



## FIRE OFFICER I

### NFPA Standard 1021, 2020 Edition

#### Test Construction Guide

At a minimum, the test should include 5 skills from the mandatory category with 5 skills from the random category. A total of 10 Skill Sheets shall be selected. The exam should be set up using scenarios with multiple stations and a different certified Evaluator at each station.

#### Fire Officer I Minimum Job Performance Requirements

Skill Sheet	NFPA Section	Tasks	Certification JPR Requirements: 5 Mandatory, 5 Random (for total of 10 Skill Sheets selected)
1.	4.2.1	Human Resource Management: <b>Assign tasks or responsibilities at an Emergency</b>	Select 5 Mandatory
2.	4.2.2	Human Resource Management: <b>Assigns tasks or responsibility at station or other locations</b>	
4.	4.2.4	Human Resource Management: <b>Recommend action for member related problems</b>	
5.	4.2.5	Human Resource Management: <b>Apply Human Resources policies</b>	
6.	4.2.6	Human Resource Management: <b>Coordinate the completion of assigned tasks and projects</b>	
10.	4.4.1	Administration: <b>Recommend to existing department policy and execute</b>	
11.	4.4.2	Administration: <b>Execute routine unit-level administrative functions</b>	
12.	4.4.3	Administration: <b>Prepare a budget request</b>	
13.	4.4.4	Administration: <b>Explain management components of organization</b>	
14.	4.4.5	Administration: <b>Explain needs and benefits of collecting incident response data</b>	
15.	4.5.1	Inspection and Investigation: <b>Conduct fire inspection</b>	
17.	4.5.3	Inspection and Investigation: <b>Secure Incident scene</b>	
18.	4.6.1	Emergency Service Delivery: <b>Develop Initial Action plan</b>	
19.	4.6.2	Emergency Service Delivery: <b>Implement Action plan</b>	
23.	4.7.2	Safety: <b>Conduct safety incident violation</b>	
24.	4.7.3	<b>Skill Area: Safety Explain the benefits of physical fitness and medical wellness</b>	



## FIRE OFFICER I

3.	4.2.3	Human Resource Management: <b>Directs units during training evolution</b>	<b>Select 5 Random</b>
7.	4.3.1	Community and Government Relations: <b>Initiate action to a community need</b>	
8.	4.3.2	Community and Government Relations: <b>Initiate action to a citizens concerns</b>	
9.	4.3.3	Community and Government Relations: <b>Respond to public inquiry</b>	
16.	4.5.2	Inspection and Investigation: <b>Develop Pre-Incident Plan</b>	
20.	4.6.3	Emergency Service Delivery: <b>Conduct Post-Incident analysis</b>	
21.	4.6.3	Emergency Service Delivery: <b>Conduct Post-Incident analysis</b>	
22.	4.7.1	Safety: <b>Apply safety regulations</b>	



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**FIRE OFFICER I**

**Candidate Name** \_\_\_\_\_ **Skill Sheet** 1

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.2.1		<b>SKILL AREA:</b> Human Resource Management: <b>Assign tasks or responsibilities at an Emergency</b>			
<b>TASK:</b> Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.							
<b>CONDITIONS:</b> Given a scenario and assignment during either an actual or simulated emergency operation situation, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to condense instructions for frequently assigned unit tasks based upon training and standard operating procedures.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Assign tasks or responsibilities to unit members during emergency operations according to scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Give complete, clear, and concise instructions based on applicable training standards and scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Communicate desired outcomes to unit members that are appropriate to scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Address safety considerations appropriate to scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Ensure orders are understood by unit members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Utilize personnel and/or equipment in an efficient manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>				<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

**Evaluator/Candidate Comments** \_\_\_\_\_

**Retest Approved by** \_\_\_\_\_

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**Candidate Name** \_\_\_\_\_ **Skill Sheet** 2

