



FIRE OFFICER II
NFPA 1021, 2020 Edition

JPR FOII- #1

Candidate: _____ **Date:** _____

Candidate #: _____

STANDARD: 5.2.1 and 5.2.1(b)		TASK: The candidate will initiate actions to maximize member performance and/or 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.		
Topic Area: Human Resource Management NFPA 1021, 2020 Edition				
PERFORMANCE OUTCOME: The candidate, acting as a Fire Captain for a simulated fire station will recommend action for a member-related human resources issue. The candidate will provide a written recommendation for a course of action for this member while applying human resource policies and procedures. The candidate will consult firefighter(s) and outline how to increase teamwork so that member and/or unit performance improves or the issue(s) is referred to the next level of Supervision.				
CONDITIONS: This skill must be submitted to the Evaluator.				
EQUIPMENT REQUIRED: Situation requiring a recommended action for member-related problems; group dynamics; human resource policies and procedures; and writing/ technology instruments				
REFERENCE: IFSTA Company Officer, 6th Edition.				
No.	Task Steps	Task Value	First Test Score	Retest Score
	The Fire Officer Level II Candidate will:			
1	Provide a description recommending a course of action for this member	2.0		
2	Identify Human Resources policy issues that have been violated	2.0		
3	Describe the dynamics of the individuals involved in this incident	1.0		
4	Completes written recommendation to the Firefighter applying human resource policies and procedures for corrective action	1.0		
5	Outlines the corrective action to be delivered	2.0		
6	Human Resource policies and procedures are applied	2.0		
7	Use of correct grammar, spelling usage and formatting	1.0		
8	Use of correct sentence structure and paragraphing	1.0		
9	Identify methods to increase team work	2.0		
10	Identify methods to counsel member(s)	2.0		
TOTAL		16.0		
Total Points Possible = 16 Total Points Needed to Pass = 12 Total Points Scored = _____ 1 Pass 1 Fail				



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FIRE OFFICER II
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JPR FOII-#2

Candidate: _____ **Date:** _____

Candidate #: _____

STANDARD: 5.2.2, 5.2.2 (B)		TASK: The candidate will evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.		
Topic Area: Human Resource Management				
NFPA 1021, 2020 Edition				
PERFORMANCE OUTCOME: The candidate will assume the role of a Company Officer in making a written report to the Fire Chief of the job performance of assigned members so each member's performance is evaluated accurately and reported according to human resource policies and procedures. The candidate will apply departmental human resource policies and procedures.				
CONDITIONS: This skill must be submitted to the Evaluator.				
EQUIPMENT REQUIRED: Personnel records and performance information on four (4) Employees , evaluation forms, human resources policies and procedures and writing/ technology instruments				
REFERENCE: IFSTA Company Officer, 6th Edition.				
No.	Task Steps	Task Value	First Test Score	Retest Score
	The candidate will:			
1	Complete the job performance evaluation form for each employee.	2.0		
2	Make a written report to the Fire Chief with a summary of the job performance evaluation of each Employee	2.0		
3	Report is written in correct format	1.0		
4	Use of correct grammar, spelling usage and formatting	2.0		
5	Use of correct sentence structure and paragraphing	1.0		
6	Identify items to be considered when preparing for and conducting the job performance evaluation in person.	2.0		
TOTAL		10.0		

Total Points Possible = 10 Total Points Needed to Pass = 7 Total Points Scored = _____ 1 Pass 1 Fail
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FIRE OFFICER II
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JPR FOII-#3

