CERTIFICATION CURRICULUM MANUAL

CHAPTER ELEVEN

HEAD OF A FIRE DEPARTMENT

2013 Edition

EFFECTIVE JANUARY 1, 2013

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Texas Commission on Fire Protection
P.O. Box 2286 Austin, Texas 78768-2286 (512) 936-3838

REFERENCE LIST FOR THE HEAD OF A FIRE DEPARTMENT CURRICULUM

Certified Training Facilities approved to teach this curriculum, must have the following reference materials:

Standards Manual for Fire Protection Personnel Austin, TX: Texas Commission on Fire Protection.

Web access to the Texas Commission on Fire Protection web site www.tcfp.texas.gov

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SECTION 1201
HEAD OF A FIRE DEPARTMENT

THE INFORMATION IN THIS CHAPTER IS PRESENTED AS A GUIDE FOR SELF-STUDY.

The Head of a Fire Department is a member of the fire service responsible for the overall operations of a fire protection agency who has demonstrated the knowledge and ability to:

- **lead members of a fire department in times of emergency**;
- **develop and maintain procedures for safe and effective operations at emergency and non-emergency incidents**;
- **meet the record-keeping requirements of the authority having jurisdiction**.

1201-1.0 General

For certification at the Head of Department level, the candidate shall meet the requirements defined in Sections 1201-1.0 through 1201-10.2 and meet any other certification requirements.

1201-1.1 Texas Commission on Fire Protection Mission and Goals

1201-1.1.1 The commission's authority is defined by Chapter 419 of the Texas Government Code The commission's statutory authority and role within this community is to serve Texas fire departments.

1201-1.1.2 The commission's strategic plan includes two major goals:

- To provide education and assistance to the fire service
  - Fire protection resource library
- To enforce statewide fire service standards
  - Four program areas
    - Certification
    - Training approval and testing
    - Standards compliance
    - Curriculum development

1201-1.2 ***Compact with Texans***

1201-1.2.1 The commission's statutory authority and role within this community is to serve Texas fire departments by:

- Providing resources to Texas fire departments with critical equipment and training needs, and
- Establishing and enforcing standards for fire protection personnel training, protective clothing, and self-contained breathing apparatus.

1201-1.3 ***Agency services and customer service standards***

1201-1.3.1 Providing fire protection resources

- Fire protection Resource Library
  - The Ernest A. Emerson Fire Protection Resource Library provides fire protection research and educational materials to Texas fire departments, schools and the general public.

1201-1.3.2 Establishing and enforcing fire protection standards

- Fire protection personnel certification
  - The commission's certification section certifies approximately 30,000 fire protection personnel in Texas.
  - Paid fire protection personnel are required by state law to be certified by this commission; volunteers and individuals not affiliated with a paid or volunteer department can choose to be certified by the commission on a voluntary basis.

- Examination and training standards
  - The commission's testing and training approval program administers the written and performance examinations for certification.
  - The testing and training approval program staff evaluates prior training completed by individuals to determine whether individuals are eligible to sit for the commission examination.
  - The testing and training approval program staff also evaluates and approves training academy certification classes.

- Standards Compliance
  - The goal of the commission's compliance program is to ensure the safety of the state's fire protection personnel by inspecting fire departments and other regulated entities to confirm that they are in compliance with state laws and rules.

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- The compliance inspectors also inspect training records to ensure that fire protection personnel are in compliance with the appropriate certification rules for their disciplines.
- The commission's compliance officers travel to every regulated entity at least once every two years to inspect fire protection personnel certifications, training records, breathing air test records, protective clothing and self-contained breathing apparatus.
- If a department is found to be in violation of a state law or commission rule, the compliance section works with the entity to develop a plan that will lead to compliance.

1201-1.4 ***Contacting the Commission***

1201-1.4.1 Contacting agency staff

- The commission's main phone number is (512) 936-3838
- E-mail links and phone numbers for all agency staff members are on this web site's contacts page.
- The commission's mailing address is Texas Commission on Fire Protection, PO Box 2286, Austin, TX 78768-2286. The commission's main e-mail address is info@tcfp.texas.gov

1201-1.4.2 Contacting commissioners and advisory board members

- The names and brief biographical information about the commissioners are also listed on this web site's contacts page.
- Advisory committee members are also listed on this web site's contacts page.
- Staff will forward letters to commissioners and advisory committee members.

1201-1.4.3 Requests for items to be placed on future meeting agendas

- Items for future commission or advisory committee meetings should be submitted in writing to the agency at least 30 days before the meeting.
- In no event should items be submitted later than 15 days prior to the meeting.
- If the item requested is a petition for new rules, the agency recommends that the submitter review §401.19

1201-1.4.4 Open records requests

- Requests for records under the Texas Open Records Act should be submitted in writing.

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1201-1.4.5 Complaints about entities regulated by the commission

- Complaints about a violation of a rule within the agency's jurisdiction should be made in writing to the agency's standards compliance section at the Texas Commission on Fire Protection, Compliance Section, PO Box 2286, Austin, TX 78768-2286.

1201-1.4.6 Appeals of agency decisions or actions

- Appeals of agency decisions or actions should be submitted to the agency in accordance with §401.51

1201-1.4.7 Complaints about the agency

- Persons with complaints about a staff member or about the agency's service should contact the agency's customer relations representative at (512) 936-3838, or by writing in care of the Texas Commission on Fire Protection, Customer Relations Representative, PO Box 2286, Austin, TX 78768-2286.

1201-1.5 *FAQ's*

1201-1.5.1 Tuition Assistance for Fire Protection Education

- The State of Texas offers tuition exemptions or financial aid for fire protection training.
- The Texas Education Code, Title 3 - Higher Education, Chapter 54 - Tuition and Fees, Section 54.208 - Firemen Enrolled in Fire Science Courses, states that personnel employed as fire fighters who attend a state-supported school and take courses in a fire science or fire technology program do not have to pay tuition fees.

1201-1.5.2 Volunteer Fire Fighter Certification

- Volunteer fire fighters and individual fire fighters who are not affiliated with a department can participate voluntarily in the commission's certification programs.
- Volunteers who have achieved advanced certification with the State Firemen's and Fire Marshals' Association of Texas (SFFMA) may qualify to complete the commission-designated skill evaluation process and take the certification exam (please see Chapter 423 of the Standards Manual).

1201-1.5.3 Establishing a Volunteer Fire Department

- The Texas Department of Agriculture has more information about rural volunteer fire departments and emergency service districts (ESDs).

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- The State Firemen's and Fire Marshals' Association of Texas (SFFMA), a nonprofit association, also offers a great deal of assistance to volunteer fire departments.

1201-1.5.4 Funding and Other Resources for Texas Fire Departments

- The Texas Forest Service offers several types of assistance to Texas fire departments. TFS assistance programs
- The United States Fire Academy publishes a reference titled *Funding Alternatives for Fire and Emergency Services*
- For non-firefighting equipment, the Texas Facilities Commission publishes a monthly state surplus property listing.
- The Idea Bank maintains an extensive online library of grant resources, including a wide variety of funding sources and grant writing tips and techniques.

1201-1.5.5 Death and Disability Benefits

- The Texas Forest Service maintains an extensive list of resources that are available to the fire fighter or the fire fighter's family.
- The National Fallen Firefighters Foundation offers resources including the Chaplain's Manual and other resources
- The Texas Line of Duty Death (LODD) task force also assists departments with line of duty deaths.

