

FIRE FIGHTER ADVISORY COMMITTEE

1

December 2, 2021, 9:00 A.M.

1701 N. Congress Ave., William B. Travis Bldg., Room 1-104, Austin, Texas

The meeting of the Fire Fighter Advisory Committee will be held in-person at the physical location above. If you are not feeling well or were possibly exposed to COVID-19, please stay at home.

- 1. Roll call and excuse of committee members.**
- 2. Adoption of the June 10, 2021, Fire Fighter Advisory Committee meeting minutes.**
- 3. Request from Curtis Dunn, Firefighter Cancer Support Network regarding Fire Fighter Training Program.**
- 4. Report from the Curriculum and Testing Committee regarding possible changes to the Certification Curriculum Manual as follows:**
 - a. Fire Officer I Curriculum**
 - b. Fire Officer II Curriculum**
 - c. Fire Officer III Curriculum**
 - d. Fire Officer IV Curriculum**
- 5. Discussion and possible action on proposed amendments to 37 Tex. Administrative Code, Part 13, Chapter 437, Fees, §437.15, International Fire Service Accreditation Congress (IFSAC) Seals.**
- 6. Discussion and possible action on proposed amendments to 37 Tex. Administrative Code, Part 13, Chapter 445, Minimum Standards For Wildland Fire Protection Certification, §455.3, Minimum Standards for Basic Wildland Fire Protection Certification.**
- 7. Discussion and possible action on rule review of 37 Tex. Administrative Code, Part 13, Chapter 403, Criminal Convictions and Eligibility For Certification.**
- 8. Report from Presiding Officer, Daniel DeYear on the commission ad-hoc committee on advisory committees.**
- 9. Report from Presiding Officer, Daniel DeYear on the progress of the commission ad-hoc committee review of 37 Tex. Administrative Code, Part 13, Chapter 435, Fire Fighter Safety.**
- 10. Update from Mike Wisko, Agency Chief regarding recent changes at the agency.**
- 11. Subjects for future agenda items.**
- 12. Future meeting dates.**
- 13. Adjourn meeting.**

1. Roll call and excuse of committee members.

2. Adoption of the June 10, 2021, Fire Fighter Advisory Committee meeting minutes.

Presiding Officer Daniel DeYear called the June 10, 2021, meeting of the Fire Fighter Advisory Committee to order at 9:05 a.m. at the William B. Travis Building, 1701 N. Congress Ave., Room 1-104, in Austin, Texas.

Member Attendance	Vince Abrigo Jason Collier	Ken Swindle* Daniel DeYear	Keith Schmidt Daniel Buford	Antonio Ramos Daniel Anderson*	Jim Reidy
				*absent entire meeting **absent part of meeting	

Staff	Mike Wisko	Deborah Cowan	Cliff Grant	Grace Wilson	Joyce Guinn
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Attendees	Joe Koch Rhea Cooper Jeremy Hughes	Jim Don Laurent Vincent Moreno Isaiah Sanchez	Thomas Kosten Brian Canady George McAteer	Pat McAuliff Greg Moulin	David Kerr Glen Trahan
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1. Roll call Secretary, Keith Schmidt called roll and a quorum was present.

2. Adoption of Minutes A motion was made by Jim Reidy and seconded by Jason Collier to approve the minutes of the March 11, 2021, fire fighter advisory committee meeting as discussed. The motion carried.

3. Curriculum & Testing Committee
 - a. A motion was made by Jason Collier and seconded by Jim Reidy to recommend to the commission the Basic Aircraft Rescue Fire Suppression Curriculum Manual amendments as discussed. The motion carried.
 - b. A motion was made by Jason Collier and seconded by Keith Schmidt to recommend to the commission the Basic Fire Inspector Curriculum Manual amendments as discussed. The motion carried.
 - c. A motion was made by Jason Collier and seconded by Jim Reidy to recommend to the commission the Plan Examiner Curriculum Manual amendments as discussed. The motion carried.

4. Chapter 421 Standards For Certification A motion was made by Jason Collier and seconded by Antonio Ramos to accept the amendments to 37 TAC, Chapter 421, Standards For Certification, §421.17 as proposed by the commission. The motion carried.

5. Chapter 435 Fire Fighter Safety A motion was made by Keith Schmidt and seconded by Vince Abrigo to accept the amendments to 37 TAC, Chapter 435, Fire Fighter Safety, §435.19 as proposed by the commission. The motion carried.

6. Request from Curtis Dunn No action taken.

7. Presentation by David Kerr Mr. Kerr of the Firefighter Air Coalition gave a presentation on Firefighter Air Replenishment System (FARS). No action necessary.

8. Request from Kevin Price A motion was made by Jim Reidy and seconded by Jason Collier to not recommend the amendments to 37 Tex. Administrative Code, Chapter 429, Fire Inspector and Plan Examiner as requested. The motion carried.

9. Request from Kevin Price A motion was made by Jim Reidy and seconded by Jason Collier to not recommend the amendments to 37 Tex. Administrative Code, Chapter 431, Fire Investigation as requested. The motion carried.
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10. 2020 Injury Report A motion was made by Jim Reidy and seconded by Daniel Buford to recommend the changes as discussed to the commission. The motion carried.
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11. Subjects for future agendas None identified.
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12. Future meeting Dates The committee had previously set the following meeting dates. September 16, 2021, and December 2, 2021
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13. Adjournment A motion was made by Jason Collier and seconded by Keith Schmidt to adjourn. The motion carried.
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Daniel DeYear
Presiding Officer

3. Request from Curtis Dunn, Firefighter Cancer Support Network regarding Fire Fighter Training Program.

- 4. Report from the Curriculum and Testing Committee regarding possible changes to the Certification Curriculum Manual as follows:**
 - a. Fire Officer I Curriculum**
 - b. Fire Officer II Curriculum**
 - c. Fire Officer III Curriculum**
 - d. Fire Officer IV Curriculum**

a. Fire Officer I Curriculum

CERTIFICATION CURRICULUM MANUAL

CHAPTER NINE

FIRE OFFICER

NFPA 1021, ~~2014-2020~~ 2020 Edition

Effective ~~January-June~~ June 1, ~~2015~~ 2022



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

CERTIFICATION CURRICULUM MANUAL – CHAPTER NINE

FIRE OFFICER I

OVERVIEW **Fire Officer I**

A Fire Officer I is required to meet the Job Performance Requirements (JPRs) of chapter 4 of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition.

The following items are included in the Fire Officer I section of Chapter 9 of the curriculum manual:

- Course Overview
- Course Outline (establishes the recommended hours for teaching this course)
- Equipment List
- Skills List
- Reference List (textbooks and other recommended course materials)
- Instructor Information

This is a voluntary (non-mandatory) certification, therefore a formal “curriculum” is not provided. Please use chapter 4 of NFPA 1021 as a guide when creating your own course curriculum.

Performance skills are available in Chapter 9 of the Skills Manual.

All documents in this curriculum manual, and in the skills manual, are available free of charge to download, copy and distribute as necessary. The TCFP does not provide printed copies.

