skill sheet and is evaluated independently.

For skill sheets that do not contain time constraints, the Course Instructor should specify time constraints as necessary.

Scoring Method

The scoring method is satisfactory (S) or unsatisfactory (U) for each step of the skill objective, and a Pass or Fail for each individual skill section. In order to successfully pass an individual skill section, the Fire Officer II candidate must receive satisfactory scores in all the steps of the skill objective. In order to receive an overall Pass on the skill sheet, the Fire Officer II candidate must receive a passing score for all individual skill sections.

Any unsatisfactory or individual skill failure shall require the examiner to explain the reason for the failure in written form in the comments section of the skill sheet.

Preparation and Equipment

Activity sheets are provided for some performance skills. Course Instructors are encouraged to use these activity sheets to meet the minimum requirements, or may modify the activity sheets to meet or exceed the standard to fit their department or agency needs.

Many of the skill sheets require the use of department policies. It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete these skills.

For optimal learning, scenario-based training and role-playing is recommended; however, based on departmental needs certain activities may be simulated by other means.

Fire Officer II Equipment List

Instructor developed scenarios

Actual or generic department or agency policies & procedures

Simulated personnel records

Agency personnel evaluation forms

Agency mission and goals document(s)

Example multi-unit implementation of a community risk reduction (CRR) programs

Writing equipment

Budget forms and potential revenue sources

Budget policies and procedures

Purchasing forms and purchasing policies and procedures

Departmental forms

Current editions of NFPA 1600, 1700, 1710 and 1720

AHJ approved safety procedures

Emergency response/run reports

ICS and/or PIA forms or checklists

Health and safety policies and procedures

Injury/illness reports

Fire Officer I-IV

Discipline	Objective	Skill No.	Functional Name	NFPA 1021 #
Officer I	Human Resource Management	4-1	Recommending Action for Member-Related Problems	4.2.4
Officer I	Human Resource Management	4-2	Human Resource Policies and Procedures	4.2.5
Officer I	Human Resource Management	4-3	Non-Emergency Coordination of Assigned Tasks	4.2.2, 4.2.6
Officer I	Community and Gov't Relations	4-4	Initiating Action on a Community Need	4.3.1
Officer I	Community and Gov't Relations	4-5	Initiating Action to a Citizen's Concern and Responding to a Public Inquiry	4.3.2, 4.3.3
Officer I	Administration	4-6	Recommending Policy or Procedure Changes	4.1.2, 4.4.1
Officer I	Administration	4-7	Preparing a Budget Request	4.1.2, 4.4.3
Officer I	Administration	4-8	Purpose of Each Management Component of the Organization and Benefits of Collecting Incident Response Data	4.1.2, 4.4.4, 4.4.5
Officer I	Inspection and Investigation	4-9	Describing the Procedures for Conducting Fire Inspections	4.5.1
Officer I	Inspection and Investigation	4-10	Developing a Pre-Incident Plan	4.5.2
Officer I	Inspection and Investigation	4-11	Executing Routine Unit-Level Administrative Functions and Securing a Scene	4.4.2, 4.5.3
Officer I	Emergency Service Delivery	4-12	Emergency Operation - Developing and Implementing Action Plans and Assigning Tasks or Responsibilities to Unit Members	4.1.2, 4.2.1, 4.6.1, 4.6.2
Officer I	Emergency Service Delivery	4-13	Developing and Conducting a Post-Incident Analysis	4.6.3
Officer I	Health and Safety	4-14	Applying Safety Regulations at the Unit Level and Directing Training Evolutions	4.2.3, 4.7.1
Officer I	Health and Safety	4-15	Conducting an Initial Accident Investigation	4.7.2
Officer I	Health and Safety	4-16	Benefits of Wellness and Fitness Programs	4.7.3
Officer II	Human Resource Management	5-1	Maximizing or Correcting Performance	5.2.1
Officer II	Human Resource Management	5-2	Evaluating the Job Performance of Assigned Members	5.2.2, 5.2.3
Officer II	Community and Gov't Relations	5-3	Benefits of Cooperating with Allied Organizations	5.3.1, 5.3.2
Officer II	Administration	5-4	Developing a Policy or Procedure	5.4.1
Officer II	Administration	5-5	Developing a Project or Divisional Budget	5.4.2
Officer II	Administration	5-6	Describing the Process of Purchasing	5.4.3
Officer II	Administration	5-7	Preparing a Media Release	5.4.4
Officer II	Administration	5-8	Preparing a Concise Report for Transmittal to a Supervisor and Recommend the Needed Change	5.4.5, 5.4.6
Officer II	Inspection and Investigation	5-9	Origin and Cause of a Fire	5.5.1
Officer II	Emergency Service Delivery	5-10	Emergency Operational Plans for Multi-Unit Operations	5.6.1
Officer II	Emergency Service Delivery	5-11	Developing and Conducting a Post-Incident Analysis	5.6.2
Officer II	Emergency Service Delivery	5-12	Analyzing Service Demand Needs	5.6.3
Officer II	Health and Safety	5-13	Analyzing a Member's Accident, Injury or Health Exposure History	5.7.1
Officer III	All	6-1	Written Project and Oral Presentation	All - Chap. 6
Officer IV	All	7-1	Written Project and Oral Presentation	All - Chap. 7

TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Human Resource Management-Skill Number 5-1
Maximizing or Correcting Performance

PERFORMANCE STANDARD

Section 902

NFPA 1021, 2020 edition, 5.2.1

Fire Officer II

OBJECTIVE

Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision. (5.2.1)

INSTRUCTIONS - procedures for achieving the objective

Using the human resources policies and procedures and other information provided, the Fire Officer II candidate shall demonstrate the proper method to initiate actions to maximize member performance and/or to correct unacceptable performance, so that member and/or unit performance improves or the issue is referred to the next level of supervision.

EXAMINER'S NOTE

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

Instructors are encouraged to develop their own scenarios for this performance skill. Example scenarios can be found in the Skill 5-1 Sample Activities sheet.

PREPARATION & EQUIPMENT

Policies and procedures document(s)
Selected scenario

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

Examiner(s): _____ / _____

Fire Officer II	<u>TEST</u>		<u>RETEST</u>	
Human Resource Management Skill # 5-1	S	U	S	U
Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision. (5.2.1)				
The candidate:	S	U	S	U
a) Demonstrated knowledge of agency discipline policy				
b) Identified what policy or procedure has been broken				
c) Identified what actions were to be taken to increase team work				
d) Identified deadline for actions to be corrected				
e) Communicated supervisor's role in correcting actions				
f) Identified consequences if the infraction reoccurs				
g) Counseled member according to agency policy and related to member interpersonally				
h) Documented disciplinary action in writing according to agency policy				
i) Performed skill in a safe and proficient manner				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Skill 5-1 Sample Activities Sheet

Example scenarios to assign:

1. A fire fighter is with a visitor at the station, while on-duty, at 3 a.m. Is this a violation of company rules? If so, describe actions to take and provide the policy addressing the issue.
2. A firefighter has pulled a personal vehicle into the engine bay to work on it. What are the rules pertaining to performing *personal* activities/work while on-duty? Is this allowable?
3. A firefighter does not show up for work and the firefighter to be relieved needs to leave to go to a part-time job. What is the shift change protocol? What happens to the individual who called in? What happens to the firefighter that was to be relieved?
4. An intoxicated off-duty firefighter becomes disorderly at a local nightclub and flashes a fire department badge, trying to force some authority in the situation. What rules concerning off-duty conduct does the department have? Will the firefighter be reprimanded?

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Human Resource Management-Skill Number 5-2
Evaluating the Job Performance of Assigned Members

PERFORMANCE STANDARD

Section 902

NFPA 1021, 2020 edition, 5.2.2, 5.2.3

Fire Officer II

OBJECTIVE

Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures. (5.2.2)

Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position. (5.2.3)

INSTRUCTIONS - procedures for achieving the objective

Using the policies, procedures and other information provided, the Fire Officer II candidate shall evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.