1201-1.5.6 TEXFIRS, Fire Extinguishers, Fire Sprinklers, Fire Alarm Systems, and Firefighter Fatalities

- The State Fire Marshal's Office (SFMO) regulates the fire extinguisher, fire protection sprinkler, and fire alarm system industries in Texas.
- The SFMO also administers the Texas Fire Incident Reporting System (TEXFIRS). The SFMO is a division of the Texas Department of Insurance (TDI).
- The SFMO is responsible for investigating all firefighter fatalities in Texas.
- The SFMO's e-mail address is fire.marshal@tdi.state.tx.us

1201-1.5.7 Building and Fire Codes

- The commission does not have any jurisdiction with regard to building or fire codes.
- If your building is in an area that does not have local codes, the requirements of the National Fire Protection Association's Life Safety Code 101 (2009 edition) have been adopted by the State Fire Marshal's Office for fire safety inspections.

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1201-2.0 *Fire Protection Personnel Certification*

1201-2.1.1 Certification Program Overview

- The commission annually renews the certificates of approximately 30,000 fire protection personnel in basic, intermediate, advanced and master levels.
- General Certification Requirements:
  - Certification for paid fire protection personnel in Texas is mandatory.
  - Volunteer fire protection personnel participating in a certification program is strictly voluntary.
  - Volunteers who have achieved advanced certification with the State Firemen's and Fire Marshals' Association of Texas (SFFMA) may qualify for commission certification by completing the commission's designated skill evaluation and certification examination processes.
  - Individuals not affiliated with fire departments can maintain their own certifications, provided continuing education requirements (see Chapter 441) continue to be met.
  - The certification program also certifies fire protection training facilities. Rules governing the certification of these facilities are in Chapter 427

1201-2.1.2 Fire Suppression, including Structure, Aircraft Rescue, and Marine Fire Protection.

- The minimum standards for basic and higher levels of fire suppression certification are in Chapter 423 of the *Standards Manual for Fire Protection Personnel*.
- Standards for structure fire protection certification are in Chapter 423, Subchapter A. The basic fire suppression curriculum is in Chapter 1 of the curriculum manual.
- Standards for aircraft rescue fire protection certification are in Chapter 423, Subchapter B. The basic aircraft rescue fire protection curriculum is in Chapter 2 of the curriculum manual.
- Standards for marine fire protection certification are in Chapter 423, Subchapter C. The basic marine fire protection curriculum is in Chapter 3 of the curriculum manual.

1201-2.1.3 Fire Investigation, including Fire Investigator and Arson Investigator.

- The minimum standards for basic and higher levels of fire investigation are in Chapter 431.

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- Standards for arson investigator certification are in Chapter 431, Subchapter A.
- Standards for fire investigator certification are in Chapter 431, Subchapter B. The basic fire investigator curriculum is in Chapter 5 of the curriculum manual.

1201-2.1.4 Fire Instructor

- Standards for fire service instructor certification are in Chapter 425.

1201-2.1.5 Fire Inspector

- The minimum standards for basic and higher levels of fire inspector certification are in Chapter 429, Subchapter B.The basic fire inspector curriculum is in Chapter 4 of the curriculum manual.

1201-2.1.6 Head of a Fire Department

- The head of a fire department self-study curriculum is in Chapter 12 of the curriculum manual.

1201-2.1.7 Hazardous Materials Certification

- A certification is available for hazardous materials Awareness, Operations, Technician, and Incident Commander levels. The standards for these certifications are in Chapter 453. The hazardous materials certification curriculums are in Chapter 6 of the curriculum manual.

1201-2.1.8 Driver/Operator – Pumper

- A certification is available for driver/operator-pumper. The standards for this certification are in Chapter 433. The driver/operator-pumper curriculum is in Chapter 7 of the curriculum manual.

1201-2.1.9 Fire Officer I, II, III and IV

- Certifications are offered for Fire Officer I, II, II, and IVI. The standards for these certifications are in Chapter 451. The fire officer curriculums are in Chapter 9 of the curriculum manual.

1201-2.1.10 Wildland Firefighter

- A certification is available for Wildland Firefighter. The standards for these certifications are in Chapter 455. The wildland firefighter curriculum is in Chapter 11 of the curriculum manual.

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1201-2.1.11 Safety Officer

- A certification is available for Safety Officer. The standards for this certification are in Chapter 457. The Safety Officer curriculum is in Chapter 10 of the curriculum manual.

1201-2.2 ***Individual Renewals***

If you are currently employed by a regulated entity (e.g., a fire department or fire marshal's office) in Texas, your department is responsible for your renewal.

1201-2.3 ***Basic Fire Suppression Certification***

To work in Texas as a paid fire fighter, personnel have to earn a Texas "basic structure fire suppression" certificate. To earn the certificate, you must:

1201-2.3.1 Finish a basic fire fighter training program.

Texas requires a lot of training for its paid fire fighters. The Texas basic curriculum includes 468 hours of training. The curriculum covers all of the National Fire Protection Association's (NFPA) qualifications for:

- Fire Fighter I
- Fire Fighter II
- Hazardous Materials-Awareness
- Hazardous Materials-Operations

1201-2.3.2 Show that you can perform basic fire fighting skills.

Personnel must attend a commission-certified training program, the program will include an official, formal evaluation of performance of these randomly selected skills. A commission-approved field examiner will conduct the evaluation.

1201-2.3.3 Pass the state certification test.

The basic fire suppression certification test is the written part of the state examination process. A score 70 percent or higher is required to pass the written exam.

1201-2.3.4 Finish your emergency medical responder training.

When personnel have passed the skills evaluation and written test, the next step toward getting a certification is to show that you have had emergency medical response training. The training must be equal to one of the following:

- Texas Department of State Health Service's (DSHS) emergency care attendant (ECA).

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- American Red Cross Emergency Responder (with optional lessons and enrichment sections).
  This is the minimum requirement for the state certification. Many departments require more medical training, such as an Emergency Medical Technician (EMT) or paramedic certification. That's up to each department. For the state certification, personnel just need to show that they have finished the training.
- Other options can be found in Rule 423.1.

1201-2.3.5 Appling for your certification.
To apply, complete the Application for Certification Form, TCFP-002 . The application fee is $85.

1201-2.3.6 Get fingerprints and pass a criminal history background check.
When personnel submit an application, they must also submit their fingerprints so the commission can do a criminal history background check. This must be done **even if they have already done this for another agency**.

1201-2.4 Transferring to Texas

- If personnel are coming to Texas from an IFSAC jurisdiction, please refer to the first part of this page, Transferring to Texas from an IFSAC jurisdiction.
- If your current jurisdiction does not participate in IFSAC, please refer to Transferring to Texas from a non-IFSAC jurisdiction.

1201-2.5 A-List and B-List Courses

- To earn intermediate, advanced and master certifications in fire protection, certificate holders must meet specific time and training requirements. Certain combinations of the A-List and B-List courses listed below can help fire protection personnel meet the training requirements. For information on specific requirements for higher levels of certification in each discipline, please refer to the appropriate sections of the Standards Manual for Fire Protection Personnel.
- A-List Courses [updated July 12, 2012].
- B-List Courses [updated July 12, 2012].

1201-2.6 Certification Verification

To verify an individual's certification status, simply enter the individual's last name or the name of his or her department in the appropriate box on the commission web site.

1201-2.7 Courage to be Safe Resources

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On Oct. 20, 2010 the Texas Commission on Fire Protection adopted the National Fallen Firefighters Foundation 16 Firefighter Life Safety Initiatives – Everyone Goes Home program. This initiative is required for all certified fire protection personnel to complete this program by Dec. 1, 2015 (See §435.25).

