



# ***FIRE OFFICER I***

## ***STUDENT*** ***Task Book***

*Agency:* Hall County Fire Services

*Bring this completed PTE to test location to have it reviewed by GFSTC's test proctor, along with a signed test prerequisite form.*

**FAILURE TO DO THIS WILL RESULT IN DENIAL OF TESTING!**

**TASK BOOK ASSIGNED TO:**

**INDIVIDUAL'S PRINTED NAME & TITLE**

**DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE INDIVIDUAL FOR TESTING  
AND CERTIFICATION**

## Fire Officer I Completion Checklist

**Instructions:** This Checklist will help you remember all the important things you need for your taskbook to be completed before you submit it to the Training Academy. Please review the following checklist to make sure your taskbook is complete. Check off each item, sign, and date you have completed all work. To complete this course, the student must successfully complete all of the required skills, paperwork, and assessments in this taskbook. This form is to be completed by the student and lead instructor to insure all course work has been completed properly and in full. Failure to submit all required skills, paperwork, and assessments, will be counted as an incomplete taskbook until all items needing attention are submitted.

Task to be Completed	Student Checkbox	Instructor Checkbox
1 All Fields in taskbooks completed on pages 1 and 2.	<input type="checkbox"/>	<input type="checkbox"/>
2 All evaluators fill in the correct GFSTC # in appropriate areas.	<input type="checkbox"/>	<input type="checkbox"/>
3 Candidates full name is filled out on all lines required throughout taskbook.	<input type="checkbox"/>	<input type="checkbox"/>
4 All required task sheets signed and dated by approved evaluator(s).	<input type="checkbox"/>	<input type="checkbox"/>
5 All department forms are filled out completely that are required for each task.	<input type="checkbox"/>	<input type="checkbox"/>
6 Fire Officer Letterhead on Moodle course used for all documentations that does not have an official department form.	<input type="checkbox"/>	<input type="checkbox"/>
7 All forms and documentation is in order and placed behind each individual task form.	<input type="checkbox"/>	<input type="checkbox"/>
8 All job shadow mentorships completed before the end of class and documented.	<input type="checkbox"/>	<input type="checkbox"/>
9 All Moodle Chapter Assignments completed with a minimum score of 70%.	<input type="checkbox"/>	<input type="checkbox"/>
10 If a course manual was checked out from the Fire Academy library, I have returned it.	<input type="checkbox"/>	<input type="checkbox"/>

**VERIFICATION/CERTIFICATION OF COMPLETED  
STUDENT TASK BOOK FOR TESTING AND CERTIFICATION**

**FINAL CANDIDATE'S VERIFICATION**

I verify that all tasks have been performed and are documented with appropriate signatures & dates.

I also verify that I have performed all tasks satisfactorily and should therefore be considered for testing and certification.

**FINAL CANDIDATE'S SIGNATURE**

**DATE**

**FINAL CANDIDATE'S PRINTED NAME**

**GFSTC ID**

**VERIFICATION/CERTIFICATION OF COMPLETED  
FIRE OFFICER II COMPETENCY TASK BOOK**

**FINAL EVALUATOR'S VERIFICATION**

I verify that all tasks have been performed and are documented with appropriate signatures & dates.

I also verify that \_\_\_\_\_  
has performed satisfactorily and should therefore be considered for testing and certification.

**FINAL EVALUATOR'S SIGNATURE**

**DATE**

**FINAL EVALUATOR'S PRINTED NAME**

**GFSTC ID**

**AGENCY/DEPARTMENT CERTIFICATION**

I certify that \_\_\_\_\_ has met all requirements for testing and certification.

**CERTIFYING OFFICIAL'S SIGNATURE**

**DATE**

**CERTIFYING OFFICIAL'S PRINTED NAME**

**GFSTC ID**

A person who knowingly and willfully fabricates, conceals, or covers up by any trick, scheme, or device a material fact; makes false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government of the government of any county, city, or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1000.00 or by imprisonment for not less than one nor more than five years or both.

**GFSTC USE ONLY  
VERIFICATION OF COMPLETED TASK BOOK**

**PROCTOR'S NAME (PRINT)**

**GFSTC ID**

**DATE**

**SIGNATURE** \_\_\_\_\_

## FIRE OFFICER I TASK BOOK

This Position Task Book (PTB) has been developed to document the required performance objectives for Fire Officer I certification. Each objective lists the performance requirements (tasks) in a format that allows the individual to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a GFSTC evaluator, will result in a recommendation to the Fire Chief (or an authorized person) of the fire department that the candidate has met part of the prerequisite requirement.

Evaluation and confirmation of the individual's performance of all tasks may involve more than one evaluator. It is important that performance be critically evaluated and accurately recorded by each evaluator.

### RESPONSIBILITIES

The Fire Chief or his/her authorized designee will need to ensure that the evaluators are:

1. Recognized as a GFSTC evaluator
2. Hold certification for Fire Officer I.

Individuals **may not** sign off on themselves.

**The Training Officer, or designee, is normally the designated final evaluator** and he/she will review each PTB prior to completion.

**The "Evaluator" CANNOT teach or coach while he/she is evaluating and must not have taught the skill to the candidate.**

The **candidate** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Satisfactorily demonstrating all tasks.
- Assuring the Evaluation Record is complete.
- Notifying his/her training officer, when the PTB is complete.
- **Bringing completed PTB to test location to have it reviewed by GFSTC's test monitor, along with a signed prerequisite form. FAILURE TO DO THIS WILL RESULT IN DENIAL OF TESTING.**

The **Evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated.
- Explaining to the student the evaluation procedures that will be utilized.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and signing after completion of the task shall document satisfactory performance.

The **Final Evaluator** is responsible for:

- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and the candidate is recommended for testing and certification.

## **Fire Officer I Taskbook Instructions**

**Subject: 4.1.2 General Prerequisite Skills**

**Standard Area: General Prerequisite Skills**

**STANDARD:** The ability to effectively communicate in writing utilizing technology provided by the AHJ; write reports, letters, and memos utilizing word processing and spreadsheet programs; operate in an information management system; and effectively operate at all levels in the incident management system utilized by the AHJ.

**TASK:**

**(a) Requisite Knowledge:** The organizational structure of the department; geographical configuration and characteristics of response districts; departmental operating procedures for administration, emergency operations, incident management system and safety; fundamentals of leadership; departmental budget process; information management and recordkeeping; the fire prevention and building safety codes and ordinances applicable to the jurisdiction; current trends, technologies, and socioeconomic and political factors that affect the fire service; cultural diversity; methods used by supervisors to obtain cooperation within a group of subordinates; the rights of management and members; agreements in force between the organization and members; generally accepted ethical practices, including a professional code of ethics; and policies and procedures regarding the operation of the department as they involve supervisors and members.

**(b) Requisite Skills:** The ability to effectively communicate in writing utilizing technology provided by the AHJ; write reports, letters, and memos utilizing word processing and spreadsheet programs; operate in an information management system; and effectively operate at all levels in the incident management system utilized by the AHJ.

**PERFORMANCE OUTCOME:** The candidate will be given an emergency scenario involving a fire in a single family dwelling, an assignment at an emergency operation and a list of projects and tasks and the job requirements of subordinates, and an action plan. Candidate will evaluate the situation, determine a course of action, implement the plan, and evaluate the outcomes. The candidate will then assign each subordinate task as required to implement incident command and the action plan. Candidate will supervise the tasks of the members given the job requirements of each position. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

**CONDITIONS:** The Candidate will complete all elements of the assigned task

**EQUIPMENT REQUIRED:** Pen/pencil, computer if applicable, policies and procedures, and reference data to be gathered by Candidate. Include Candidate's written narrative on task completion, forms, photos/drawings etc., department policy or procedure.

**4.1.2 General Prerequisite Skills (cont.)****TASK STEPS**

- Use Scenario(s) provided
- Communications:
  - Communicates to all levels of IMS
  - Operate in information management system
  - Ability to communicate in writing
- Fire Ground Operations:
  - Follows goals and objectives for the assignment
  - Evaluates options and changing conditions
  - Implements a plan to complete the assignment
  - Selects PPE for the assignment
  - Selects tools to complete the assignment
  - Evaluates and forecasts incident growth
  - Incorporates search and rescue techniques
  - Incorporates ventilation techniques (if applicable)
  - Evaluates outcomes and revises as necessary
  - Maneuvers completed in a safe manner
  - Maneuvers completed in a timely manner
  - Maneuvers completed in a competent manner
  - Maintains accountability
- Incident Reporting:
  - Properly provides an accurate/complete narrative report on incident

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Station Officer Signature/Employee #

Date Task Completed

#### 4.1.2 General Prerequisite Skills (cont.)

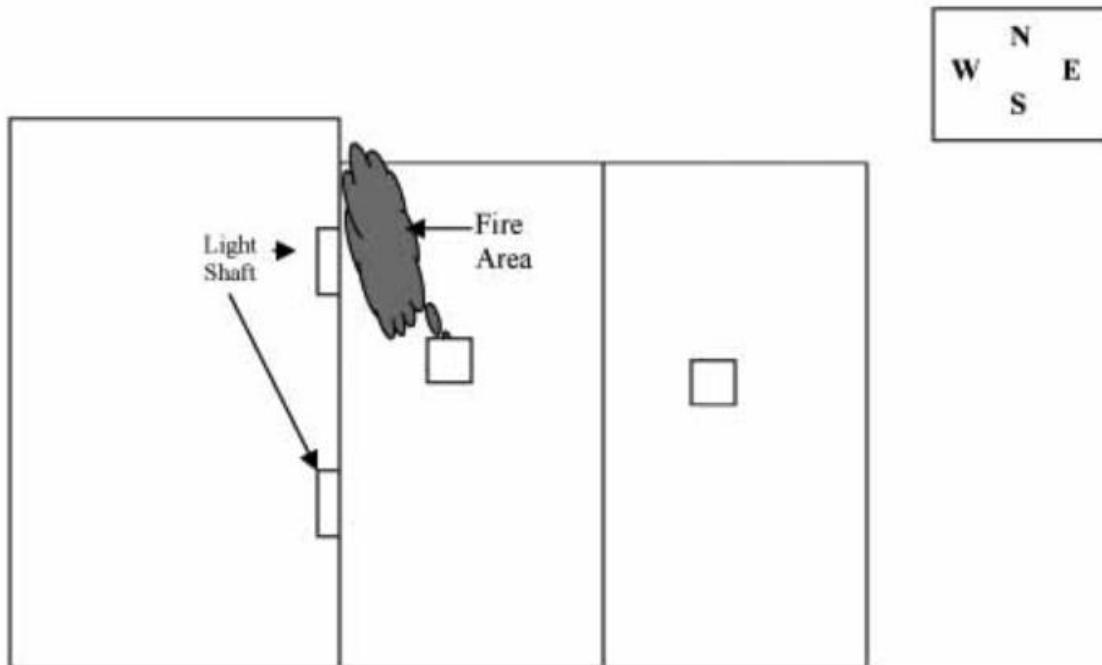
##### **Scenario:**

At 18:30 hours on Friday September 1st, an alarm is received for a reported fire at 349 Main Street.

Pre-incident information for 349 Main Street identifies the building as a 30'x100', one-story, and ordinary constructed (Class 3) hardware store with standard flat roof and a three foot high parapet wall. Surrounding properties are: Exposure B – 3-story frame, mixed occupancy with 8 residential apartments over an antique furniture store. Exposure D – Kitchen supply store that is a similar attached structure with a common/shared cockloft.

