

National Certification Program Study Guide

June 2009



Fire Officer I



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

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Introduction to Fire Officer I 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. One will be an emergency tactical situation (*Skills Evaluation Item 1*) or nonemergency/training situation (*Skills Evaluation Item 2*) and the second will be selected from the remaining Skills Evaluation Items 3 through 7. Skills Evaluation Item 8 (Oral Interview) will be tested for all candidates.

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 I NFPA 1021 – 2009

Prerequisites:

Candidates seeking certification for Fire Officer I 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 designated representative) or employer. Verification of these requirements will be executed with the completion of the **Fire Officer I Local Verification Form** found at the end of this Study Guide (page 21).
 - a. Demonstrated ability to write reports, letters, and memos utilizing word processing and spreadsheet programs.
 - b. Demonstrated ability to operate in an information management system.
 3. Candidate must be competent in all objectives listed in NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2009 edition, Chapter 4.
 4. Candidate must be previously nationally certified (IFSAC or NPQB) NFPA 1001 Fire Fighter II and NFPA 1041 Fire Instructor I.
 5. Successful completion of all parts of the Fire Officer I certification exam will result in national certification as Fire Officer Level I.
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Part I - Written Examination:

The Fire Officer I 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 I 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 I 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.
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Part III – Oral Interview:

Some of the Fire Officer I practical skills objectives listed in NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2009 edition, require the candidate to communicate verbally. These requirements will be examined during an oral interview conducted by an Evaluation Committee.

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 and a series of photographs taken after the extinguishment of a fire. You will then be asked to explain how that particular building's construction and the suppression efforts used by the fire department contributed to or prevented the spread of the fire. (*This example addresses JPR 4.5.2*)

Specific information on the Oral Interview may be found in Skills Evaluation Item 8 found beginning on page 19 of this Study Guide.

References & Textbooks:

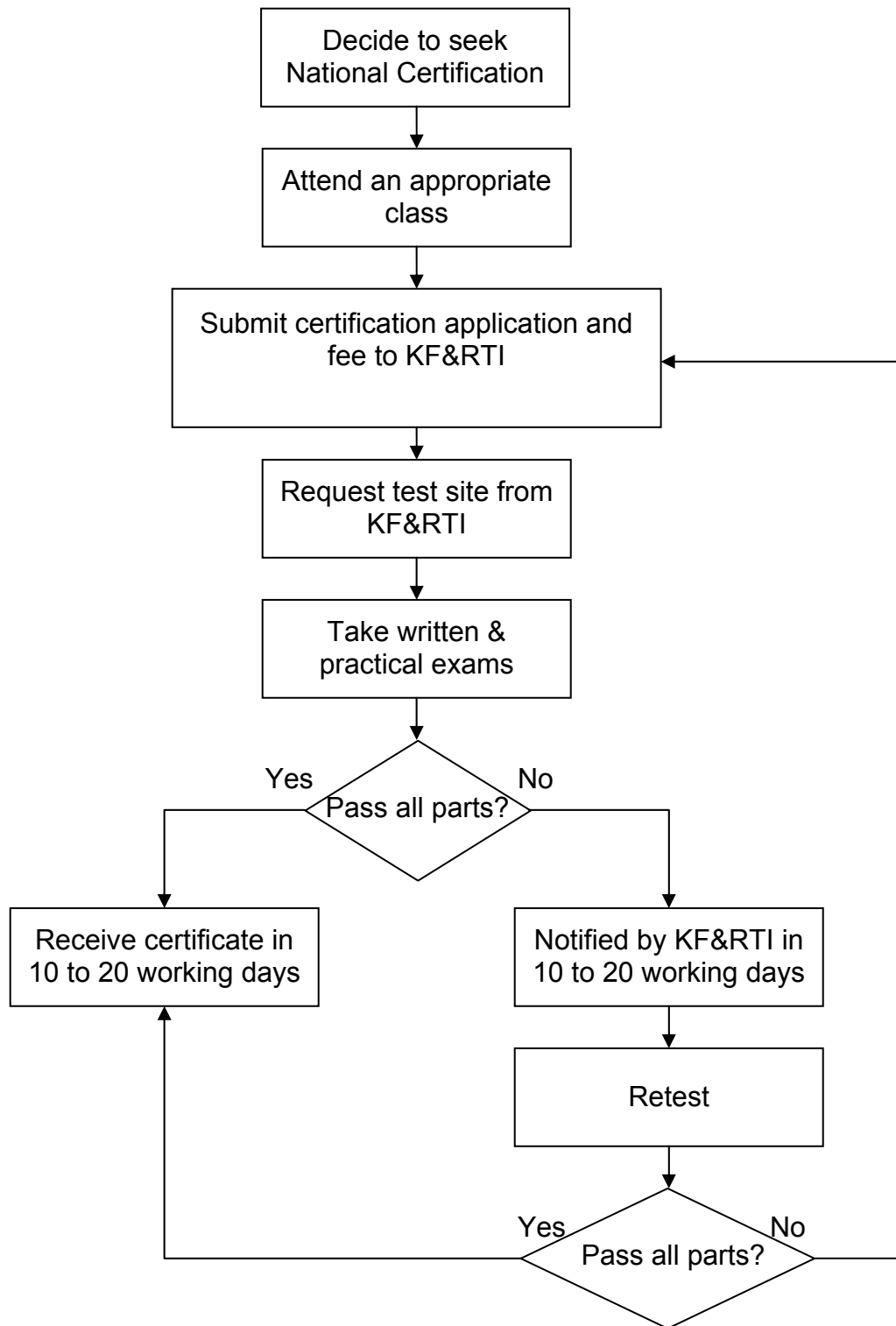
IFSTA, *Fire and Emergency Services Company Officer*, 4th edition, © 2007.

