

## Fire Officer II Portfolio Requirement Form

The skill level for Fire Officer II, as determined by the Utah Fire Service Certification Council, is focused on the fire service person who is in a Company Officer position or who is striving to be eligible for promotion. The intent of this portfolio is to demonstrate the experience gained by on-the-job experience.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department and/or Agency: \_\_\_\_\_

Current Job Title: \_\_\_\_\_

### Pre-requisite Requirements

☐ Certified at Fire Officer I. Issue Date: \_\_\_\_\_

☐ Completion of NIMS ICS-300. Completion Date: \_\_\_\_\_

☐ 5 years' experience at an emergency response agency. Hire Date: \_\_\_\_\_

☐ Specialty Requirements. Choose two of the following: ADO-Aerial, Hazardous Material Technician, Fire Inspector I, Fire Investigator, Fire Instructor II, or Technical Rescue.

Specialty Level: \_\_\_\_\_ Issued Date: \_\_\_\_\_

Specialty Level: \_\_\_\_\_ Issued Date: \_\_\_\_\_

☐ Completion of a 4 hour CTC course **OR** NFA "Incident Command Systems Simulation, SERIES I.

CTC Course Delivered By: \_\_\_\_\_ Completion Date: \_\_\_\_\_

#### **OR**

NFA "Incident Command Systems Simulation, SERIES I Completion Date: \_\_\_\_\_

**I acknowledge that the above information is correct and accurate. I have completed all of the certification requirements and have met the prerequisite requirements as outlined.**

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**As Chief/Training Officer I acknowledge that the above information is correct and accurate. The candidate has completed all of the certification requirements and has met the prerequisite requirements as outlined.**

Chief/Training Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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### Certification Office Use Only:

Approved by Certification Council: Yes                      No

Evaluated by: \_\_\_\_\_

Date approved: \_\_\_\_\_

### **Instructions to Candidate:**

1. To obtain certification as a Fire Officer II within the Utah Fire Service Certification System, complete the following form and provide documentation as required within the portfolio.
  - a. Address each requirement in the standard and document how you meet the criteria.
  - b. All work must be your own work. (See Policy 12.33.1)
  - c. Each requirement must be completed from a separate incident or scenario. You may not use one incident, or performed action, for every criterion.
  - d. Each requirement must have a minimum of one (1) submission. Candidates may submit more documentation if desired.
  - e. Each requirement should list the corresponding NFPA reference on the submitted documentation.
  - f. Each requirement must be completed during the current NFPA standard rotation schedule. NFPA 1021 is updated every 5 years.
2. Documents should be submitted in a binder and in orderly fashion. Items should be tabbed and well documented.
3. Pre-requisites for Fire Officer II certification are Fire Officer I, five (5) years of experience at an emergency response agency, two specialty areas, NIMS ICS-300, and a 4 hour CTC course **OR** the NFA "Incident Command Systems Simulation, SERIES I. Candidates must meet these requirement before certification will be processed.
4. These requirements for Fire Officer II certification are based on NFPA 1021, Chapter 5, 2020 Edition.
5. Submit completed portfolio to the Certification Office at UFRA.  
Utah Fire Service Certification Council  
Utah Fire & Rescue Academy  
Attn: Certification Program Manager  
3131 Mike Jense Parkway  
Provo, UT 84601

### **Appeals Process:**

Examinations/Portfolio's may be appealed. If a candidate has an appeal, they should contact the Certification Office in writing within 30 days of taking the exam, listing the reason for the appeal. If resolution does not occur by the Certification Office, the candidate can appeal to the Certification Council. If the Certification Council turns down the appeal, the candidate can appeal to the Standards and Training Council, if that council turns down the appeal, the candidate can appeal to the Fire Prevention Board; if that Board turns down the appeal the candidate can request a judicial review. Judicial review of all final Board actions resulting from informal adjudicative proceedings is available pursuant to UCA, Section 63-46b-15.

