

MAINE FIRE SERVICE INSTITUTE

SERVING MAINE'S TRAINING NEEDS SINCE 1948



Fire Officer I & II

NFPA 1021—2014

Certification and Reciprocity Program

OFFICER CANDIDATE INFORMATION PACKET

Revised March 2017





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INTRODUCTION

As fire service professional individuals already, the Maine Fire Service Institute understands the need for standardized yet contemporary rules; and concern of the Maine fire service for standardization of the fire training and certification programs.

This document is intended to provide that information on the process, steps and helpful information to pursue certification as a Fire Service Instructor.

Many changes have occurred in the certification process since Maine Fire Service Institute was accredited by the PRO Board in 2006 and Re-Accredited in 2013.

This document attempts to include all the information that you, might find useful as you pursue your Fire Officer I&II. If, however, you do not find the information you need or have a question regarding the application or a procedure, please contact Peter Rines, Certification and Curriculum Manager.

Maine Fire Service Institute
Peter Rines,
Certification and Curriculum Manager
19 Sewall St.
Brunswick, ME 04011
207-844-2074
prines@smccme.edu
www.MaineFSI.org

Thank you for your continued support of our efforts to provide quality training and certification opportunities and to assist you as well as the communities you serve to achieve your professional development and certification goals.



CERTIFICATION PROCESS

The guidelines for the state certification program are designed to ensure accountability, consistency, and credibility of instruction, testing, and certification of fire fighters in the State of Maine.

The main goals of the Certification program are:

1. To raise the level of fire protection for the State of Maine.
2. To improve training and education for the fire service of Maine.
3. To establish minimum basic training standards for fire protection personnel.
4. Issuance of certificates to persons who complete requirements for certification and pass the required state examinations.
5. To maintain records of persons who have obtained state certification.

Fire Officer Certification is provided through Maine Fire Service Institute (MFSI). MFSI shall certify officers based on a combination of requirements and qualifications.

MFSI subscribes to the policy of nondiscrimination in all areas of race, color, religion, sex, age, national origin, or disability. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



Fire Officer Certification

Certification is granted to those individuals who meet the required qualifications and successfully pass the appropriate Fire Officer Certification examination. The requirements for Fire Officer are based on the Standard for Fire Officer Professional Qualifications, NFPA 1021 latest standards. All qualifications must be met and documentation supplied to the Certification Program Manager two weeks prior to admission to the examination.

I. Applicants General Requirements for Fire Officer I & II Certification

Certification as Fire Officer will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Applicant must be certified by MFSI as a Fire Fighter I&II according to NFPA 1001-latest standard.
- B. Instructor Certification - Applicant must hold current certification with MFSI as a Fire Service Instructor I or higher according to NFPA 1041 latest standard..
- C. Proof of 5 Years Fire Service Experience and affiliated with a Maine Fire Department.
- D. Applicant must have successfully completed an approved Fire Officer I&II training program according to NFPA 1021 latest standard, and provided verification of successful completion of the course and all required practical skills. All progress charts and practical skills results must be submitted to the Certification Program Manager for final approval.
- E. Applicant must attain a minimum score of 70% on the appropriate level of the MFSI Fire Officer I&II certification examination.
- F. Prior to obtaining certification at the Fire Officer II level, the applicant must first attain Fire Officer I certification.

Applicants have one year from the time of course completion to complete the certification process



II. Fire Officer Guidelines for Course Approval

MFSI will approve courses for the purpose of meeting the requirements of fire officer levels according to the following guidelines:

- A. The course must be approved by MFSI as meeting or exceeding the appropriate level of NFPA 1021 latest standard.
- B. The Lead Course Instructor must provide verification that the candidate has successfully completed the course and all required practical skills.

****Reminder to all Program Coordinators****

Progress charts must be to the Certification Program Manager office at least 2 weeks prior to the examination process.

- C. Training records for the course shall be maintained by the department and/or Lead Course Instructor.
- D. The Lead Course Instructor and/or department shall agree to inspection of course records during regular business hours if deemed necessary by MFSI.

III. Requirements of Lead Course Instructor

The Lead Course Instructor is defined as the individual responsible for course scheduling, arrangement of assistant instructors, and documentation for the course.

- A. Certification by MFSI at the Fire Officer level to be taught. The Fire Officer requirement may be waived at the request of the Chief Officer of the authority having jurisdiction in the event no one on the department meets this requirement. It is then suggested that the instructor take the appropriate Fire Officer Certification exam with the class.
- B. Five years of experience with the fire service, three of which must be in an officer position.
- C. Certification as a Fire Service Instructor I (or higher) with MFSI.
- D. Responsible for all training records, course applications and practical skills.
- E. Lead Course Instructor must meet all requirements listed in Section I of this booklet.



IV. Applying for Testing and Certification

- A. Program Coordinators running a Fire Officer I&II program may apply for testing and certification by completing the "Application for Testing and Certification" form (see page 13). The application *must* include the following for certification consideration.
 - 1. Applicant must provide full name and personal information
 - 2. The Lead Instructor must indicate successful Fire Officer I and/or II course completion.
 - 3. The Fire Chief must attest that the applicant has met the criteria established by MFSI and NFPA 1021 latest standard.
 - 4. An affidavit must be submitted by all Regional Program Coordinators with completed progress charts, two weeks prior to any examinations. (page 14).
- B. Applicant must complete a SMCC Registration and an "Authorization for Release of Information" form (see page 15 and 17).
- C. Applicant must submit a copy of training records verifying his or her successful completion of an approved Fire Officer program. Documentation of successfully completion of all practical skills must be submitted prior to certification being issued
- D. In order to receive Fire Officer I&II certification, applicants need to have Fire Fighter I&II and minimum Fire Instructor I to be certified.
- E. Individuals may apply for testing by selecting a location listed under the calendar of events posted on MFSI's website or by calling 207-844-2074.



V. Administration of the Fire Officer Certification Examination

The Fire Officer I&II Certification Examinations will be generated and administered by the Maine Fire Service Institute. The certification exam bank is referenced to NFPA 1021 latest standards, and MFSI approved Fire Officer I and/or Fire Officer II course, *Fire Officer Principles and Practice*, Second Edition, Jones and Bartlett Publishers. Applicants must take the certification exam within one year of completing the appropriate course.

SAMPLE TEST QUESTION

Emergency scenes are divided into three operating zones.

They are _____.

- a. action, staging, and standby
- b. operations, staging, and command
- c. hot, warm, and cold zones
- d. divisions, sectors, and command

Applicants will have one and a half hours to complete the 100 question, multiple-choice test for each level so there is a total of 200 questions for Fire Officer I&II. Following completion of the written examination, applicants will be notified by the Certification Program Manager as to whether they passed or failed. The applicant must achieve a score of 70% on each of the two levels (Fire Officer I&II) of the exam in order to qualify for certification. Applicants must successfully complete all practical skills and requirements of the Officer I&II Course.