Definition of a Fire Officer I

A Fire Officer I is a first-line supervisory officer who has met all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and has previously met all the job performance and certification requirements of Fire Fighter II as defined in NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, and Fire Instructor I as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*. An individual at the Fire Officer I level, as part of his or her duties and responsibilities performs the following:

- Uses human resources to accomplish assignments in accordance with safety plans in an efficient manner, evaluates member task performance, supervises personnel during emergency, and non-emergency work periods
- Deals with inquiries from the community, projects the role of the department to the public, delivers safety, injury prevention and fire prevention education programs
- Performs general administrative functions and implements departmental policies and procedures at the unit/company level

- Performs a fire investigation to determine preliminary cause, secures the incident scene, and preserves evidence
- Supervises emergency operations, conducts pre-incident planning, and deploys assigned resources in accordance with the local emergency plan
- Integrates safety plans, policies, and procedures into the daily activities as well as on the emergency scene, including the donning of appropriate levels of personal protective equipment to ensure a safe work environment, in accordance with health and safety plans, for all assigned members

CHAPTER NINE
FIRE OFFICER I
CURRICULUM OUTLINE

SECTION	SUBJECT	RECOMMENDED HOURS
901-4.1	General	4
901-4.2	Human Resources Management	6
901-4.3	Community and Government Relations	6
901-4.4	Administration	4
901-4.5	Inspection and Investigation	4
901-4.6	Emergency Service Delivery	10
901-4.7	Health and Safety	8
	Performance Skills*	18
	TOTAL RECOMMENDED HOURS	60

*The recommended hours for skills evaluation is based on 12 students. Actual hours needed will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

Fire Officer I Equipment List

Instructor developed scenarios

Writing equipment

Agency purchasing forms

Actual or generic department organization chart

Actual or generic department goals and mission

Actual or generic department or agency policies & procedures

AHJ Information Management System (can be simulated)

Facility for a pre-incident plan

Pre-planning policies, procedures and forms

Incident information sheet

Emergency response/run reports

ICS and/or PIA forms or checklists

Visual aids equipment (i.e. PowerPoint, computer, projector)

Departmental forms

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't Relations	5-3	Benefits of Cooperating with Allied Organizations	5.3.1, 5.3.2
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 MediaNews 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

REFERENCE LIST FOR THE FIRE OFFICER I CURRICULUM

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

| *Fire and Emergency Services Company Officer* (~~65~~⁶th Ed.) (201~~9~~⁴) Stillwater, OK: International Fire Service Training Association

| *Fire Officer: Principles and Practice* (~~4~~³rd Ed.) (20~~20~~¹⁵) Sudbury, MA: Jones and Bartlett Publishers, Inc.

| *NFPA 1021: Standard for Fire Officer Professional Qualifications* (20~~20~~¹⁴ Ed.) Quincy, MA: National Fire Protection Association NFPA Publications

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

COURSE INSTRUCTOR INFORMATION

FIRE OFFICER I

Overview

The Fire Officer curriculum is designed to provide clear guidance that ensures adequate presentation of the information required to meet the Job Performance Requirements (JPRs) of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020~~14~~ edition.

The Fire Officer curriculum is Chapter 9 of the Texas Commission on Fire Protection (TCFP) Curriculum Manual.

Certification Level	TCFP Section Number	NFPA 1021 Chapter
Fire Officer I	901	4
Fire Officer II	902	5
Fire Officer III	903	6
Fire Officer IV	904	7

Layout

~~The NFPA numbering sequence is mirrored to allow easy correlation between this document and the NFPA Standard. For example, 901-4.2.1 identifies the section in the Fire Officer I Curriculum that corresponds to NFPA section 4.2.1.~~

~~When a section references information from “Annex A Explanatory Material” in the NFPA Standard, it is identified by adding an “A” to the section number. For example, 901-A.4.1 identifies the section in the Fire Officer I Curriculum that corresponds to NFPA 1021 Annex A information for NFPA section 4.1.~~

TCFP Standards Manual

It is critical that the Course Instructor review the chapters in the TCFP Standards Manual that apply to this curriculum. Of primary importance are the following chapters: Chapter 421, Standards for Certification; Chapter 435, Fire Fighter Safety; Chapter 437, Fees; and Chapter 451, Fire Officer Certification. These chapters do not address every issue that could impact this curriculum; therefore, the Course Instructor is encouraged to become familiar with the TCFP Standards Manual.

Instructor Qualifications

Fire Officer Courses must be taught by a person meeting the requirements described in Chapter 427.307 of the TCFP Standards Manual.

Prerequisite Knowledge and Skills

The General sections (4.1, 5.1, 6.1, and 7.1) include prerequisite knowledge and skills. Although this information is labeled as prerequisite, instructors should ensure that the material is covered as needed. This material is not optional and may be included in Texas Commission on Fire Protection certification written examinations.

Supplemental Information

Instructors are expected to provide supplemental information if the main reference text does not provide adequate information to ensure successful completion of the Job Performance Requirements as listed in the curriculum.

Components of the Curriculum

Each section of the curriculum identifies the NFPA Job Performance Requirement (JPR) and subdivides the requisite knowledge requirements into learning components. For example:

Curriculum	Explanation
901-4.7.3 Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.	Section Number and NFPA JPR
Requisite Knowledge: National death and injury statistics; fire service safety and wellness initiatives; agency policies.	Requisite Knowledge Statement
1) National death and injury statistics	First part of Requisite Knowledge
 a) NIOSH reports b) NFPA reports c) US Fire Administration/National Fire Academy 	Associated learning components
2) Fire service safety and wellness initiatives	Second part of Requisite Knowledge
 a) National Fallen Firefighters Foundation, Courage To Be Safe b) International Association of Firefighters/International Association of Fire Chiefs Joint Wellness Initiative 	Associated learning components
3) Agency policies	Third part of Requisite Knowledge
 a) Local b) State c) Federal 	Associated learning components

Skills

~~NFPA Requisite Skill requirements are addressed in the corresponding Skill Sheets.~~

Certification Testing

Testing for certification in the state of Texas will be based on the knowledge and skills requirements of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition. All training programs must strictly adhere to the NFPA standard.

All test questions and performance skills evaluations will be based on the NFPA Job Performance Requirements (JPRs), requisite knowledge objectives, and requisite skills objectives found in the NFPA standard. Additionally, questions and performance skill evaluations may include information found in, or derived from, the NFPA standard annex, particularly Annex A, which includes explanatory material that may further clarify JPRs. The following is an example from NFPA 1021, section 4.2.5:

<u>NFPA Standard/Curriculum</u>	<u>Explanation</u>
<u>4.2.5 Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.</u>	<u>NFPA JPR number 4.2.5</u>
<u>(A) Requisite Knowledge: Human resource policies, procedures, applicable laws, and legal concepts.</u>	<u>Requisite knowledge objectives for 4.2.5</u> <u>Written test questions and/or performance skills will be used to test these knowledge components on the state certification exam.</u>
<u>(B) Requisite Skills: The ability to communicate and to relate interpersonally.</u>	<u>Requisite skills objectives for 4.2.5</u> <u>Only performance skills will be used to test these objectives on the state certification exam.</u>
<u>A.4.2.5: The Fire Officer I should be able to deal with administrative procedures that might include transfers, promotions, compensation/member benefits, sick leave, vacation, requests for pay or benefits while acting in a</u>	<u>Appendix A: Explanatory Material for 4.2.5</u>

<u>temporary position, change in member benefits, commendations, disciplinary actions, and grievances.</u>	
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Descriptions of Certification Levels

For additional information, see Chapter 4521 of the Texas Commission on Fire Protection Standards Manual for Fire Protection Personnel.