## Fire Officer II Product Documentation Requirement Form

NFPA Reference	Description of Skill/Knowledge	Completed by Candidate	Approved by Evaluator
5.2.1  <b>Section #1</b>	<p><b><u>Description of skill and/or knowledge</u></b>            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.</p> <p><b><u>Criteria to meet standard</u></b>            Provide written documentation of an improvement plan or steps you have taken to fix an employee's performance using AHJ SOP's/SOG's/nationally recognized standards. Document actions and forward to the next level of supervision as needed.            (Describe the methods of how you communicate with a member in a confidential setting, solve problems, increase teamwork, and counsel members. Describe the performance level required by the department.)</p> <p><b><u>Evaluator:</u></b>            Communication was effective in writing. Reports were complete, accurate and concise. Documents were completed according to department policy and policy was provided that was referenced. Writing is clear, organized, and grammatically correct.</p>		
5.2.2  <b>Section #2</b>	<p><b><u>Description of skill and/or knowledge</u></b>            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.</p> <p><b><u>Criteria to meet standard</u></b>            Provide written documentation of a completed employee evaluation form as used by the AHJ to an assigned member. Provide supporting documentation verifying evaluation, e.g. copies of certifications, improvement plans, recommendations, notable achievements, etc.            (Describe the methods of how you communicate in writing, plan and conduct evaluations by reviewing the members' previous experience, training, and education to enhance member performance or development.)</p> <p><b><u>Evaluator:</u></b>            Communication was effective in writing. Reports were complete, accurate and concise. Documents were completed according to department policy and/or procedures and the policy and/or procedures referenced are provided along with any forms referenced. Writing is clear, organized, and grammatically correct.</p>		
5.2.3  <b>Section #3</b>	<p><b><u>Description of skill and/or knowledge</u></b>            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.</p> <p><b><u>Criteria to meet standard</u></b>            Provide documentation of a professional development plan and counseling/mentoring an assigned member according to minimum standards of the AHJ for examination for the position.            (Describe the methods of how you communicate.)</p> <p><b><u>Evaluator:</u></b>            A written professional development plan with input from the members to achieve their stated goals and objectives to include timeline, associated costs, job shadowing, etc. Ensure the plan is realistic and reflects promotional</p>		

	prerequisites indicated.) Communication was effective in writing. Reports were complete, accurate and concise. Documents were completed according to department policy. Copies of department policy and reports were submitted and verified. Writing is clear, organized, and grammatically correct.		
5.1.2, 5.3.1, 5.3.2, 5.4.4  <b>Section #4</b>	<p><b><u>Description of skill and/or knowledge</u></b> Supervise, multi-unit implementation of a community risk reduction (CRR) program, given an AHJ CRR plan, policies, and procedures, so that community needs are addressed.</p> <p>Intergovernmental and interagency cooperation.</p> <p>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.</p> <p>Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.</p> <p><b><u>Criteria to meet standard</u></b> Provide documentation of a community risk reduction program that you have delivered to your community specific to the needs of your community, e.g. community wildfire protection program (CWPP), geriatric fall prevention program, smoke alarm program, etc. Provide documentation Identifying and explaining the role and responsibility of any cooperating agencies/partnerships that are utilized during this CRR process. Identify additional partnerships/relationships that may be utilized to strengthen your CRR program.</p> <p>Provide a written media release for your selected CRR program. (Describe the methods of how you communicate and supervise in relation to this skill. Explain how you've developed interpersonal relationships with external agencies in your community.)</p> <p><b><u>Evaluator:</u></b> A proposal is developed and properly constructed CRR by either developing a new program or service or modifying an existing one that clearly addresses a community need. A needs assessment is completed and clearly identifies common goals shared between agencies. The report includes implementation method(s) and expected results. The program is supported by clearly stated, well-developed justification. Communicate in writing how partnerships and cooperation better serve the community and reduce individual agency efforts and costs. The report / proposal identified community benefits in working cooperatively on a problem or issue. A multimedia release is prepared and includes social media, utilizing the AHJ format, policies and procedures; the information was accurate and formatted correctly. AHJ policies and procedures were provided that were referenced. Writing is clear, organized, and grammatically correct.</p>		
5.4.1, 5.4.6  <b>Section #5</b>	<p><b><u>Description of skill and/or knowledge</u></b> Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.</p> <p>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 supportive manner.</p> <p><b><u>Criteria to meet standard</u></b> Provide documentation of a policy or procedure you have developed/modified addressing a problem you have identified in your agency (whether or not it was implemented as a formal policy).</p>		