While MFSI does not have an official criteria for challenging written exam questions, it does, however, respect the right for candidates who do choose to challenge a question and the opportunity to do so. To formally challenge a written exam question or questions:

1. The candidate must use the form on Page 20.
2. The formal challenge must reach the Certification Program Manager within 15 days of the completed exam.
3. The question being challenged will be reviewed by the Director and the Certification Program Manager.
4. The candidate shall provide a description of the question, and why it is being challenged. The candidate needs to be very specific.
5. After the review is completed the Director and Certification Program Manager will make a decision on the question.

Three outcomes are possible

- A. The question is removed from the test bank.
- B. The question stays in the test bank
- C. The question is modified within the test bank.



6. The Certification Program Manager will inform the candidate making the challenge of the decision in writing within 15 business days after the receipt of a formal challenge.
7. If it is decided that the question is invalid and is removed from the bank, it will not be scored on any of the exams in the last test this bank was used.

Should a candidate fail an exam, he or she shall have one year from the course completion date to retest. The retest may be scheduled by submitting a request to the Certification Program Manager at the MFSI office. The candidate must wait 30 days before a retest can be granted. A different version of the test will be administered. Proof of identification is required.

Should a candidate fail the exam a second time, he or she must wait 30 days before they may retake the exam one more time. If on this attempt, the candidate should fail, they need to wait six (6) months before a retest may be given. After the six (6) month retest, if a passing grade is not achieved, NO OTHER RETESTS are allowed.

If a candidate has not either tested or taken a retest within one year of course completion, his or her testing records will be deemed inactive and the entire course must be taken again to be eligible to test or for certification.

MFSI does not retain any test scores other than pass/fail status letter for each candidate. Pass/fail status of 70% is indicated on each candidate's letter of notification. ***Results will not be released to anyone over the phone*** so, do not call the MFSI Office requesting test scores. Individual test score letter copies are filed in individual files that are stored in secured files in a secured room accessed only by MFSI staff.

Upon request, pass/fail status of a candidate may be provided to the fire chief, training officer or lead instructor, provided the candidate has signed a release form authorizing MFSI to do so. (Page 8)

Applicants must successfully pass all of MFSI practical skills conducted during the completion of an approved course. It is mandatory that all of the supporting documentation be submitted to the Certification Program Manager *two* weeks prior to starting the testing process. Following receipt by MFSI, all of the skills will be reviewed and evaluated to determine whether the applicant has completed all required course training materials. Applicants will be notified by MFSI of only pass or fail status following evaluation of their individual skills.



VI. Applying for Fire Officer Reciprocity

For Reciprocity, the candidate must mail in all documentation. Application must be original; all other documentation may be copies. MFSI will not accept any faxed or emailed applications.

Individuals holding State certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (ProBoard) Department of Defense (DOD) and must comply with the following guidelines:

- A. Candidate must complete the Reciprocity application and SMCC registration card (See pg. 15 and pg. 16) and attach supporting documentation.
- B. Certificates must clearly indicate NBFSPQ Accreditation for the level of certification and be verifiable from the accrediting agency.
- B. The candidate must be a member of a Maine Fire Department and must have a letter from the Fire Chief in order to request reciprocity.
- D Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.
- E. Must pay a \$10.00 fee **EACH** level for the Reciprocity Certificate

MFSI Certification Program Manager will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity upon receipt for payment of fees. If documentation does not meet the certification requirements, the candidate will be denied reciprocity. The candidate would then be required to complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills certification exams.

VII. Saving Clause

The qualifications developed in this program shall not be used to render invalid any rank, qualification, or appointment acquired prior to the adoption of this program.



VIII. Suspension, Revocation, or Denial

Cheating will result in automatic failure and dismissal from the certification exam process.

1. If cheating is observed, the Proctor must immediately take the test materials from anyone involved and ask those involved to immediately leave the testing facility.
2. A candidate caught cheating will NOT be allowed to continue with a written test, to proceed with practical exam testing, or be allowed to retest at any level.
3. The Proctor shall seal these test packets and indicate on the packets that they were seized during an incident of cheating. The Proctor shall also write a memorandum to the Director of MFSI describing the incident in detail. This memorandum must be included when the test materials are returned to MFSI.
4. At the MFSI's discretion, all certifications held by any individual accused of cheating on any Certification Exam may be revoked or suspended and the Fire Chief and/or Program Coordinator will be advised.

The Director of Maine Fire Service Institute may suspend, revoke or deny certification to any fire service instructor when it is found that the individual:

- A. Has knowingly made a material misrepresentation of any information required for certification.
- B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- C. Fails to achieve a score of 70% on the certification examination or fails to successfully complete the practical skills exercise or assigned skills project during the course.

All certifications currently held by the individual will be reviewed.



IX. Appeal Process

Upon the revocation or denial of a certification level, the decision may be appealed in writing to the Director within 15 days of the date of the revocation or denial letter.

The Director may elect to:

1. Deny the appeal without action
2. Hold an informal appeal hearing with the individual whose certification was revoked or denied
3. Conduct an investigation of the circumstances surrounding the suspension, revocation or denial.

The Director shall notify the individual submitting appeal within 45 day of receipt of the appeal of action to be taken.

The decision of the Director is final.

Failure of any state certification exam SHALL NOT be grounds for an appeal.

Section X Record Keeping

Once your course is completed, you will receive a State Pro Board certificate with assigned numbers that belong to you. **KEEP YOUR ORIGINAL CERTIFICATE IN A SAFE LOCATION.** Provide your fire chief with a copy – do not lose the original.