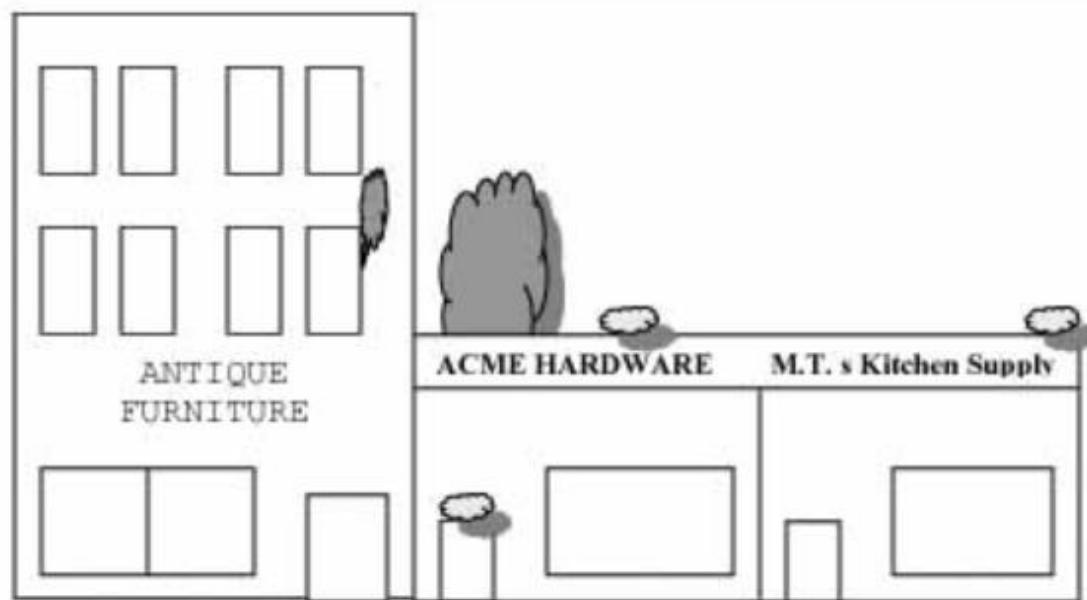
As the officer of Engine Co.1 the first unit to arrive, you observe fire inside the rear of the Hardware store on the first floor concentrated in the B/C corner, with a heavy smoke condition throughout the store. A light haze of smoke is also visible in the D exposure. You notice the furniture store is closed. There are numerous occupants in the apartments above the furniture store, some curious as to all the commotion. Initial reports indicate all occupants have evacuated the hardware store except for the owner who is gathering receipts from the register. All patrons have evacuated the kitchen supply store. A few workers are still inside.

It is a cloudy day with light rain and a temperature of 82 degrees. Wind is 15 mph out of the east gusting to 20 mph. Two Engine Companies, one Ladder Company and a Battalion Chief are assigned.



**Plot Plan View**

#### 4.1.2 General Prerequisite Skills (cont.)



**A-Side View**

**Subject: 4.2.1 Human Resource Management****Standard Area: Human Resource Management****STANDARD: 4.2.1 NFPA, 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.

**(a) Requisite Knowledge:** Verbal communications during emergency situations, techniques used to make assignments under stressful situations, methods of confirming understanding.

**(b) Requisite Skills:** The ability to condense instructions for frequently assigned unit tasks based upon training and standard operating procedures.

**PERFORMANCE OUTCOME:** The Candidate will assume the role of company officer supervising the first-due fire company at an incident. 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 Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

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

**EQUIPMENT REQUIRED:** Firefighting equipment necessary to complete evolutions.

### **TASK STEPS**

- Use Scenario(s) provided
- Assign tasks or responsibilities to unit-members at an emergency.
- Condense instructions in an understandable way.
- Give instructions that are complete, clear, and concise.
- Confirm understanding of assignments.
- Convey desired outcomes.
- Efficiently utilize personnel and equipment available to the company
- Using the letterhead, complete and submit a summary of the incident.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task. Complete the course scenarios during class.

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Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.2.1 Human Resource Management (cont.)****Scenario:** (Pick one Scenario to complete Task 4.2.1)

It is 0745 hours just before shift change on the morning of January 17<sup>th</sup>. The weather is currently 27 degrees outside, with heavy snow, and ice accumulation. As you are receiving your report from the previous officer, alarms sound for a possible explosion investigation. The operator advises there has only been one call on the incident received and it was from a neighboring subdivision. Your Engine Company responded to investigate the area as a single unit response. While driving through the neighborhood you are approached by an employee of the Oak Ridge Living Facility. The employee is covered in soot and her clothes are charred. She advised that there was an explosion in the mechanical room on the A/B corner of the structure. She advises they started an evacuation but only 12 of the 15 residents and 10 of 13 employees, have been accounted for at the time of your arrival. Due to the extreme cold, it has forced the boilers running heat system to stress. A spark in the boiler room ignited some leaves and paper that had not been cleaned up. Pallets stored nearby added fuel to the smaller fire and the fire began to gain momentum. For some unknown reason, the fire alarm did not go off, and the fire was not discovered until an employee smelled smoke and went to investigate. She tried to open the door to the room, but the door knob was too hot, so she ran back to her office to call 9-1-1. Another employee pulled the fire alarm and it did not sound. Minutes later the employees were evacuated by the local facility PA system. It took your unit 4.5 minutes to respond after the 9-1-1 call. The sprinkler system is working but the pressure and volume is low.

What is your next course of action, assignments, tasks or responsibilities in this emergency incident? Use clear and concise directions, safety considerations, and address the desired outcomes.

**Subject: 4.2.2 Human Resource Management**  
**Standard Area: Human Resource Management**

**STANDARD:** 4.2.2 NFPA 1021, 2014 Edition

**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.

**(a) Requisite Knowledge:** Verbal communications under nonemergency situations, techniques used to make assignments under routine situations, and methods of confirming understanding.

**(b) Requisite Skills:** The ability to issue instructions for frequently assigned unit tasks based on department policy.

**PERFORMANCE OUTCOME:** The Candidate will assume the role of company officer supervising four firefighters at a substation and clean the apparatus aprons for an inspection tomorrow. The company has available to use: 1 riding mower, 1 push mower, 1 gasoline trimmer, 1 gasoline leaf blower, 1 garden hose with water, 2 pruning scissors, 2 trash cans, 4 pair of gardening gloves and safety glasses. 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. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

**CONDITIONS:** The Candidate will complete all elements of the assigned task. Include Candidate's written narrative on task completion forms.

**EQUIPMENT REQUIRED:** Firefighting equipment necessary to complete evolutions.

**TASK STEPS**

- Establish reliable method of alerting company for emergency runs.
- Provide appropriate safety equipment to each member based on task.
- Give instructions that are clear, concise, and precise.
- Efficiently utilize personnel and equipment available to the company.
- Provide for adequate supervision of each member.
- Using the letterhead, create and submit a written plan that fully accomplishes the assignment.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

**Subject: 4.2.3 Human Resource Management**  
**Standard Area: Human Resource Management**

**STANDARD:** 4.2.3 NFPA 1021, 2014 Edition

**TASK:** Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed.

**(a) Requisite Knowledge:** Verbal communication techniques to facilitate learning.

**(b) Requisite Skills:** The ability to distribute issue-guided directions to unit members during training evolutions.

**PERFORMANCE OUTCOME:** The Candidate will assume the role of a company officer conducting a training evolution for those under his/her 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. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

**CONDITIONS:** The Candidate will complete all elements of the assigned task. Include Candidate's written narrative on task completion forms.

**EQUIPMENT REQUIRED:** Company members, training equipment necessary to complete the assigned evolution and policies and procedures.

**TASK STEPS**

- Give understandable verbal instructions to the company members.
- Conduct the evolution in a safe and efficient manner.
- Ensure compliance with applicable policies and procedures.
- Maximize learning by anticipating needs or problems.
- Address improper methods or mistakes made by company members.
- Successfully complete the training evolution.
- Create and submit a detailed Training Action Plan (TAP) on the training evolution.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.
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Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.2.4 Human Resource Management**  
**Standard Area: Human Resource Management**

**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.

**(a) Requisite Knowledge:** The signs and symptoms of member-related problems, causes of stress in emergency services personnel, adverse effects of stress on the performance of emergency service personnel, and awareness of AHJ member assistance policies and procedures.

**(b) Requisite Skills:** The ability to recommend a course of action for a member in need of assistance.

**PERFORMANCE OUTCOME:** The Candidate will assume the role of company officer. A subordinate member of the fire department approaches the company officer privately at the beginning of a shift. The subordinate reports feeling depressed and having difficulty dealing with a recent traumatic on-duty incident. The subordinate is not sure they will be able to perform at full effectiveness due to these problems. 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 Officer's next in line Supervisor. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

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

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

**Subject: 4.2.4 Human Resource Management (cont.)****TASK STEPS**

- Use Scenario(s) provided
- Ensure the privacy of conversation between Officer and subordinate.
- Understand and apply knowledge of post-critical incident stress.
- Demonstrate a caring, mature, and responsible attitude.
- Adhere to applicable policies and procedures.
- Make verbal notification to Officer's supervisor as soon as possible as needed.
- Make a good faith written recommendation for further action
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.2.4 Human Resource Management (cont.)****Scenario:** (Pick one Scenario to complete Task 4.2.4)

1. You are the Acting Officer-In-Charge of Station 23. Your EMT-A, Jayrone, had a serious back surgery about six months ago. There have been problems with him abusing substances since he was taken off his medications three months ago. Even after repeated verbal counseling sessions and a written reprimand, a driver/operator is caught ingesting prescription narcotic pain medication while on duty. You need to talk to Jayrone.
2. You are a new Company Officer with a station of 15 personnel in the house. The nature of public safety work requires a collaborative environment where the professionals have to work closely together. A Paramedic that has just been reassigned to your house, Dana, has started dating a person on the Truck Company. Although there is no policy prohibiting dating, several co-workers have complained about the two being too affectionate at work. Some also indicate there is preferential treatment for Dana's newfound love interest. You need to talk to Dana.
3. A firefighter continually uses all of his sick leave as soon as it is accumulated. Fabio has recently been missing work. He tends to call in at the last minute, and there seems to be a pattern developing of Monday and Friday shift days. Fabio has been in rehabilitation in the past for alcohol abuse. You need to talk to Fabio.
4. You are a Company Officer at Station 69. Your department recently instituted a "No tobacco and vaping" policy inside the facilities and apparatus bays. All employees were notified of the policy change last month and it was not well-received by members. As you walk into the day room of the station, you see a cup full of towels with tobacco spit in it in front of Chris. You need to talk to Chris.
5. You are a Company Officer at Station 13. One of your firefighters approaches you in private and complains about Pat's unpleasant body odor and how difficult it is to work in the same area. You have also received other complaints from other employees and citizens on incident scenes. You agree to talk to Pat.
6. You are the Acting Officer-In-Charge of Station 18. Your Apparatus Operator, Ryan, is often late getting to work. You have tolerated it for the past year, the driver the shift before yours has complained about being late to her part-time job the next morning and his supervisor is threatening to reprimand her. You need to talk to Ryan.
7. You are a Company Officer of Truck 42. Your team works in close quarters with little physical separation between emergency runs. Drew is one of your best workers, yet you have received complaints that Drew tends to indulge in conversations with rather crude and vulgar references. This is not a team of saints, but some have complained that Drew is crossing the line. You need to talk to Drew.

**Subject: 4.2.5 Human Resource Management**  
**Standard Area: Human Resource Management**

**STANDARD:** 4.2.5 NFPA 1021, 2014 Edition

**TASK:** Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.

**(a) Requisite Knowledge:** Human resource policies and procedures.

**(b) Requisite Skills:** The ability to communicate orally and in writing and to relate interpersonally.

**PERFORMANCE OUTCOME:** The Candidate will assume the role of company officer and provide written documentation to the Company Officer's next in line Supervisor of the situation encountered in task 4.2.4. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

**CONDITIONS:** The Candidate will complete all elements of the assigned task.

**EQUIPMENT REQUIRED:** Description of Existing Problem, Paper, Pen/pencil, and Computer if applicable.

**TASK STEPS**

- Identifies department policies and procedures for dealing with human resources issues
- Describes human resources issues which may require intervention at the company officer level
- Initiates action in accordance with department policies and procedures
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures. (*Documentation on proper forms of Task 4.2.4*)
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.2.6 Human Resource Management****Standard Area: Human Resource Management****STANDARD:** 4.2.6 NFPA 1021, 2014 Edition

**TASK:** Coordinate the completion of assigned tasks and projects by members, given a list of projects, 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 both supervised during and held accountable for the completion of the assignments.

- (a) **Requisite Knowledge:** Principles of supervision and basic human resource management.
- (b) **Requisite Skills:** The ability to plan and to set priorities.

