



Fire Officer I National Certification

Certification Preparation Guide

Referenced to:

NFPA 1021, Standard for Fire Officer Professional
Qualifications Chapter 4: Fire Officer I, 2020 Edition

Referenced to:

NFPA 1021, Chapter 4, 2020 Edition

International Fire Service Training Association
(IFSTA) Fire Service Company Officer ^{6th} Edition, 2019

Copies of this document may be downloaded from: <https://kupce.ku.edu/kufire-firefighter-certification>

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Dear Certification Candidate,

Welcome to the National Firefighter Certification Program!

The Kansas Fire & Rescue Training Institute is accredited by the International Fire Service Accreditation Congress (IFSAC) and by the National Board on Fire Service Professional Qualifications (NBFSPQ - also known as “Pro Board”). These accreditation agencies establish rules and standards to follow in the administration, recordkeeping, and providing of National Certification for the fire service. Through this accreditation, Kansas Fire & Rescue Training Institute is authorized to issue accredited National Certifications to individuals meeting the requirements of selected national standards.

Kansas Fire & Rescue Training Institute’s role in the process is to maintain testing materials and a fair system of administering certification exams.

This National Certification Preparation Guide was specifically designed to help you prepare for the examination process ahead. This guide gives reading references for the written exam and the skills exam. By using this guide, you will be looking at the same pages the test writer was looking at when they wrote the test questions and developed the skills evaluation sheets.

Our Coordinators and Evaluators are here to observe your skills and knowledge – they will not help you pass the test.

Our staff and evaluators will treat you with respect and professionalism. Our goal is that you complete the testing process with satisfactory performance and earn your National Certification.

Good luck,

KFRTI Staff

National Certification

National Certification is a professional credential that verifies your proficiency in the level to which you were/are certified. Kansas certifications do not expire. If you are moving to another state, you should contact the certification entity in that state to find out if your National Certification from Kansas is recognized in that state.

Certification Program Mission

This mission of the National Certification Program is to maintain an accredited system for Kansas fire service members to earn National Fire Service Certification professional credentials.

Certification Program Values and Principles

In the conduct of this program, the Kansas Fire & Rescue Training Institute uses the values listed below to guide our professional conduct; they form the foundations and parameters of this program.

- ✘ We hold in high regard honesty and integrity in ourselves and those we serve.
- ✘ Kindness and professionalism guide our instructors and our evaluators.
- ✘ We respect the fire and emergency service and those who serve in it.
- ✘ Transparency of our system, processes, and policies is paramount.
- ✘ The certification standards drive fair evaluation and testing.
- ✘ We value our role as the provider and protector of the national certification program's credibility.

Academic Integrity

We hold staff (including part-time) and certification candidates to identical ethical standards. We expect professional behavior at all times. Any incident of academic misconduct by a candidate, will invalidate their test results, forfeit their certification fee, and may subject them to suspension from the certification process for one year.

Academic misconduct includes cheating, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and/or other actions that may improperly affect the evaluation of a candidate or assisting others in any such act.

Our policy on academic misconduct is that of "zero tolerance."

The University of Kansas prohibits discrimination. Specifically, the University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the University's programs and activities. Retaliation is also prohibited by University policy.

How to Use the Certification Preparation Guide

This National Certification Preparation Guide is specifically designed to help you prepare for the examination process ahead. This guide provides reading references for the written exam and the skills exam.

We have included information in this guide that will help you achieve the professional credential that is Fire Service National Certification. There are a few key elements in preparing for the National Certification Exam. They are: 1) Take some time between the end of your course and the certification exam to focus on studying for the exam. 2) Use this Preparation Guide to help focus on the requirements of the National Standard and your study time.

STEP 1: Review the Administrative information in front of this Preparation Guide.

- ✘ We have included some important information about the program and the steps of certification. Please take a few minutes and review these pages.

STEP 2: Review the Reading Reference Pages

The Reading Reference pages are arranged by Job Performance Requirements (JPRs), which are determined by the correlating NFPA standard.

- ✘ Read and study the pages listed in the written exam reading pages.
- ✘ By reading these pages, you are reading the same pages the test developer was when they were writing test questions.

STEP 3: Review the Skill Evaluation Sheets in this Certification Guide.

- ✘ Take note of the Instructions to the Candidate (grey boxes) on each Skill Sheet. These are the instructions that the evaluator will give to you in each station before you test.
- ✘ Skills sheet references take you back to the reference manual to explain the skill. You will be graded only on those items listed on the skill evaluation sheets. Use these in your practice and exam preparations.

STEP 4: Read & Review, Read & Review, Read & Review, and Practice, Practice, Practice!