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.2.2		<b>SKILL AREA:</b> Human Resource Management: <b>Assigns tasks or responsibility at station or other locations</b>			
<b>TASK:</b> 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.							
<b>CONDITIONS:</b> Given a scenario and assignment during either actual or simulated non-emergency conditions at a station or other work location, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to issue instructions for frequently assigned tasks based upon department policy.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Issue instructions to unit members for assigned tasks based upon department policy and scenario provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Provide instructions to their unit members in a manner that is complete, clear, and concise and appropriate to scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Address safety considerations as required by scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Communicate desired outcomes to unit members that are appropriate to scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Ensure orders are understood by unit members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Utilize personnel and/or equipment in an efficient manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>				<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

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**Candidate Name** \_\_\_\_\_ **Skill Sheet** 3

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.2.3		<b>SKILL AREA:</b> Human Resource Management: <b>Directs units during training evolution</b>			
<b>TASK:</b> 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.							
<b>CONDITIONS:</b> Given an actual or simulated company training evolution and training policies and procedures, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to distribute issue-guided directions to unit members during a training evolution.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Give clear, concise, and understandable directions to unit members during training evolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Conduct evolutions in a safe manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Utilize personnel and/or equipment in an efficient manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Confirm that evolutions are performed as directed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Address improper methods or mistakes and correct promptly (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Determine that training evolution is completed appropriately according to scenario provided and applicable policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>				<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

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**Candidate Name** \_\_\_\_\_ **Skill Sheet** 4

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition	<b>JPR:</b> 4.2.4	<b>SKILL AREA:</b> Human Resource Management: <b>Recommend action for member related problems</b>			
<b>TASK:</b> Recommend action for a member-related problem, 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.					
<b>CONDITIONS:</b> Given an actual or simulated member with a situation requiring assistance and the member assistance policies and procedures, the candidate shall demonstrate the ability to: <i>(Examples include substance abuse; acute, chronic, and delayed stress; and health, financial, personal, family, and other situations that adversely affect a member's job performance.)</i>					
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to recommend a course of action for a member in need of assistance.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct the conversation with subordinate in private	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Demonstrate a concerned, mature, responsible attitude toward unit member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Properly identify unit member's problem situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Recommend proper course of action for unit member in need of assistance based on scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Present a course of action within established policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Make appropriate written recommendation for further action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>			<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>		

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**Candidate Name** \_\_\_\_\_ **Skill Sheet** 5

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.2.5		<b>SKILL AREA:</b> Human Resource Management: <b>Apply Human Resources policies</b>			
<b>TASK:</b> Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.							
<b>CONDITIONS:</b> Given an actual or simulated administrative situation requiring action and a set of policies and procedures, the candidate shall demonstrate the ability to: <i>(Examples include transfers, promotions, and compensation/member benefits, sick leave, vacation, commendations, disciplinary actions, grievances, and so on.</i>							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate verbally and in writing and to relate interpersonally.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Conduct conversation with unit member in private	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Properly identify member's issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Demonstrate caring, mature, responsible attitude toward unit member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Recommend proper course of action for unit member in need of assistance based on scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Apply applicable human resource policies and procedures in accordance with established policy and procedural criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Make written recommendation for further action appropriate to scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>				<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

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## FIRE OFFICER I

Candidate Name \_\_\_\_\_ Skill Sheet 6

IFSAC ID \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition	<b>JPR:</b> 4.2.6	<b>SKILL AREA:</b> Human Resource Management: <b>Coordinate the completion of assigned tasks and projects</b>			
<b>TASK:</b> Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments.					
<b>CONDITIONS:</b> Given an actual or simulated list of projects, tasks, and job requirements of subordinates, the candidate shall demonstrate the ability to: <b>Conditions:</b> Given an actual or simulated administrative situation requiring action and a set of policies and procedures, the candidate shall demonstrate the ability to: <i>(Examples include transfers, promotions, and compensation/member benefits, sick leave, vacation, commendations, disciplinary actions, grievances, and so on.</i>					
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to plan and set priorities.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop a plan for completion of subordinate member(s) assigned projects and/or task based on scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Set priorities for subordinate member(s) assigned projects and tasks based on scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Properly assign subordinate member(s) to specific tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Provide adequate supervision to subordinate member(s) during the completion of their assignments to ensure effective use of personnel and/or resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Establish safety measures appropriate to scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Create written plan to accomplish assignment appropriate to scenario provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>			<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>		