1201-3.0 ***Training Approval and Testing Program***

- The fire service standards and certification division's training approval and testing program approves certification courses and administers examinations for fire service personnel certification.
- The International Fire Service Accreditation Congress (IFSAC) has accredited the commission's fire fighter testing process as meeting the national standards for Fire Fighter I and Fire Fighter II as specified in the National Fire Protection Association's NFPA 1001, Standard for Fire Fighter Professional Qualifications, and hazardous materials awareness and operations levels as specified in NFPA 472. The commission's aircraft rescue fire fighter, fire inspector, fire investigator, hazardous materials technician, driver/operator-pumper, fire instructor and fire officer certification programs are also accredited by IFSAC.

1201-3.1 **Regional Testing**

- Written examinations are administered at various regional testing sites. The following examinations can be administered at the regional testing sites:
  - Basic Fire Inspector
  - Basic Fire/Arson Investigator
  - Basic Aircraft Rescue Fire Fighter
  - Basic Marine Fire Fighter
  - Hazardous Materials Technician
  - Driver/Operator-Pumper
  - Fire Officer I, II, III, and IV
  - Fire Instructor I, II, and III
  - Fire Fighter I and II
  - Hazardous Materials Awareness
  - Hazardous Materials Operations
  - Fire Inspector I and II
  - Plan Examiner I
  - Head of Department
  - Wildland Firefighter
  - Safety Officer

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- The Basic Structure Fire Fighter examination can only be administered at academy testing sites, not at regional testing sites

1201-3.2 Field Examiner Course

Many certification exams include a skills evaluation conducted by a certified Field Examiner. Certified instructors may complete the on-line Field Examiner course found on the commission web site.

1201-3.3 IFSAC

IFSAC is the acronym for the International Fire Service Accreditation Congress, an organization that accredits international, national, or regional fire service certification programs, with emphasis on the certification testing process. IFSAC is a peer-driven organization that not only ensures compliance with IFSAC policy and procedures, but improves the quality of an entity's program. Specific information about the organization is available on the IFSAC website.

1201-4.0 *Compliance Program Overview*

- The goal of the commission's compliance program is to ensure the safety of the state's fire protection personnel by inspecting fire departments and other regulated entities to see that they are in compliance with state laws and rules. The compliance inspectors also inspect training records to ensure that fire protection personnel are in compliance with the appropriate certification rules for their disciplines.
- Rules governing fire fighter safety, including protective clothing and self-contained breathing apparatus, are in Chapter 435 of the Standards Manual. Rules governing the commission's compliance inspections are in Chapter 445
- The agency has compliance inspectors in Allen, Austin, San Antonio, Fort Worth, Houston, Lubbock and Lufkin. These inspectors travel to every regulated entity at least once every two years to check fire protection personnel certification status, training records, breathing air test records, protective clothing and self-contained breathing apparatus.

1201-4.1 Complying with NFPA Standards

- The commission has adopted the following National Fire Protection Association (NFPA) Standards listed below; regulated departments must comply with these standards.
  - NFPA 1971, 2007 Edition. *Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.*

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- NFPA 1851, 2008 Edition. *Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*.
- NFPA 1981, 2007 Edition. *Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services.*
- NFPA 1852, 2008 Edition. *Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA).*
- NFPA 1982, 2007 Edition. *Personal Alert Safety Systems (PASS).*
- NFPA 1989, 2008 Edition. *Breathing Air Quality for Emergency Services Respiratory Protection.*
- NFPA 1561, 2008 Edition. *Emergency Services Incident Management System.*

1201-4.2 Compliance Guides

The Texas Commission on Fire Protection makes available on-line guides to assist agencies in preparation for an inspection by commission compliance officers.

1201-4.2.1 Compliance Inspection

The Compliance Inspection Guide lists information that is to be readily available during a compliance inspection.
http://www.tcfp.texas.gov/compliance/TCFP-066.pdf

1201-4.2.2 Certified Training facility Inspection Guide

The Certified Training Facility Inspection Guide lists information that to be readily available for review during a training facility inspection.
http://www.tcfp.texas.gov/compliance/TCFP-062.pdf

1201-4.2.3 Wellness-Fitness Rule

- Compliance officers will ask to see a document that describes the procedure the department used for assessing the wellness and fitness needs of the personnel in the department.
- Compliance officer will ask to see a written Standard Operating Procedure to address wellness and fitness needs of the department based on local resources.

1201-5.0 *Injury Reporting*

Texas Government Code, §419.048, which took effect Sept. 1, 2009, requires all fire protection entities in Texas to report injuries to the commission.

1201-5.1 Kinds of Injuries to Report

- A fire department should report all injuries.

- Fire departments must report minor injuries within 30 business days of the injury event. Minor injuries are injuries that do not result in the fire fighter missing more than one full duty period.
- Fire departments must report major injuries (serious/critical/fatal) within five (5) business days of the injury event. Major injuries (i.e., serious/critical/fatal) are those that require the fire fighter to miss more than one full duty period.

1201-5.2 Inquiries and Investigations

- An inquiry is a non-punitive gathering of additional information on the reported incident for statistical purposes.
- An investigation is a non-punitive compliance inspection directed primarily at determining the circumstances of the injury. In general, the commission's compliance officer will inspect the injured individual's PPE and other items related to fire fighter safety mandates.
- Investigable injuries are injuries that result from:
  - Failure or malfunction of self-contained breathing apparatus (SCBA).
  - Failure of personal protective equipment (PPE).
  - Failure to comply with commission-mandated department standard operating procedures (SOPs).

1201-5.3 Return to Work

For injury reporting purposes, the commission defines missed work as "lost time" when an individual misses more than one full duty period as a direct result of an injury. Lost time includes time during which the individual does not return to the duties to which the department assigned the individual prior to the injury.

1201-6.0 *Library*

The Texas Commission on Fire Protection administers the Ernest A. Emerson Fire Protection Resource Library to provide resources and assistance for fire protection research and to provide educational materials to fire departments and other entities.

1201-6.1 Library Mission

The Texas Commission on Fire Protection established the Ernest A. Emerson Fire Protection Resource Library as the preeminent statewide resource library for fire protection, fire prevention and education, research and educational materials for all fire service organization and professionals as well as private citizens and entities interested in improving the safety and life quality of all Texans from the hazards associated with fire, man-made and natural disasters.

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1201-6.2 Resource Library-Services

- Audio Visual Training Library
- Research Services
- Print Collection

1201-7.0 *Manuals*

1201-7.1 Standards Manual for Fire Protection Personnel

The Texas Commission on Fire Protection's *Standards Manual for Fire Protection Personnel* is a compilation of the state laws codified in Title 37, Part 13 of the Texas Administrative Code (TAC). When the commission proposes or adopts "rule changes," these are the laws that the commission is changing.