Fire Officer I:

A Fire Officer I is a first-line supervisory officer who has met all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and has previously met all the job performance and certification requirements of Fire Fighter II as defined in NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, and Fire Instructor I as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer II:

A Fire Officer II is a midlevel supervisor who performs both supervisory and first-line managerial functions who has met the certification requirements for Fire Officer II, in addition to previously meeting all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

Fire Officer III:

A Fire Officer III is a midlevel supervisor who performs both managerial and first-line administrative functions who has met all the job performance and certification requirements of Fire Officer III, in addition to previously meeting all the job performance and certification requirements of Fire Officer II as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and Fire Instructor II as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer IV:

A Fire Officer IV is an upper level supervisor who performs administrative functions who has met all the job performance and certification requirements of Fire Officer IV, in addition to previously meeting all the job performance and certification requirements of Fire Officer III as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

b. Fire Officer II Curriculum

CERTIFICATION CURRICULUM MANUAL – CHAPTER NINE

FIRE OFFICER II

OVERVIEW

Fire Officer II

A Fire Officer II is required to meet the Job Performance Requirements (JPRs) of chapter 5 of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition.

The following items are included in the Fire Officer II section of Chapter 9 of the curriculum manual:

- Course Overview
- Course Outline (establishes the recommended hours for teaching this course)
- Equipment List
- Skills List
- Reference List (textbooks and other recommended course materials)
- Instructor Information

This is a voluntary (non-mandatory) certification, therefore a formal “curriculum” is not provided. Please use chapter 5 of NFPA 1021 as a guide when creating your own course curriculum.

Performance skills are available in Chapter 9 of the Skills Manual.

All documents in this curriculum manual, and in the skills manual, are available free of charge to download, copy and distribute as necessary. The TCFP does not provide printed copies.

Definition of a Fire Officer II

A Fire Officer II is a midlevel supervisor who performs both supervisory and first-line managerial functions who has met the certification requirements for Fire Officer II, in addition to previously meeting all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*. An individual at the Fire Officer II level as part of his or her duties and responsibilities:

- Evaluates member job performance
- Prepares a project or divisional budget, news releases, and/or new policy or changes in existing policies
- Conducts inspections to identify hazards and addresses violations and conducts fire investigations to determine origin and preliminary causes
- Supervises multi-unit emergency operations, deploys assigned resources, and develops and conducts post-incident analysis
- Reviews injury, accident, and health exposure reports, identifies unsafe work environments or behaviors, and takes approved action to prevent their reoccurrence

CHAPTER NINE
FIRE OFFICER II
CURRICULUM OUTLINE

SECTION	SUBJECT	RECOMMENDED HOURS
902-5.1	General	1
902-5.2	Human Resources Management	10
902-5.3	Community and Government Relations	3
902-5.4	Administration	10
902-5.5	Inspection and Investigation	10
902-5.6	Emergency Service Delivery	8
902-5.7	Health and Safety	6
	Performance Skills*	12
	TOTAL RECOMMENDED HOURS	60

*The recommended hours for skills evaluation is based on 12 students. Actual hours needed will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

Fire Officer II Equipment List

Instructor developed scenarios

Actual or generic department or agency policies & procedures

Simulated personnel records

Agency personnel evaluation forms

Agency mission and goals document(s)

Example multi-unit implementation of a community risk reduction (CRR) programs

Writing equipment

Budget forms and potential revenue sources

Budget policies and procedures

Purchasing forms and purchasing policies and procedures

Departmental forms

Current editions of NFPA 1600, 1700, 1710 and 1720

AHJ approved safety procedures

Emergency response/run reports

ICS and/or PIA forms or checklists

Health and safety policies and procedures

Injury/illness reports

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't Relations	5-3	Benefits of Cooperating with Allied Organizations	5.3.1, 5.3.2
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 MediaNews 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

REFERENCE LIST FOR THE FIRE OFFICER II CURRICULUM

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

| *Fire and Emergency Services Company Officer* (~~65~~⁶th Ed) (201~~9~~⁴) Stillwater, OK:
International Fire Service Training Association

| *Fire Officer: Principles and Practice* (~~4~~³rd Ed.) (20~~20~~¹⁵) Sudbury, MA: Jones and
Bartlett Publishers, Inc.

| *NFPA 1021: Standard for Fire Officer Professional Qualifications* (20~~20~~¹⁴ Ed.) Quincy,
MA: National Fire Protection Association. NFPA Publications

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

COURSE INSTRUCTOR INFORMATION

FIRE OFFICER II

Overview

The Fire Officer curriculum is designed to provide clear guidance that ensures adequate presentation of the information required to meet the Job Performance Requirements (JPRs) of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 202014 edition.

The Fire Officer curriculum is Chapter 9 of the Texas Commission on Fire Protection (TCFP) Curriculum Manual.

Certification Level	TCFP Section Number	NFPA 1021 Chapter
Fire Officer I	901	4
Fire Officer II	902	5
Fire Officer III	903	6
Fire Officer IV	904	7

Layout

~~The NFPA numbering sequence is mirrored to allow easy correlation between this document and the NFPA Standard. For example, 902-5.2.1 identifies the section in the Fire Officer II Curriculum that corresponds to NFPA section 5.2.1.~~

~~When a section references information from “Annex A Explanatory Material” in the NFPA Standard, it is identified by adding an “A” to the section number. For example, 902-A.5.1.1 identifies the section in the Fire Officer II Curriculum that corresponds to NFPA 1021 Annex A information for NFPA section 5.1.1.~~

TCFP Standards Manual

It is critical that the Course Instructor review the chapters in the TCFP Standards Manual that apply to this curriculum. Of primary importance are the following chapters: Chapter 421, Standards for Certification; Chapter 435, Fire Fighter Safety; Chapter 437, Fees; and Chapter 451, Fire Officer Certification. These chapters do not address every issue that could impact this curriculum; therefore, the Course Instructor is encouraged to become familiar with the TCFP Standards Manual.

Instructor Qualifications

Fire Officer courses must be taught by a person meeting the requirements described in Chapter 427.307 of the TCFP Standards Manual.

Prerequisite Knowledge and Skills

The General sections (4.1, 5.1, 6.1, and 7.1) include prerequisite knowledge and skills. Although this information is labeled as prerequisite, instructors should ensure that the material is covered as needed. This material is not optional and may be included in Texas Commission on Fire Protection certification written examinations.

Supplemental Information

Instructors are expected to provide supplemental information if the main reference text does not provide adequate information to ensure successful completion of the Job Performance Requirements as listed in the curriculum.