**PERFORMANCE OUTCOME:** The Candidate will coordinate the completion of assigned tasks and projects by members, given a list of projects, tasks, and the job requirements of subordinates in Task 4.2.2, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments. 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. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

**CONDITIONS:** The Candidate will complete all elements of the assigned task. Include Candidate's written narrative on task completion forms.

**EQUIPMENT REQUIRED:** Firefighting equipment necessary to complete evolutions.

### **TASK STEPS**

- Provided a narrative that showed evidence of establishing priorities (concerns for staffing first, assignments second and requests last).
- Completed schedule of given assignments shows evidence of planning and coordination of activities by successfully adhering to most guidelines, assignments and requests. Those not met were justified with reasoning.
- Members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.3.1 Community and Government Relations****Standard Area: Community and Government Relations****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.

**(a) Requisite Knowledge:** Community demographics and service organizations, as well as verbal and nonverbal communication, and an understanding of the role and mission of the department.

**(b) Requisite Skills:** Familiarity with public relations and the ability to communicate verbally.

**PERFORMANCE OUTCOME:** Candidate will respond to a community need about a public education program (such as a CPR class, fire extinguisher class, fire safety class, or similar). Candidate will answer the need accurately, courteously, and in accordance with policies and procedures. Candidate will then deliver a public education program, given the target audience and topic in the station. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

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

**EQUIPMENT REQUIRED:** Pen/pencil, computer if applicable, purchasing forms and purchasing policies and procedures, and reference data to be gathered by Candidate.

### **TASK STEPS**

- Demonstrate understanding/compliance with policies and procedures.
- Respond to the community need accurately and in a timely fashion
- Demonstrate the ability to coordinate and schedule a public education program.
- Delivers a public education program that meets the need of the community.
- Delivers the public education program so that the intended message is conveyed clearly.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.3.2 Community and Government Relations**  
**Standard Area: Community and Government Relations**

**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.

- (a) Requisite Knowledge.** Interpersonal relationships and verbal and nonverbal communication.
- (b) Requisite Skills.** Familiarity with public relations and the ability to communicate verbally.

**PERFORMANCE OUTCOME:** The Candidate will assume the role of a Company Officer when a Citizen comes into the fire station to complain about careless driving and excessive noise of fire department vehicles in his neighborhood. 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. The Candidate will inform their supervisor of the incident and actions in a letter on letterhead. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

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

**EQUIPMENT REQUIRED:** Citizen and policies and procedures.

**TASK STEPS**

- Give serious and immediate attention to the Citizen's complaint.
- Assure Citizen that action will be taken to alleviate his concern.
- Behave in a respectful, professional, and courteous manner.
- Allow the Citizen time to adequately communicate his concern.
- Initiate proper action as required by policy.
- Make notification of complaint to the proper individual, if applicable.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.3.3 Community and Government Relations****Standard Area: Community and Government Relations**

**STANDARD:** 4.3.3 NFPA 1021, 2014 Edition

**TASK:** Respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.

**(a) Requisite Knowledge.** Written and oral communication techniques.

**(b) Requisite Skills.** The ability to relate interpersonally and to respond to public inquiries.

**PERFORMANCE OUTCOME:** Candidate will assume the role of a Fire Department Officer and respond to a public inquiry. Candidate will answer the inquiry accurately, courteously, and according to established policies and procedures. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

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

**EQUIPMENT REQUIRED:****TASK STEPS**

- Use Scenario(s) provided
- Demonstrate understanding/compliance with policies and procedures.
- Answer the public inquiry accurately.
- Project a professional and courteous demeanor.
- Demonstrate ability to effectively communicate verbally.
- Demonstrate effective written communication, if applicable.
- Respond to the public inquiry in a timely fashion
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

### 4.3.3 Community and Government Relations (cont.)

**Scenario:** (Pick one Scenario to complete Task 4.3.3)

1. You are the company officer at Station 12. Last Sunday evening you invited several off-duty firefighters and their families to the station to celebrate the retirement of your driver/operator. You grilled steaks and everyone played volleyball. One of your firefighters set up a CD player on the patio and played music softly during dinner and volleyball. The get-together lasted from 1700 to 2000. All cooking and volleyball equipment was cleaned and put away by 2015 hrs. At 2133 hours Station 12 was dispatched to a house fire, and returned at 0130 hrs. On Wednesday morning a citizen who lives behind the station comes to you angry about the activities at the station on Sunday evening. He states that there was loud noise and music until midnight and that he and the other neighbors couldn't sleep. He wants to know how our department is going to handle this situation. How would you handle this inquiry?
2. You are the Acting Officer in Charge on Saturday morning. At the beginning of the duty shift, you are sitting in the office when a rookie firefighter comes to you. He quietly advises "There's a citizen at the front bay door to see you," You rose from your desk and walked to the front bay area. You noticed a woman standing by the front desk holding a small pitcher filled with reddish-brown liquid. As you approached, she held the pitcher up and demanded, "What are you going to do about this!?" You realized that the water she carried was from her washing machine, badly roiled because of a hydrant flushing program conducted in her neighborhood the previous evening. How would you handle this inquiry?
3. While shopping for groceries on duty at Kroger a civilian approaches you and asks why his tax dollars are paying for you to hang out and shop at the grocery store. He is obviously very upset and angry. Even after trying to explain the situation he continues to get angrier and starts filming you on his phone threatening to post it on social media. How would you handle this inquiry?
4. A citizen comes by the fire station and advises that the fire truck was at their residence 2 nights ago. They would like to get a copy of the fire report on their car that caught on fire in their front yard. They need it to turn into the insurance company that day and would like for you to print it off the station computer. They suggest this is faster and more convenient than driving all the way to town for one. How would you handle this inquiry?
5. A citizen stops you in the grocery store one day. They begin to tell you about the neighbor who has a large pile of brush 30 feet from their shed on the property line. He is afraid that this will attract snakes and is a fire hazard if it catches on fire. He would like the fire department to come out and talk to the neighbor. He is requesting that you make them haul the brush off to the dump. How would you handle this inquiry?
6. A citizen comes into the fire station and advises they just bought a house 6.5 miles from your fire station. They would like to know what their ISO rating is and how much of a discount they will receive for our response, services, and water supply. How would you handle this inquiry?

**Subject: 4.4.1 Administration****Standard Area: Administration****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.

**(a) Requisite Knowledge:** Written and oral communication.

**(b) Requisite Skills:** The ability to relate interpersonally and to communicate change in a positive manner.

**PERFORMANCE OUTCOME:** Candidate has a new (or existing) policy involving the completion of written reports (such as injury reporting, incident reporting or similar). Candidate will assume the role of a Company Officer providing this policy as new information to the company members. Candidate will demonstrate to the members the proper method of completing each form or report covered by the policy. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

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

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

### **TASK STEPS**

- Show understanding and personal compliance with New Policy.
- Describe New Policy in a manner understandable to the members.
- Answer questions correctly with regard to the New Policy, if any.
- Demonstrate how New Policy requires form/reports to be completed.
- Adequately communicate information verbally and in writing.
- Communicate why the New Policy is necessary.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.4.2 Administration****Standard Area: Administration****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.

**(a) Requisite Knowledge:** Administrative policies and procedures and records management.

**(b) Requisite Skills:** The ability to communicate orally and in writing.

**PERFORMANCE OUTCOME:** Candidate has a new (or existing) policy involving the completion of injury reporting. Candidate will assume the role of a Company Officer providing this policy as new information to the company members. Candidate will demonstrate to the members the proper method of completing each form or report covered by the policy. (Completed forms should be turned in with task book) The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

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

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

### **TASK STEPS**

- Identifies criteria for acceptable reports, logs and file management functions
- Drafts acceptable report/log/form (or reviews existing written report/log/form for acceptability) in accordance with department policies and procedures.
- Completes (or describes steps to complete) an electronic report/log/form in accordance with department policies and procedures.
- Demonstrates the ability to discern and differentiate among reports for completeness.
- Demonstrates or describes the steps necessary for proper forms and record management in accordance with department policies and procedures.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.4.3 Administration****Standard Area: Administration****STANDARD: 4.4.3 NFPA 1021, 2014 Edition**

**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.

(A) **Requisite Knowledge.** Policies and procedures and the revenue sources and budget process.

(B) **Requisite Skills.** The ability to communicate in writing.

**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. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

**CONDITIONS:** The Candidate will complete all elements of the assigned task. Include candidate's written 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, and computer, if applicable.

**TASK STEPS**

- Use Scenario(s) provided
- Obtain proper request forms and procedures.
- Research revenue sources for budget.
- Obtain supporting data to the budget request.
- Develop and organize an outlined budget plan.
- Produce completed plan using the appropriate forms and reports.
- Submit complete budget packet to proper budget coordinator.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

#### 4.4.3 Administration (cont.)

##### Scenario:

Your station is putting in a request for new mounting brackets for Truck 5. You have been asked to assist with the process of purchasing these items. Your task is to create a budget request using the proper forms, procedures, and supporting data, then submit the budget to the proper budget coordinator.

Below is the equipment we have determined to be mounted:

- (1) Pick Head Ax Mount
- (1) Flat Head Ax Mount
- (2) 1 ¾" Nozzles Mount
- (2) 2 ½" Nozzles Mount
- (1) Fire Extinguisher Mount
- (1) Spanner/Hydrant Wrench Set Mount
- (1) Crowbar Mount Set
- (1) Bolt Cutter Mount Set

**Subject: 4.4.4 Administration****Standard Area: Administration****STANDARD: 4.4.4 NFPA 1021, 2009 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.

(a) **Requisite Knowledge.** Organizational structure of the department and functions of management.

(b) **Requisite Skills.** The ability to communicate verbally in a clear and concise manner.

**PERFORMANCE OUTCOME:** Candidate will conduct a post-incident analysis, given a multi-unit incident scenario. Candidate must be able to analyze the elements of a post-incident analysis, identify all of the required critical elements, complete approved forms, and communicate verbally and in writing their findings. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

**CONDITIONS:** The Candidate will complete all elements of the assigned task. Include candidate's written narrative on task completion, forms, charts and defined responsibilities 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, and computer, if applicable.

### **TASK STEPS**

- Diagrams the organizational chart of his/her department. (Cannot be a copy of a premade chart).
- Describes the chain of command and job responsibilities within the department.
- Describes the basic principles of the organization and its mission statement.
- Presents all written descriptions and verbally communicates each management component accurately in a clear, concise manner.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.4.5 Administration****Standard Area: Administration****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.

**(a) Requisite Knowledge:** The agency's records management system.

**(b) Requisite Skills:** The ability to communicate both orally and in writing.

**PERFORMANCE OUTCOME:** The Fire Officer Level I candidate will write a written report so that incident response data are identified for various planning areas within the service area of the organization. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

**CONDITIONS:** The Candidate will complete all elements of the assigned task.

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

**TASK STEPS**

- Use Data provided
- Prepare a written report outlining the incident response data for service demands in your department.
- Report includes the major causes for service demands within the planning area(s).
- Analyze the data to correctly identify reasons for service demands.
- Demonstrates the use of the data collection reports in an oral and/or written presentation.
- Describes the need for an accurate and timely incident response report.
- Utilizes professional letterhead to submit the report to the Fire Chief.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

#### 4.4.5 Administration (cont.)

Alarm Time Analysis		
Alarm Hour	Count	Percent
0:00	539	2.37%
1:00	468	2.06%
2:00	452	1.99%
3:00	406	1.78%
4:00	342	1.50%
5:00	406	1.78%
6:00	537	2.36%
7:00	719	3.16%
8:00	915	4.03%
9:00	1126	4.96%
10:00	1217	5.36%
11:00	1309	5.76%
12:00	1350	5.94%
13:00	1308	5.76%
14:00	1322	5.82%
15:00	1369	6.03%
16:00	1354	5.96%
17:00	1399	6.16%
18:00	1325	5.83%
19:00	1215	5.35%
20:00	1123	4.94%
21:00	929	4.09%
22:00	850	3.74%
23:00	714	3.14%

