

National Certification Program Study Guide

January 2010



Fire Officer II



**NFPA 1021,
Standard for Fire Officer Professional Qualifications,
2009 Edition**

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Introduction to Fire Officer II Certification

Each individual seeking certification within the Kansas Fire & Rescue Training Institute, the University of Kansas, Certification System must submit an application and the appropriate fee to secure entrance into the system. **Candidates are given one year in which to complete the certification process.** Application forms may be downloaded at: <http://www.continuinged.ku.edu/fire/certification.php>.

A list of current fees may be obtained by calling 785-864-4790 or toll free 1-866-804-8841 or may be downloaded from <http://www.continuinged.ku.edu/fire/certification.php>. Purchase orders from cities or organizations will be accepted. Kansas Fire & Rescue Training Institute will not “bill” individuals for the certification fee. Checks or credit cards are accepted from individuals. Upon receipt of the application and fee, the candidate will be scheduled into a specific exam site as requested or the candidate may select an exam site from the schedule on the KUCE website.

Applicants may register for an exam site at the time of application by completing the appropriate block on the application form. Candidates requesting a specific test site should contact the Kansas Fire & Rescue Training Institute at 785-864-4790 or toll free 1-866-804-8841 to confirm that they have a reserved place at the exam.

Certification candidates are given two (2) attempts at each component, written and practical, **within the twelve month certification period.** If the candidate takes either component of the exam twice without passing, the candidate is required to resubmit a certification application form as well as an additional certification fee before being scheduled to retest a third time.

Candidates failing the written, skills, or oral exam are responsible for notifying Kansas Fire & Rescue Training Institute of their desire to retest and enroll at the next scheduled exam that has available space or they may come to the Kansas Fire & Rescue Training Institute in Lawrence, Kansas to take a retest. Written and skills exams will **not** be graded at the test site. Candidates may not take the written exam more than once per day.

Candidates are responsible for **all of the skills** required by the NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2009 edition, during the practical exam. An exact list of specific skills is included in the study guide. **Candidates should be prepared to test on any skill listed in the standard.** The intent of this process is to insure that candidates are prepared to test on skills required by the NFPA 1021 – 2009 standard.

Candidates will test two practical skills, both of which will be take home projects. One will be an administrative requirement (Skills Evaluation Item 1, 2, or 3) which must be submitted within six (6) calendar months of the date of the written examination component. The second requirement is a tactical requirement (Skills Evaluation Item 4) which is based upon an actual fire response of your fire department which must be submitted within six (6) calendar months of the date of the written examination component.

Practical skill exams are graded on a pass/fail basis. Candidates must successfully complete all skill stations at an exam site to receive a passing grade for the practical exam. Each candidate is allowed two (2) attempts at each station.

Candidates failing the practical exam are responsible for notifying Kansas Fire & Rescue Training Institute of their desire to retest by preregistering for another regularly scheduled exam. Candidates may not take the practical exam more than once per exam day.

An official picture ID (e.g., driver’s license, military ID, etc.) must be shown for admittance to written and practical exams.

Certification Examination Instructions

Fire Officer II

NFPA 1021 – 2009

Prerequisites:

Candidates seeking certification for Fire Officer II within the Kansas Fire & Rescue Training Institute (KFRTI), the University of Kansas, must meet the following:

1. Residency and membership requirements as stated in Section 12, "Certification Policies" of the KFRTI National Certification Program Criteria and Procedures document published by Kansas Fire & Rescue Training Institute (available for download at <http://www.continuinged.ku.edu/fire/certification.php>.)
 2. Verification of the following requirements by the Fire Chief or Supervisory Chief. Verification of these requirements will be executed with the completion of the **Fire Officer II Local Verification Form** found at the end of this Study Guide (page 17).
 - a. The ability to implement an incident management system.
 - b. The ability to effectively communicate orally.
 - c. The ability to supervise and account for assigned personnel under emergency conditions
 - d. The ability to serve in command staff and unit supervision positions within the Incident Management System.
 3. Candidate must be competent in all objectives listed in NFPA 1021, Standard for Fire Officer Professional Qualifications, 2009 edition, Chapter 5.
 4. Candidate must be previously nationally certified (IFSAC or NPQB) NFPA 1021 Fire Officer I and NFPA 1041 Instructor I.
 5. Successful completion of all parts of the Fire Officer II certification exam will result in national certification as Fire Officer Level II.
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Part I - Written Examination:

The Fire Officer II written certification exam is based on **Requisite Knowledge** objectives listed in the NFPA 1021, Standard for Fire Officer Professional Qualifications, 2009 edition.

