



FIRE OFFICER IV
NFPA 1021, 2020 Edition
Practical Skills/Test Construction Guide

Skill sheets developed for Fire Officer IV assessment are intended to serve as a guide to aid candidates in preparing their project/presentation supporting documents, and for scoring by evaluators.

Candidates will take a 50-question written exam and prepare 5 projects to be evaluated post-course. When all projects are complete and submitted to the TCO, the SFMO will randomly select three projects for each candidate to present for evaluation.

All projects must be the candidate's original work. All projects will be submitted to the SFMO (in PDF format) by the TCO.

- Human Resource Management (NFPA 1021 7.2)
- Community and Government Relations (NFPA 1021 7.3)
- Fire Department Administration (NFPA 1021 7.4)
- Emergency Service Delivery (NFPA 7.6)
- Health and Safety (NFPA 7.7)



FIRE PROTECTION BUREAU
FIRE SERVICE CERTIFICATION
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FIRE OFFICER IV

Candidate Name _____ Skill Sheet 1

FEMA ID _____ Date _____

NFPA STANDARD: 1021, 2020 edition		JPR: 7.2.1		SKILL AREA: Human Resource Management: Appraise Department Human Resources	
TASK: Candidate shall appraise the department's human resource demographics;					
CONDITIONS: Given appropriate demographic data;					
PERFORMANCE OUTCOME: So that the recruitment, selection, and placement of human resources is effective and consistent with law and current best practices.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identifies applicable laws and standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identifies methods for evaluating demographics and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies community demographics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Completes evaluation of demographics and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identifies SWOT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Identifies any needed corrective action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Identifies time frame for action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Identifies time frame for reevaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Delegates authority as needed for resolution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Completes executive summary.	<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"/>		Equipment Stop Safety: Yes <input type="checkbox"/>			

Evaluator/Candidate Comments _____

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FIRE OFFICER IV

Candidate Name _____ Skill Sheet 2

FEMA ID _____ Date _____

NFPA STANDARD: 1021, 2020 edition		JPR: 7.2.2		SKILL AREA: Human Resource Management: Evaluate Employee/Management Relations	
TASK: Candidate shall initiate the development of a program;					
CONDITIONS: Given current member/management relations;					
PERFORMANCE OUTCOME: So that a positive and participative member/management program exists.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identifies methods for evaluating employee/management relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identifies data sources for evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Assesses data and facts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies corrective action process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identifies timeframe for corrective action and follow-up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Completes and summarizes findings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Presents summary of findings.	<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"/>		Equipment Stop Safety: Yes <input type="checkbox"/>			

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Candidate Name _____ Skill Sheet 3

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NFPA STANDARD: 1021, 2020 edition		JPR: 7.2.3		SKILL AREA: Human Resource Management: Establish/Evaluate Training Goals	
TASK: Candidate shall establish and evaluate a list of education and in-service training goals;					
CONDITIONS: Given a summary of the job requirements for all positions within the department;					
PERFORMANCE OUTCOME: So that all members can achieve and maintain required proficiencies.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Completes summary of requirements by position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identifies department training and education needs by type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies timeline for required training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Evaluates existing training resources and options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identifies and evaluates training budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Selects and justifies training program goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Evaluates and enumerates steps to implement training program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Identifies plan for evaluating training program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Presents summary of findings.	<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"/>			Equipment Stop Safety: Yes <input type="checkbox"/>		

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Candidate Name _____ Skill Sheet 4

FEMA ID _____ Date _____

NFPA STANDARD: 1021, 2020 edition		JPR: 7.2.4		SKILL AREA: Human Resource Management: Appraise Employee Assistance Program	
TASK: Candidate shall appraise a member assistance program;					
CONDITIONS: Given data about the program;					
PERFORMANCE OUTCOME: So that the program, when used, produces state program outcomes.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identifies evaluation method used for appraisal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identifies Employee Assistance Program (EAP) utilization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Provides a description of the EAP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies goals of the EAP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identifies and evaluates training budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Provides a summary of the EAP, including data, findings, conclusion, and recommendation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Presents summary of findings.	<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"/>			Equipment Stop Safety: Yes <input type="checkbox"/>		

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Candidate Name _____ Skill Sheet 5

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NFPA STANDARD: 1021, 2020 edition		JPR: 7.2.5		SKILL AREA: Human Resource Management: Evaluate Incentive Program	
TASK: Candidate shall evaluate an incentive program;					
CONDITIONS: Given research and data about the program;					
PERFORMANCE OUTCOME: So that a determination is made regarding achievement of the desired results.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identifies evaluation method used for evaluating the incentive program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identifies incentive program utilization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Provides a description of the incentive program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies goals of the incentive program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Provides a summary of the incentive program, including data, findings, conclusion, and recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Identifies a timeline to implement the incentive program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Presents summary of findings.	<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"/>			Equipment Stop Safety: Yes <input type="checkbox"/>		

