

# **CERTIFICATION CURRICULUM MANUAL**

## **CHAPTER TWELVE**

### **HEAD OF A FIRE DEPARTMENT**

**2013 Edition**

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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 website: [www.tcfp.texas.gov](http://www.tcfp.texas.gov)

## **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 operation 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.
  - 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 the 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](mailto: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.

### 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).
- 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.marshall@tdi.texas.gov](mailto:fire.marshall@tdi.texas.gov).

#### 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.

### 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](#).
- 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, III, and IV. The standards for these certifications are in [Chapter 451](#). The fire officer curricula 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.

#### 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 which 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 of 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).
- 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** [Applying 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 personnel are coming to Texas from a non-IFSAC jurisdiction, 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's web site.

### 1201-2.7 **Courage to be Safe Resources**

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
- 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's 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.*
- [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 is 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 officers 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.

### **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 421](#) Standards for Certification**

**1201-7.1.4 [Chapter 423](#) Fire Suppression**

**1201-7.1.5 [Chapter 425](#) Fire Service Instructors**

**1201-7.1.6 [Chapter 427](#) Training Facility Certification**

**1201-7.1.7 [Chapter 429](#) Minimum Standards for Fire Inspectors**

**1201-7.1.8 [Chapter 431](#) Fire Investigation**

**1201-7.1.9 [Chapter 433](#) Minimum Standards for Driver/Operator-Pumper**

**1201-7.1.10 [Chapter 435](#) Fire Fighter Safety**

**1201-7.1.11 [Chapter 437](#) Fees**

**1201-7.1.12 [Chapter 439](#) Examinations for Certification**

**1201-7.1.13 [Chapter 441](#) Continuing Education**

**1201-7.1.14 [Chapter 443](#) Certification Curriculum Manual**

**1201-7.1.15 [Chapter 445](#) Administrative Inspections and Penalties**

**1201-7.1.16 [Chapter 447](#) Part-Time Fire Protection Employee**

**1201-7.1.17 [Chapter 449](#) Head of a Fire Department**

1201-7.1.18 [Chapter 451](#) Fire Officer

1201-7.1.19 [Chapter 453](#) Minimum Standards for Hazardous Materials  
Technician

1201-7.1.20 [Chapter 455](#) Minimum Standards for Wildland Fire Protection  
Certification

1201-7.1.21 [Chapter 457](#) Minimum Standards for Incident Safety Officer  
Certification

1201-7.1.22 [Chapter 491](#) Voluntary Regulation of State Agencies and State  
Agency Employees

1201-7.1.23 [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

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.

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

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

**STANDARDS REVIEW ASSIGNMENT**

**Section 1201**

**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. Include the completed Injury Report Form in your 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 (male 34), FF Brenda Potts (female 27), and Capt. Earl Schneider (male 52) 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. During that 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.

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

**PREPARATION & EQUIPMENT**

Policies and procedures document(s)

Scenario

FIDO drop down menu screen shots

The injury reporting on-line form is not a numbered form; the numbers have been added to assist you in a step-by-step guide to preparing an injury report.

