

FIRE OFFICER II

HUMAN RESOURCE MANAGEMENT

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

REFERENCE: NFPA 1021, 2014 Edition 5.2.1, 5.2.1(A)(B)

CONDITION: Given a situation involving a member of a unit, human resource policies and procedures and appropriate forms for documentation.

COMPETENCE:

- Review departmental and human resource policy and procedures regarding employee-counseling process.
- Select appropriate setting.
- Remain calm and professional during the interview process.
- Communicate to the firefighter the reason for the interview.
- Discuss the issue or problem with firefighter and allow them to comment.
- Communicate to the firefighter expected behavior or performance based on department policy or job description.
- Develop a plan of action to correct behavior or performance following human resource and departmental policies and procedures.
- Document, on appropriate forms, actions taken by the firefighter and officer conducting the interview.

TIME: 20:00 Minutes

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

REFERENCE: NFPA 1021, 2014 Edition 5.2.2, 5.2.2(A)(B)

CONDITION: Given personnel records and evaluation form.

COMPETENCE:

- Review department/human resource policy and procedures regarding employee evaluation process.
- Select appropriate setting.
- Remain calm and professional during the evaluative process.
- Communicate to the firefighter the reason for the interview.
- Review previous evaluations.
- Communicate to the firefighter expected behavior and performance standards based on job description.
- Focus on positive attributes and skills, identify weaknesses and develop plan of action to improve skills and abilities.
- Document, on appropriate forms, actions taken by the firefighter and officer conducting the evaluation.

TIME: 20:00 Minutes

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

REFERENCE: NFPA 1021, 2014 Edition 5.2.3, 5.2.3(A)(B)

CONDITION: Given position description and the requirements for promotion.

COMPETENCE:

- Review department/human resource policy and procedures regarding employee promotion.
- Select appropriate setting.
- Review with firefighter job requirements and promotion process.
- Identify strengths and weaknesses.
- Establish development plan based on areas of improvement.
- Determine time frame and set goals.
- Document, on appropriate forms, actions taken by the firefighter and officer conducting the evaluation.

TIME: 20:00 Minutes

COMMUNITY AND GOVERNMENT RELATIONS

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

REFERENCE: NFPA 1021, 2014 Edition 5.3.1, 5.3.1(A)(B)

CONDITION: Given a situation involving a strategic partner, department policy and mission statement.

COMPETENCE:

- Review department mission statement and goals, policies.
- Establish lines of communication with external agency.
- Set meeting time.
- Identify areas of concern or any issues that pose to be a hindrance.
- Identify possible solutions as necessary.
- Be positive and honest while engaged in the communication process.
- Establish on-going relationship.
- Report back within organization to report outcomes.
- Document situation as required.

TIME: 20:00 Minutes

ADMINISTRATION

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

REFERENCE: NFPA 1021, 2014 Edition 5.4.1, 5.4.1(A)(B)

CONDITION: Given a policy or procedure in need of change, department policies and procedures for changing a policy.

COMPETENCE:

- Review policy in question.
- Identify areas within policy needed improvement or updating.
- Gather information from other sources applicable to the policy.
- Following department policy, draft new policy.
- Submit new recommended policy to supervisor or per department policy.

TIME: 30:00 Minutes

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

REFERENCE: NFPA 1021, 2014 Edition 5.4.2, 5.4.2(A)(B)

CONDITION: Given a need, budget form(s), and schedules and guidelines for preparation.

COMPETENCE:

- Determine which category budget request should come from (operating or capital).
- Determine limits on request if applicable.
- Gather previous budget information of similar requests if available.
- Identify and plan program needs.
- Create budget request on appropriate forms.
- Submit budget request to appropriate supervisor.

TIME: 20:00 Minutes

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

REFERENCE: NFPA 1021, 2014 Edition, 5.4.3, 5.4.3(A)(B)

CONDITION: Given a need, purchasing form(s), and schedules and guidelines for preparation.

COMPETENCE:

- Identify and plan program's needs.
- Determine which category purchase request should come from.
- Determine limits on request if applicable.
- Describe accepted process to choose vendors in accordance bid directives laws.
- Create purchase order or request.
- Submit purchase order request to appropriate supervisor.

8. Prepare a news release so that the information is accurate and formatted correctly.

REFERENCE: NFPA 1021, 2014 Edition, 5.4.4, 5.4.4(A)(B)

CONDITION: Given an event or topic, department form and policies.

