

Utah Fire Service Certification System

FIRE OFFICER I



CERTIFICATION STANDARD

SEPTEMBER 2015

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Fire Officer I

Technical Committee

The Certification Council would like to recognize and extend a voice of appreciation to the following fire service professionals for their work on this Fire Officer I certification standard. These individuals devoted many hours to reviewing the National Fire Protection Association (NFPA) 1021 standard, certification test bank, curriculum text books, and developing the skills for this standard.

Thank You...

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INTRODUCTION

The Fire Company Officer I Certification program is for those who are currently serving as company officers or who are seeking the skills in preparation to become an officer. As a candidate participating in this program, you are involved in breaking new ground in certification and program development. The methods of training, testing and certifying are innovative and will carry us into the next century. By participating in this program you will be on the leading edge of the new wave of certification.

The fire service in Utah, through a state certification program, can meet the needs of current and future growth and establish uniformity through certification. We will then have more effective and efficient utilization of resources so as to provide the best possible fire protection service for all the citizens throughout the state of Utah.

The purpose of this program is to develop effective company level officers. Success can be measured by the participant's own growth, effectiveness in working with others and better management of fire ground operations. These are all areas that are covered in course work and satisfy the standard. An individual's development is a personal area and is measured primarily within oneself. The outward manifestation of growth is a more effective and confident leader

This program is designed to meet the minimum requirements of the National Fire Protection Association (NFPA) Standard 1021, *Fire Officer Professional Qualifications*, Chapter 4 Fire Officer I requirements, 2014 Edition, as verified and adopted by the Utah Fire Service Certification Council (UFSCC). With completion of this program you will meet and exceed the standard in several areas.

Through these national standards and certification, firefighters and fire departments have a tool to measure specific levels of skills, abilities and knowledge. The UFSCC believes that by participating in the certification program firefighters and fire departments will be better prepared to provide quality life safety and fire protection for their communities.

We pay tribute to the 343 members of FDNY who gave their lives to save civilian victims on September 11, 2001, at the World Trade Center. They are true American heroes in death, but they were also American heroes in life. We will keep them in our memory and in our hearts. They are the embodiment of courage, bravery, and dedication. May they rest in peace.

**In Memoriam,
September 11, 2001**

CERTIFICATION REQUIREMENTS

Entrance Requirements

In order to certify within the Utah Fire Officer I program, firefighters must fulfill the following requirements:

- 1- Complete Entrance Requirements.
- 2- Meet pre-requisites, UFSCC certified as Firefighter II.
- 3- Meet pre-requisites, UFSCC certified as Fire Instructor I.
- 4- Have the ability to effectively communicate in writing utilizing technology provided by the AHJ.
- 5- Set up and maintain department records.
- 6- Train on the required written and practical objectives.
- 7- Pass a department "In House" practical skills examination.
- 8- Pass both written and practical skills examination administered by the Certification Council.
- 9- Have a minimum 3 years experience as a member of an organized fire department (Volunteer, Career, or an Emergency Response Organization).
- 10- Request Fire Officer I certification.
- 11- Request Recertification.

The UFSCC acknowledges the importance of and need for entrance requirements as listed in the NFPA 1001 standard on *Fire Fighter Professional Qualifications*. Many agencies and departments have existing policies, regulations, etc. already in place regarding these requirements. The handling of entrance requirements is a **LOCAL MATTER**, outside the authority and jurisdiction of the UFSCC. The Council will not check, test, evaluate or determine how individual agencies meet these requirements. Some departments have found it necessary to waive any type of entrance requirements due to their own special needs. As a local decision, this is permitted. However, due to the amount of physical, mental and emotional stress inherent in this profession, **the Utah Fire Service Certification Council strongly recommends careful evaluation before altering or doing away with any existing entrance requirements.**

Physical Fitness Requirements

The requirements listed in NFPA 1001, 2013 ed., Chapter 4 are:

1. Meet the minimum educational requirements established by the authority having jurisdiction.
2. The Utah Fire Service Certification Council Policy 11.3 requires that a candidate must be 18 years of age to test and be certified.
3. Meet the medical requirements of NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*, chapter 5, subsection 5.1.1, as determined by the medical authority of the AHJ.
4. Physical fitness requirements for entry-level personnel shall be developed and validated by the authority having jurisdiction. Physical fitness requirements shall be in compliance with applicable Equal Employment Opportunity regulations and other legal requirements.

*Department Training
Officers*

For departments to enroll in the certification process, it is necessary for the department to assign training officers. It is recommended that the department assign at least two personnel as training officers to coordinate and provide certification training.