#### 4.4.5 Administration (cont.)

Incident Type	Pct of Count	Pct of Incidents	Total Est Loss	Pct of Losses
	2	0.00%	\$0	0.00%
	2	0.00%	\$0	0.00%
<b>1 Fire</b>				
111 Building fire	103	0.45%	\$5,838,550	81.80%
112 Fires in structure other than in a building	9	0.03%	\$12,000	0.16%
113 Cooking fire, confined to container	25	0.11%	\$7,700	0.10%
114 Chimney or flue fire, confined to chimney	5	0.02%	\$1,000	0.01%
115 Incinerator overload or malfunction, fire	1	0.00%	\$0	0.00%
116 Fuel burner/boiler malfunction, fire	1	0.00%	\$0	0.00%
118 Trash or rubbish fire, contained	4	0.01%	\$0	0.00%
121 Fire in mobile home used as fixed residence	16	0.07%	\$141,850	1.98%
122 Fire in motor home, camper, recreational	2	0.00%	\$4,000	0.05%
131 Passenger vehicle fire	65	0.28%	\$344,550	4.82%
132 Road freight or transport vehicle fire	8	0.03%	\$200,000	2.80%
134 Water vehicle fire	13	0.05%	\$200,900	2.81%
137 Camper or recreational vehicle (RV) fire	2	0.00%	\$500	0.00%
138 Off-road vehicle or heavy equipment fire	9	0.03%	\$223,700	3.13%
141 Forest, woods or wildland fire	38	0.16%	\$18,500	0.25%
142 Brush or brush-and-grass mixture fire	107	0.47%	\$3,000	0.04%
143 Grass fire	36	0.15%	\$500	0.00%
151 Outside rubbish, trash or waste fire	29	0.12%	\$400	0.00%
154 Dumpster or other outside trash receptacle	9	0.03%	\$2,000	0.02%
155 Outside stationary compactor/compacted	2	0.00%	\$0	0.00%
161 Outside storage fire	1	0.00%	\$0	0.00%
162 Outside equipment fire	8	0.03%	\$4,000	0.05%
164 Outside mailbox fire	1	0.00%	\$0	0.00%
	494	2.17%	\$7,003,150	98.12%
<b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b>				
213 Steam rupture of pressure or process vessel	1	0.00%	\$0	0.00%
221 Overpressure rupture of air or gas	1	0.00%	\$0	0.00%
223 Air or gas rupture of pressure or process	1	0.00%	\$0	0.00%
231 Chemical reaction rupture of process vessel	1	0.00%	\$0	0.00%
251 Excessive heat, scorch burns with no	6	0.02%	\$30	0.00%
	10	0.04%	\$30	0.00%
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
311 Medical assist, assist EMS crew	55	0.24%	\$0	0.00%
321 EMS call, excluding vehicle accident with	15,026	66.20%	\$0	0.00%
3211 EMS call, excluding vehicle accident with	2	0.00%	\$0	0.00%

#### 4.4.5 Administration (cont.)

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
322 Motor vehicle accident with injuries	1,002	4.41%	\$30,000	0.42%
323 Motor vehicle/pedestrian accident (MV Ped)	38	0.16%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	634	2.79%	\$28,000	0.39%
331 Lock-in (if lock out , use 511 )	29	0.12%	\$0	0.00%
341 Search for person on land	3	0.01%	\$0	0.00%
342 Search for person in water	3	0.01%	\$0	0.00%
350 Extrication, rescue, Other	3	0.01%	\$0	0.00%
351 Extrication of victim(s) from	1	0.00%	\$0	0.00%
352 Extrication of victim(s) from vehicle	35	0.15%	\$25,000	0.35%
353 Removal of victim(s) from stalled elevator	2	0.00%	\$0	0.00%
354 Trench/below-grade rescue	1	0.00%	\$0	0.00%
357 Extrication of victim(s) from machinery	2	0.00%	\$0	0.00%
361 Swimming/recreational water areas rescue	1	0.00%	\$0	0.00%
365 Watercraft rescue	7	0.03%	\$0	0.00%
372 Trapped by power lines	2	0.00%	\$0	0.00%
381 Rescue or EMS standby	14	0.06%	\$0	0.00%
	<b>16,860</b>	<b>74.28%</b>	<b>\$83,000</b>	<b>1.16%</b>

#### 4 Hazardous Condition (No Fire)

411 Gasoline or other flammable liquid spill	8	0.03%	\$0	0.00%
412 Gas leak (natural gas or LPG)	81	0.35%	\$0	0.00%
413 Oil or other combustible liquid spill	1	0.00%	\$0	0.00%
424 Carbon monoxide incident	12	0.05%	\$0	0.00%
441 Heat from short circuit (wiring),	14	0.06%	\$0	0.00%
442 Overheated motor	5	0.02%	\$0	0.00%
444 Power line down	104	0.45%	\$0	0.00%
445 Arcing, shorted electrical equipment	35	0.15%	\$0	0.00%
451 Biological hazard, confirmed or suspected	1	0.00%	\$0	0.00%
461 Building or structure weakened or collapsed	8	0.03%	\$0	0.00%
462 Aircraft standby	1	0.00%	\$0	0.00%
481 Attempt to burn	1	0.00%	\$0	0.00%
	<b>271</b>	<b>1.19%</b>	<b>\$0</b>	<b>0.00%</b>

#### 5 Service Call

511 Lock-out	35	0.15%	\$0	0.00%
512 Ring or jewelry removal	1	0.00%	\$0	0.00%
522 Water or steam leak	7	0.03%	\$50,000	0.70%
531 Smoke or odor removal	21	0.09%	\$0	0.00%
541 Animal problem	32	0.14%	\$0	0.00%
542 Animal rescue	2	0.00%	\$0	0.00%
551 Assist police or other governmental agency	86	0.37%	\$0	0.00%
552 Police matter	303	1.33%	\$0	0.00%
553 Public service	94	0.41%	\$0	0.00%

#### 4.4.5 Administration (cont.)

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
322 Motor vehicle accident with injuries	1,002	4.41%	\$30,000	0.42%
323 Motor vehicle/pedestrian accident (MV Ped)	38	0.16%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	634	2.79%	\$28,000	0.39%
331 Lock-in (if lock out , use 511 )	29	0.12%	\$0	0.00%
341 Search for person on land	3	0.01%	\$0	0.00%
342 Search for person in water	3	0.01%	\$0	0.00%
350 Extrication, rescue, Other	3	0.01%	\$0	0.00%
351 Extrication of victim(s) from	1	0.00%	\$0	0.00%
352 Extrication of victim(s) from vehicle	35	0.15%	\$25,000	0.35%
353 Removal of victim(s) from stalled elevator	2	0.00%	\$0	0.00%
354 Trench/below-grade rescue	1	0.00%	\$0	0.00%
357 Extrication of victim(s) from machinery	2	0.00%	\$0	0.00%
361 Swimming/recreational water areas rescue	1	0.00%	\$0	0.00%
365 Watercraft rescue	7	0.03%	\$0	0.00%
372 Trapped by power lines	2	0.00%	\$0	0.00%
381 Rescue or EMS standby	14	0.06%	\$0	0.00%
	<b>16,860</b>	<b>74.28%</b>	<b>\$83,000</b>	<b>1.16%</b>

#### 4 Hazardous Condition (No Fire)

411 Gasoline or other flammable liquid spill	8	0.03%	\$0	0.00%
412 Gas leak (natural gas or LPG)	81	0.35%	\$0	0.00%
413 Oil or other combustible liquid spill	1	0.00%	\$0	0.00%
424 Carbon monoxide incident	12	0.05%	\$0	0.00%
441 Heat from short circuit (wiring),	14	0.06%	\$0	0.00%
442 Overheated motor	5	0.02%	\$0	0.00%
444 Power line down	104	0.45%	\$0	0.00%
445 Arcing, shorted electrical equipment	35	0.15%	\$0	0.00%
451 Biological hazard, confirmed or suspected	1	0.00%	\$0	0.00%
461 Building or structure weakened or collapsed	8	0.03%	\$0	0.00%
462 Aircraft standby	1	0.00%	\$0	0.00%
481 Attempt to burn	1	0.00%	\$0	0.00%
	<b>271</b>	<b>1.19%</b>	<b>\$0</b>	<b>0.00%</b>

#### 5 Service Call

511 Lock-out	35	0.15%	\$0	0.00%
512 Ring or jewelry removal	1	0.00%	\$0	0.00%
522 Water or steam leak	7	0.03%	\$50,000	0.70%
531 Smoke or odor removal	21	0.09%	\$0	0.00%
541 Animal problem	32	0.14%	\$0	0.00%
542 Animal rescue	2	0.00%	\$0	0.00%
551 Assist police or other governmental agency	86	0.37%	\$0	0.00%
552 Police matter	303	1.33%	\$0	0.00%
553 Public service	94	0.41%	\$0	0.00%

#### 4.4.5 Administration (cont.)

Incident Type	Pct of Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>7 False Alarm &amp; False Call</b>				
	507	2.23%	\$0	0.00%
<b>8 Severe Weather &amp; Natural Disaster</b>				
813 Wind storm, tornado/hurricane assessment	23	0.10%	\$0	0.00%
814 Lightning strike (no fire)	5	0.02%	\$0	0.00%
815 Severe weather or natural disaster standby	2	0.00%	\$0	0.00%
	30	0.13%	\$0	0.00%
<b>Total Incident Count:</b>	22695		<b>Total Est Loss:</b>	<b>\$7,137,180</b>

**Subject: 4.5.1 Inspection and Investigation****Standard Area: Inspection and Investigation**

**STANDARD:** 4.5.1 NFPA 1021, 2014 Edition

**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 action is initiated:

- Assembly
- Educational
- Health care
- Detention and correctional
- Residential
- Mercantile
- Business
- Industrial
- Storage
- Unusual structures
- Mixed occupancies

**(a) Requisite Knowledge:** Inspection procedures; fire detection, alarm, and protection systems; identification of fire and life safety hazards; and marking and identification systems for hazardous materials.

**(b) Requisite Skills:** The ability to communicate in writing and to apply the appropriate codes and standards.

**PERFORMANCE OUTCOME:** Candidate will assume the role of a Company 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. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

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

**EQUIPMENT REQUIRED:** Specific facility, 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, and computer, if applicable.

#### 4.5.1 Inspection and Investigation (cont.)

##### **TASK STEPS**

- Wears appropriate identification.
- Create a written report of illness, injury, or health exposure.
- Identify unsafe work environment and/or behavior.
- Document actions taken in response to illness, injury, or exposure.
- Provide recommendations to prevent reoccurrence.
- Reviews and accurately describes fire detection and protection systems pertaining to the Occupancy.
- Identifies fire and life safety hazards.
- Identifies markings, identification and storage requirements of all hazardous materials.
- Describes considerations for securing incident scene and preserving evidence.
- Produces an accurate, clear, concise report of findings and recommended actions, using appropriate forms in accordance with department policies and procedures.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.5.2 Inspection and Investigation****Standard Area: Inspection and Investigation**

**STANDARD:** 4.5.2 NFPA 1021, 2014 Edition

**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:

- Public assembly
- Educational
- Institutional
- Residential
- Business
- Industrial
- Manufacturing
- Storage
- Mercantile
- Special properties

**(a) Requisite Knowledge:** Fire behavior; building construction; inspection and incident reports; detection, alarm, and suppression systems; and applicable codes, ordinances, and standards.

**(b) Requisite Skills:** The ability to use evaluative methods and to communicate orally and in writing.

**PERFORMANCE OUTCOME:** Candidate will assume the role of a Company Officer and will conduct a fire inspection of one of the occupancies listed above. The Candidate will identify a preliminary fire cause, secure the scene and evidence, complete the required reports, and demonstrate the proper procedure for calling an Investigator. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

**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:** Specific facility, 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, and computer, if applicable.

#### 4.5.2 Inspection and Investigation (cont.)

##### **TASK STEPS**

- Using the same occupancy in task 4.5.1 complete the following objectives.
- Identifies department pre-incident plan format.
- Records property name, address, owner, and emergency contact numbers accurately.
- Reports occupancy type and capacity.
- Identifies utilities present, shutoff methods and locations.
- Reports type of construction.
- Identifies building materials.
- Identifies special hazards.
- Identifies fixed fire protection systems present.
- Develops or identifies plan that is clear, legible, neat and usable at an emergency scene.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.5.3 Inspection and Investigation****Standard Area: Inspection and Investigation****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 and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.