COMPETENCE:

- Develop a heading:
 - Subject.
 - Date.
 - Contact person.
 - Release Date.
- Develop the body:
 - Include who, what, when, where and why.
 - Short, concise, easy to read no more than two pages.
 - Double-spaced.
 - Free of grammar and spelling errors.

Time: 20:00 Minutes

9. Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics.

REFERENCE: NFPA 1021, 2003 Edition, 5.4.5, 5.4.5(A)(B)

CONDITION: Given fire department records and specific request for details such as trends, variances, or other related topics.

COMPETENCE:

- Identify area of information being requested.
- Gather information for subject area for report from: department records, community sources, and other sources as needed.
- Review material and identify any trends or changes.
- Analyze the data.
- Describe appropriate formatting of information.
- Create concise report using applicable information.
- Submit to supervisor.

TIME: 30:00 Minutes

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

REFERENCE: NFPA 1021, 2014 Edition, 5.4.6, 5.4.6(A)(B)

CONDITION: Given a new department policy.

COMPETENCE:

- Review new policy.
- Assess the organization and determine how each unit will be affected by the change.
- Describe steps to investigate the situation and research data for initiating change.
- Describe the process for plan development of identified issue.
- Describe the process for implementing the proposed plan.
- Identifies procedure for effectively communicating plan implementation.

TIME: 10:00 Minutes

INSPECTION AND INVESTIGATION

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

REFERENCE: NFPA 1021, 2014 Edition, 5.5.1, 5.5.1(A)(B)

CONDITION: Given a fire scene, photographs, diagrams and pertinent data and or sketches.

COMPETENCE:

- Locate point of origin.
- Review interviews notes from firefighters, bystanders, occupant and/or owner.
- Determine cause of fire; accidental, natural, or incendiary.
- Complete documentation of fire scene.
- Complete reports with clarity and factuality.
- Contact fire investigator if required.
- Secure fire scene as required to maintain control for legal purposes.
- Describes process for applying deductive reasoning within fire investigations.

TIME: 30:00 Minutes

EMERGENCY SERVICE DELIVERY

- 12. Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600, and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident.**

REFERENCE: NFPA 1021, 2014 Edition, 5.6.1, 5.6.1(A)(B)

CONDITION: Given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600 and safety procedures.

COMPETENCE:

- Determine type of emergency.
- Determine incident priority (Life safety, Incident stabilization, Property conservation).
- Determine method of attack (offensive, defensive, rescue, transitional).
- Establish command.
- Conduct size-up of incident.
- Communicate incident plan to unit members.
- Supervise unit members during completion of action plan.
- Maintain personnel accountability.

TIME: 10:00 Minutes

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

REFERENCE: NFPA 1021, 2014 Edition, 5.6.2, 5.6.2(A)(B)

CONDITION: Given a multi-unit incident and post incident analysis policies and procedures and forms.

COMPETENCE:

- Elements of command used during incident reviewed and discussed.
- Building construction factors reviewed and discussed.
- Protective systems involved reviewed and discussed.
- Fire behavior observed during incident reviewed and discussed.
- Department response to incident reviewed and discussed.
- Areas of deficiency identified, evaluated, reviewed and discussed.
- Recommendations documented and forwarded to next level of authority.

TIME: 10:00 Minutes

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

REFERENCE: NFPA 1021, 2014 Edition, 5.6.3, 5.6.3(A)(B)

CONDITION: Given incident reporting data.

COMPETENCE:

- Analyze data.
- Determine the major causes for service demands within the planning area(s).
- Prepare a written report outlining the major causes for service demands.
- Effectively interprets and present the report to senior officer(s).

TIME: 10:00 Minutes

SAFETY

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

REFERENCE: NFPA 1021, 2014 Edition, 5.7.1, 5.7.1(A)(B)

CONDITION: Given a situation involving a unit member, department policies and procedures, and appropriate forms.

COMPETENCE:

- Review department policies for type of incident.
- Review initial accident report.
- Describe process for analyzing and interpreting data.
- Conduct interviews as necessary to determine the following:
 - Identify the behavior or condition that caused the accident.
 - Identify what were the circumstances involved.
 - Determine root cause for the accident.
- Identify previously unrecognized hazards.
- Complete report forms with recommended actions to correct hazard or behavior.

TIME: 30:00 Minutes