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

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

KFRTI, *Fire Officer I Student Materials*, July 2008.

Certification Flow Chart for Fire Officer I



Fire Officer I 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.

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
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General Prerequisite Knowledge.

4.1.1 pp. 55 – 68, 77 – 92, 193 – 215, 235 – 258, 313 – 327, 435 – 459

General Prerequisite Skills.

4.1.2 pp. 167 – 189

Assign tasks or responsibilities to unit members, given an assignment at an emergency incident.

4.2.1 pp. 123 – 138, 285 – 308, 413 – 430

Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions.

4.2.2 pp. 123 – 138

Direct unit members during a training evolution.

4.2.3 pp. 263 – 281

Recommend action for member-related problems.

4.2.4 pp. 285 – 308

Apply human resource policies and procedures.

4.2.5 pp. 143 – 163, 285 – 308

Coordinate the completion of assigned tasks and projects by members.

4.2.6 pp. 55 – 68, 285 – 308

Initiate action on a community need.

4.3.1 pp. 331 – 353

Initiate action to a citizen's concern.

4.3.2 pp. 331 - 353

Respond to a public inquiry.

4.3.3 pp. 143 – 163, 193 – 215, 331 – 353

Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level.

4.4.1 pp. 143 – 163, 193 – 215

Execute routine unit-level administrative functions.

4.4.2 pp. 357 – 374, 379 – 409

Prepare a budget request.

4.4.3 pp. 193 – 215

Explain the purpose of each management component of the organization.

4.4.4 pp. 1 – 4, 22 – 27

Explain the needs and benefits of collecting incident response data.

4.4.5 pp. 753 – 758

Describe the procedures of the AHJ for conducting fire inspections.

4.5.1 pp. 495 – 517

Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another.

4.5.2 pp. 495 – 517

Secure an incident scene.

4.5.3 pp. 451 – 459

Develop an initial action plan.

4.6.1 pp. 143 – 163, 379 – 409, 463 – 495

Implement an action plan at an emergency operation.

4.6.2 pp. 143 – 163, 435 – 459, 463 – 495

Develop and conduct a post-incident analysis.

4.6.3 pp. 143 – 163, 435 – 459

Apply safety regulations at the unit level.

4.7.1 pp. 143 – 163, 219 – 231

Conduct an initial accident investigation.