- ✘ Don't practice until you do it right; practice until you can't do it wrong!

STEP 5: Get a good night's rest before the exam.

- ✘ You can be tired in any of three ways: Mentally, Physically, and Emotionally. If you are tired in any of these ways, it will make you tired in ALL of them.
- ✘ Save the party for after the exam...get a good night's rest....eat a good breakfast (if you test in the morning)...easy on the sugar and caffeine...and relax!

GOOD LUCK!

Note:

If you are exploring National Certification and haven't taken a course specifically for the level of certification you are seeking, we STRONGLY suggest that you start the process by taking a course. Under certain circumstances, you may challenge some certification exams. Persons who take a course first do much better on the exam. Contact the Kansas Fire & Rescue Training Institute for more information.

National Certification Application & Processes

- Application:** Applications are required before testing. Visit the KFRTI web page (<https://kupce.ku.edu/kufire-firefighter-certification>) to download the application.
- Registration for Exams:** Pre-registration is required. Go to the KFRTI online registration point to register and pay certification fee. (<https://www.enrole.com/kupce/jsp/index.jsp?categoryId=10019>)
- Certification Fees:** Certification fees must be paid before the exam date. Individuals are required to pay fees online when registering for an exam. An organization may request to be billed, this billing process requires a Purchase Order from that organization stating each candidate's name. To arrange billing, call the KFRTI at 1-866-804-8841. Billing cannot be processed online.
- Number of Attempts:** Candidates are allowed two attempts per test per application, and all testing must be completed within one year of the first testing activity. Additional testing requires a new application and fee.
- Picture I.D. Required:** A government issued photo I.D. is required at the test site.
- Accommodations:** The Kansas Fire and Rescue Training Institute as part of the University of Kansas adheres to the requirements of the Americans with Disabilities Act. Certification candidates requesting accommodations must submit the request in writing two (2) weeks in advanced of testing. The request must include a copy of the diagnosis by a qualified professional. Upon receipt of an accommodations request, the Kansas Fire and Rescue Training Institute will review the request, and then notify the requestor of the proposed accommodations.

What if I Fail the Exam?

Failure of any required component (not submitting a signed Local Verification Form, less than 70% on the written exam or less than 100% of the skills exam) constitutes a failed attempt.

- a. Candidates may re-test on any component of the exam (written, or skills exams).
- b. Candidates must register to take a retest at another test site. No walk-in testing is allowed. To register for a retest, call the Institute at (toll free) 866-804-8841.
- c. Candidates are allowed two (2) attempts at any portion of the exam. If a candidate fails any portion of the exam twice, a new application and fee is required. The new application starts the certification process over, and all portions of testing will have to be retested.
- d. The Institute strongly recommends that candidates study or seek additional training before attempting the exam for a third attempt.

Time to Complete Certification

Candidates have one year from the date of their first testing action to complete their certification. Retaking the written test, retesting skills, submitting verification forms, and all other requirements must be completed within that year. Failure to complete the certification within that year will invalidate all previous testing. The candidate will be required to submit a new application, new fee, and new verification forms retest for the written and skills tests before certification.

Fire Officer I - Certification Exam

Written Exam:

- a. The Fire Officer I Written Exam includes 100 multiple choice and true/false questions.
- b. Candidates are allowed two (2) hours to complete the exam.
- c. Answer sheets and pencils are provided. "Bubble Sheet" answer sheets that candidates fill in small circles to indicate answer (a, b, c, d) as the correct answer are used.
- d. No cell phones, radios, or other electronic devices are allowed in the room while an exam is being administered (an exception for radios that allow "on-duty" personnel to receive alarms may be granted under special circumstances).
- e. A 70% minimum score is required to pass the written exam.

Skills Exam:

- a. The Skills Exam includes First Arriving Officer – Incident Command Scenario (Skill 6A) consisting of a 30-minute preparation period followed by an Oral Review Board, during which candidates present how they would "work" the scenario, (Skill Set B). Candidates are also required to complete a second Skill Set (C, D, or E) randomly selected for that exam. All exam elements must be completed within the maximum allowable time limit of three hours.
- b. Skill Set A consists of the Local Verification Form that is required for JPR 4.1.2 ensuring that each candidate can operate business machines and produce documents and reports as required by the AHJ; and, a Certificate of Completion is required for Skill 17, verifying that candidates have viewed the "Courage to be Safe" or, "LACK" video.

Fire Officer I - Written Exam
Study/Preparation Information and Materials

Fire Officer I Written Exam: 100 multiple choice and true/false questions.

Time allowed to take exam: Two (2) hours.

