

COMPANY FIRE OFFICER

JOB PERFORMANCE

REQUIREMENT

TASK BOOK



Office of the
Illinois State Fire Marshal

Company Fire Officer Task Book

Candidate's Name _____
 First Middle Last

Candidate's Address _____
 Street City State Zip

Candidate's Phone _____

Candidate's Email Address: _____

Candidate's Drivers License #: _____ Candidate Date of Birth: _____

Department Affiliation: _____
(Rostered and Active Member)

Fire Chief: _____
(print)

Date of Company Fire Officer (CoFO) Course Completion: _____

Date Task Book Completion Began: _____

Date Task Book Completed: _____

Certification Date: _____

Company Fire Officer Task Book

Company Fire Officer Candidate:

At this level of certification the candidate is in a position of responsibility and accountability. It is the level of certification when the individual is not only taking orders, but is now giving orders. They are now counseling people within their department. They are now being held responsible to answer the questions that the public may have on the department's policies and procedures. They now have to develop and implement policies.

The expectations of these individuals when completing this task book will be to have typed documents that are addressing the JPR presented for review packaged in a three-ring binder or bound together for easy review. The potential Company Fire Officer will take pride in submitting this document as it is a reflection of themselves working in the role of a Company Fire Officer.

As the candidate will see, the first line of every JPR request's a detailed narrative outlining the method used to accomplish the task(s). On a separate sheet of paper or journal, prepare a synopsis in the candidates own words, the steps utilized in accomplishing the JPR.

It is important for each CoFO candidate to understand that just because your department head or designee for your department signs off on the skills sheets does not mean that it is an automatic approval for certification.

If you have any questions you are welcome to contact your instructor or Training Officer and they will be glad to talk to you about the Company Fire Officer Task Book. This is our attempt to outline our expectations of what we are looking for when your packets are reviewed.

Please make sure you eliminate all information in any submissions in compliance with the Privacy Act and HIPAA guidelines. This packet may be reviewed outside of the department by members of the OSFM Company Fire Officer State Certification Advisory Committee (SCAC). Once this packet has been submitted to AHJ, it becomes the property of the AHJ and will NOT be returned. Please make sure you keep a copy for your records.

Thank you,

OSFM Fire Officer SCAC

Company Fire Officer Task Book

Company Fire Officer Task Book Requirements

The following documents should be attached to this packet:

1. Copy of Firefighter III Certification or Advanced Technician Firefighter Certification.
2. Copy of Provisional Fire Officer I Certification or Company Fire Officer Phase 1 and 2 Course Completion Certificate.
3. Completed JPR Sign-Off Sheet(s) signed by Chief, Training Officer or designee and candidate.

To successfully complete this task book, each candidate must complete an evaluation of each JPR conducted by their immediate supervisor, training officer, department instructor from the department that will apply for certification as a Company Fire Officer. Each JPR requirement will contain specific examples of the work that must be completed and in some cases, how many times competency must be demonstrated. These are considered minimum acceptable performances and the AHJ may require additional performances.

Company Fire Officer (CoFO-1) – Station and Emergency Operations

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Complete 5 Incident Reports (using actual or simulated scenarios)
- Complete 1 Post-Incident Action Sheet
- All reports will be reviewed with and signed off with your respective officer
- Standard Operating Procedure/Standard Operating Guide (SOP/SOG) will be provided to the applicant

Company Fire Officer (CoFO-2) – Human Resource Management – Assign Tasks & Duties

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Review PowerPoint on Roll Call Sheets
- Conduct and document 5 Roll Calls to include, a quick drill (EMS and Fire) each roll call
- Complete and print 5 initial Daily Company log

Company Fire Officer Task Book

Company Fire Officer (CoFO-3) Human Resource Management – Training

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Complete 5 Company Drills, listing what JPR, Lesson Plan and/or Presentation Material utilized
- Complete 5 Training Rosters with the accurate and appropriate computer entry