**(a) Requisite Knowledge:** Types of evidence, the importance of fire scene security, and evidence preservation.

**(b) Requisite Skills:** The ability to establish perimeters at an incident scene.

**PERFORMANCE OUTCOME:** Candidate will assume the role of Fire Department Officer and will be given a real or simulated fire incident scene. First-arriving members and others involved in the incident will be available from which to gather information about the incident. The Candidate will identify a preliminary fire cause, secure the scene and evidence, complete the required reports, and demonstrate the proper procedure for calling an Investigator. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

**CONDITIONS:** The Candidate will complete all elements of the assigned task. Include candidate's written 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. Utilize the appropriate rope or barrier tape. Applicable reports or witness statement forms. Persons are to act as first-arriving members and others such as witnesses, occupants, or others with incident information.

### **TASK STEPS**

- Adequately secure the fire scene to protect evidence.
- Establish a scene perimeter with which prohibits unauthorized entry
- Effectively interview persons involved with the incident.
- Establish a preliminary fire cause.
- Create necessary reports and record witness statements.
- Establish need for investigator and use proper methods to request one.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

**Subject: 4.6.1 Emergency Service Delivery****Standard Area: Emergency Service Delivery****STANDARD:** 4.6.1 NFPA 1021, 2014 Edition

**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.

**(a) Requisite Knowledge:** Elements of a size-up, standard operating procedures for emergency operations, and fire behavior.

**(b) Requisite Skills:** The ability to analyze emergency scene conditions; to activate the local emergency plan, including localized evacuation procedures; to allocate resources; and to communicate orally.

**PERFORMANCE OUTCOME:** Candidate will create pre-incident plan for a specific facility. Candidate will demonstrate compliance with pre-planning policies and procedures. All necessary elements of the pre-incident plan will be included on the appropriate forms or reports. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

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

**EQUIPMENT REQUIRED:** Specific facility, transportation to/from assigned facility, pen/pencil, paper, necessary pre-incident plan forms or reports, pre-incident planning policy and procedures, uniform or other credentials to ensure proper identification to business owners/occupants when obtaining pre-incident plan data, and computer, if applicable.

### **TASK STEPS**

- Using the same occupancy in task 4.5.1 complete the following objectives.
- Initiate initial contact with courtesy and professionalism.
- Obtain cooperation by emphasizing the reasoning behind the plan.
- Exhibit professional appearance and demeanor for the site visit.
- Include all elements of the pre-incident plan according to policy.
- Produce completed plan using the appropriate forms and reports.
- Communicate effectively using both verbal and written methods.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

**Subject: 4.6.2 Emergency Service Delivery****Standard Area: Emergency Service Delivery**

**STANDARD:** 4.6.2 NFPA 1021, 2014 Edition

**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 in task 4.6.1.

**(a) Requisite Knowledge:** Standard operating procedures, resources available for the mitigation of fire and other emergency incidents, an incident management system, scene safety, and a personnel accountability system.

**(b) Requisite Skills:** The ability to implement an incident management system, to communicate orally, to manage scene safety, and to supervise and account for assigned personnel under emergency conditions.

**PERFORMANCE OUTCOME:** The Fire Officer I candidate shall then implement and supervise the plan that is consistent with the local emergency plan, including localized evacuation procedures as needed. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

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

**EQUIPMENT REQUIRED:** Specific facility, transportation to/from assigned facility, pen/pencil, paper, necessary pre-incident plan forms or reports, pre-incident planning policy and procedures, uniform or other credentials to ensure proper identification to business owners/occupants when obtaining pre-incident plan data, and computer, if applicable.

#### 4.6.2 Emergency Service Delivery

##### **TASK STEPS**

- Using the same occupancy in task 4.5.1 complete the following objectives.
- The Fire Officer I shall assign tasks and/or responsibilities to unit members so that:
  - Instructions are complete, clear, and concise, based on training and
  - Experience of personnel
  - Safety considerations are addressed
  - Desired outcomes are conveyed
  - An incident management system is utilized
- Produce completed plan using the appropriate forms and reports.
- Communicate effectively using both verbal and written methods.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.6.3 Emergency Service Delivery****Standard Area: Emergency Service Delivery**

**STANDARD:** 4.6.3 NFPA 1021, 2014 Edition

**Task:** Develop and conduct a post-incident analysis, given an 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.

**(a) Requisite Knowledge:** Elements of a post-incident analysis, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, fire growth and development, and departmental procedures relating to dispatch response tactics and operations and customer service.

**(b) Requisite Skills:** The ability to write reports, to communicate orally, and to evaluate skills.

**PERFORMANCE OUTCOME:** The Fire Officer I candidate shall use the provided information, following departmental or agency policies and procedures, to develop a single unit incident post-incident analysis. All key components of the post-incident analysis must be appropriately addressed. The Fire Officer I candidate shall first develop a written post-incident analysis report and then he or she will present the findings to the examiner in a verbal report. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

**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. 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.

#### 4.6.3 Emergency Service Delivery (cont.)

##### **TASK STEPS**

- Use Scenario(s) provided
- Developed a written post-incident analysis that addressed the critical elements.
- Evaluated overall skill performance of the unit during the incident
- Completed approved forms.
- Performed skill in a safe and proficient manner
- Communicate effectively using both verbal and written methods
- Gather information from the multi-unit incident/scenario
- Analyze policies, procedures, guidelines and forms
- Identify critical elements of a post-incident analysis
- Complete approved forms
- Communicate effectively using both verbal and written methods
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

#### 4.6.3 Emergency Service Delivery (cont.)

##### Post-Incident Analysis Framework/Template

- Incident Date
- Incident Name
- Summary: what happened?
  - Impact on customers
  - Severity of the incident
  - Components affected
  - What ultimately resolved the incident?
  - Externally shared information
- How was the incident detected?
  - Did we have a metric that showed the incident?
  - Was there a monitor on that metric?
  - How long did it take for us to declare an incident?
- How did we respond?
  - Who was involved?
  - Timeline of events
  - What went well?
  - What didn't go so well?
- How did it happen?
- How can we improve?
  - Now (immediately)
  - Next (in this or the next sprint)
  - Later (after the next sprint)
  - Follow up notes

**Subject: 4.6.3 Emergency Service Delivery (cont.)****Scenarios:** (Pick one Scenario to complete Task 4.6.3)**Scenario #1:**

- Time: 1700 hrs.
- Date: July 4, 2017
- Temperature: 100°F
- Wind: N 30mph
- Weather: Clear

**Incident Narrative**

Engine 01, Engine 07, Engine 09, Truck 49, Rescue 69, Rescue 51, Med 81, Med 01, Captain 6, Commander 5, Battalion Chief 2, Investigator 1, PIO, Somewhereville FD Engine 36, Somewhereville FD Tower 106, Somewhereville FD Rescue 56 responded to a report of a residential fire at 2658 Bama Avenue. Somewhereville FD units arrived on scene first and advised a two story structure approx. 1500 Sq. Ft. residential home with heavy fire coming from the A side. A 360 was completed by Somewhereville FD. Somewhereville FD 620 established command. Upon arrival of Engine 01, Somewhereville FD there was a complication of who jurisdiction the incident was in and 2 separate commands were established and ran simultaneously. Engine 36 1 had initially started an offensive fire attack with a 1 3/4 inch handline. Engine 01 personnel reported to on deck. Due to not having a positive water source Somewhereville FD 620 advised to stop offensive attack and become defensive. Battalion Chief 2 arrived on scene and assumed accountability. Captain 6 arrived on scene and became safety. Fire personnel hand laid 300 ft. of LDH to the hydrant and established a positive water supply. At this time Power Company was requested. Neither Incident Commander established a Safety Officer due to all personnel in rehab or operations. Med 81 became rehab. An additional 1 3/4 handline along with a 2 1/2 inch handline was deployed, along with the flowing the deck mounted master stream by Somewhereville FD at this time. Rescue 69 was assigned RIT with one new rookie on shift for 1 week from Med 01. Truck 49 established means of egress to the second floor by placing ground ladders on the A, B, and C sides of the structure. Rescue 51 became division 2 fire attack and Search. Somewhereville Power arrived on scene to secure power. At this time personnel had a knockdown on the fire. Fire personnel from Rescue 69 and Engine 01 were assigned Salvage and overhaul. Command was transferred to Lieutenant 1. Investigator began investigation. Engine 01 personnel continued mop up using the T.I.C and a booster line from Somewhereville FD Engine 36. Hot spots were extinguished, and all units returned to service. 3 personnel were transported to the hospital for Carbon Monoxide poisoning and 1 for burns to their palms received from interior operations. No paperwork will be filed due to them refusing treatment on scene. Command terminated.

**Subject: 4.6.3 Emergency Service Delivery (cont.)****Scenario #2:**

Review the scenario below and complete the Post-incident Analysis Report form as the Engine 5 company officer. Make appropriate recommendations that address any problems that occurred during the fire.

Responding Resources: Battalion 3, Engine 5, Engine 8, Engine 12, Engine 4, Echo 5, Truck 5, Squad 7, Med 10, and Med 6

- Time: 0300 hrs.
- Temperature: 10°F
- Wind: N 5mph
- Weather: Clear

On October 14, Engine 5 has been dispatched as part of a first alarm assignment to a structure fire at the Dirty Undies Laundry Mat at 456 East 1st Street. The Pre-incident Survey indicates that the fire building is approximately 30' x 50' and is of concrete block construction with a metal panel flat roof supported by wood rafters. The building was built in 1948 and is not have sprinklers.

There is a large quantity (1000 gallons) of the cleaning fluid PERCHLOROETHYLENE stored on the premises. The chemical is used in dry cleaning and Long-term exposure may affect health.

Upon arrival fire is visible from the roof. Visual inspection through the windows does not indicate fire or smoke inside of the establishment. The incident commander has ordered Truck 5 to check conditions on the roof and if practicable begin vertical ventilation operations. The fire appears to be located in the middle of the building, possibly in the space between the ceiling and the roof. The incident commander orders Engine 5 and Engine 8 to make an offensive interior attack through the front door of the business. Engine 5 and Engine 8 begin to make entry through the front door of the establishment, each advancing one 1 $\frac{3}{4}$ -inch line with a fog nozzle capable of 125 gpm and another 1 $\frac{3}{4}$ -inch line with a fog nozzle capable of 60 gpm. Smoke conditions were black, pushing out the front glass door and all the way down to the floor with zero visibility. No Rapid Intervention Teams or Safety Officer was established after all units arrived. After advancing approximately 10 feet into the building, the suspended ceiling in front of them suddenly bulges downward and then collapses. The collapse involves the entire roof from the front of the business to the rear loading dock. Engine 5 and Engine 8 abandon their lines just in time and successfully retreat from the structure. Truck 5 personnel had just begun to set a ground ladder when the collapse occurred and were not injured.

Following the collapse, the incident commander goes into defensive mode and positions aerial ladders around the building perimeter to protect exposures. The building and contents are a complete loss. The rest of the incident last another 6 hours without further incident or injuries.

**Subject: 4.7.1 Health and Safety****Standard Area: Health and Safety**

**STANDARD:** 4.7.1 NFPA 1021, 2014 Edition

**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.

- (a) **Requisite Knowledge:** The most common causes of personal injury and accident to members, safety policies and procedures, basic workplace safety, and the components of an infectious disease control program.
- (b) **Requisite Skills:** The ability to identify safety hazards and to communicate orally and in writing.

**PERFORMANCE OUTCOME:** Using the policies and procedures, appropriate forms, and a scenario, the Fire Officer I candidate shall identify a safety hazard. The Fire Officer I candidate shall direct unit members during an in-service training evolution so that all members are aware of applicable departmental policy and how to avoid the accident from occurring again. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

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

**EQUIPMENT REQUIRED:** Safety policies and procedures, investigative policies and procedures, persons to act as witnesses to the accident 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.