EXAMINER'S NOTE

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

PREPARATION & EQUIPMENT

Simulated personnel records including both performance data and past goals and objectives

Agency personnel evaluation forms

Policies and procedures document(s)

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
 Performance Standards

Candidate: _____

Notes: _____

Training Provider: _____

Test Site: _____

Examiner(s): _____ / _____

Fire Officer II	<u>TEST</u>		<u>RETEST</u>	
Human Resource Management Skill # 5-2	S	U	S	U
Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures. (5.2.2)				
Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position. (5.2.3)				
The candidate:	S	U	S	U
a) Demonstrated knowledge of agency personnel evaluation policy				
b) Measured employee's past performance against established goals and objectives				
c) Rated performance according to agency established standards				
d) Conducted employee evaluation according to agency policy				
e) Developed a professional development guide for employee's future goals and objectives				
f) Documented evaluation in writing according to agency policy (written communication)				
g) Performed skill in a safe and proficient manner				

S = Satisfactorily completed/performed

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Community and Government Relations-Skill Number 5-3
Benefits of Cooperating with Allied Organizations

PERFORMANCE STANDARD

Section 902

NFPA 1021, 2020 edition, 5.3.1, 5.3.2

Fire Officer II

OBJECTIVE

Supervise multi-unit implementation of a community risk reduction (CRR) program, given an AHJ CRR plan, policies, and procedures, so that community needs are addressed. (NFPA 1021 5.3.1)

Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained. (5.3.2)

INSTRUCTIONS - procedures for achieving the objective

Given a specific problem or issue in the community, the Fire Officer II candidate shall develop a plan for and supervise a multi-unit community risk reduction (CRR) program. The plan shall explain the value of public relations, establishing external agency relationships and the benefits to the organization of cooperating with allied organizations. The Fire Officer II candidate shall explain how their plan will assist with the agency's mission and goals to address the community need.

EXAMINER'S NOTE

It is suggested that you use the agency mission and goals of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's agency mission and goals, or modification thereof, to complete the skill.

PREPARATION & EQUIPMENT

Agency mission and goals document(s)

Examples of multi-unit implementation of a community risk reduction (CRR) programs:

- Community wide Fire Extinguisher training
- Smoke alarm installation program (*Sound the Alarm*)
- Community CPR and First Aid training
- Home Safety Surveys
- Child safety seat events

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
 Performance Standards

Candidate: _____

Notes: _____

Training Provider: _____

Test Site: _____

Examiner(s): _____ / _____

Fire Officer II	<u>TEST</u>		<u>RETEST</u>	
Community and Government Relations Skill # 5-3	S	U	S	U
Supervise multi-unit implementation of a community risk reduction (CRR) program, given an AHJ CRR plan, policies, and procedures, so that community needs are addressed. (5.3.1)				
Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained. (5.3.2)				
The candidate:	S	U	S	U
Wrote a report using standardized formatting that:				
a) Described the importance of the benefits to the organization of cooperating with allied organizations.				
b) Described how allied organizations can assist in agency mission and goals to address a community need.				
c) Described the value of public relations and establishing external agency relationships.				
d) Showed the ability to supervise, develop interpersonal relationships and to communicate orally and in writing.				
e) Performed skill in a safe and proficient manner.				

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Administration-Skill Number 5-4
Developing a Policy or Procedure

PERFORMANCE STANDARD

Section 902

NFPA 1021, 2020 edition, 5.4.1

Fire Officer II

OBJECTIVE

Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution. (5.4.1)

INSTRUCTIONS - procedures for achieving the objective

Given a department need, the Fire Officer II candidate shall develop a policy or procedure. The Fire Officer II candidate shall provide a cover memorandum that identifies the problem and proposes a solution, along with the proposed policy or procedure.

EXAMINER'S NOTE

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete the skill.

This skill requires the Fire Officer II candidate to produce two documents: a proposed policy and a memorandum justifying the new policy.