**Evaluator/Candidate Comments** \_\_\_\_\_  
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## FIRE OFFICER I

**Candidate Name** \_\_\_\_\_ **Skill Sheet** 7

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition	<b>JPR:</b> 4.3.1	<b>SKILL AREA:</b> Community and Government Relations: <b>Initiate action to a community need</b>			
<b>TASK:</b> Initiate action on a community need, given policies and procedures, so that the need is addressed.					
<b>CONDITIONS:</b> Given an actual or simulated situation regarding a fire and life safety issue in the community and a set of policies and procedures, the candidate shall demonstrate the ability to:					
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to demonstrate familiarity with public relations and the ability to communicate verbally.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Determine the content of a fire and life safety message to address the specific community need/fire and life safety hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Direct the message toward the specific hazard, showing the context of the problem and the desired behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Ensure the message appeals to positive motives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Develop the message to address the proper audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Determine resources needed to communicate the message to the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Determine when the target audience will be receptive to a fire and life safety message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Schedule message delivery (both time and place) for maximum effect and in a timely fashion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>			<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>		

**Evaluator/Candidate Comments** \_\_\_\_\_

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**Candidate Name** \_\_\_\_\_ **Skill Sheet** 8

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<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.3.2		<b>SKILL AREA:</b> Community and Government Relations: <b>Initiate action to a citizens concerns</b>			
<b>TASK:</b> 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.							
<b>CONDITIONS:</b> Given an actual or simulated situation with a citizen expressing concern and a set of policies and procedures, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to initiate familiarity with public relations and the ability to communicate verbally.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Provide serious and immediate attention to citizen's complaint ( <i>professional, friendly, courteous, and so on</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Communicate concern to citizen(s) verbally and in a courteous and respectful manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Properly identify citizen(s) complaint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	a. Initiate action so that the citizen's concern is answered; or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	b. Refer the citizen's concern to the correct individual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Assure citizen that proper action will be taken to alleviate concern based on scenario provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>				<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

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## FIRE OFFICER I

**Candidate Name** \_\_\_\_\_ **Skill Sheet** 9

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.3.3		<b>SKILL AREA:</b> Community and Government Relations: <b>Respond to public inquiry</b>			
<b>TASK:</b> 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.							
<b>CONDITIONS:</b> Given an actual or simulated scenario of public inquiry and policies and procedures, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to relate interpersonally and respond to a public inquiry.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Respond to public inquiries by answering questions accurately and appropriate to scenario given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Respond to public inquiries in a courteous and respectful manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Properly identify issue according to scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Provide written or oral response to public inquiry in accordance with applicable policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Properly refer individual inquiry, if appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>				<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

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## FIRE OFFICER I

**Candidate Name** \_\_\_\_\_ **Skill Sheet** 10

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.4.1		<b>SKILL AREA:</b> Administration: <b>Recommend to existing department policy and execute</b>			
<b>TASK:</b> 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.							
<b>CONDITIONS:</b> Given an actual or simulated new departmental policy, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to relate interpersonally and implement a new departmental policy at the unit level.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Recommend changes to existing department policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Implement a new or changed departmental policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Communicate the new policy to unit members in a clear, concise, and understandable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Properly communicate policy content and any implications to subordinates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Explain reason(s) for new policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Demonstrate proper completion of forms (if required by scenario)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Correctly answer unit member(s) questions in accordance with new policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Explain accountability measures appropriate to scenario and according to policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety: Yes</b> <input type="checkbox"/>				<b>Equipment Stop Safety: Yes</b> <input type="checkbox"/>			

