

Fire Officer III Portfolio Requirement Form

The skill level for Fire Officer III, 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 II. Issue Date: _____

☐ Completion of NIMS ICS-400. Completion Date: _____

☐ 6 years of experience at an emergency response agency. Hire Date: _____

☐ Completion of an 8 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: _____

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 III 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 III certification are Fire Officer II, six (6) years of experience at an emergency response agency, NIMS ICS-400, and an 8 hour CTC course **OR** the NFA "Incident Command Systems Simulation, SERIES II. Candidates must meet these requirement before certification will be processed.
4. These requirements for Fire Officer III certification are based on NFPA 1021, Chapter 6, 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 III Product Documentation Requirement Form

NFPA Reference	Description of Skill/Knowledge	Completed by Candidate	Approved by Evaluator
PR #1 6.2.1	<p><u>Description of skill and/or knowledge</u> Establish minimum staffing requirements, given available human resources; policies and procedures; federal, state, and provincial laws; and rules and regulations, so that AHJ job-related credentials are maintained.</p> <p><u>Criteria to meet standard</u> Provide documentation of the administration of personnel and assignments for two shift rotations (if your agency works a 48/96 schedule, provide 96 hours of personnel and assignments, if your agency works a 24-hour schedule, provide 48 hours of personnel and assignments) utilizing a staffing schedule and filling any vacancies. Provide a narrative description of how and why personnel were selected for the assigned positions (i.e., acting in assignments, specialist rotations, etc.).</p> <p><u>Evaluator:</u> Policies and procedures were described and provided. Personnel assignment rosters were developed for the department for two shift rotations. Shortcomings of minimum staffing levels were identified. Solutions were recommended. Narrative answers the questions of how and why personnel were selected for the assigned positions. Writing is clear, organized, and grammatically correct.</p>		
PR #2 6.2.2	<p><u>Description of skill and/or knowledge</u> Develop procedures for hiring members, given policies of the AHJ and legal requirements, so that the process is valid and reliable.</p> <p><u>Criteria to meet standard</u> Provide documentation of procedures used for hiring members in your organization. Provide a narrative description of any identified strengths, shortfalls or issues, documenting applicable laws within the policies/procedures to ensure the process is valid and reliable and conforms to all applicable local, state, and federal laws.</p> <p><u>Evaluator:</u> Policies and procedures are described and provided that pertain to hiring members in the organization. Strengths and shortfalls or issues are identified. Applicable laws (local, state, and federal) within the policies and procedures are documented to ensure the process is valid and reliable and justification for that is evident in the description. Writing is clear, organized, and grammatically correct.</p>		
PR #3 6.2.3, 6.2.4, 6.2.7	<p><u>Description of skill and/or knowledge</u> Develop procedures and programs for promoting members, given applicable policies and legal requirements, so that the process is valid and reliable, job-related, and nondiscriminatory.</p>		

	<p>Describe methods to facilitate and encourage members to participate in professional development, given a professional development model, so that members achieve their personal and professional goals.</p> <p>Develop an ongoing continuing education and training program, given organizational training requirements, so that members of the organization are given appropriate training to meet the mission of the organization.</p> <p><u>Criteria to meet standard</u></p> <p>Provide documentation of a professional development plan to include a promotional process, ongoing continuing education and training requirements. Provide a narrative explaining the ability to evaluate their potential. Provide a narrative of how you counseled/mentored an assigned member according to minimum standards of the AHJ for examination for a position.</p> <p><u>Evaluator:</u></p> <p>The AHJ/ relevant laws, policies, and guidelines used are provided for the evaluator to reference. Relevant laws, policies, and guidelines with no errors are articulated and incorporated. The process ensures consistent, measurable standards across all candidates. Promotion criteria are clearly linked to job duties and performance. Job duties are provided for the evaluator. Safeguards are included against bias and discrimination. Clearly articulates the chosen model and its core components for the professional development model. Outlines creative, inclusive methods that actively engage members. Demonstrates deep insight into motivation and support methods. There is a strong link between development methods and personal and professional outcomes. Addresses varied needs, backgrounds, and learning styles. Ideas are articulated clearly and concisely in written form. Continuing education and/ or training program directly supports the mission objectives with strategic clarity. Training needs are clear, comprehensive and based on policy and goals. There is a well-organized structure with clear modules and progression. Content is current, engaging, and tailored to the roles and responsibilities. Diverse learning needs are addressed. Includes clear metrics and feedback. A timeline is included along with resource allocation and sustainability measures. Writing is clear, organized, and grammatically correct.</p>		
PR #4 6.2.5	<p><u>Description of skill and/or knowledge</u></p> <p>Develop a proposal for improving a member benefit or for a new member benefit, given a need in the organization, so that adequate information is included to justify the requested benefit improvement.</p> <p><u>Criteria to meet standard</u></p> <p>Provide documentation of a proposal to create or improve a fire department employee benefit program (i.e. Mental Wellness, EAP, Education Incentive, etc.) with justification. Provide a narrative on the proposal, the process, and the outcome of identified member benefit.</p>		