1. Candidates are required to score a minimum of 70%.
 2. The certification exam contains one hundred (100) true/false and multiple choice questions covering Fire Officer Level II knowledge requirements as stated in NFPA 1021-2009. The candidate will be allowed two (2) hours to complete this portion of the exam.
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Part II - Practical Skills Examination:

The Fire Officer II practical skills portion of the certification exam is based on **Requisite Knowledge** and **Requisite Skills** objectives listed in NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2009 edition.

1. Candidates will be required to score 100% on all evaluated skills, which are graded on a Pass/Fail basis.
2. The skills evaluation forms are available as part of this study guide.

References & Textbooks:

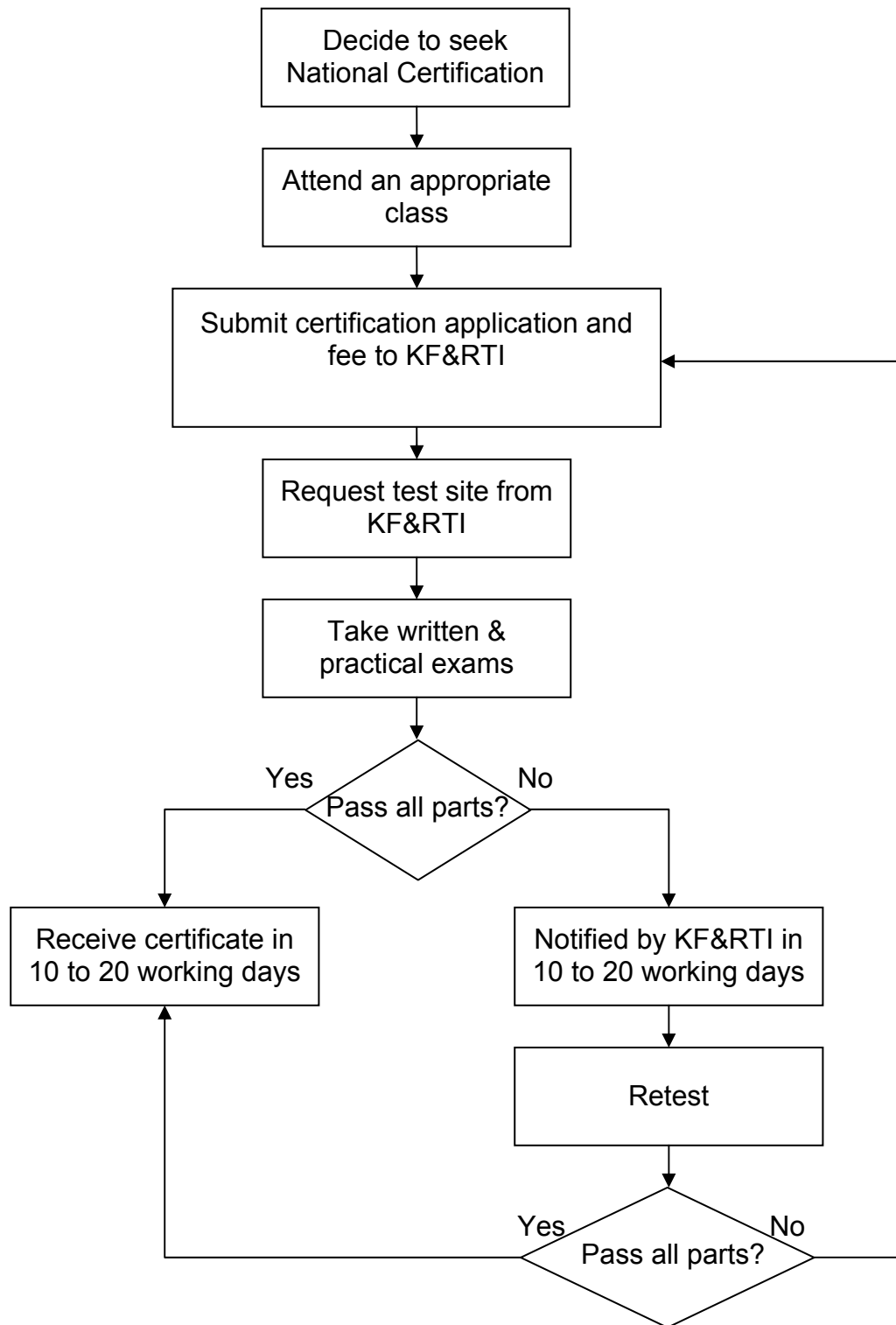
IFSTA, *Fire and Emergency Services Company Officer*, 4th edition, © 2007.

