



FIRE OFFICER II

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 skills sheets shall be selected. The exam should be set up as stations with a different certified evaluator at each station.

Fire Officer II Minimum Job Performance Requirements

Skill Sheet	NFPA Section	Tasks	Certification JPR Requirements: 5 Mandatory, 5 Random (for total of 10 Skill Sheets selected)	
1.	5.2.1	Human Resource Management: Individual	Select 5 Mandatory	
2.	5.2.1	Human Resource Management: Team		
3.	5.2.2	Human Resource Management: Job performance of assigned members		
6.	5.4.1	Administration: Develop a policy or procedure		
7.	5.4.2	Administration: Develop a project or divisional budget		
8.	5.4.3	Administration: Describe the process of purchasing		
10.	5.4.5	Administration: Prepare a concise report for transmittal to a supervisor		
12.	5.5.1	Inspection and Investigation: Determine the point of origin		
13.	5.6.1	Emergency Service Delivery: Haz-Mat Incident		
14.	5.6.1	Emergency Service Delivery: Emergency multiple unit operations		
4.	5.2.3	Human Resource Management: Create a professional development plan		Select 5 Random
5.	5.3.1	Community and Government Relations: Explain the benefits to the organization		
9.	5.4.4	Administration: Prepare a news release		
11.	5.4.6	Administration: Develop a plan to accomplish change in the organization		
15.	5.6.2	Emergency Service Delivery: Develop and conduct a post-incident analysis		
16.	5.6.3	Emergency Service Delivery: Prepare a written report		
17.	5.7.1	Safety: Analyze a member's accident, injury		



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



FIRE OFFICER II

Candidate Name _____ Skill Sheet 1

IFSAC ID _____ Date _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.2.1		SKILL AREA: Human Resource Management: Individual			
TASK: Initiate action to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.							
CONDITIONS: Given actual or simulated member performance scenario and applicable human resource policies and procedures. A member will act as a subordinate firefighter. Job description, personnel records/forms, paper, pen, pencil, and/or computer will be provided as necessary.							
PERFORMANCE OUTCOME: The candidate shall be able to communicate verbally and in writing, to solve problems, to increase team work, and to counsel members.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Adequately describe the nature of the problem to the member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Clearly explain the level of performance expected from the member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Develop appropriate action(s) to correct unacceptable performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Explain the corrective action to the member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Take action that complies with appropriate human resource policies, procedures, or guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Complete a written report to document the problem and action taken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Action taken addresses improvements in member and/or unit performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Refer issue to next level of supervision (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

Evaluator/Candidate Comments _____

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Candidate Signature

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FIRE OFFICER II

Candidate Name _____ **Skill Sheet** 2

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.2.1		SKILL AREA: Human Resource Management: Team			
TASK: Initiate action to maximize team performance and/or to correct unacceptable performance, given human resource policies and procedures, so that the unit performance improves or the issue is referred to the next level of supervision.							
CONDITIONS: Given actual or simulated team performance scenario and human resource policies and procedures. A person will act as a subordinate member. Job description, personnel records/forms, paper, pen, pencil, and/or computer will be provided as necessary.							
PERFORMANCE OUTCOME: The candidate shall be able to communicate verbally and in writing, to solve problems, to increase team work, and to counsel members.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Adequately describe the nature of the problem to the team member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Explain the level of performance expected from the team member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Develop appropriate action to correct unacceptable performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Explain the corrective action to the team member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Take action that complies with human resources policies, procedures, or guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Complete a written report to document the problem and action taken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Action taken addresses improvements in member and/or unit performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Refer issue to next level of supervision (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>			Stop Safety Equipment: Yes <input type="checkbox"/>				

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Candidate Name _____ **Skill Sheet** 3

