

# **SKILLS MANUAL**

## **CHAPTER NINE**

### **FIRE OFFICER IV**

**NFPA 1021, 2014 Edition**

**Effective January 1, 2015**



**Texas Commission on Fire Protection**  
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## **INSTRUCTION SHEET FIRE OFFICER IV PERFORMANCE SKILLS**

### **Format**

All of the Fire Officer IV skills are contained in one skill sheet and are evaluated as a written project-based assessment and oral presentation. It is recommended that the project-based assessment skills initially be completed as assignments during the course. The Course Instructor may then review the assignments, provide feedback and recommend necessary changes. At the time of the scheduled TCFP performance skills evaluation, the final versions of the assignments for the project must be turned in for evaluation. The oral presentation should also be conducted at that time to evaluate the skills not included in the written project. It is recommended that the oral presentation skills be conducted in a role-playing format. The Course Instructor should specify time constraints as necessary.

Note: All of the Fire Officer IV performance skills are to be evaluated. There will not be a random selection of skills for final testing as with most other TCFP performance skills evaluations.

### **Scoring Method**

The scoring method is satisfactory (S) or unsatisfactory (U) for each grading criteria, and a Pass or Fail for the entire skill sheet. In order to successfully pass the Fire Officer IV skills evaluation, the Fire Officer IV candidate must receive satisfactory scores in all of the grading criteria. Any grading criteria marked unsatisfactory shall require the examiner to explain the reason for the failure in written form in the comments section of the skill sheet. The written project and the oral presentation will be evaluated independently. The candidate must retest only the failed component.

### **Preparation and Equipment**

Many of the skills require the use of department policies. It is suggested that the Course Instructor use the policies and procedures from his/her department. If teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete these skills. For optimal learning, scenario-based training and role-playing is recommended; however, based on departmental needs certain activities may be simulated by other means.

## Fire Officer Skills List

Discipline	Objective	Skill No.	Functional Name	NFPA 1021 #
Officer I	Human Resource Management	4-1	Recommending Action for Member-Related Problems	4.2.4
Officer I	Human Resource Management	4-2	Human Resource Policies and Procedures	4.2.5
Officer I	Human Resource Management	4-3	Non-Emergency Coordination of Assigned Tasks	4.2.2, 4.2.6
Officer I	Community and Gov't Relations	4-4	Initiating Action on a Community Need	4.3.1
Officer I	Community and Gov't Relations	4-5	Initiating Action to a Citizen's Concern and Responding to a Public Inquiry	4.3.2, 4.3.3
Officer I	Administration	4-6	Recommending Policy or Procedure Changes	4.1.2, 4.4.1
Officer I	Administration	4-7	Preparing a Budget Request	4.1.2, 4.4.3
Officer I	Administration	4-8	Purpose of Each Management Component of the Organization and Benefits of Collecting Incident Response Data	4.1.2, 4.4.4, 4.4.5
Officer I	Inspection and Investigation	4-9	Describing the Procedures for Conducting Fire Inspections	4.5.1
Officer I	Inspection and Investigation	4-10	Developing a Pre-Incident Plan	4.5.2
Officer I	Inspection and Investigation	4-11	Executing Routine Unit-Level Administrative Functions and Securing a Scene	4.4.2, 4.5.3
Officer I	Emergency Service Delivery	4-12	Emergency Operation - Developing and Implementing Action Plans and Assigning Tasks or Responsibilities to Unit Members	4.1.2, 4.2.1, 4.6.1, 4.6.2
Officer I	Emergency Service Delivery	4-13	Developing and Conducting a Post-Incident Analysis	4.6.3
Officer I	Health and Safety	4-14	Applying Safety Regulations at the Unit Level and Directing Training Evolutions	4.2.3, 4.7.1
Officer I	Health and Safety	4-15	Conducting an Initial Accident Investigation	4.7.2
Officer I	Health and Safety	4-16	Benefits of Wellness and Fitness Programs	4.7.3
Officer II	Human Resource Management	5-1	Maximizing or Correcting Performance	5.2.1
Officer II	Human Resource Management	5-2	Evaluating the Job Performance of Assigned Members	5.2.2, 5.2.3
Officer II	Community and Gov'e Relations	5-3	Benefits of Cooperating with Allied Organizations	5.3.1
Officer II	Administration	5-4	Developing a Policy or Procedure	5.4.1
Officer II	Administration	5-5	Developing a Project or Divisional Budget	5.4.2
Officer II	Administration	5-6	Describing the Process of Purchasing	5.4.3
Officer II	Administration	5-7	Preparing a News Release	5.4.4
Officer II	Administration	5-8	Preparing a Concise Report for Transmittal to a Supervisor and Recommend the Needed Change	5.4.5, 5.4.6
Officer II	Inspection and Investigation	5-9	Origin and Cause of a Fire	5.5.1
Officer II	Emergency Service Delivery	5-10	Emergency Operational Plans for Multi-Unit Operations	5.6.1
Officer II	Emergency Service Delivery	5-11	Developing and Conducting a Post-Incident Analysis	5.6.2
Officer II	Emergency Service Delivery	5-12	Analyzing Service Demand Needs	5.6.3
Officer II	Health and Safety	5-13	Analyzing a Member's Accident, Injury or Health Exposure History	5.7.1
Officer III	All	6-1	Written Project and Oral Presentation	All - Chap. 6
Officer IV	All	7-1	Written Project and Oral Presentation	All - Chap. 7



# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer IV

### Performance Standards Evaluation

#### Written Project and Oral Presentation

#### PERFORMANCE STANDARD

Section 904

Fire Officer IV

**NFPA 1021, 2014 edition, 7.2.1, 7.2.2, 7.2.3, 7.2.4, 7.2.5, 7.3.1, 7.4.1, 7.4.2, 7.4.3, 7.4.4, 7.6.1, 7.6.2, 7.7.1**

#### OBJECTIVES

Appraise the department's human resource demographics, given appropriate community demographic data, so that the recruitment, selection, and placement of human resources is effective and consistent with law and current best practices. (7.2.1)

Initiate the development of a program given current member/management relations, so that a positive and participative member/management program exists. (7.2.2)

Establish and evaluate a list of education and in-service training goals, given a summary of the job requirements for all positions within the department, so that all members can achieve and maintain required proficiencies. (7.2.3)

Appraise a member-assistance program, given data, so that the program, when used, produces stated program outcomes. (7.2.4)

Evaluate an incentive program, given data, so that a determination is made regarding achievement of the desired results. (7.2.5)

Attend, participate in, and assume a leadership role in community functions, in given community needs, so that the image of the organization is enhanced. (7.3.1)

Develop a comprehensive long-range plan, given community requirements, current department status, and resources, so that the projected needs of the community are met. (7.4.1)

Evaluate and project training requirements, facilities, and buildings needs, given data that reflect community needs and resources, so that departmental training goals are met. (7.4.2)

Complete a written comprehensive risk, hazard, and value analysis of the community, given the appropriate features of the service area of the organization, so that an accurate evaluation is made for service delivery decision-making. (7.4.3)

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer IV

### Performance Standards Evaluation

Develop a plan for a capital improvement project or program, given an unmet need in the community, so that there is adequate information to educate citizens about the needs of the department. (7.4.4)

Develop a comprehensive disaster plan that integrates other agencies' resources, given risk, vulnerability, and capability data, so that the organization can mitigate the impact to the community. (7.6.1)

Develop a comprehensive plan, given data (including agency data), so that the agency operates at a civil disturbance, integrates with other agencies' actions, and provides for the safety and protection of members. (7.6.2)

Maintain, develop, and provide leadership for a risk management program, given specific data, so that injuries and property damage accidents are reduced. (7.7.1)