PREPARATION & EQUIPMENT

Policies and procedures document(s)

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
 Performance Standards

Candidate: _____

Notes: _____

Training Provider: _____

Test Site: _____

Examiner(s): _____ / _____

Fire Officer II	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Administration Skill # 5-4				
Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution. (5.4.1)				
The candidate:	S	U	S	U
a) Identified and documented the policy or procedure problem(s)				
b) Documented proposed solution(s)				
c) Identified how proposed solution solves the policy or procedure problem(s)				
d) Identified benefit to internal or external customers				
e) Identified other policies affected by proposed change				
f) Identified cost to implement (time, personnel, money, training, equipment, etc.)				
g) Wrote policy or procedure, and cover memorandum so that documents were grammatically correct and properly formatted				
h) Performed skill in a safe and proficient manner				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Examiner/Candidate Comments:

Certifying Examiner

Date

Overall Skill Sheet Score

Pass Fail

Re-Test Certifying Examiner

Date

Overall Skill Sheet Re-Test Score

Pass Fail

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Administration-Skill Number 5-5
Developing a Project or Divisional Budget

PERFORMANCE STANDARD

Section 902

NFPA 1021, 2020 edition, 5.4.2

Fire Officer II

OBJECTIVE

Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified. (5.4.2)

INSTRUCTIONS - procedures for achieving the objective

The Fire Officer II candidate shall prepare a properly formatted budget, accompanied by supporting data, for a departmental project. The Fire Officer II candidate shall use department records, policies, procedures or guidelines to develop the project budget.

EXAMINER'S NOTE

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

PREPARATION & EQUIPMENT

Pen/pencil, computer if applicable
Budget forms and potential revenue sources
Budget policies and procedures
Reference data to be gathered by candidate

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
 Performance Standards

Candidate: _____

Notes: _____

Training Provider: _____

Test Site: _____

Examiner(s): _____ / _____

Fire Officer II	<u>TEST</u>		<u>RETEST</u>	
Administration Skill # 5-5	S	U	S	U
Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified. (5.4.2)				
The candidate:	S	U	S	U
a) Developed a written budget proposal				
b) Accounted for and allocated all capital, operating, and personnel costs				
c) Used the correct type of budget for the project				
d) Justified the budget, cost vs. benefit				
e) Utilized clear and concise written communication				
f) Followed the department's policies, procedures or guidelines				
g) Verbally presented budget proposal to the appropriate person (ability to relate interpersonally)				
h) Performed skill in a safe and proficient manner				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Administration-Skill Number 5-6
Describing the Process of Purchasing

PERFORMANCE STANDARD

Section 902

NFPA 1021, 2020 edition, 5.4.3

Fire Officer II

OBJECTIVE

Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding so that the needs of the organization are met within the applicable federal state/provincial, and local laws and regulations. (5.4.3)

INSTRUCTIONS - procedures for achieving the objective

The Fire Officer II candidate shall describe the process of purchasing, including soliciting and awarding bids, for a predetermined product with established specifications. The Fire Officer II candidate shall ensure competitive bidding is used and shall document the entire process.

EXAMINER'S NOTE

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

PREPARATION & EQUIPMENT

Pen/pencil, computer if applicable

Purchasing forms and purchasing policies and procedures

Reference data to be gathered by the candidate

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
 Performance Standards

Candidate: _____

Notes: _____

Training Provider: _____

Test Site: _____

Examiner(s): _____ / _____

Fire Officer II	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Administration 5-6				
Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding. (5.4.3)				
The candidate:	S	U	S	U
a) Gathered all applicable information before beginning				
b) Described the process of soliciting for bids				
c) Described the process of evaluating and awarding bids				
d) Described the process of purchasing, both verbally and in writing				
e) Described the process of competitive bidding				
f) Complied with all laws and regulations				
g) Utilized clear and concise verbal and written communication				
h) Performed skill in a safe and proficient manner				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Administration-Skill Number 5-7
Preparing a Media Release

PERFORMANCE STANDARD

Section 902

NFPA 1021, 2020 edition, 5.4.4

Fire Officer II

OBJECTIVE

Prepare a media release, given an event or topic, so that the information is accurate and formatted correctly (5.4.4)

INSTRUCTIONS - procedures for achieving the objective

The Fire Officer II candidate shall serve as the department's public information officer for today. The Fire Officer II candidate shall prepare a press release and deliver it verbally, given an event or topic, so that the information is appropriate, accurate, and formatted correctly.

EXAMINER'S NOTE

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

For this skill, Instructors should develop multiple newsworthy scenarios on which to base the news release. It is also recommended, but not required, that the news release be videotaped and then reviewed by the candidate.

