

California State Fire Training Company Officer 2B



General Administrative Functions for Company Officers



Capt. Arnold Klement Ret.



Red Helmet Training

www.RedHelmetTraining.com



Company Officer 2B Course Syllabus

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COURSE DESCRIPTION- (CFSTES) This course provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public.

Certification: Fire Officer I and II

CTS Guide: Company Officer

Prerequisites: Meet the Educational Requirements for Firefighter II

Standard: Complete all activities. Complete all summative tests with a minimum score of 80%.

Hours: Lecture 13hrs. Activities 5hrs. Testing 2hrs. (20hrs)

Maximum Class Size: 32

Required Textbook: IFSTA - Fire and Emergency Services Company Officer 5th Edition

COURSE OBJECTIVES

- 1.Objective 1 - Identify the different Levels of the Fire Officer Certification Track
- 2.Objective 2 - Articulate the Duties of a Company Officer Level I and II and WLFO I
- 3.Objective 3 - Explain the Impact of State and Federal Laws and Regulations for CO
- 4.Objective 4 - Explain the Roles of each management component of a FD Org Chart
- 5.Objective 5 - Demonstrate understanding of Record Management Components and Use
- 6.Objective 6 - Describe the Purchasing process including Laws and Limitations
7. Objective 7 - Describe the types of Budgets and be able to develop a Project or Div. Budget
8. Objective 8 - Demonstrate ability to prepare a budget request
9. Objective 9 – Explain the need and benefits for collecting Incident response data
10. Objective 10 - Prepare accurate reports and news releases

- 11. Objective 11 – Plans for Organizational Change that result in positive implementation
- 12. Objective 12 – Develop Policies or Procedures including identifying the problem and purpose of a solution
- 13. Objective 13 - Identify the need for changes in Policy or Procedure and plan for implementation
- 14. Objective 14 – Explain the benefits of Cooperation with Allied Organizations
- 15. Objective 15 – Demonstrate the ability to recognize and respond to Community Needs and Concerns

Days/Hours/Units

Day 1 (8 hrs.)

Unit 1 – Topics 1.1, 1.2, 1.3

Unit 2 – Topics 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7

Day 2 (8 hrs.)

Unit 2 – Topics 2.8, 2.9, 2.10, 2.11, 2.12

Day 3 (4 hrs.)

Unit 3 – Topics 3.1, 3.2, 3.3

Final Exam

CO 2B Study Guide V2

1. Know the difference between formative and summative tests
2. Know the Definition of Law, Rules, Regulations
3. Understand the CO's liability
4. Know where you can go to find Laws that pertain to Company Officers
5. Understand the CO duties regarding Health and Safety of Employees (456)
6. According to NFPA 1021 regarding local governments role (357)
7. Administrative Duties of a CO (19)
8. How does and Organizational Chart relate to span of control? (26)
9. Internal forces that create change in an organization (351)
10. How do standards and practices for purchasing affect a CO? (394)
11. Understand the differences of Operating and Capital Improvement budgets (393)
12. Understand the steps as described in CO textbook regarding budget process (141,142)
13. CO role in Records Management, confidentiality, privacy (143,145,148)
14. Understand the stages of change and steps to create change (351)
15. Importance of NIOSH and OSHA regarding Rules, regulations, policies, procedures (391)
16. Understand the establishment and enforcement of Policies and Procedures (136)
17. Interagency Coordination for CO (361)
18. CO role for Press Releases (363)
19. Formal Intergovernmental agreements components and reasons to have them (361)
20. Understand the usefulness of Demographics (131)
21. Understand CO role in Community Relations (356)
22. Conflict Resolution Behaviors (86)
23. Definition of Grievance (88)
24. How CO deals with Concerns, Complaints, and Inquiries (132,133,134)

CO2B Vocabulary

Formative Test — Assessments to measure if learning has occurred / part of the learning process.

Summative Test — Assessments to measure how much our students have learned up to a particular point in time.

Law — A binding custom or practice of a community:
- a rule of conduct or action prescribed or formally recognized as binding or enforced by a controlling authority.

A code — A subset of the law.

Regulations — Rules issued by governmental agencies open to comment.

Standard — An agreed way of doing something.

Liability — A Company Officer can be held individually responsible for their actions.

Health and safety responsibility for CO — analyzing unit accident/injury reports.

Records management — systematic control of an organization's records.

Budgets

Planning — Prioritizing expenditures.

Implementation — Identifying the approved course of action.

Monitoring/Evaluating — The step used to keep the department on track.

Behaviors

Passive — When people hide their emotions.

Aggressive — When people express their emotions openly and use threatening behavior.