## **TASK STEPS**

- Based on identified safety hazard, reviewed safety regulations.
- Directed in-service training involving safety regulation.
  - Distributed issue-guided directions to unit members during training evolutions.
  - Ensured unit members performed efficiently in accordance with safety plans and as directed.
  - Ensured that all members understood responsibilities.
- Documented training utilizing appropriate forms.
  - Ensured report is complete.
  - Ensured report is legible and clear.
  - Ensured that report follows departmental policies and procedures.
- Processed report in accordance with departmental policies and procedures.
- Performed skill in a safe and proficient manner.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.7.2 Health and Safety****Standard Area: Health and Safety**

**STANDARD:** 4.7.2 NFPA 1021, 2014 Edition

**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 of the AHJ.

**(a) Requisite Knowledge:** Procedures for conducting an accident investigation and safety policies and procedures.

**(b) Requisite Skills:** The ability to communicate orally and in writing and to conduct interviews.

**PERFORMANCE OUTCOME:** Candidate will assume the role of Fire Department Company Office and will conduct an Initial Accident Investigation involving a Fire Department Vehicle. Candidate will be 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 contribute to the accident. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

**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 policies and procedures, investigative policies and procedures, persons to act as witnesses to the accident 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.

## **TASK STEPS**

- Choose one video from Fire Officer I Moodle Course to complete assignment.
- Make appropriate accident notifications according to policy.
- Utilize all available resources to document accident conditions.
- Identify factors contributing to the accident.
- Complete appropriate forms, reports, statements are required policy
- Documented training utilizing appropriate forms.
  - Ensured report is complete.
  - Ensured report is legible and clear.
  - Ensured that report follows departmental policies and procedures.
- Processed report in accordance with departmental policies and procedures.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

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Station Officer Signature/Employee #

Date Task Completed

**Subject: 4.7.3 Health and Safety****Standard Area: Health and Safety****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. The Fire Officer I candidate shall explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, so that the need to participate in wellness and fitness programs could be explained to members, given current fire service trends and agency policies.

**(a) Requisite Knowledge:** National death and injury statistics, fire service safety and wellness initiatives, and agency policies.

**(b) Requisite Skills:** The ability to communicate orally.

**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. The Fire Officer I candidate shall ensure that proper documentation is completed and turned in with task book.

**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, related documents, and paper, pen/pencil, computer if applicable.

### 4.7.3 Health and Safety (cont.)

#### **TASK STEPS**

- Use Data provided
- Explained the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities.
- Described national death and injury statistics of firefighters that indicate the need for being physically and medically capable.
- Explained how fire service safety and wellness initiatives can improve a firefighter's physical and medical capabilities.
- Explained how agency policies should be based on nationally recognized safety standards.
- Demonstrated the ability to communicate orally.
- Performed skill in a safe and proficient manner.
- Complete any scenarios with station officer and personnel.
- Documents and submits on letterhead, in a report, or appropriate department forms, your actions in accordance with department policies and procedures.
- Turns all paperwork, letterheads, and documentation in with taskbook behind this task.

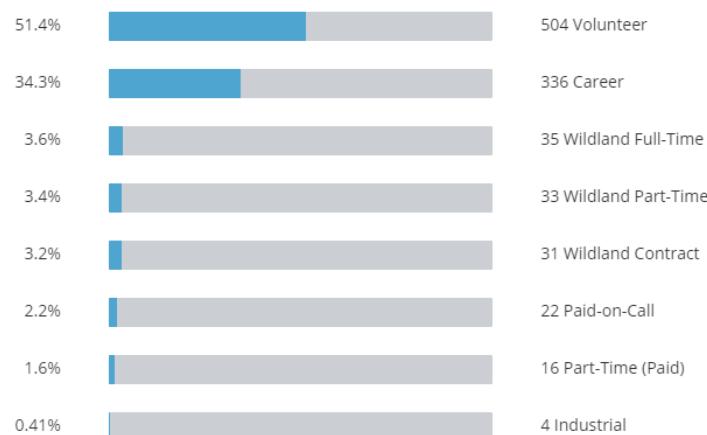
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Station Officer Signature/Employee # Date Task Completed

Summary incident report

Report Dates:	Jan 5, 2007 to Dec 27, 2016
Number of On-Duty Firefighter Fatalities:	982
Count of Hometown Heroes:	132

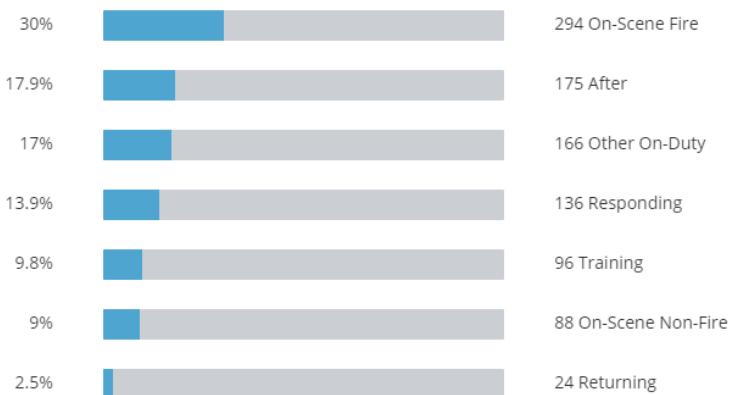
#### Firefighter Classifications



Number of Multiple Firefighter Fatality Incidents: 40  
 Number of Firefighter Fatalities Associated with Wildland Incidents: 99

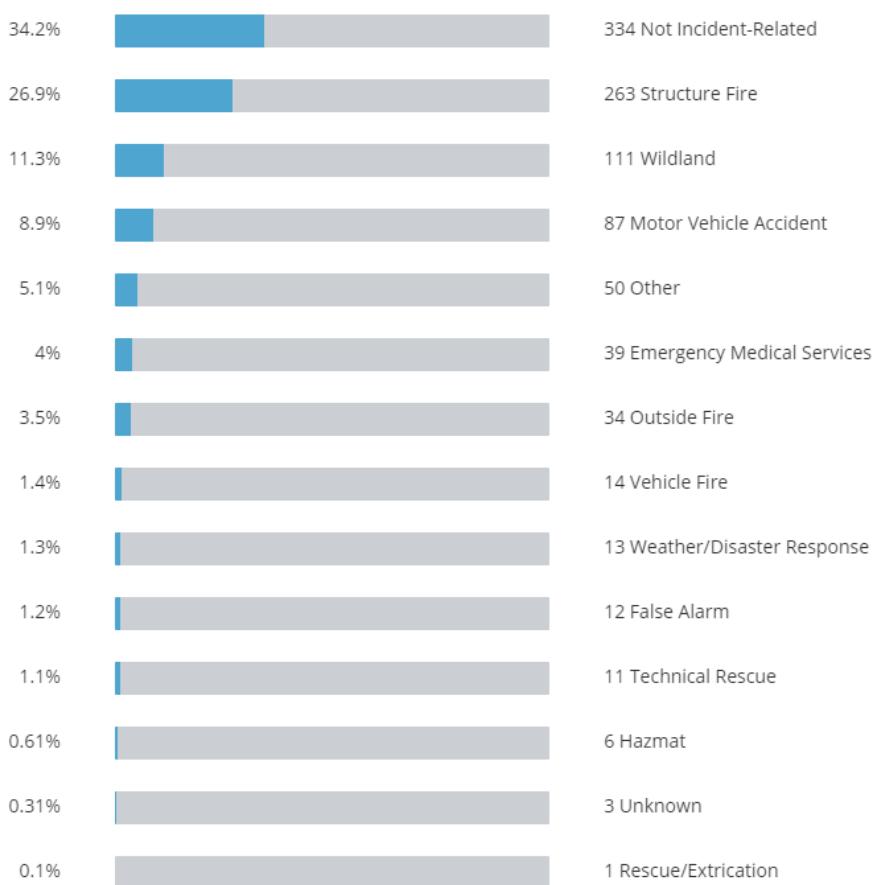
### 4.7.3 Health and Safety (cont.)

#### Type of Duty



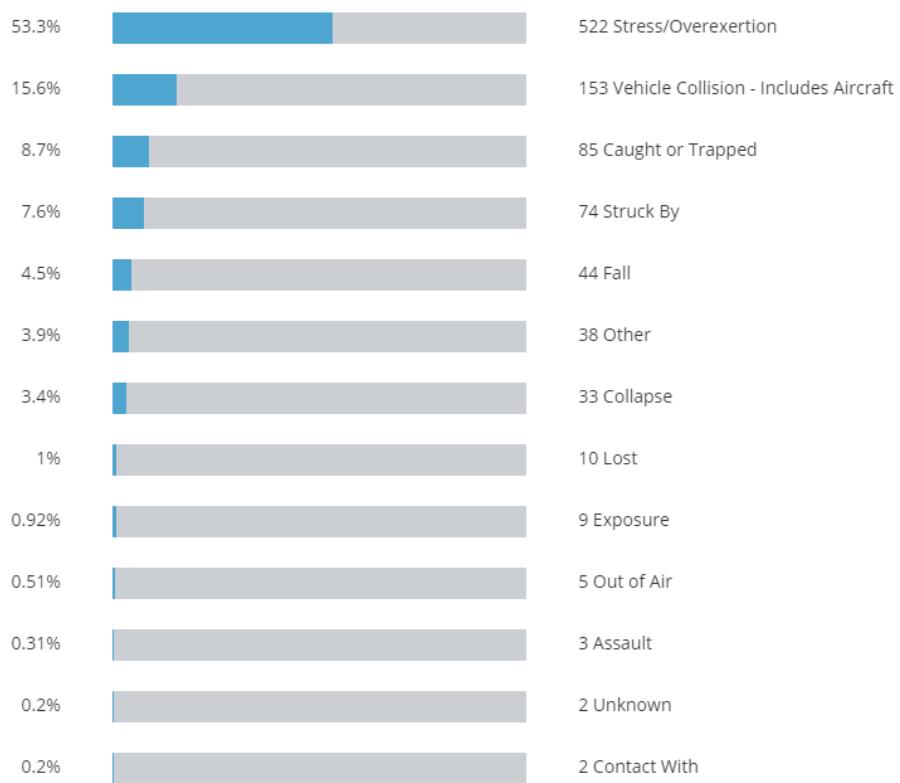
Percent of Fatalities Related to Emergency Duty: 56.3%  
Number of firefighter fatalities associated with Suspicious/Incendiary incidents: 34

#### Type of Incident



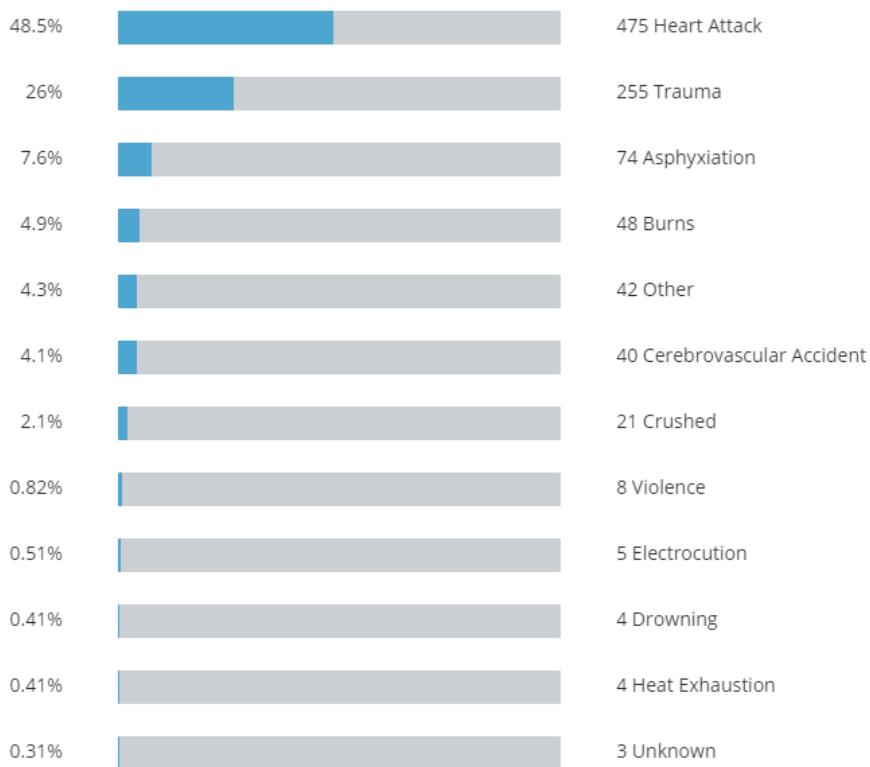
### 4.7.3 Health and Safety (cont.)