PREPARATION & EQUIPMENT

Newsworthy scenario to base news release on
Policies and procedures document(s)
Departmental forms

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
 Performance Standards

Candidate: _____

Notes: _____

Training Provider: _____

Test Site: _____

Examiner(s): _____ / _____

Fire Officer II	<u>TEST</u>		<u>RETEST</u>	
Administration Skill # 5-7	S	U	S	U
Prepare a media release, given an event or topic, so that the information is accurate and formatted correctly. (5.4.4)				
The candidate:	S	U	S	U
a) Demonstrated knowledge of agency public information policy				
b) Prepared press release according to agency guidelines				
c) Included who, what, where, when and why in the first paragraph				
d) Did not disclose confidential information				
e) Delivered press release verbally				
f) Presentation was clear, concise, and free of technical or esoteric terminology				
g) Used proper grammar and voice accentuation				
h) Represented agency in a positive manner				
i) Performed skill in a safe and proficient manner				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Administration-Skill Number 5-8
Preparing a Concise Report for Transmittal to a Supervisor
and Recommend the Needed Change

PERFORMANCE STANDARD

Section 902

NFPA 1021, 2020 edition, 5.4.5, 5.4.6

Fire Officer II

OBJECTIVE

Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics, so that the information required for the AHJ is accurate and documented. (5.4.5)

Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a supportive manner. (5.4.6)

INSTRUCTIONS - procedures for achieving the objective

The Fire Officer II candidate shall review and evaluate agency performance measure data. The Fire Officer II candidate shall interpret the data and make a recommendation for improvement or implementation. The Fire Officer II candidate shall develop a plan to accomplish change in the organization.

EXAMINER'S NOTE

The Fire Officer candidate should complete this skill by writing a report to meet the objective.

PREPARATION & EQUIPMENT

Fire department records
Specific request for details

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
 Performance Standards

Candidate: _____

Notes: _____

Training Provider: _____

Test Site: _____

Examiner(s): _____ / _____

Fire Officer II	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Administration 5-8				
Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics. (5.4.5)				
Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a supportive manner. (5.4.6)				
The candidate:	S	U	S	U
a) Obtained applicable performance measure data				
b) Reviewed and evaluated data				
c) Identified possible trends				
d) Conducted trend analysis				
e) Identified strengths and weaknesses in the data				
f) Determined if further data was required				
g) Accurately documented information				
h) Made improvement/implementation recommendations in writing				
i) Developed a plan to accomplish the change in the organization based on recommendations				
j) Developed a plan so that the change is implemented in a positive manner				
k) Showed the ability to clearly communicate orally and in writing				
l) Performed skill in a safe and proficient manner				

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Inspection and Investigation-Skill Number 5-9
Origin and Cause of a Fire

PERFORMANCE STANDARD

Section 902

NFPA 1021, 2020 edition, 5.5.1

Fire Officer II

OBJECTIVE

Determine the area of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and/or sketches, to determine if arson is suspected so that law enforcement action is taken. (5.5.1)

INSTRUCTIONS - procedures for achieving the objective

Given a fire scene, photographs, diagrams, pertinent data, and/or sketches, the Fire Officer II candidate shall determine the point of origin and preliminary cause of the fire, and determine if arson is suspected. The Fire Officer II candidate shall implement procedures to preserve and protect potential sources of ignition within that general area of origin and verbally explain their findings.

EXAMINER'S NOTE

You are encouraged to develop scenarios for this exercise using one or more of the following: a fire scene, photographs, diagrams, pertinent data, and sketches. NFIRS report may be used to document the findings.

PREPARATION & EQUIPMENT

Scenario and materials that will allow the completion of all grading elements
Policies and procedures
Report form

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
 Performance Standards

Candidate: _____

Notes: _____

Training Provider: _____

Test Site: _____

Examiner(s): _____ / _____

Fire Officer II	<u>TEST</u>		<u>RETEST</u>	
Inspection and Investigation Skill # 5-9	S	U	S	U
Determine the area of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and/or sketches, to determine if arson is suspected. (5.5.1)				
The candidate:	S	U	S	U
a) Used deductive reasoning to:				
1) Determine the area of origin				
2) Determine a preliminary cause of fire				
3) Determine if arson is suspected				
b) Implemented procedures to preserve and protect potential sources of ignition within that general area of origin				
c) Verbally explained findings to Fire Marshal or Fire Investigator				
d) Performed skill in a safe and proficient manner				