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.2.2		SKILL AREA: Human Resource Management: Job performance of assigned members			
TASK: Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.							
CONDITIONS: Given actual or simulated personnel records and evaluation forms. A person will act as a subordinate member. Job description, personnel records/forms, paper, pen, pencil, and/or computer will be provided if necessary.							
PERFORMANCE OUTCOME: The candidate shall be able to evaluate the job performance of assigned members and communicate orally and in writing.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Gather all available performance information prior to evaluating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Evaluate each member's performance accurately according to available information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Communicate the performance appraisal rating assessments in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Communicate the performance appraisal rating assessments in a clear, concise, understandable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Conduct a performance evaluation interview using an available job description while maintaining the member's privacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Positive and negative documentation utilized to support evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Develop a written performance improvement plan to enhance member performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Process performance reports in accordance with applicable human resource policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

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Candidate Name _____ **Skill Sheet** 4

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.2.3		SKILL AREA: Human Resource Management: Create a professional development plan			
TASK: Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.							
CONDITIONS: Given actual or simulated personnel records and the requirements for a position.							
PERFORMANCE OUTCOME: The candidate shall be able to create a professional development plan for a department member and communicate orally and in writing.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Gather all available information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Evaluate the member's current knowledge, skills, and abilities accurately according to available information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Create a professional development plan that includes the knowledge, skills, and abilities so that the member can meet the position description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Communicate the plan to the member in a clear, concise, understandable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Conduct the member meeting while maintaining the member's privacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Ensure development plan is in accordance with applicable department human resource policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Plan includes timelines, milestones, establishes mentoring and job shadowing guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

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Candidate Name _____ **Skill Sheet** 5

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.3.1		SKILL AREA: Community and Government Relations: Explain the benefits to the organization			
TASK: Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.							
CONDITIONS: Given the specifics of an actual or simulated problem or issue in the community.							
PERFORMANCE OUTCOME: The candidate shall be able to explain the benefits to the organization for establishing external agency relationships to resolve problems or issues, relate interpersonally, and communicate orally and in writing.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Gather all available information prior to evaluating the problem or issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Identify the specific problem or issue accurately according to available information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Develop a proposed solution to the problem or issue in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Communicate the need for establishing external agency relationships in a clear, concise, understandable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Describe the benefits to the organization of cooperating with allied organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Produce a document free of spelling/grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Ensure proposed solution is in accordance with applicable department policies, procedures, mission, and goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Describe the costs and benefits of the proposed program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

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Candidate Name _____ **Skill Sheet** 6

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.4.1		SKILL AREA: Administration: Develop a policy or procedure			
TASK: Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.							
CONDITIONS: Given a description of an existing problem and a policy or procedure in need of change, paper, pen, pencil, or computer as necessary.							
PERFORMANCE OUTCOME: The candidate shall be able to develop a policy or procedure, communicate in writing, and solve problems.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Identify the problem correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Establish the need for policy or procedure change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Develop a proposed solution to accomplish the needed changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Communicate the needed changes and/or solutions in writing in the form of a policy or procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Utilize an effective format for policy or procedure writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Produce a written policy or procedure that is free of spelling/grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Describe costs and benefits of proposed policy or procedure change (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

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Candidate Name _____ **Skill Sheet** 7

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.4.2		SKILL AREA: Administration: Develop a project or divisional budget			
TASK: Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.							
CONDITIONS: Given schedules and guidelines concerning its preparation (scenarios may include establishing budgets for supplies and equipment necessary for ongoing or new projects; repairs to existing facilities; new equipment, apparatus maintenance, and personnel costs, etc.).							
PERFORMANCE OUTCOME: The candidate shall be able to allocate finances, relate interpersonally, and to communicate orally and in writing.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Develop a project or divisional written budget request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Prepare the project or divisional written budget request in a proper format (include specifications, descriptions, catalog numbers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Justify the need for the budget request with supporting data and cost vs. benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Suggest a source of revenue to support request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Prepare a written request that is clear, concise, understandable, and free of spelling/grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Follow the department's policies, procedures, or guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Develop a project or divisional written budget request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