4.7.2 pp. 143 – 163, 219 – 231

Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities.

4.7.3 pp. 143 – 163, 219 – 231

Cumulative reading pages:

1 – 4, 22 – 27, 55 – 68, 77 – 92, 123 – 138, 143 – 163, 167 – 189, 193 – 215, 219 – 231, 235 – 258, 263 – 281, 285 – 308, 313 – 327, 331 – 353, 357 – 374, 379 – 409, 413 – 430, 435 – 459, 463 – 517, and 753 – 758.

Fire Officer I 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.
KFRTI, Fire Officer I Student Materials, July 2008.

The reading and study references listed below represent published references from which certification exam skill sheets are derived. These referenced assignment sheets and skills sheets are provided in the KFRTI Fire Officer I Student Materials (marked **AS** for Assignment Sheets and **SS** for Skill Sheets).

Section Subject & NFPA Objective Number	Referenced Skill Sheets
General Prerequisite Skills.	
(AS 8-1, 8-2)	
4.1.2 Effectively communicate in writing using technology provided by AHJ. Write reports, letters, & memos utilizing word processing & spreadsheet programs. Operate in an information management system. Operate at all levels in the incident management system.	KFRTI 1, 2, 3, 4, 5, 6, 7 Local Verification Local Verification KFRTI 1, 2
Assign tasks or responsibilities to unit members, given an assignment at an emergency incident.	
(AS 6-1)	
4.2.1 Condense instructions for frequently assigned unit tasks based on training and SOPs.	KFRTI 1
Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions.	
(AS 6-2)	
4.2.2 Issue instructions for frequently assigned unit tasks based on department policy.	KFRTI 2
Direct unit members during a training evolution.	
(SS 12-1)	
4.2.3 Distribute issue-guided directions to unit members during training evolutions.	KFRTI 2
Recommend action for member-related problems.	
(NONE)	
4.2.4 Recommend a course of action for a member in need of assistance.	KFRTI 3
Apply human resource policies and procedures.	
(AS 13-1)	
4.2.5 Communicate orally. Communicate in writing. Demonstrate ability to relate interpersonally.	KFRTI 8 KFRTI 3 KFRTI 3
Coordinate the completion of assigned tasks and projects by members.	
(NONE)	
4.2.6 Plan and set priorities.	KFRTI 1, 2

Initiate action on a community need.

(AS 15-1)

- 4.3.1 Demonstrate familiarity with public relations. KFRTI 4
Communicate verbally. KFRTI 8

Initiate action to a citizen's concern.

(AS 9-1, 15-2)

- 4.3.2 Demonstrate familiarity with public relations. KFRTI 4
Communicate verbally. KFRTI 8

Respond to a public inquiry.

(AS 9-1)

- 4.3.3 Demonstrate ability to relate interpersonally. KFRTI 4
Respond to public inquiries. KFRTI 4

Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level.

(AS 9-2, SS 15-1)

- 4.4.1 Demonstrate ability to relate interpersonally. KFRTI 5
Communicate change in a positive manner. KFRTI 5

Execute routine unit-level administrative functions.

(NONE)

- 4.4.2 Communicate orally. KFRTI 8
Communicate in writing. KFRTI 5

Prepare a budget request.

(AS 9-3)

- 4.4.3 Communicate in writing. KFRTI 5

Explain the purpose of each management component of the organization.

(NONE)

- 4.4.4 Communicate verbally in a clear and concise manner. KFRTI 8

Explain the needs and benefits of collecting incident response data.

(AS 8-3)

- 4.4.5 Communicate orally. KFRTI 8
Communicate in writing. KFRTI 5

Describe the procedures of the AHJ for conducting fire inspections.

(AS 21-1)

- 4.5.1 Communicate in writing. KFRTI 6
Apply appropriate codes and standards. KFRTI 6

Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another.

(NONE)

- 4.5.2 Use evaluative methods. KFRTI 6
Communicate orally. KFRTI 8
Communicate in writing. KFRTI 6

Secure an incident scene.