	<p><u>Evaluator:</u> Clearly identifies a critical need with justification and evidence. The proposal is well- organized, logical, and easy to follow. Thorough written explanation of the benefit with compelling justification. Detailed step-by-step written explanation of development process and decision points addressed. Clearly projects outcomes and describes how benefit supports members and mission. Includes well-prepared supporting documentation, data, and/or references. Actionable plan with budget, timeline, and resources needed are included. Innovative idea with high relevance to current industry needs. Writing is clear, organized, and grammatically correct.</p>		
<p>PR #5 6.2.6</p>	<p><u>Description of skill and/or knowledge</u> Develop a plan for providing a member accommodation, given a member need, the requirements, and applicable law, so that adequate information is included to justify the requested change(s).</p> <p><u>Criteria to meet standard</u> Provide documentation of a plan to accommodate an employee's special needs and provide a narrative on how this meets applicable law and provide justification for the change(s).</p> <p><u>Evaluator:</u> Clearly identifies and provides a written description of the employee's need and the accommodation suggested. Accurately identifies, describes, and interprets and applied applicable laws with precision. Provides compelling rational backed by data, precedent, and benefits to the member and organization. Offers a detailed step-by-step explanation of accommodation process. Project has realistic outcomes and benefits for both the member and the organization. Includes complete, relevant documentation (forms, correspondence, approvals, etc.) A strong implementation plan is included with a timeline and sustainability information. Demonstrates ethically awareness and thorough compliance with equal opportunity laws. Writing is clear, organized, and grammatically correct.</p>		
<p>PR #6 6.3.1</p>	<p><u>Description of skill and/or knowledge</u> Develop a community risk reduction (CRR) program, given risk assessment data, so that program outcomes are met.</p> <p><u>Criteria to meet standard</u> Provide written 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 a narrative of the need for the chosen program using risk assessment data, and how you came to the conclusion that the program was needed.</p> <p><u>Evaluator:</u> Effectively uses detailed, relevant data to identify specific risks. Clearly explains and justifies program choice with strong alignment to community needs in writing. Thorough narrative</p>		

