

MINNESOTA FIRE SERVICE CERTIFICATION FIRE OFFICER II SKILLS TESTING

Fire Officer II NFPA 1021 2007 Edition



Requirements:

1. Required prerequisite is Fire Officer I
2. Completed application form and fee of [\\$85](#) is covered.
3. Candidate will be required to complete 6 of the 13 skill stations. Skills will be chosen at random by the lead evaluator.
4. Candidate will have 60 days from the date of the written test to submit practical skills to MFSCB, 2650 Fox Ridge, Blaine MN 55449. Where required, candidate shall meet with evaluator to demonstrate skill.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE OFFICER II SKILLS TESTING

SKILL STATION 1

MEMBER PERFORMANCE

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.2.1

The candidate shall initiate action to maximize member performance and or correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.

The candidate shall deliver the performance review with the evaluator as the recipient. Student will do this in an appropriate professional manner.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Deduction Points</u>
Establish proper environment, void of distractions and improper interruptions.	_____ 20
Be prepared for evaluation, review documentation, familiar with personnel file.	_____ 10
Articulate delivery, eye contact, courteous, professional, allows adequate exchange and interaction, void of opinion, open ended questions designed to engage recipient.	_____ 10
Recipient is given opportunity to make written comments/response to evaluation for submittal into the formal record.	_____ 10
Shows proper listening techniques.	_____ 10
Demonstrates a clear understanding that this is a process by which desired behavior change is sought.	_____ 10
Performance discussion is balanced between strengths and opportunities.	_____ 10
Adequately documents the discussion.	_____ 10

Total Points Possible 100

Total Deductions _____

Score _____

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SKILL STATION 2

PERFORMANCE EVALUATION

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.2.2

The candidate shall evaluate the job performance of assigned members, given personnel records and evaluation forms, so that each member's performance is evaluated accurately and reported according to human resource policies and procedures.

Candidate conducts/completes evaluation using a standard form utilized by their jurisdiction. If none is available, the Certification Board will provide one. The student shall submit this in writing to the examiner prior to the exam and may be asked present the evaluation to the examiner at the evaluation as if they are the person the evaluation is being done on them. The Performance Review needs to address the following major components of at least three core job duties and address strengths and weaknesses, improvement or goal setting, correct grammar and spelling, and an action plan for behavior changes. The candidate shall assume they are reviewing a subordinate member of the organization.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Deduction Points</u>
Completed job performance evaluation form prior to meeting with employee.	_____ FAIL
Clear, concise, legible, and proper grammar and spelling.	_____ 25
Document clearly delineates expectations, is void of innuendo, and opinions, and has clear, concise, measurable statements.	_____ 25
Strengths/opportunities are identified and should be tied to specific job performance standards expectations (cite specific policies).	_____ 25
Action plan specific, measurable, attainable, realistic, and timely or deadline established (must be based upon department /city policy).	_____ 25

Total Points Possible 100

Total Deductions _____

Score _____

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SKILL STATION 3

PROFESSIONAL DEVELOPMENT PLAN

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.2.3

Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.

Candidate shall prepare a plan for a 4 year member who wishes to achieve the rank of captain by their ten year anniversary. Candidate shall include their jurisdictions policies specific to promotion and advancement as part of the submittal.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Deduction Points</u>
Plan is typed, clear, concise, and legible, with proper grammar and spelling.	_____ 25
Plan details all requirements needed for candidate to complete in order to be eligible for promotion.	_____ 25
Plan provides recommendation for candidate specific to education.	_____ 25
Plan provides recommendation for activities, committees, additional responsibilities which would enhance promotional opportunities.	_____ 25

Total Points Possible 100

Total Deductions _____

Score _____

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SKILL STATION 4

COMMUNITY AND GOVERNMENTAL RELATIONS

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.3.1

This duty involves dealing with inquiries of allied organizations in the community and projecting the role, mission, and image of the department to other organizations with similar goals and missions for the purpose of establishing strategic partnerships and delivering safety, injury, and fire prevention education programs, according to the following job performance requirements

Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.

Candidate will be given a scenario and be required to develop a power point presentation (minimum of 15 slides, maximum of 30) detailing situation, background, and benefits of establishing relationship with external partners is provided. No more than 5 of the slides may be used for background information.

SCENARIOS

Scenario 1:

Council has expressed interest in following suit with other communities that hold safety camps for kids and/or citizen academies adults. Models include police/fire/EM academies and multi agency safety camps.

Scenario 2:

Your community has numerous multi-family (apartment) complexes which experience a disproportionate number of fire and emergency calls. Complexes and residents are socio and economically challenged with large populations of immigrants.