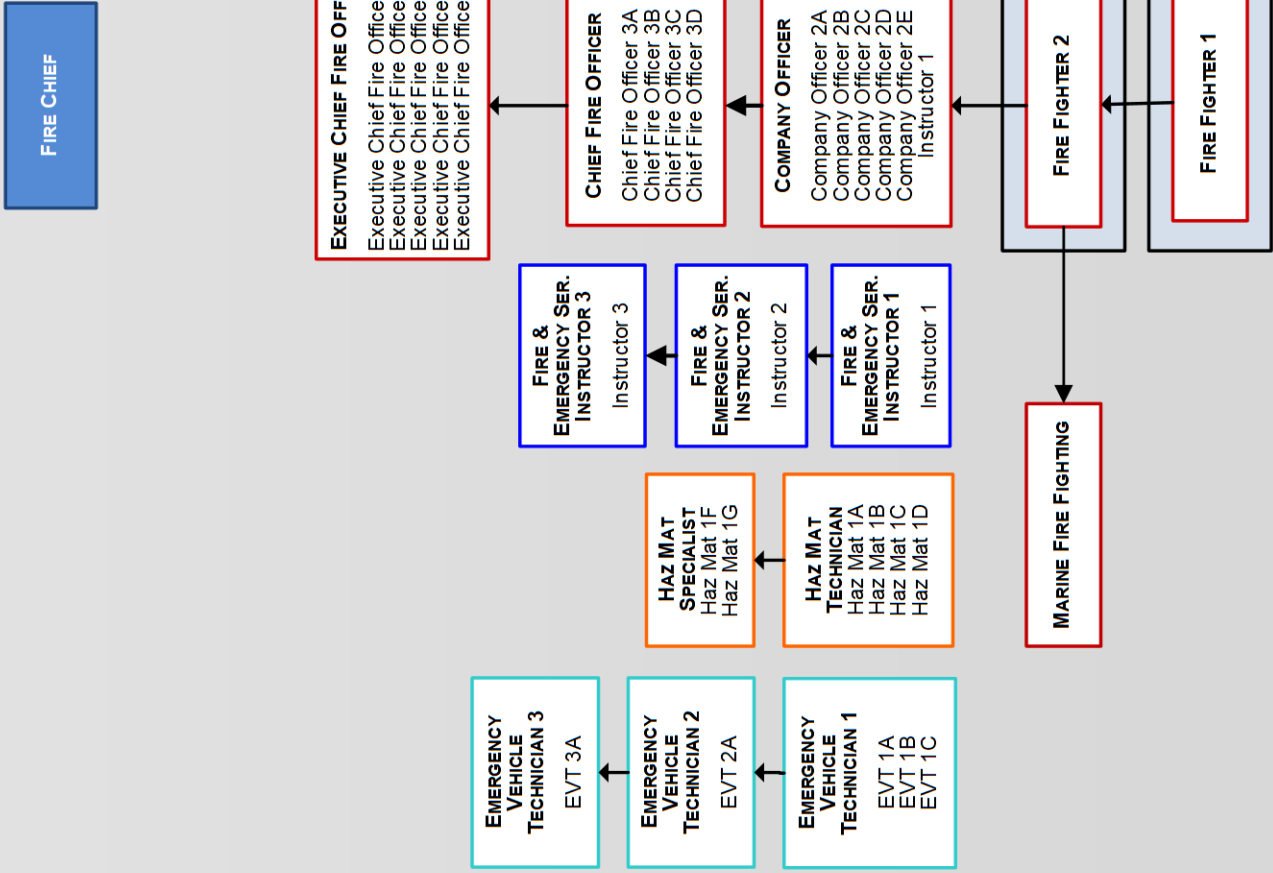
Assertive — When people express emotions honestly and defend their rights without hurting others.

Grievance — A complaint filed against management.



Professional Certification Tracks

August
2023



In addition to the NFPA requirements, other courses are required based on national and state mandates:

IS-200.B meets the ICS requirement per Homeland Security Presidential Directive-5

Hazardous Materials Incident Commander satisfies the requirements found in the California Code of Regulations, Title 8, Section 5192.

Wildland Company Officer requires S290

Learning Activity 1.3

Student Worksheet

Objective Identify the courses and other requirement for Fire Officer I and II

Directions

Using the Handouts provided and/or the SFT website. Review the Fire Officer Requirements and place your answers on the white board for your groups.

Appoint a spokesperson to present your findings.

Make sure to include the following information in your presentation:

- The different levels of Fire Officer
 - The Courses Required for Fire Officer
 - The Checklist for Fire Officer
 - The Task Book Process
-



FEDERAL LAWS

- The proposed laws and regulations are reviewed and the public is given a chance to respond before adoption.
- Federal Agencies are directed to use “Voluntary Consensus”
 - Open to Process
 - Support a balance of interest
 - Maintain Due Process
 - Provide an Appeals Process
- Many Fire and Emergency Service Organizations provide input on Laws that will affect the Fire Service
- The Federal Government and NFPA are looking for consensus on controversial topics. They use proposals or comments to address issues backed by hard data.

STATE REGULATIONS

- Many Departments don't need to comply with Federal Regulations as they apply to the public.
- However, when states adopt Federal Regulations, they become enforceable by state and local governments. (OSHA)
 - OSHA 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response adopted by the EPA is a National Mandate

BUILDING AND FIRE CODES

- NFPA and International Code Council (ICC) are very active in Code creation and adoption
- Typically, Codes are adopted by the County/City/District and create uniformity.
- NFPA mostly involved with fire and electrical safety.
- ICC made up of building officials

OSHA GENERAL DUTY CLAUSE

- Employers are required to provide a place of employment that is free from hazards that are likely to cause injury, sickness, or death
- In the absence of specific OSHA regulations, NFPA 1500 is the standard that will be used regarding safety

NFPA STANDARDS

- Formed in 1896 by Insurance Companies due to inconsistent Sprinkler Regulations
 - 1001- Firefighter Professional Qualifications
 - 1021- Fire Officer Professional Qualifications
 - Company Officers must know how local governments enact laws
 - 1403- Live Fire Training Evolutions
 - 1500- Standard on Firefighter Occupational Safety and Health program
 - 1582- Medical Evaluation Requirements for FF's
 - 1901- Automotive Fire Apparatus
 - 1971- Protective Ensembles
 - 1981- Open Circuit SCBA's
 - 1710- Response Standards

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

- Standardized training for Ambulance Attendants
- Instrumental in implementing national 9-1-1 system
- Certification Standards for EMT, EMT-P, medevac helicopters, and Shock Trauma Centers
- Hi-Vis vests must be used on roadways paid for with federal funding