IFSTA, Human Resource Management II Supplement to Chapter 26

NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2009 edition.

NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, 2007 edition.

Certification Flow Chart for Fire Officer II



Fire Officer II Written Exam Study Guidesheet

Standard: NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2009 edition.

Reference: IFSTA, *Fire and Emergency Services Company Officer*, 4th edition, © 2007.
IFSTA, Human Resource Management II Supplement to Chapter 26

The reading and study references listed below represent published references from which certification exam questions are taken.

Section Subject & NFPA Objective Number	Reading/Study Reference
General Prerequisite Knowledge.	
5.1.1	pp. 537 – 563, 567 – 577
General Prerequisite Skills.	
5.1.2	pp. 567 – 577
Initiate actions to maximize member performance and/or correct unacceptable performance.	
5.2.1	pp. 31 – 50, 603 – 621
Evaluate the job performance of assigned members.	
5.2.2	pp. 581 – 598, 603 – 621
Create a professional development plan for a member of the organization.	
5.2.3	pp. 610 – 621 Human Resource Management II Supplement (Chap 26) pp. 5 – 9
Explain the benefits to the organization of cooperating with allied organizations.	
5.3.1	pp. 571 – 574
Develop a policy or procedure.	
5.4.1	pp. 625 – 650
Develop a project or divisional budget.	
5.4.2	pp. 625 – 650
Describe the process of purchasing, including soliciting and awarding bids.	
5.4.3	pp. 625 – 650
Prepare a news release.	
5.4.4	pp. 143 – 163, 167 – 189
Prepare a concise report for transmittal to a supervisor.	
5.4.5	pp. 167 – 189
Develop a plan to accomplish change in the organization.	
5.4.6	pp. 525 – 532, 581 – 598
Determine the point of origin and preliminary cause of a fire.	
5.5.1	pp. 655 - 699

Produce operational plans.

5.6.1 pp. 567 – 577, 729 – 749

Develop and conduct a post-incident analysis.

5.6.2 pp. 581 – 598, 753 – 779

Prepare a written report.

5.6.3 pp. 167 – 189, 505

Analyze a member's accident, injury, or health exposure history.

5.7.1 pp. 581 – 598, 763 – 779

Cumulative reading pages:

IFSTA, ***Fire and Emergency Services Company Officer***, 4th edition, © 2007:

pp. 31 – 50, 143 – 163, 167 – 189, 505, 525 – 532, 537 – 563, 567 – 577, 581 – 598, 603 – 621, 625 – 650, 655 – 699, 729 – 749, and 753 - 779.

IFSTA, Human Resource Management II Supplement to Chapter 26

pp. 5 – 9.

Fire Officer II Practical Skills Exam Study Guidesheet

Standard: NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2009 edition.

Reference: IFSTA, *Fire and Emergency Services Company Officer*, 4th edition, © 2007.
IFSTA, Human Resource Management II Supplement to Chapter 26

The reading and study references listed below represent published references from which certification exam skill sheets are derived.