Candidate: _____ **Date:** _____

Candidate #: _____

STANDARD: 5.2.3 and 5.2.3(B)		TASK: The candidate will create a professional development plan for a member of the organization, given the requirements of promotion, so that the individual acquires the necessary knowledge, skills and abilities to be eligible for the examination for the position.		
Topic Area: Human Resource Management				
NFPA 1021, 2020 Edition				
PERFORMANCE OUTCOME: The candidate will create a professional development plan for a member of the organization so the individual acquires the necessary knowledge, skills and abilities to be eligible for the examination for the position. The candidate will apply and follow promotional and human resource policies and procedures.				
CONDITIONS: This skill must be submitted Evaluator.				
EQUIPMENT REQUIRED: Requirements for promotion within the organization; human resource policies and procedures; and writing/ technology instruments				
REFERENCE: IFSTA Company Officer, 6th Edition.				
No.	Task Steps	Task Value	First Test Score	Retest Score
	The candidate will:			
1	Create a professional development plan	2.0		
2	Outline areas in which employee requires improvement	2.0		
3	Make recommendations for professional development courses/seminars	2.0		
4	Outline recommendations for job shadowing	1.0		
5	Indicate which promotional opportunity can be provided	1.0		
6	Plan is written clear and concise	1.0		
7	Proper spelling, grammar and paragraphing	1.0		
TOTAL		10.0		
Total Points Possible = 10 Total Points Needed to Pass = 7 Total Points Scored = _____ 1 Pass 1 Fail				



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FIRE OFFICER II
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JPR FOII-#4

Candidate: _____ **Date:** _____

Candidate #: _____

STANDARD: 5.3.2 and 5.3.2(B) Topic Area: Community and Government Relations NFPA 1021, 2020 Edition		TASK: The candidate will 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.		
PERFORMANCE OUTCOME: The candidate will create a written proposal to the Fire Chief outline benefits to the organization of cooperating with allied organizations so the purpose for establishing external agency relationships is clearly explained. The candidate will also include information on how the organization and agencies can participate in a safety, injury and/or joint fire prevention education program/initiative in the community.				
CONDITIONS: This skill must be submitted to the Evaluator.				
EQUIPMENT REQUIRED: Specific problem or issue in the community, Mission and Goals of the agency, external agencies in the community and written/technology instruments				
REFERENCE: IFSTA Company Officer, 6th Edition.				
No.	Task Steps	Task Value	First Test Score	Retest Score
	The candidate will:			
1	Create a written proposal outlining the issues and common benefits to each party involved.	2.0		
2	Identifies the Mission and Goals of the agency	2.0		
3	Identify the types and functions of the external agency (agencies) in the community	2.0		
4	Describe the relationship between the organization and the external agency(agencies)	2.0		
5	Identify how the organization and agencies can participate in a safety, injury and/or joint fire prevention education program/initiative in the community			
6	Proposal is written in a clear and concise format	1.0		
7	Correct usage of grammar, spelling and paragraphing	1.0		
TOTAL		10.0		
Total Points Possible = 10 Total Points Needed to Pass = 7 Total Points Scored = _____ 1 Pass 1 Fail				



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FIRE OFFICER II
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JPR FOII-#5

Candidate: _____ **Date:** _____

Candidate #: _____

<p>STANDARD: 5.4.1 and 5.4.1 (B); 5.4.5 and 5.4.5 (B); and 5.4.6 and 5.4.6 (B)</p> <p>Topic Area: Administration</p> <p>NFPA 1021, 2020 Edition</p>	<p>TASK: The candidate will prepare a concise report for transmittal to a supervisor, given fire department records and a specific request for details such as trends, variances or other related topics, so that the information required for the AHJ is accurate and documented.</p> <p>The candidate will develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.</p> <p>The candidate will 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>PERFORMANCE OUTCOME: The candidate acting in the role as a Captain will prepare a concise report to the Fire Chief outlining a plan to accomplish change in the organization so that effective change is implemented in a positive manner. The candidate will also develop a policy or procedure, so that the recommended policy or procedure identifies the problem and proposes a solution. Also, the candidate will identify, in a memorandum to the Fire Chief, how this policy or procedure will be implemented.</p>				
<p>CONDITIONS: This skill must be submitted to the Evaluator.</p>				
<p>EQUIPMENT REQUIRED: Fire Department records; specific requests for details such as trends, variances or other related topics; an agency's change of policy or procedures; an assignment; and writing/ technology instruments</p>				
<p>REFERENCE: IFSTA Company Officer, 6th Edition.</p>				
No.	Task Steps	Task Value	First Test Score	Retest Score
	The candidate will:			
1	Prepare a concise report to the Fire chief	2.0		
2	Outline request for details such as trends, variances or other related topics	2.0		
3	Identify a proposed problem	2.0		
4	Follow proper report format	1.0		
5	Ensure correct spelling, punctuation, grammar and paragraphing	1.0		