Company Fire Officer (CoFO-4) Human Resource Management – Member Related Issues

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Read handout provided “Step Up and Lead” pg.’s 104 – 105 or similar chosen by AHJ
- Complete at least 3 problem employee scenarios
 - Roving Engineer
 - Cell Phone
 - No Relief
- Standard Operating Procedure/Standard Operating Guide (SOP/SOG) or statement regarding lack of department policy. If no policy exists, please state resources utilized. (ie. Employee Assistance Program or Human Resource policies for Peer Support; Identification of signs and symptoms)

Company Fire Officer (CoFO-5) Community and Government Relations – Community Needs

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Conduct and complete 2 Station Tours / Public Education Events
- Document completion and any follow-up memos/communications with superiors.
- Document and follow-up communications with public
- Review and attach paperwork completed for station tours/public education events conducted

Company Fire Officer Task Book

Company Fire Officer (CoFO-6) Community and Government Relations – Citizen Concerns

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Complete 1 Citizen Complaint (use below as possible examples)
 - Rude Service
 - Careless Driving
- EMS – Refusal to transport to pt's requested hospital destination
- Document communications/correspondence with citizen
- Document communications/correspondence with employee/crew
- Document communications/correspondence with superiors
- Any forms required to complete actions (ie. Complaint forms, tracking forms, correspondence)
- Standard Operating Procedure/Standard Operating Guide (SOP/SOG) will be provided to the applicant

Company Fire Officer (CoFO-7) Community and Government Relations – Public Inquiry

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Respond to a public inquiry

Company Fire Officer (CoFO-8) Administration – Recommending Change / Mid-Level Admin Functions

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Review current Policy Development Guide and Checklist sheet
- Create and/or Revise a SOP/SOG's
- Candidate will submit choices for approval prior to completion
- If revising, candidate must have current SOP/SOG with corrections and/or updates noted, for the new SOP/SOG
- Revised or new SOP/SOG will be final typed format

Company Fire Officer Task Book

Company Fire Officer (CoFO-9) Administration – Budget Request

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Create a Request for Board Approval (RFBA) for an item for purchase with a cost in excess of \$5,000 to include all supporting documentation
- Complete a purchase order for any item of equipment under \$5,000 to include all supporting documentation
- Any items need prior approval by the training division.

Company Fire Officer (CoFO-10) Administration – Department Organization

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Provide a current organizational chart. If none is available, create one based on department operations
- Provide a current Mission/Vision/Values statement. If none are available, create these in your vision for your organization.
- Provide a current Company Officer Job description and describe how you meet this job description
- Standard Operating Procedure/Standard Operating Guide (SOP/SOG) will be provided to the applicant

Company Fire Officer (CoFO-11) Inspection and Investigation – Fire Inspections & Installed Systems

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Complete and document 3 preplans
- Attach any required documentation in the preplan process (drawings, etc.)
- Conduct and complete 3 Inspections in conjunction with Fire Prevention Bureau
- Complete 1 initial occupancy inspection and document inspection using department forms
- Complete any written communications (if applicable)

Company Fire Officer Task Book

Company Fire Officer (CoFO-12) Inspection and Investigation – Secure Incident Scene

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Review and document 1 fire scene in conjunction with the Fire Investigation Team
- Describe your procedures as a Company Officer relating to investigations
- Include any drawings/pictures utilized in your review (if applicable)

Company Fire Officer (CoFO-13) Emergency Service Delivery – IAP, Post-Incident Analysis

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- As a Company Officer you will arrive on the scene and will assume command of a minimum of 5 (actual or simulated) incident response types:
 - Cardiac arrest
 - School Bus Accident
 - C/O incident with Illness
 - Structure fires
 - Single Family
 - Multi-Family
 - Commercial
 - Strip mall
- Candidate will review and document appropriate procedures
- Complete any supporting documents involving above mentioned incidents
- Complete Incident Reports
- Drawings/pictures (if applicable)