Section Subject & NFPA Objective Number	Referenced Skill Sheets
General Prerequisite Skills.	
5.1.2 Intergovernmental and interagency cooperation.	KFRTI 1
Initiate actions to maximize member performance and/or correct unacceptable performance.	
5.2.1 Ability to communicate orally.	KFRTI 2
Ability to communicate in writing.	KFRTI 2
Ability to solve problems.	KFRTI 2
Ability to increase teamwork.	KFRTI 2
Ability to counsel members.	KFRTI 2
Evaluate the job performance of assigned members.	
5.2.2 Ability to communicate orally.	KFRTI 2
Ability to communicate in writing.	KFRTI 2
Ability to plan and conduct evaluations.	KFRTI 2
Create a professional development plan for a member of the organization.	
5.2.3 Ability to communicate orally.	KFRTI 3
Ability to communicate in writing.	KFRTI 3
Explain the benefits to the organization of cooperating with allied organizations.	
5.3.1 Ability to develop interpersonal relationships.	KFRTI 1
Ability to communicate orally.	KFRTI 1
Ability to communicate in writing.	KFRTI 1
Develop a policy or procedure.	
5.4.1 Ability to communicate in writing.	KFRTI 1
Ability to solve problems.	KFRTI 1
Develop a project or divisional budget.	
5.4.2 Ability to allocate finances.	KFRTI 3
Ability to relate interpersonally.	KFRTI 3
Ability to communicate orally.	KFRTI 3
Ability to communicate in writing.	KFRTI 3
Describe the process of purchasing, including soliciting and awarding bids.	
5.4.3 Ability to use evaluative methods.	KFRTI 3
Ability to communicate orally.	KFRTI 3
Ability to communicate in writing.	KFRTI 3

Prepare a news release.

- 5.4.4 Ability to communicate orally. KFRTI 4
Ability to communicate in writing. KFRTI 4

Prepare a concise report for transmittal to a supervisor.

- 5.4.5 Ability to communicate in writing. KFRTI 1
Ability to interpret data. KFRTI 1

Develop a plan to accomplish change in the organization.

- 5.4.6 Ability to communicate orally. KFRTI 2
Ability to communicate in writing. KFRTI 2

Determine the point of origin and preliminary cause of a fire.

- 5.5.1 Ability to communicate orally. KFRTI 4
Ability to communicate in writing. KFRTI 4
Ability to apply knowledge using deductive skills. KFRTI 4

Produce operational plans.

- 5.6.1 Ability to implement an incident management system. Local Verification
Ability to communicate orally. Local Verification
Ability to supervise and account for assigned personnel under
emergency conditions. Local Verification
Ability to serve in command staff and unit supervision positions
within the Incident Management System. Local Verification

Develop and conduct a post-incident analysis.

- 5.6.2 Ability to write reports. KFRTI 4
Ability to communicate orally. KFRTI 4
Ability to evaluate skills. KFRTI 4

Prepare a written report.

- 5.6.3 Ability to write clearly. KFRTI 1
Ability to interpret response data correctly to identify the reasons
for service demands. KFRTI 1

Analyze a member's accident, injury, or health exposure history.

- 5.7.1 Ability to communicate in writing. KFRTI 2
Ability to interpret accidents, injuries, occupational illnesses, or
death reports. KFRTI 2

Skill Set: Develop an Inter-Agency Program

OBJECTIVE: NFPA 1021-2009, Chapter 5, Sections 5.1.2, 5.3.1, 5.4.1, 5.4.5, and 5.6.3.

REFERENCE: IFSTA, *Fire and Emergency Services Company Officer*, 4th edition, © 2007.

KNOWLEDGE: pp. 167 – 189, 505, 567 – 577, 625 – 650,

Candidate Equipment Required: Station uniform, writing instruments.

Evaluator Equipment Required: None.

Read To Candidate

At this station, you will be required to develop an inter-agency policy or procedure involving your fire department and another non-fire, governmental agency or department whose jurisdiction or area of responsibility overlaps your department's jurisdiction.

You must identify an issue or a need in your department's jurisdiction and the appropriate agency or agencies with which your department will jointly address the issue or need. You will then prepare a transmittal report to your chief explaining the new policy or procedure. This report should concisely explain the need, what is to be done to solve the issue, and why you have involved the other government agency or agencies that you have selected. As part of this transmittal report, you must provide the data upon which you established the need or identified the original issue.

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

You have three (3) calendar months from the date you complete the written component of the Inspector I certification program for this homework project to arrive at the Kansas Fire & Rescue Training Institute. Failure to meet this deadline will constitute the failed first of two attempts to successfully complete this project.

This project must be **YOUR OWN ORIGINAL WORK**.

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

1st Attempt 2nd Attempt
P F P F

Skill Steps

Section 5.1.2 – General prerequisite skills.

