

Application for Supervising Fire Officer Designation

Utah Commission on Fire Officer Designation



Understanding the Utah Fire Officer Professional Designation

Application Process

The Utah Fire Officer Development System is based on the International Association of Fire Chiefs (IAFC) Professional Development Handbook with some additional Utah requirements. The fire officer designation reflects a level of knowledge and a comprehensive skill set that exceeds NFPA standards. It is intended to be a guide for those seeking a career path and recognition of achievement leading to a higher degree of professionalism. The overarching principle is that a combination of achievements in areas including **certification, education, experience, and training** are elemental to the development of effective fire officers. It serves as a resource for those seeking officer designations. It can be used as part of a department's career ladder program. Currently, only the first of four levels, supervising fire officer, has been developed. The application packet for supervising fire officer designation includes the following:

- Personal Information Overview
- Portfolio Section Requirements
- Resource Matrix

Each portion will be explained in greater detail in the following paragraphs. The packet will need to be filled out and placed in a portfolio with other required documentation. Once an applicant has completed the forms and assembled the portfolio, he/she will schedule a time with the chief or designee to review information and sign off on relevant and appropriate experience. The portfolio and a \$40 check **payable to UFRA** must be mailed to Chief Kevin Ward, Fire Officer Designation Program, 530 N 2200 W Layton, UT 84041.

To best organize your portfolio, please refer to the [PowerPoint tutorial](#).

Application Details

- **Personal Information Overview** - This short section of the application will ask for basic personal information and is usually placed as the first page in the portfolio.

Content by Category

- **Certification** – Copies of certifications and proof of NIMS courses must be included in the portfolio.
- **Education** – Official transcripts or a copy of degree(s) awarded must be included in the portfolio.
- **Experience** – Verification of employment history, in the form of a letter from a supervisor, written on department/district/organization letterhead, as well as a resume must be included in the portfolio.
- **Training** – UFRA Command Training (or any equivalent that meets this requirement as determined by the review committee). Other optional courses are given point values. A total of 25 points are required.

Resource Matrix – This is a resource for Utah firefighters to see development opportunities. The resource matrix, among other things, shows recommended and required training courses. *This is only a resource and does not have to be submitted with other application documents.*

Processing Fee

Payment of a **\$40.00** processing fee must be enclosed with the application. **The fee must be paid in the form of a check made out to UFRA.** Mail the portfolio (with all application documents) and processing fee to Kevin Ward, Fire Officer Designation Program, 530 North 2200 West Layton, UT 84041.

Review Committee

The program administrator will review the application for compliance with submission requirements. The portfolio will then be forwarded to the Utah Fire Officer Designation Review Committee who will review the application and supporting documents. If it is found acceptable, the review committee will approve the application and grant designation.

If the application is found lacking, the administrator will inform the applicant of the deficiency and the applicant may then reapply after addressing the deficiency.

If further clarification is needed by the review committee, the applicant may be asked to present his/her portfolio to the committee, either in person or, if traveling to a review session is a hardship, via telephone, Skype, or another mode of communication.

The review committee will meet quarterly to review submitted applications. When presented with a recommendation, the committee will vote to accept or reject the evaluator's recommendation for cause.

Misrepresentation of facts by the applicant may lead to disqualification, and the applicant's department will be notified.

Personal Information Overview

Applicant Name: _____

Address: _____

Phone #: _____

Email: _____

Applicant Department: _____

Applicant Rank: _____

Full Time Part Time Volunteer

Hire date (current department): _____

Previous emergency services employment, if any: (use the box below to enter employment)

(Administrative Use Only)

Date application package received: _____

Date administrative review completed: _____

Submitted by date required? Yes No

Any deficiency noted: _____

CATEGORY SECTION REQUIREMENTS

The Fire Officer Designation program requires a combination of certifications, education, experience, and training. Requirements for each of these elements are listed below:

CERTIFICATION

The following accredited certifications are required:

- Firefighter I
- Firefighter II
- Haz Mat: Awareness
- Haz Mat: Operations
- Instructor I
- Inspector I or Certificate of Completion for Company Officer Inspector course (UFRA)
- Officer I

The following National Incident Management System (NIMS) course certifications are required:

- ICS 100
- ICS 200 (on-line or classroom)
- IS-700 A
- IS-703 A
- IS-800 B

Certifications must be current and submitted in portfolio.