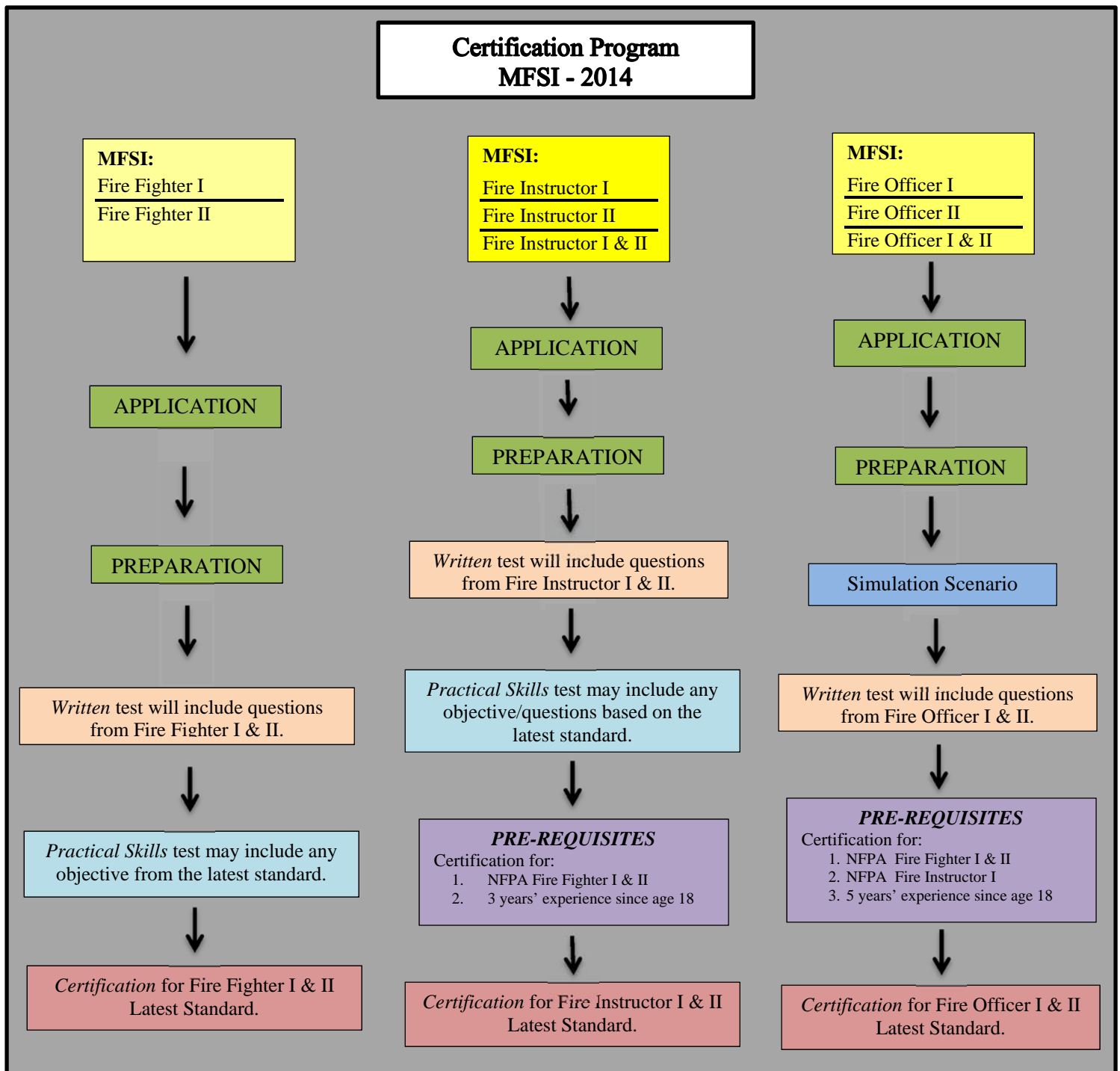
If for any reason, you have any changes to your address, please let MFSI know.

If you have a name change, please fill out the form on page 18 and mail to:

Maine Fire Service Institute
Peter Rines,
Certification and Curriculum Manager
19 Sewall St.
Brunswick, ME 04011
207-844-2074
prines@smccme.edu



XI. Certification Flow Chart



Maine Fire Service Institute

Certification and Testing Policy Procedures Manual



This form MUST be fully completed and submitted with this application.

Application for Testing and Certification and Upgrade

Location of Testing		Date of Testing
Check the Certification Test(s) Applying For		
Fire Fighter	<input type="checkbox"/> Fire Fighter I	<input type="checkbox"/> Fire Fighter II
Fire Instructor	<input type="checkbox"/> Fire Instructor I	<input type="checkbox"/> Fire Instructor II
Fire Officer	<input type="checkbox"/> Fire Officer I	<input type="checkbox"/> Fire Officer II

Personal Information

Last Name		First Name		M.I.
Mailing Address		City	State	Zip Code
Home Phone	Cell Phone		Email Address	

Authorization for Release of Information

I, (Print Full Name) _____
hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

Signature of Applicant: _____ **Date:** _____

To be completed by the Lead Instructor of a MFSI Registered and Approved Course

It is hereby confirmed that the above applicant has attended and successfully completed an approved course as checked above.

Location: _____

Signature: _____ Date: _____

Hazardous Materials Levels & Fire Fighter I and II ONLY

To be completed by applicants Fire Chief, Academy Representative or Agency Supervisor

I certify that the above applicant meets the physical and medical requirements set down by the _____
to perform the duties of the applicable NFPA standard. (Authority Having Jurisdiction)

Signature: _____ Date: _____

Testing will be scheduled by the Maine Fire Service Institute.

COMPLETED APPLICATION MUST BE RECEIVED AND APPROVED PRIOR TO TESTING



Program Coordinator Training Completion Affidavit

THIS AFFIDAVIT MUST BE SUBMITTED 2 WEEKS PRIOR TO ANY TESTING

Date: _____

Program Name: _____

I certify that _____ (Program Name) has completed the necessary training represented in the attached Progress Charts.

Training Program Start Date: _____

Training Completion Date: _____

Progress Charts Date To Be Mailed: _____

A list of candidates to test MUST be attached. See the Fire Chiefs Permission to Participate form (pg. 17)

I attest that to the best of my knowledge, the information and statements submitted in this document, its attachments and supporting documents are true and correct and that all responses to the questions are full and complete, omitting no material information. I understand that any misinformation or misrepresentation may result in the program candidate's dismissal from the certification process.

Program Coordinator Name: _____

Please Print

Program Coordinator Signature: _____

Date: _____

MFSI Received By: _____ Date: _____



Registration Form

SMCC ID# _____ TODAY'S DATE _____

LAST NAME _____ FIRST _____ MIDDLE _____

BIRTH/OTHER NAME _____ E-MAIL _____

CELL PHONE _____ HOME PHONE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

COUNTY _____ SOCIAL SECURITY # _____

GENDER* ☐ FEMALE ☐ MALE BIRTHDATE* _____

MINOR RELEASE FORM REQUIRED FOR STUDENTS UNDER 18 YEARS OF AGE

ETHNIC GROUP* (CHOOSE ONE) ☐ HISPANIC/LATINO ☐ NOT HISPANIC/LATINO

RACE* (CHOOSE ALL THAT APPLY) ☐ AMERICAN INDIAN OR ALASKA NATIVE ☐ ASIAN

☐ BLACK OR AFRICAN AMERICAN ☐ WHITE

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

*OPTIONAL – THIS INFORMATION IS USED FOR REPORTING PURPOSES ONLY

YOUR REASON FOR ENROLLING ☐ DEGREE OR CERTIFICATE ☐ PERSONAL ENRICHMENT

☐ TRANSFER TO ANOTHER COLLEGE ☐ SKILLS FOR EMPLOYMENT ☐ OTHER

I HAVE BEEN A RESIDENT OF MAINE SINCE _____ (for non-educational purposes)