Passing Score: 70% (or higher)

Answer sheets and pencils are provided. "Bubble Sheet" answer sheets that candidates fill in small circles to indicate answer (a, b, c, d) as the correct answer are used.

No cell phones, radios, or other electronic devices are allowed in the room while an exam is being administered (an exception for radios that allow "on-duty" personnel to receive alarms may be granted under special circumstances).

Reading Reference/Text

The Fire Officer I written exam is referenced to: *IFSTA Fire Service Company Officer, 6th Edition*

National Standard test is based on: *NFPA 1021 Standard for Fire Officer Professional Qualifications, Chapter 4, Fire Officer I, 2020 Edition*

Written Exam Study Pages
Found on page 467-8 of IFSTA Text
(Test questions are taken from these same pages)

Fire Officer I Skills Exam
Study/Preparation Information and Materials

**Fire Officer I
Skills Exam:**

The Practical Skills Exam is based on **Requisite Knowledge** and **Requisite Skills** objectives listed in *NFPA 1021, Standard for Fire Officer Professional Qualifications, 2020 edition*. The skills evaluation forms are available as part of this preparation guide.

Passing Score:

Skills exams require 100% on all evaluated skills and graded on a Pass/Fail basis.

Oral Interview:

The following Fire Officer I practical skills objectives; listed in NFPA 1021, Standard for Fire Officer Professional Qualifications, 2020 edition; require the Candidate to complete an Incident Command Scenario and present their prepared exam elements to an Oral Review Panel for scoring.

You will be provided with a list of general questions and possible scenarios and a 30-minute period during which you may prepare your notes and talking points.

EXAMPLE: You may be given a description of an actual fire call, a series of photographs of the fire and a resource list of responding emergency units. You will then be asked to “work” the incident as the First Arriving Officer, until relieved by a Chief Officer, utilizing the Incident Command System (This example addresses JPR 4.2.1, 4.4.5, 4.6.1, 4.6.2)

Specific information on the Oral Interview may be found in the Skills Evaluation Skill 6 in this preparation guide.

Reading Reference/Text

The Fire Officer I skills exam is referenced to:

IFSTA, Fire and Emergency Services Company Officer, 6th Edition, (READING/STUDY PAGES)

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

NFPA 150, Standard on Fire Department Occupational Safety and Health Program, 2020 edition

KFRTI, Fire Officer I Student Materials, 2018

National Standard test is based on:

NFPA 1021 Standard for Fire Officer Professional Qualifications, 2020 Edition

Fire Officer: Level I Skill Evaluation Sheets

These Skills Evaluation Sheets are the exact grading sheets that evaluators use during the Skills Test. These sheets have been edited for the explicit use of grading skills and should not be used to learn the skills.

These Skill Evaluation Sheets have been included in this Preparation Guide for the purpose of guiding you as final preparations are made (and practice performed) for the Certification Exam.

Grading for the Skills Evaluation requires 100% of the steps listed on these sheets be performed. You will not be evaluated on steps of the skills that are not listed on these evaluation sheets.



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements:
4.4 Administration; (Section 4.4.4)

IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book, Organizational Chart

Evaluator's Instructions to Candidates

Company officers must be able to explain the purpose of each level and position within the management structure of the organization. Given an organization chart explain each management component of the organization, so that the explanation is current, accurate and clearly identifies the purpose and mission of each position within the organization.

Evaluated Skill Items

	1st Attempt		2nd Attempt	
	Pass	Fail	Pass	Fail
Section 4.4.4 - Organization Chart				
1. The purpose of each position on an organizational chart.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Where positions from your own organization fit on the chart.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The general roles of each position on the chart.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Identify command, supervisory and subordinate roles on the chart.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 4.4.4 - Presentation				
1. Communicate clearly and concisely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Utilize the organizational chart.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify the purpose and the mission of the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's name: _____

Station: Pass Fail

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____

Date: _____



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.2 Human Resource Management; (Section 4.2.2, 4.2.6) IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book, Project Scenario

Evaluator's Instructions to Candidates

Company officers must be able to coordinate the completion of assigned tasks and projects by unit members. Given a list of projects, tasks and the job requirements of subordinates: prioritize tasks and make assignments; develop a plan for completion of assignments; and, ensure accountability of unit members through appropriate supervision. Create a short written document that outlines a plan for completing assigned tasks.

Evaluated Skill Items

Table with 5 rows of tasks and 4 columns of evaluation attempts (1st/2nd Attempt Pass/Fail).

Scenario:

Your fire station is scheduled to have an open house one week from today in order to dedicate a new apparatus. This event will include a brief speech by the mayor and includes free food and events for children, and tours of the new apparatus and fire station.