1201-7.1.1 Chapter 401 Practice and Procedure

1201-7.1.2 Chapter 403 Criminal Convictions and Eligibility for Certification

1201-7.1.3 Chapter 405 Charges for Public Records

1201-7.1.4 Chapter 407 Administration

1201-7.1.5 Chapter 421 Standards for Certification

1201-7.1.6 Chapter 423 Fire Suppression

1201-7.1.7 Chapter 425 Fire Service Instructors

1201-7.1.8 Chapter 427 Training Facility Certification

1201-7.1.9 Chapter 429 Minimum Standards for Fire Inspectors

1201-7.1.10 Chapter 431 Fire Investigation

1201-7.1.11 Chapter 433 Minimum Standards for Driver/Operator-Pumper

1201-7.1.12 Chapter 435 Fire Fighter Safety

1201-7.1.13 Chapter 437 Fees

1201-7.1.14 Chapter 439 Examinations for Certification

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1201-7.1.15 **Chapter 441 Continuing Education**

1201-7.1.16 **Chapter 443 Certification Curriculum Manual**

1201-7.1.17 **Chapter 445 Administrative Inspections and Penalties**

1201-7.1.18 **Chapter 447 Part-Time Fire Protection Employee**

1201-7.1.19 **Chapter 449 Head of a Fire Department**

1201-7.1.20 **Chapter 451 Fire Officer**

1201-7.1.21 **Chapter 453 Minimum Standards for Hazardous Materials Technician**

1201-7.1.22 **Chapter 455 Minimum Standards for Wildland Fire Protection Certification**

1201-7.1.23 **Chapter 457 Minimum Standards for Incident Safety Officer Certification**

1201-7.1.24 **Chapter 491 Voluntary Regulation of State Agencies and State Agency Employees**

1201-7.1.25 **Chapter 495 Regulation of Nongovernmental Departments**

1201-8.0 ***Certification Curriculum Manual***

The Texas Commission on Fire Protection's curriculum program staff works with the curriculum and testing committee to update and distribute the *Certification Curriculum Manual*, which provides the curriculum for the training of structural fire suppression personnel, aircraft rescue fire protection personnel, and marine fire protection personnel, as well as fire inspectors, fire investigators, hazardous materials technicians, driver/operators-pumper, fire instructors and fire officers.

1201-8.1 Chapter 1, Basic Fire Suppression

1201-8.2 Chapter 2, Basic Aircraft Rescue Fire Suppression

1201-8.3 Chapter 3, Basic Marine Fire Suppression

1201-8.4 Chapter 4, Fire Inspector

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1201-8.5 Chapter 5, Fire Investigator

1201-8.6 Chapter 6, Hazardous Materials

1201-8.7 Chapter 7, Driver/Operator-Pumper

1201-8.8 Chapter 8, Fire Instructor

1201-8.9 Chapter 9, Fire Officer

1201-8.10 Chapter 10, Fire Department Safety Officer

1201-8.11 Chapter 11, Wildland Fire Fighter

1201-9.0 ***Texas Government Code Chapter 419***
GOVERNMENT CODE TITLE 4. EXECUTIVE BRANCH SUBTITLE B. LAW ENFORCEMENT AND PUBLIC PROTECTION CHAPTER 419. TEXAS COMMISSION ON FIRE PROTECTION

1201-10.0 ***FIDO***
FIDO is a tool which allows commission-regulated entities to create user accounts for their employees. Departments can create "departmental accounts" to allow their personnel to manage commission-required data. Departments can also create "individual accounts" for their employees to manage their own personal data.

1201-10.1 FIDO for registered entities

- File reports with TCFP.
- Manage department data.
- Manage department employee data.
- Generate reports in real time.

1201-10.2 FIDO for Individuals

- Manage personal data.
- Generate reports in real time, such as certification cards and test results.

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Injury Report Form-Skill Number 1
Complete and Injury Report Form using the FIDO criteria

PERFORMANCE STANDARD **Section 1201-5.0**

OBJECTIVE
Complete an Injury Report using the FIDO criteria based on the scenario provided.

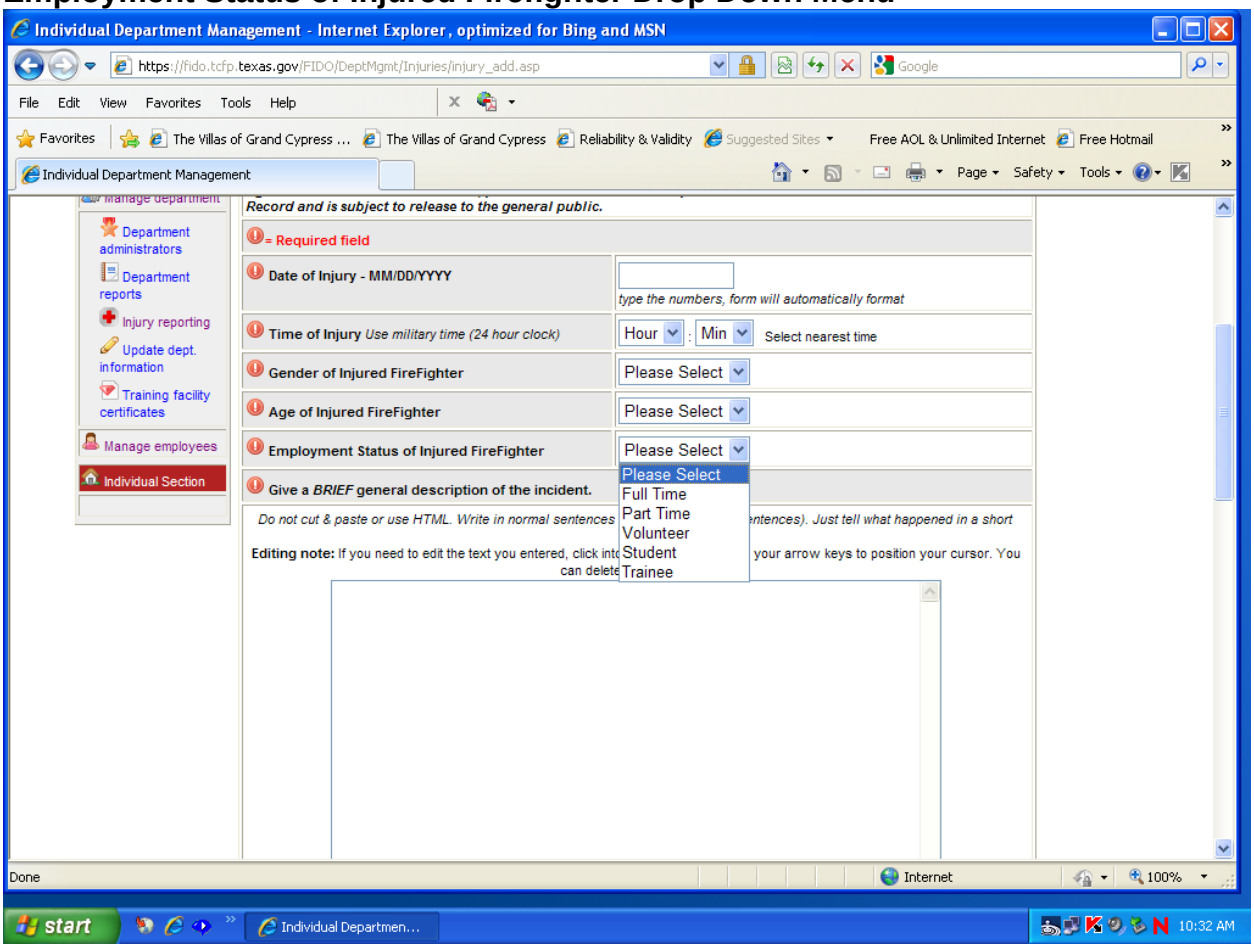
INSTRUCTIONS - procedures for achieving the objective
Using the information provided in the scenario, complete the injury report by writing in the responses on the skill sheet. Refer to FIDO screen shots on the attached pages when answering questions with drop down menu choices. Include the completed Injury Report Form in you Standards Review Assignment.