(Administrative Use Only)

Candidate has met the certification requirement? Yes No

Verified by: _____

Date: _____

EDUCATION

The candidate must provide proof of the following college or university level education (must be obtained through an accredited college or university):

Degree Program:

- Associate's or higher

—OR—

General Education Courses (must complete all):

Writing and Math

- English: Introduction to Writing (1010 level or equivalent)
- Math: Intermediate Algebra (1010 level or equivalent)

Humanities & Social Sciences

- Philosophy 2050: Ethics and Values or equivalent
- HLTH 1100 Personal Health and Wellness or PES 1097 Fitness for Life (or equivalent)

Sciences

- Biology: General Biology (1010 level or equivalent)
- Physics: Elementary Physics or Chemistry

Diploma or official transcript(s) must be submitted in portfolio.

(Administrative Use Only)

Candidate has met the education requirement? Yes No

Verified by: _____

Date: _____

EXPERIENCE

Applicants must have a minimum of five (5) years of experience in a full-time, paid fire position, or ten (10) years as a volunteer or part-time paid (combinations of both volunteer, part-time, and full-time that do not independently meet the time requirements above may still be submitted to the Review Panel for consideration and awarding of points).

Must meet one of the following:

- Five years full-time paid
- Ten years part-time paid
- Ten years as a volunteer
- Ten years of any of the above combination

Verification of employment history must be included in the portfolio in the form of a letter from a supervisor written on department/district/ letterhead from the employing organization(s).

A resume must also be included.

(Administrative Use Only)

Candidate has met the experience requirement? Yes No

Verified by: _____

Date: _____

TRAINING

In addition to certifications, education, and experience, professional development training is required. Training listed will be measured using a point system based on contact hours as shown on official transcripts or certificates of completion (include copies with portfolio). **A total of 25 points are required to meet this element.** The resource matrix, (last 4 pages of this document) among other things, shows recommended and required training courses.

Please fill in the point values earned.

Command Training is required (but no points awarded)

- UFRA Command Training (or any equivalent that meets this requirement as determined by the review committee).

Use check boxes, tables and spaces below to document applicable classes. Use the “points per category” table on page 11 to combine all calculated points requested for the training section:

EMS—choose only one of the following (may be current or previous certification)

- EMT: 5 Points
- AEMT: 7 Points
- Paramedic: 10 Points

Total EMS Points:

Hazmat—choose all that apply (may be current or previous certification)

Hazmat Technician: 5 points

Total HM Tech Points:

Use this table to list all other Hazmat classes taken. List location of the class Note: Do not include Hazmat Awareness or Operations in this table.	Number of Contact Hours
Enter total points (# of contact hours / by 15) for all other Hazmat classes here:	

Technical Rescue – Completion verification of at least 3 UFRA Technical Rescue qualifying courses

Name of Technical Rescue class taken and location (Please attach additional sheets if you need more space)	5 points for each completed UFRA Tech Rescue qualifying course
Enter total points:	

National Fire Academy Courses – List all that apply and use the accompanying table or check boxes to tally points.

NFA Incident Safety Officer (ISO) (16 hours) or FDSOA’s ISO: **1 point**

Total Points:

One Week NFA Courses – Include official title and dates taken	3 points for each
Enter total points:	

Two Week NFA Courses – Include official title and dates taken	6 points for each
Enter total points:	

Other NFA Courses – Include official title and date(s) taken	Number of Contact Hours
Enter total points (# of contact hours / by 15) for all other NFA courses:	

Utah Fire and Rescue or other specialized / professional training	Number of Contact Hours
Enter total points (# of contact hours / by 15) for UFRA or other specialized training	

Public Education Courses (other than NFA listed above)	Number of Contact Hours
Enter total points (# of contact hours / by 15) for all Public Ed Courses:	

National Wildland Coordination Group (NWCG) training	Number of Contact Hours
Enter total points (# of contact hours / by 15) for all NWCG Classes:	

Point calculation box - Total all points from the training check boxes and tables above and place them in the table below. The committee will review and confirm the numbers.

TRAINING POINTS PER CATEGORY TALLY		
Category	Points Requested	Points Awarded
EMS		
Hazmat		
Technical Rescue		
NFA (all courses including ISO)		
UFRA or Other		
Pub Ed		
NWCG		
Total Training Points		

(Administrative Use Only)

Candidate has met the training requirement: Yes No

Verified by: _____

Date: _____

ADMINISTRATIVE USE (PORTFOLIO CHECKLIST)

Category	Yes / No	Notes / Explanation
Portfolio submitted		
Qualitative requirements met		
Certifications included		
Education verified		
Experience verified		
Training points calculated and included		
Quantitative requirements met		
Fee included		

Verified by: _____

Date: _____

Designation as a Supervising Fire Officer Awarded? Yes No

Commission Chair Signature: _____

Date: _____



Resource Matrix

This resource matrix is available to show some of the development opportunities available to Utah firefighters. A description and explanation of the terms relating to the required documentation follows:

Elements: Located in the far left column, these are competencies or benchmarks that must be met.