___ ___ ___ ___ 1. Intergovernmental and interagency cooperation.

Section 5.3.1 – Explain the benefits to the organization of cooperating with allied organizations.

___ ___ ___ ___ 2. Ability to develop interpersonal relationships.

___ ___ ___ ___ 3. Ability to communicate orally.

___ ___ ___ ___ 4. Ability to communicate in writing.

Section 5.4.1 – Develop a policy or procedure.

___ ___ ___ ___ 5. Ability to communicate in writing.

___ ___ ___ ___ 6. Ability to solve problems.

(Continued)

Section 5.4.5 – Prepare a concise report for transmittal to a supervisor.

___ ___ ___ ___ 7. Ability to communicate in writing.

___ ___ ___ ___ 8. Ability to interpret data.

Section 5.6.3 – Prepare a written report.

___ ___ ___ ___ 9. Ability to write clearly.

___ ___ ___ ___ 10. Ability to interpret response data correctly to identify the reasons for service demands.

Candidate's Name: _____ **Station: P** ___ **F** ___

Evaluator's Signature: _____ **Date:** _____

Skill Set: Personnel Supervision

OBJECTIVE: NFPA 1021-2009, Chapter 5, Sections 5.2.1, 5.2.2, 5.2.3, 5.4.6, and 5.7.1.

REFERENCE: IFSTA, *Fire and Emergency Services Company Officer*, 4th edition, © 2007.
KNOWLEDGE: pp. 31 – 50, 525 – 532, 581 – 598, 603 – 621, 763 – 779, and Human Resource Management II Supplement (Chap 26) pp. 5 – 9

Candidate Equipment Required: Station uniform, writing instruments.

Evaluator Equipment Required: None.

Read To Candidate

At this station, you will be required to research a trend and develop a personnel action program.

Personnel Action: You will be given a scenario regarding a personnel action requiring your intervention as a company officer. You will research and use your own department's regulations, SOPs/SOGs, policies, and procedures in dealing with this firefighter. You will initiate appropriate personnel actions, provide appropriate counseling, complete a personnel evaluation, and create a personal development plan for the member to correct the issue and prevent its reoccurrence over the long term.

Health, Safety, Accident: You will be given a scenario regarding a member's accident, injury, or health exposure history. You will research and use your own department's regulations, SOPs/SOGs, policies, and procedures in dealing with this firefighter. You will complete an investigation of the occurrence, complete a summary report of your investigation, and prepare appropriate transmittal documents forwarding your investigation through your chain of command to your Chief. You will then develop an appropriate plan with supporting documentation to cause a positive change in your organization to prevent this occurrence from ever happening again. This plan should include all appropriate support documents, messages, policies, etc.

Along with your submitted original work, you will submit copies of all supporting departmental documents (regulations, SOPs/SOGs, policies, and procedures). If your department does not have the appropriate regulations, SOPs/SOGs, policies, or procedures in place, you will write them.

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

You have three (3) calendar months from the date you complete the written component of the Inspector I certification program for this homework project to arrive at the Kansas Fire & Rescue Training Institute. Failure to meet this deadline will constitute the failed first of two attempts to successfully complete this project.

This project must be **YOUR OWN ORIGINAL WORK**.

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

1st Attempt 2nd Attempt
P F P F

Skill Steps

Section 5.2.1 – Initiate actions to maximize member performance and/or correct unacceptable performance.

- ___ ___ ___ ___ 1. Ability to communicate orally.
- ___ ___ ___ ___ 2. Ability to communicate in writing.
- ___ ___ ___ ___ 3. Ability to solve problems.
- ___ ___ ___ ___ 4. Ability to increase teamwork.
- ___ ___ ___ ___ 5. Ability to counsel members.

(Continued)

Section 5.2.2 – Evaluate job performance of assigned members.

- ___ ___ ___ ___ 6. Ability to communicate orally.
- ___ ___ ___ ___ 7. Ability to communicate in writing.
- ___ ___ ___ ___ 8. Ability to plan and conduct evaluations.

Section 5.2.3 – Create a professional development plan for a member of the organization.

- ___ ___ ___ ___ 9. Ability to communicate orally.
- ___ ___ ___ ___ 10. Ability to communicate in writing.

Section 5.4.6 – Develop a plan to accomplish change in the organization.