SCENARIO: Single family Dwelling Fire

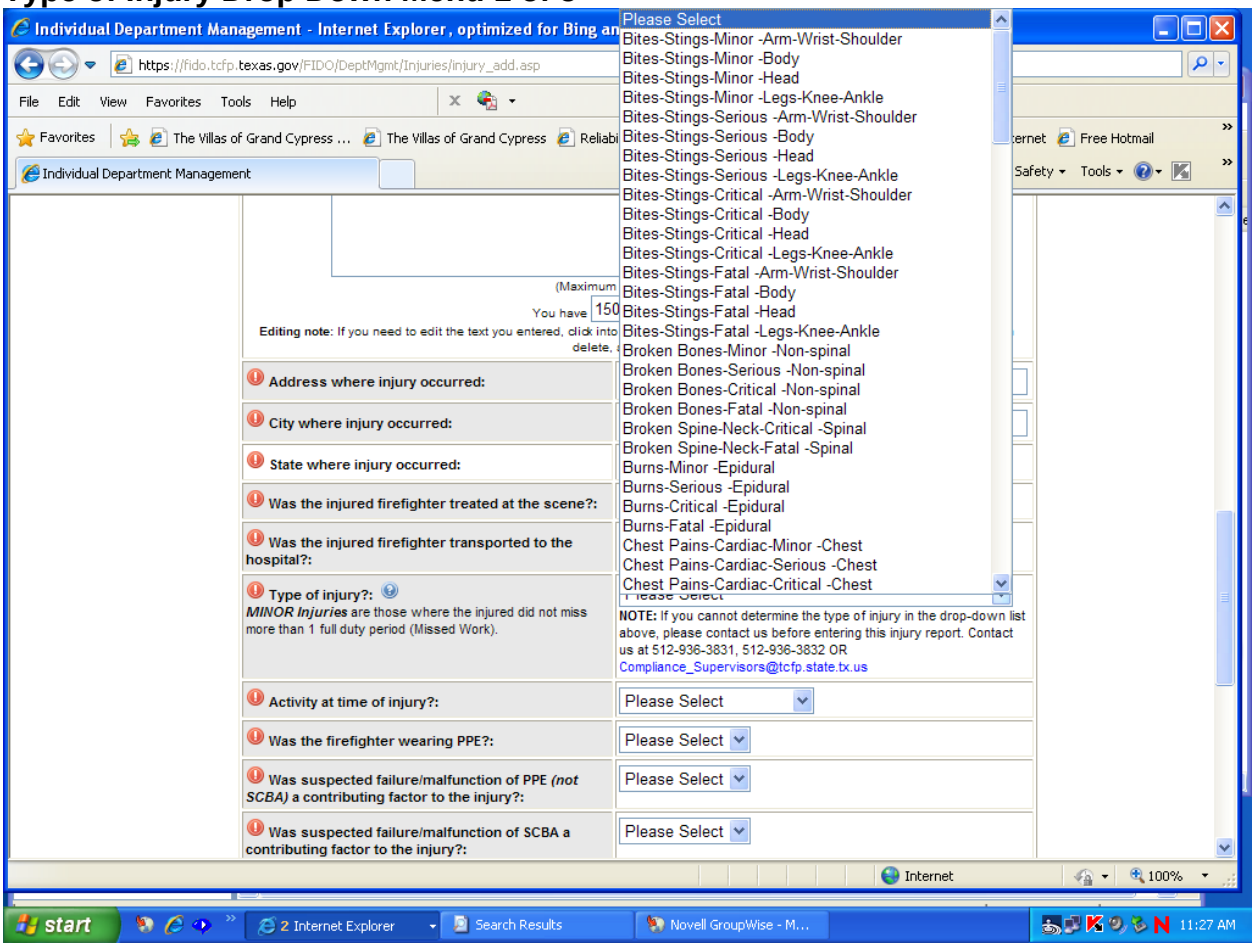
At 15:27 on July 8, 2012, Engine 1, Engine 2, truck 1, Med 3 and Battalion 1 responded to a reported structure fire at 3331 Bluestem, Flat Rock, TX Upon arrival firefighters found a two story wood frame, brick veneer structure with flames coming from the second story front window. With fire attack and search assignments underway, truck 1 was assigned vertical ventilation.
Full-time employee Truck 1 crew members FF Don Hall (Mage 34), FF Brenda Potts (F 27), and Capt. Earl Schneider (M52) successfully completed the ventilation assignment. While exiting the roof at approximately 25 minutes into the incident, Capt. Schneider slipped on a loose shingle. He immediately lost his balance and fell directly to the roof. The pitch of the roof was such that Capt. Schneider began sliding toward the edge. Capt. Schneider was not using the roof ladder in place according to department SOPs' at the time of the fall. When Capt. Schneider fell to the roof deck, his helmet became dislodged, but remained on his head as a result of a loose fitting chin strap fastened underneath his chin. Capt. Schneider was "on air" at the time. He slid off the edge of the roof and fell to the ground from the second story roof level – approximately 20'. He landed on his left shoulder and was in severe pain. Paramedics from Med 3 rushed to his aid, removed him from immediate danger of continued firefighting efforts, and began to remove his protective clothing to better examine his injury. Medics treated Capt. Schneider for his shoulder injury and transported him to the hospital where he was diagnosed and treated for a fractured clavicle. The doctor did not allow Capt. Schneider to return to work for at least 3 weeks after the incident. At time, he was assigned to light duty for 6 weeks teaching in-service classes on the importance of utilizing a roof ladder when working on a roof.

PREPARATION & EQUIPMENT
Policies and procedures document(s)
Selected scenario
FIDO drop down menu screen shots

Employment Status of Injured Firefighter Drop Down Menu



Type of Injury Drop Down Menu 1 of 5



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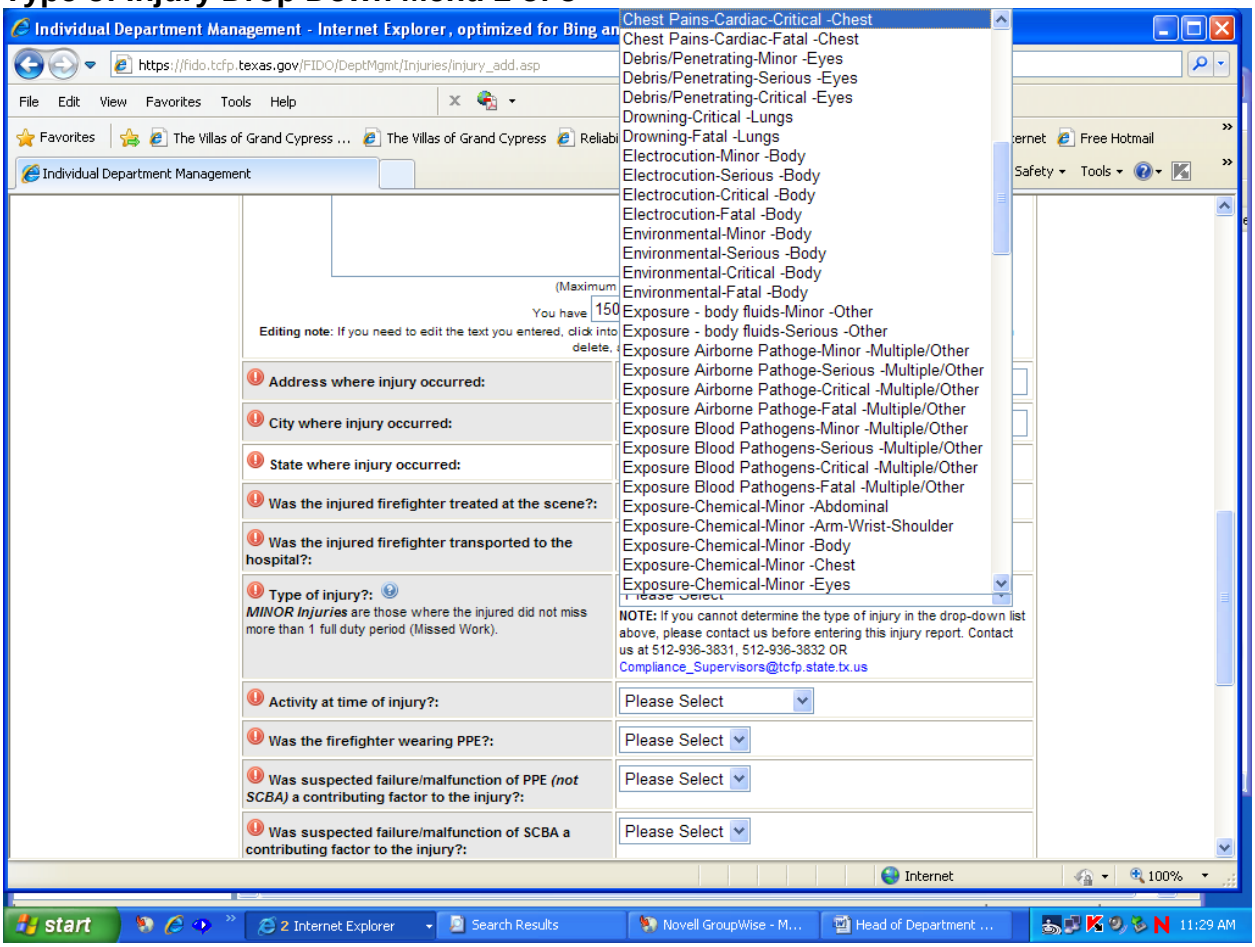