(NONE)

- 4.5.3 Establish perimeters at incident scenes. KFRTI 1, 2

Develop an initial action plan.

(AS 17-1)

- | | | |
|-------|---|---------|
| 4.6.1 | Analyze emergency scene conditions. | KFRTI 1 |
| | Activate local emergency plan, including localized evacuation procedures. | KFRTI 1 |
| | Allocate resources. | KFRTI 1 |
| | Communicate orally. | KFRTI 8 |

Implement an action plan at an emergency operation.

(AS 19-1)

- | | | |
|-------|--|---------|
| 4.6.2 | Implement an incident management system. | KFRTI 1 |
| | Communicate orally. | KFRTI 8 |
| | Manage scene safety. | KFRTI 1 |
| | Supervise & account for assigned personnel under emergency conditions. | KFRTI 1 |

Develop and conduct a post-incident analysis.

(SS 19-1, AS 21-2)

- | | | |
|-------|---------------------|---------|
| 4.6.3 | Write reports. | KFRTI 2 |
| | Communicate orally. | KFRTI 8 |
| | Evaluate skills. | KFRTI 2 |

Apply safety regulations at the unit level.

(AS 10-1)

- | | | |
|-------|--------------------------|------------|
| 4.7.1 | Identify safety hazards. | KFRTI 1, 2 |
| | Communicate orally. | KFRTI 8 |
| | Communicate in writing. | KFRTI 1, 2 |

Conduct an initial accident investigation.

(AS 10-2)

- | | | |
|-------|-------------------------|------------|
| 4.7.2 | Communicate orally. | KFRTI 8 |
| | Communicate in writing. | KFRTI 7 |
| | Conduct interviews. | KFRTI 7, 8 |

Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities.

(NONE)

- | | | |
|-------|---------------------|---------|
| 4.7.3 | Communicate orally. | KFRTI 8 |
|-------|---------------------|---------|

Skill Set: Tactical Emergency Scenario

OBJECTIVE: NFPA 1021-2009, Chapter 4, Sections 4.1.2, 4.2.1, 4.2.6, 4.5.3, 4.6.1, 4.6.2, and 4.7.1

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

KNOWLEDGE: pp. 55 – 68, 123 – 138, 143 – 163, 167 – 189, 219 – 231, 285 – 308, 379 – 409, 413 – 430, 435 – 459, 463 - 495.

KFRTI, *Fire Officer I Student Materials*, July 2008.

SKILLS: KFRTI AS 6-1, 8-1, 8-2, 10-1, 17-1, & 19-1

Candidate Equipment Required: Station uniform, writing instruments.

Evaluator Equipment Required: None.

Read To Candidate

At this station, you will be required to complete a tactical scenario under emergency conditions. You will serve as the company officer of the first arriving unit and will assume command. You may **not** pass or transfer command to anyone else unless specifically directed to in the scenario provided. You will be provided with an emergency scenario and a list of responding assets.

Keep your answers brief and complete. You must use the charts, diagrams, tactical worksheets, and other forms provided to you. 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 may use a dictionary and any other references provided to you by the Test Site Coordinator.

Ensure that you complete **all portions** of this station. You must complete this station in **60 minutes**.

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

1st Attempt 2nd Attempt
P F P F

Skill Steps

Section 4.1.2 – General prerequisite skills.

___ ___ ___ ___ 1. Effectively communicate in writing using technology provided by the AHJ.

___ ___ ___ ___ 2. Operate at all levels in the incident management system.

Section 4.2.1 – Assign tasks or responsibilities to unit members, given an assignment at an emergency incident.

___ ___ ___ ___ 3. Condense instructions to frequently assigned unit tasks based on training and SOPs.

Section 4.2.6 – Coordinate the completion of assigned tasks and projects by members.

___ ___ ___ ___ 4. Plan and set priorities.

Section 4.5.3 – Secure an incident scene.

___ ___ ___ ___ 5. Establish perimeters at incident scenes.

Section 4.6.1 – Develop an initial action plan.