Company Fire Officer Task Book

Company Fire Officer (CoFO-14) Health and Safety – Company Level Safety

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Candidate will review 2 videos or case reports of a firefighting injury (i.e. ladder heeling)
- Candidate will complete First Report of Injury for each scenario
- Candidate will review 2 video/pictures of an apparatus vehicle accident
- Candidate will complete Accident Review completing all required Reports/Forms for each scenario
- Conduct and complete any/all witness statements
- Drawings/pictures (if applicable)

Company Fire Officer (CoFO-15) Health and Safety - Fitness

- A detailed narrative outlining the method used by the candidate to accomplish the task(s) utilizing the task steps.
- Candidate will review a NIOSH case study of a firefighter fatality with approval or as assigned by the training division relating to a medical or fitness related issue
- Candidate will document and write a paper on how you as the Company Fire Officer would prevent this from occurring within their department
- Candidate will present their findings in a company training session with all appropriate documentation completed including a completed training record report
- Standard Operating Procedure/Standard Operating Guide (SOP/SOG) will be provided to the applicant

Company Fire Officer Task Book

CERTIFICATION REQUIREMENTS - COMPANY FIRE OFFICER (CoFO)

In order to certify as a Company Fire Officer firefighters must fulfill the following requirements:

1. Successfully complete Phase 1 and Phase 2 of Company Fire Officer course.
2. OSFM certified at the Firefighter III or Advanced Technician Firefighter level.
3. OSFM certified at the Fire Instructor I level.
4. Achieve a score of seventy percent (70%) or above on the OSFM written examination. (1 year from course completion)
5. Complete Company Fire Officer Task Book. (3 years from course completion)

Course/Certification Reference List for Company Fire Officer:

1. NFPA, Standard for Fire Officer Professional Qualifications, NFPA 1021, 2014 edition
2. NFPA, Standard for Fire Service Instructor Professional Qualifications, NFPA 1041, 2012 edition
3. Jones & Bartlett "Fire Officer" Principles and Practice, 3rd Edition
4. IFSTA Company Officer, 5th Edition
5. Fire Engineering Videos; The Right Seat Officer Development Scenarios
6. Locally assigned cases and incident reports approved by the AHJ

<u>Attestation</u>

The following candidate has successfully met all required performance skills for the Company Fire Officer as specified in NFPA 1021 (2014 Edition):

All confidential information in compliance with the Privacy Act and HIPAA guidelines has been removed from this packet. This packet may be reviewed outside of the department training office by members of the OSFM.

Once this packet has been completed, it shall remain part of your training file and available for inspection. Please make sure you keep a copy for your records.

Candidate Signature: _____

Date Completed: _____

Training Officer Signature: _____ Date: _____

Fire Chief: _____ Date: _____

COMPANY FIRE OFFICER

JOB PERFORMANCE REQUIREMENT TASK BOOK



Office of the
Illinois State Fire Marshal

PROFICIENCY LOG

Proficiency Log Sheet

CoFO-1	Human Resource Management, Administration and Emergency Service Delivery – Station / Emergency Operations				Officer Initials
COFO-1	Date		Comments		
COFO-1	Date		Comments		
COFO-1	Date		Comments		
COFO-1	Date		Comments		
COFO-1	Date		Comments		

CoFO-2	Human Resource Management – Assign Tasks & Duties				Officer Initials
COFO-2	Date		Comments		
COFO-2	Date		Comments		
COFO-2	Date		Comments		
COFO-2	Date		Comments		
COFO-2	Date		Comments		

CoFO-3	Human Resource Management - Training				Officer Initials
COFO-3	Date		Comments		
COFO-3	Date		Comments		
COFO-3	Date		Comments		
COFO-3	Date		Comments		
COFO-3	Date		Comments		

Candidate Name _____ Candidate Signature _____

Training Officer Approval _____ Chief Approval _____

Company Fire Officer Task Book

Proficiency Log

CoFO

CoFO-4	Human Resource Management – Member Related Issues				Officer Initials
COFO-4	Date		Comments		
COFO-4	Date		Comments		
COFO-4	Date		Comments		

CoFO-5	Community and Government Relations – Community Needs				Officer Initials
COFO-5	Date		Comments		
COFO-5	Date		Comments		