### **INSTRUCTIONS - procedures for achieving the objective**

You shall complete a written project. The project will include:

1. A human resources section that includes:
  - a. An appraisal of the department's human resource demographics to evaluate recruiting and hiring practices (7.2.1)
  - b. An evaluation of current employee/management relations (7.2.2)
  - c. Policies and procedures that support a positive and participative member/management program (7.2.2)
  - d. A list of education and in-service training goals (7.2.3)
  - e. An appraisal of a member-assistance program (7.2.4)
  - f. An evaluation of an incentive program (7.2.5)
2. An administration section that includes:
  - a. A comprehensive, long-range plan for the department to meet the projected needs of the community (7.4.1)
  - b. An evaluation and projection of training requirements, facilities and building needs (7.4.2)
  - c. A comprehensive risk, hazard, and value analysis of the community (7.4.3)
  - d. A plan for a capital improvement project or program (7.4.4)
3. An emergency services section that includes:
  - a. A comprehensive disaster plan that integrates other agencies' resources (7.6.1)
  - b. A comprehensive plan for agency operation at a civil disturbance (7.6.2)
4. A health and safety section that includes:
  - a. A risk management program for the department to reduce injuries and accidents (7.7.1)

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer IV

### Performance Standards Evaluation

After the completion of your written project you will participate in **an oral evaluation** in which you will attend, participate in, and assume a leadership role in a community function where you are required to respond to community needs and enhance the image of the organization. (7.3.1)

#### EXAMINER'S NOTE

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete the skill.

TCFP performance skill evaluation requires the Fire Officer IV candidate to turn in the completed project and perform the oral presentation. The written project and the oral presentation will be evaluated independently. The candidate must retest only the failed component. It is suggested the oral presentation be conducted in a role playing format.

#### PREPARATION & EQUIPMENT

AHJ SOPs

Personal computer with word processing and spreadsheet software

Printer with paper

Report forms, templates, and example documents

Instructor developed scenarios

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer IV**  
Performance Standards Evaluation

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

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

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

<b>Fire Officer IV</b>	<b><u>TEST</u></b>		<b><u>RETEST</u></b>	
<b>Skill # 7-1</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
NFPA 1021 – 7.2.1, 7.2.2, 7.2.3, 7.2.4, 7.2.5, 7.3.1, 7.4.1, 7.4.2, 7.4.3, 7.4.4, 7.6.1, 7.6.2, 7.7.1				
<b>Written Project</b>				
<b>The candidate demonstrates:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Ability to use evaluative methods				
b) Ability to communicate in writing				
c) Ability to conduct a needs assessment plan				
d) Ability to organize data				
e) Ability to delegate authority				
f) Ability to develop a disaster plan				
g) Ability to organize a plan				
h) Familiarity with interagency planning and coordination				
i) Ability to coordinate interagency activity				
j) Ability to analyze issues				
k) Ability to solve problems				
l) Ability to analyze data				
m) Ability to negotiate				
n) Ability to analyze current status of member relations				
o) Ability to analyze the current member/management relations				
p) Ability to conduct program implementation				
q) Ability to organize resources				
r) Ability to analyze needs and results				
s) Ability to analyze programs				
t) Ability to interpret fiscal analysis				
u) Ability to comply with public policy processes				
v) Ability to make public presentations				

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer IV**  
 Performance Standards Evaluation

w) Ability to forecast needs and resources				
x) Ability to analyze current department status requirements				
y) Familiarity with forecasting needs				
z) Familiarity with analyzing data				
<b>Oral Presentation</b>				
<b>The candidate demonstrates:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Ability to communicate orally				
b) Familiarity with public relations				
c) Ability to relate interpersonally				

**S = Satisfactorily completed/performed**

**U = Unsatisfactorily performed/failed to meet objective or grading step**

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

**Examiner/Candidate Comments:**

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 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"/>

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