___ ___ ___ ___ 6. Analyze emergency scene conditions.

___ ___ ___ ___ 7. Activate local emergency plan, including localized evacuation procedures.

___ ___ ___ ___ 8. Allocate resources.

(Continued)

Section 4.6.2 – Implement an action plan at an emergency operation.

- ___ ___ ___ ___ 9. Implement an incident management system.
- ___ ___ ___ ___ 10. Manage scene safety.
- ___ ___ ___ ___ 11. Supervise & account for assigned personnel under emergency conditions.

Section 4.7.1 – Apply safety regulations at the unit level.

- ___ ___ ___ ___ 12. Identify safety hazards.
- ___ ___ ___ ___ 13. Communicate in writing.

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

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

Skill Set: Nonemergency or Training Tactical Scenario

OBJECTIVE: NFPA 1021-2009, Chapter 4, Sections 4.1.2, 4.2.2, 4.2.3, 4.2.6, 4.5.3, 4.6.3, and 4.7.1

REFERENCE: IFSTA, *Fire and Emergency Services Company Officer*, 4th edition, © 2007.
KNOWLEDGE: pp. 55 – 68, 123 – 138, 143 – 163, 167 – 189, 219 – 231, 263 – 281, 285 – 308, 451 – 459.
KFRTI, *Fire Officer I Student Materials*, July 2008.
SKILLS: KFRTI AS 6-2, 8-1, 8-2, 10-1, & 21-2 and SS 12-1 & 19-1.

Candidate Equipment Required: Station uniform, writing instruments.

Evaluator Equipment Required: None.

Read To Candidate

At this station, you will be required to complete a tactical scenario under nonemergency or training conditions.

Nonemergency Scenario: In this nonemergency scenario, you will serve as the company officer of the first arriving unit and will assume command. You may **not** pass or transfer command to anyone else unless specifically directed to in the scenario provided. You will be provided with a nonemergency scenario and a list of responding assets.

Training Scenario: In this training evolution, you will serve as the company officer and you will be conducting company-level training in accordance with a published training schedule and established training guidance. You will be provided with a schedule and description of the assets & facilities available for your use.

Keep your answers brief and complete. You must use the charts, diagrams, tactical worksheets, and other forms provided to you. 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 may use a dictionary and any other references provided to you by the Test Site Coordinator.

Ensure that you complete **all portions** of this station. You must complete this station in **60 minutes**.

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

1st Attempt 2nd Attempt
P F P F

Skill Steps

Section 4.1.2 – General prerequisite skills.

- ___ ___ ___ ___ 1. Effectively communicate in writing using technology provided by the AHJ.
___ ___ ___ ___ 2. Operate at all levels in the incident management system.

Section 4.2.2 – Assign tasks or responsibilities to unit members, given an assignment under emergency conditions.

- ___ ___ ___ ___ 3. Issue instructions for frequently assigned unit tasks based on department policy.

Section 4.2.3 – Direct members during a training evolution.

- ___ ___ ___ ___ 4. Distribute issue-guided directions to unit members during training evolutions.

Section 4.2.6 – Coordinate the completion of assigned tasks and projects by members.

- ___ ___ ___ ___ 5. Plan and set priorities.

(Continued)

Section 4.5.3 – Secure an incident scene.

___ ___ ___ ___ 6. Establish perimeters at incident scenes.

Section 4.6.3 – Develop and conduct a post-incident analysis.

___ ___ ___ ___ 7. Write reports.

___ ___ ___ ___ 8. Evaluate skills.

Section 4.7.1 – Apply safety regulations at the unit level.

___ ___ ___ ___ 9. Identify safety hazards.

___ ___ ___ ___ 10. Communicate in writing.

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

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

Skill Set: Personnel Action

OBJECTIVE: NFPA 1021-2009, Chapter 4, Sections 4.1.2, 4.2.4, and 4.2.5

REFERENCE: IFSTA, Fire and Emergency Services Company Officer, 4th edition, © 2007.
KNOWLEDGE: pp. 143 – 163, 167 – 189, 285 – 308.
KFRTI, Fire Officer I Student Materials, July 2008.
SKILLS: KFRTI AS 8-1, 8-2, 13-1.