HIRING AND PERSONNEL STANDARDS

- Fair Labor Standards Act (FLSA)
 - It's on your paycheck
 - Established 40hr work week and OT
- Equal Employment Opportunity Comm (EEOC)
- Americans with Disabilities (ADA)
 - Fire Station construction
- Family and Medical Leave Act (FMLA)

EMPLOYEE UNIONS

- Association and their participation
- Firefighter Bill of Rights
- Wages, Hours, Working Conditions?
 - Memorandum of Understanding

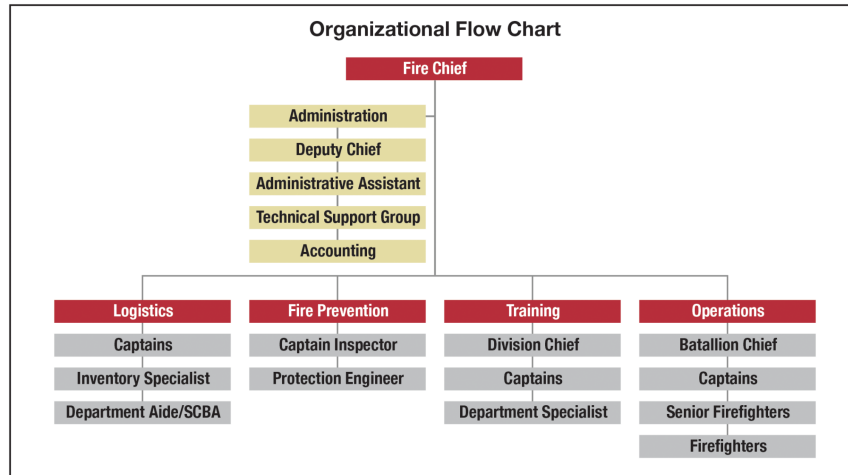
LAWS, CODES, REGULATIONS, STANDARDS

- Law is a set of rules that a person is subject to, usually has penalties
- A code is a subset of the law
- Regulations are rules issued by governmental agencies open to comment
- Standard- an agreed way of doing something

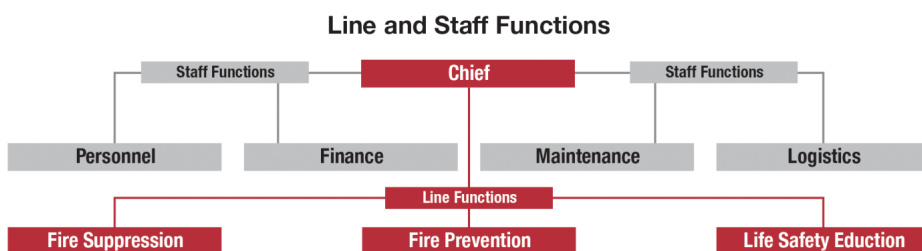
SCALAR PRINCIPLE OF MANAGEMENT

- Henri Fayol, French mining engineer circa 1800s, identified the scalar principle as one of fourteen principles of management. In a scalar chain, the manager at the highest level has the most decision-making power, and responsibility for decisions decreases as one goes down the chain. Management theorists hold that setting a solid chain of command with as few levels of authority as possible enables better decision-making and well-defined superior-subordinate relationships.

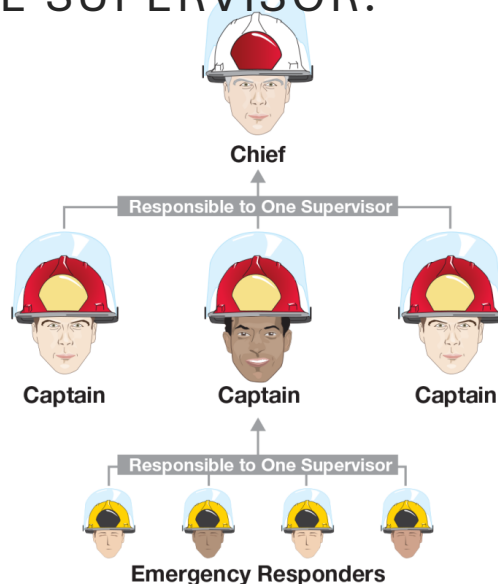
THE SCALAR STRUCTURE HAS AN UNINTERRUPTED SERIES OF STEPS FOR DECISIONS AND FEEDBACK.



FIRE SERVICE ORGANIZATIONS CAN BE DIVIDED INTO **LINE** AND **STAFF** PERSONNEL.