The following crew members are available to help prepare for this event:

- Driver-Operator Burke: Burke has twenty years of experience and is easily the department's elder statesman. He takes special pride in maintaining and cleaning the station and equipment.
- Firefighter Tipton: Tipton is a rookie and is still reserved around the crew, still she is one of the hardest workers you've encountered.
- Firefighter Ramirez: Ramirez has been with the department for six years. He is very good at his job, and well liked, but he can get distracted socializing with fellow crew members when he is assigned routine tasks.

Candidate's name: _____

Station: Pass [] Fail []

Notes (please include comments/explanation for failure):

Evaluator's Signature:

Date:



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.2 Human Resource Management; (Section 4.2.4) IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book, Project Scenario, Policy & Procedures

Evaluator's Instructions to Candidates

Purpose: Company officers must be able to recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures.

Directions: Using the scenario below, develop a short, informal oral presentation that outlines a plan for speaking with and assisting a subordinate in finding solutions with problems that may be affecting his or her professional or personal life. Use the policies and procedures in the EAP provided to create your plan.

Note: Make sure to address ways to approach the subordinate, the kinds of questions you would ask, and ways to determine the best course of action.

Evaluated Skill Items

Table with 4 columns: Section 4.2.4 - Member Related Problem, 1st Attempt (Pass/Fail), 2nd Attempt (Pass/Fail). Rows list 4 tasks: 1. Identify the member-related problem, 2. Ability to apply the correct departmental policies and procedures, 3. Recommend an appropriate course of action, 4. Plan for speaking with and assisting member in distress.

Scenario: Ramirez, a driver/operator in your department, is normally outgoing and talkative but has become more withdrawn and gloomy for the past two weeks. Yesterday, he was absent from his shift. He is back at work today, but still seems distracted.

Candidate's name: _____

Station: Pass [] Fail []

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____

Date: _____

Skill 3.4 Department Policy

Home Town Fire Department

Policy: Employee Assistance Program (EAP) Policy #: 100.1

Effective: September 1, 20XX

Policy

The Home Town Fire Department shall make available counseling assistance to employees and their families who are in distress from financial, emotional, medical, or professional problems.

Procedure

It is the responsibility of the company officer to identify the need for employee assistance based on family, financial, emotional, medical, or professional problems.

Once a company officer suspects a problem may exist, the company officer shall review the EAP resource information with the employee. The company officer shall explain each benefit and the method for accessing the assistance.

At all times the company officer shall avoid providing advice to the employee.

If requested by the employee, the company officer may make the initial contact with an EAP counselor to schedule a meeting with the employee. The EAP help line is 555-7000.

The company officer shall follow up with the employee within five calendar days to determine if further assistance is required.

All information provided by the employee shall be confidential.



Reference: NFPA 1031, 2020 Edition, Chapter 4, Job Performance Requirements: 4.1 General; (Section 4.2.5) 4.4 Administrative Functions (Section 4.4.1, 4.4.4) IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book, Policies and Procedures

Evaluator's Instructions to Candidates

Objective: Implement a plan to resolve an administrative problem.

Directions: Create a short, informal written document that outlines a plan for implementing a new human resources policy. Make sure that the document addresses in detail how the change should be implemented. Be prepared to explain how you would address the situation. You may use a current issue in your department or the scenario below.

Evaluated Skill Items

Table with 4 columns: Skill Item, 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Rows include Section 4.2.5, 4.4.4 and Section 4.4.1 items.

Scenario:

The fire chief has just sent out the following memo.

Date: October 1, 20XX

To: Company Officer

From: Fire Chief Subject: Shift trading policy

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

This new policy states that:

Any trades in shift must be requested at least a month in advance.

All requests must be made in writing.

All requests must be approved by the fire chief.

Candidate's name: _____

Station: Pass [] Fail []

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____

Date: _____



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.1 General; (Section 4.1.2)

IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book, Policies and Procedures

Evaluator's Instructions to Candidates

Purpose: Company officers must be able to write organized letters, memos, and other reports that have a clear purpose.

Directions: Compose a short, formal letter that demonstrates good written communication skills. Strive for accuracy, conciseness, and professionalism. You may use a current issue in your department or you may use the scenario below.

Evaluated Skill Items

Table with 5 rows of skill items and 4 columns for 1st and 2nd attempt Pass/Fail results.

Scenario: Your station's open house celebrated the dedication of a new apparatus on October 6th. A few days later, you and your chief are discussing the event's proceedings. The mayor gave a short speech at the ceremony that praised the fire department's work and stressed the importance of fire safety to the attendees. Your chief wants to thank the mayor and asks you to write a letter to do so.