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Candidate Name _____ Skill Sheet 6

FEMA ID _____ Date _____

NFPA STANDARD: 1021, 2020 edition		JPR: 7.3.1		SKILL AREA: Community and Government Relations: Project a Positive Image for the Fire Department.	
TASK: Candidate shall attend, participate in, and assume a leadership role in community-based events;					
CONDITIONS: Given community needs based on feedback from community requirements;					
PERFORMANCE OUTCOME: So that the image of the organization is enhanced.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identifies required role in community leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Assesses current role and determine necessary changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies appropriate data sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies departmental activities for participation in a leadership role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Demonstrates familiarity with the public relations needs of the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Presents findings.	<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"/>			Equipment Stop Safety: Yes <input type="checkbox"/>		

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Candidate Name _____ Skill Sheet 7

FEMA ID _____ Date _____

NFPA STANDARD: 1021, 2020 edition		JPR: 7.4.1		SKILL AREA: Develop a Comprehensive Long-Range Plan	
TASK: Candidate shall develop a comprehensive long-range plan;					
CONDITIONS: Given community requirements, current department status, and resources;					
PERFORMANCE OUTCOME: So that the projected needs of the community are met.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develops and executive summary/statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Reviews and analyzes the data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies departmental needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Selects and defines goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Develops requirements for meeting department goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Summarizes alternatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Implements plan with timeframes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Identifies budget requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Conducts periodic evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Presents findings to agency and public stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Adheres to agency policy regarding official statements or proposals to the public.	<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"/>		Equipment Stop Safety: Yes <input type="checkbox"/>			

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FIRE OFFICER IV

Candidate Name _____ Skill Sheet 8

FEMA ID _____ Date _____

NFPA STANDARD: 1021, 2020 edition		JPR: 7.4.2		SKILL AREA: Administration: Evaluate/Project Training and Facilities Needs	
TASK: Candidate shall evaluate and project training requirements, facilities and building needs;					
CONDITIONS: Given data that reflects the community needs and resources, and department needs;					
PERFORMANCE OUTCOME: So that departmental training goals are met.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identifies method for evaluating training and facility needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Reviews and analyzes data to identify department needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Selects and identifies goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Develops requirements for meeting goals and objectives for the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Summarizes alternatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Implements plan with timeframes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Identifies budget requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Conducts periodic evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Develops and executive summary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Presents findings.	<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"/>		Equipment Stop Safety: Yes <input type="checkbox"/>			

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FIRE OFFICER IV

Candidate Name _____ Skill Sheet 9

FEMA ID _____ Date _____

NFPA STANDARD: 1021, 2020 edition		JPR: 7.4.3		SKILL AREA: Administration: Develop a Comprehensive Hazard/Risk Analysis	
TASK: Candidate shall complete a written, comprehensive risk, hazard, and value analysis of the community;					
CONDITIONS: Given the appropriate features of the service area of the organization:					
PERFORMANCE OUTCOME: So that an accurate evaluation is made for service delivery decision making.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identifies department mission and operational direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identifies data sources to determine comprehensive risks, trends, and issues for analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies, when applicable, potential hazards and consequences resulting from inadequate attention on:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Accident and/or injury prevention programs and investigations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Facility, apparatus, equipment and PPE inspection practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Personnel health and well-being policies, and practices, including infection control, physical examinations, and Critical Incident Stress Management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Training related health and safety issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Development and maintenance of consistent, updated SOP's for operational guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Defines considerations for assessing the role of a Safety and Health Committee within a department's overall Health and Safety Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Presents findings.	<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"/>		Equipment Stop Safety: Yes <input type="checkbox"/>			

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FIRE OFFICER IV

Candidate Name _____ Skill Sheet **10**

FEMA ID _____ Date _____

NFPA STANDARD: 1021, 2020 edition		JPR: 7.4.4		SKILL AREA: Administration: Develop a Plan for a Capital Project or Program.	
TASK: Candidate shall develop a plan for a capital improvement project or program;					
CONDITIONS: Given unmet needs in the community:					
PERFORMANCE OUTCOME: So that there is adequate information to educate citizens about the needs of the department.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Defines the demographics of the community, its population, and its potential hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identifies any customer and/or community special needs or unmet needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Defines the specific capital improvement project or program and assigns objectives and budget proposal(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Designs an assessment tool and analysis for the present program or project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Defines how the jurisdiction will fund the capital project/program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Presents summary of findings.	<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"/>			Equipment Stop Safety: Yes <input type="checkbox"/>		