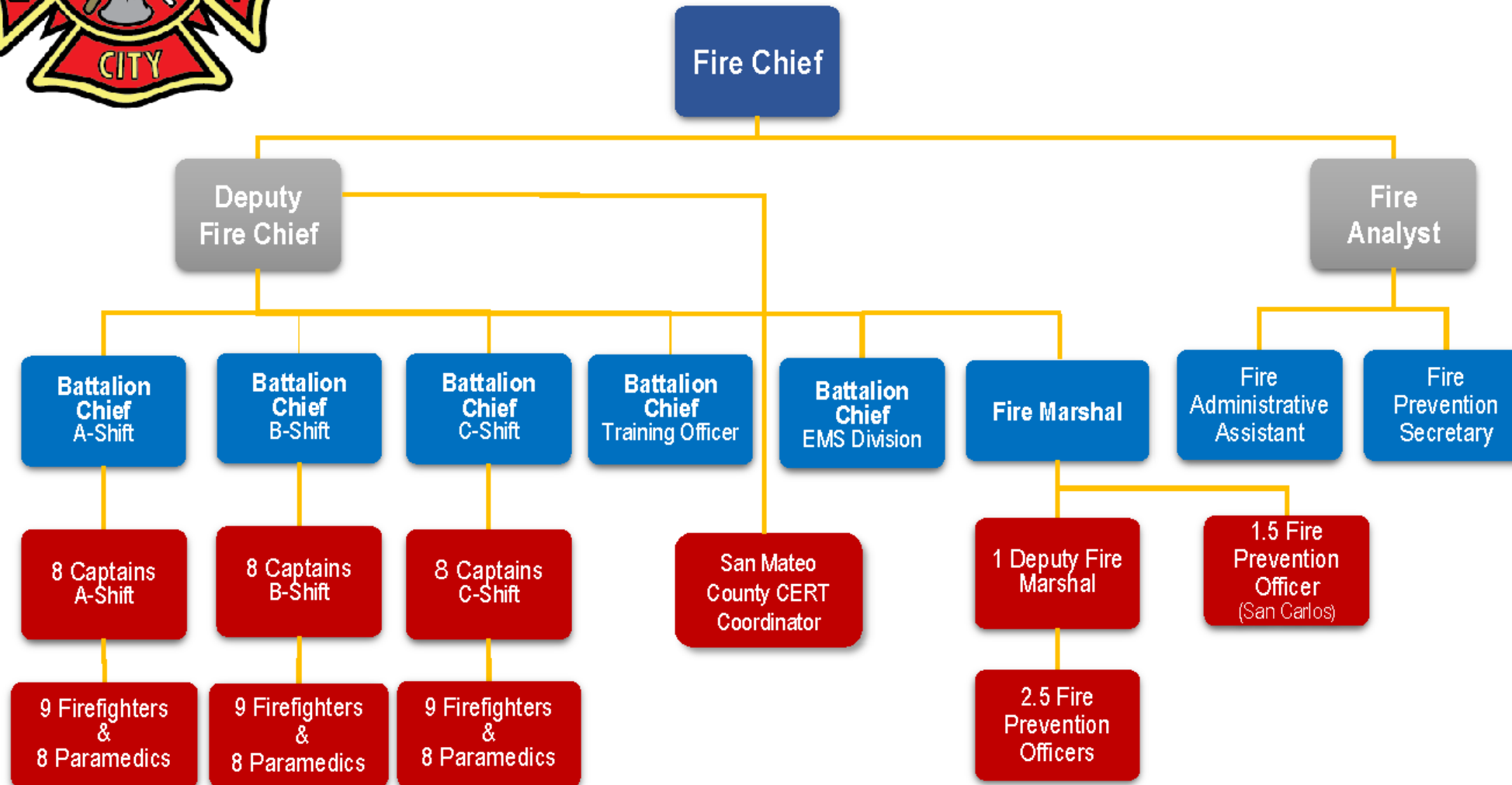


UNITY OF COMMAND STATES THAT EACH SUBORDINATE HAVE ONLY ONE SUPERVISOR.





Redwood City Fire Department



ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		Branch	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:		Division/Group	
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Branch	
		Branch Director	
		Deputy	
5. Planning Section:		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
6. Logistics Section:		Division/Group	
Chief		Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: _____		Position/Title: _____ Signature: _____	
ICS 203	IAP Page _____	Date/Time: _____	

Learning Activity 2

Working in Groups

Create an organization Chart and assign the duties to those personnel listed in duties.

Anywhere Fire Department

Staffing for 5 Fire Stations, 5 Type 1 Engines, 3 Type 3 Engines, 1 Truck Company, 3 Rescue Ambulances, 1 Technical Rescue Trailer, 1 B/C Tahoe, 3 Staff Tahoe's

6 Chief Officers of different Rank

6 Civilian Admin or Fire Prevention

18 Company Officers

18 Engineers

21 Firefighter/Paramedics

18 Non-Safety Paramedics

Duties other than responding to calls

Time Sheets, Daily Staffing, Hiring, Promotions, Fire Prevention Inspections, plans review, CAD, Radios and Communications, Vehicle Maintenance, Vehicle Specifications and Purchasing, Station Maintenance, Training, Budget Management, SCBA Maintenance, O2 Maintenance, Hose Maintenance, Grants, Reimbursement, EMS billing, EMS Training, Report Review, Flashlight maintenance, Headset maintenance, PPE purchasing, Equipment purchasing, Station Supplies, EMS supplies, Mapping and GIS, Station alerting, Communications center, EOC and Emergency Management, CERT Training, CPR Training, Fire Hydrant Maintenance

Learning Activity 2.2

Objective

Use IFSTA FESCO textbook 6th edition, Chapter 3, pgs.50-52
Identify leadership styles and the 8 steps to develop command presence

Directions

Students, given a situation requiring leadership, will identify which leadership style(s) should be employed and using the 8 steps on pg.52, will describe how the issue will be resolved

Situations

Group 1-Multi-vehicle T/C with 6 patients, initial response was a single engine company

Group 2-CO is given task of developing driver training for a new hire group of 10 FF/PM's that have a 3 week orientation prior to being assigned to shift work

Group 3-CO is tasked by his BC to update the current driver operator task book. Updates should reflect the removal of KME Type 1 engines from the fleet and addition of new Pierce type 1 engines. Additionally the dept now will have fire apparatus with pneumatic priming pumps, smaller water tanks (previously 750 to currently 650 or 500), and front facing high lumen flood lights on all type 1 engines.

Group 4-At your multi-company fire station 2 firefighters are on the apparatus floor in the midst of an emotional shouting match. All on-duty personnel arrive to watch the match, yet none are trying to diffuse the situation. You are the level II CO in charge of the station and find this scene.