Department training officers shall be state certified at the level they are teaching. For this level of certification this would require that those involved in the training should be Fire Officer I certified with the UFSCC as a minimum. In addition, the Certification Council strongly recommends that training officers be state certified at the Instructor I level.

Department training officers will be responsible for certification training. Their primary responsibility will be to teach, evaluate, and in-house test department personnel on the manipulative skill and evolution requirements for each level of certification training.

Departments who **do not** have certified personnel to act as training officers for certification training should contact the Utah Fire & Rescue Academy at 801-863-7700 or 1-888-548-7816 for assistance in setting up and monitoring certification training.

DEPARTMENT TRAINING

The position of Fire Officer I is one that requires a high level of skill and knowledge. The training that is given to and received by fire officer candidates should be of the highest quality and degree. All training received must meet the requirements of NFPA 1021; Chapter 4 (2014 edition) and the skills as approved by the UFSCC contained within this the Utah Standard. All training received must be documented and recorded on a training record (Appendix A).

The Fire Officer I shall have the ability to effectively communicate in writing utilizing technology provided by the AHJ; write reports, letters and memos utilizing word processing and spreadsheet programs; operate in an information management system; and effectively operate at all levels in the incident management system utilized by the AHJ.

All testing for Fire Officer I will be conducted following the Policies and Procedures of the UFSCC.

Participants in the Utah Fire Officer I program must successfully complete one of the following training courses and requirements to qualify to take the state examination.

- 1- Fire Officer I Course sponsored by the Utah Fire & Rescue Academy.
- 2- EFSO 2100 – Fire Officer I course as taught by: Utah Valley University / Utah Fire & Rescue Academy
- 3- Department Based Training – Departments can create their own Fire Officer I course which meets the requirements as outlined in NFPA 1021 Chapter 4 (2014). A training record as given in this standard, must be completed for each person involved in the department based training.

The course material should be referenced to the following textbook to prepare the candidate to successfully pass the state certification examination.

Written Objectives

The written objectives for Fire Officer I are covered in the following textbook:

- **Jones & Bartlett, Fire Officer, Principles and Practice, 2nd Edition**
- **National Fire Protection Association, NFPA 1021, Standard for Fire Officer Professional Qualifications, 2014 Edition**

This textbook is available from various fire service bookstores. A current list of textbook sources is available by calling the certification office at 1-888-548-7816.

Manipulative Objectives

Each participant **must** be trained and evaluated in the performance of **all**-manipulative skill. Each of the manipulative skill and objectives shall be completed swiftly, safely and with competence as defined below:

- **Swiftly** - Each manipulative skill objective must be completed within the allotted time.
- **Safely** - Each manipulative skill objective must be completed safely. Conduct that could injure an individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.
- **Competence** - Each manipulative skill objective is performed in accordance with the Utah Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the UFSCS manipulative skill objectives.

Department Training Records

Each participant shall have a current training record on file with the department which indicates that he/she has trained on all manipulative skill objectives. Training records must have the date and Instructors original signature and/or initials for each line. Departments may set up their own training records or use the one provided in Appendix A. In addition to the training record, all assignments completed during the course should be maintained with the training record.

Department "In House" Manipulative Skills Examination

At the completion of the manipulative skills training, or course, the department is required to hold an "in-house" skills examination for the level being trained. This is a comprehensive "in house" skill test conducted by the department training officers or course instructor. This test is to ensure that skill mastery has been obtained from the beginning to the end of the training process, and to prepare participants for the state examination.

Proctor instructions for the examination are in Appendix C. In-house testers shall follow the proctor instruction sheet to provide for uniformity and fairness during the in-house exam. It is recommended that participants be given two attempts at any skill. **If they fail on the second try, then they have failed the evaluation and are required to go through additional training by the department trainer.** No training, teaching, or coaching is allowed during the test. After the evaluation, using the test to teach and train is recommended.

If manipulative skill weaknesses are evident, the department shall conduct additional training and hold a new department "in house" manipulative skills examination. Department training records must show that all participants have successfully passed the "in-house" examination.

CERTIFICATION EXAMINATIONS

Written Examinations

After completion of the training process, the Chief/Administrator can request testing for the candidate using the "Request for Examination" form in Appendix D. The candidate will then have three attempts to pass the written examination. A separate application must be sent to the Certification Council for each attempt. Request forms must reach the Certification Council no later than **30 days** prior to the examination date. The entire examination process must be completed within one year of the first written exam date.

The written examination is a randomly generated **100-question** test covering the written objectives of the Fire Officer I NFPA 1021 standard. A minimum score of 70% is required to pass the certification exam. Firefighters failing the first attempt of the written exam will be permitted to retest no sooner than **30 days** from the date of the last exam. Three attempts are given to pass the exam. If a participant fails the written examination three times, they have failed the certification process and must wait **1 year** from the date of the last failed exam before re-entering testing. Exam results are forwarded to the Chief/Administrator within 30 days following the receipt of the completed examination.