Candidate Equipment Required: Station uniform, writing instruments.

Evaluator Equipment Required: None.

Read To Candidate

At this station, as the company officer, you will be required to apply human resource policies and procedures in recommending action for a member-related problem.

Keep your answers brief and complete. You must use the forms provided to you. The answers you submit must be your own work. You will be graded on your assessment of the issue, interpretation of human resource policies, clarity of expression, and completeness of answer. You may use a dictionary and any other references provided to you by the Test Site Coordinator.

Ensure that you complete **all portions** of this station. You must complete this station in **60 minutes**.

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

1st Attempt 2nd Attempt
P F P F

Skill Steps

Section 4.1.2 – General prerequisite skills.

___ ___ ___ ___ 1. Effectively communicate in writing using technology provided by the AHJ.

Section 4.2.4 – Recommend action for member-related problems.

___ ___ ___ ___ 2. Recommend a course of action for a member in need of assistance.

Section 4.2.5 – Apply human resource policies and procedures.

___ ___ ___ ___ 3. Communicate in writing.

___ ___ ___ ___ 4. Demonstrate the ability to relate interpersonally.

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

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

Skill Set: Written Communications

OBJECTIVE: NFPA 1021-2009, Chapter 4, Sections 4.1.2, 4.3.1, 4.3.2, and 4.3.3

REFERENCE: IFSTA, *Fire and Emergency Services Company Officer*, 4th edition, © 2007.
KNOWLEDGE: pp. 143 – 163, 167 – 189, 193 – 215, 331 – 353.
KFRTI, *Fire Officer I Student Materials*, July 2008.
SKILLS: KFRTI AS 8-1, 8-2, 9-1, 15-1, 15-2

Candidate Equipment Required: Station uniform, writing instruments.

Evaluator Equipment Required: None.

Read To Candidate

At this station, you will be required to complete a written response to an action dealing with the public. You will be provided with a scenario upon which you must take correct action and complete an appropriate written response. It will deal with **one** of the following issues:

- Initiating action on a community need.
- Initiating action to a citizen's concern.
- Responding to a public inquiry.

Keep your answers brief and complete. Your completed response must not be longer than two pages. You will be graded on your selection of the appropriate type of response; your customer relations attitude; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation. You may use a dictionary and any other references provided to you by the Test Site Coordinator.

Ensure that you complete **all portions** of this station. You must complete this station in **60 minutes**.

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

1st Attempt 2nd Attempt
P F P F

Skill Steps

Section 4.1.2 – General prerequisite skills.

___ ___ ___ ___ 1. Effectively communicate in writing using technology provided by the AHJ.

Section 4.3.1 – Initiate action on a community need.

___ ___ ___ ___ 2. Demonstrate familiarity with public relations.

Section 4.3.2 – Initiate action to a citizen's concern.

___ ___ ___ ___ 3. Demonstrate familiarity with public relations.

Section 4.3.3 – Respond to a public inquiry.

___ ___ ___ ___ 4. Demonstrate ability to relate interpersonally.

___ ___ ___ ___ 5. Respond to public inquiries.

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

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

Skill Set: Administrative Functions

OBJECTIVE: NFPA 1021-2009, Chapter 4, Sections 4.1.2, 4.4.1, 4.4.2, 4.4.3, and 4.4.5

REFERENCE: IFSTA, *Fire and Emergency Services Company Officer*, 4th edition, © 2007.
KNOWLEDGE: pp. 143 – 163, 167 – 189, 193 – 215, 357 – 374, 379 – 409, 753 - 758
KFRTI, *Fire Officer I Student Materials*, July 2008.
SKILLS: KFRTI AS 8-1, 8-2, 8-3, 9-2, & 9-3 and SS 15-1

Candidate Equipment Required: Station uniform, writing instruments.

Evaluator Equipment Required: None.