- ___ ___ ___ ___ 11. Ability to communicate orally.
- ___ ___ ___ ___ 12. Ability to communicate in writing.

Section 5.7.1 – Analyze a member’s accident, injury, or health exposure history.

- ___ ___ ___ ___ 13. Ability to communicate in writing.
- ___ ___ ___ ___ 14. Ability to interpret accidents, injuries, occupational illnesses, or death reports.

Candidate’s Name: _____ **Station: P** ___ **F** ___

Evaluator’s Signature: _____ **Date:** _____

Skill Set: Budget

OBJECTIVE: NFPA 1021-2009, Chapter 5, Sections 5.4.2 and 5.4.3

REFERENCE: IFSTA, Fire and Emergency Services Company Officer, 4th edition, © 2007.
KNOWLEDGE: pp. 625 – 650.

Candidate Equipment Required: Station uniform, writing instruments.

Evaluator Equipment Required: None.

Read To Candidate

At this station, you will be given a scenario involving the purchase of a new system or program, or a major piece of equipment, and will be required to prepare a budget request to support this outlay. You must include the costs relating to issues of personnel as they apply to overtime, backfill, etc.; training delivery, whether in-house or at another location; supporting equipment purchase and installation; and facilities modification.

You will research and use your own department's regulations, SOPs/SOGs, policies, and procedures in preparing the budget request. You will research actual costs to put this new outlay into place. You will prepare the appropriate documents in accordance with department policies & procedures to solicit bids for the purchase. You will prepare the consolidated budget request, appropriate explanatory supporting documents, and a transmittal document through the chain of command to the Chief.

Along with your submitted original work, you will submit copies of all supporting departmental documents (regulations, SOPs/SOGs, policies, and procedures). If your department does not have the appropriate regulations, SOPs/SOGs, policies, or procedures in place, you will write them.

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

You have three (3) calendar months from the date you complete the written component of the Inspector I certification program for this homework project to arrive at the Kansas Fire & Rescue Training Institute. Failure to meet this deadline will constitute the failed first of two attempts to successfully complete this project.

This project must be **YOUR OWN ORIGINAL WORK**.

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

1st Attempt	2nd Attempt										Skill Steps
P	F	P	F								

Section 5.4.2 – Develop a project or divisional budget.

- | | | | | |
|-----|-----|-----|-----|---------------------------------------|
| ___ | ___ | ___ | ___ | 1. Ability to allocate finances. |
| ___ | ___ | ___ | ___ | 2. Ability to relate interpersonally. |
| ___ | ___ | ___ | ___ | 3. Ability to communicate orally. |
| ___ | ___ | ___ | ___ | 4. Ability to communicate in writing. |

Section 5.4.3 – Describe the process of purchasing, including soliciting and awarding bids.

- | | | | | |
|-----|-----|-----|-----|---------------------------------------|
| ___ | ___ | ___ | ___ | 5. Ability to use evaluative methods. |
| ___ | ___ | ___ | ___ | 6. Ability to communicate orally. |
| ___ | ___ | ___ | ___ | 7. Ability to communicate in writing. |

Candidate's Name: _____ **Station:** P ___ F ___

Evaluator's Signature: _____ **Date:** _____

Skill Set: Fire Cause & Determination/Post-Incident Analysis

OBJECTIVE: NFPA 1021-2009, Chapter 5, Sections 5.4.4, 5.5.1, and 5.6.2.

REFERENCE: IFSTA, *Fire and Emergency Services Company Officer*, 4th edition, © 2007.
KNOWLEDGE: pp. 143 – 163, 167 – 189, 581 – 598, 655 – 699, and 753 – 779

Candidate Equipment Required: Station uniform, writing instruments, PPE, Investigative tools, still and video cameras.

Evaluator Equipment Required: None.

Read To Candidate

At this station, you will be required to investigate an actual fire call in your jurisdiction to determine cause; prepare a news release in accordance with department policies concerning this incident; and develop and conduct a post-incident analysis.

REQUIREMENT 1: DETERMINE POINT OF ORIGIN AND PRELIMINARY CAUSE. You must use an actual fire call from your jurisdiction. It may be a vehicle fire, a wildland fire, or a structure fire. Conduct an investigation of the fire once it has been extinguished and overhauled to determine its point of origin and preliminary cause. Document your findings with appropriate still photos, applicable witness statements, and other documentation required by your jurisdiction. Complete the appropriate NFIRS documents and a transmittal document through your chain of command to the Chief.