	<p>explaining local risks, demographics and unique factors are explained. Detailed account of how the program was executed, including timeline and resources. Complete set of documentation is included: forms, outreach materials, feedback, evaluations, etc. Strong analysis of outcomes including impact and community response. Strategy for ongoing support is included. Program aligns with relevant codes, laws and ethical best practices. Writing is clear, organized, and grammatically correct.</p>		
<p>PR #7 6.4.1, 6.4.2</p>	<p><u>Description of skill and/or knowledge</u> Develop a divisional or departmental budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.</p> <p>Develop a budget management system, given fiscal and financial policies, so that the division or department stays within the budgetary authority.</p> <p><u>Criteria to meet standard</u> Provide a developed divisional or departmental budget justifying capital, operating, and/or personnel costs (i.e. facilities, equipment, apparatus, maintenance, etc.) given fiscal and financial policies. Provide a written narrative of your evaluation, how the budget is managed as per your AHJ and any recommendations for possible improvement of the budget management system.</p> <p><u>Evaluators:</u> Budget is clear, itemized, breaking down capital, operating, and personnel costs. Professionally formatted. Each cost is clearly justified using data, historical trends, or program needs. Strict adherence to provided guidelines and timelines for preparation are followed. Capital investments are aligned with strategic goals; lifecycle costs are considered. Salaries, benefits, and staffing levels thoughtfully calculated and justified. Operating expenses were detailed, prioritized, and tied to performance outcomes. Robust system addressing forecasting, monitoring, reporting, and corrective actions addressed within the budget management system design. Fully conforms to financial and budgetary policies; ethical and legal standards are upheld. Includes contingency planning and adaptability for unforeseen financial events. Budget and system are well documented, concise, and effectively communicated in writing. Writing is clear, organized, and grammatically correct.</p>		
<p>PR #8 6.4.3</p>	<p><u>Description of skill and/or knowledge</u> Describe the organization's process for developing requests for proposal (RFPs) and soliciting and awarding bids, given established specifications and the organization's policies and procedures, so that competitive bidding is ensured.</p> <p><u>Criteria to meet standard</u> Provide your AHJ's policy/policies on the RFP and bidding process. Provide a narrative of your evaluation of the</p>		

	<p>RFP/bidding process and determine if any changes should be made and your justification for those changes.</p> <p><u>Evaluator:</u> Policies and procedures are provided on the RFP and bidding process for evaluator to reference. Clearly explains each phase of RFP creation with strong alignment to specifications and internal policies. Demonstrates knowledge of open, fair, and inclusive solicitation channels. Thorough description of objective, criteria-based bid evaluation and awarding procedures. Fully ensures competitive practices in line with laws and internal rules. Specifications are clearly integrated in RFP and bid evaluation process. Proposal is clearly structured, detailed, and includes supporting documentation. Understanding of legal standards and ethical considerations are shown. Writing is clear, organized, and grammatically correct.</p>		
<p>PR #9 6.4.4, 6.4.5</p>	<p><u>Description of skill and/or knowledge</u> Direct the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved.</p> <p>Analyze and interpret records and data, given a fire department records system, so that validity is determined and improvements are recommended.</p> <p><u>Criteria to meet standard</u> Identify and provide a narrative of a needed or existing records management system (i.e. training, response calls, personnel, hydrant or business inspections, etc.).</p> <p>Provide a written narrative of your evaluation of the records management system, including the effectiveness, legal requirements, and provide recommendations for any identified improvements.</p> <p><u>Evaluator:</u> Development processes, maintenance practices, and alignment with policies for accuracy and completeness are clearly outlined. Analytical skills are demonstrated in evaluating validity, trends, and implications of data with thoughtful recommendations. Clearly identifies specific system (e.g training, response calls, etc.) with relevant content and operation significance. Provides a cohesive and well-supported narrative of system effectiveness, compliance with legal requirements, and actionable improvements. Laws and policies are discussed to support thorough understanding of them. System is evaluated in full alignment with internal procedures and standards which are articulated in written form and provided for evaluator to reference. Writing is clear, organized, and grammatically correct.</p>		
<p>PR #10 6.4.6</p>	<p><u>Description of skill and/or knowledge</u></p>		