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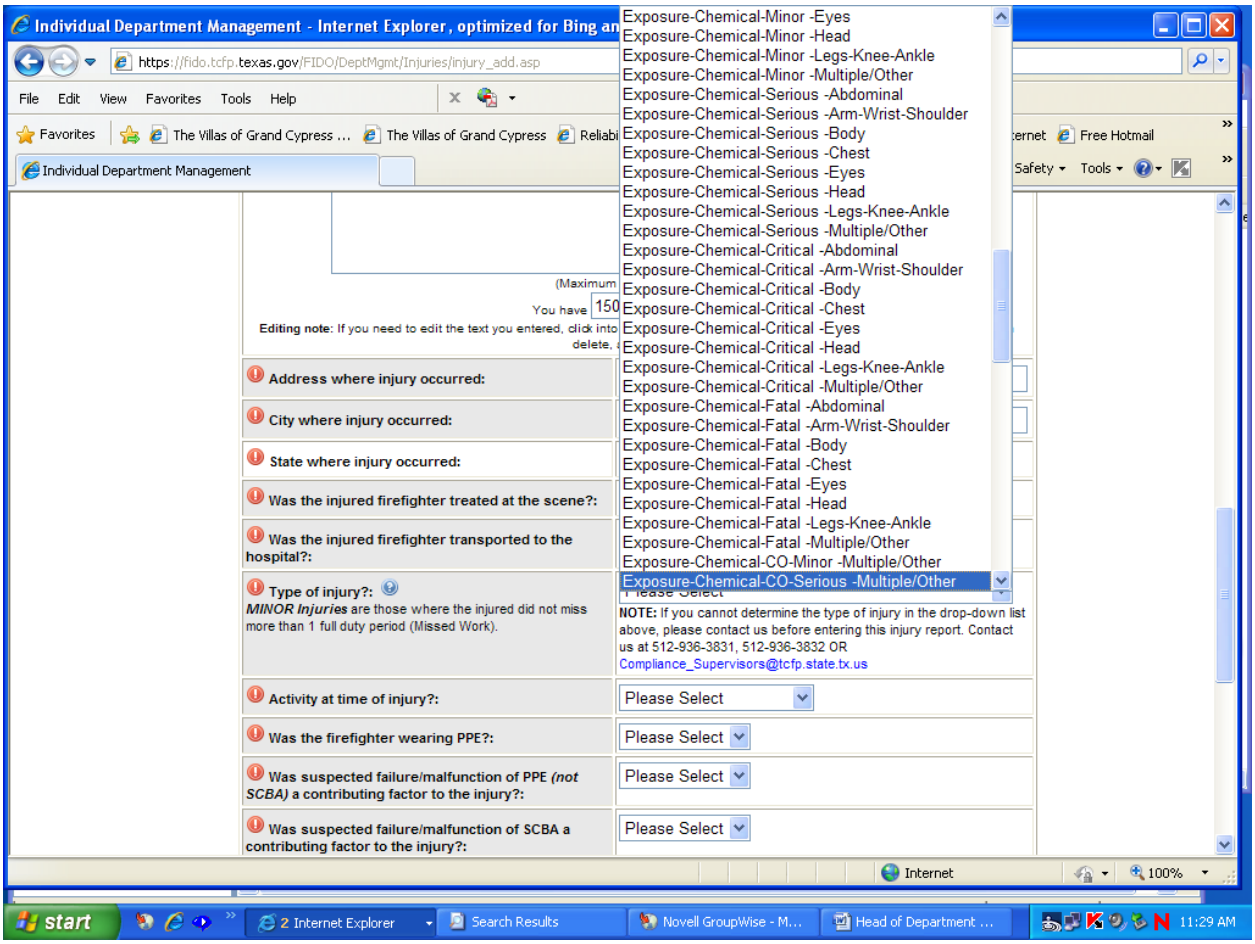