Candidate's name: _____ Station: Pass [] Fail []

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____ Date: _____



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.2 Human Resource Management (Sec 4.2.1) 4.5 Data Collection (Sec 4.4.5) Incident Action Plan (Sec 4.6.1, 4.6.2) IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book, Incident Command Worksheet

Evaluator's Instructions to Candidates

Purpose: Company officers must be able to assign tasks and responsibilities to crew members clearly, concisely, and completely in both emergency and nonemergency situations.

Directions: Using your pre-course assignment, verbally assign any necessary tasks to crew members in a clear, concise, and complete manner. Answer any questions or comments that may arise during the assignment. If needed, use the space provided on page 2 of the Student Worksheet for notes. Take turns role-playing the company officer assigning tasks, as well as the subordinates being assigned. Be prepared to share your results and experiences with the rest of the class.

Evaluated Skill Items

Table with 4 columns: Skill Item, 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Rows include sections like 'Section 4.2.1 - Assign tasks to unit members during an emergency incident', 'Section 4.6.1 - Develop an Initial Action Plan', 'Section 4.6.2 - Implement and action plan', and 'Section 4.4.5 - Collecting emergency response data'.

Section 4.2.2 - Assign tasks to unit members during non-emergency situations

1. Note specific tasks assigned to personnel.
2. Establish timelines for completion of tasks.
3. Note safety considerations.
4. Note special instructions to individuals.
5. Reasons for assignments. What is your plan?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's name: _____

Station: Pass Fail

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____

Date: _____



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.4 Administration; (Section 4.4.3)

IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book, Incident Command Worksheet

Evaluator's Instructions to Candidates

Purpose: Using the correct forms and supporting data, company officers must be able to prepare budget request forms accurately and completely.

Directions: Use a budget request from your department and research a budget item OR Complete the following expenditure request form using the information in the accompanying scenario.

Evaluated Skill Items

Section 4.4.3 - Budget Expenditure Request

- 1. Ability to recognize the need for a budget expenditure.
2. Complete the budget request form.
3. Utilized data to support the request.
4. Submitted the request in the proper format.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Contains 4 rows of empty checkboxes.

Scenario:

The department has just hired two new firefighters, both of whom are very tall. The department will need to special order their Personal Protective Equipment. Looking through your department's product information, it appears the price will be about \$3,500 a person. There is currently \$15,000 left in the budget for PPE, and the money is found in account number 678055. You will need to prepare a purchase request made out to the company, Larson Protective Equipment, Inc. Once the order is placed, delivery is expected in one week.

Candidate's name: _____

Station: Pass [] Fail []

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____

Date: _____

Skill 7.6 Worksheet

Expenditure Request Form

Prior to initiating any purchase or expenditure in excess of \$1,000 but less than \$10,000

Upon approval by an Administrative Team Member the purchase may proceed.

Please complete all sections of the form.

Department:

Division:

Description of Requested Item:

Explanation of Need/Purpose:

Budget Account Number:

Amount Approved in Current Budget:

Estimated Cost:

Expected Date of Delivery of Equipment or Materials/Supplies

Expected Payment Schedule for Service:

Project Completion Date:

Employee Making Request: _____

Recommended by: _____

Department Manager or Designee: _____

Approved by: _____

Date: _____



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.4 Administration; (Section 4.4.2) IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book, Log Sheet

Evaluator's Instructions to Candidates

Purpose: Company officers must be able to keep clear records and logs so that all pertinent actions are recorded and maintained.

Directions: Provide a copy of an activity log that has been recorded and maintained by you OR, Fill out the provided log sheet by recording the series of events listed in the following scenario.

Evaluated Skill Items

Section 4.4.2 - Routine Unit-Level Administrative Functions

- 1. The log sheet is clear and concise.
2. The log sheet is formatted correctly.
3. The log sheet portrays accurate information.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Rows correspond to the three items in the list above.

Scenario:

At 1:30 p.m., you sent Firefighter Jackson to fill up Rescue 5, reminding him to get a receipt. He came back a half-hour later having put \$43 worth of fuel in the tank.

At 2:17 p.m., Driver/Operator O'Reilly complained of severe stomach pains and went to the doctor. He called two hours later having been told by the doctor to go home and get some rest.

At 3:49 p.m., Firefighter Ramirez reported finding a flaw in Rope #14. Rope #14 was removed from service. Rope #72 was placed in service.

At 6:49 p.m., you responded to an alarm at a commercial building at 654 Center St. Engine 8, Rescue 5, and Chief 2 responded, cleared the building, and found it to be a false alarm.