	<p>Develop a model plan for continuous organizational improvement, given resources for an area to be protected, so that resource utilization is maximized.</p> <p><u>Criteria to meet standard</u></p> <p>Provide a narrative for each of the following. A needs analysis; a gap analysis; a SWOT/SWOC (Strengths, Weaknesses, Opportunities, Threats/Challenges) analysis.</p> <p>Develop a strategic plan based on these analyses for one of the following; a crew, division, department, organization, etc.</p> <p><u>Evaluator:</u></p> <p>Plan is strategic, detailed, sustainable, and utilizes resources (resources are identified). Thorough description of needs analysis, gap analysis, SWOT/SWOC (Strengths, weaknesses, Opportunities, Threats/ Challenges) analysis given. Policies are followed. The policies referenced are provided for evaluator. Writing is clear, organized, and grammatically correct.</p>		
<p>PR #11 6.5.1</p>	<p><u>Description of skill and/or knowledge</u></p> <p>Evaluate the inspection program of the AHJ, given current program goals, objectives, performance data, and resources so that the results are evaluated to determine effectiveness.</p> <p><u>Criteria to meet standard</u></p> <p>Provide a written narrative of your evaluation of your AHJ's fire prevention inspection program that includes goals and objectives, describes the data collected, and identifies the target audience. Identify strengths, weaknesses and shortfalls, and provide recommendations for improvement (if needed).</p> <p><u>Evaluator:</u></p> <p>A written copy of the AHJ's inspection program is provided. Goals and objectives of current inspection program clearly articulated (A combination of at least three goals and objectives are discussed). Performance data is clearly explained and supports evaluation and conclusions. Accurately identifies strengths, weaknesses and shortfalls. Honest critique of program limitations and recommendations are provided for improvement. Writing is clear, organized, and grammatically correct.</p>		
<p>PR #12 6.5.2</p>	<p><u>Description of skill and/or knowledge</u></p> <p>Develop a plan, given an identified fire safety, emergency medical, and/or public health problem, so that the approval for a new program, piece of legislation, form of public education, intervention, and/or fire safety code is facilitated.</p> <p><u>Criteria to meet standard</u></p> <p>Identify and provide a written narrative of your developed plan/program to overcome a fire safety, emergency medical, and/or public health problem that exists within your AHJ.</p> <p>Provide a narrative of your solution to your developed program that includes goals and objectives, describes the data collected, and identifies the legal aspects of your developed program.</p>		

	<p>Provide a solution as to the reliability and sustainability of the developed plan.</p> <p><u>Evaluator:</u> Clearly identifies a problem that exists within AHJ that is strongly supported by data and context. The supported data is provided for evaluator to reference. A fully developed plan that is strategic, realistic, and tailored to the identified problem with a clear pathway to approval. Well-articulated SMART goals and measurable objective clearly linked to the problem and solution. Demonstrates understanding of applicable laws, codes and regulatory frameworks affecting approval and implementation. Narrative is cohesive, well-organized, and integrates all required components. The solution is creative, impactful, and realistically executable within AHJ. Writing is clear, organized, and grammatically correct.</p>		
<p>PR #13 6.6.1</p>	<p><u>Description of skill and/or knowledge</u> Prepare an action plan, given an emergency incident requiring multiple agency operations, so that the required resources are determined and the resources are assigned and placed to mitigate the incident.</p> <p><u>Criteria to meet standard</u> Create and provide an Incident Action Plan (IAP) for a historical or potential incident within your AHJ. Utilize, at a minimum, ICS forms 202, 203, 204(s), 205, 206, 208 and any other forms as applicable. Supply an organizational chart or ICS 207 to show hierarchal structure. Provide a narrative of the chosen incident.</p> <p><u>Evaluator:</u> Incident narrative is chosen and described with context, timeline, impact and relevance to AHJ. IAP is provided for that incident and ICS forms 202, 203, 204(s), 205, 206, 208, and any other applicable form are completed. ICS 207 is provided or an organizational chart for the AHJ. All components are integrated logically into a unified plan with operational continuity. Writing is clear, organized, and grammatically correct.</p>		
<p>PR #14 6.6.2</p>	<p><u>Description of skill and/or knowledge</u> Develop and conduct a post-incident analysis, given a multiagency incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the appropriate forms are completed and processed in accordance with policies and procedures.</p> <p><u>Criteria to meet standard</u> Either based on your incident in 6.6.1 or from a historical incident within your AHJ, develop and provide a post-incident analysis that includes an executive summary of the incident, lessons learned, resources utilized, accountability issues, and recommended changes in writing.</p> <p><u>Evaluator:</u> Clearly describes in writing the incident, involved agencies, timeline and response efforts. All required PIA elements are</p>		