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Emergency Service Delivery-Skill Number 5-10
Emergency Operational Plans for Multi-Unit Operations

PERFORMANCE STANDARD

Section 902

NFPA 1021, 2020 edition, 5.6.1

Fire Officer II

OBJECTIVE

Produce operational plans, given an emergency incident requiring multi-unit operations; the current editions of NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720; and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720 and approved safety procedures resulting in the mitigation of the incident. (5.6.1)

INSTRUCTIONS - procedures for achieving the objective

Using the policies and procedures provided, the Fire Officer II candidate shall produce operational plans, given an emergency incident requiring multi-unit operations, so that required resources, their assignments, and safety considerations for successful control of the incident are identified based on the assigned position within the incident management system.

EXAMINER'S NOTE

This skill can be performed using a variety of methods, including field exercises, computer simulations, written assignments, or tabletop exercises. The final presentation of the appropriate operational plan should be done verbally to the examiner. This does not prohibit the use of written reports (e.g. site safety plan) to organize the presentation.

The Examiner will assign the candidate one of the IMS command staff or unit supervision positions. Multiple candidates may be evaluated during one scenario with each candidate filling a different IMS position.

Examples of IMS positions and their appropriate report type:

1. Safety Officer: Site Safety Plan
2. Planning Section Chief: Incident Action Plan
3. Operations Section Chief: Operational Plan
4. Sector Officer: Personnel Accountability

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

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TEXAS COMMISSION ON FIRE PROTECTION

Fire Officer II

Performance Standards

PREPARATION & EQUIPMENT

Policies and procedures

Equipment and materials that will allow the completion of all grading elements

Current editions of NFPA 1600, 1700, 1710 and 1720

AHJ-approved safety procedures

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
 Performance Standards

Candidate: _____

Notes: _____

Training Provider: _____

Test Site: _____

Examiner(s): _____ / _____

Fire Officer II	<u>TEST</u>		<u>RETEST</u>	
Emergency Service Delivery Skill # 5-10	S	U	S	U
Produce operational plans, given an emergency incident requiring multi-unit operations, the current editions of NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720; and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720 and approved safety procedures resulting in the mitigation of the incident. (5.6.1)				
The candidate:	S	U	S	U
a) Fulfilled duties and responsibilities according to his or her assigned position in the incident management system				
b) Supervised and accounted for assigned personnel				
c) Identified the required resources				
d) Identified resource assignments				
e) Identified safety considerations for successful incident control				
f) Produced and verbally presented an appropriate operational plan				
g) Followed standard operating procedures				
h) Performed skill in a safe and proficient manner				

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U = Unsatisfactorily performed/failed to meet objective or grading step

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Emergency Service Delivery-Skill Number 5-11
Developing and Conducting a Post-Incident Analysis

PERFORMANCE STANDARD

Section 902

NFPA 1021, 2020 edition, 5.6.2

Fire Officer II

OBJECTIVE

Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed. (5.6.2)

INSTRUCTIONS - procedures for achieving the objective

The Examiner will provide the Fire Officer II candidate with a multiple unit emergency scenario, associated forms, and reports from the emergency incident. The Fire Officer II candidate shall use the provided information, following departmental or agency policies and procedures, to develop a multi-unit incident post-incident analysis. All key components of the post-incident analysis must be appropriately addressed. The Fire Officer II candidate shall first develop a written post-incident analysis report and then he or she will present the findings to the examiner in a verbal report.