Scenario 3:

You have at least five senior type residential buildings in your community with more than 300 units total. All were built prior to sprinkler requirements and are only protected by an alarm system. Call volume at all buildings is high and includes numerous small fires from smoking to cooking to candles. The Fire Chief has directed you to develop a education program to reduce the risk.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE OFFICER II SKILLS TESTING

SKILL STATION 4 CONTINUED

COMMUNITY AND GOVERNMENTAL RELATIONS

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.3.1

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Deduction Points</u>
Presentation organized in logical manner.	_____ 10
Presentation professional, grammar, punctuation, spelling correct.	_____ 10
Background information detailed, accurate, and complete.	_____ 10
External Partner mission and goals provided.	_____ 20
Candidate articulates common organization and department goals.	_____ 20
Candidate provides minimum of three benefits/reason for partnership.	_____ 30

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE OFFICER II SKILLS TESTING

SKILL STATION 5

POLICY DEVELOPMENT

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.4.1

The candidate will develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.

Candidate will develop a policy for one of the assignments listed below as directed by the lead evaluator.

Assignment A – Due to significant new residential construction in your community, which includes a development where numerous man made lakes/ponds are constructed; the department has to upgrade their water/ice rescue response and policy. The old policy was basically silent as the department carried a few life preservers and throw rings. The department now has two zodiac boats/motors, 15 mustang ice rescue suits, and 2 floating stokes baskets.

Assignment B – Your brand new station includes a workout facility. You had none before. Develop a policy on who can use it (family, friends, other city workers, etc), when, what activities are not allowed, rules when using, penalties for failure to comply with rules, procedure for dealing with complaints, and any other limitations or regulations.

Assignment C – The new chief has decided to it is time to draft and adopt a zero tolerance alcohol policy. This includes no alcohol in the station or responding if you have been drinking. The chief has assigned you to draft the policy and implementation plan.

Assignment D – A local businessman who recently passed away left a sizable donation to the department and specified that it be used to outfit the entire 60 person crew with new winter, summer, and Class A uniforms. Develop a policy on when each is to be worn, when it should not be work (partial component wearing not permitted) nomenclature for each uniform, detail the components of each uniform (example summer uniform includes shorts, short sleeve shirt, etc), and penalties for violation of the use and wear policy.

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SKILL STATION 5 CONTINUED

POLICY DEVELOPMENT

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.4.1

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Deduction Points</u>
1. Policy Development:	
Purpose defined	_____ 20
Comprehensive/complete	_____ 20
Penalties and violations detailed.	_____ 20
2. Policy Implementation:	
Provides a clear implementation plan for the new policy.	_____ 20
Properly communicates the intent of the policy.	_____ 10
Procedure for changing policy is provided.	_____ 10

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE OFFICER II SKILLS TESTING

SKILL STATION 6

PROJECT OR DIVISIONAL BUDGET/COMPETATIVE BIDDING

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.4.2 & 5.4.3 &&

The candidate shall prepare a budget proposal. The budget proposal shall include a justification narrative, cost estimate, and any funding options. The scenario given shall require the development of a project or divisional budget, given schedule and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified. The candidate shall then describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding.

Candidate shall choose one of the following items to complete this skill; Apparatus, SCBA or Turnout Gear, Uniforms, or Rescue Equipment for Extrication.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Deduction Points</u>
1. Budget Justification:	
Presents facts accurately.	_____ 15
Presents facts concisely.	_____ 15
Professional proposal, typed, includes literature, etc.	_____ 20
2. Budget proposal:	
Justifies proposed change.	_____ 10
Demonstrates impact on budget.	_____ 10
Includes ongoing costs associated with proposal	_____ 10
Details state law governing competitive bidding	_____ 5
Includes at least 3 bids	_____ 5
Analysis of all bids and justification of recommendation	_____ 10

Total Points Possible 100

Total Deductions _____

Score _____

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SKILL STATION 7

NEWS RELEASE

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.4.4

Given a situation, the candidate must put together a written news release.

Candidate shall prepare a news release announcing their annual fire prevention open house, recent working structure fire at local hardware store, or promotion of two members to officer ranks. News release should include the who, what, why, where, when and how as well as at least one photograph.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Deduction Points</u>
1. News Release Review:	
Report is concise	_____ 25
Report is accurate	_____ 25
Punctuation, grammar, spelling	_____ 25
2. Dealing with media:	
Information revealed is appropriate to the situation	_____ 25

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE OFFICER II SKILLS TESTING

SKILL STATION 8

ADMINISTRATION REPORT/AGENCY CHANGE

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.4.5 & 5.4.6

The candidate shall prepare a concise report for transmittal to a supervisor, given fire department records and specific request for details such as trends, variances, or other related topics. The candidate shall present and interpret the data.