	<p>Provide documentation or a plan to implement your proposed policy/procedure changes/modifications within your agency. (Describe the methods of how you communicate and solve problems - in relation to this skill).</p> <p>Problem is identified and developed a detailed policy for an unmet need that includes a procedure for implementation.</p> <p><b><u>Evaluator:</u></b> A problem was identified, explained, and a detailed policy was developed for an unmet need that includes a procedure for implementation. If candidate is proposing change to an existing department policy then the policy referenced is provided. Writing is clear, organized, and grammatically correct.</p>		
<p>5.4.2, 5.4.3</p> <p><b>Section #6</b></p>	<p><b><u>Description of skill and/or knowledge</u></b> Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.</p> <p>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.</p> <p><b><u>Criteria to meet standard</u></b> Provide a budget created for a project or division identifying associated costs, (i.e. equipment, capital, personnel, or operational). Document your agencies' bidding and purchasing processes used during the creation of this budget. (Describe the methods of how you communicate and relate interpersonally. Explain evaluative methods used, and how you allocate finances in relation to this skill.</p> <p><b><u>Evaluator:</u></b> A highly detailed budget proposal was submitted with associated costs outlined. The proposal included capital, operating and personnel costs. Evaluative methods were explained in writing as well as how finances were allocated. AHJ's purchasing policy to include soliciting and awarding bids is provided and explained in writing with implementation processes. Writing is clear, organized, and grammatically correct.</p>		
<p>5.4.5, 5.6.3</p> <p><b>Section #7</b></p>	<p><b><u>Description of skill and/or knowledge</u></b> 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 so that the information required for the AHJ is accurate and documented.</p> <p>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.</p> <p><b><u>Criteria to meet standard</u></b> Provide a detailed report identifying department-related trends, variances, or other topics, e.g. EMS, fire, fatalities, accidents, standards of response coverage, human resources-related, etc., using incident reporting data (NFIRS/NERIS or other AHJ specific reporting mechanisms). Identify the major causes for service demands for various planning areas. (Describe the methods of how you communicate and interpret data - in relation to this skill).</p> <p><b><u>Evaluator:</u></b></p>		

	<p>A problem was identified, and records were provided, and a detailed policy was developed for an unmet need that includes a procedure for implementation. A plan to address the unmet need is developed to identify the structure, resources, and response to minimize negative impact to the community. Writing is clear, organized, and grammatically correct.</p>		
5.5.1  <b>Section #8</b>	<p><b><u>Description of skill and/or knowledge</u></b>            Determine the area 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.</p> <p><b><u>Criteria to meet standard</u></b>            Provide documentation where you helped identify origin/cause of a vehicle or structural fire and also determined if arson is the suspected cause. During the investigation, identify how you preserved the evidence and potential ignition sources for law enforcement or investigators.            (Describe all the methods of how you investigate a fire scene and how you implement procedures to preserve and protect potential sources of ignition with that area of origin. Explain how you communicate - in relation to this skill).</p> <p><b><u>Evaluator:</u></b>            Utilized essential information to accurately identify the area of origin and likely cause(s) of ignition. Note any indications of suspected arson. Developed and implemented procedures to preserve and protect area of origin and potential evidence. Effective investigation techniques are articulated. All the proper notifications and documentation of the results of preliminary investigation completed as required by AHJ. Written documentation is provided. Writing is clear, organized, and grammatically correct.</p>		
5.6.1  <b>Section #9</b>	<p><b><u>Description of skill and/or knowledge</u></b>            Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720; and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720 and approved safety procedures resulting in the mitigation of the incident.</p> <p><b><u>Criteria to meet standard</u></b>            Provide an Incident Action Plan (IAP) or ICS 201 you have completed that demonstrates proper deployment of resources resulting in the mitigation of an incident within your jurisdiction. Indicate your ability to supervise and account for assigned personnel under emergency conditions as you are serving in the command staff and unit supervision positions within the Incident Management System.            (Describe the methods in written form of how you communicate and solve problems - in relation to this skill).</p> <p><b><u>Evaluator:</u></b>            IAP or ICS 201 documentation is provided. An IAP was developed that included the proper strategic goal to address life safety, incident stabilization, and property conservation. Risk/ benefit analysis is applied. All applicable IAP, NIMS forms and department tactical worksheet to guide emergency operations, initial safety hazards are identified, NIMS/ICS structure to control and coordinate the response is developed and provided. Appropriate resources were identified, assigned and/or requested to achieve the strategic goal, supporting tactical objectives and tasks needed to successfully mitigate the incident and communicated the desired outcome effectively. Writing is clear, organized, and grammatically correct.</p>		
5.6.2  <b>Section #10</b>	<p><b><u>Description of skill and/or knowledge</u></b>            Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required</p>		