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FIRE OFFICER II

Candidate Name _____ **Skill Sheet** 8

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.4.3		SKILL AREA: Administration: Describe the process of purchasing			
TASK: Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding so that the needs of the organization are met within the applicable federal, state/provincial, and local laws and regulations.							
CONDITIONS: The candidate shall be able to describe the process of purchasing, use evaluative methods, and communicate orally and in writing.							
PERFORMANCE OUTCOME: The candidate shall be able to describe the process of purchasing, use evaluative methods, and communicate orally and in writing.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Determine the funds available and source of funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Create bid specifications based on the evaluation process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Evaluate the certified bid proposals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Score the bid proposals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Award the purchase contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Prepare a written description that is clear, concise, understandable, and free of spelling/grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Effectively communicate information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

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FIRE OFFICER II

Candidate Name _____ Skill Sheet 9

IFSAC ID _____ Date _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.4.4		SKILL AREA: Administration: Prepare a news release			
TASK: Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.							
CONDITIONS: Given an actual or simulated event or topic scenario.							
PERFORMANCE OUTCOME: The candidate shall be able to write a news release and communicate verbally and in writing.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Gather all applicable information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Prepare a written news release according to policy and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Utilize proper format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Produce a written document free of spelling/grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Effectively communicate information verbally and in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Follow applicable policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

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Candidate Name _____ **Skill Sheet** 10

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 Edition	JPR: 5.4.5	SKILL AREA: Administration: Prepare a concise report for transmittal to a supervisor			
TASK: Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends variances, or other related topics.					
CONDITIONS: Given actual or simulated fire department record(s) and a specific request for details such as trends, variances, or other related topics.					
PERFORMANCE OUTCOME: The candidate shall be able to communicate in writing and to interpret data.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Correctly access and interpret data from given sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Create a clear and concise written report for transmittal to supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Use appropriate form or format to process information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Include supporting statistical data and/or analysis to quality/quantify interpretations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Produce a written document free of spelling/grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Directly answer the specific request for information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Stop Safety: Yes <input type="checkbox"/>			Stop Safety Equipment: Yes <input type="checkbox"/>		

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Candidate Name _____ **Skill Sheet** 11

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.4.6		SKILL AREA: Administration: Develop a plan to accomplish change in the organization			
TASK: Develop a plan to accomplish change in the organization, given an agency's change of policy and procedures, so that effective change is implemented in a positive manner.							
CONDITIONS: Given actual or simulated fire department change in policy or procedures.							
PERFORMANCE OUTCOME: The candidate shall be able to develop a plan for organizational change and to communicate orally and in writing.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Establish valid reason for the change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Establish a means for open lines of communication to keep members involved in the process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Establish a means for member's ideas to be considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Identify potential obstacles to change and identify possible solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Produce a written document free of spelling/grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Follow applicable policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

Evaluator/Candidate Comments _____

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Candidate Signature

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Candidate Signature

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FIRE OFFICER II

Candidate Name _____ **Skill Sheet** 12

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.5.1		SKILL AREA: Inspection and Investigation: Determine the point of origin			
TASK: Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and /or sketches, to determine if arson is suspected so that law enforcement action is taken.							
CONDITIONS: Given an actual or simulated fire scene, photographs, diagrams, pertinent data, and/or sketches.							
PERFORMANCE OUTCOME: The candidate shall be able to communicate verbally and in writing and to apply knowledge using deductive skills.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Utilize all sources of incident information available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Apply fire investigation knowledge using deductive reasoning skills to determine point of origin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Apply fire investigation knowledge using deductive reasoning skills to determine preliminary cause	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Determine if there is cause to suspect arson using appropriate investigative techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Communicate findings accurately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Document the procedure and the results of preliminary investigation in a manner that is readable, accurate, and free of spelling/grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