#### Cause of Fatal Injury

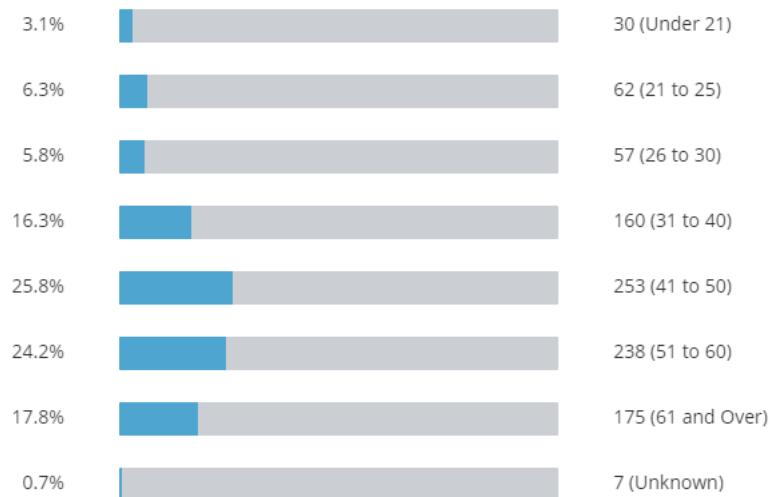


### 4.7.3 Health and Safety (cont.)

#### Nature of Fatal Injury



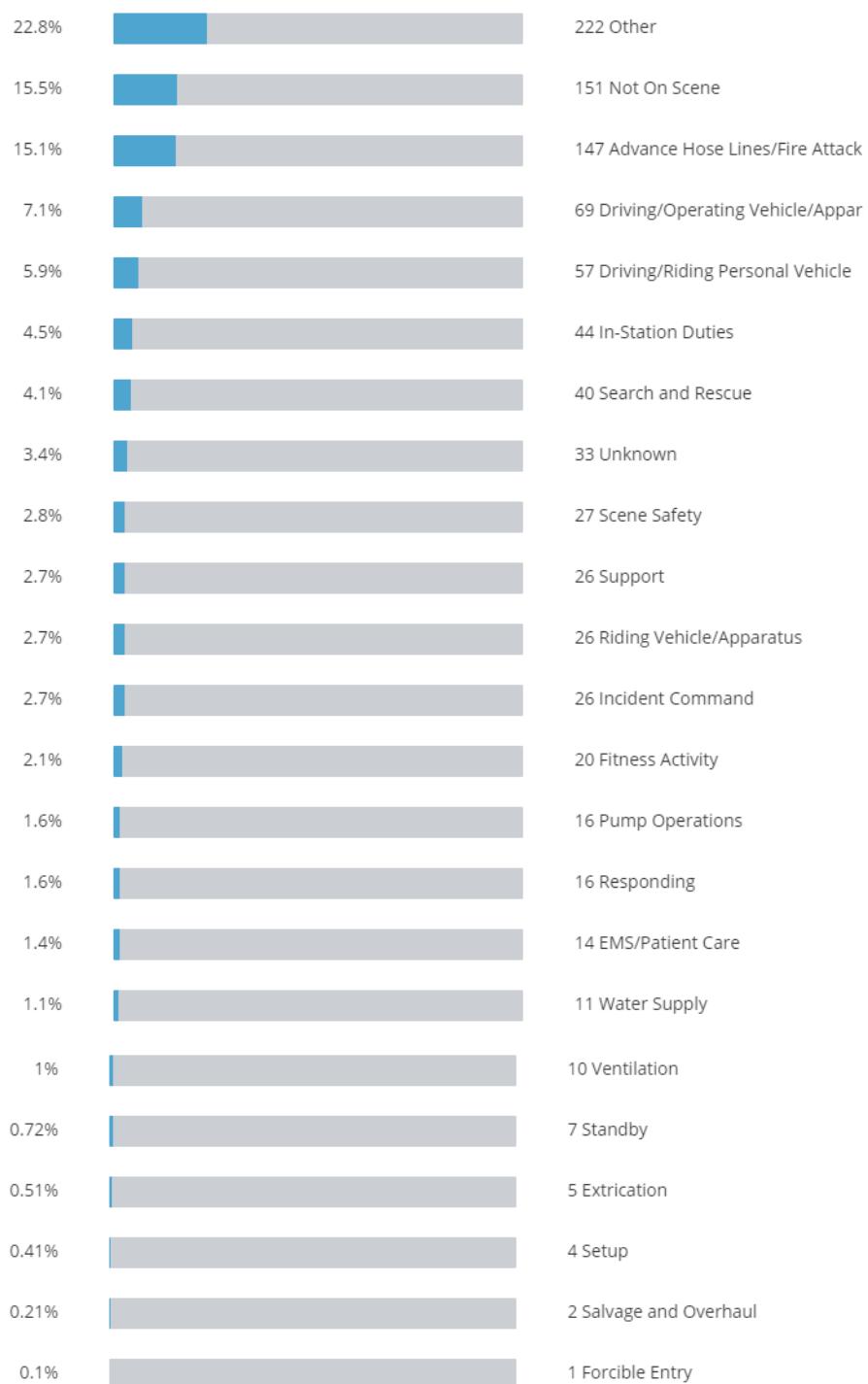
#### Age of Firefighter When the Fatal Injury Was Sustained



Percent of Firefighter Fatalities Age 40 and Under: 31.7%

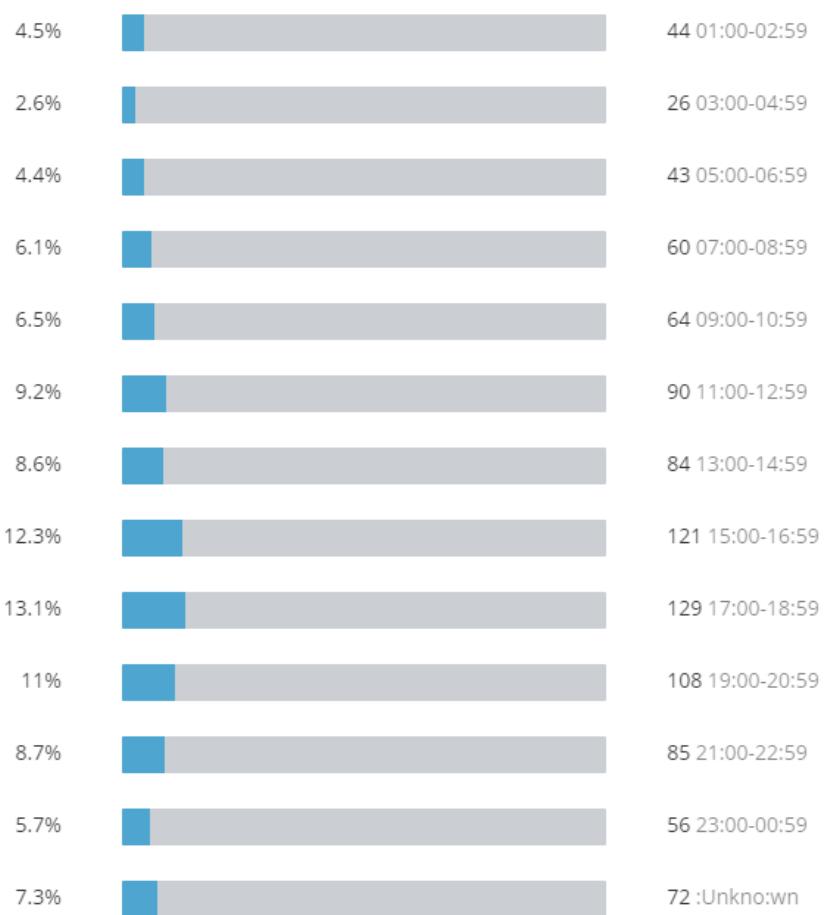
### 4.7.3 Health and Safety (cont.)

#### Type of Activity



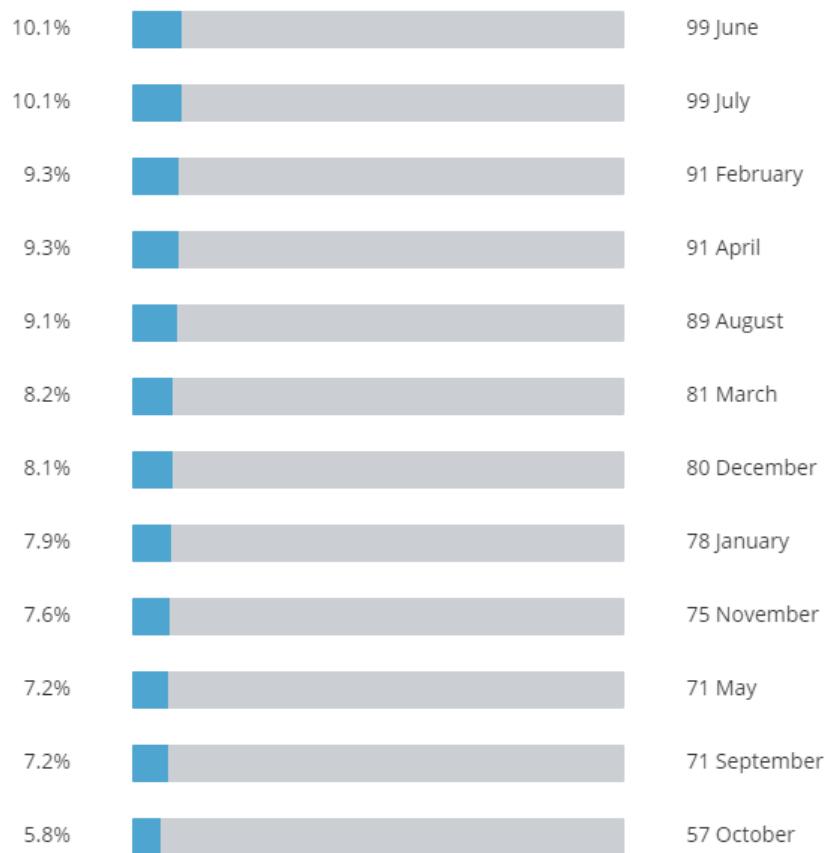
### 4.7.3 Health and Safety (cont.)

#### Time of Fatal Injury



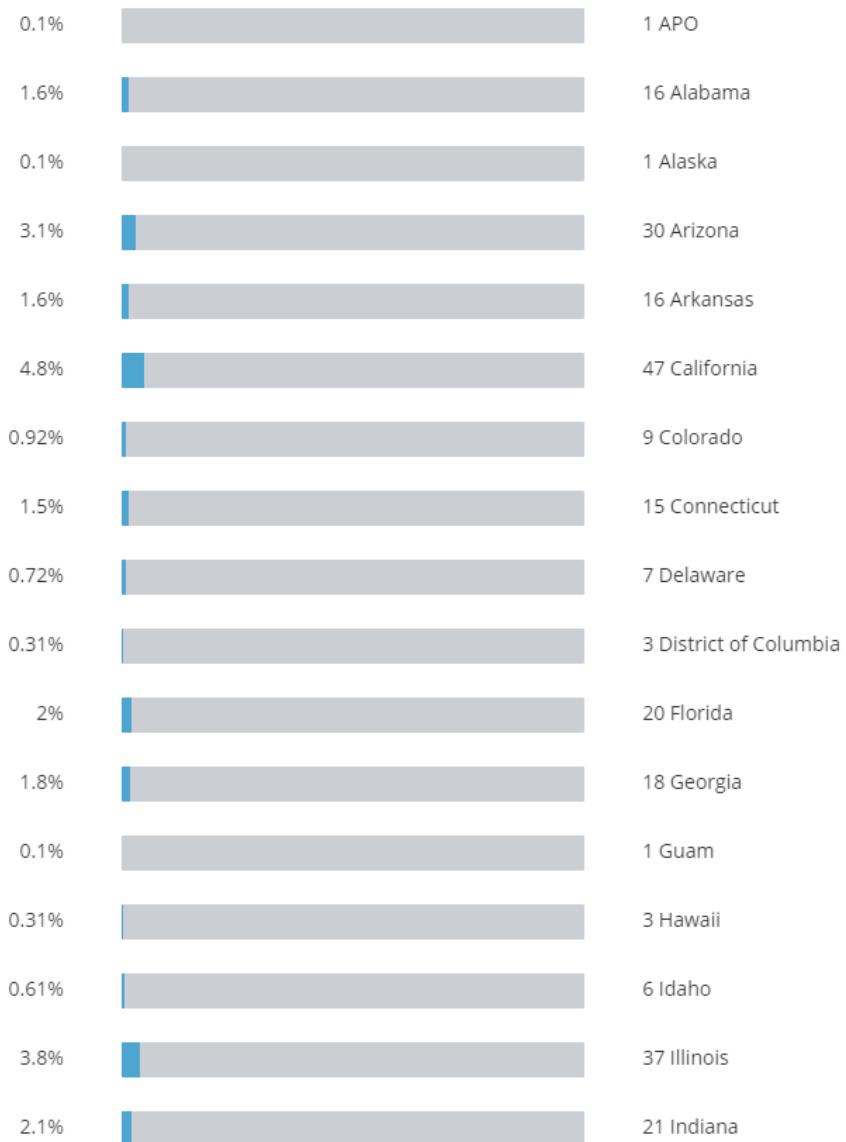
### 4.7.3 Health and Safety (cont.)