	<p>clearly addressed and analyzed. (What was mission? Did we plan for this event? Were there gaps in our planning? What went well? What could have been performed better? What could we have done differently? Who needs to know and what needs to be fixed?) Adheres to organizational and interagency PIA protocols are articulated and provided for evaluator and shows clear policy integration which are provided for evaluator to reference. Evaluates multiagency coordination, communication, and interoperability with insight and clarity. Identification of operational strengths, deficiencies, and system gaps. Practical and specific recommendations grounded in evaluation data and best practices discussed. Writing is clear, organized, and grammatically correct.</p>		
<p>PR #15 6.6.3</p>	<p><u>Description of skill and/or knowledge</u> Develop a plan for the organization, given an unmet need for resources that exceed what is available in the organization, so that the mission of the organization is capable of being performed in times of extraordinary need.</p> <p><u>Criteria to meet standard</u> Provide a written narrative of your AHJ's mutual/automatic aid or identified need for an agreement based on your AHJ's capabilities when your organization's resources are depleted.</p> <p><u>Evaluator:</u> AHJ's mutual aid agreement is provided. Unmet needs are defined using data, operational history or projections. Available resources from external agencies are evaluated. Articulates an innovative solution utilizing mutual aid, partnerships, alternative funding, or adaptable tactics. Details contingency procedures, organizational structure, command priorities and scalability. Plan is developed for maintaining performance during prolonged need and includes review and adjustment strategy. Writing is clear, organized, and grammatically correct.</p>		
<p>PR #16 6.7.1</p>	<p><u>Description of skill and/or knowledge</u> Develop a measurable accident and injury prevention program, given relevant local and national data, so that the results are evaluated to determine the effectiveness of the program.</p> <p><u>Criteria to meet standard</u> Provide a written narrative as used by the AHJ that outlines the process to evaluate a preventable accident and identify a program used, or one that could be used by the AHJ that will help with data tracking for preventable accidents.</p> <p><u>Evaluator:</u> AHJ's Accident and Injury program is provided. Evaluates current organization accident and injury prevention program. The program outlines SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals that align with safety needs and are measurable. Includes formalized investigation steps. Identifies strengths and efficiencies as well as deficiencies within an existing program with a solution. Program includes effective training prior to implementation. The timeline for</p>		

	implementation is identified. Writing is clear, organized and grammatically correct.		
PR #17 6.8.1	<p><u>Description of skill and/or knowledge</u> Develop a plan for the integration of fire service resources in the community's emergency management plan, given the requirements of the community's emergency management plan, given the requirements of the community and the resources available in the fire department, so that the role of the fire service is in compliance with local, state/provincial, and national requirements.</p> <p><u>Criteria to meet standard</u> Review your AHJ's, cities, or county's Emergency Operation Plan (EOP), and provide a narrative of how fire resources would integrate with other functional agencies during a large community event, i.e. flood, earthquake, human-caused event, etc. Complete an interagency, interoperable ICS 205 communications plan using the AHJ's SOP's and policies.</p> <p><u>Evaluator:</u> EOP is provided by candidate for AHJ. Evaluates the Local Emergency Planning (LEPC) Committee plan. Defines the roles of the fire service in the community LEPC plan. Defines the role of the fire service in local community planning efforts. Identifies how the fire service's role at the local EOC is integrated to comply with local, state, and federal regulations. Completes ICS 205 communications plan using the AHJ's SOP's and policies. AHJ's SOP's and policies that are referenced in narrative are included for evaluator to reference. 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 that 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 6, 2020 Edition.
4. Photo copies or reprints can be used in lieu of original.

Evaluator Qualifications:

1. Evaluators of the Fire Officer III portfolio will be selected from the members of the Certification Council.
2. Evaluators shall be certified to, or above, the Fire Officer III 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 III 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.