CoFO-6	Community and Government Relations – Citizen Concerns				Officer Initials
COFO-6	Date		Comments		

CoFO-7	Community and Government Relations – Public Inquiry				Officer Initials
COFO-7	Date		Comments		

CoFO-8	Administration – Recommending Changes and Mid-Level Admin Functions				Officer Initials
COFO-8	Date		Comments		

Candidate Name _____ Candidate Signature _____

Training Officer Approval _____ Chief Approval _____

Company Fire Officer Task Book

Proficiency Log

CoFO

CoFO-9	Administration – Budget Request				Officer Initials
Budget Request	Date		Comments		

CoFO-10	Administration – Department Organization				Officer Initials
Org Chart	Date		Comments		
Miss/Vis/Val	Date		Comments		
Job description	Date		Comments		

CoFO-11	Inspection and Investigation – Fire Inspections & Installed Systems				Officer Initials
COFO-11	Date		Comments		
COFO-11	Date		Comments		
COFO-11	Date		Comments		

CoFO-12	Inspection and Investigation – Secure Incident Scene				Officer Initials
COFO-12	Date		Comments		

Candidate Name _____ Candidate Signature _____

Training Officer Approval _____ Chief Approval _____

Company Fire Officer Task Book

Proficiency Log

CoFO

CoFO-13	Emergency Service Delivery – Incident Action Plans, Post-incident Analysis				Officer Initials
COFO-13	Date		Comments		
COFO-13	Date		Comments		
COFO-13	Date		Comments		
COFO-13	Date		Comments		
COFO-13	Date		Comments		

CoFO-14	Health & Safety – Company Level Safety				Officer Initials
1 st Injury Report	Date		Comments		
Accident Report	Date		Comments		
1 st Injury Report	Date		Comments		
Accident Report	Date		Comments		

CoFO-15	Health & Safety – Fitness				Officer Initials
NIOSH	Date		Comments		

Candidate Name _____ Candidate Signature _____

Training Officer Approval _____ Chief Approval _____

COMPANY FIRE OFFICER

JOB PERFORMANCE REQUIREMENT TASK BOOK



Office of the
Illinois State Fire Marshal

SKILL SHEETS

Company Fire Officer Task Book

NFPA 4.2.1, 4.4.5, 4.6.3

CoFo #1

Human Resource Management, Administration and Emergency Service Delivery – Station / Emergency Operations

Candidates must satisfactorily perform a minimum of 5 sets of this task to achieve completion.

STANDARD: 4.2.1 NFPA 1021, 2014 Edition	TASK: Assign tasks or responsibilities to unit members, given an assignment at an emergency operation, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.
STANDARD: 4.4.5 NFPA 1021, 2014 Edition	TASK: Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate.
STANDARD: 4.6.3 NFPA 1021, 2014 Edition	TASK: Develop and conduct a post-incident analysis, given a single 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 in accordance with policies and procedures.

PERFORMANCE OUTCOME: The Candidate will assume the role of company fire officer supervising the first-due fire company at a residence fire (actual or simulated). Candidate will assign tasks or responsibilities in a complete, clear, and concise manner so that safety considerations are addressed and desired outcomes are conveyed. The candidate will collect all incident response data and complete all organizational incident response forms. The candidate will then conduct a post-incident analysis of the incident using proper policies and procedures.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT REQUIRED: Firefighting equipment necessary to complete evolutions.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Assign tasks or responsibilities to unit-members at an emergency.				
2.	Condense instructions in an understandable way.				
3.	Give instructions that are complete, clear, and concise.				
4.	Confirm understanding of assignments.				
5.	Convey desired outcomes.				
6.	Efficiently utilize personnel and equipment available to the company				
7.	Conduct an incident response report using proper policies, forms and procedures				
8.	Conduct a post-incident analysis using proper policies, forms and procedures				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Human Resource Management – Assign Tasks & Duties

Candidates must satisfactorily perform a minimum of 5 sets of this task to achieve completion.