EXAMINER'S NOTE

The intent is to evaluate the Fire Officer II Candidate's ability to successfully analyze multi-unit incidents and evaluate them in order to improve future emergency response activities. Scenarios or run reports used by the candidate to develop his or her report may be from actual responses or hypothetically derived. The examiner should vary the scenarios given to each candidate in the class. It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

PREPARATION & EQUIPMENT

Actual or generic department or agency policies & procedures
Scenarios
Emergency response/run reports
ICS and/or PIA forms or checklists
Writing equipment

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
 Performance Standards

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

Examiner(s): _____ / _____

Fire Officer II	<u>TEST</u>		<u>RETEST</u>	
Emergency Service Delivery Skill # 5-11	S	U	S	U
Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed. <p style="text-align: right;">(5.6.2)</p>				
The candidate:	S	U	S	U
a) Developed a written post-incident analysis that addressed the critical elements:				
b) Evaluated overall skill performance of the units during the incident				
c) Verbally communicated the above key points to the examiner				
d) Completed approved forms.				
e) Performed skill in a safe and proficient manner				

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U = Unsatisfactorily performed/failed to meet objective or grading step

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Emergency Service Delivery-Skill Number 5-12
Analyzing Service Demand Needs

PERFORMANCE STANDARD

Section 902-5.6.3

NFPA 1021, 2020 edition, 5.6.3

Fire Officer II

OBJECTIVE

Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization. (5.6.3)

INSTRUCTIONS - procedures for achieving the objective

The Examiner will provide the Fire Officer II candidate with incident reporting data from a jurisdiction. The Fire Officer II candidate shall use the provided information, following departmental or agency policies and procedures, so that the major causes for service demands are identified for various planning areas within the service area of the organization. The Fire Officer II candidate shall first develop a written report of their findings.

EXAMINER'S NOTE

The intent is to evaluate the Fire Officer II candidate's ability to successfully analyze the major causes for service demands in order to improve future emergency response activities. Scenarios or run reports used by the candidate to develop his or her report may be from actual responses or hypothetically derived. The examiner should vary the scenarios given to each candidate in the class. It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

PREPARATION & EQUIPMENT

Actual or generic department or agency policies & procedures
Scenarios – "incident reporting data from any jurisdiction"
Writing equipment

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
 Performance Standards

Candidate: _____

Notes: _____

Training Provider: _____

Test Site: _____

Examiner(s): _____ / _____

Fire Officer II	<u>TEST</u>		<u>RETEST</u>	
Emergency Service Delivery Skill # 5-12	S	U	S	U
Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization. (5.6.3)				
The candidate:	S	U	S	U
a) Prepared written report, given incident reporting data from the jurisdiction				
b) Analyzed the major causes for service demands for various planning areas within the service area of the organization				
c) Wrote report clearly				
d) Correctly interpreted response data				
e) Identified the reasons for service demands				
f) Performed skill in a safe and proficient manner				

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U = Unsatisfactorily performed/failed to meet objective or grading step

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Health and Safety-Skill Number 5-13
Analyzing a Member's Accident, Injury,
Or Health Exposure History

PERFORMANCE STANDARD

Section 902

NFPA 1021, 2020 edition, 5.7.1

Fire Officer II

OBJECTIVE

Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor. (5.7.1)

INSTRUCTIONS - procedures for achieving the objective

The Fire Officer II candidate shall examine a case study of a member's accident, injury, or health exposure and prepare a written report for a supervisor. The report shall identify unsafe environments and behaviors, document action taken, and make recommendations to prevent reoccurrence.

EXAMINER'S NOTE

The intent of the skill is for the candidate to demonstrate the ability to analyze data, draw conclusions and make recommendations based on the information provided.

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

PREPARATION & EQUIPMENT

Case Study as described above
Pen/pencil and paper
Health and safety policies and procedures
Injury/Illness reports
Computer, if applicable

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
 Performance Standards

Candidate: _____

Notes: _____

Training Provider: _____

Test Site: _____

Examiner(s): _____ / _____

Fire Officer II	<u>TEST</u>		<u>RETEST</u>	
Health and Safety Skill # 5-13	S	U	S	U
Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor. (5.7.1)				
The candidate:	S	U	S	U
a) Created a written report of illness, injury, health exposure, or death report				
b) Included all contributing factors in the report based on the case study				
c) Identified unsafe work environment and/or behavior				
d) Documented actions taken in response to illness, injury, exposure, or death report				
e) Provided recommendations to prevent reoccurrence				
f) Presented a clear and concise written report				
g) Performed skill in a safe and proficient manner				

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U = Unsatisfactorily performed/failed to meet objective or grading step

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TEXAS COMMISSION ON FIRE PROTECTION
Fire Officer II
Performance Standards

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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