MONTH/YEAR

ARE YOU A U.S. CITIZEN? ☐ YES ☐ NO PROOF OF MAINE/US RESIDENCY REQUIRED TO QUALIFY FOR IN-STATE TUITION

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED? ☐ YES ☐ NO

REGISTRATION YEAR _____ TERM ☐ FALL ☐ SPRING ☐ SUMMER

COURSE CODE	COURSE NUMBER	COURSE SECTION	COURSE TITLE	CREDITS	A AUDIT R REPEAT	OFFICIAL USE

YOUR SIGNATURE INDICATES YOU HAVE READ AND UNDERSTAND THE CONDITIONS STATED ON THE BACK OF THIS FORM.

STUDENT SIGNATURE _____



RECIPROCITY APPLICATION

NAME _____ SOC. SEC. # _____
ADDRESS _____
TOWN _____ STATE _____ ZIP _____
F.D. POSITION _____
E-MAIL _____
TEL. # (H) _____ (C/W) _____

RECIPROCITY LEVEL APPLIED FOR

☐ **FIREFIGHTER I**

OFFICE SECTION

RECIPROCITY DENIED _____ RECIPROCITY GRANTED _____ DATE _____
TESTING COORDINATOR _____

☐ **FIREFIGHTER II**

OFFICE SECTION

RECIPROCITY DENIED _____ RECIPROCITY GRANTED _____ DATE _____
TESTING COORDINATOR _____

☐ **FIRE INSTRUCTOR I & II** (counts as two certificate levels)

OFFICE SECTION

RECIPROCITY DENIED _____ RECIPROCITY GRANTED _____ DATE _____
TESTING COORDINATOR _____

☐ **FIRE OFFICER I & II** (counts as two certificate levels)

OFFICE SECTION

RECIPROCITY DENIED _____ RECIPROCITY GRANTED _____ DATE _____
TESTING COORDINATOR _____



Fire Department Individual Affiliated Candidate Fire Chief's Permission to Participate Form

The following listed member of the _____ Fire Department is authorized to participate in the _____ program to be conducted at the _____ Fire Department on _____ date _____.

(THIS SECTION MUST BE FILLED OUT BY THE CHIEF OF THE DEPARTMENT)

Name of Department _____

- ☐ YES ☐ NO 1. All participating firefighters are covered by Worker's compensation.
- ☐ YES ☐ NO 2. All participating firefighters are not presently drawing Worker's compensation benefits.
- ☐ YES ☐ NO 3. All students attending hands on training are medically and physically fit and aware of the physical demands
- ☐ YES ☐ NO 4. All students attending training sessions requiring the use of S.C.B.A. have met the Maine State Respiratory Standard 1910.134

Signature of Chief: _____ Date: _____

Candidate's Authorization of Release of Information

I, (Print Full Name) _____
hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer, Program Coordinator or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

Signature of Applicant: _____ Date: _____



Please submit form to:
MFSI/Southern Maine Community College
Attn: Peter Rines, Certification Program Manager
19 Sewall St., Brunswick, ME 04011
Fax: (207) 729-9079 – Email: prines@smccme.edu

PERSONAL INFORMATION CHANGE

Name: _____ Student ID#: _____
First Middle Last

I authorize the college to change my personal information as indicated below.

X _____

Signature (required)

Date

CHANGE OF NAME – please attach a copy of your new Social Security Card with your new legal name. Name change requests without a copy of the new SSN card will not be processed.

1. Name: Previous name: _____
Last First MI
New Name: _____
Last First MI

CHANGE OF ADDRESS

3. New Address: _____
Street (or PO Box)

City State Postal Code

CHANGE OF E-MAIL

4. E-Mail: _____

CHANGE OF PHONE NUMBER

5. Current Cell Phone: (____) _____
6. Current Home Phone: (____) _____

Office use:
Processed by: _____ Date: _____

Change of Name File Pulled: ☐ Label Changed: ☐ Distribution: ☐ Complete: ☐



How to Obtain a SID number

As of September 1st 2012 the National Fire Academy requires all students to register a **Student Identification Number** for all National Fire Academy offered courses.

Please see below for basic instructions, and please remember to keep your **SID** number for future classes with the National Fire Academy, for this number is assigned to you permanently. Thank you for continuing your fire service education with the Maine Fire Service Institute and the National Fire Academy.

Be safe,

Maine Fire Service Institute

To obtain a SID

1. Register at <https://cdp.dhs.gov/femasid>
2. Select "Register for a FEMA SID?" on the right side of the screen.
3. Follow the instructions to create your account.
4. You will receive an email with your SID. Save this number in a secure location.

Use the SID in place of the SSN on the General Admissions Application Form (FEMA Form 119-25-1) and General Admissions Application Short Form (FEMA Form 119-25-2).

*****Please ask your Lead Instructor for the necessary NFA Forms*****



Maine Fire Service Institute
Written Exam
Question Challenge Form
Form date October 24, 2016

Candidate Instructions: (Ref. Certification Manual section 2.6.5)

This form shall be completed by the candidate that desires to challenge any question in the exam. Please use one form per challenge question. Upon completing and signing the form, please return to the Certification Program Manager. The Candidate will be notified in writing regarding the finding of the review within 15 working days.

STUDENT INFORMATION:

Candidate Name _____ Date _____ Phone # _____

Mailing Address _____ State _____ Zip _____

Program Name _____ Program Coordinator _____

What curriculum was used during your training program? _____

EXAM INFORMATION:

Exam date _____ Exam location _____ Exam Proctor _____

Exam Level:

Fire Fighter I _____

Fire Fighter II _____

Fire Inst. I _____

Fire Inst. II _____

Fire Officer I _____

Fire Officer II _____

QUESTION INFORMATION:

Question number _____

What is the problem with the question?