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JPR FOII-#5

6	Develop a Policy or Procedure	2.0		
7	Policy or procedure is clear and concise	2.0		
8	Identify how this policy or procedure will be implemented using a memo to the Fire Chief	1.0		
9	Develop a plan to accomplish change in the organization	2.0		
10	Identify how to incorporate change in a positive manner	2.0		
11	Identify a solution and provide an alternative solution to suggested change	2.0		
12	Outline the cost and benefits of the proposed change	1.0		
TOTAL		20.0		

Total Points Possible = 20 Total Points Needed to Pass = 14 Total Points Scored = _____ 1 Pass 1 Fail

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FIRE OFFICER II
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JPR FOII-#6

Candidate: _____ **Date:** _____

Candidate #: _____

<p>STANDARD: 5.4.2 and 5.4.2(B); and 5.4.3 and 5.4.3(B)</p> <p>Topic Area: Administration</p> <p>NFPA 1021, 2020 Edition</p>	<p>TASK: The candidate will 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>The candidate will 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>
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PERFORMANCE OUTCOME: The candidate will develop a project or divisional budget so that capital, operating and personnel costs are determined and justified. The candidate will also describe the process of purchasing, including soliciting and awarding bids in order to ensure competitive bidding.

CONDITIONS: This skill must be submitted to the Evaluator.

EQUIPMENT REQUIRED: Schedules and guidelines concerning budget preparation; information regarding supplies and equipment necessary for ongoing or new projects; information regarding repairs to existing facilities, new equipment, apparatus maintenance and personnel costs; budgeting system information; established big specifications; and writing/ technology instruments

REFERENCE: IFSTA Company Officer, 6th Edition.

No.	Task Steps	Task Value	First Test Score	Retest Score
	The candidate will:			
1	Develop a divisional budget	2.0		
2	Identify item(s) to be purchased	1.0		
3	Allocate and account for all capital, operating and personnel costs where required	2.0		
4	Justify the budget - example: cost versus benefit	2.0		
5	Describe the process of purchasing to ensure competitive bidding	2.0		
6	Describe the process for soliciting bids according to organizational policies	2.0		
7	Describe the roles of the departments in the organization in awarding a bid/contract	1.0		
8	Outline how to ensure competitive bidding	1.0		
9	Correct use of spelling, grammar and paragraphing	1.0		
TOTAL		14.0		

Total Points Possible = 14
Total Points Needed to Pass = 10
Total Points Scored = _____
1 Pass 1 Fail



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FIRE OFFICER II
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JPR FOII-#7

Candidate: _____ **Date:** _____

Candidate #: _____

STANDARD: 5.4.4 and 5.4.4(B) 5.2.2 (B), 5.2.3 (B), 5.3.1 (B), 5.4.2 (B), 5.4.3 (B), , 5.4.6 (B), 5.5.1 (B), 5.6.1 (B), 5.6.2 (B)		TASK: The candidate will prepare a media release, given an event or topic, so that the information is accurate and formatted correctly.		
Topic Area: Administration NFPA 1021, 2020 Edition				
PERFORMANCE OUTCOME: The candidate will prepare a news release so the information is accurate and formatted correctly.				
CONDITIONS: This skill must be submitted to the Evaluator.				
EQUIPMENT REQUIRED: Event or topic, and writing/technology instruments				
REFERENCE: IFSTA Company Officer, 6th Edition.				
No.	Task Steps	Task Value	First Test Score	Retest Score
	The candidate will:			
1	Develop a news release	2.0		
2	Use proper news release format	2.0		
3	Follow proper departmental policies and procedures	1.0		
4	Communicate effective in writing	1.0		
5	Produce a clear and effective message	2.0		
6	Correct use of spelling, grammar and paragraphing	1.0		
	TOTAL	9.0		
Total Points Possible = 9 Total Points Needed to Pass = 7 Total Points Scored = _____ 1 Pass 1 Fail				