# TEXAS COMMISSION ON FIRE PROTECTION

## Head of a Fire Department


### Standards Review Assignment

#### Injury Report Form

<b>IMPORTANT – READ THIS FIRST :</b> Do not put any information that could be used to personally identify an injured fire fighter on this form. Do not use full, partial or nicknames. Do not put in their PIN or SSN numbers. This is a Public Record and is subject to release to the general public.				
<span style="color: red;">!</span> = Required field				
<span style="color: red;">!</span> <b>Date of Injury – MM/DD/YYYY</b>	1.			
<span style="color: red;">!</span> <b>Time of Injury</b> Use military time (24 hour clock)	Hour	2.	Min	3. <input type="text"/> Select nearest time
<span style="color: red;">!</span> <b>Gender of Injured Fire Fighter</b>	4. <input type="text"/>			
<span style="color: red;">!</span> <b>Age of Injured Fire Fighter</b>	5. <input type="text"/>			
<span style="color: red;">!</span> <b>Employment Status of Injured Fire Fighter</b>	6. <input type="text"/>			
<span style="color: red;">!</span> <b>Give a BRIEF general description of the incident</b>				
Do not cut & paste or use HTML. Write in normal sentences and be brief (4 or 5 sentences). Just tell what happened in a short way. <i>Editing note: If you need to edit the text you entered, click into the box and then use your arrow keys to position your cursor. You can delete, add or update.</i>				
7. <input style="width: 100%; height: 100%;" type="text"/>				
<span style="color: red;">!</span> <b>Address where injury occurred:</b>		8. <input type="text"/>		
<span style="color: red;">!</span> City where injury occurred:		9. <input type="text"/>		
<span style="color: red;">!</span> State where injury occurred: <span style="float: right;">Please Select</span>		10. <input type="text"/>		
<span style="color: red;">!</span> Was the injured firefighter treated at the scene? <span style="float: right;">Please Select</span>		11. <input type="text"/>		
<span style="color: red;">!</span> Was the injured firefighter transported to the hospital? Please Select		12. <input type="text"/>		
<span style="color: red;">!</span> Type of injury?:		Please Select	13. <input type="text"/>	
MINOR Injuries are those where the injured did not miss more than 1 full duty period (Missed Work).		<b>NOTE:</b> If you cannot determine the type of injury in the drop-down list above, please contact us before entering this injury report. Contact us at 512-936-3831, 512-936-3832 or <a href="mailto:Injuries@tcfp.texas.gov">Injuries@tcfp.texas.gov</a>		
<span style="color: red;">!</span> <b>Activity at time of injury?:</b>		Please Select	14. <input type="text"/>	
<span style="color: red;">!</span> <b>Was the firefighter wearing PPE?:</b>		Please Select	15. <input type="text"/>	
<span style="color: red;">!</span> <b>Was suspected failure / malfunction of PPE (not SCBA) a contributing factor to the injury?:</b>		Please Select	16. <input type="text"/>	
<span style="color: red;">!</span> <b>Pass Device – Was suspected failure/malfunction of a PASS Device a contributing factor to the injury? OR Was a PASS device needed for this activity?:</b>		Please Select	17. <input type="text"/>	
<span style="color: red;">!</span> <b>Was failure to comply with TCFP Mandated SOP's a contributing factor to the injury?:</b>		Please Select	18. <input type="text"/>	
<span style="color: red;">!</span> <b>Did the injured firefighter miss work?:</b> Missed Work means more than ONE (1) full duty period and cannot be Minor Injuries. If the injured person missed more than one full duty period the injury is not minor.			Yes	19. <input type="text"/>
			No	20. <input type="text"/>
<span style="color: red;">!</span> <b>Work Assignment Status after Injury</b>		Please Select	21. <input type="text"/>	
<span style="color: red;">!</span> <b>Confirmation:</b>		Yes	22. <input type="text"/>	
I, _____ of the _____, hereby certify that this report of injury to the certified firefighter is true and complete to the best of my knowledge. I also certifi. that I understand that I am not to disclose any information that could reveal the identity of the injured firefighter. I have not entered the injured firefighter's name, PIN number or Social Security Number.				Submit 23. <input type="text"/>

