PERFORMANCE SKILLS MANUAL

CHAPTER TWELVE

HEAD OF A FIRE DEPARTMENT

2026 Edition

Effective August 1, 2026

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

TEXAS COMMISSION ON FIRE PROTECTION
HEAD OF A FIRE DEPARTMENT

Performance Standards Evaluation

SKILL 1

Complete an Injury Report in FIDO

STANDARDS REVIEW ASSIGNMENT **Injury Report**

OBJECTIVE

Complete an Injury Report in FIDO using the scenario provided below.

INSTRUCTIONS – procedures for achieving the objective

Using the information provided in the scenario below, complete an injury report in the FIDO system.

SCENARIO: Single Family Dwelling Fire

On July 21, 2026 (Use Date of Incident), Captain Earl Schneider (male, 52 years, full-time employee) was injured at a structure fire while wearing PPE and SCBA at 1000 Congress Avenue, Austin, TX 78701. He slipped and fell off the roof of the single-family home and hurt his shoulder. He was transported to the hospital where he was diagnosed with and treated for a fractured clavicle. Captain Schneider returned to work on August 17, 2026 (Use date one week from incident date).

PREPARATION & EQUIPMENT

- Local SOPs, if applicable
- Computer with internet access
- FIDO login credentials

Injury Reporting Guidelines

1. Login to FIDO using your personal user name and password.
2. Go to your department page by selecting the DEPARTMENT tab at the top of the page, then click on your department to select it.
3. Click the “Injury Reports” tab on the left side of the page. Then click the green NEW INCIDENT REPORT button at the top of the page.
4. Add the **Date of Incident** when prompted by the pop-up calendar (i.e. July 21, 2026) then click the green NEW INCIDENT REPORT button at the bottom of the pop-up.
5. Click the blue INJURY button when choosing what type of report is being submitted.
6. Indicate whether firefighting PPE or SCBA was worn.
7. Indicate whether you are reporting a fatality.
8. Use the drop-down menu to select the type of injury you are reporting.
9. Enter the individual’s info:
    i. Sex – Male/Female
    ii. Age
    iii. Date of Incident
10. Select if the injury happened on an emergency scene or EMS call.
11. Indicate whether the injured person was transported to a hospital.
12. Indicate whether the injured person missed more than one duty period.
13. Detail what happened when the injury occurred.
14. Click the blue SAVE button to save the injury report. Finally, choose OK after double checking that all information is correct.

TEXAS COMMISSION ON FIRE PROTECTION
HEAD OF A FIRE DEPARTMENT
Performance Standards Evaluation

Candidate: _____

Examiner: _____

HOD SKILL 1				
Complete an Injury Report				
Complete an Injury Report using the FIDO criteria based on the scenario provided.	**TEST**		**RETEST**	
	S	**U**	**S**	**U**
The candidate:	(Leave these columns blank – to be filled in by your compliance officer.)			
a) Correctly responded to all areas in the FIDO incident reporting module				
b) Utilized drop down menu selections				
c) Provided adequate information in the general description of the incident				

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.

TEXAS COMMISSION ON FIRE PROTECTION
HEAD OF A FIRE DEPARTMENT
Performance Standards Evaluation

Examiner/Candidate Comments:

Overall Skill Test Score	**Pass (✓):**		**Fail (✓):**	
Skills Examiner Signature		Examiner FIDO PIN #		Date

Overall Skill Re-Test Score	**Pass (✓):**		**Fail (✓):**	
Re-Test Skills Examiner Signature		Examiner FIDO PIN #		Date

TEXAS COMMISSION ON FIRE PROTECTION
HEAD OF A FIRE DEPARTMENT
Performance Standards Evaluation

SKILL 2

Commission Members and Staff

STANDARDS REVIEW ASSIGNMENT **Commission**

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

INSTRUCTIONS – procedures for achieving the objective
Using the form provided, identify each of the thirteen members of the Texas Commission on Fire Protection. Additionally, identify the staff members who currently hold the following positions: Executive Director, Compliance Manager, Certification and Professional Development Manager, Training Approval and Testing Supervisor, and the Compliance Officer for the regional office located nearest your department.