~~Components of the Curriculum~~

~~Each section of the curriculum identifies the NFPA Job Performance Requirement (JPR) and subdivides the requisite knowledge requirements into learning components. For example:~~

Curriculum	Explanation
902-5.4.1 — Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.	Section Number and NFPA JPR
Requisite Knowledge: Policies and procedures and problem identification.	Requisite Knowledge Statement
1) Policies and procedures	First part of Requisite Knowledge
(a) Develop policies/procedures (b) Train members (c) Implement policies/procedures (d) Evaluate/revise policies/procedures	Associated learning components
2) Problem identification	Second part of Requisite Knowledge
(a) Be attentive (b) Ask questions (c) Encourage subordinates to report problems	Associated learning components

Skills

~~NFPA Requisite Skill requirements are addressed in the corresponding Skill Sheets.~~

Certification Testing

~~Testing for certification in the state of Texas will be based on the knowledge and skills requirements of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition. All training programs must strictly adhere to the NFPA standard.~~

~~All test questions and performance skills evaluations will be based on the NFPA Job Performance Requirements (JPRs), requisite knowledge objectives, and requisite skills~~

objectives found in the NFPA standard. Additionally, questions and performance skill evaluations may include information found in, or derived from, the NFPA standard annex, particularly Annex A, which includes explanatory material that may further clarify JPRs. The following is an example from NFPA 1021, section 5.6.2:

<u>NFPA Standard/Curriculum</u>	<u>Explanation</u>
<p><u>5.6.2 Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed.</u></p>	<p><u>NFPA JPR number 5.6.2</u></p>
<p><u>(A) Requisite Knowledge: Elements of a fire- or rescue-related post-incident analysis, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, fire growth and development, and departmental procedures relating to dispatch response, strategy tactics and operations, sources of any emergency operations controlling authority, including EMS protocols, if applicable, and customer service.</u></p>	<p><u>Requisite knowledge objectives for 5.6.2</u></p> <p><u>Written test questions and/or performance skills will be used to test these knowledge components on the state certification exam.</u></p>
<p><u>(B) Requisite Skills: The ability to write reports, to communicate orally, and to evaluate skills.</u></p>	<p><u>Requisite skills objectives for 5.6.2</u></p> <p><u>Only performance skills will be used to test these objectives on the state certification exam.</u></p>
<p><u>A.5.6.2(A): The Fire Officer II should be aware of all legal authority, parameters, and constraints of operations on the emergency scene.</u></p>	<p><u>Appendix A: Explanatory Material for 5.6.2</u></p>

Descriptions of Certification Levels

For additional information, see Chapter 4521 of the Texas Commission on Fire Protection Standards Manual for Fire Protection Personnel.

Fire Officer I:

A Fire Officer I is a first-line supervisory officer who has met all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and has previously met all the job performance and certification requirements of Fire Fighter II as defined in NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, and Fire Instructor I as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer II:

A Fire Officer II is a midlevel supervisor who performs both supervisory and first-line managerial functions who has met the certification requirements for Fire Officer II, in addition to previously meeting all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

Fire Officer III:

A Fire Officer III is a midlevel supervisor who performs both managerial and first-line administrative functions who has met all the job performance and certification requirements of Fire Officer III, in addition to previously meeting all the job performance and certification requirements of Fire Officer II as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and Fire Instructor II as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer IV:

A Fire Officer IV is an upper level supervisor who performs administrative functions who has met all the job performance and certification requirements of Fire Officer IV, in addition to previously meeting all the job performance and certification requirements of Fire Officer III as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

c. Fire Officer III Curriculum

CERTIFICATION CURRICULUM MANUAL – CHAPTER NINE

FIRE OFFICER III

OVERVIEW

Fire Officer III

A Fire Officer III is required to meet the Job Performance Requirements (JPRs) of chapter 6 of National Fire Protection Association (NFPA) 1021, *Standard for Incident Fire Officer Professional Qualifications*, 2020 edition.

The following items are included in the Fire Officer III section of Chapter 9 of the curriculum manual:

- Course Overview
- Course Outline (establishes the recommended hours for teaching this course)
- Equipment List
- Skills List
- Reference List (textbooks and other recommended course materials)
- Instructor Information

This is a voluntary (non-mandatory) certification, therefore a formal “curriculum” is not provided. Please use chapter 6 of NFPA 1021 as a guide when creating your own course curriculum.

Performance skills are available in Chapter 9 of the Skills Manual.

All documents in this curriculum manual, and in the skills manual, are available free of charge to download, copy and distribute as necessary. The TCFP does not provide printed copies.

Definition of a Fire Officer III

A Fire Officer III is a midlevel supervisor who performs both managerial and first-line administrative functions who has met all the job performance and certification requirements of Fire Officer III, in addition to previously meeting all the job performance and certification requirements of Fire Officer II as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and Fire Instructor II as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*. An individual at the Fire Officer III level as part of his or her duties and responsibilities:

- Establishes procedures for hiring, assigning, promoting, and encouraging professional development of members
- Develops programs that improve and expand service and build partnerships with the public
- Prepares a divisional or departmental budget, develops a budget management system, solicits bids, plans for resource allocation and works with information management systems
- Evaluates inspection programs to determine effectiveness and develops public safety plans

- Manages multi-agency planning, deployment, and operations
- Develops, manages and evaluates a departmental safety program

CHAPTER NINE
FIRE OFFICER III
CURRICULUM OUTLINE

SECTION	SUBJECT	RECOMMENDED HOURS
903-6.1	General	2
903-6.2	Human Resource Management	10
903-6.3	Community and Government Relations	4
903-6.4	Administration	10
903-6.5	Inspection and Investigation	4
903-6.6	Emergency Service Delivery	6
903-6.7	Health and Safety	4
903-6.8	Emergency Management	4
	Performance Skills*	12
	TOTAL RECOMMENDED HOURS	56

*The recommended hours for skills evaluation is based on 12 students. Actual hours needed will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

Fire Officer III Equipment List

AHJ SOPs

Personal computer with word processing and spreadsheet software

Printer with paper

Report forms, templates, and example documents

Instructor developed scenarios

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't Relations	5-3	Benefits of Cooperating with Allied Organizations	5.3.1, 5.3.2
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 MediaNews 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

REFERENCE LIST FOR THE FIRE OFFICER III CURRICULUM

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

| *Chief Officer: Principles and Practice* (~~3rd~~^{2nd} Ed) (20~~21~~¹⁷). Burlington, MA: Jones and Bartlett Learning.

| *Chief Officer* (~~4th~~^{3rd} Ed) (201~~9~~⁴). Stillwater, OK: International Fire Service Training Association.

National Incident Management System: Principles and Practice (2nd Ed) (2012). Sudbury, MA: Jones and Bartlett Publishers, Inc.

| *NFPA 1021: Standard for Fire Officer Professional Qualifications* (20~~20~~¹⁴ Ed.). Quincy, MA: National Fire Protection Association. NFPA Publications

Officer Development Handbook (2nd Ed) (2010). Fairfax, VA: International Association of Fire Chiefs.