**Evaluator/Candidate Comments** \_\_\_\_\_

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## FIRE OFFICER I

Candidate Name \_\_\_\_\_ Skill Sheet 11

IFSAC ID \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.4.2		<b>SKILL AREA:</b> Administration: <b>Execute routine unit-level administrative functions</b>			
<b>TASK:</b> 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.							
<b>CONDITIONS:</b> Given actual or simulated forms and record management systems, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate verbally and in writing to execute administrative functions.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Issue instructions to unit member(s) in a clear, concise, and understandable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Demonstrate to unit member(s) how to complete applicable reports and logs according to policies and procedures and scenario provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Verify reports and logs are completed by unit member(s) according to policies, procedures, and scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Determine that applicable files are maintained according to policies, procedures, and scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>				<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

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## FIRE OFFICER I

**Candidate Name** \_\_\_\_\_ **Skill Sheet** 13

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.4.4		<b>SKILL AREA:</b> Administration: <b>Explain management components of organization</b>			
<b>TASK:</b> Explain the purpose of each management component of the organization, given an organizational chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.							
<b>CONDITIONS:</b> Given an actual or simulated organization chart with defined duties and responsibilities, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to explain the purpose of each management component of the organization and clearly identify the purpose and mission of the organization.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Identify the structure of an organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Identify the functions of management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Communicate verbally in a clear and concise voice the mission of the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Communicate in writing the defined responsibilities and duties of the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Correct, reinforce, or develop defined management components of an organization by recommending changes to the organizational chart that would improve the efficiency of the organization; justify all changes ( <b>or if no changes, go to #6</b> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Create written documentation to reinforce the current organizational structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>				<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

**Evaluator/Candidate Comments** \_\_\_\_\_

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## FIRE OFFICER I

Candidate Name \_\_\_\_\_ Skill Sheet 14

IFSAC ID \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition	<b>JPR:</b> 4.4.5	<b>SKILL AREA:</b> Administration: <b>Explain needs and benefits of collecting incident response data</b>			
<b>TASK:</b> Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that the incident response reports are timely and accurate.					
<b>CONDITIONS:</b> Given actual or simulated goals and mission of the organization, an incident response form, and policies and procedures, the candidate shall demonstrate the ability to:					
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to explain the needs and benefits of collecting incident response data.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct an incident response report using proper forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Complete the incident report according to policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Explain the needs and benefits of collecting the incident response data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>			<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>		

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## FIRE OFFICER I

**Candidate Name** \_\_\_\_\_ **Skill Sheet** 15

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.5.1		<b>SKILL AREA:</b> Inspection and Investigation: <b>Conduct fire inspection</b>			
<b>TASK:</b> Describe the procedures of the authority having jurisdiction for conducting fire inspections, given any of the (below) following occupancies, so that all hazards, including those involving hazardous materials, are identified, approved forms are completed, and approved action is initiated.							
<b>CONDITIONS:</b> Given any of the following occupancies: 1) Assembly; 2) Educational; 3) Health care; 4) Detention and correctional, 5) Residential; 6) Mercantile; 7) Business; 8) Industrial; 9) Storage; 10) Unusual structures; 11).Mixed Occupancies, and the policies and forms of the authority having jurisdiction, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to describe the procedures of the authority having jurisdiction for conducting fire inspections which includes procedures for hazards, including hazardous materials.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Initiate initial contact with courtesy and professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Obtain cooperation by emphasizing the reasoning behind the inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Exhibit professional appearance and demeanor for the site visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Include all elements of the fire inspection according to policy (include site-specific hazards and hazardous materials)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Produce a completed fire inspection document using the appropriate forms and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Communicate effectively using both verbal and written methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>				<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