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

**Injury Reporting Guidelines**

1. This field is for the date the injury occurred and can be entered by clicking on the calendar icon and choosing the date from the calendar.
2. The hour time the injury should be entered by choosing the appropriate time using the drop down arrow using a 24 hour clock.
3. The time in minutes should also be entered by using the drop down arrow to the nearest 15 minutes.
4. The gender of the fire fighter can be selected using the drop down arrow or entering either F or M.
5. The age of the fire fighter should be selected using the drop down arrow selecting the correct age.
6. The Employment Status of Injured Fire Fighter should be selected from the drop down arrow – choosing either Full Time, Part Time, Volunteer, Student or Trainee
7. BRIEF description – This text box is for the department to provide information regarding the injury. This text should NOT include names (individual, department, organizations, hospitals, etc) Clicking on the  will take pull up the rule reference for Injury Reporting, Chapter 435.23 – Please provide answers to the following questions:
  - What specific actions was the individual performing at the time of the injury? (lifting, walking, advancing hose, pulling ceiling)
  - What PPE was the individual wearing /using at the time of the injury? (bunker gear, gloves, back belt, SCBA)
  - What body part(s) was injured? (back, neck, shoulder)
  - In your opinion (injured individual), what was the cause or contributing factors leading to this injury? (improper use of PPE, poor fitting PPE, poor lifting technique, environment too hot-flashover). This will help us determine what areas may need more training for the fire service as a whole.
  - What was the FF exposed to, what exposure (if known)
8. Address – provide the street address or nearest street intersections where injury occurred.
9. City – provide the name of the city, where the injury occurred.
10. State – Most injuries will be in Texas, however, you may have firefighters in training; responding to nearby incidents, which may be across a state line or

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

to a TIFMAS response. Do post injuries occurring outside Texas for your firefighters. Choose the appropriate state from the drop down list.

11. Treated at the scene – choose either Yes or No using the drop down arrow.
12. Transported to hospital – choose either Yes or No using the drop down arrow.
13. Type of Injury – The injury type includes not only the type of injury, but is an inclusive entry where you will select from a list including type, body part injured, and severity of the injury. Below is a list of injury types contained in the list when you click on the drop down list, plus an explanation to assist with determining the appropriate type classification.

Following the Injury Type List, you will find explanation regarding injury severity to assist you in determining the appropriate severity level for the injury.

- **Burns (listed as "burn," but we are looking for the type of burn)**
  - Burns, thermal - due to a heat source such as flame or contact with a hot object.
  - Burn, scald or steam.
  - Burn, chemical.
  - Burn, electric.
- **Environmental**  
Examples include: dehydration, heat exhaustion, heat stroke, poison ivy, drowning, and frostbite.
- **Exposure Airborne Pathogen**  
Atmospheric disbursed contaminant. Examples include: meningitis, TB, Strep, influenza, fungus, bacterial pneumonia (lungs) cough and asbestos.
- **Exposure Blood-borne Pathogen**  
Fluid or liquid based contaminant. Examples include: needle sticks, Staph, Hepatitis C, and ringworm.
- **Exposure Body Fluids**  
Bodily Fluids (spit, sneeze, vomit and saliva).
- **Exposure Chemical**  
Examples include: pesticides, hydrogen sulfide, and fire fighting foam, gasoline, propane and natural gas and chlorine.
- **Hearing Loss**
  - Chronic – long term. Examples include: long term exposure to sirens.
  - Acute – short term. Examples include: exposure to loud speakers at a concert or shooting from a firearm.

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

- **Pain Medical Unspecified**  
Injuries that are not trauma related or any other medical condition that has not been medically determined by a health care practitioner, Examples include: food poisoning, gall bladder, kidney stones, flu, transient ischemic attack (TIA), appendicitis and non-specific allergic reaction.
- **Wound**  
Soft tissue injuries. Examples include: scrapes, cuts, contusions and bruises and choking.