SAMPLE WRITTEN EXAMINATION QUESTIONS:

Q- Line item accounting is a form of:

- a- bargaining
- b- complaint resolution
- c- budgetary control**
- d- an employee accountability system

Q- From which management theory did quality circles evolve?

- a- Theory Z**
- b- Theory Y
- c- The Hygiene Theory
- c- The Leadership continuum

If participants are receiving this training as delivered by the Utah Fire & Rescue Academy, the written certification examination will be administered at the conclusion of the course.

If fire departments have developed their own officer course, they will need to submit a request for this examination following the policies and procedures of the UFSCC.

Manipulative Skills "Spot Check" Examination

The manipulative skills examination for the Fire Officer I program has two steps involved. A department training record check and the manipulative skill "spot check" examination. A certification tester, appointed by the Utah Fire Service Certification Council, conducts the examination.

First, training records are checked for completeness. All assignments completed during the Fire Officer I course shall be attached to the training record. If the training record is inadequate or assignments are missing, corrective action must be taken before proceeding to the next step.

The training record and assignments must meet minimum requirements and are checked for the following:

- 1- Participant has been trained in each manipulative skill for the level being evaluated.
- 2- A department training officer or instructor has signed off each manipulative skill.
- 3- Each participant has passed a department "in-house" manipulative skills examination.
- 4- All assignments must be in finished format (with no grading marks).

Second is the manipulative skills "spot check" examination which is graded on a 100% pass/fail basis. The test is graded in the following three areas:

- **Swiftly** - Each manipulative skill objective must be completed within the allotted time.
- **Safely** - Each manipulative skill objective must be completed safely. Conduct that could injure an individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.
- **Competence** - Each manipulative skill objective is performed in accordance with the Utah Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the UFSCS manipulative skill objectives.

Participants are "spot checked" on THREE (3) individual manipulative skills. **Calculators are NOT allowed on manipulative exams.** No prior notification will be given of which skill will be tested. Applicants who fail an individual skill must wait 30 days before attempting a second attempt. If an applicant fails the second attempt, they must wait an additional 30 days for a third and final attempt. Participants taking a third attempt will test on the skill they failed plus an additional skill from the same section. **No training, teaching, or coaching is allowed during this state test.**

Participants who have failed the third attempt of the written examination or the manipulative skills examination have failed the certification process and must wait **1 year** from the date of the failed third attempt to re-enter state testing. The participant will begin testing with a new first attempt of the written examination, following a request for examination.

FIRE OFFICER I CERTIFICATION

When all requirements for certification have been met, applicants are eligible to be certified. The Chief/Administrator may apply to the Utah Fire Service Certification Council for certification for those participants who have successfully completed the certification training/testing process. Request for state certification will be submitted to the Council using the "Request for Certification" form provided in Appendix D. The names are then checked against the official state records to ensure that each individual listed has met all requirements.

Those applicants who have met the requirements are issued a wallet card and certificate. These are sent to the Chief/Administrator for disbursement. There is no cost for testing/certification if the candidate passes their written examination on the first attempt. A \$40 testing/certification fee will be assessed if the candidate passes their written exam on the 2nd attempt, and a \$60 fee will be assessed if the candidate passes their written exam on the 3rd attempt. This fee schedule is applicable as of July 1, 2013.

***The above fee table applies to Utah Fire Departments only. All other agencies will be assessed a testing/certification fee of \$40.00 per level.**

Prerequisites for Fire Officer I Certification

Applicants for certification **must** be state certified through the Utah Fire Service Certification System at the Firefighter II level and Fire Instructor I. In addition to being certified at the Firefighter II level, an applicant must have a minimum of 3 years experience as a member of an emergency response agency. Fire Officer I certification **will not** be issued until participants have fulfilled this requirement.

Re-certification

Certification at Fire Officer I Level is valid for a three-year (3)-period. Each certified Fire Officer I may renew certification by having the Chief/Administrator of the Participating Agency submit an "Application for Certification/Re-certification" provided in Appendix D. There is a re-certification fee of \$ 5.00 per person that should accompany the application.

Each certified Fire Officer I shall participate in at least 36 hours of structured class and manipulative training per year. A total of 108 hours of training is required during the previous certification period.

*For more information on
Utah Firefighter
Certification contact the:*

**Utah Fire Service Certification Council
Utah Fire & Rescue Academy
3131 Mike Jense Parkway
Provo, UT 84601
1-888-548-7816
www.uvu.edu/ufra**

FIRE OFFICER I **CERTIFICATION** **CHECKLIST**

ENTRANCE REQUIREMENTS:

- Each participant has met requirements listed in NFPA 1001, Chapter 4 or those established by the authority having jurisdiction.

