

## 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.
  - 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 Portfolio Requirement Form

NFPA Reference	Description of Skill/Knowledge	Completed by Candidate	Approved by Evaluator
<b>PR #1</b> 5.2.1	<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 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.</p>		
<b>PR #2</b> 5.2.2	<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 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, commendations, notable achievements, etc.</p>		
<b>PR #3</b> 5.2.3	<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.</p>		
<b>PR #4</b> 5.1.2, 5.3.1, 5.3.2, 5.4.4	<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,</p>		

	<p>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.</p>		
<p><b>PR #5</b> 5.4.1, 5.4.6</p>	<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.</p>		
<p><b>PR #6</b> 5.4.2, 5.4.3</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.</p>		
<p><b>PR #7</b> 5.4.5, 5.6.3</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.</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 or other AHJ specific</p>		

	reporting mechanisms). Identify the major causes for service demands for various planning areas.		
<b>PR #8</b> 5.5.1	<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 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.</p>		
<b>PR #9</b> 5.6.1	<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.</p>		
<b>PR #10</b> 5.6.2	<p><b><u>Description of skill and/or knowledge</u></b> 5.6.2 Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed.</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.</p>		
<b>PR #11</b> 5.7.1	<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.</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 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.