<b>Injury Type List</b>
Bites-Stings-Minor-Arm-Wrist-Shoulder
Bites-Stings-Minor-Body
Bites-Stings-Minor-Head
Bites-Stings-Minor-Legs-Knee-Ankle
Bites-Stings-Serious-Arm-Wrist-Shoulder
Bites-Stings-Serious-Body
Bites-Stings-Serious-Head
Bites-Stings-Serious-Legs-Knee-Ankle
Bites-Stings-Critical-Arm-Wrist-Shoulder
Bites-Stings-Critical-Body
Bites-Stings-Critical-Head
Bites-Stings-Critical-Legs-Knee-Ankle
Bites-Stings-Fatal-Arm-Wrist-Shoulder
Bites-Stings-Fatal-Body
Bites-Stings-Fatal-Head
Bites-Stings-Fatal-Legs-Knee-Ankle
Bites-Stings-Minor-Arm-Wrist-Shoulder
Bites-Stings-Minor-Body
Bites-Stings-Minor-Head
Bites-Stings-Minor-Legs-Knee-Ankle
Bites-Stings-Serious-Arm-Wrist-Shoulder
Bites-Stings-Serious-Body
Bites-Stings-Serious-Head
Bites-Stings-Serious-Legs-Knee-Ankle
Broken Bones-Minor-Non-spinal
Broken Bones-Serious-Non-spinal
Broken Bones-Critical-Non-spinal
Broken Bones-Fatal-Non-spinal
Broken Spine-Neck-Critical-Spinal
Broken Spine-Neck-Fatal-Spinal

**TEXAS COMMISSION ON FIRE PROTECTION**  
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Standards Review Assignment

Burns-Minor-Epidural
Burns-Serious-Epidural
Burns-Critical-Epidural
Burns-Fatal-Epidural
Chest Pains-Cardiac-Minor-Chest
Chest Pains-Cardiac-Serious-Chest
Chest Pains-Cardiac-Critical-Chest
Chest Pains-Cardiac-Fatal-Chest
Debris/Penetrating-Minor-Eyes
Debris/Penetrating-Serious-Eyes
Debris/Penetrating-Critical-Eyes
Drowning-Critical-Lungs
Drowning-Fatal-Lungs
Electrocution-Minor-Body
Electrocution-Serious-Body
Electrocution-Critical-Body
Electrocution-Fatal-Body
Environmental-Minor-Body
Environmental-Serious-Body
Environmental-Critical-Body
Environmental-Fatal-Body
Exposure - body fluids-Minor-Other
Exposure - body fluids-Serious-Other
Exposure Airborne Pathogen-Minor-Multiple/Other
Exposure Airborne Pathogen-Serious-Multiple/Other
Exposure Airborne Pathogen-Critical-Multiple/Other
Exposure Airborne Pathogen-Fatal-Multiple/Other
Exposure Blood Pathogens-Minor-Multiple/Other
Exposure Blood Pathogens-Serious-Multiple/Other
Exposure Blood Pathogens-Critical-Multiple/Other
Exposure Blood Pathogens-Fatal-Multiple/Other
Exposure-Chemical-Minor-Abdominal
Exposure-Chemical-Minor-Arm-Wrist-Shoulder
Exposure-Chemical-Minor-Body
Exposure-Chemical-Minor-Chest
Exposure-Chemical-Minor-Eyes
Exposure-Chemical-Minor-Head
Exposure-Chemical-Minor-Legs-Knee-Ankle
Exposure-Chemical-Minor-Multiple/Other
Exposure-Chemical-Serious-Abdominal
Exposure-Chemical-Serious-Arm-Wrist-Shoulder