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

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COURSE INSTRUCTOR INFORMATION

FIRE OFFICER III

Overview

The Fire Officer curriculum is designed to provide clear guidance that ensures adequate presentation of the information required to meet the Job Performance Requirements (JPRs) of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 202014 edition.

The Fire Officer curriculum is Chapter 9 of the Texas Commission on Fire Protection (TCFP) Curriculum Manual.

Certification Level	TCFP Section Number	NFPA 1021 Chapter
Fire Officer I	901	4
Fire Officer II	902	5
Fire Officer III	903	6
Fire Officer IV	904	7

Layout

~~The NFPA numbering sequence is mirrored to allow easy correlation between this document and the NFPA Standard. For example, 903-6.2.1 identifies the section in the Fire Officer III Curriculum that corresponds to NFPA section 6.2.1.~~

~~When a section references information from “Annex A Explanatory Material” in the NFPA Standard, it is identified by adding an “A” to the section number. For example, 903-A.6.1.1 identifies the section in the Fire Officer III Curriculum that corresponds to NFPA 1021 Annex A information for NFPA section 6.1.1.~~

TCFP Standards Manual

It is critical that the Course Instructor review the chapters in the TCFP Standards Manual that apply to this curriculum. Of primary importance are the following chapters: Chapter 421, Standards for Certification; Chapter 435, Fire Fighter Safety; Chapter 437, Fees; and Chapter 451, Fire Officer Certification. These chapters do not address every issue that could impact this curriculum; therefore, the Course Instructor is encouraged to become familiar with the TCFP Standards Manual.

Instructor Qualifications

Fire Officer Courses must be taught by a person meeting the requirements described in Chapter 427.307 of the TCFP Standards Manual.

Prerequisite Knowledge and Skills

The General sections (4.1, 5.1, 6.1, and 7.1) include prerequisite knowledge and skills. Although this information is labeled as prerequisite, instructors should ensure that the material is covered as needed. This material is not optional and may be included in Texas Commission on Fire Protection certification written examinations.

Supplemental Information

Instructors are expected to provide supplemental information if the main reference text does not provide adequate information to ensure successful completion of the Job Performance Requirements as listed in the curriculum.

Components of the Curriculum

Each section of the curriculum identifies the NFPA Job Performance Requirement (JPR) and subdivides the requisite knowledge requirements into learning components. For example:

Curriculum	Explanation
903-6.6.1 Prepare an action plan, given an emergency incident requiring multiple agency operations, so that the required resources are determined and the resources are assigned and placed to mitigate the incident.	Section Number and NFPA JPR
Requisite Knowledge. Policies, procedures, and standards, including the current edition of NFPA 1600, and resources, capabilities, roles, responsibilities, and authority of support agencies.	Requisite Knowledge Statement
1. Policies, procedures and standards, including the current edition of NFPA 1600	First part of Requisite Knowledge
 a. AHJ policies, procedures, rules, regulations b. NFPA 1600, Standard on Disaster/Emergency management and Business Continuity Programs c. Local emergency management plan d. Automatic aid agreements e. Mutual aid agreements i. State ii. Regional iii. Local f. Texas Intrastate Fire Mutual Aid System (TIFMAS) 	Associated learning components
2. The following will be primarily dictated by the local emergency management plan:	Second part of Requisite Knowledge
 a. Resources of support agencies b. Capabilities of support agencies c. Roles of support agencies d. Responsibilities of support agencies 	Associated learning components

e. Authority of support agencies	
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Skills

NFPA Requisite Skill requirements are addressed in the corresponding Skill Sheets.

Certification Testing

Testing for certification in the state of Texas will be based on the knowledge and skills requirements of National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications, 2020 edition. All training programs must strictly adhere to the NFPA standard.

All test questions and performance skills evaluations will be based on the NFPA Job Performance Requirements (JPRs), requisite knowledge objectives, and requisite skills objectives found in the NFPA standard. Additionally, questions and performance skill evaluations may include information found in, or derived from, the NFPA standard annex, particularly Annex A, which includes explanatory material that may further clarify JPRs. The following is an example from NFPA 1021, section 6.3.1:

<u>NFPA Standard/Curriculum</u>	<u>Explanation</u>
<u>6.3.1 Develop a community risk reduction (CRR) program, given risk assessment data, so that program outcomes are met.</u>	<u>NFPA JPR number 6.3.1</u>
<u>(A) Requisite Knowledge: Community demographics, resource availability, community needs, customer service principles, and program development.</u>	<u>Requisite knowledge objectives for 6.3.1</u> <u>Written test questions and/or performance skills will be used to test these knowledge components on the state certification exam.</u>
<u>(B) Requisite Skills: The ability to relate interpersonally, to communicate , and to analyze and interpret data.</u>	<u>Requisite skills objectives for 6.3.1</u> <u>Only performance skills will be used to test these objectives on the state certification exam.</u>
<u>A.6.3.1: Community needs are viewed to include, but not be limited to, fire, large-scale disasters, emergency medical, and public health problems.</u>	<u>Appendix A: Explanatory Material for 6.3.1</u>

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Descriptions of Certification Levels

For additional information, see Chapter 4521 of the Texas Commission on Fire Protection Standards Manual for Fire Protection Personnel.

Fire Officer I:

A Fire Officer I is a first-line supervisory officer who has met all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and has previously met all the job performance and certification requirements of Fire Fighter II as defined in NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, and Fire Instructor I as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer II:

A Fire Officer II is a midlevel supervisor who performs both supervisory and first-line managerial functions who has met the certification requirements for Fire Officer II, in addition to previously meeting all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

Fire Officer III:

A Fire Officer III is a midlevel supervisor who performs both managerial and first-line administrative functions who has met all the job performance and certification requirements of Fire Officer III, in addition to previously meeting all the job performance and certification requirements of Fire Officer II as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and Fire Instructor II as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer IV:

A Fire Officer IV is an upper level supervisor who performs administrative functions who has met all the job performance and certification requirements of Fire Officer IV, in addition to previously meeting all the job performance and certification requirements of Fire Officer III as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

d. Fire Officer IV Curriculum

CERTIFICATION CURRICULUM MANUAL – CHAPTER NINE

FIRE OFFICER IV

OVERVIEW

Fire Officer IV

A Fire Officer IV is required to meet the Job Performance Requirements (JPRs) of chapter 7 of National Fire Protection Association (NFPA) 1021, *Standard for Incident Fire Officer Professional Qualifications*, 2020 edition.

The following items are included in the Fire Officer IV section of Chapter 9 of the curriculum manual:

- Course Overview
- Course Outline (establishes the recommended hours for teaching this course)
- Equipment List
- Skills List
- Reference List (textbooks and other recommended course materials)
- Instructor Information

This is a voluntary (non-mandatory) certification, therefore a formal “curriculum” is not provided. Please use chapter 7 of NFPA 1021 as a guide when creating your own course curriculum.

Performance skills are available in Chapter 9 of the Skills Manual.

All documents in this curriculum manual, and in the skills manual, are available free of charge to download, copy and distribute as necessary. The TCFP does not provide printed copies.