Read To Candidate

At this station, you will be required to execute routine unit- level written administrative functions, commonly expected of company officers. You will be provided with a scenario upon which you must complete an appropriate written response. It will deal with **one** of the following issues:

- Recommend changes to existing departmental policies.
- Implement a new departmental policy.
- Prepare a budget request.
- Explain the needs and benefits of collecting incident response data.

Keep your answers brief and complete. You will be graded on your completeness of response; using a positive attitude when making or implementing recommendations; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation. You may use a dictionary and any other references provided to you by the Test Site Coordinator.

Ensure that you complete **all portions** of this station. You must complete this station in **60 minutes**.

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

1st Attempt 2nd Attempt
P F P F

Skill Steps

Section 4.1.2 – General prerequisite skills.

___ ___ ___ ___ 1. Effectively communicate in writing using technology provided by the AHJ.

Section 4.4.1 – Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level.

___ ___ ___ ___ 2. Demonstrate ability to relate interpersonally.
___ ___ ___ ___ 3. Communicate change in a positive manner.

Section 4.4.2 – Execute routine unit-level administrative functions.

___ ___ ___ ___ 4. Communicate in writing.

Section 4.4.3 – Prepare a budget request.

___ ___ ___ ___ 5. Communicate in writing.

Section 4.4.5 – Explain the needs and benefits of collecting incident response data.

___ ___ ___ ___ 6. Communicate in writing.

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

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

Skill Set: Fire Inspection

OBJECTIVE: NFPA 1021-2009, Chapter 4, Sections 4.1.2, 4.5.1, and 4.5.2

REFERENCE: IFSTA, Fire and Emergency Services Company Officer, 4th edition, © 2007.
KNOWLEDGE: pp. 167 – 189, 495 – 517.
KFRTI, Fire Officer I Student Materials, July 2008.
SKILLS: KFRTI AS 8-1, 8-2, and 21-1.

Candidate Equipment Required: Station uniform, writing instruments.

Evaluator Equipment Required: None.

Read To Candidate

At this station, you will be required to apply and interpret applicable building codes and standards. You will be given a scenario of a building inspection and then be required to complete a building inspection form and provide the results to the occupancy owner.

Keep your answers brief and complete. You will be graded on your completeness of response; using a positive attitude when presenting results and making recommendations; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation. You may use a dictionary and any other references provided to you by the Test Site Coordinator.

Ensure that you complete **all portions** of this station. You must complete this station in **60 minutes**.

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

1st Attempt 2nd Attempt
P F P F

Skill Steps

Section 4.1.2 – General prerequisite skills.

___ ___ ___ ___ 1. Effectively communicate in writing using technology provided by the AHJ.

Section 4.5.1 – Describe the procedures of the AHJ for conducting fire inspections.

___ ___ ___ ___ 2. Communicate in writing.

___ ___ ___ ___ 3. Apply appropriate codes and standards.

Section 5.5.2 – Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another.

___ ___ ___ ___ 4. Use evaluative methods.

___ ___ ___ ___ 5. Communicate in writing.

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

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

Skill Set: Accident Investigation

OBJECTIVE: NFPA 1021-2009, Chapter 4, Sections 4.1.2 and 4.7.2

REFERENCE: IFSTA, Fire and Emergency Services Company Officer, 4th edition, © 2007.
KNOWLEDGE: pp. 143 – 163, 167 – 189, 219 – 231.
KFRTI, Fire Officer I Student Materials, July 2008.
SKILLS: KFRTI AS 10-2

Candidate Equipment Required: Station uniform, writing instruments.

Evaluator Equipment Required: None.

Read To Candidate

At this station, you will be required to conduct an accident investigation. You will be provided with a scenario that describes the accident results, the individuals involved, and photographs of the scene. You must prepare a list of questions that you will use when interviewing those involved. You must identify and list factors which led up to the accident and corrective actions to be implemented to prevent such reoccurrences in the future. You will then prepare a report of investigation that will be forwarded to the chief.

Keep your answers brief and complete. You will be graded on your completeness of response; using a positive attitude when presenting results and making recommendations; that your conclusions are supported by the facts; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation. You may use a dictionary and any other references provided to you by the Test Site Coordinator.