To identify Commissioners, go to: Commissioners | Texas Commission on Fire Protection

To identify TCFP staff, go to: Our Staff | Texas Commission on Fire Protection

PREPARATION & EQUIPMENT
- Computer with web access to TCFP website

TEXAS COMMISSION ON FIRE PROTECTION
HEAD OF A FIRE DEPARTMENT
Performance Standards Evaluation

Candidate: _____

Examiner: _____

HOD SKILL 2					
Identifying Commission Members and Staff					
Identify each of the members of the Texas Commission on Fire Protection and some key agency administrative staff members.		**TEST**		**RETEST**	
		S	**U**	**S**	**U**
Please identify the following:	***Enter your responses in this column***	(Leave these columns blank – to be filled in by your compliance officer.)			
a) Presiding Officer for TCFP					
b) Commissioner					
c) Commissioner					
d) Commissioner					
e) Commissioner					
f) Commissioner					
g) Commissioner					
h) Commissioner					
i) Commissioner					
j) Commissioner					
k) Commissioner					
l) Commissioner					
m) Commissioner					
n) Agency Chief					
o) Deputy Chief - Professional Standards					
p) Division Chief - Compliance					
q) Section Chief - Inspections					
r) Section Chief - Investigations					
s) Division Chief - Training					
t) Division Chief - Certification					
u) Compliance Liaison at nearest regional office					

TEXAS COMMISSION ON FIRE PROTECTION
HEAD OF A FIRE DEPARTMENT

Performance Standards Evaluation

S = Satisfactorily completed/performed
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All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

TEXAS COMMISSION ON FIRE PROTECTION
HEAD OF A FIRE DEPARTMENT
Performance Standards Evaluation

Examiner/Candidate Comments:

Overall Skill Test Score	**Pass (✓):**		**Fail (✓):**	
Skills Examiner Signature		Examiner FIDO PIN #		Date

Overall Skill Re-Test Score	**Pass (✓):**		**Fail (✓):**	
Re-Test Skills Examiner Signature		Examiner FIDO PIN #		Date

TEXAS COMMISSION ON FIRE PROTECTION
HEAD OF A FIRE DEPARTMENT

Performance Standards Evaluation

SKILL 3

Arson Investigator Level Certification Requirements

STANDARDS REVIEW ASSIGNMENT **Arson Investigator**

OBJECTIVE

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

INSTRUCTIONS – procedures for achieving the objective

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

PREPARATION & EQUIPMENT

- Computer with web access to TCFP website

TEXAS COMMISSION ON FIRE PROTECTION
HEAD OF A FIRE DEPARTMENT
Performance Standards Evaluation

Candidate: _____

Examiner: _____

HOD SKILL 3					
Arson Investigation Personnel Requirements					
Identify requirements for Arson Investigation Personnel as outlined in TCFP's Standards Manual for Fire Protection Personnel, Chapter 431 "Fire Investigation."		**TEST**		**RETEST**	
		S	**U**	**S**	**U**
Please identify the following:	***Enter your responses in this column***	(Leave these columns blank – to be filled in by your compliance officer.)			
a) Certification time frame from the date of initial appointment as Arson Investigation personnel					
b) Training program requirement					
c) Additional state license requirement for certification					

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

TEXAS COMMISSION ON FIRE PROTECTION
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Performance Standards Evaluation

Examiner/Candidate Comments:

Overall Skill Test Score	**Pass (✓):**		**Fail (✓):**	
Skills Examiner Signature		Examiner FIDO PIN #		Date

Overall Skill Re-Test Score	**Pass (✓):**		**Fail (✓):**	
Re-Test Skills Examiner Signature		Examiner FIDO PIN #		Date

TEXAS COMMISSION ON FIRE PROTECTION
HEAD OF A FIRE DEPARTMENT

Performance Standards Evaluation

SKILL 4

Master Level Certification Requirements

STANDARDS REVIEW ASSIGNMENT **Master Certification**

OBJECTIVE

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

INSTRUCTIONS – procedures for achieving the objective

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

PREPARATION & EQUIPMENT

- Computer with web access to TCFP website

TEXAS COMMISSION ON FIRE PROTECTION
HEAD OF A FIRE DEPARTMENT
Performance Standards Evaluation

Candidate: _____

Examiner: _____

HOD SKILL 4					
Master Structural Fire Protection Personnel Requirements					
Identify requirements for Master Structure Fire Protection Personnel as outlined in TCFP's Standards Manual for Fire Protection Personnel, Chapter 423 "Fire Suppression."		**TEST**		**RETEST**	
		S	**U**	**S**	**U**
Please identify the following:	***Enter your responses in this column***	(Leave these columns blank – to be filled in by your compliance officer.)			
a) Prerequisite level of certification					
b) Number of years of fire protection experience					
c) Number of college semester hours					
d) Number of college semester hours in fire science subjects					
e) Acceptable degree in lieu of college semester hours					

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

TEXAS COMMISSION ON FIRE PROTECTION
HEAD OF A FIRE DEPARTMENT
Performance Standards Evaluation

Examiner/Candidate Comments:

Overall Skill Test Score	**Pass (✓):**		**Fail (✓):**	
Skills Examiner Signature		Examiner FIDO PIN #		Date

Overall Skill Re-Test Score	**Pass (✓):**		**Fail (✓):**	
Re-Test Skills Examiner Signature		Examiner FIDO PIN #		Date

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END OF PERFORMANCE SKILLS

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