Fire and emergency service organizations are categorized based on how the organization is funded

- Public or Private
 - Fire Brigades
 - Public or Private under contract with city, county, etc
 - Contract language stipulates staffing levels, response levels/times, automatic/mutual aids

Company Officer Level 1 must allocate resources available while staying within fiscal limitations.

- They must allocate resources within fiscal limitations and financial constraints
 - Allocate: to assign, allot, distribute

Responsibility Areas

- Federal (FRA)
 - Bureau of Indian Affairs (BIA)
- State (SRA)
- Local (LRA)

Aid Agreements

- Automatic Aid- dispatched without request
- Mutual Aid- dispatched after approval
- ABH- Assistance by Hire
- DPA- Direct Protection Area
- Contract counties- Kern, LA, Marin, Orange, Santa Barbara, Ventura
 - Not subject to CFMA

Policies and procedures document an organization's expectations based on models and plans.

- Ensure understanding and compliance
- Must be **current** and appropriate
- Must be explained as part of training
- Have process for evaluation and continually monitor for effectiveness
- Procedures are written steps to follow for recurring situations or problems

SOPs provide a consistent point of reference

- Company officers responsible for following and implementing
- **Company officers may provide input**
- Policies and Procedures should be revised and monitored when necessary
- The most difficult policy to enforce is the one you disagree with

Records Management Systems (RMS) are the systematic control of records to ensure quick access to information

RMS are used for:

- Budget
- Inventory
- Maintenance
- Activity (Incident Reports)

RMS should:

- Operate efficiently and effectively
- Prepare long range plans
- Meet legal and AHJ obligations
- Identify and safeguard important records
- Assign tasks and identify responsible parties

RMS aid in:

- Records location
- Saving administrative costs
- Supporting decision-making
- Monitoring accomplishment of goals
- Providing administrative continuity
- Protecting interests of customers and stakeholders

Company officers have specific responsibilities in records management

- **Generating raw data and creating reports**
- Striving for accuracy in collection of data and reports
- Analyzing information

What is the need for and the benefits of collecting incident response data?

- Producing timely and accurate incident response reports

Company Officers are responsible for generating raw data and create reports that become part of that system*

Record Management Systems must allow personnel to input and extract information effectively

Types of Records:

- Training
- Performance
- Attendance / Scheduling
- Hazardous or Medical Exposures
- Budget
- Inventory
- Maintenance
- Incident or Activity Reports

Private vs Public Records:

- When you use Organizational Equipment, your information is not protected
- Privacy of personal information includes training and medical records (defer to policies and procedures)
 - Except training attendance logs*
- Public has access to Public Meetings. (Open Records Act)

Records Management Systems are the systematic control of an Organization's records to ensure quick access to information*

Learning Activity 2.3

Student Worksheet

Objective Identify the many Record Management Systems that are used by the personnel in your groups

Directions

Review the many types of RM Systems that are used by your group. Place the different systems on your white board and be prepared to give a short, informal verbal presentation that describes the purpose of each system you noted.

Appoint a spokesperson to present your findings.

Make sure to include the following information in your presentation:

- The purpose of each record management system
 - Formal Training you received to use the system
 - Components of the system
 - How the information can be used stored in the system
 - Any problem with the system
-

PURCHASING

A company officer should be familiar with the organization's budgeting and purchasing processes, which are important and necessary functions of providing services to the public.

Purchasing Process Considerations:

- Limits on spending for various services
- Limits on spending based on bidding
- List of Approved Vendors
- Standard Purchase on Expendables
- Contract Items or Master PO's
- Policies regarding Petty Cash or CO purchasing Authority
- Procedure for inventory tracking (Grant items*)
- Approval Process
- Service Contracts
- Competitive Bidding
- Cooperative Purchasing
- Legal Considerations

Level II Officers may be responsible for purchasing materials and equipment specific to the divisions or project's needs

- Ensure that organization receives exact materials ordered
- Keep expenses within approved budget
- Only spend funds for what they've been allotted*

Purchasing needs should be determined during the budget process

- Determine amount of funds available
- Review current purchases
- Review standards and regulations when time comes to purchase!

Purchasing Laws / Policies/Considerations:

- Is it always the lowest bidder?
- How many bids are needed?
- Is the process fair to all?
- Company Officers must know how to solicit, award and ensure competitive bids*
- Does your budget carry over?

Common Purchasing Forms/Methods

- Cards
- Vendors
- Purchases Orders (PO)
- Receipts
- Request for Proposal (RFP)
- Request for Quote (RFQ)

Learning Activity 2.4

Student Worksheet

Objective

Given the Chino Valley Fire District's Purchasing Manual, understand the purchasing requirements and processes for different items.

Directions

Using the CVFD's Purchasing manual, in your group, answer the questions below. Chart your answers on your white board.

Appoint a spokesperson to present your findings.

1. What Code is referenced for Purchasing Supplies for CVFD?
 2. What happens if you need to split an order to avoid the formal or competitive bid process?
 3. What is the limit for Oral Quotes?
 4. What is the Maximum amount for Oral Quotes?
 5. When can you use the informal bidding process?
 6. When should a formal bidding process be used?
 7. What are the procedures for the formal bidding process?
 8. What Code is cited for the formal bidding procedure?
 9. What happens if a successful bidder fails to execute a contract?
 10. What is used to formalize a purchase transaction with a vendor?
 11. Who has the authority to lease equipment?
-

BUDGETS

Definition: a narrow list of proposed expenditures and revenue sources

Fire Department Budgets are forecasts of funds that will be needed and a control tool that shows the allocation of resources among the various segments for the Department.