**Evaluator/Candidate Comments** \_\_\_\_\_

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## FIRE OFFICER I

**Candidate Name** \_\_\_\_\_ **Skill Sheet** 16

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.5.2		<b>SKILL AREA:</b> Inspection and Investigation: <b>Develop Pre-Incident Plan</b>			
<b>TASK:</b> 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 occupancies listed below is developed.							
<b>CONDITIONS:</b> Given any of the following occupancies: 1) Assembly; 2) Educational; 3) Health Care; 4) Detention and correctional; 5) Residential; 6) Mercantile; 7) Business; 8) Industrial; 9) Storage; 10) Unusual structures; 11) Mixed occupancies and the policies and forms of the authority having jurisdiction, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to 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 so that a pre-incident plan is developed. The candidate shall be able to write reports, communicate verbally, and use evaluative methods.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Initiate contact with courtesy and professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Obtain cooperation by emphasizing the reasoning behind the pre-incident plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Exhibit professional appearance and demeanor for the site visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Include all elements of the pre-incident plan according to policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Produce a completed plan using the appropriate forms and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Communicate effectively using both verbal and written methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Process completed plans according to policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>				<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

**Evaluator/Candidate Comments** \_\_\_\_\_

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## FIRE OFFICER I

**Candidate Name** \_\_\_\_\_ **Skill Sheet** 18

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.6.1		<b>SKILL AREA:</b> Emergency Service Delivery: <b>Develop Initial Action plan</b>			
<b>TASK:</b> 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.							
<b>CONDITIONS:</b> Given actual or simulated size-up information for an incident and assigned emergency response resources, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to analyze emergency scene conditions, to allocate resources, and to communicate verbally.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Analyze emergency scene conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Develop and implement an effective initial action plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Communicate size-up and initial actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Determine allocation of available resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Determine resource deployment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>				<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

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## FIRE OFFICER I

**Candidate Name** \_\_\_\_\_ **Skill Sheet** 19

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.6.2		<b>SKILL AREA:</b> Emergency Service Delivery: <b>Implement Action plan</b>			
<b>TASK:</b> 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.							
<b>CONDITIONS:</b> Given actual or simulated assigned resources, type of incident, and a preliminary plan, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to implement an incident management system, to communicate verbally, and to supervise and account for assigned personnel under emergency conditions.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Implement and operate within an incident management system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Deploy available resources to mitigate the situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Communicate assignments to personnel verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Supervise assigned subordinate personnel under emergency conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Maintain supervision and account for assigned subordinate personnel under emergency conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Utilize resources in a reasonable, safe, and prudent manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>				<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

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## FIRE OFFICER I

**Candidate Name** \_\_\_\_\_ **Skill Sheet** 20

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.6.3		<b>SKILL AREA:</b> Emergency Service Delivery: <b>Conduct Post-Incident analysis</b>			
<b>TASK:</b> Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.							
<b>CONDITIONS:</b> Given an actual or simulated single unit incident, clear description of the site before the incident and a matrix over which to lay the development of the emergency and the actions of the responding units and agencies, and post-incident analysis policies, procedures, and forms, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to develop and conduct a post-incident analysis dealing with strategy and tactics so that all required critical elements are identified and communicated regarding application and effectiveness of the operational strategy and tactics. The candidate shall demonstrate the ability to write reports, communicate orally, and to evaluate skills.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Develop and conduct a post-incident analysis dealing with strategy and tactics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Gather information on the application and effectiveness of the operational strategy and tactics from the following sources:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	a. Interview witnesses and participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	b. Review media observations (photographs, videos)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	c. Take owner/occupant statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	d. Review communication logs/tapes, pre-incident site plans, inspections, and structural reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Review operational procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Remain objective in gathering and recording data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Identify and communicate critical elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Complete and process appropriate forms in accordance with policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>				<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