**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

Exposure-Chemical-Serious-Body
Exposure-Chemical-Serious-Chest
Exposure-Chemical-Serious-Eyes
Exposure-Chemical-Serious-Head
Exposure-Chemical-Serious-Legs-Knee-Ankle
Exposure-Chemical-Serious-Multiple/Other
Exposure-Chemical-Critical-Abdominal
Exposure-Chemical-Critical-Arm-Wrist-Shoulder
Exposure-Chemical-Critical-Body
Exposure-Chemical-Critical-Chest
Exposure-Chemical-Critical-Eyes
Exposure-Chemical-Critical-Head
Exposure-Chemical-Critical-Legs-Knee-Ankle
Exposure-Chemical-Critical-Multiple/Other
Exposure-Chemical-Fatal-Abdominal
Exposure-Chemical-Fatal-Arm-Wrist-Shoulder
Exposure-Chemical-Fatal-Body
Exposure-Chemical-Fatal-Chest
Exposure-Chemical-Fatal-Eyes
Exposure-Chemical-Fatal-Head
Exposure-Chemical-Fatal-Legs-Knee-Ankle
Exposure-Chemical-Fatal-Multiple/Other
Exposure-Chemical-CO-Minor-Multiple/Other
Exposure-Chemical-CO-Serious-Multiple/Other
Exposure-Chemical-CO-Critical-Multiple/Other
Exposure-Chemical-CO-Fatal-Multiple/Other
Exposure-Undetermined-Minor-Multiple/Other
Exposure-Undetermined-Serious-Multiple/Other
Exposure-Undetermined-Critical-Multiple/Other
Exposure-Undetermined-Fatal-Multiple/Other
Hearing Loss - Acute-Minor-Head
Hearing Loss - Acute-Serious-Head
Hearing Loss - Chronic-Minor-Head
Heart Attack-Critical-Heart
Heart Attack-Fatal-Heart
Pain Medical Unspecified-Minor-Body
Pain Medical Unspecified-Serious-Body
Pain Medical Unspecified-Critical-Body
Smoke Inhalation-Critical-Chest
Smoke Inhalation-Fatal-Chest
Smoke-Gas Inhalation-Minor-Lungs

**TEXAS COMMISSION ON FIRE PROTECTION**  
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Standards Review Assignment

Smoke-Gas Inhalation-Serious-Lungs
Smoke-Gas Inhalation-Critical-Lungs
Smoke-Gas Inhalation-Fatal-Lungs
Strain-Sprain-Minor-Abdominal
Strain-Sprain-Minor-Arm-Wrist-Shoulder
Strain-Sprain-Minor-Back-Neck
Strain-Sprain-Minor-Legs-Knee-Ankle
Strain-Sprain-Minor-Multiple/Other
Strain-Sprain-Serious-Abdominal
Strain-Sprain-Serious-Arm-Wrist-Shoulder
Strain-Sprain-Serious-Back-Neck
Strain-Sprain-Serious-Legs-Knee-Ankle
Strain-Sprain-Serious-Multiple/Other
Strain-Sprain-Critical-Abdominal
Strain-Sprain-Critical-Back-Neck
Strain-Sprain-Fatal-Abdominal
Stroke-Critical-Cardio-vascular
Stroke-Fatal-Cardio-vascular
Wound-Minor-Abdominal
Wound-Minor-Body
Wound-Minor-Chest
Wound-Minor-Extremities
Wound-Minor-Head
Wound-Serious-Abdominal
Wound-Serious-Body
Wound-Serious-Chest
Wound-Serious-Extremities
Wound-Serious-Head
Wound-Critical-Abdominal
Wound-Critical-Body
Wound-Critical-Chest
Wound-Critical-Extremities
Wound-Critical-Head
Wound-Fatal-Abdominal
Wound-Fatal-Body
Wound-Fatal-Chest
Wound-Fatal-Extremities
Wound-Fatal-Head

**Severity levels**

**Minor** – the injured individual does not miss more than one full duty period.

# TEXAS COMMISSION ON FIRE PROTECTION

## Head of a Fire Department


### Standards Review Assignment

**Serious** - the injured individual misses at least one full duty period but does not require admission to the hospital for care or observation. (The individual may go to the hospital for minor treatment, such as sutures, IV hydration, etc.). The individual may either not return to duties or return to modified/light duty or have a change of duty.

**Critical** - the injured individual misses at least one full duty period and is admitted to the hospital for care or observation. (Hospital stays typically result in overnight stays or hospital admission for more than 12 hours. Exceptions may apply during flu seasons, disaster declarations, or when hospitals beds are unavailable.)