Types of Budgets:

- Operating – Recurring expenses of day-to-days operations.
- Capital - lists of planned expenditures for items that have a useful life of more than one year (usually 3+)

Operating Budgets forecast and pay for personnel costs (90%), utilities, Apparatus, fuel, maintenance, supplies, etc

Capital Budgets forecast and pay for facility construction, apparatus and equipment

Common revenue sources:

- Taxes (RE, Sales, Income, Utility)
- Assessment or User Fees
- Fundraising
- Private and Corporate Donations
- Government Subsidies and Grants
 - Grants require accounting

Budget Process:

- Planning
- Preparation
- Implementation
- Monitoring and Evaluating
- Revision

Planning:

- The first step is to plan by considering the projected revenues compared to the projected expenditures.
- Company Officers may compare fiscal years to determine operational needs based on a fixed amount of money
- Budget forms are submitted to Administration

Preparation:

- Prioritize the Expenditures through
 - Fixed Costs
 - Discretionary funds
 - Emergency funds
- Other Considerations for Preparation
 - Justifications
 - Internal Reviews
 - External Reviews

Implementation:

- Implementation- Identifying the approved course of action
- The approved and adopted budget represents a plan for the organization's operation for the fiscal year.
- Company Officer's can use the approved budget to explain planned costs for the fiscal year.

Monitoring & Evaluating:

- Used to keep the department on track and should be monitored on a regular basis to keep everyone on track.
- Prevents a Budget Crisis

Review:

Reasons for Revision include:

- Decreased Revenues
- Increase in Operating Costs
- Underestimation of Actual Costs
- Increase of Service Requirements
- Change in Negotiations
- Unforeseen Catastrophic Occurrence

BUDGET REQUESTS

A company officer should also be familiar with the organization's budgeting and purchasing processes, which are important and necessary functions of providing services to the public

The first step in preparing a budget request:

- Identify the proper forms and adhere to policies and procedures.

The Second step is to identify potential revenue sources:

- Existing Budget
- Grants
- Donations
- Other Departments

Funding needs determination requires company officers to accurately estimate costs, and which budget is appropriate

- Capital
- Operational
 - Division
 - Program/Project

Determining Costs

- Personnel Costs
- Equipment Costs
- Maintenance Costs
- Replacement Costs

Does this purchase require a bid?

- Does it exceed CO purchase authority?
 - Can someone in higher rank make purchase?

When bid is required:

- Review policies
- RFP/RFQ
- Sealed/Unsealed

Justification may be required. Seek input from nearby departments.

Purchasing and Purchasing Card Usage

215.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for purchasing supplies and materials necessary for carrying out the mission of the Fire District and to outline procedures for the use of District purchasing cards for official business use. Purchases are subject to pre-approved spending limits except during emergent situations. This policy applies to all members who are authorized to make purchases for the District.

215.2 POLICY

It is the policy of the Chino Valley Fire District to authorize approved members to make purchases of needed supplies and materials subject to pre-determined spending limits. It shall also be the district's policy to provide a purchasing card to authorized district personnel for official business use only, under specific guidelines. Purchasing cards are intended for use for small and emergent purchases, as well as pre-approved travel.

215.3 PRE-DETERMINED SPENDING LIMITS

Members shall strictly adhere to the following spending limits:

- **Captain** - \$200 per 48 hour shift, with approval of the duty Battalion Chief.
- **Deputy Fire Marshal** - \$500 per transaction, if budgeted.
- **Training Captain** - \$1,000 per transaction, if budgeted.
- **Facilities and Fleet Coordinator/Senior IT Support Analyst** - \$2,500 per transaction, if budgeted.
- **Battalion Chief, Fire Marshal and EMS Nurse** - Authorized to approve expenditures up to \$5,000, if budgeted.
- **Deputy Chief, Human Resources Director, Clerk of the Board and Finance Director**- Authorized to approve expenditures up to \$10,000, if budgeted.
- **Fire Chief** - Authorized to approve expenditures up to \$100,000.

215.4 GENERAL GUIDELINES

In case of emergency, make necessary purchases without regard for the pre-determined spending limits of this policy.

Purchases in amounts between \$10,000 and \$100,000 generally require three informal bids, and purchases of \$100,000 or more generally require formal, sealed bids and Board approval.

215.5 PURCHASING CARD USE

- (a) Authorized personnel

Chino Valley Fire District

POLICIES

Purchasing and Purchasing Card Usage

1. Purchasing cards shall be issued to those personnel with District purchasing authority.
 2. The Fire Chief or designee may issue cards to personnel who have purchasing responsibilities, but do not have specific purchasing authority as per policy.
- (b) Approvals and use guidelines
1. Card use is for authorized District official business only and a purchasing card may only be used by the cardholder whose name appears on the card.
 2. In conjunction with card usage, cardholder shall obtain all approvals required under existing purchasing policy.
 3. All existing spending authority limits shall be strictly observed while using purchasing cards.
 4. All card purchases shall be executed within approved budget.
 5. The issuing bank cannot accept payments directly from cardholders and improper use of the card may be considered misappropriation of District funds and may result in disciplinary action.
 6. All cardholders shall execute a Purchasing Cardholder Acceptance Agreement in conjunction with card issuance.
- (c) Card security
1. Cardholder is responsible for security of card at all times and cardholder shall confirm that card is secure on a regular basis, but no less than monthly.
 2. If card is lost or stolen, cardholder shall immediately notify the issuing bank by telephone and confirm this notification by mail, email or facsimile, and shall notify a designated District program administrator as soon as possible.
- (d) Card as district property
1. A card issued may be revoked based on change of assignment or location, or otherwise at the sole discretion of the District.
 2. Cardholder shall return purchasing card to District upon separation or in cases of an extended absence.
 3. Cardholder may be asked by a district official to produce the card to validate its existence and account number, and may also be asked to produce receipts and statements to audit its use.
- (e) District program administrators
- (a) The Finance Director, Accountant and Chief Officers shall serve as District program administrators.
- (f) General guidelines
1. Purchasing card is intended to replace individual store credit cards and billing accounts, and is generally to be used for small or emergent purchases and pre-approved travel.