DEPARTMENT TRAINING RECORDS:

- Each participant has a training record on file with the department that shows:
 - 1- A learning experience in each manipulative skill objective.
 - 2- Dates of training.
 - 3- Initials of instructors.
- Each participant has trained on the Fire Officer I Level written objectives.

DEPARTMENT "IN HOUSE" MANIPULATIVE SKILLS EXAMINATION:

- Each participant has successfully completed an "In House" manipulative skills examination.
- Results of exam are documented in department training records.

ADDITIONAL TRAINING /PREREQUISITE REQUIREMENTS:

- Each participant is state certified through the UFSCC at the Firefighter II level and Fire Instructor I level.
- Minimum of three years of experience as a member of an emergency response agency.

CERTIFICATION EXAMINATIONS:

- Each participant has passed the UFSCC written examination.
- Each participant has passed the UFSCC manipulative skill "Spot Check" examination administered by an approved Certification Tester.

FIRE OFFICER I - CERTIFICATION:

- Chief/Administrator request certification for participants using the "Request for Certification" form.

FIRE OFFICER I MANIPULATIVE SKILL OBJECTIVES

HUMAN RESOURCE MANAGEMENT

- 1. Assign tasks or responsibilities to unit members during an emergency operation so that the instructions are complete, clear, and concise.**

REFERENCE: NFPA 1021, 2014 Edition, 4.2.1, 4.2.1(b)

CONDITION: Given an assignment at an emergency operation, 4-firefighter team.

COMPETENCE:

- Instruction to team is complete.
- Instruction to team is clear.
- Instruction to team is concise.
- Safety issues are addressed.
- Expected outcomes are conveyed to team.

TIME: 5:00 Minutes

- 2. Assign tasks or responsibilities to unit members during non-emergency conditions at the station so that the instructions are complete, clear, and concise.**

REFERENCE: NFPA 1021, 2014 Edition, 4.2.2, 4.2.2(b)

CONDITION: Given an assignment at a nonemergency conditions, (i.e., station tasks, apparatus cleaning, etc.).

COMPETENCE:

- Instruction to members is complete.
- Instruction to members is clear.
- Instruction to members is concise.
- Safety issues are addressed.
- Expected outcomes are conveyed to team.

TIME: 5:00 Minutes

3. Direct unit members during a training evolution so that the evolution is performed safely, efficiently, and as directed.

REFERENCE: NFPA 1021, 2014 Edition, 4.2.3, 4.2.3(b)

CONDITION: Given a company training evolution, training policies and procedures, and a 4-member team.

COMPETENCE:

- Instruction to members is complete.
- Instruction to members is clear.
- Instruction to members is concise.
- Safety issues are addressed.
- Expected outcomes are conveyed to team.
- Task is completed.

TIME: 5:00 Minutes

4. Recommend action for member related problem so that the situation is identified and the actions taken are within the established policies and procedures.

REFERENCE: NFPA 1021, 2014 Edition, 4.2.4, 4.2.4(b)

CONDITION: Given a member with a situation requiring assistance (i.e., substance abuse, delayed stress, financial, etc.) and the member assistance policies and procedures.

COMPETENCE:

- Identify signs and symptoms of member related problems.
- Identify the causes of stress in emergency services personnel.
- Conduct interview with member.
- Establish proper environment to conduct interview process.
- Establish relationship with member to open lines of communication.
- Identify problem during interview with members.
- Develop plan with member to resolve problem.
- Direct member to other assistance (i.e. Employee Assistance Program) if needed and available.
- Assist member in understanding policies and procedures where applicable.
- Document interview following SOP's.
- Conclude interview.

TIME: 10:00 Minutes

5. Apply human resource policies and procedures so that policies and procedures are followed.

REFERENCE: NFPA 1021, 2014 Edition, 4.1.2, 4.2.5, 4.2.5(b)

CONDITION: Given an administrative situation requiring action (i.e., transfer, promotions, commendations, discipline, etc.).

COMPETENCE:

- Conduct interview with member.
- Establish proper environment to conduct interview process.
- Establish relationship with member to open lines of communication.
- Explain purpose of meeting.
- Discuss with member process or department policies.
- Assist member in understanding policies and procedures where applicable.
- Document interview following SOP's or policies.
- Conclude interview.

TIME: 10:00 Minutes

6. Coordinate the completion of assigned tasks and projects by members so that the assignments are prioritized, a plan of completion of each assignment is developed and members are assigned to specific tasks and supervised during the completion of the assignments.