REQUIREMENT 2: PREPARE A NEWS RELEASE. Based upon the fire you have investigated, prepare a news release in accordance with your department's policies and procedures for news releases. Attach a copy of your department's policies and procedures for news releases to your submission.

REQUIREMENT 3: DEVELOP AND CONDUCT A POST-INCIDENT ANALYSIS. Referring to department policies, procedures, and SOPs/SOGs, develop a post-incident analysis of the incident. Refer to the investigation you conducted; department reports and records of the response; dispatch reports; incident command reports; etc. Then conduct a formal post-incident analysis debrief of your crew. You must film this debrief and submit a copy of the videotape (VHS, CD, or DVD) along with the post-incident analysis documentation. The actual debrief will be filmed in front of your crew. You must use appropriate visual aids to show how you determined cause and origin, the conduct of the fire suppression, response information, safety concerns, problems encountered, recommended changes to procedures, and any other pertinent information. This debrief shall be a minimum of 15 minutes and no more than 30 minutes.

IMPORTANT NOTE: On all documents submitted for this Skill Set, remove actual names, addresses, phone numbers, SSNs, etc. to protect the privacy of individuals concerned. Replace them with fictitious names (e.g., John Doe), addresses (e.g., 100 Any Street), phone numbers (e.g., 111-222-3333), etc.

Keep your answers brief and complete. The answers you submit must be your own work. You will be graded on your deductive skills, clarity of expression, and completeness of answers.

You have six (6) calendar months from the date you complete the written component of the Inspector I certification program for this homework project to arrive at the Kansas Fire & Rescue Training Institute. Failure to meet this deadline will constitute the failed first of two attempts to successfully complete this project.

This project must be **YOUR OWN ORIGINAL WORK**.

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

1st Attempt	2nd Attempt	Skill Steps
P F	P F	

Section 5.4.4 – Prepare a news release.

___ ___ ___ ___ 1. Ability to communicate orally.

___ ___ ___ ___ 2. Ability to communicate in writing.

(Continued)

Section 5.5.1 – Determine the point of origin and preliminary cause of a fire.

- ___ ___ ___ ___ 3. Ability to communicate orally.
- ___ ___ ___ ___ 4. Ability to communicate in writing.
- ___ ___ ___ ___ 5. Ability to apply knowledge using deductive skills.

Section 5.6.2 – Develop and conduct a post-incident analysis.

- ___ ___ ___ ___ 6. Ability to write reports.
- ___ ___ ___ ___ 7. Ability to communicate orally.
- ___ ___ ___ ___ 8. Ability to evaluate skills.

Candidate's Name: _____ **Station: P** ___ **F** ___

Evaluator's Signature: _____ **Date:** _____

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Fire Officer II Local Verification

NFPA 1021 – 2009

Candidate's Name: _____ Date of Birth: _____

Local Verification Requirements

NFPA 1021 – 2009, JPR 5.6.1, Produce Operational Plans:

The candidate has successfully demonstrated the ability to implement an incident management system.

The candidate has successfully demonstrated the ability to effectively communicate orally.

The candidate has successfully demonstrated the ability to supervise and account for assigned personnel under emergency conditions

The candidate has successfully demonstrated the ability to serve in command staff and unit supervision positions within the Incident Management System.

NOTE: This Local Verification Form is to be signed by the Fire Department Chief or in those larger departments where the Fire Chief may not normally have direct supervision over the individual at emergency scenes, then it shall be signed by the Supervisory Chief (i.e., Battalion Chief, Shift Chief, Assistant Chief, Deputy Chief, etc.).

I have supervised or witnessed the candidate operate at the scene of an emergency in my department and affirm that the candidate identified above has met the requirements listed above. All requirements have been successfully demonstrated per local department protocol. All information listed above can be validated by a written and/or hard copy of the documents maintained by the department.

Signature of Fire Chief or Supervising Chief

Printed Name of Fire Chief or Supervising Chief

Rank or Position of Fire Chief or Supervising Chief

Date: _____ Department: _____

Fire Department Phone Number: (_____) _____ - _____

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

11/09 KF&RTI