**Evaluator/Candidate Comments** \_\_\_\_\_

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## FIRE OFFICER I

**Candidate Name** \_\_\_\_\_ **Skill Sheet** 21

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.6.3		<b>SKILL AREA:</b> Emergency Service Delivery: <b>Conduct Post-Incident analysis</b>			
<b>TASK:</b> Develop and conduct a post-incident analysis dealing with <b>safety</b> , given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed in accordance with policies and procedures.							
<b>CONDITIONS:</b> Given an actual or simulated single unit incident, clear description of the site before the incident, and a matrix over which to lay the development of the emergency and the actions of the responding units and agencies and post-incident analysis policies, procedures, and forms, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to develop and conduct a post-incident analysis dealing with safety so that all required critical elements are identified and communicated regarding application and effectiveness of the operational strategy and tactics. The candidate shall demonstrate the ability to write reports, communicate orally, and to evaluate skills.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Develop and conduct a post-incident analysis dealing with safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Gather information on safety-related concerns from the following sources:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	a. Interview witnesses and participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	b. Review reports, incident action and safety plans, standard operating policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	c. Review communication logs and tapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	d. Owner/occupant statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Remain objective in gathering and recording data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Note any violations of organization's standard operating procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Identify and communicate critical elements: poorly defined operational procedures, unforeseen situations, training deficiencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Evaluate use of PPE, personal accountability system, rehabilitation operations, hazardous conditions, and any other issues pertaining to safety at the incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Complete and process appropriate forms in accordance with policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety: Yes</b> <input type="checkbox"/>				<b>Equipment Stop Safety: Yes</b> <input type="checkbox"/>			

*(CONTINUED ON THE NEXT PAGE)*



FIRE PROTECTION BUREAU  
 FIRE SERVICE CERTIFICATION  
 PO Box 42642  
 Olympia WA 98504-2642  
 (360) 596-3945



**FIRE OFFICER I**

**Evaluator/Candidate Comments** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Retest Approved by** \_\_\_\_\_

\_\_\_\_\_  
**Evaluator (Print & Sign)**

\_\_\_\_\_  
**Candidate Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Retest Evaluator (Print & Sign)**

\_\_\_\_\_  
**Candidate Signature**

\_\_\_\_\_  
**Date**







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## FIRE OFFICER I

**Candidate Name** \_\_\_\_\_ **Skill Sheet** 23

**IFSAC ID** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition		<b>JPR:</b> 4.7.2		<b>SKILL AREA:</b> Safety: <b>Conduct safety incident violation</b>			
<b>TASK:</b> Conduct an initial accident investigation, given an incident and investigative forms, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ.							
<b>CONDITIONS:</b> Given an actual or simulated incident and investigation forms, the candidate shall demonstrate the ability to:							
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to communicate verbally and in writing and to conduct interviews.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Conduct accident investigation as identified in scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Make appropriate accident notifications according to policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Utilize all available resources to document accident conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Interview witnesses to obtain facts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Identify factors contributing to the accident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Complete appropriate forms, reports, and statements according to policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety: Yes</b> <input type="checkbox"/>				<b>Equipment Stop Safety: Yes</b> <input type="checkbox"/>			

**Evaluator/Candidate Comments** \_\_\_\_\_

**Retest Approved by** \_\_\_\_\_

\_\_\_\_\_  
**Evaluator (Print & Sign)**

\_\_\_\_\_  
**Candidate Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Retest Evaluator (Print & Sign)**

\_\_\_\_\_  
**Candidate Signature**

\_\_\_\_\_  
**Date**



## FIRE OFFICER I

Candidate Name \_\_\_\_\_ Skill Sheet 24

IFSAC ID \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1021, 2020 Edition	<b>JPR:</b> 4.7.3	<b>SKILL AREA:</b> Safety: <b>Explain the benefits of physical fitness and medical wellness</b>			
<b>TASK:</b> 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.					
<b>CONDITIONS:</b> Given current fire service trends and agency policies, the candidate shall demonstrate the ability to:					
<b>PERFORMANCE OUTCOME:</b> The candidate shall 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 candidate will present this case study to the evaluator. The candidate shall be able to communicate verbally and in writing.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identify the issues causing death and injuries in the fire service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Establish fire service safety and wellness initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Communicate verbally and in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>			<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>		

Evaluator/Candidate Comments \_\_\_\_\_

Retest Approved by \_\_\_\_\_

\_\_\_\_\_  
 Evaluator (Print & Sign) Candidate Signature Date

\_\_\_\_\_  
 Retest Evaluator (Print & Sign) Candidate Signature Date