REFERENCE: NFPA 1021, 2014 Edition, 4.2.6, 4.2.6(b)

CONDITION: Given a list of projects and tasks and the job requirements of subordinates.

COMPETENCE:

- Identify member qualifications.
- Match member qualification to project requirements.
- Meet with member to delegate assignment for project.
- Establish projects priorities.
- Establish requirements necessary to complete projects.
- Assist member in understanding project requirements.
- Establish plan of completion for the assigned project.
- Establish report and follow-up procedures.
- Conclude interview.

TIME: 10:00 Minutes

COMMUNITY and GOVERNMENT RELATIONS

7. Initiate action to a citizen's concern or public inquiry so that the concern or inquiry is answered or referred to the appropriate individual for action following policies and procedures.

REFERENCE: NFPA 1021, 2014 Edition, 4.3.1, 4.3.2, 4.3.2(b), 4.3.3, 4.3.3(b)

CONDITION: Given a citizen's complaint and department policies.

COMPETENCE:

- Establish lines of communication with citizen.
- Identify the nature of the complaint or inquiry.
- Identify possible solutions to complaint or inquiry.
- Direct citizen to proper department or person if situation is not within fire department area of responsibility.
- Be positive and honest while dealing with citizen.
- Assist the citizen with information, forms or other resources to resolve the concern or inquiry.
- Document situation as required.
- Department policies and procedures are followed.

TIME: 10:00 Minutes

8. Deliver a public education program so that the intended message is conveyed clearly.

REFERENCE: NFPA 1021, 2014 Edition, 4.3

CONDITION: Given a target audience to deliver a public education message, selected material, presentation method, time allotment, and classroom.

COMPETENCE:

- State lesson objective to class.
- Follow lesson plan.
- Address questions from students.
- Safety is maintained for participants during the presentation.
- Evaluation instrument is presented during the presentation.
- Education information is distributed to the audience.
- Summarize lesson objectives.

TIME: 15:00 Minutes (+/- 2 minutes)

ADMINISTRATION

- 9. Recommend changes to existing department policies or implement a new departmental policy at the company level so that the policy is communicated to and understood by company members.**

REFERENCE: NFPA 1021, 2014 Edition, 4.4.1, 4.4.1(b)

CONDITION: Given a new department policy.

COMPETENCE:

- Set meeting time with company members.
- Explain purpose of meeting.
- Explain new policy to company members.
- Answer questions from company members as needed.
- Be positive and honest while dealing with company members.
- Be supportive of new policy and department.
- Conclude meeting.

TIME: 10:00 Minutes

- 10. Execute routine company -level administrative functions, completion of a fire incident report (UFIRS) and a medical report (EMS), so that the reports are complete and files are maintained in accordance with policies and procedures.**

REFERENCE: NFPA 1021, 2014 Edition, 4.1.2, 4.4.2, 4.4.2(b), 4.4.5(b), 4.7.3

CONDITION: Given a fire incident or a medical incident, proper forms, and reference material.

COMPETENCE:

- Obtain completed information in regards to the incident.
- Completely fill in report forms in appropriate boxes.
- Complete narrative on reverse side if needed.
- Sign and date report.
- File report(s) as per department policy.

TIME: 20:00 Minutes

11. Prepare a budget request so that the request is in the proper format and is supported with data.

REFERENCE: NFPA 1021, 2014 Edition, 4.1.2, 4.4.3, 4.4.3(b)

CONDITION: Given a scenario for a budget need.

COMPETENCE:

- Identify a need for budget request.
- Determine source of revenue.
- Gather data (internal/external) to support request.
- Develop a written proposal for request.
- Complete request form, obtain signatures for request.

TIME: 15:00 Minutes

12. Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.

REFERENCE: NFPA 1021, 2014 Edition, 4.4.4, 4.4.5(b), 4.7.3

CONDITION: Given the department organizational chart.

COMPETENCE:

- Identify positions and responsibilities within the organizational chart.
- Identify the purpose of the organization (mission statement).

TIME: 10:00 Minutes

INSPECTION AND INVESTIGATION

13. Evaluate available information so that a preliminary cause of a fire is determined, reports are complete and if required, the scene is secured and all pertinent information is turned over to an investigator.

REFERENCE: NFPA 1021, 2014 Edition, 4.5.1, 4.5.1(b), 4.5.3

CONDITION: Given a fire incident, observations, interview notes from first arriving members and bystanders, photos or other information.