<p>STANDARD: 4.2.2 NFPA 1021, 2014 Edition</p>	<p>TASK: Assign tasks or responsibilities to unit members, given an assignment under non-emergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed and the desired outcomes are conveyed.</p>
<p>STANDARD: 4.2.6 NFPA 1021, 2014 Edition</p>	<p>Task: Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and supervised during the completion of the assignments.</p>

PERFORMANCE OUTCOME: The Candidate will assume the role of company fire officer supervising other firefighters at a station. The candidate will assign non-emergent job duties our projects to unit members such as (station duties, apparatus maintenance, special projects) The assignment will be to assign specific tasks and resources to each individual firefighter, provide for adequate supervision and safety considerations, so that the company’s assignment is completed. Make a written plan of what specific tasks and resources are assigned to each firefighter. Establish an order of priority of tasks and a timeline for completion. The company will remain run-ready at all times.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT REQUIRED: Paper, Pen/pencil, computer if applicable.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Establish reliable method of alerting company for emergency runs.				
2.	Provide appropriate safety equipment to each member based on task.				
3.	Give instructions that are clear, concise, and precise.				
4.	Efficiently utilize personnel and equipment available to the company.				
5.	Provide for adequate supervision of each member.				
6.	Create a written plan that fully accomplishes the assignment.				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Human Resource Management - Training

Candidates must satisfactorily perform a minimum of 5 sets of this task to achieve completion.

STANDARD: 4.2.3 NFPA 1021, 2014 Edition		TASK: Direct unit members during a training evolution, given a company training evolution training policies and procedures, so that the evolution is performed safely,			
PERFORMANCE OUTCOME: The Candidate will assume the role of a company fire officer conducting a training evolution for those under his command. The Candidate will communicate verbal instructions to the company, so that the evolution is safely and efficiently performed according to applicable policy and procedures.					
CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.					
EQUIPMENT REQUIRED: Company members, training equipment necessary to complete the assigned evolution. Policies and procedures.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Provide written or verbal instructions to the company members.				
2.	Conduct the evolution in a safe and efficient manner.				
3.	Ensure compliance with applicable policies and procedures.				
4.	Maximize learning by anticipating needs or problems.				
5.	Address improper methods or mistakes made by company members.				
6.	Successfully complete the training evolution.				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Human Resource Management – Member Related Issues

Candidates must satisfactorily perform a minimum of 3 sets of this task to achieve completion.

STANDARD: 4.2.4 NFPA 1021, 2014 Edition	TASK: Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures.
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PERFORMANCE OUTCOME: The Candidate will assume the role of company fire officer. A subordinate member of the fire department approaches the company officer with a problem. Member-related problems could include substance abuse; acute, chronic and delayed stress; and health, financial, personal, family, and other situations that may adversely affect the member’s job performance. Candidate must listen carefully to determine the true nature of the problem and provide emotional support through active listening. Candidate will determine an initial course of action (within the Company Officer’s scope of authority), explain the course of action to the member, and make appropriate verbal notification and written documentation to the Company Fire Officer’s next in line Supervisor.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT REQUIRED: Subordinate member and supervisor of the company officer. Policies and procedures. Paper, pen/pencil, computer if applicable.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Ensure the privacy of conversation between Officer and subordinate.				
2.	Understand and apply knowledge of post-critical incident stress, and/or other stress-related situations.				
3.	Demonstrate a mature, and responsible attitude.				
4.	Adhere to applicable policies and procedures.				
5.	Provide written notification to Officer’s supervisor as soon as possible.				
6.	Provide a written recommendation for further action to Officer’s supervisor.				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Community and Government Relations – Community Needs

Candidates must satisfactorily perform a minimum of 2 sets of this task to achieve completion.