14. Activity at time of injury. The choices available from the drop down arrow are:
- **EMS** – whether a department handles first response on the fire side or has a specific EMS division.
  - **Fire prevention** – inspections, pre-fire planning, public education, fire investigations.
  - **Fire suppression** – structure fires, car fires, smoke investigations.
  - **Rescue–Fire** – fire-related rescues (during a fire event).
  - **Rescue–NonFire** – swift water, confined space, trench, extrication and other rescues.
  - **Skills training** – classroom, physical drills, air consumption testing
  - **Responding TO** – tone or notification of incident, preparation to respond, responding to a scene and arriving on-scene. Once an individual starts another task (pulling hose, walk around), the individual is no longer "Responding TO" because his or her activities have shifted to suppression, etc.
  - **Returning FROM** – back on the apparatus and leaving scene, traveling back to the station or the assignment prior to the call, parking apparatus. Once the apparatus is parked and the individual starts another assignment (such as placing equipment back in service), the individual is no longer "Returning FROM."
  - **Station duties** – any activity done around the station, not an emergency response activity. Examples include checking apparatus, moving apparatus, checking hydrants, or maintaining the station (mowing, cleaning bays, house-keeping, etc.).
  - **Wellness/Fitness** – performing physical fitness training or fit-for-duty testing, etc.
15. Wearing PPE – Was the firefighter wearing the appropriate PPE for the incident? Choose Yes or No from the drop down list.

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

16. Failure/malfunction of PPE – If failure or malfunction of PPE is suspected, indicate - Yes. The Commission will contact the department for clarification, if necessary.
17. Failure/malfunction of PASS Device – If failure or malfunction of the PASS Device is suspected, indicate - Yes. The Commission will contact the department for clarification, if necessary.
18. Complying with TCFP SOP's – The Commission's policy in dealing with departmental SOP issues is for the department to indicate in the description field (7.) that the compliance issue is being dealt with departmentally, if the Commission has a question, we will contact the department for any additional information needed. Clicking on the  will take pull up the rule reference for Injury Reporting, Chapter 435.
19. Missing work – Did your fire fighter miss work? If the individual misses work based on the criteria below, choose - Yes.
  - 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.
  - Example: an individual who sustained an injury returns to work on their normally assigned duty period, but the department temporarily assigns the individual to modified or light duty (temporary) rather than their normal, pre-injury duty. This person has sustained a lost time injury.
  - A duty period may be a 24-hour shift, an eight-hour shift, or anything in between.
  - Since fire departments often do not schedule fire protection personnel for 8-5 shifts, here is an example of not missing work: An individual is working a 24-on/48-off rotating shift schedule with a shift change at 0700 hours. The individual sustains an injury at 1500 hours and leaves for the remainder of the shift. The individual reports back to full duty at his next scheduled shift (at 0700) and completes his normal duty assignment. For reporting purposes, this individual has NOT missed work. If, on the other hand, this individual does not return for their next scheduled shift, they have sustained a lost time injury. If this same individual does not return to work due to a previously scheduled vacation, Kelly day, etc., but returns to work following the scheduled time off, he or she has NOT sustained a lost time injury.
20. Missing work – No, if the individual did not miss work, based on the criteria above, choose - No.

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

21. Work Assignment Status after Injury –
- **Change of duty (permanent)** – the individual does not report back to his or her original work assignment, the department assigns new duties. (An example: Prior to an injury, the individual was assigned to suppression, but after the injury is assigned to training as his or her new permanent duty.)
  - **Deceased**
  - **Medically separated** - the non-punitive, non-disciplinary process of removing a recovering employee from a position of employment with the city pursuant to Section 143.1115 of the Texas Local Government Code OR employees that may be separated due to the fact that they cannot perform the duties as hired.
  - **Modified/Light (temporary)** – the individual performs other duties then original duties prior to the injury. This could include light administrative work, but not his or her normal assigned duties. (This was previously called "restricted duty.")
  - **No longer with department** - whether resigned or terminated.
  - **Not returned** – the individual has not returned to work and is still on leave.
  - **Regular duty** – the individual performs the same assigned duties as prior to injury.
  - **Retired** - the individual retires.
22. Confirmation – This attests that the injury report is true and factual and contains no identifying information.
23. Submit – Clicking on Submit completes the injury report submission.