Candidate Signature _____ Date _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #1

IN BASKET #1

Assignment can be found on J & B workbook pg. 9

Prepare a brief description of duties assigned to the Officers (including Chief Officers) of your Fire Department. Include an Organization Chart of your FD.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
Content: Organizational Chart with descriptions included, notes or power point slides for presentation included
.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #2

IN BASKET #2

Assignment can be found on J & B workbook pg. 15

Prepare a response to a high school student's e-mail requesting information on the chain of command and career progression for fire fighters within your department.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Response in layman's terms that civilian would understand, etc.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #3

IN BASKET #3

Assignment can be found on J & B workbook pg. 21

Develop notes for a five-minute presentation to a general community meeting aimed at recruiting members for your volunteer fire department.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Notes in layman's terms that civilian would understand, note form or power point slides.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #4

In Basket#4

Assignment can be found on J & B workbook pg. 29

Prepare a media release to promote one of your fire department's public education programs or to provide information regarding a recent emergency response.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Complete, appropriate format and content.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #5

IN BASKET #5

Assignment can be found on J & B workbook pg. 37

The third most frequent category of fire fighter fatalities includes asphyxiation and burns. Review your department procedures for fire fighter survival and proper use of PPE. Discuss these procedures with your crew and develop improvements to these procedures. In a memo to your Chief, present the improvements that were developed.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Agency forms used or developed, proper procedure followed.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #6

In Basket #6

Assignment can be found on J & B workbook pg. 50

Develop a list of five questions that you would use to interview individual firefighters to find what motivates them. Explain what information you would expect to gain from each question.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Questions complete with appropriate explanation
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #7

IN BASKET #7

Assignment can be found on J & B workbook pg. 50

Using the information and theories in this chapter, evaluate your present form of leadership and identify three changes to improve your current leadership style.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Complete, identified 3 changes, provides explanation.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #8

In Basket #8

Assignment can be found on J & B workbook pg. 58

Identify a training need in your department and prepare a report outlining the resources required, schedule considerations and the process for evaluation or certification of training.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Complete, proper format, agency forms or developed.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet#9

IN BASKET #9

Assignment can be found on J & B workbook pg. 69

A fire fighter assigned to one of your stations of responsibility has continuously been late for work and has repeatedly been graded poorly on his skills evaluations. You are attempting to help him or her establish specific and measureable goals designed to help improve their work performance. Establish a brief list of specific goals to aid him or her and how these goals would be measured.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Complete, proper format and content
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #10

IN BASKET #10

Assignment can be found on J & B workbook pg. 73

A fire fighter under your supervision has filed a grievance against another fire fighter on the same shift for inappropriate comments and behavior. Prepare and complete documentation for the grievance and for how you would handle the situation to maintain shift operation.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Complete, proper format and content
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #11

IN BASKET #11

Assignment can be found on J & B workbook pg. 85

Describe your department's efforts at using social media to reach out to the community.
Discuss how these efforts can be improved.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Complete, proper format and content
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #12

IN BASKET #12

Assignment can be found on J & B workbook pg. 91

Outline a departmental problem or issue complete with evidence and provide a written proposal for policy development or modification to solve the issue.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Complete, proper format and content, developed and agency forms.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #13

IN BASKET #13

Assignment can be found on J & B workbook pg. 98

Prepare a pre-incident plan for your fire station.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Complete, proper format and content, developed and agency forms.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #14

IN BASKET #14

Assignment can be found on J & B workbook pg. 106

Utilizing AFG criteria, prepare a grant proposal for replacement of your department's self-contained breathing apparatus.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Complete, proper format and content, note format or Power Point slides.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #15

IN BASKET #15

Assignment can be found on J & B workbook pg. 116

Prepare a written document for your last structure fire that could be referenced during a post-incident review.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Complete, proper format and content, note format or Power Point slides.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #16

IN BASKET #16

Assignment can be found on J & B workbook pg. 123

Prepare a proposal for a change in your department's SOG's, requesting they are updated to reflect and support the 11 Rules of Engagement for Structural Firefighting from the IAFC.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Complete, proper format and content.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #17

IN BASKET #17

Assignment can be found on J & B workbook pg. 105

Part 1 – Prepare a training plan based on building construction and fire behavior.

Objectives should include addressing structure age, type of building materials used and modern fire behavior.

Part 2 – Develop a standard operation procedure for a rapid intervention crew to follow in preparation for stand-by orders.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Both parts complete, proper format and content.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #18

IN BASKET #18

Assignment can be found on J & B workbook pg. 137

After attending and taking part in a fire investigation, complete an investigative report.

- ☐ APA Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Proper format and content.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I & II

NFPA: 1021

Candidate Name: _____ Date: _____

Skill Sheet #19

IN BASKET #19

Assignment can be found on J & B workbook pg. 147

Part 1-In a letter to your supervisor, identify the main human factors that have led to errors you have witnessed during emergency responses and provide suggestions on how to improve the errors.

Part 2- Develop a mission statement model, identifying the main components of your philosophy on leadership.

- ☐ Presentation, Binder, Folder, Cover page, Name, Date, Format
- ☐ Double spaced, Typed
- ☐ Proper format for question
- ☐ Table of contents, references if used
- ☐ Content: Both parts complete, proper format and content.
- ☐ Comments: _____

Pass/Fail _____

Evaluator Printed Name: _____

Evaluator Signature: _____



Fire Officer I&II

Simulation Application/Evaluation Exercises

Overview and Expectations

Purpose

The purpose of the simulation application/evaluation exercises is to serve as both realistic practice and a practical final exam for Fire Officer I & II candidates. During the Fire Officer I Academy, the knowledge, skills and attitudes (KSA's) required of fire officers at the first level have been introduced in classroom sessions and applied in group discussions and simulations. The last step in this training process is practice and testing.

The candidate's real "final exam" is back home, on the street. MFSI's goal is to ensure that student's successful demonstration of KSA's at the Fire Officer I & II Academy will translate into success and safety on the job.

Expectations

The goal of this booklet is to make the expectations of all participants (MFSI, Officer I&II candidates, firefighters, host FD's etc.) clear. In support of this goal, the following information is provided:

- An overview of the simulation application/evaluation exercises
- Explanation of the processes to be followed during the simulations
- Fire Officer I & II Candidate expectations, detailed in skill check sheets listing performance objectives and quality indicators for each assignment
- Company member expectations detailed in FFI or FFII skill check sheets

Process

Exercises will be conducted as a series of simulated fire training evolutions. After each simulation, candidates will rotate to new assignments. By random selection, candidates will be given at least 5 of a possible 10 practical assignments. Since candidates will not be given all possible assignments, similar assignments have been paired, and a rotation developed to ensure that each candidate demonstrates at least one of each set. The pairings include:

- Attack or Search & Rescue (leading a team of firefighters)
- Backup or Ladder/Vent (leading a team of firefighters)
- Safety or Incident Command (individual assignment)
- Tactical Status or Entry Control (individual assignment)
- Public Information or Rapid Intervention (individual assignment)



After being assigned, candidates will be briefed by a MFSI evaluator using skill check sheets for that assignment. If the assignment requires leading a team of firefighters, the team members' skill check sheets will also be used. **Fire Officer Candidates assigned as team leaders are responsible for their own performance and the performance of their company/team during the evolution.** Team leaders will be expected to correct improper or unsafe actions by company members immediately.