#### Month of the Year

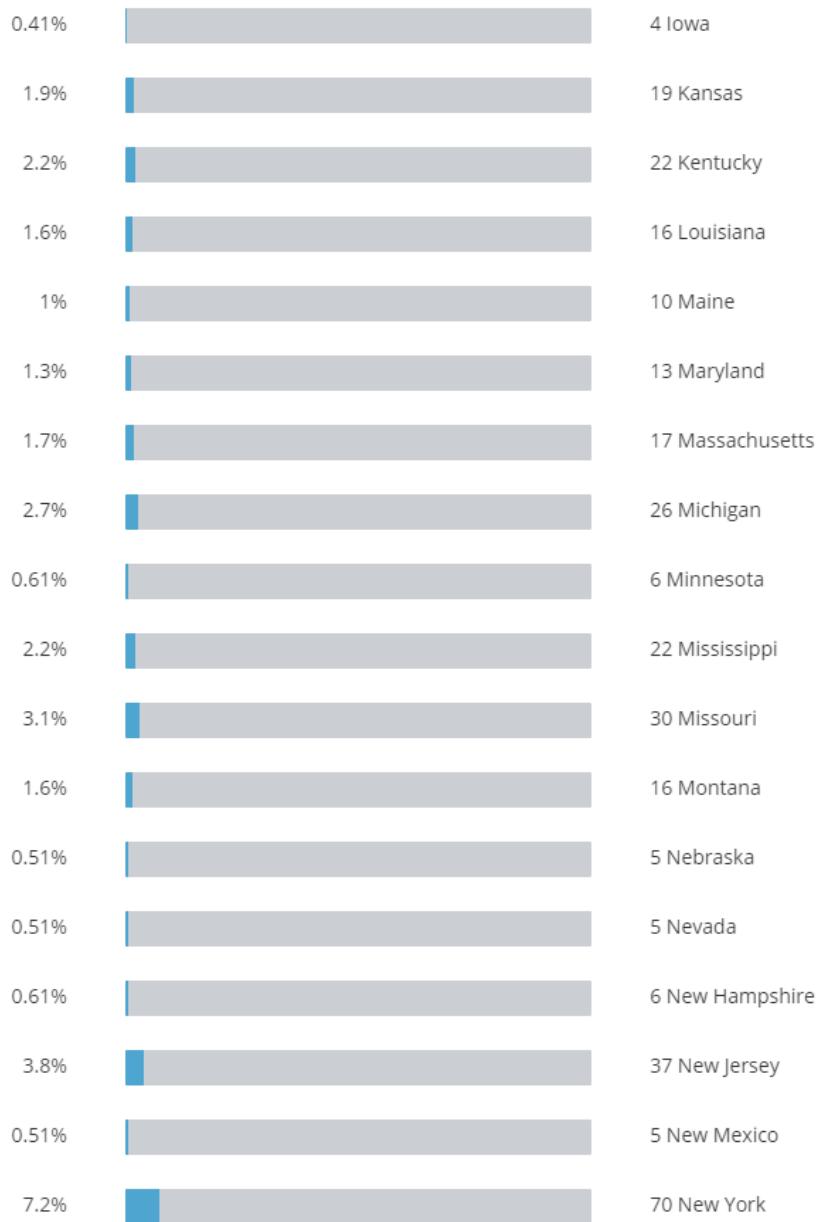


#### 4.7.3 Health and Safety (cont.)

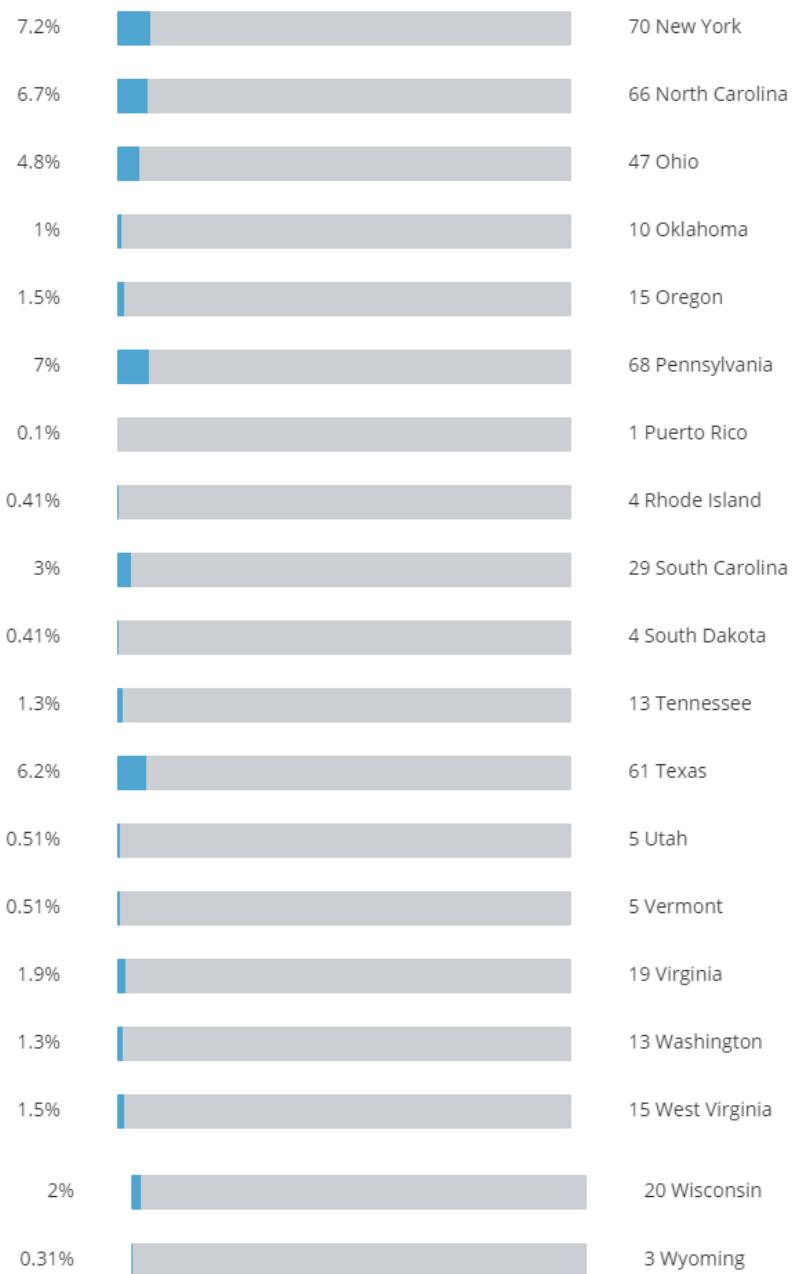
#### Firefighter Fatalities by State by Location of Fire Service Organization



### 4.7.3 Health and Safety (cont.)



### 4.7.3 Health and Safety (cont.)



## NFPA 1021 "Standard for Fire Officer Professional Qualifications" 2014 Edition

Skill/Task	Date	Candidate Signature	Evaluator Signature
<b>4.1.2 General Prerequisite Skills.</b> <ul style="list-style-type: none"> <li>Effectively communicate in writing utilizing technology provided by the AHJ</li> <li>Write reports, letters, and memos utilizing word processing and spreadsheet programs</li> <li>Operate in an information management system</li> <li>Effectively operate at all levels in the incident management system utilized by the AHJ</li> </ul>			
<b>4.2.1 Assign tasks or responsibilities to unit members.</b> <ul style="list-style-type: none"> <li>Condense instructions for frequently assigned unit tasks based on training and standard operating procedures</li> </ul>			
<b>4.2.2 Assign tasks or responsibilities to unit members.</b> <ul style="list-style-type: none"> <li>Issue instructions for frequently assigned unit tasks based on department policy</li> </ul>			
<b>4.2.3 Direct unit members during a training evolution.</b> <ul style="list-style-type: none"> <li>Distribute issue-guided directions to unit members during training evolutions</li> </ul>			
<b>4.2.4 Recommend action for member-related problems.</b> <ul style="list-style-type: none"> <li>Recommend a course of action for a member in need of assistance</li> </ul>			
<b>4.2.5* Apply human resource policies and procedures.</b> <ul style="list-style-type: none"> <li>Communicate orally and in writing</li> <li>Relate interpersonally</li> </ul>			
<b>4.2.6 Coordinate the completion of assigned tasks and projects by members.</b> <ul style="list-style-type: none"> <li>Plan and set priorities</li> </ul>			

4.3.1 Initiate action on a community need. • Demonstrate familiarity with public relations • Communicate verbally			
4.3.2 Initiate action to a citizen's concern. • Demonstrate familiarity with public relations • Communicate verbally			
4.3.3 Respond to a public inquiry. • Relate interpersonally • Respond to public inquiries			
4.4.1 Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level. • Relate interpersonally • Communicate change in a positive manner			
4.4.2 Execute routine unit-level administrative functions. • Communicate orally and in writing			
4.4.3 Prepare a budget request. • Communicate in writing			
4.4.4 Explain the purpose of each management component of the organization. • Communicate verbally in a clear and concise manner			
4.4.5 Explain the needs and benefits of collecting incident response data. • Communicate both orally and in writing			
4.5.1 Describe the procedures of the AHJ for conducting fire inspections. • Communicate in writing • Apply the appropriate codes and standards			

<p><b>4.5.2 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</b></p> <ul style="list-style-type: none"> <li>• Use evaluative methods</li> <li>• Communicate orally and in writing</li> </ul>			
<p><b>4.5.3 Secure an incident scene.</b></p> <ul style="list-style-type: none"> <li>• Establish perimeters at an incident scene</li> </ul>			
<p><b>4.6.1 Develop an initial action plan.</b></p> <ul style="list-style-type: none"> <li>• Analyze emergency scene conditions</li> <li>• Activate the local emergency plan, including localized evacuation procedures</li> <li>• Allocate resources</li> <li>• Communicate orally</li> </ul>			
<p><b>4.6.2* Implement an action plan at an emergency operation.</b></p> <ul style="list-style-type: none"> <li>• Implement an incident management system</li> <li>• Communicate orally</li> <li>• Manage scene safety</li> <li>• Supervise and account for assigned personnel under emergency conditions</li> </ul>			
<p><b>4.6.3 Develop and conduct a post-incident analysis.</b></p> <ul style="list-style-type: none"> <li>• Write reports</li> <li>• Communicate orally</li> <li>• Evaluate skills</li> </ul>			
<p><b>4.7.1 Apply safety regulations at the unit level.</b></p> <ul style="list-style-type: none"> <li>• Identify safety hazards</li> <li>• Communicate orally &amp; in writing</li> </ul>			
<p><b>4.7.2 Conduct an initial accident investigation.</b></p> <ul style="list-style-type: none"> <li>• Communicate orally &amp; in writing</li> <li>• Conduct interviews</li> </ul>			

4.7.3 Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities. • Communicate orally			
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*Each box must contain a date, Candidate Signature and Evaluator Signature for this task book to be complete.*