COMPETENCE:

- Locate point of origin.
- Secure fire scene.
- Conduct interviews with firefighters, bystanders, occupant and/or owner.
- Document interviews and take notes.
- Determine cause of fire; accidental, natural, or incendiary.
- Complete documentation of fire scene.
- Complete reports by clarity and factuality.
- Contact fire investigator if required.
- Secure fire scene as required to maintain control for legal purposes.

TIME: 20:00 Minutes

14. **Secure an incident scene so that unauthorized persons can recognize the perimeters of the scene, persons are kept from restricted areas and all evidence or potential evidence is protected from damage or destruction.**

REFERENCE: NFPA 1021, 2014 Edition, 4.5.2, 4.5.2(b)

CONDITION: Given a rope or barrier tape, marking devices for evidence, incident information.

COMPETENCE:

- Locate point of origin.
- Identify possible items of evidence.
- Mark and protect evidence “as is” and document location or relocation.
- Secure fire scene.
- Secure perimeter by use of rope, barrier tape.
- Determine access point to scene.
- Establish log to record who enters and exits fire scene.

TIME: 20:00 Minutes

EMERGENCY SERVICE DELIVERY

15. **Develop a pre-incident plan so that all required elements are identified and the appropriate forms are completed and processed in accordance with policies and procedures.**

REFERENCE: NFPA 1021, 2014 Edition, 4.5.1

CONDITION: Given an assigned facility and preplanning policies, procedures, and forms.

COMPETENCE: PRE-INCIDENT SURVEY

- Set-up appointment with owner or manager of facility to be preplanned.
- Take proper equipment; paper, pencils, ruler, survey forms, flashlight, camera, tape measure, water pressure gauge and clipboard.

CONDUCTING THE SURVEY

- Introduce crew members to facility staff/owner.
- Conduct survey following a systematic process.
- Identify type of building construction.
- Identify type of roof.
- Identify access and egress issues including exit signs and egress lighting.
- Identify location of portable fire extinguishers and ensure inspection currency.
- Identify fire alarm systems and their operational status.
- Identify common and special hazards.
- Identify hazard identification signs.
- Identify built in fire protection systems.
- Identify water supply for facility.
- Create a drawing of facility locating vital information (i.e., electrical shut off, gas shut off, FDC, standpipe connections, etc.)
- Create PLOT plan and FLOOR plan for facility.

POST SURVEY

- Complete survey forms.
- Attach plot and floor plan with QAP's or other forms.

TIME: 60:00 Minutes

16. Develop and implement an initial action plan so that resources are deployed to control the emergency.

REFERENCE: NFPA 1021, 2014 Edition, 4.6.1, 4.6.1(b), 4.6.2, 4.6.2(b), 4.6.3, 4.6.3(b)

CONDITION: Given an incident, size-up information, appropriate responding units for type of incident.

COMPETENCE:

- Determine type of emergency.
- Determine incident priority (Life safety, Incident stabilization, Property conservation).
- Determine fire flow.
- Conduct size-up of incident.
- Establish command.
- Determine strategy (offensive, defensive).
- Declare operational mode (investigation, fast-action, command).
- Communicate incident plan to company members.
- Supervise company members during completion of action plan.
- Call for additional resources if necessary.
- Maintain personnel accountability.

TIME: 20:00 Minutes

17. Develop and conduct a post-incident analysis so that all required critical elements are identified and communicated.

REFERENCE: NFPA 1021, 2014 Edition, 4.6.3

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

COMPETENCE:

- Gather information of incident (i.e., incident report, pre-planning information and forms, and dispatch information, etc.).
- Set time and location for post-incident discussion that is free of distractions.
- Review information on incident; pre-plans, building features, water, fire behavior, tactics, etc.
- Discuss each individual's role during the incident.
- Discuss positive/negative outcomes without focusing on blame.
- Observe members of crew for post-incident stress indicators.
- Document analysis process.

TIME: 15:00 Minutes

SAFETY

18. Conduct an in-service safety training at the unit level so that safety regulations are applied and member responsibilities are conveyed.

REFERENCE: NFPA 1021, 2014 Edition, 4.1.2, 4.7.1, 4.7.1(b)

CONDITION: Given safety policies and procedures used in daily activities and department forms for training.

COMPETENCE:

- Set meeting time.
- Determine topic of safety briefing.
- Review policies and procedures for topic of meeting.
- Conduct meeting, present safety message.
- Answer questions regarding policy.
- Conclude meeting and document according to department policy.

TIME: 10:00 Minutes.

19. Conduct an initial accident investigation so that the incident is documented and reports are processed in accordance with policies and procedures.

REFERENCE: NFPA 1021, 2014 Edition, 4.1.2, 4.7.2, 4.7.2(b)

CONDITION: Given an accident incident, investigation forms.

COMPETENCE:

- Review department policies for type of incident.
- Identify who was involved.
- 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.