By 7:13 p.m., all units returned to the station from 654 Center St.

Candidate's name: _____

Station: Pass [] Fail []

Notes (please include comments/explanation for failure):

Evaluator's Signature:

Date:



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.7 Health and Safety; (Section 4.7.1)

IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book, Project Scenarios

Evaluator's Instructions to Candidates

Purpose: Company officers must be able to keep clear records and logs so that all pertinent actions are recorded and maintained.

Directions: Provide a copy of an activity log that has been recorded and maintained by you OR, fill out the provided log sheet by recording the series of events listed in the following scenario.

Evaluated Skill Items

Section 4.7.1 - Apply safety regulations at the unit level

- 1. Read scenarios 1 and 2.
2. Identify the safety hazards presented in each scenario.
3. Describe accident prevention measures fro each of the identified hazards.
4. Discuss results as an in-class activity.
5. Properly document incident hazards.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Contains 5 rows of empty checkboxes corresponding to the list items.

Scenario 1: Engine 5 has responded to a vehicle accident at 1700 hours on a holiday weekend Friday afternoon. One vehicle is located on the side of the road, and is fully involved with fire upon arrival of the engine. The second is wrapped around a telephone pole. Flames are blowing across the right lane of the highway with smoke totally obscuring the left (passing) lane. A light rain is falling and conditions are overcast. A number of vehicles have pulled to the right side of the highway, and the occupants are standing nearby watching the fire. Some are less than thirty feet from the involved vehicle.

Scenario 2: Engine 5 has returned to the station after the incident described in the first scenario. The rain picked up towards the end of the incident, and everyone and everything, including the floor, is wet as the crew dismounts the apparatus inside the station. The unit had to extricate a victim from the second vehicle, and several unit members were working closely with jagged and sharp metal debris. The rookie lifted the extrication power unit off the apparatus, struggling with the weight. He carried the unit to a small, enclosed vehicle bay to refuel it, and then left the fuel can by the side of the apparatus.

Candidate's name: _____

Station: Pass [] Fail []

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____

Date: _____



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.7 Health and Safety; (Section 4.7.2) IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book, Project Scenarios

Evaluator's Instructions to Candidates

Purpose: A company officer must be able to conduct an initial accident investigation and prepare all documentation according to policies and procedures.

Directions: Read the following scenario and fill out an employee accident report using the materials provided by your instructor.

Evaluated Skill Items (from project book)

Section 4.7.2 - Conduct an Initial Accident Investigation

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Rows for tasks: 1. Read scenario, 2. Conduct an initial accident investigation, 3. Complete the accident report form.

Scenario: During emergency incident 07-011283 at 1323 hours, 1204 West Market Street, January 29, 2019, Anytown Fire Department, Engine 5, deployed 500 feet (150 m) of 5- inch (125 mm) supply line fire hose. "Loss stop" was declared by IC Grader (Battalion Chief/Shift Commander) at 1642 hours and demobilization began. The supply line was then drained of water and company members began to reload it into the hosebed of the engine, a 1998 engine. The safety officer on scene was Captain Fortney. While this was being performed, Firefighter Ramirez (B Shift), age 32, slipped then fell from the rear step of the engine and injured his ankle. Firefighter Ramirez was wearing all personal protective equipment except for SCBA. Firefighter Tipton witnessed the fall and stated, "He was up on the rear step pushing hose to me when he yelled and fell off." The engine was not moving at the time of the accident. Driver/Operator Burke did not see Ramirez fall, but said "All I know is, I heard him yell, and then a thud when he hit the ground. It was clear that he was hurt bad because he was screaming in pain." Weather at the time of the accident was windy and the temperature was 33°F (0.5°C). Freezing rain was falling, glazing the street and other surfaces. Medics from PA 101 treated Firefighter Ramirez at the scene and transported him to the Mercy Hospital for additional evaluation and care. It was later learned that Ramirez's ankle was fractured and would require surgery. Estimated recovery and rehabilitation time for Ramirez is four months.

Candidate's name: _____

Station: Pass Fail

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____

Date: _____



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.2 Human Resource Management; (Section 4.2.3) IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book

Evaluator's Instructions to Candidates

Purpose: A company officer must direct training evolutions that are safe, efficient, and clearly stated. Directions: Using the provided scenario, create an informal written document that outlines a plan for completing a training evolution. The plan should follow the training policies and procedures provided by the instructor. Note: You may choose to provide your own scenario or training situation taken from your own organization. If you use a scenario from your own jurisdiction, make sure that your document follows your department's training policies and procedures.