STANDARD: 4.3.1 NFPA 1021, 2014 Edition		Task: Initiate action on a community need, given policies and procedures, so that the need is addressed.			
PERFORMANCE OUTCOME: Candidate will appropriately respond to a routine request from a citizen of the community, (e.g. safety talk, safety drill, car seat inspections, neighborhood request, etc.) Candidate will answer the need accurately, courteously, and in accordance with policies and procedures. Candidate will then initiate the process and respond to the desired community need.					
CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.					
EQUIPMENT REQUIRED: None					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Demonstrate understanding/compliance with policies and procedures.				
2.	Respond to the community need accurately and in a timely fashion.				
3.	Demonstrate the ability to coordinate and schedule a community need.				
4.	Provide or deliver resources to meet the requested community need.				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Community and Government Relations – Citizen Concerns

Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.

STANDARD: 4.3.2 NFPA 1021, 2014 Edition		TASK: Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.			
PERFORMANCE OUTCOME: The Candidate will assume the role of a Company Fire Officer when a citizen comes to the fire station to make complaint (e.g. careless driving, excessive noise of fire department vehicles or training in his neighborhood, etc.). Candidate will receive the complaint, provide an immediate verbal response to satisfy the citizen’s desire that something is to be done, and follow up by initiating proper action according to policy.					
CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.					
EQUIPMENT REQUIRED: Citizen and policies and procedures.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Give serious and immediate attention to the Citizen’s complaint.				
2.	Assure Citizen that action will be taken to alleviate the concern.				
3.	Behave in a respectful, professional, and courteous manner.				
4.	Allow the Citizen time to adequately communicate the concern.				
5.	Initiate proper action as required by policy.				
6.	Make notification of complaint to the proper individual, if applicable.				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Community and Government Relations – Public Inquiry

Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.

STANDARD: 4.3.3 NFPA 1021, 2014 Edition	TASK: Respond to a public inquiry, given the policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies
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PERFORMANCE OUTCOME: Candidate will assume the role of a company fire officer and respond to a public inquiry (e.g. application processes, inspection/code questions, permits, etc.) Candidate will answer the inquiry accurately, courteously, And according to established policies and procedures.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT REQUIRED: None

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Demonstrate understanding/compliance with policies and procedures.				
2.	Answer the public inquiry accurately.				
3.	Project a professional and courteous demeanor.				
4.	Demonstrate ability to effectively communicate verbally.				
5.	Demonstrate effective written communication, if applicable.				
6.	Respond to the public inquiry in a timely fashion				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Administration – Recommending Changes and Mid-Level Admin Functions

Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.

STANDARD: 4.4.1 NFPA 1021, 2014 Edition	TASK: Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members.
STANDARD: 4.4.2 NFPA 1021, 2014 Edition	TASK: Execute routine unit-level administrative functions, given forms and record management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.

PERFORMANCE OUTCOME: Candidate will assume the role of a company fire officer and recommend change to existing policy or create new policy that needs to be established. Following the approval of such policy, the candidate will provide this policy as new information and provide an implementation to the company training members. Candidate will then update or make changes to any report forms, logs or filing systems that are affected by the implementation of the new or revised policy.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT REQUIRED: Company members. Policy covering written reports of any type. Forms or reports required by the policy. Pen/pencil, computer if applicable.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Show understanding and personal compliance with new policy.				
2.	Describe new policy in a manner understandable to the members.				
3.	Answer questions correctly with regard to the new policy, if any.				
4.	Demonstrate how new policy requires form/reports to be completed.				
5.	Adequately communicate information verbally and in writing.				
6.	Communicate why the new policy is necessary.				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Administration – Budget Request

Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.

STANDARD: 4.4.3		TASK: Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.			
NFPA 1021, 2014 Edition					
PERFORMANCE OUTCOME: Candidate will create a budget request using the proper forms, procedures, and supporting data, then submit the budget to the proper budget coordinator.					
CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.					
EQUIPMENT REQUIRED: Pen/pencil, paper. Necessary budget forms or reports. Budget planning policy and procedures. Uniform or other credentials to ensure proper identification to business owners/occupants when obtaining supporting budget data. Computer, if applicable.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Obtain proper request forms and procedures.				
2.	Research revenue sources for budget.				
3.	Obtain supporting data to the budget request.				
4.	Develop and organize an outlined budget plan.				
5.	Produce completed plan using the appropriate forms and reports.				
6.	Submit complete budget packet to proper budget coordinator.				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Administration – Department Organization

Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.

