

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.
 - 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 Portfolio Requirement Form

NFA Reference	Description of Skill/Knowledge	Completed by Candidate	Approved by Evaluator
<p>PR #1 6.2.1</p>	<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>PR #2 6.2.2</p>	<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>PR #3 6.2.3, 6.2.4, 6.2.7</p>	<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> Provide documentation of a professional development plan to include a promotional process, ongoing continuing education and training requirements. 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>PR #4 6.2.5</p>	<p><u>Description of skill and/or knowledge</u> 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> 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>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>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 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>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 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>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 RFP/bidding process and determine if any changes should be made and your justification for those changes.</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 narrative of your evaluation of the records management system, including the effectiveness, legal requirements, and provide recommendations for any identified improvements.</p>		
<p>PR #10 6.4.6</p>	<p><u>Description of skill and/or knowledge</u> 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> 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>PR #11 6.5.1</p>	<p><u>Description of skill and/or knowledge</u> 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> Provide a 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>PR #12 6.5.2</p>	<p><u>Description of skill and/or knowledge</u> 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> Identify and provide a 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. Provide a solution as to the reliability and sustainability of the developed plan.</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>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.</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 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>		

PR #16 6.7.1	<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. <u>Criteria to meet standard</u> Provide a 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.		
PR #17 6.8.1	<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 AHJ and the resources available in the fire department. <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.		

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.