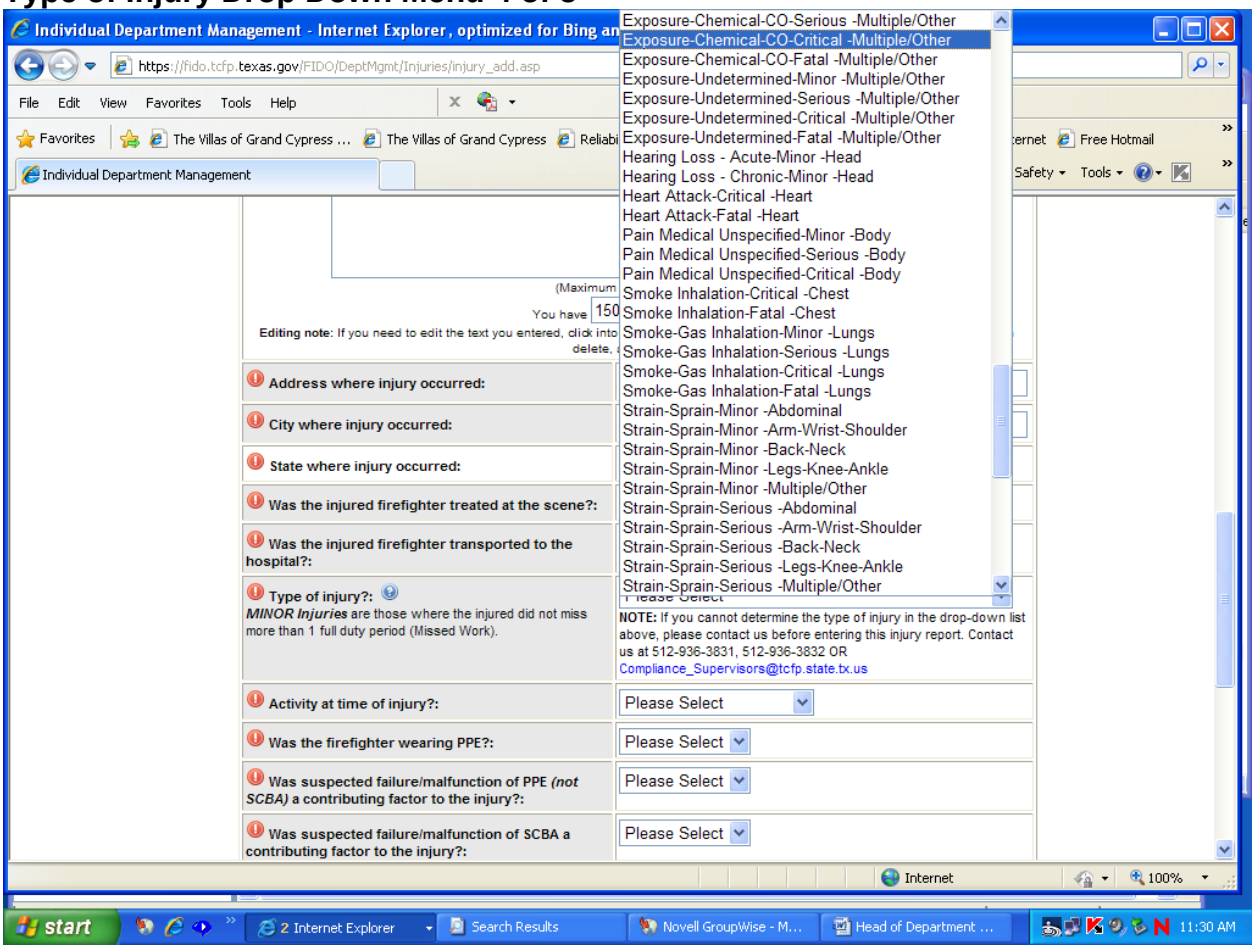
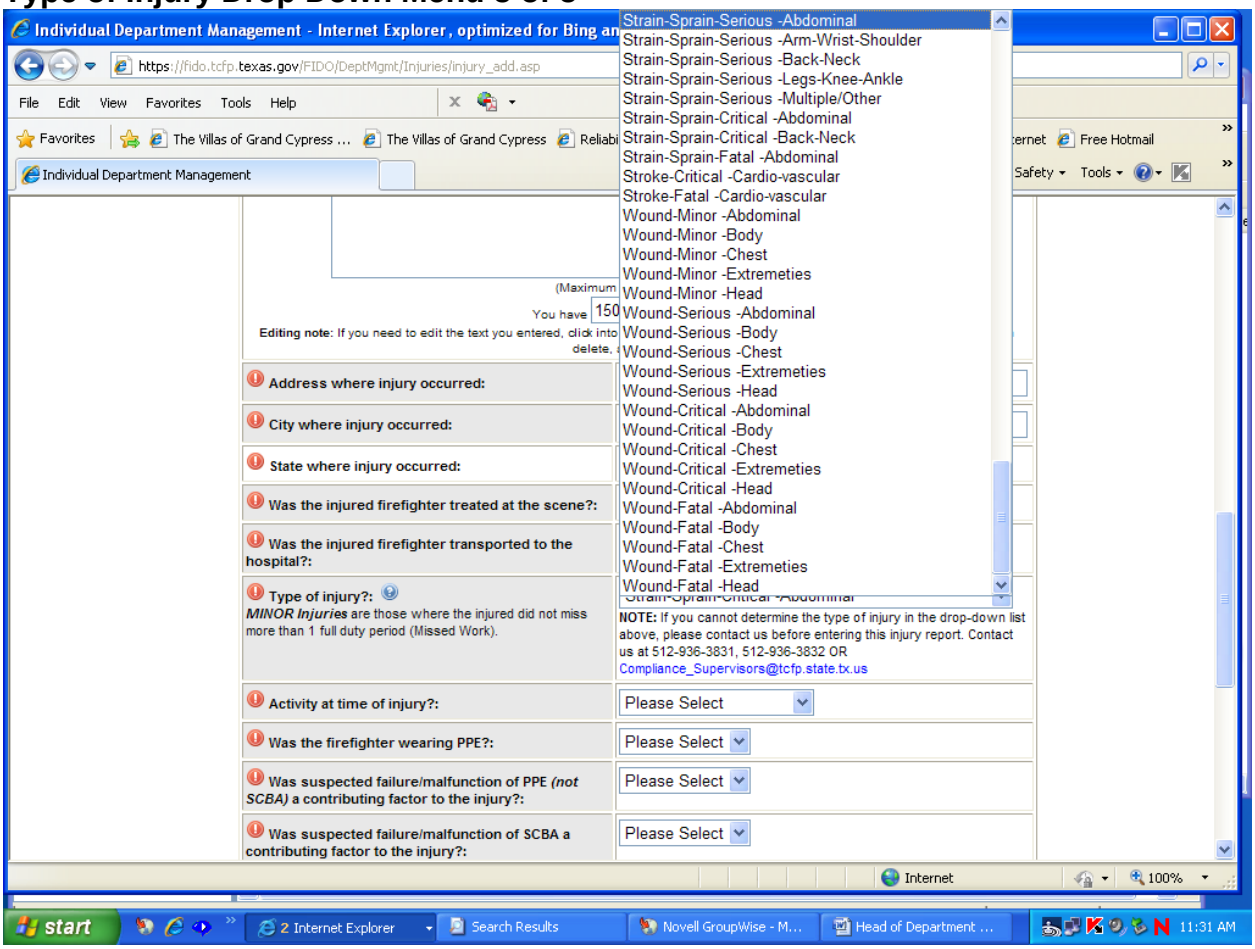