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FIRE OFFICER IV

Candidate Name _____ Skill Sheet 11

FEMA ID _____ Date _____

NFPA STANDARD: 1021, 2020 edition		JPR: 7.6.1 & 7.6.2		SKILL AREA: Emergency Services Delivery: Develop a Comprehensive Disaster Plan	
TASK: Candidate shall develop a comprehensive disaster plan that integrates other agencies' resources;					
CONDITIONS: Given risk, vulnerability, agency data and capability data;					
PERFORMANCE OUTCOME: So that the organization can mitigate the impact to the community and the agency operating at a civil disturbance, integrates with other agencies' actions, and provide for the safety and protection of members.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identifies the mission of the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identifies use of an Incident Management System (IMS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies role of specialized decision-makers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies delegation of authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identifies specific tasks of management personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Identifies method of hazard assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Identifies fire department operation plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Identifies interagency cooperation and lists specific agencies for response to AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Describes proposed action plan for Comprehensive Disaster Response.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Describes special considerations for Civil Disturbance incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Develops an executive summary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Presents summary of findings.	<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"/>		Equipment Stop Safety: Yes <input type="checkbox"/>			

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NFPA STANDARD: 1021, 2020 edition		JPR: 7.3.1		SKILL AREA: Community and Government Relations: Develop a Media Relations Program	
TASK: Candidate shall develop a media relations program;					
CONDITIONS: Given community needs, AHJ policies and procedures;					
PERFORMANCE OUTCOME: So that the image of the organization is enhanced, and dissemination of information is accurate and accessible.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identifies community demographics and socioeconomics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identifies community and civic issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies formal and informal leaders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies fire department policies and procedures for information dissemination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identifies applicable laws, rules, and regulations governing information release.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Identifies fundamentals of media relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Identifies social media platforms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Identifies effective customer service methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Identifies future opportunities to get involved in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Describes proposed media relations program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Develops a media release containing the who, what, when, where, why, and how of an event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Presents a summary of findings.	<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"/>		Equipment Stop Safety: Yes <input type="checkbox"/>			

Evaluator/Candidate Comments _____

Retest Approved by _____

Evaluator (Print & Sign) _____ Candidate Signature _____ Date _____

Retest Evaluator (Print & Sign) _____ Candidate Signature _____ Date _____



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



FIRE OFFICER IV

Candidate Name _____ Skill Sheet 13

FEMA ID _____ Date _____

NFPA STANDARD: 1021, 2020 edition		JPR: 7.3.1		SKILL AREA: Community and Government Relations: Develop a Media Relations Program	
TASK: Candidate shall develop a media relations program;					
CONDITIONS: Given community needs, AHJ policies and procedures;					
PERFORMANCE OUTCOME: So that the image of the organization is enhanced, and dissemination of information is accurate and accessible.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identifies community demographics and socioeconomics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identifies community and civic issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies formal and informal leaders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies fire department policies and procedures for information dissemination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identifies applicable laws, rules, and regulations governing information release.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Identifies fundamentals of media relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Identifies social media platforms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Identifies effective customer service methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Identifies future opportunities to get involved in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Describes proposed media relations program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Develops a media release containing the who, what, when, where, why, and how of an event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Presents a summary of findings.	<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"/>		Equipment Stop Safety: Yes <input type="checkbox"/>			

Evaluator/Candidate Comments _____

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FIRE OFFICER IV

Candidate Name _____ Skill Sheet 14

FEMA ID _____ Date _____

NFPA STANDARD: 1021, 2020 Edition		JPR: 7.7.1		SKILL AREA: Health & Safety – Develop a Risk Management Program	
TASK: Develop, maintain, and provide leadership for a risk management program;					
CONDITIONS: Given specific data;					
PERFORMANCE OUTCOME: So that injuries are property damage incidents are reduced.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identifies mission of the department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identifies risks and trends related to department health and safety issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Selects and defines risk management goals and objectives to address identified concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Develops an executive summary statement that:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. references appropriate laws, regulations, and standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. identifies requirements for meeting goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. describes implementation process and timeframe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. identifies schedule for periodic evaluation of process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Presents summary findings	<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"/>		Equipment Stop Safety: Yes <input type="checkbox"/>			

Evaluator/Candidate Comments _____

Retest Approved by _____

Evaluator (Print & Sign) Candidate Signature Date

Retest Evaluator (Print & Sign) Candidate Signature Date