The candidate shall develop a report and recommendations for change. Candidate will utilize their jurisdiction data and shall choose from one of the following topics: staffing trends, fire code inspection/enforcement, public fire education, additional stations, or training requirements.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Deduction Points</u>
1. Report Review:	
Understands need for report	_____ 10
Develops plan for report	_____ 10
Provides analysis for conclusion and recommendation	_____ 20
Report provides steps and timeline for change implementation	_____ 10
Report includes details of policies and procedures to be changed	_____ 10
2. Data Source Review:	
Uses reliable sources	_____ 10
Organizes data in accurate manner	_____ 10
3. Presentation:	
Presents report in professional manner	_____ 10
Uses data responsibly	_____ 10

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE OFFICER II SKILLS TESTING

SKILL STATION 9

FIRE INVESTIGATION

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.5.1

The candidate, given a fire company incident scenario will evaluate available information, observations, and interviews of first-arriving members and other individuals involved in the incident, so that a preliminary cause of the fire is determined, given a fire scene, photographs, diagrams, pertinent data, and/or sketches, with the purpose of determining if arson is suspected.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Deduction Points</u>
Salvage and overhaul continued only to extinguish remaining fire.	_____ 5
Scene is secured with a physical barrier.	_____ FAIL
Overall scene is evaluated & Sketched	_____ 10
All potential evidence is identified.	_____ 20
Evidence is identified, protected and Inventoried.	_____ 20
Evidence is excessively moved.	_____ FAIL
Evidence is properly packaged.	_____ 10
Evidence is damaged during examination.	_____ FAIL
Fingerprints, footprints protected.	_____ 10
Mark, tab, label each exhibit.	_____ 5
Conclusions fir the facts.	_____ 20
A report is completed& legible.	_____ 20

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE OFFICER II SKILLS TESTING

SKILL STATION 10

FIRE GROUND COMMAND – HAZ MAT INCIDENT

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.6.1

The candidate will produce operational plans, given a hazardous materials incident or another emergency requiring multi-unit operations, so that resources, their assignments, and safety considerations for successful control of the incident are identified and carried out, resulting in mitigation of the incident.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Deduction Points</u>
1. Plan and Command:	
Completes Hazardous Materials Incident Action plan.	_____ 20
Include an Decontamination Plan.	_____ 10
Include an Air Monitoring Plan.	_____ 20
Include an Incident Mitigation Plan.	_____ 10
Completes an Incident Command Chart for the incident.	_____ 20
Completes Site Safety Action plan.	_____ 10
Completes the proper NFIRS Report.	_____ 10

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE OFFICER II SKILLS TESTING

SKILL STATION 11

POST INCIDENT ANALYSIS

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.6.2

The candidate shall develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approval forms are completed and processed.

The candidate shall use an actual incident from their jurisdiction to complete the skill requirement. The incident must be of significant nature and size to cause mutual aid to be utilized, extended time on scene (more than two hours) and have caused at least \$50,000 in damage or resulted in at least one serious injury to either a responder or civilian. The incident should have occurred within the previous three years. This report should be typed, include photos, copies of all reports, and organized in a logical fashion.

Did the candidate, as instructed, demonstrate competency in the following: **Deduction Points**

- | | |
|---|----------|
| 1. Post-Incident Analysis Report: | |
| Grammar, punctuation, spelling, proper English. | _____ 20 |
| Complete and accurate accounting of incident scene. | _____ 10 |
| Complete/accurate details of equipment and personnel. | _____ 10 |
| Complete/accurate details of mitigation activities. | _____ 10 |
| Detailed description of cause. | _____ 10 |
| Discussion on strategies and tactics including lessons learned. | _____ 10 |
| Completed copy of all reports. | _____ 10 |
| Analysis if actions as compared to department policies. | _____ 10 |
| Post incident action plan for dealing with occupant/owner. | _____ 10 |

Total Points Possible 100

Total Deductions _____

Score _____

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SKILL STATION 12

DATA ANALYSIS AND REPORT

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.6.3

Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization

The candidate shall use the previous three complete years of jurisdiction response data to complete this skill. Based on your data, conduct an analysis and produce a report that details current and future needs for equipment, personnel, stations, training programs and fire prevention programs defined as code/fire inspection, public education, and fire cause origin/investigation. This report should be typed, include photos, site references if applicable, and organized in a logical fashion.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Deduction Points</u>
1. Data Analysis Report:	
Grammar, punctuation, spelling, proper English.	_____ 20
Complete and accurate accounting of current resources.	_____ 20
Complete and accurate accounting of future resources.	_____ 20
Complete/accurate details of training needs current and future.	_____ 20
Complete/accurate details of current and future fire prevention.	_____ 20

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE OFFICER II SKILLS TESTING

SKILL STATION 13A & B

ACCIDENT INVESTIGATION

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2009 Edition: 5.7.1

The candidate will analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor

Option A - A Firefighter has an eye injury from an overhaul operation. There was no SCBA or eye protection worn during the operation. The department does not currently provide any approved eye protection to its members.

Options B - A Firefighter has sustained an accidental exposure from blood. The Firefighter did not originally report the exposure. However, now the patient has been identified with a blood borne pathogen disease.

The candidate will prepare and submit a report covering all the requirements as listed below.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Deduction Points</u>
1. Accident Investigation:	
Identifies accident cause and all parties involved.	_____ 10
Interviews all parties (notes included in report.)	_____ 10
Completes a report on the investigation	_____ 20
Ensures that all injury reports are completed (included in report)	_____ 10
2. Accident Prevention:	
Identifies prevention for the hazard.	_____ 20
Completes an action plan to correct the hazard.	_____ 15
Communicates the accident prevention plan.	_____ 15

Total Points Possible 100

Total Deductions _____

Score _____