Evaluated Skill Items

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 1: Section 4.2.3: Direct Unit Members during a training evolution. Rows 2-7: 1. Selected a suitable location for the training (justification), 2. Select tools necessary for the drill, 3. Listed training expectations and safety hazards expected, 4. Conducted a pre-training briefing, 5. Identified the method of evaluation for the training, 6. Demonstrate feedback methods to students.

Scenario: Your department has recently replaced some of the vehicle extrication power tools kept on the apparatus, and the chief has decided that now is a good time to review and update the company's training on both new and existing vehicle extrication tools.

Candidate's name: _____ Station: Pass [] Fail [] Notes (please include comments/explanation for failure): _____

Evaluator's Signature: _____ Date: _____



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.3 Community and Government Relations; (Section 4.3.1) IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book

Evaluator's Instructions to Candidates

Purpose: A company officer should be able to implement a fire and life safety education program in order to better serve and to maintain a positive relationship with the community. Directions: 1. In your scenario is a list of the major community fire and life safety problems. 2. Develop a short program that meets one of the needs of the community as described in the scenario. It is recommended that you use the five-step planning process outlined on p. 82 in Chapter 4 of the manual. 3. Be prepared to explain the problems you found and the steps you developed to address the problems. If you are working in a group, appoint a spokesperson to report.

Evaluated Skill Items

Table with 5 rows of skill items and 4 columns for 1st and 2nd attempt Pass/Fail results.

Scenario: Referring back to your pre-course scenario, several problems were identified that may be effectively addressed in fire and life safety education program. The problems you noted were: The address was not clearly visible for firefighters. Shrubs were grown up around the hydrants and they were not visible. You suspect smoking material may have been involved. No smoke detectors were found inside the home. A neighbor told you that a number of elderly residents in the neighborhood have had small cooking fires lately.

Candidate's name: Station: Pass Fail Notes (please include comments/explanation for failure): Evaluator's Signature: Date:



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.3 Community and Government Relations; (Section 4.3.1, 4.3.2, 4.3.3) IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book,

Evaluator's Instructions to Candidates

Purpose: Company officers must be able to resolve concerns and complaints of citizens in their jurisdiction while providing the highest level of customer service.

Directions: Using the following scenario, create a written document that answers the following questions:

Evaluated Skill Items

Table with 5 rows of skill items and 4 columns for 1st and 2nd attempt Pass/Fail results.

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

Candidate's name: _____

Station: Pass [] Fail []

Notes (please include comments/explanation for failure):

Evaluator's Signature:

Date:



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.5 Fire Inspection and Investigation; (Section 4.5.1 and 4.5.2) IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KF&RTI Fire Officer Project Book, Scenario

Evaluator's Instructions to Candidates

Purpose: A company officer must develop a preincident plan by following proper policies and procedures and using data gathered during a preincident survey.

Directions: Conduct a preincident survey on a relatively small occupancy that you have permission to access or as indicated by your instructor. Follow the information provided in Chapter 10 to complete a survey of the occupancy, using any forms that your organization or jurisdiction may require. Once you have gathered the information, create a preincident plan following procedures described by your department. If you do not have the procedures, choose one of the approaches outlined in the chapter to create a preincident plan and include justifications for why you chose that approach. Be prepared to report on your survey's findings and to explain what you included in your plan and why you made your choices.

Evaluated Skill Items

Table with 4 columns: Skill Item, 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Rows include Section 4.5.1 - Inspection Procedures and Section 4.5.2 - Conduct a pre-incident plan.

Candidate's name: _____

Station: Pass [] Fail []

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____

Date: _____



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.6 Emergency Service Delivery; (Section 4.6.3) IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book, Scenario

Evaluator's Instructions to Candidates

Purpose: A company officer must be able to conduct a postincident analysis so that an incident is analyzed accurately and any necessary recommendations can be made.

Directions: Utilize your pre-course assignment or read through the scenario provided.

Make note of any problems that may have occurred during the operation. Then create a short, informal document that makes appropriate recommendations – including operational, safety, and training recommendations – that address any problems that occurred during the fire.

Be prepared to report on your work to the rest of the class. Make sure to explain what problems you found, and what recommendations you made and why.

Evaluated Skill Items

Section 4.6.3 - Conduct a post-incident analysis

- 1. Report on operational recommendations from observations.
2. Report on safety recommendations.
3. Report on training recommendations.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Contains checkboxes for each item.

Scenario: Engine 5 successfully attacked the fire and, during the primary search, discovered a conscious victim on the second floor. The victim was evacuated and treated for smoke inhalation. Engine 9 was ordered to enter the structure from the back door with an additional hoseline and successfully attacked the fire, surprising Engine 5 when the units met upstairs. Engine 5 reported that they had not heard the order for Engine 9 to enter the structure.