Definition of a Fire Officer IV

A Fire Officer IV is an upper level supervisor who performs administrative functions who has met all the job performance and certification requirements of Fire Officer IV, in addition to previously meeting all the job performance and certification requirements of Fire Officer III as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*. An individual at the Fire Officer IV level as part of his or her duties and responsibilities:

- Administers job performance requirements, and evaluates and improves the department
- Projects a positive image of the fire department to the community
- Develops long-range plans and fiscal projections
- Develops plans for major disasters
- Administers a comprehensive risk management program

CHAPTER NINE
FIRE OFFICER IV
CURRICULUM OUTLINE

SECTION	SUBJECT	RECOMMENDED HOURS
904-7.1	General	2
904-7.2	Human Resource Management	12
904-7.3	Community and Government Relations	6
904-7.4	Administration	12
904-7.5	Inspection and Investigation	No performance requirements at this level
904-7.6	Emergency Services Delivery	12
904-7.7	Health and Safety	6
	Performance Skills*	6
	TOTAL RECOMMENDED HOURS	56

*The recommended hours for skills evaluation is based on 12 students. Actual hours needed will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

Fire Officer IV Equipment List

AHJ SOPs

Personal computer with word processing and spreadsheet software

Printer with paper

Report forms, templates, and example documents

Instructor developed scenarios

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't Relations	5-3	Benefits of Cooperating with Allied Organizations	5.3.1, 5.3.2
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 MediaNews 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

REFERENCE LIST FOR THE FIRE OFFICER IV CURRICULUM

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

| *Chief Officer: Principles and Practice* (~~3rd~~^{2nd} Ed) (20~~11~~¹⁷). Burlington, MA: Jones and Bartlett Learning.

| *Chief Officer* (~~4th~~^{3rd} Ed) (201~~9~~⁴). Stillwater, OK: International Fire Service Training Association.

National Incident Management System: Principles and Practice (2nd Ed) (2012). Sudbury, MA: Jones and Bartlett Publishers, Inc.

| *NFPA 1021: Standard for Fire Officer Professional Qualifications* (20~~20~~¹⁴ Ed.). Quincy, MA: National Fire Protection Association. NFPA Publications

Officer Development Handbook (2nd Ed) (2010). Fairfax, VA: International Association of Fire Chiefs.

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

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COURSE INSTRUCTOR INFORMATION

FIRE OFFICER IV

Overview

The Fire Officer curriculum is designed to provide clear guidance that ensures adequate presentation of the information required to meet the Job Performance Requirements (JPRs) of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020~~14~~ edition.

The Fire Officer curriculum is Chapter 9 of the Texas Commission on Fire Protection (TCFP) Curriculum Manual.

Certification Level	TCFP Section Number	NFPA 1021 Chapter
Fire Officer I	901	4
Fire Officer II	902	5
Fire Officer III	903	6
Fire Officer IV	904	7

Layout

~~The NFPA numbering sequence is mirrored to allow easy correlation between this document and the NFPA Standard. For example, 904-7.2.1 identifies the section in the Fire Officer IV Curriculum that corresponds to NFPA section 7.2.1.~~

~~When a section references information from “Annex A Explanatory Material” in the NFPA Standard, it is identified by adding an “A” to the section number. For example, 904-A.7.1 identifies the section in the Fire Officer IV Curriculum that corresponds to NFPA 1021 Annex A information for NFPA section 7.1.~~

TCFP Standards Manual

It is critical that the Course Instructor review the chapters in the TCFP Standards Manual that apply to this curriculum. Of primary importance are the following chapters: Chapter 421, Standards for Certification; Chapter 435, Fire Fighter Safety; Chapter 437, Fees; and Chapter 451, Fire Officer Certification. These chapters do not address every issue that could impact this curriculum; therefore, the Course Instructor is encouraged to become familiar with the TCFP Standards Manual.

Instructor Qualifications

Fire Officer courses must be taught by a person meeting the requirements described in Chapter 427.307 of the TCFP Standards Manual.

Prerequisite Knowledge and Skills

The General sections (4.1, 5.1, 6.1, and 7.1) include prerequisite knowledge and skills. Although this information is labeled as prerequisite, instructors should ensure that the material is covered as needed. This material is not optional and may be included in Texas Commission on Fire Protection certification written examinations.

Supplemental Information

Instructors are expected to provide supplemental information if the main reference text does not provide adequate information to ensure successful completion of the Job Performance Requirements as listed in the curriculum.

Components of the Curriculum

Each section of the curriculum identifies the NFPA Job Performance Requirement (JPR) and subdivides the requisite knowledge requirements into learning components. For example:

Curriculum	Explanation
904-7.4.4 — 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.	Section Number and NFPA JPR
Requisite Knowledge: Strategic planning, capital improvement planning and budgeting, and facility planning.	Requisite Knowledge Statement
1) Strategic planning	First part of Requisite Knowledge
 a. Define the organization's mission b. Establish goals/objectives c. Identify strategic alternatives d. Formulate a strategy 	Associated learning components
2) Capital improvement planning and budgeting	Second part of Requisite Knowledge
 a. Establish a capital planning committee with bylaws b. Take inventory of existing capital assets c. Evaluate previously approved, unimplemented or incomplete projects d. Assess financial capacity e. Solicit, compile and evaluate new project requests f. Prioritize projects g. Develop a financing plan h. Adopt a capital improvements program i. Monitor and manage approved projects within the CIP j. Update existing/ongoing capital programs 	Associated learning components

3) Facility planning	Third part of Requisite Knowledge
a. Design b. Location c. Finance	Associated learning components

Skills

NFPA Requisite Skill requirements are addressed in the corresponding Skill Sheets.

Certification Testing

Testing for certification in the state of Texas will be based on the knowledge and skills requirements of National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer Professional Qualifications*, 2020 edition. All training programs must strictly adhere to the NFPA standard.

All test questions and performance skills evaluations will be based on the NFPA Job Performance Requirements (JPRs), requisite knowledge objectives, and requisite skills objectives found in the NFPA standard. Additionally, questions and performance skill evaluations may include information found in, or derived from, the NFPA standard annex, particularly Annex A, which includes explanatory material that may further clarify JPRs. The following is an example from NFPA 1021, section 7.2.1:

<u>NFPA Standard/Curriculum</u>	<u>Explanation</u>
7.2.1 <u>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.</u>	<u>NFPA JPR number 7.2.1</u>
<u>(A) Requisite Knowledge:</u> <u>Policies and procedures; local, state/provincial, and federal regulations; community demographics; community issues; and formal and informal community leaders.</u>	<u>Requisite knowledge objectives for 7.2.1</u> <u>Written test questions and/or performance skills will be used to test these knowledge components on the state certification exam.</u>

<p><u>(B) Requisite Skills:</u> <u>The ability to communicate, to relate interpersonally, to delegate authority, to analyze issues, and to solve problems.</u></p>	<p><u>Requisite skills objectives for 7.2.1</u></p> <p><u>Only performance skills will be used to test these objectives on the state certification exam.</u></p>
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Descriptions of Certification Levels

For additional information, see Chapter 4521 of the Texas Commission on Fire Protection Standards Manual for Fire Protection Personnel.