Additional Recommended Elements: These additional competencies have been adopted in Utah to reflect legal requirements and skills that were considered important, though not included in the International Association of Fire Chiefs (IAFC) Handbook.

Resources Available

Education: UVU Courses: This column shows specific, current UVU general education and fire/emergency services courses that meet the element requirements. Older UVU/UVSC courses or courses from another regionally accredited college or university can also be accepted with proper transcripts and documentation of learning objectives.

Training: This column shows examples of training classes that are regularly available to Utah firefighters through the Utah Fire & Rescue Academy (UFRA), the National Wildfire Coordinating Group (NWCG), the National Fire Academy (NFA), etc. Other courses from any training provider, including fire departments, may also be recognized with documentation showing that the element is met by completing such training. Course certificates of completion or transcripts must be included with the application.

Certification: This column lists Utah Fire Service Certification System Certifications that meet required elements. Equivalent certifications earned in another certification system accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Professional Qualifications System (NPQS) will be accepted.

Elements (Competencies) from IAFC Officer Development Handbook	Additional Utah Elements (Competencies)	Utah Supervising Fire Officer Recommended Development Resources					
		Education: UVU Courses	Standards	Training	Standards	Certification	Standards
Firefighter I*		Recruit Candidate Academy		Firefighter I	NFPA 1001	Firefighter I *	NFPA 1001
Firefighter II*		(Included in RCA)	NFPA 1001	Firefighter II	NFPA 1001	Firefighter II *	NFPA 1001
Fire Officer I*		ESFO 2100 Fire Officer I, Fire Administration I	NFPA 1021	UFRA Fire Officer I	NFPA 1021	Fire Officer I*	NFPA 1021
Instructor I*		ESFO 211A Fire Service Instructor I	NFPA 1041	Fire Service Instructor I or NWCG M-410	NFPA 1041	Fire Service Instructor I*	NFPA 1041
Inspector I*		ESFO 2050 Fire Protection and Detection Systems or ESFO 2030 Fire Inspector I	NFPA 1031	Fire Inspector I or NFA R220 Fire Inspection Principles	NFPA 1031	Fire Inspector I*	NFPA 1031
Emergency Medical Services		ESEC 1140 EMT Basic or EMT I/AI or ESEC 3110 Paramedic		Emergency Medical Technician or EMT I/AI		EMT-B or EMT-P	UBEMS
IMS*	NIMS Compliance*		NFPA 1561	UFRA Command Training Center Phase 1 and ICS 100, 200, 300, 700 & 800, or other courses to be evaluated	NFPA 1561	NWCG ICT 4, NWCG Single Resource Boss	NFPA 1561
Incident Safety Officer		ESFF 1120 Principles of Fire & Emergency Services Safety & Survival		NFA F349 Fire Service Safety Culture or F729 Incident Safety Officer or FDSOA Incident Safety Officer	NFPA 1521	FDSOA Safety Officer	NFPA 1521
Haz Mat: Operations*		ESFF 1340 Haz Mat: Ops (Included in RCA)		Haz Mat: Operations	NFPA 472, OSHA 1910.120	Haz Mat: Operations*	NFPA 472
	Conflict Resolution— Interpersonal Communications	PSY 2250 Psych. of Interpersonal Relationships		UFRA Recruiting and Retaining Volunteers or NFA:R331 Fire Service Organizational Theory			
	Tactics and Strategies: Structural Fires	ESFO 2100 Incident Command		NFA F458 Preparation for Initial Company Operations; Strategy and Tactics for Initial Co. Ops; Command Training Center Phase 1			
	Tactics and Strategies: Urban Interface	ESWF 2150 Fire Ops in the Wildland Urban Interface		S-205/215 Operations in the Urban Interface or NFA F610WUI Firefighting for Structural CO	ICT 4 / Single Resource Boss	NWCG ICT 4 / Single Resource Boss	NWCG ICT 4 / Single Resource Boss
	Tactics and Strategies: Haz Mat		OSHA1910,120, NFPA 472	NFA R243 Haz Mat Incident Management Haz Mat Operating Site Practices	NFPA 472		NFPA 472
	Finance/Planning— Basic			R333 Fire Service Financial Management or R331 Fire Service Organizational Theory			