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FIRE OFFICER II
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JPR #FOII-8

Candidate: _____ **Date:** _____

Candidate #: _____

STANDARD: 5.5.1 and 5.5.1(B) Topic Area: Inspection and Investigation NFPA 1021, 2020 Edition		TASK: The candidate will 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.		
PERFORMANCE OUTCOME: The candidate will utilize a fire scene (real or simulated), photographs, diagrams, pertinent data and/or sketches to determine if arson is suspected. This information will be provided in a written report.				
CONDITIONS: This skill must be submitted to the Evaluator.				
EQUIPMENT REQUIRED: Fire scene, photographs, diagrams, pertinent data, and/or sketches; and writing/ technology instruments				
REFERENCE: IFSTA Company Officer, 6th Edition.				
No.	Task Steps	Task Value	First Test Score	Retest Score
	The candidate will:			
1	Determine possible cause of the fire	3.0		
2	Determine point(s) of origin	3.0		
3	Outline fire growth and development	2.0		
4	Describe the investigation process/procedures as per your authority having jurisdiction	2.0		
5	Report is clearly written, using correct spelling, grammar and paragraphing	2.0		
TOTAL		12.0		
Total Points Possible = 12 Total Points Needed to Pass = 8 Total Points Scored = _____ 1 Pass 1 Fail				



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FIRE OFFICER II

NFPA 1021, 2020 Edition

JPR FOII-#9

Candidate: _____ Date: _____

Candidate #: _____

<p>STANDARD: 5.6.1 and 5.6.1(B); and 5.6.2 and 5.6.2(B)</p> <p>Topic Area: Emergency Service Delivery</p> <p>NFPA 1021, 2020 Edition</p>	<p>TASK: The candidate will produce operational plans, given an emergency incident requiring multi-unit operations; the current editions 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>The candidate will 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 complete and processed.</p>			
<p>PERFORMANCE OUTCOME: The candidate will produce operational plans so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident. The candidate will further 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 complete and processed</p>				
<p>CONDITIONS: This skill must be submitted to the Evaluator.</p>				
<p>EQUIPMENT REQUIRED: An emergency incident requiring multi-unit operations; the current edition of NFPA 1600; AHJ-approved safety procedures; a multi-unit incident; post-incident analysis policies, procedures and forms; and writing/ technology instruments</p>				
<p>REFERENCE: IFSTA Company Officer, 5th Edition.</p>				
No.	Task Steps	Task Value	First Test Score	Retest Score
	The candidate will:			
1	Produce operational plans	2.0		
2	Operational plan mitigates the multi-unit emergency	1.0		
3	Allocate, supervise and account for human and equipment resources	1.0		
4	Implement necessary safety precautions and personal accountability	1.0		
5	Incorporates NFPA 1600	2.0		
6	Conduct this post-incident analysis	2.0		
7	Utilize policies, procedures and guidelines of Authority Having Jurisdiction	1.0		
8	Identify critical elements of post-incident analysis	1.0		
9	Identify the information required to complete a post-incident analysis	1.0		



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JPR FOII-#9

10	Complete the attached Post-Incident Analysis Form	2.0		
TOTAL		14.0		

Total Points Possible = 14
Total Points Needed to Pass = 10
Total Points Scored = _____
1 Pass 1 Fail

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JPR FOII-#10

Candidate: _____ **Date:** _____

Candidate #: _____

<p>STANDARD: 5.6.3 and 5.6.3(B)</p> <p>Topic Area: Emergency Service Delivery</p> <p>NFPA 1021, 2020 Edition</p>	<p>TASK: The candidate will 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>
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PERFORMANCE OUTCOME: The candidate will write a written report so that the major causes for service demands are identified for various planning areas within the service area of the organization.