Candidates who do not demonstrate assigned skills "to standard" (i.e. as well as required by skill check sheet objective and quality indicators) during the evolution will be debriefed, allowed to practice, and then be given a second opportunity to demonstrate the skills. If time permits, additional opportunities may be given, if necessary.

Per MFSI policy, candidates who do not demonstrate each tested skill the day of the practical exam will be required to demonstrate all practical skills of MFSI Fire Officer I&II at a future date. MFSI will work with the candidate to arrange for future practice and evaluation opportunities. Fire Officer I completion credit will be held until the candidate meets all requirements.

Summary

The Fire Officer I&II practical application/evaluation exercises provide an opportunity for candidates to put their leadership skills to work in a realistic context-preparing, responding, leading and managing a simulated fire training incident.

The exercises serve both as a practice and evaluation session. Fire Officer I & II candidates who need more than one chance to develop mastery of required practical skills will be given at least a second opportunity and more opportunities if time permits.



FIRE OFFICER I & II

NEPA:1021

Candidate: _____ Date: _____

Skill Drill #1 Incident Command **NEPA: 4.2.1 / 4.2.2 / 4.2.3 / 4.2.6**

Evaluator Instructions: The Fire Officer I & II candidate shall command a simulated fire attack incident, given an assignment, command staff, responding units, and incident, so that the following actions take place within the command system:

Task: Develop Incident Command

Performance Outcome: Incident well managed

Candidate Directive: "Command a live fire attack incident (simulation)"

No.	Task Steps	First Test		Retest	
		P	F	P	F
	Starting in street clothes (stocking feet), with protective clothing in pile or gear bag, properly don each of the following items so that no skin is exposed. (This can be adjusted for warm or cold operations) (Not needed in simulation)				
1.	Acknowledge initial dispatch of incident				
2.	Provide an initial arrival report via radio -Done before walk-around (the windshield size-up) -Must "paint" a clear picture				
3.	Complete, or cause for completion, a walk-around assessment of the incident -Actually get a 4-sided look at the incident scene -IC obtains a 360° look at scene				
4.	Assign arriving companies -Assignments made using tactical priorities "RECEO" -Uses available resources effectively				
5.	Provide for Accountability of Personnel -Either by assigning person or self-tracking -Knowledge of location of all companies at all times				
6.	Support Rescue/Suppression Operations -Establish Water Supply, Call additional alarms, etc. -Assigns people, as available, to assist w/ water supply, staging, etc.				
7.	Provide for Safe Operations -Assignment of Safety Officer -Assign Safety Officer				
8.	Establish RIT -Assignment of Team -Calls in company to provide RIT				
9.	Inform the public of Operations -Conference w/ Assigned PIO -Gives PIO enough information to inform public				
10.	Provide for the rehab of companies -Designate area, assign EMS/Support -Rehab area established/stocked				
11.	Establish cause of incident -Call for investigator				
12.	Ensure the salvage of property -Direct companies to Salvage Operations				
13.	Return companies to service -As the emergency declines, release first in companies to rehab/quarters -Ensures that the first in companies are not the last to be relieved				

Retest Approved By: _____

Retest Evaluator: _____

Evaluator Comments: _____

Candidate Comments: _____

Evaluator

Date

Candidate

Date

Retest Evaluator

Date

Retest Candidate

Date



FIRE OFFICER I & II

NFPA:1021

Candidate: _____ Date: _____

Skill Drill #2 Simulated Fire Attack - Backup

NFPA: 4.2.4 / 4.2.5

Evaluator Instructions: The Fire Officer I & II candidate shall lead a crew of firefighters, as a member of the company, as the back-up team. They shall advance, position, and operate as a back-up or 2nd attack line as assigned, so that the following actions take place smoothly, safely, and within the command system:

Task: Provide Backup for Attack Team

Performance Outcome: Candidate shall be able to work as a member of the Backup Team

Candidate Directive: "Assemble as a backup team to support attack operations"

No.	Task Steps	First Test		Retest	
		P	F	P	F
	Starting in street clothes (stocking feet), with protective clothing in pile or gear bag, properly don each of the following items so that no skin is exposed (This can be adjusted for warm or cold operation) (Not needed for simulations)				
1.	Brief company as to expectations and possible problems they might encounter -Directs company in personal size-up -Brief company of building size and layout if possible				
2.	Direct company in use of PPE and SCBA -Ensure all company members appropriately protected for hazard				
3.	Directs advances of hose line into position, provides additional coverage of attack crew -Protect egress areas -Protect for fire extension				
4.	Directs crew to move in as necessary to assist Search and Rescue or fire attack if extension or additional areas become involved -Position to cover companies without over committing backup				
5.	Directs removal of victims if necessary -In coordination with Search and Rescue and Attack companies				
6.	Directs review of fire company's performance with company while in rehab - Positive reinforcement, constructive criticisms				
Retest Approved By: _____		Retest Evaluator: _____			

Evaluator Comments: _____

Candidate Comments: _____

Evaluator

Date

Candidate

Date

Retest Evaluator

Date

Retest Candidate

Date



FIRE OFFICER I & II

NFPA:1021

Candidate: _____ Date: _____

Skill Drill #3 Simulated Fire Attack – Search and Rescue

NFPA: 4.2.4 / 4.2.5

Evaluator Instructions: The Fire Officer I & II candidate, as a member of the company, shall direct a company in performing primary search and rescue activities as assigned by the Incident Command and shall notify command when area is "All Clear"

Task: Search structure for victims

Performance Outcome: Conducts Search

Candidate Directive: "Conduct a primary search of the building"

No.	Task Steps	First Test		Retest	
	Starting in street clothes (stocking feet), with protective clothing in pile or gear bag, properly don each of the following items so that no skin is exposed (This can be adjusted for warm or cold operation) (Not needed for simulation)	P	F	P	F
1.	Preparation for Search & Rescue -Ensure full PPE/SCBA -Direct the selection of tools for the task -Direct the size-up for the company before entry -Brief company of building size and layout if possible -Exits/Windows -Attack line progress: Is fire being confined? -Location of occupants				
2.	Directs primary search activities with company -Directs communications with other company members if company is split (2 members minimum) -Directs company members to have tools/lights/etc. -Directs removal of victims with approved method?				
3.	Communicates progress to Incident Command -Communicates "All-Clear" to Incident Command -Communicates to Incident Command when task is completed				
4.	Directs review of company's performance while in rehab				
Retest Approved By: _____		Retest Evaluator: _____			