Chino Valley Fire District

POLICIES

Purchasing and Purchasing Card Usage

2. Card use for travel and other out-of-District purchases must be pre-approved by a manager or chief officer.
 3. Cards shall have individual single purchase, monthly and overall credit limit controls in place. It is the responsibility of individual cardholders to be aware of these limits and to self-monitor usage accordingly.
 4. The use of cards to split purchases for purposes of circumventing purchasing policies is strictly prohibited.
 5. Card usage is limited to official District business only. Personal use is strictly prohibited.
 6. Card use for cash advances is prohibited.
- (g) Need for temporary increase in credit Limits
1. In the event that a cardholder requires a temporary increase in the card credit limit, it is the responsibility of cardholder to contact a District program administrator to make the necessary arrangements.
 2. In non-emergent cases, cardholder shall contact a program administrator at least five business days prior to the date a temporary credit limit increase is required.
 3. All increases in temporary credit limits shall require appropriate supervisory approval.
- (h) Online account access by cardholder
1. In order to obtain electronic access to statements and other account information, cardholder shall register online with card issuing bank.
 2. Cardholder shall be responsible for printing cycle-end statements for reconciliation purposes.
- (i) End of billing cycle procedures
1. At the close of each billing cycle, cardholder shall print a monthly statement from the issuing bank's system.
 - (a) Statement transactions shall be reviewed by cardholder for accuracy.
 - (b) All original purchase card receipts shall be kept and matched to statement. A description of the purpose or nature of each purchase shall be documented on the receipt(s) to explain purpose and business need.
 - (c) Statement with attached receipts shall be signed and dated by cardholder, and forwarded to approving supervisor, within five business days of the end of the billing cycle.
 - (d) Any statement discrepancies shall be resolved by the cardholder via contact with either the supplier or issuing bank, as appropriate.
 - (e) Any pending adjustments or unresolved discrepancies shall be sufficiently documented on the statement and/or with attachments by the cardholder.

Chino Valley Fire District

POLICIES

Purchasing and Purchasing Card Usage

- (f) Supervisor shall sign and date statement with attached receipts, as evidence of review and approval, and forward to the District Finance Department for processing, within five business days of receipt from cardholder.
 - (g) In the event cardholder will be unavailable to review and approve statement within timeframe specified above, cardholder shall make advance arrangements to forward receipts to supervisor with sufficient explanation for supervisor to match to statement and signoff for processing by the District Finance Department.
- 2. If supervisor will be unavailable for review and signoff, supervisor shall make advance arrangements for coverage by another supervisor.
- (j) Purchasing Card Cardholder Acceptance Agreement
 - 1. All cardholders shall sign a Purchasing Card Cardholder Acceptance Agreement.

215.6 FORMS/ATTACHMENTS

[Purchasing Policy 8-11- 21](#)

[Purchasing Cardholder Agreement](#)

[CVIFD Cardholder Instructions](#)

[CVIFD Purchase Order Form](#)

Attachments

PURCHASING POLICY 8-11-21.pdf

CHINO VALLEY INDEPENDENT FIRE DISTRICT
PURCHASES – Chapter 3.12
Amended August 11, 2021

SECTIONS:

3.12.010	Adoption of a purchasing system.
3.12.020	Centralized purchasing system.
3.12.030	Purchasing Agent.
3.12.040	Purchasing Regulations
3.12.050	Exemptions from centralized purchasing.
3.12.060	Estimates of requirements.
3.12.070	Requisitions.
3.12.080	Purchase orders.
3.12.090	Encumbrance of funds
3.12.100	Inspection and testing.
3.12.110	Bidding.
3.12.120	Formal (sealed) bid procedures.
3.12.130	Notice inviting formal bids.
3.12.140	Published notice for formal bids.
3.12.150	Approved vendors list.
3.12.160	Bulletin board notice.
3.12.170	Bidder's security.
3.12.175	Other formal bond requirements.
3.12.180	Formal bid opening procedure.
3.12.190	Rejection of formal bids.
3.12.200	Award of formal bid contracts.
3.12.210	Tie formal bids.
3.12.215	No formal bids.
3.12.230	Open market or informal bids.
3.12.240	Minimum number of informal bids.
3.12.250	Notice inviting informal bids.
3.12.260	Record of informal bids.
3.12.270	Exceptions to competitive bidding requirement.
3.12.275	Staff purchasing authority levels.
3.12.280	Regulation re: selection of contract services.
3.12.290	Applicability of Conflict of Interest Code

3.12.010 Adoption of purchasing system. In order to establish efficient procedures for the purchase of supplies and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function and to assure the quality of purchases, a purchasing system is adopted.

3.12.020 Centralized purchasing division. There is created a centralized purchasing division in which is vested authority to purchase or contract for supplies, equipment, and services.