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FIRE OFFICER II

Candidate Name _____ **Skill Sheet** 13

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.6.1		SKILL AREA: Emergency Service Delivery: Haz-Mat Incident			
TASK: Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600 and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident.							
CONDITIONS: Given an actual or simulated hazardous materials incident.							
PERFORMANCE OUTCOME: The candidate shall be able to implement an incident management system, to communicate verbally, to supervise and account for assigned personnel under emergency conditions, and to serve in command staff and unit supervision positions within the Incident Management System.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Implement an incident management system applicable to the incident's complexity and management needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Develop an incident action plan that accounts for the incident priorities and establishes strategic objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Identify resource requirements for successful control of the incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Communicate incident assignments in a clear, concise, and understandable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Address necessary safety precautions and implement a personnel accountability system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Supervise assigned personnel under emergency conditions in a safe and efficient manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Account for assigned personnel and their activities while operating under emergency conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

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FIRE OFFICER II

Candidate Name _____ Skill Sheet 14

IFSAC ID _____ Date _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.6.1		SKILL AREA: Emergency Service Delivery: Emergency multiple unit operations			
TASK: Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600 and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident.							
CONDITIONS: Given an actual or simulated emergency incident requiring multi-unit operations.							
PERFORMANCE OUTCOME: 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 during multi-unit operations and to serve in command staff and unit supervision positions within the Incident Management System.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Implement an incident management system applicable to the incident's complexity and management needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Develop an incident action plan that accounts for the incident priorities and establishes strategic objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Identify resource requirements for successful control of the incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Communicate incident assignments in a clear, concise, and understandable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Address necessary safety precautions and implement personnel accountability system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Supervise assigned personnel under emergency conditions in a safe and efficient manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Account for assigned personnel and their activities while operating under emergency conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

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Candidate Name _____ **Skill Sheet** 15

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.6.2		SKILL AREA: Emergency Service Delivery: Develop and conduct a post-incident analysis			
TASK: Develop and conduct a post-incident analysis, given multi-unit incident and post incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed.							
CONDITIONS: Given multi-unit incident and post-incident analysis policies, procedures, and forms.							
PERFORMANCE OUTCOME: The candidate shall be able to develop and conduct a post-incident analysis, write reports, communicate orally, and evaluate skills.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Gather information from the multi-unit incident/scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Analyze policies, procedures, guidelines, and forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Identify critical elements of a post-incident analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Complete approved forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Communicate effectively using both verbal and written methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Follow applicable policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

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Candidate Name _____ **Skill Sheet** 16

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.6.3		SKILL AREA: Emergency Service Delivery: Prepare a written report			
TASK: Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.							
CONDITIONS: Given incident reporting data from the jurisdiction.							
PERFORMANCE OUTCOME: The candidate shall be able to prepare a written report, write clearly, and to interpret response data correctly to identify the reasons for service demands.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Analyze data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Determine the major causes for service demands within the planning area(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Prepare a written report outlining the major causes for service demands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Effectively present the report to senior officer(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

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Candidate Name _____ **Skill Sheet** 17

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 5.7.1		SKILL AREA: Safety: Analyze a member's accident, injury			
TASK: Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendation made is prepared for a supervisor.							
CONDITIONS: Given an actual or simulated case study.							
PERFORMANCE OUTCOME: The candidate shall be able to communicate in writing and to interpret accidents, injuries, occupational illnesses, or death reports.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Analyze accident, injury, occupational illness, or death reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Prepare a clear and concise written report that communicates findings to a supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Include all contributing factors in the report based on case study information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Identify unsafe work environment and/or behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Document remedial actions taken in a manner that is readable, concise, and free of spelling/grammatical errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Provide a supervisor with a report detailing recommendations for further action to prevent reoccurrence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Stop Safety: Yes <input type="checkbox"/>				Stop Safety Equipment: Yes <input type="checkbox"/>			

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