CONDITIONS: This skill must be submitted to the Evaluator.

EQUIPMENT REQUIRED: Incident reporting data from a given jurisdiction and writing/ technology instruments

REFERENCE: IFSTA Company Officer, 6th Edition.

No.	Task Steps	Task Value	First Test Score	Retest Score
	The candidate will:			
1	Prepare a written report outlining the major causes for service demands	2.0		
2	Report includes the major causes for service demands within the planning area(s)	3.0		
3	Analyze the data to correctly identify reasons for service demands	3.0		
4	Use correct report writing structure	1.0		
5	Uses correct grammar, spelling, punctuation and paragraphing	1.0		
TOTAL		10		

Total Points Possible = 10
Total Points Needed to Pass = 7
Total Points Scored = _____
1 Pass 1 Fail



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FIRE OFFICER II
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JPR FOII-#11

Candidate: _____ **Date:** _____

Candidate #: _____

STANDARD: 5.7.1 and 5.7.1(B)		TASK: The candidate will 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.		
Topic Area: Health and Safety				
NFPA 1021, 2020 Edition				
PERFORMANCE OUTCOME: The candidate will analyze a member's accident, injury or health exposure history, so that a report including action taken and recommendations made is prepared for a Supervisor (Fire Chief).				
CONDITIONS: This skill must be submitted to the Evaluator.				
EQUIPMENT REQUIRED: Case Study and writing/ technology instruments				
REFERENCE: IFSTA Company Officer, 6th Edition.				
No.	Task Steps	Task Value	First Test Score	Retest Score
	The candidate will:			
1	Write a Report to the Fire Chief using the proper Report Writing format	1.0		
2	Identify the unsafe acts or work environment	2.0		
3	Identify the potential cause of unsafe acts	2.0		
4	Document actions taken in response to illness/injury or exposure	2.0		
5	Provide recommendations to prevent reoccurrence	2.0		
6	Use of correct spelling, grammar, punctuation and paragraphing	1.0		
TOTAL		10		
Total Points Possible = 10 Total Points Needed to Pass = 7 Total Points Scored = _____ 1 Pass 1 Fail				



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FIRE OFFICER II
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JPR FOII-#12

Candidate: _____ **Date:** _____

Candidate #: _____

STANDARD: 5.3.1 and 5.3.1(B)		TASK: 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.		
Topic Area: Community Risk Reduction				
NFPA 1021, 2020 Edition				
PERFORMANCE OUTCOME: Candidate will select a scenario and be required to develop a report detailing situation, background, and benefits of establishing relationships with external partners				
CONDITIONS: This skill must be submitted to the Evaluator.				
EQUIPMENT REQUIRED: Scenario				
REFERENCE: IFSTA Company Officer, 6th Edition.				
No.	Task Steps	Task Value	First Test Score	Retest Score
	The candidate will:			
1	Identifies mission and goals of department	1.0		
2	Describes benefits of effective public relations and community outreach program	1.0		
3	Defines and describes cooperative allied organizations within the community	1.0		
4	Identifies specific issue or problem in the community	2.0		
5	Defines required roles to establish cooperative relationship for initiating action to resolve the issue	2.0		
6	Describes plan for communicating direction and initiating action	1.0		
7	Identifies community demographics	1.0		
8	Identifies informal community leaders	1.0		
TOTAL		10.0		
Total Points Possible = 10 Total Points Needed to Pass = 8 Total Points Scored = _____ 1 Pass 1 Fail				



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