Ensure that you complete **all portions** of this station. You must complete this station in **60 minutes**.

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

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

Section 4.1.2 – General prerequisite skills.

___ ___ ___ ___ 1. Effectively communicate in writing using technology provided by the AHJ.

Section 4.7.2 – Conduct an initial accident investigation.

___ ___ ___ ___ 2. Communicate in writing.

___ ___ ___ ___ 3. Conduct interviews.

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

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

Skill Set: Oral Interview

OBJECTIVE: NFPA 1021-2009, Chapter 4, Sections 4.2.5, 4.3.1, 4.3.2, 4.4.2, 4.4.4, 4.4.5, 4.5.2, 4.6.1, 4.6.2, 4.6.3, 4.7.1, 4.7.2, and 4.7.3.

REFERENCE: IFSTA, Fire and Emergency Services Company Officer, 4th edition, © 2007.
KNOWLEDGE: pp. 1 – 4, 22 – 27, 143 – 163, 167 – 189, 219 – 231, 285 – 308, 331 – 353, 357 – 374, 379 – 409, 435 – 459, 463 – 517, 753 - 758.
KFRTI, Fire Officer I Student Materials, July 2008.
SKILLS: KFRTI AS 8-3, 9-1, 10-1, 10-2, 13-1, 15-1, 15-2, 17-1, 19-1, & 21-2 and SS 19-1

Candidate Equipment Required: Station uniform, writing instruments.

Evaluator Equipment Required: None.

Read To Candidate

At this station, you will be interviewed by a Board of Evaluators, similar to oral interviews conducted as part of the hiring or promotion process. The Board will ask you to provide responses that address a number of the NFPA Objectives listed below. All of these NFPA Objectives require you to be able to effectively communicate orally. The interview may involve roll playing.

You will be provided scenarios in which to frame your responses as well as a list of questions 30 minutes before your interview so that you may mentally prepare your responses. You may prepare any notes you wish on the list of questions provided by the Board. You will be required to return this list of questions to the Board upon completion of your interview.

Keep your answers brief and complete. You will be graded on your completeness of response; using a positive attitude when presenting results and making recommendations; that your conclusions are supported by the facts; the clarity of expression in framing your response; and your confidence in delivery. You may use a dictionary and any other references provided to you by the Board.

Your interview will last **no more than 15 minutes**.

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

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

Section 4.2.5 – Apply human resource policies and procedures.

Section 4.3.1 – Initiate action on a community need.

Section 4.3.2 – Initiate action to a citizen’s concern.

Section 4.4.2 – Execute routine unit-level administrative functions.

Section 4.4.4 – Explain the purpose of each management component of the organization.

Section 4.4.5 – Explain the needs and benefits of collecting incident response data.

Section 4.5.2 – Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another.

Section 4.6.1 – Develop an initial action plan.

Section 4.6.2 – Implement an action plan at an emergency operation.

(Continued)

Section 4.6.3 – Develop and conduct a post-incident analysis.

Section 4.7.1 – Apply safety regulations at the unit level.

Section 4.7.2 – Conduct an initial accident investigation. (Includes conducting interviews.)

Section 4.7.3 – Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak demand activities.

Interviews will be scored based upon the following criteria:

- ___ ___ ___ ___ 1. Completeness of response.
- ___ ___ ___ ___ 2. Positive attitude when presenting results and making recommendations.
- ___ ___ ___ ___ 3. Conclusions supported by the facts.
- ___ ___ ___ ___ 4. Clarity of expression in framing response.
- ___ ___ ___ ___ 5. Confidence in delivery.

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

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

If the candidate FAILS this station after both attempts, provide comments below and turn it in to the Test Site Coordinator.



Fire Officer I Local Verification

NFPA 1021 – 2009

Candidate's Name: _____ Date of Birth: _____

Local Verification Requirements

NFPA 1021 – 2009, 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.

I have reviewed the candidate's file 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.

Typed or Legibly Printed Name of Fire Chief or Training Officer

Signature of Fire Chief or Training Officer

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

01/09 KF&RTI