TIME: 30:00 Minutes

APPENDIX – A
TRAINING RECORD

**UTAH FIRE SERVICE CERTIFICATION SYSTEM
FIRE OFFICER I**

NFPA 1021, 2014 Edition

**FIRE OFFICER I
TRAINING RECORD / IN-HOUSE COMPREHENSIVE EXAM**

NAME: _____ DEPARTMENT: _____

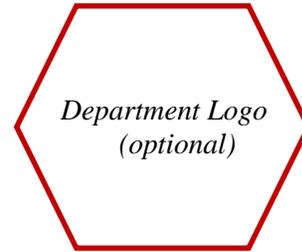
Training Records must have the date and instructor's original signature and/or initials for each line.

SECTION	TRAINING		IN-HOUSE EXAMINATION			MANIPULATIVE SKILL DEMONSTRATE
	DATE	INST	DATE	INST	PASS	
Human Resource Management						1. Assign tasks during emergency operations.
						2. Assign tasks during non-emergency conditions.
						3. Direct members during training evolution.
						4. Recommend action for a member.
						5. Apply human resource policies.
						6. Coordinate the completion of assigned tasks.
Com. Relations						7. Initiate action to a citizens concern or inquiry.
						8. Initiate community need, public ed. presentation.
Administration						9. Recommend/implement new department policy.
						10. Complete UFIRS and EMS form.
						11. Prepare a budget request.
						12. Explain purpose of each management component.
Inspection & Investigation						13. Determine preliminary cause of a fire.
						14. Secure an incident scene.
Emergency Service Del.						15. Develop a pre-incident plan.
						16. Develop and implement an initial action plan.
						17. Develop/conduct post-incident analysis.
Safety						18. Conduct in-service safety training, unit level.
						19. Conduct an initial accident investigation.

APPENDIX – B
SAMPLE MEMORANDUM, SAMPLE FORMULA, SAMPLE SCENARIO

SAMPLE MEMO

Department Letterhead



MEMORANDUM

To: Chief Smith
From: Captain Doe
Date: September 1, 2012
Subject: Report of Disciplinary Action for Firefighter Brown

Begin the text of your memo by stating the precise purpose of the memo (why you are writing). Then write a brief but informative summary of your message.

Write the discussion section of the memo by explaining details and examples that will be essential for your reader to know. It may be helpful to remember to answer the questions who, what, when, where, why, and how.

Finish the text of your memo with a call for action or a statement about the action you will take.

Use proper grammar and check your spelling.

DETERMINING FIRE FLOW

- National Fire Academy (NFA) Fire Flow Calculation
 - Best used during pre-planning
- Rules
 - $L \times W \div 3 = \text{GPM requirement for 100\% involvement.}$
 - **START ALL CALCULATIONS WITH THIS NUMBER**
 - Add 25% of the 100% for each floor above the fire floor up to four floors above the fire
 - Add 25% for every exposure within 50' of the fire building.
 - Rule of thumb

SAMPLE SCENARIO

**1 story Residential 30' x 50', 50% involved,
1 Exposure 40' away on the Delta Side**



Consider the following:

Incident priorities

- Life safety
- Incident Stabilization
- Property Conservation

Strategy

Initial report

Fire flow requirement

- 100% Involvement $L \times W / 3$
 $30 \times 50 / 3$
 $= 500 \text{ GPM}$
- 50 % Involvement $\text{Total} \times \% \text{ Involved}$
 $500 \text{ GPM} \times .50$
 $= 250 \text{ GPM}$
- Exposure $\text{Total} \times .25 \times \# \text{ of Exposures}$
 $500 \text{ GPM} \times .25 \times 1$
 $= 125 \text{ GPM}$
- Fire Flow Required $\text{Involvement} + \text{Exposure} = \text{Fire Flow}$
 $250 + 125$
 $= 375 \text{ GPM}$

Initial assignments for two more incoming Engines and one Truck

Think about a Post-Incident Analysis

APPENDIX – C
IN-HOUSE PROCTOR INSTRUCTORS

Proctor Instructions for “IN-HOUSE” Comprehensive Examination

As the training officers for your department you are authorized by the Certification Council to conduct the 100% skills test for this level of certification. You must be certified to the level that you are testing, i.e....If you're FF2 you can test both FF1 and 2, Awareness and Operations.

*PRIOR TO CONDUCTING THE TEST, REVIEW TRAINING RECORDS

It is important that before doing this “IN-HOUSE” exam that the candidate has completed training in all areas for the level being tested.

*SAFETY OFFICER SELECTED AND BRIEFED

Select a Safety Officer to assist you during the test. This person, if possible, should not be taking the same test that is being given. The Safety Officer will not assist with the testing process. The Safety Officer is there to protect the Candidates from injury during the testing process.