Fire Officer I:

A Fire Officer I is a first-line supervisory officer who has met all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and has previously met all the job performance and certification requirements of Fire Fighter II as defined in NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, and Fire Instructor I as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer II:

A Fire Officer II is a midlevel supervisor who performs both supervisory and first-line managerial functions who has met the certification requirements for Fire Officer II, in addition to previously meeting all the job performance and certification requirements of Fire Officer I as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

Fire Officer III:

A Fire Officer III is a midlevel supervisor who performs both managerial and first-line administrative functions who has met all the job performance and certification requirements of Fire Officer III, in addition to previously meeting all the job performance and certification requirements of Fire Officer II as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications* and Fire Instructor II as defined in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire Officer IV:

A Fire Officer IV is an upper level supervisor who performs administrative functions who has met all the job performance and certification requirements of Fire Officer IV, in addition to previously meeting all the job performance and certification requirements of Fire Officer III as defined in NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

5. **Discussion and possible action on proposed amendments to 37 Tex. Administrative Code, Part 13, Chapter 437, Fees, §437.15, International Fire Service Accreditation Congress (IFSAC) Seals.**

CHAPTER 437**FEES****§437.15. International Fire Service Accreditation Congress (IFSAC) Seal Fees.**

A non-refundable **\$30** [~~\$15~~] fee shall be charged for each IFSAC seal issued by the commission.

- 6. Discussion and possible action on proposed amendments to 37 Tex. Administrative Code, Part 13, Chapter 455, Minimum Standards For Wildland Fire Protection Certification, §455.3, Minimum Standards for Basic Wildland Fire Protection Certification.**

Chapter 455

Minimum Standards for Wildland Fire Protection Certification

§455.3. Minimum Standards for Basic Wildland Fire Protection Certification.

In order to be certified as Basic Wildland Fire Protection personnel, an individual must:

(1) possess valid documentation of accreditation from the International Fire Service Accreditation Congress as Wildland Fire Fighter Level I; or

(2) complete a commission approved Basic Wildland Fire Protection program and successfully pass the commission examination as specified in Chapter 439 of this title (relating to Examinations for Certification). An approved Basic Wildland Fire Protection training program shall consist of one of the following:

(A) completion of the commission approved Basic Wildland Fire Fighter training program, as specified in the applicable chapter of the commission's Certification Curriculum Manual; or

(B) completion of the following National Wildfire Coordinating Group (NWCG) courses:

(i) S-130: Firefighter Training;

(ii) S-190: Introduction to Wildland Fire Behavior;

(iii) L-180: Human Factors on the Fireline; and

(iv) I-100: Introduction to the Incident Command System, or an equivalent basic incident command system course such as NIMS IS-100; **or**

(C) Completion of a Texas A&M Forest Service approved online Hybrid (I-100, S-130, S-190 & L-180) with in-person test and field day.

7. Discussion and possible action on rule review of 37 Tex. Administrative Code, Part 13, Chapter 403, Criminal Convictions and Eligibility For Certification.

CHAPTER 403

CRIMINAL CONVICTIONS AND ELIGIBILITY FOR CERTIFICATION

§403.1. Purpose.

(a) The purpose of this chapter is to establish policy, procedures and criteria on the eligibility of persons with a criminal conviction for a certificate or renewal of a certificate issued by the Texas Commission on Fire Protection (the commission) and to establish procedures for suspension, probation, revocation, or denial of a certificate held or applied for by persons with a criminal conviction pursuant to Chapter 53, Texas Occupations Code.

(b) The duties and responsibilities of persons who hold certifications issued by the commission each involve matters that directly relate to public safety, specifically to the reduction of loss of life and property from fire. Thus, conduct involving the injury to a person or the destruction of property by fire, relates directly to the fitness of the individual to be fire protection personnel. Fire protection personnel often have access to areas not generally open to the public. The public relies on the honesty, trustworthiness, and reliability of persons certified by the commission. Thus, crimes involving moral turpitude, including, but not limited to, fraud and dishonesty, are directly relevant. In addition, the ability of such persons to function unimpaired by alcohol or the illegal use of drugs, in dangerous or potentially dangerous circumstances, including, but not limited to, the operation of emergency vehicles is paramount in light of the duty to protect the health and safety of the public.

§403.3. Scope.

(a) The policy and procedures established in this chapter apply to a person who holds or applies for any certificate issued under the commission's regulatory authority contained in Government Code, Chapter 419.

(b) When a person is convicted of a crime of a sexual nature, the conviction of which would require the individual to be registered as a sex offender under Chapter 62 of the Code of Criminal Procedure; or

(c) When a person is convicted of a crime that is an offense under Title 7 of the Texas Penal Code, or a similar offense under the laws of the United States of America, another state, or other jurisdiction, the person's conduct directly relates to the competency and reliability of the person to assume and discharge the responsibilities of fire protection personnel. Such conduct includes, but is not limited to, intentional or knowing conduct, without a legal privilege, that causes or is intended to cause a fire or explosion with the intent to injure or kill any person or animal or to destroy or damage any property. The commission may:

(1) deny a person the opportunity to be examined for a certificate;

(2) deny the application for a certificate;

(3) grant the application for a new certificate with the condition that a probated suspension be placed on the newly granted certificate;

(4) refuse to renew a certificate;

(5) suspend, revoke or probate the suspension or revocation of an existing certificate; or

(6) limit the terms or practice of a certificate holder to areas prescribed by the commission.

(d) When a person's criminal conviction of a felony or misdemeanor directly relates to the duties and responsibilities of the holder of a certificate issued by the commission, the commission may:

- (1) deny a person the opportunity to be examined for a certificate;
- (2) deny the application for a certificate;
- (3) grant the application for a new certificate with the condition that a probated suspension be placed on the newly granted certificate;
- (4) refuse to renew a certificate;
- (5) suspend, revoke or probate the suspension or revocation of an existing certificate; or
- (6) limit the terms or practice of a certificate holder to areas prescribed by the commission.

§403.5. Access to Criminal History Record Information.

(a) Criminal history record. The commission is entitled to obtain criminal history record information maintained by the Department of Public Safety, or another law enforcement agency to investigate the eligibility of a person applying to the commission for or holding a certificate.

(b) Confidentiality of information. All information received under this section is confidential and may not be released to any person outside the agency except in the following instances:

- (1) a court order;
- (2) with written consent of the person being investigated;
- (3) in a criminal proceeding; or
- (4) in a hearing conducted under the authority of the commission.

(c) Early review. A fire department that employs a person regulated by the commission, a person seeking to apply for a beginning position with a regulated entity, a volunteer fire department, or an individual participating in the commission certification program may seek the early review under this chapter of the person's present fitness to be certified. Prior to completing the requirements for certification, the individual may request such a review in writing by following the required procedure. A decision by the commission based on an early review does not bind the commission if there is a change in circumstances. The following pertains to early reviews:

- (1) The commission will complete its review and notify the requestor in writing concerning potential eligibility or ineligibility within 90 days following receipt of all required and necessary information for the review.
- (2) A notification by the commission regarding the results of an early review is not a guarantee of certification, admission to any training program, or employment with a local government.
- (3) A fee assessed by the commission for conducting an early review will be in an amount sufficient to cover the cost to conduct the review process, as provided in §437.19 of this title (relating to Early Review Fees).
- (4) An early review request will be considered incomplete until the requestor submits all required and necessary information. Early review requests that remain incomplete for 90 days following receipt of the initial request will expire. If the request expires and an early review is still desired, a new request and fee must be submitted.