*Required

Elements (Competencies) from IAFC Officer Development Handbook	Additional Utah Elements (Competencies)	Utah Supervising Fire Officer Recommended Development Resources					
		Education: UVU Courses	Standards	Training	Standards	Certification	Standards
SFO-01 Ability to write detailed prose*		General Ed / ENGL; ENGL 1010 or ENGL 1060*					
SFO-02 Understanding and using basic interpersonal, group, and public communication skills		COMM 1020 Public Speaking or COMM 1050 Intro to Speech Communication		NFA - R107 Communications for Emergency Services Success or R332 Effective Leadership Skills for Fire & EMS Orgs; DPS G290 Basic PIO			
SFO-03 Ability to write accurate and clear letters, memos, technical reports, and business communications		ENGL 2010 Intermediate Writing		NFA - R107 Communications for Emergency Services Success			
SFO-04 Understanding about ecosystem construction and destruction, energy production and use, and waste generation and disposal		ENVT 1110 Intro to Environmental Management or any approved biology course					
SFO-05 Understanding basic principles of general chemistry, including the metric system theory and structure		Any approved chemistry course or ESFF 2430 Hazardous Materials Chemistry		NFA - Chemistry for Emergency Response / Chemistry of Hazardous Materials	NFPA 472, OSHA 1910.120		
SFO-06 Understanding basic principles of areas of psychology: physiology, cognition, motivation, learning, intelligence, personality, and mental health		PSY 1010 General Psychology or SOC 1010 Introduction to Sociology					
SFO-07 Understanding basic principles of social groups, forces, structures, processes, institutions, and events		Phil 2050 Ethics and Values*		NFA -R332 Effective Leadership Skills for Fire & EMS Orgs or R331 Fire Service Organizational Theory			
SFO-08 Understanding and using the basics of mathematical models and elementary concepts of probability and simulation; emphasis on business applications*		MAT 1000 Integrated Beginning and Intermediate Algebra 5:5:0 or MAT 1010 Intermediate Algebra or ESFO 1350 Fire Service Hydraulics & Water Supply*					
SFO-09 Understanding basic principles of information technology and business computer systems for effective daily use		Basic Computer Applications; ISYS 1050		R502 Fire Service Information Management			

*Required

Elements (Competencies) from IAFC Officer Development Handbook	Additional Utah Elements (Competencies)	Utah Supervising Fire Officer Recommended Development Resources					
		Education: UVU Courses	Standards	Training	Standards	Certification	Standards
SFO-10 Understanding and implementing the basic principles of health, fitness and wellness*		HLTH 1100 Personal Health and Wellness or PES 1097 Fitness for Life	NFPA 1583	NVFC Fire Dept. Health & Wellness, NFA F730 Health & Safety Officer			
SFO-11 Understanding basic concepts of government at the federal, state, and local levels		POLS 1000 American Heritage or HIST 2700 & 2710 US History to/since 1877 or HIST 1700 American Civilization or ECON 1740 US Economic History or POLS 1100 American National Government		U of U Foundations for Leadership			
SFO-12 Understanding functional areas of human resource management and laws; job analysis, testing; performing interviewing, selection, training, and performance evaluation		ESFO 2100 Fire Officer I	NFPA 1021 (partial)	NFA-R824 Management Strategies for Success (3 points) or R332 Effective Leadership Skills for Fire & EMS Orgs, F803 Leadership U of U Foundations for Leadership Leading an Agile Organization		Fire Officer I (3 points)	
SFO-13 Understanding basic theories and fundamentals of how and why fires start, spread, and are controlled.		ESFF 1000 Intro to Emergency Services or ESFO 1100 Fire Behavior and Combustion	NFPA 1001 (partial) 1031 (partial) 1033 (partial)	NFA-R 205 Fire Arson Investigation or R811 Fire Cause Determination or Initial Fire Investigation		Fire Investigator I (4 points)	
SFO-14 Understanding the components of building construction related to fire and life safety, including inspections, pre-incident planning, and emergency operations		ESFO 2080 Building Construction for the Fire Services	NFPA 1031 & 1021 (partial)	NFA-R/N135 Fire Protection for the Built Environment			
SFO-15 Understanding and performing basic responsibilities of company officers, including supervision, problem solving, decision making, communications, and leadership*		ESFO 2100 Fire Officer I or ESMG 3150 Public Program Administration	NFPA 1021 (partial)	NFA-Leadership I, II, III or U of U Leading an Agile Organization, UFRA Fire Officer I R332 Effective Leadership Skills for Fire & EMS Orgs	NFPA 1021 (partial)	Fire Officer I,* Fire Officer II	NFPA 1021 (partial)

*Required