STANDARD: 4.4.4 NFPA 1021, 2014 Edition	TASK: Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.
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PERFORMANCE OUTCOME: Candidate will provide a current copy of their department’s organizational chart with defined responsibilities and duties then make recommended changes to that organizational chart that would improve the efficiency of their organization. All changes must have written justification. If no changes are identified then written reinforcement to the organizational structure must be created. If the candidate has no organizational chart in their department then they will create one with written defined responsibilities and duties.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate’s narrative on task completion, forms, charts and defined responsibilities etc., department policy or procedure.

EQUIPMENT REQUIRED: None

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identify the organizational structure of an organization.				
2.	Identify the functions of management.				
3.	Communicates in writing the mission of the organization.				
4.	Communicates in writing the defined responsibilities and duties of the organization.				
5.	Correct, reinforce or develop defined management components of an organization.				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Inspection and Investigation – Fire Inspections & Installed Systems

Candidates must satisfactorily perform a minimum of 3 sets of this task to achieve completion.

<p>STANDARD: 4.5.1 NFPA 1021, 2014 Edition</p>	<p>TASK: Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed and approved actions are taken.</p>
<p>STANDARD: 4.5.2 NFPA 1021, 2014 Edition</p>	<p>TASK: Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat and smoke throughout the building or from one building to another, given an occupancy and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed.</p> <ol style="list-style-type: none"> 1 Public assembly 2 Educational 3 Institutional 4 Residential 5 Business 6 Industrial 7 Manufacturing 8 Storage 9 Mercantile 10 Special properties
<p>PERFORMANCE OUTCOME: Candidate will assume the role of a company fire officer and will conduct a fire inspection of one of the occupancies listed above. All findings of the inspection shall be documented in accordance with approved policies and procedures of the AHJ. In addition the candidate will identify construction, alarm, detection, and suppression systems and develop a pre- incident plan for the occupancy in accordance with approved policies and procedures of the AHJ.</p>	
<p>CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.</p>	
<p>EQUIPMENT REQUIRED: Transportation to/from assigned facility. Pen/pencil, paper. Necessary inspection and pre-incident plan forms or reports. Inspection and pre-incident planning policy and procedures. Uniform or other credentials to ensure proper identification to business owners/occupants when obtaining inspection and pre-incident plan data. Computer, if applicable.</p>	

Continued on Next Page

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Company Fire Officer Task Book

NFPA 4.5.1, 4.5.2

CoFo #11

Candidates must satisfactorily perform a minimum of 3 sets of this task to achieve completion.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Initiate initial contract with courtesy and professionalism.				
2.	Obtain cooperation by emphasizing the reasoning behind the inspection and pre-incident plan.				
3.	Exhibit professional appearance and demeanor for the site visit.				
4.	Include all elements of the fire inspection according to policy. Forms to include site				
5.	Include all elements of the pre-incident plan according to policy, forms, drawings, etc.				
6.	Produce a completed fire inspection document using the appropriate forms and reports				
7.	Produce completed plan using the appropriate forms and reports.				
8.	Communicate effectively using both verbal and written methods.				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Inspection and Investigation – Secure Incident Scene

Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.

STANDARD: 4.5.3 NFPA 1021, 2014 Edition	TASK: Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene, are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.
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PERFORMANCE OUTCOME: Candidate will assume the role of company fire officer and will be given a real or simulated fire incident scene. The Candidate will identify a preliminary need for a fire investigation and secure the scene and evidence by establishing perimeters to the scene. Candidate will identify potential witnesses and demonstrate the proper procedure for calling an Investigator.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT REQUIRED: Real or simulated fire incident scene with materials necessary to create the proper environment. Rope or barrier tape. Applicable reports or witness statement forms. Persons to act as first-arriving members and others such as witnesses, occupants, or others with incident information.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identifies the need for a fire investigation				
2.	Adequately secure the fire scene to protect evidence.				
3.	Establish a scene perimeter with which prohibits unauthorized entry.				
4.	Identifies potential witnesses				
5.	Establish need for investigator and use proper methods to request one.				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Emergency Service Delivery – Incident Action Plans, Post-incident Analysis

Candidates must satisfactorily perform a minimum of 5 sets of this task to achieve completion.