	<p>critical elements are identified and communicated and the approved forms are completed and processed.</p> <p><b><u>Criteria to meet standard</u></b>          Provide documentation of a completed post-incident analysis or formal after-action report using AHJ specific processes.          (Describe in written form how you implement an incident management system, supervise and account for assigned personnel under emergency conditions. Explain your position and how you serve in command and unit supervision positions within the IMS. Describe the methods of how you communicate and solve problems - in relation to this skill).</p> <p><b><u>Evaluator:</u></b>          The incident that is being discussed is written in detail prior to implementing the post incident analysis. An in-depth post incident analysis for a multi-unit response incident was created. All critical issues were identified and recommendations for improvement were provided. AHJ policies and procedures that were referenced are provided as well as forms referenced. Writing is clear, organized, and grammatically correct.</p>		
5.7.1  <b>Section #11</b>	<p><b><u>Description of skill and/or knowledge</u></b>          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.</p> <p><b><u>Criteria to meet standard</u></b>          Provide documentation of a specific accident, injury, or health exposure investigation using root cause analysis. Provide a report detailing your actions taken and recommendations for prevention of future accidents, injuries, or health exposures to your supervisor.          (Explain the process you used when interpreting reports. Describe the methods of how you communicate in writing- in relation to this skill).</p> <p><b><u>Evaluator:</u></b>          Documentation of a specific accident, injury, or health exposure is provided. A comprehensive analysis and evaluation of the member's accident, injury or health exposure history is completed. Critical issues have been identified. Unsafe work conditions, behaviors or occupational illnesses are identified and recommendations for improvement are provided. Root cause analysis is provided. An appropriate report has been submitted to their supervisor that clearly identified all critical issues regarding the member's health and safety record. Provide any AHJ policies/ forms used for reporting accident, injury, or health exposure. Writing is clear, organized, and grammatically correct.</p>		

By signing below, I acknowledge that documents contained in this portfolio are true and accurate documents completed by actual on the job experience.

Date of Submission: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Chief/Training Officer Signature: \_\_\_\_\_

### Evaluator Instructions

1. Verify each document (letter, report, narrative, etc.) and it appears the applicant provided sufficient detail, information and has the applicants name as the creator of the document.
2. Documents may not be used to meet the requirements of more than one skill.

3. Each document should be reviewed to make sure it meets the requirements of the NFPA Skill or knowledge, based off of NFPA 1021, Chapter 5, 2020 Edition.
4. Photo copies or reprints can be used in lieu of original.

**Evaluator Qualifications:**

1. Evaluators of the Fire Officer II portfolio will be selected from the members of the Certification Council.
2. Evaluators shall be certified to, or above, the Fire Officer II level.
3. Should a qualified member of the Certification Council not be available, the Certification Program Manager shall assign the portfolio review to a qualified Fire Officer II within the state.
4. Evaluators shall be fair and impartial.
5. Should the evaluator have any conflict of interest, the evaluator will abstain from reviewing the portfolio and it will be assigned to another qualified evaluator.