By using the following instructions you will be able to evaluate the skills being tested and determine the candidate's readiness for the State “Spot Check” exam.

1 - Keep in mind that this is a TEST and there should be NO COACHING or TRAINING during the testing process. If a candidate fails to perform a skill that skill will count as a first attempt failure and they will be given a second attempt. If they fail a second attempt, time they need to be retrained on that skill and tested again. Only **qualified** candidates that have passed with **100%** should be allowed to take the state SPOT CHECK Exam.

2 - Before beginning that testing process conduct a meeting with all candidates and review the testing process. Explain that this is a test and that the same process being used for the “In-House” will be used during the state exam.

3 - If possible, designate two separate areas for students testing. One area for those who are in the testing process and one area for those who have not yet begun the testing process. If separate areas are not available, make sure someone is in the room to ensure that students do not discuss the testing material. Make sure these areas have no training manuals, or other reference materials for students to look at while waiting testing.

4 - To evaluate a candidate's performance use the following as a guide:

- a. The skill is completed in the allotted time,
- b. Competence is shown by completing all performance criteria,
- c. Safety is shown while completing the skill.

5 - At each test station the Tester will read the Skill to be demonstrated, the Condition to be met and the Time limit to complete each skill. This information is contained in the skill section of each standards packet. Do this with each student as they come to each testing stations. Ask for any questions. As each skill is tested and completed, sign it off in the section provided on the candidates training record.

By conducting the “In-House” test in the manner, you will prepare your candidates to successfully pass the State “Spot Check” exam. This will also assure that training records are current and that only those who are truly prepared take the Certification Examination.

APPENDIX - D
CERTIFICATION FORMS

Utah Fire Service Certification System
Fire Officer I Certification
Application

PERSONAL INFORMATION

Name (Last, First): _____ Birth date: _____
Mailing Address: _____ City: _____
County: _____ State: _____ Zip: _____
Home Phone # _____ Work Phone # _____

DEPARTMENT INFORMATION

Department: _____ Position: _____
Status: Career Volunteer

PREREQUISITE CERTIFICATION INFORMATION

Firefighter I Certified: Yes Hazmat Awareness Certified: Yes
Firefighter II Certified: Yes Hazmat Operations Certified: Yes
Fire Instructor I Certified: Yes
Three (3) Years with an Emergency Response Agency: Yes

COURSE INFORMATION

Date completed Fire Officer I Course: _____
Course Instructor (s): _____
Class location: _____

TRAINING INFORMATION

Prior to testing, Fire Officer I candidates must present a completed training record and assignments as completed during the Fire Officer I course. Both the completed training record and all completed assignments must be presented at the time of testing.

- Training Record
- Completed Assignments

I acknowledge that the above Officer I application information is correct and accurate. I have completed all of the course assignments, written test, and have met the prerequisite requirements.

Candidates Signature

Date

I acknowledge that the above Officer I application information is correct and accurate.

Chiefs Signature

Date

Department Name

Date

Please list the names of participants who will be taking the examination.

Applicant Name

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____
- 17 _____
- 18 _____
- 19 _____
- 20 _____

Please sign and return to:
Utah Fire Service Certification Council
C/O Utah Fire and Rescue Academy
3131 Mike Jense Parkway Provo UT 84601
Toll Free # 888-548-7816
Fax: 801-374-0681

Utah Fire Service Certification Council
~REQUEST FOR CERTIFICATION / RECERTIFICATION~

Department/Organization Name

Date

Please type or print names as they should appear on each applicant's card and/or certificate. If this is for recertification, print "RECERT" on the level requested line.

Applicant Name	Social Security # (last four digits)	Date of Birth (mm/dd/yyyy)	Level Requested
1 _____	_____	____/____/____	_____
2 _____	_____	____/____/____	_____
3 _____	_____	____/____/____	_____
4 _____	_____	____/____/____	_____
5 _____	_____	____/____/____	_____
6 _____	_____	____/____/____	_____
7 _____	_____	____/____/____	_____
8 _____	_____	____/____/____	_____
9 _____	_____	____/____/____	_____
10 _____	_____	____/____/____	_____
11 _____	_____	____/____/____	_____
12 _____	_____	____/____/____	_____
13 _____	_____	____/____/____	_____
14 _____	_____	____/____/____	_____
15 _____	_____	____/____/____	_____
16 _____	_____	____/____/____	_____
17 _____	_____	____/____/____	_____
18 _____	_____	____/____/____	_____
19 _____	_____	____/____/____	_____
20 _____	_____	____/____/____	_____