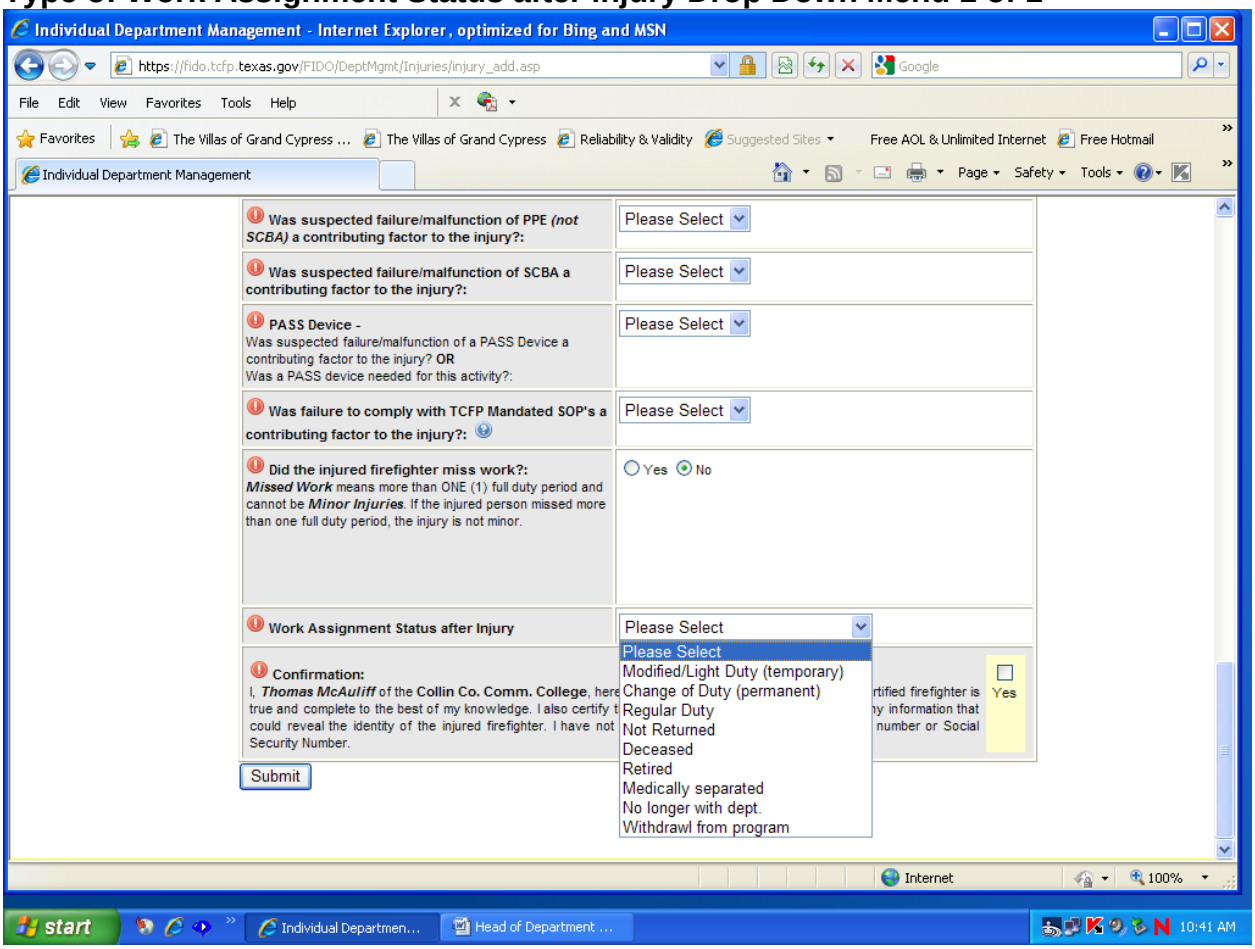
Type of Injury Drop Down Menu 4 of 5



Type of Injury Drop Down Menu 5 of 5



Type of Work Assignment Status after injury Drop Down Menu 1 of 1



Candidate: _____ Notes:_____

Training Provider: _____ _____

Test Site: _____ _____

Examiner: _____ _____

	TEST		**RETEST**	
Complete an Injury Report # 1	**PASS**	**FAIL**	**PASS**	**FAIL**
Complete an Injury Report using the FIDO criteria based on the scenario provided.				
The candidate:	**S**	**U**	**S**	**U**
a) Correctly responded to all areas of the FIDO incident report				
b) Utilized drop down menu selections				
c) Provided adequate information in the general description of the incident				

Examiner/Candidate Comments:

_____

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_____

_____

_____

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

_____ _____
Certifying Examiner Date

_____ _____
Re-Test Certifying Examiner Date

Overall Skill Sheet Score Pass ☐ Fail ☐
Overall Skill Sheet Re-Test Score Pass ☐ Fail ☐

Head of a Fire Department-Skill Number 2
Commission Members and Staff

PERFORMANCE STANDARD **Section 1201-1.4**

OBJECTIVE
Identify each of the members of the Texas Commission on Fire Protection and agency administrative staff members.

INSTRUCTIONS - procedures for achieving the objective
Using the form provided, identify each of the 13 members of the Texas Commission on Fire Protection as listed on the TCFP "Contact Us" web site link http://www.tcfp.texas.gov/home/contacts.asp . Additionally, identify the staff members in the following positions: Executive Director, Fire Service Standards Director, Compliance Manager, Educational and Professional Development Manager, and the Compliance Officer for the regional office located nearest your department.

PREPARATION & EQUIPMENT
Computer with Web Access to TCFP web site

Candidate: _____

Examiner: _____

Notes:_____

_____

_____

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_____

		TEST		**RETEST**	
Identifying Commission Members and Staff		**PASS**	**FAIL**	**PASS**	**FAIL**
Identify each of the members of the Texas Commission on Fire Protection and agency administrative staff members.					
The candidate identified the following:	***Enter Candidate Response in this Column***	**S**	**U**	**S**	**U**
a) Presiding Officer for TCFP					
b) Commissioner					
c) Commissioner					
d) Commissioner					
e) Commissioner					
f) Commissioner					
g) Commissioner					
h) Commissioner					
i) Commissioner					
j) Commissioner					
k) Commissioner					
l) Commissioner					
m) Commissioner					
n) TCFP Executive Director					
o) Fire Service Standards Director					

p) Compliance Manager					
q) Educational and Professional Development Manager					
r) Compliance Officer at nearest regional office					

Examiner/Candidate Comments:

_____

_____

_____

_____

_____

_____

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

_____ Certifying Examiner	_____ Date	Overall Skill Sheet Score Pass ☐ Fail ☐
_____ Re-Test Certifying Examiner	_____ Date	Overall Skill Sheet Re-Test Score Pass ☐ Fail ☐

Head of a Fire Department -Skill Number 4
Arson Investigator Level Certification Requirements

PERFORMANCE STANDARD **Section 1201-2.1.3**

OBJECTIVE
Identify requirements for Arson Investigation Personnel as outlined in Chapter TAC 431.

INSTRUCTIONS - procedures for achieving the objective
Using the TCFP web site as a reference, complete the information in the space provided below by identifying the requirements for Arson Investigation Personnel.

PREPARATION & EQUIPMENT
Computer and web access to the TCFP web site

Candidate: _____

Examiner: _____

Notes:_____

_____

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_____

		TEST		**RETEST**	
Arson Investigation Personnel Requirements		**PASS**	**FAIL**	**PASS**	**FAIL**
Identify requirements for Arson Investigation Personnel as outlined in Chapter TAC 435.					
The candidate identified:	***Enter Candidate Response in this Column***	**S**	**U**	**S**	**U**
a) Certification time frame from the date of initial appointment as Arson Investigation personnel					
b) Training program requirement					

c) Additional state license requirement for certification					

Examiner/Candidate Comments:

_____

_____

_____

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

_____ Certifying Examiner	_____ Date	Overall Skill Sheet Score Pass ☐ Fail ☐
_____ Re-Test Certifying Examiner	_____ Date	Overall Skill Sheet Re-Test Score Pass ☐ Fail ☐

Head of a Fire Department -Skill Number 3
Master Level Certification Requirements

PERFORMANCE STANDARD **Section 1201-___**

OBJECTIVE
Identify requirements for Master Structure Fire Protection Personnel as outlined in Chapter TAC 435.

INSTRUCTIONS - procedures for achieving the objective
Using the TCFP web site as a reference, complete the information in the space provided below by identifying the requirements for Master Structural Fire Protection Personnel.

PREPARATION & EQUIPMENT
Computer and web access to the TCFP web site

Candidate: _____ Notes:_____

_____

Examiner: _____ _____

_____

		TEST		**RETEST**	
Master Structural Fire Protection Personnel Requirements		**PASS**	**FAIL**	**PASS**	**FAIL**
Identify requirements for Master Structure Fire Protection Personnel as outlined in Chapter TAC 435.					
The candidate identified:	***Enter Candidate Response in this Column***	**S**	**U**	**S**	**U**
a) Prerequisite level of certification					

b) Number of years of fire protection experience					
c) Number of college semester hours					
d) Number of college semester hours in fire science subjects					
e) Acceptable degree in lieu of college semester hours					

Examiner/Candidate Comments:

_____

_____

_____

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

_____	_____	Overall Skill Sheet Score
Certifying Examiner	Date	Pass ☐ Fail ☐
_____	_____	Overall Skill Sheet Re-Test Score
Re-Test Certifying Examiner	Date	Pass ☐ Fail ☐