Evaluator Comments: _____

Candidate Comments: _____

Evaluator

Date

Candidate

Date

Retest Evaluator

Date

Retest Candidate

Date



FIRE OFFICER I & II

NFPA:1021

Candidate: _____ Date: _____

Skill Drill #4 Simulated Fire Attack – Ladder/Vent

Evaluator Instructions: The Fire Officer I & II candidate assigned to the Ladder/Vent function shall lead a crew of firefighters, as a member of the company, as part of a coordinated simulated fire attack, so that the following actions take place smoothly, safely, and within the command system:

Task: Vent Roof / Windows

Performance Outcome: Gas and smoke are removed from structure

Candidate Directive: "Candidate shall vent roof over fire area"

No.	Task Steps	First Test		Retest	
		P	F	P	F
	Starting in street clothes (stocking feet), with protective clothing in pile or gear bag, properly don each of the following items so that no skin is exposed (This can be adjusted for warm or cold operation) (Not needed for simulation)				
1.	Ensure company preparation by: -Confirm company member training in ladder/vent skills -Ensure necessary PPE/SCBA + PASS -Appropriate tools by SOP or MFSI Ladder/Vent quality indicators -Reinforce company integrity procedures -Ensure logged into accountability system -Initial size-up for ladder/vent function -Review ladder/vent procedures and task assignments				
2.	When assigned: -Confirm assignment -Make task assignments to company members -Respond as assigned, in coordination with other functions				
3.	Accomplishing assigned tasks: -According to SOP's -Maintain company integrity and safety -Stays abreast of hazards and changing conditions -Takes immediate action to protect personnel if hazards indicate necessity -Leads company members from hazard zone ASAP after assignment completed				
5.	Reports status, receives reassignment -Reports completion of assignment OR inability/inadvisability to accomplish assignment -Receives and confirms company reassignment Leads company to next assignment				
6.	Directs review of fire company's performance with company while in rehab - Positive reinforcement, constructive criticisms				

Retest Approved By: _____

Retest Evaluator: _____

Evaluator Comments: _____

Candidate Comments: _____

Evaluator	Date	Candidate	Date
Retest Evaluator	Date	Retest Candidate	Date



FIRE OFFICER I & II

NFPA:1021

Candidate: _____ Date: _____

ID #: _____

Skill Drill #5 Rapid Intervention Team (RIT)

Evaluator Instructions: The Fire Officer I & II candidate shall lead a crew of firefighters, as a member of a company at the scene of a simulated structural fire, as a Rapid Intervention Team (RIT). The FOI shall prepare the team and direct the operations of the Rapid Intervention Team when ordered by Command. RIT operations shall be guided by the following checklist:

Task: Prepare for emergency rescue at scene

Performance Outcome: Everyone stays safe

Candidate Directive: "Assemble team of 2 with equipment and standby"

No.	Task Steps	First Test		Retest	
		P	F	P	F
	Starting in street clothes (stocking feet), with protective clothing in pile or gear bag, properly don each of the following items so that no skin is exposed (This can be adjusted for warm or cold operation) (Not needed for simulation)				
1.	Check and confirm as necessary with the Incident Commander: -Building construction type (L x W x H) Truss, Lightweight, Ordinary... -Building occupancy (Haz-Mat, People, Fire Load...) -Extent of Fire... Building Access... Doors, Windows, Porches, Fire Escapes... -Building Problems -Radio Frequency -Building Pre-plan -Accountability System -Staging Location -EMS Availability				
2.	Perform comprehensive Size-Up of Incident -Walk Building 360° -Where is Fire Location? -What is happening?: Smoke, Fire Behavior, Companies making progress, length of operations -Hazards: (overhead doors, etc) -Collapse potential, Primary and secondary means of egress -Operations: Hoselines, SAR, Vent., etc				
3.	Complete and Update Tactical Worksheet -Answer above questions -Draw plot plan of structure -Record critical information -Becomes a checklist				
4.	Assemble and prepare RIT team(s) -Determine how many teams will be needed -Review data -Develop tactics -Maintain positive attitude -Assemble tools needed (Per AHJ or MFT&E RIT Policy)				
5.	Monitor all incident communications -Messages -Companies transmitting at the same time -Someone sounds excited -SCBA low pressure alarms				
6.	Perform Pre-Entry review -Number of firefighters missing -Their unit number -Last known location -Entrance used -Path into fire -Problems -Search technique to be used -Communications procedures				
7.	Perform Entry Review -Protective equipment -Tools -Radio frequency -Don SCBA -Locate second exit -Examine floor below				
8.	Prepare for changes, other assignments -Constant check with Rehab Officer -Constant check with Safety Officer -Possible need and place for RIT Relocation				

Retest Approved By: _____ Retest Evaluator: _____

Evaluator Comments: _____ Candidate Comments: _____

Evaluator Date Candidate Date

Retest Evaluator Date Retest Candidate Date



FIRE OFFICER I & II

NFPA:1021

Candidate: _____ Date: _____

ID#: _____

Skill Drill #6 Tactical Status

Evaluator Instructions: The Fire Officer I & II candidate operating as a member of a command staff, given the Tactical Status assignment, shall develop a tactical worksheet using AHJ or MFSI forms at a simulated structural fire emergency scene, so that for the following information, at a minimum, is accurately documented:

Task: Develops a tactical worksheet

Performance Outcome: Completed tactical worksheet

Candidate Directive: "Complete a tactical worksheet"

No.	Task Steps	First Test		Retest	
1.	On site resources -Engines -Ladders -Tankers -Rescue -Ambulances				
2.	On site personnel -Number personnel per apparatus				
3.	Functions being performed -Attack -Backup -Search and Rescue -Ladder/Ventilation -Accountability/Entry control				
4.	Non-fire agencies on site -Police -Public Works -Water Department				
5.	Complete diagram of incident -Placement of apparatus -Supply lines -Command Post -Rehab -Staging area				

Retest Approved By: _____

Retest Evaluator: _____

Evaluator Comments: _____

Candidate Comments: _____

Evaluator

Date

Candidate

Date

Retest Evaluator

Date

Retest Candidate

Date



FIRE OFFICER I & II

NFPA:1021

Candidate: _____ Date: _____

ID#: _____

Skill Drill #7 Entry Control

Evaluator Instructions: The Fire Officer I & II candidate acting as Entry Control Officer shall regulate access to the simulated burning structure by all persons, companies, or other staff, utilizing the MFSI accountability tag system

Task: Regulate entry of structure

Performance Outcome: Accountability of all firefighters

Candidate Directive: "Provide entry control of fire building"