**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

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

**STANDARDS REVIEW ASSIGNMENT**

**Section 1201**

**OBJECTIVE**

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

**INSTRUCTIONS - procedures for achieving the objective**

Using the form provided, identify each of the thirteen members of the Texas Commission on Fire Protection as listed on the TCFP "Contact Us" website link <http://www.tcfp.texas.gov/home/contacts.asp> . Additionally, identify the staff members who currently hold the following positions: Executive Director, Compliance Manager, Educational and Professional Development Supervisor, Training Approval and Testing Supervisor, and the Compliance Officer for the regional office located nearest your department.

**PREPARATION & EQUIPMENT**

Computer with web access to TCFP website

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

Notes: \_\_\_\_\_

Candidate: \_\_\_\_\_

Examiner: \_\_\_\_\_

		TEST		RETEST	
<b>HOD Skill #2 – Identifying Commission Members and Staff</b>		PASS	FAIL	PASS	FAIL
Identify each of the members of the Texas Commission on Fire Protection and some key agency administrative staff members.		<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Please identify the following:</b>	<b>Enter your responses in this column</b>	(Leave these columns blank – to be filled in by your compliance officer.)			
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) Compliance Manager					
p) Educational and Professional Development Supervisor					
q) Training Approval and Testing Supervisor					
r) Compliance Officer at nearest regional office					



**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

**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 <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

**Head of a Fire Department-Skill Number 3**  
Arson Investigator Level Certification Requirements

**STANDARDS REVIEW ASSIGNMENT**

**Section 1201**

**OBJECTIVE**

Identify requirements for Arson Investigation Personnel as outlined in TCFP's *Standards Manual for Fire Protection Personnel*, Chapter 431 "Fire Investigation."

**INSTRUCTIONS - procedures for achieving the objective**

Using the TCFP website as a reference, complete the information in the spaces provided on the following page by identifying the requirements for Arson Investigation Personnel.

**PREPARATION & EQUIPMENT**

Computer and web access to the TCFP website

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

Candidate: \_\_\_\_\_

Examiner: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

		TEST		RETEST	
<b>HOD Skill #3 – Arson Investigation Personnel Requirements</b>		PASS	FAIL	PASS	FAIL
Identify requirements for Arson Investigation Personnel as outlined in TCFP's <i>Standards Manual for Fire Protection Personnel</i> , Chapter 431 "Fire Investigation."		<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Please identify:</b>	<b>Enter your responses in this column</b>	(Leave these columns blank – to be filled in by your compliance officer.)			
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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

**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 <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

**Head of a Fire Department-Skill Number 4**  
Master Level Certification Requirements

**STANDARDS REVIEW ASSIGNMENT**

**Section 1201**

**OBJECTIVE**

Identify the requirements for Master Structure Fire Protection Personnel as outlined in TCFP's *Standards Manual for Fire Protection Personnel*, Chapter 423 "Fire Suppression."

**INSTRUCTIONS - procedures for achieving the objective**

Using the TCFP website as a reference, identify the requirements for Master Structural Fire Protection Personnel in the spaces provided in the following chart.

**PREPARATION & EQUIPMENT**

Computer and web access to the TCFP website

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

Notes: \_\_\_\_\_

Candidate: \_\_\_\_\_

\_\_\_\_\_

Examiner: \_\_\_\_\_

\_\_\_\_\_

		<u>TEST</u>		<u>RETEST</u>	
<b>HOD Skill #4 – Master Structural Fire Protection Personnel Requirements</b>		<b>PASS</b>	<b>FAIL</b>	<b>PASS</b>	<b>FAIL</b>
Identify requirements for Master Structure Fire Protection Personnel as outlined in TCFP's <i>Standards Manual for Fire Protection Personnel</i> , Chapter 423 "Fire Suppression."		<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
<b>Please identify the following:</b>	<b>Enter your responses in this column</b>	(Leave these columns blank – to be filled in by your compliance officer.)			
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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Head of a Fire Department**  
Standards Review Assignment

**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 <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>