<p>STANDARD: 4.6.1 NFPA 1021, 2014 Edition</p>	<p>TASK: Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.</p>
<p>STANDARD: 4.6.2 NFPA 1021, 2014 Edition</p>	<p>TASK: Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation.</p>
<p>STANDARD: 4.6.3 NFPA 1021, 2014 Edition</p>	<p>Task: Develop and conduct a post-incident analysis, given a single 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 in accordance with policies and procedures.</p>

PERFORMANCE OUTCOME: Candidate will develop and implement an initial action plan for an emergency incident scenario. Candidate must be able to analyze emergency scene conditions, to allocate resources, communicate verbally and in writing, operate within an emergency management system, supervise and account for assigned personnel so that resources are effectively deployed to mitigate the situation. The candidate will then conduct a post-incident analysis of the incident using proper policies and procedures

CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT REQUIRED: Emergency incident scenario including type of incident, size-up information, and assigned resources. Policies and procedures. Pen/pencil and paper. Necessary forms and reports. Personnel accountability system components. Computer, if applicable.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop and implement an effective initial action plan.				
2.	Analyze and use information gained in size-up.				
3.	Utilize resources in a reasonable, safe, and prudent manner.				
4.	Maintain supervision and accountability for personnel.				
5.	Communicate effectively using both verbal and written methods.				
6.	Implement and operate within the emergency management system.				
7.	Conduct a post-incident analysis using proper policies, forms and procedures				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Health & Safety – Company Level Safety

Candidates must satisfactorily perform a minimum of 2 sets of this task to achieve completion.

<p>STANDARD: 4.7.1 NFPA 1021, 2014 Edition</p>	<p>TASK: Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.</p>
<p>STANDARD: 4.7.2 NFPA 1021, 2014 Edition</p>	<p>TASK: Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures.</p>

PERFORMANCE OUTCOME: Candidate will assume the role of company fire officer and will conduct an Initial Accident Investigation involving a Fire Department Vehicle, or injury. Provided an actual or simulated accident scenario. Candidate will interview witnesses, complete required reports, make recommendations on preventing future similar accidents, and convey responsibility for the accident to the appropriate person. Candidate will identify safety hazards or unsafe behaviors that may have contributed to the accident.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT REQUIRED: Safety and investigative policies and procedures. Persons to act as witnesses to the incident for the Candidate to interview. Applicable incident, investigation, and accident reports or forms. Actual or simulated accident scenario provided with photographs, sketches, circumstances, or witness statements to be presented as the Candidate performs the investigation.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Freeze apparatus in position to conduct investigation, if possible.				
2.	Make appropriate notifications according to policy.				
3.	Utilize all available resources to document incident and conditions.				
4.	Interview witnesses to obtain facts, if possible.				
5.	Identify factors contributing to the accident.				
6.	Complete appropriate forms, reports, statements are required policy				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

Health & Safety – Fitness

Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.

STANDARD: 4.7.3 NFPA 1021, 2014 Edition	TASK: Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.
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PERFORMANCE OUTCOME: Candidate will complete a case study on the national death and injuries documented in the fire service and how fire service safety and wellness initiatives can help prevent these issues. Show examples of how the organization is improving this issue and what improvements could be made to current programs in the organization. Then the candidate will present this case study to personnel in their organization.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate’s case study and documentation of presentation to the organization.

EQUIPMENT REQUIRED: Access to national death and injuries information and or related documents. Paper, Pen/pencil, computer if applicable.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identifies the issues causing death and injuries in the fire service				
2.	Establishes fire service safety and wellness initiatives				
3.	The ability to communicate in writing				
4.	Demonstrate ability to effectively communicate verbally.				

Candidate Name _____ Date _____ Candidate Signature _____

Evaluator Name _____ Date _____ Evaluator Signature _____

Comments _____