No.	Task Steps	First Test		Retest	
	Starting in street clothes (stocking feet), with protective clothing in pile or gear bag, properly don each of the following items so that no skin is exposed (This can be adjusted for warm or cold operation) (Not needed for simulation)				
1.	<p>The Entry Control Officer (ECO) shall be in a position to regulate access to the burn structure by:</p> <ul style="list-style-type: none"> -Tagging up all units assigned to "hot zone" prior to their entry -Collect name-tags from company officer, verifying company members + Team leader -Place the personal identification tags on the control board, reflecting the company assignments in the hot zone -With the company officer, account for each company member as they exit the hot zone, and return the tag(s) to the appropriate person -In the event that there is an accountability problem –additional tags left- the Entry Control Officer will IMMEDIATELY question the Company Officer and notify Command of the problem -After the Board is clear and all persons are accounted for, the Entry Control Officer will notify Command 				

Retest Approved By: _____

Retest Evaluator: _____

Evaluator Comments: _____

Candidate Comments: _____

Evaluator

Date

Candidate

Date

Retest Evaluator

Date

Retest Candidate

Date



FIRE OFFICER I & II

NFPA:1021

Candidate: _____ Date: _____

ID#: _____

Skill Drill #8 Safety Officer

Evaluator Instructions: The Fire Officer I & II candidate given the Safety Officer assignment and a simulated fire attack incident, shall manage the safety function, so that the following actions take place within the command system:

Task: Manage the safety of fire ground

Performance Outcome: Everyone stays safe

Candidate Directive: "Provide for all personnel safety"

No.	Task Steps	First Test		Retest	
	Starting in street clothes (stocking feet), with protective clothing in pile or gear bag, properly don each of the following items so that no skin is exposed (This can be adjusted for warm or cold operation) (Not needed for simulation)				
1.	Be accountable to Command for decisions made -Ensure ISO is aware of IC's objectives -Be able to support changes made in operations, if any				
2.	Ensure Company Accountability is enforced -Communicate with Accountability person -Make sure companies are tagged in, Accountability person knows whereabouts of each company				
3.	Complete a walk-around assessment of the incident -Actually get a 4-sided look at incident scene -Obtains a 360° look at scene				
4.	Communicates imminently dangerous conditions to IC -Observes company operations, building/fire/smoke conditions				
5.	Is watchful for and prevents free-lancing -Asks questions of those who do not appear to be assigned to anything but are 'working'				
6.	Attempts to provide for FF's immediate protection -Checks for collars up, flaps down, buttons buttoned, etc.				

Retest Approved By: _____

Retest Evaluator: _____

Evaluator Comments: _____

Candidate Comments: _____

Evaluator

Date

Candidate

Date

Retest Evaluator

Date

Retest Candidate

Date



FIRE OFFICER I & II

NFPA:1021

Candidate: _____ Date: _____

ID#: _____

Skill Drill #9 Water Supply Officer

Evaluator Instructions: The Fire Officer I & II candidate operating as a member of a command staff and within the Incident Management System, shall perform the functions of the Water Supply Officer at a simulated structural fire emergency scene to include:

Task: Maintain constant water supply

Performance Outcome: Keep scene supplied with water

Candidate Directive: "Maintain water supply at incident"

No.	Task Steps	First Test		Retest	
	Starting in street clothes (stocking feet), with protective clothing in pile or gear bag, properly don each of the following items so that no skin is exposed (This can be adjusted for warm or cold operation) (Not needed for simulation)				
1.	Establishment of a primary water supply				
2.	Establishment of a secondary water supply				
3.	Maintenance of minimum water supply required for incident				
4.	Quality Indicators: -Operates according to Water Supply Role within IMS -Ensures coordination with IC to determine minimum water supply required -Lists immediately available and secondary water supply resources -Assigns resources on an as needed basis to ensure necessary + reserve supply -Immediately reports any changes in water supply statue to Command				

Retest Approved By: _____

Retest Evaluator: _____

Evaluator Comments: _____

Candidate Comments: _____

Evaluator

Date

Candidate

Date

Retest Evaluator

Date

Retest Candidate

Date



FIRE OFFICER I & II

NFPA:1021

Candidate: _____ Date: _____

ID#: _____

Skill Drill #10 Incident Accountability #1

Evaluator Instructions: The Fire Officer I & II candidate given the Accountability assignment by command, MFSI personal accountability system forms, and simulated incident – shall track the current status of all incident personnel, so the all quality indicators are met:

Task: Assist in tracking of personnel working incident

Performance Outcome: Know where everyone is working

Candidate Directive: "Track Personnel Movement & Assignments"

No.	Task Steps	First Test		Retest	
	Starting in street clothes (stocking feet), with protective clothing in pile or gear bag, properly don each of the following items so that no skin is exposed (This can be adjusted for warm or cold operation) (Not needed for simulation)				
1.	Quality Indicators: -Each person's first and last name -Each person's or company member's current assignment -Each person's or company member's current location -Each person's or company member's current status -Documentation to be accurate, legible and readily available at all times to command personnel				

Evaluator Comments: _____

Candidate Comments: _____

Evaluator

Date

Candidate

Date

Retest Evaluator

Date

Retest Candidate

Date



FIRE OFFICER I & II

NFPA:1021

Candidate: _____ Date: _____

Skill Drill #11 Public Information **NFPA: 4.3.1 / 4.3.2 / 4.3.3**

Evaluator Instructions: The Fire Officer I & II candidate operating as a member of a command staff and within the organizational Incident Management System, shall perform the functions of the Public Information Officer at a simulated structural fire emergency scene with 90% accuracy, to include:

Task: Act as a liaison between the media & public

Performance Outcome: Provide information on an ongoing basis

Candidate Directive: "Provide accurate information on incident as needed"

No.	Task Steps	First Test		Retest	
	Starting in street clothes (stocking feet), with protective clothing in pile or gear bag, properly don each of the following items so that no skin is exposed (This can be adjusted for warm or cold operation) (Not needed for simulation)				
1.	Establishment of two-way communication with the Incident Commander -Establish process to remain current with incident status				
2.	Establishment of a safe area to provide media updates isolated from the Command Post -Establish system to be sole media interface				
3.	Assurance that media are aware of PIO location -If possible within sight of incident while remaining safe for media				
4.	Establishment of regular briefing schedule				
5.	Presentation of timely updates				
6.	Ensures cooperation with all types of media (i.e. print, visual) -Coordinates with law enforcement to direct media to PIO location -Presents factual, incident specific, information -Ensures professional appearance				

Retest Approved By: _____

Retest Evaluator: _____

Evaluator Comments: _____

Candidate Comments: _____

Evaluator

Date

Candidate

Date

Retest Evaluator

Date

Retest Candidate

Date



MISSION

The Mission of Maine Fire Service Institute is to assist in the development of skills and abilities in support of Maine's Fire Service at the local, regional and State level in collaboration with the fire chiefs of Maine.