Ladder (Truck) 4 successfully performed positive-pressure ventilation from the room. Engine 7 established water supply at the corner of North Banner Road and West Lisbon Lane. Ladder (Truck) 2 shut off utilities to the structure, but then informed District Chief 19 that an excessive amount of radiant heat was threatening a residential structure to the immediate east. District Chief 19 ordered Ladder (Truck) 2 to begin protecting the exposure and did so until the incident ended.

The ISO completed the survey, and the RIT crew from Engine 7 did not receive any orders. Rehab 23 reported that one of the firefighters from Engine 5 complained of being lightheaded. PA 101 found that he had elevated blood pressure and transported him to the hospital for further examination. Engine 11 and Battalion 6 both reported successful operations.

Candidate's name: _____

Station: Pass [] Fail []

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____

Date: _____



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.5 Fire Inspection and Investigation; (Section 4.5.3) IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: KFRTI Fire Officer Project Book, Scenario

Evaluator's Instructions to Candidates

Objective: Referring to the pre-course assignment describe how to determine preliminary cause, secure the incident scene, and preserve evidence.

Purpose: A company officer must be able to secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.

Evaluated Skill Items

Section 4.5.3: Secure an Incident Scene

- 1. Ability to identify security measures.
2. Discuss a systematic approach to determining cause and origin of a fire.
3. Document your findings utilizing the pre-course assignment.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Contains checkboxes for each skill item.

Scenario: Fire Arriving Engine Office (Pre-course Assignment)

Candidate's name: _____

Station: Pass [] Fail []

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____

Date: _____



Reference: NFPA 1021, 2020 Edition, Chapter 4, Job Performance Requirements: 4.7 Health and Safety; (Section 4.7.3) IFSTA, Fire Service Company Officer, 6th Edition 2019

Evaluation Materials Required: NFFF Program Materials

Evaluator's Instructions to Candidates

Objective: Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.

Directions: Complete online training for either Courage to be Safe OR LACK and provide the certificate for course completion.

Evaluated Skill Items

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 1: Submitted Certificate.

Registration Link: https://www.fireherolearningnetwork.com/Register.aspx
Courage To Be Safe Assignment Link: http://fireherolearningnetwork.com/Training_Programs/Courage_To_Be_Safe.aspx
This firefighter training module provides an introduction to all sixteen Firefighter Life Safety Initiatives and assists the user in taking the first steps toward addressing these safety initiatives in their job and department.
The module begins with a discussion of the immediate and root causes of firefighter Line Of Duty Deaths and the profound effects of these deaths on loved ones, colleagues, and the community. The module then advocates for cultural change as an important way to reduce LODD's and injuries. To support this change, the module introduces all 16 Firefighter Life Safety Initiatives and helps the learner understand how s/he might implement these initiatives in their personal/professional lifestyle and at the departmental level.
LACK Assignment Link: http://fireherolearningnetwork.com/Training_Programs/Leadership_Accountability_Culture_and_Knowledge_LACK.aspx
This module educates fire officers how to make changes in their departments that will help prevent line of duty deaths. The fire officer leadership training module begins with the devastating impact of an LODD and the surprising fact that many contributing factors to LODDs result from the fire service culture, the reinforcement of unsafe behaviors, and breakdowns in safety priorities. The module then explains how a balanced approach of leadership, accountability, culture, and knowledge can reverse these contributing factors and help prevent LODDs. In each of these four areas, the fire officer leadership training module provides practical and specific information that the fire officer can immediately implement to save firefighter lives and reduce injuries.

Candidate's name: _____ Station: Pass [] Fail []

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____ Date: _____



Fire Officer I Local Verification

NFPA 1021 – 2020

Candidate's Name: _____ Date of Birth: _____

Local Verification Requirements

NFPA 1021 – 2020, JPR 4.1.2, General Prerequisite Skills:

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

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

This section is to be completed by Fire Chief, Training Chief, or Program Director ONLY

I have reviewed the candidate's file and affirm that the candidate identified above has met the requirements listed in paragraphs 1 through 5 above. All requirements have been successfully conducted and completed per local department protocol and policies. All information listed above can be validated by a written and/or hard copy of the documents maintained by the department.

Typed or Legibly Printed Name of Fire Chief, Training Chief, or Program Director

Signature of Fire Chief, Training Chief, or Program Director

Date: _____ Department / Organization: _____

Department / Organization Phone Number: (_____) _____ - _____

Mail Completed Form To: Kansas Fire & Rescue Training Institute, KU Continuing Education, 1515 St Andrews Drive, Lawrence, KS 66047