§403.7. Criminal Convictions Guidelines.

(a) The following crimes are considered to relate directly to the ability, capacity, and fitness required to perform the duties and discharge the responsibilities of persons certified by the commission:

(1) offenses under the Government Code, Chapter 419, relating to the Texas Commission on Fire Protection;

(2) offenses under the Texas Transportation Code Title 6 Roadways, which are punishable by fines greater than \$200, or imprisonment, or both fine and imprisonment;

(3) offenses under the Health and Safety Code, Chapter 481, concerning controlled substances;

(4) offenses under the Health and Safety Code, Chapter 483, concerning dangerous drugs;

(5) offenses under the following titles of the Texas Penal Code:

(A) Title 5--offenses against the person;

(B) Title 6--offenses against the family;

(C) Title 7--offenses against property;

(D) Title 8--offenses against public administration;

(E) Title 9--offenses against public order and decency;

(F) Title 10--offenses against public health, safety and morals;

(G) Title 11--offenses involving organized crime; and

(H) Title 4--inchoate offenses Chapter 15 preparatory offenses to any of the offenses in this section;

(6) the offenses listed in this subsection are not inclusive, in that the commission may consider other particular crimes in special cases in order to promote the intent of the statutes administered by the commission.

(b) In all cases the commission shall consider:

(1) the nature and seriousness of the crime;

(2) the relationship of the crime to the purposes for requiring the certificate issued by the commission;

(3) the extent to which the certificate might offer an opportunity to engage in further criminal activity of the same type as that in which the person previously had been involved;

(4) the relationship of the crime to the ability, capacity, or fitness required to perform the duties and discharge the responsibilities of the certificate holder;

(5) the level and nature of supervision of the person by others; and

(6) the level and nature of access to public, commercial, and residential properties, including access after regular business hours and access to areas not open to the general public.

§403.9. Mitigating Factors.

(a) In addition to the factors that must be considered under §403.7 of this title (relating to Criminal Convictions Guidelines), in determining the present fitness of a person who has been convicted of a crime, the commission shall consider the following evidence:

- (1) the extent and nature of the person's past criminal activity;
- (2) the age of the person at the time of the commission of the crime;
- (3) the amount of time that has elapsed since the person's last criminal activity;
- (4) the conduct and work activity of the person prior to and following the criminal activity;
- (5) evidence of the person's rehabilitation or rehabilitative effort while incarcerated or following release; and
- (6) other evidence of the person's present fitness, including letters of recommendation from:
 - (A) prosecution, law enforcement, and correctional officers who prosecuted, arrested, or had custodial responsibility for the person;
 - (B) the sheriff or chief of police in the community where the person resides; and
 - (C) any other persons in contact with the convicted person.

(b) It shall be the responsibility of the applicant to the extent possible to secure and provide to the commission as required the recommendations of prosecution, law enforcement, and correctional authorities as required by statute and these rules upon request by the commission staff. The applicant shall upon request also furnish:

- (1) a copy of the indictment, information or complaint;
- (2) a copy of the judgement(s) or order(s) of the court adjudicating guilt, granting probation, community supervision, deferred adjudication, or discharge from probation or community supervision;
- (3) a record of steady employment in the form of a letter from current or former employers;
- (4) a record that the applicant has supported his or her dependents in the form of a letter from a person in the applicant's community with personal knowledge of the circumstances;
- (5) evidence that the applicant has paid all outstanding court costs, supervision fees, fines, and restitution as may have been ordered in all criminal cases in which he or she has been convicted, in the form of copies of official records, documents, or a letter from the person's probation or parole officer where applicable concerning his or her current status; and
- (6) a copy of the police or offense report(s).

§403.11. Procedures for Suspension, Revocation, or Denial of a Certificate to Persons with Criminal Backgrounds.

(a) If the commission proposes to suspend, revoke, limit, or deny a certificate based on the criteria in this chapter, the division shall notify the individual per Government Code, Chapter 2001. The notice of intended action shall specify the facts or conduct alleged to warrant the intended action.

(b) If the proposed action is to limit, suspend, revoke, or refuse to renew a current certificate, or deny an application for a new certificate, a written notice of intended action shall comply with the preliminary notice requirements of Government Code §2001.054(c). The individual may request, in writing, an informal conference with the commission staff in order to show compliance with all requirements of law for the retention of the certificate, pursuant to Government Code §2001.054(c). A written request for an informal staff conference must be submitted to the division director no later than 15 days after the date of the notice of intended action. If the informal staff conference does not result in an agreed consent order, a formal hearing shall be conducted in accordance with the Administrative Procedure Act, Government Code, Chapter 2001.

(c) If the individual does not request an informal staff conference or a formal hearing in writing within the time specified in this section, the individual is deemed to have waived the opportunity for a hearing, and the proposed action will be taken.

(d) If the commission limits, suspends, revokes, or denies a certificate under this chapter, a written notice shall be provided to the person that includes:

(1) the reasons for the decision;

(2) that the person may appeal the decision of the executive director to the commission in accordance with §401.63 of this title (relating to Final Decision and Orders) within 30 days from the date the decision is final and appealable;

(3) that the person, after exhausting administrative appeals, may file an action in a district court of Travis County, Texas, for judicial review of the evidence presented to the commission and its decision; and that such petition must be filed with the court no later than 30 days after the commission action is final and appealable.

§403.15. Report of Convictions by an Individual or a Department.

(a) A certificate holder must report to the commission, any conviction, other than a minor traffic offense (Class C misdemeanor) under the laws of this state, another state, the United States, or foreign country, within 14 days of the conviction date.

(b) A fire department or local government entity shall report to the commission, any conviction of a certificate holder other than a minor traffic offense (class C misdemeanor) under the laws of this state, another state, the United States, or foreign country, that it has knowledge of, within 14 days of the conviction date.

(c) A certificate holder is subject to suspension, revocation or denial of any or all certifications for violation of the requirements of subsection (a) of this section. Each day may be considered a separate offense.

(d) A fire department or government entity regulated by the commission violating subsection (b) of this section may be subject to administrative penalties of up to \$500. Each day may be considered a separate offense.

(e) Notification may be made by mail, e-mail, or in person to the Texas Commission on Fire Protection (TCFP) Austin office. TCFP Form #014 shall be used.

8. **Report from Presiding Officer, Daniel DeYear on the commission ad-hoc committee on advisory committees.**

9. **Report from Presiding Officer, Daniel DeYear on the progress of the commission ad-hoc committee review of 37 Tex. Administrative Code, Part 13, Chapter 435, Fire Fighter Safety.**

10. Update from Mike Wisko, Agency Chief regarding recent changes at the agency.

11. Subjects for future agenda items.

12. Future meeting dates.

13. Adjourn meeting.