3.12.030 Purchasing agent. There is created the position of purchasing agent, who may also be known as the “purchasing officer”. This person shall be appointed by the Fire Chief. The purchasing agent shall be the head and have general supervision of the purchasing division. The duties of purchasing agent may be combined with those of any other office or position. The purchasing agent shall have authority to:

(1) Purchase or contract for supplies, equipment and services required by any using agency in accordance with purchasing procedures prescribed in this chapter, such administrative regulations as the purchasing agent shall adopt for the internal management and operation of the purchasing division, and such other rules and regulations as prescribed by the Fire Board or the Fire Chief;

(2) Negotiate and recommend execution of contracts for the purchase of supplies, equipment and services;

(3) Act to procure for the Fire District the needed quality in supplies, equipment and services in a cost-effective manner;

(4) Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases;

(5) Prepare and recommend to the Fire Board rules governing the purchase of supplies and equipment for the Fire District;

(6) Prepare and recommend revisions and amendments to the purchasing rules;

(7) Keep informed of current developments in the field of purchasing, prices, market conditions and new products;

(8) Prescribe and maintain such forms as are reasonably necessary for the operation of this chapter and other rules and regulations;

(9) Supervise inspection of all supplies and equipment purchased to insure conformance with specifications;

(10) Recommend the transfer of surplus or used supplies and equipment between divisions as needed;

(11) Maintain an approved vendor list, vendors’ catalogue file and records needed for the efficient operation of the purchasing division.

3.12.040 Purchasing regulations. The purchasing agent shall be responsible for determining that the regulations and procedures in section 3.12.050 through 3.12.110 are carried out.

3.12.050 Exemptions from centralized purchasing. The Fire Chief may authorize, in writing, any division to purchase specified supplies, equipment and services independently of the purchasing division; but the Fire Chief shall require that such purchases shall be made in conformity with the procedures established by this Chapter and shall further require periodic reports from the division on the purchases made under such written authorization.

3.12.060 Estimates of requirements. All using divisions shall file detailed estimates of their requirements in supplies, equipment and services in such manner, at such time, and for such future periods as the purchasing agent shall prescribe.

3.12.070 Requisitions. Using divisions shall submit request for supplies to the purchasing agent by standard requisition forms, or by other means as may be established by the purchasing rules and regulations.

3.12.080 Purchase Orders. Consistent with informal bidding requirements in Section 3.12.230, purchases of supplies and equipment in a dollar amount exceeding ten thousand dollars (\$10,000) shall be made only by purchase orders. Except as otherwise provided herein, no purchase order shall be issued unless prior approval of the purchasing agent or the purchasing agent's designated representative has been obtained.

3.12.090 Encumbrance of funds. Except in cases of emergency, the purchasing agent shall not issue any purchase order for supplies or equipment unless there exists an unencumbered appropriation in the fund account against which said purchase is to be charged.

3.12.100 Inspection and testing. The purchasing agent shall, at his/her discretion, inspect supplies and equipment delivered to determine their conformance with the specifications set forth in the order. The purchasing agent shall have authority to require chemical and physical test of samples submitted with bids and samples of deliveries, which are necessary to determine their quality and conformance with specifications.

3.12.110 Bidding. Purchases of supplies and equipment of an estimated value of more than one hundred thousand dollars (\$100,000) shall be by formal bid procedures pursuant to Sections 3.12.120 through 3.12.215. Bidding may be dispensed with only under provisions stated in Section 3.12.270.

3.12.120 Formal (sealed) bid procedures. Except as otherwise provided herein, public projects, as defined in Section 37901 of the California Government Code, and purchases of supplies and equipment of an estimated value greater than one hundred thousand dollars (\$100,000) shall be awarded to the lowest responsible bidder pursuant to the formal bid procedure as hereinafter prescribed.

3.12.130 Notice inviting formal bids. Notices inviting formal bids shall include a general description of the article or service desired, shall state where the bid documents and specifications may be secured, and time and place for opening bids.

3.12.140 Published notice of formal bids. Notices inviting formal bids shall be published at least ten days prior to the date of the opening of bids. Notices shall be published at least once for non-public projects and at least twice, not less than five days

apart, for public projects, in a newspaper of general circulation in the Fire District and also on the Fire District's website.

3.12.150 Approved vendors list. The purchasing agent shall also solicit formal sealed bids from responsible suppliers whose names are on the approved vendors list, or who have made written request that their names be added thereto.

3.12.160 Bulletin board notice. The purchasing agent shall advertise the pending formal purchases by posting a notice on the public bulletin board at the Fire District's Administrative Headquarters.

3.12.170 Bidder's security. When a public project is involved, and in other cases when deemed necessary by the purchasing agent, formal bids shall be accompanied by security, either cash, cashier's check, certified check or surety bond, in a sum equal to ten percent (10%) of the total aggregate of the bid, and shall be designated in the notice inviting bids. Bidders shall be entitled to return of bid security; provided, however, that the successful bidder shall forfeit their bid security upon their refusal or failure to execute the contract within ten days after the notice of award of contract has been mailed, unless the Fire District is solely responsible for the delay in executing the contract. The Fire Board may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder who is willing to execute the contract, or may reject all bids and re-advertise.

3.12.175 Other formal bond requirements. A faithful performance bond and labor and material bond shall be required for all public projects, unless waived by the Fire Board, in an amount reasonably necessary to protect the best interest of the Fire District. In addition, the Fire Board shall have authority to require a faithful performance bond or other bonds before entering into a contract other than a public project contract. If bonds are required, the form and amount thereof shall be designated in the notice inviting bids.

3.12.180 Formal bid opening procedure. Sealed bids shall be submitted to the purchasing agent and shall be identified as "bids" on the envelope. The purchasing officer, or designee, shall publicly open all bids at the time and place stated in the public notices. A tabulation of all bids received shall be available for public inspection in the purchasing office during regular business hours and shall be posted on the Fire District's website, for a period of not less than thirty calendar days after the bid opening.

3.12.190 Rejection of formal bids. In its discretion, the Fire Board may reject any and all bids presented and may cause re-advertising for bids pursuant to the procedure herein above prescribed. However, when all bids exceed the authorized budgeted amount, the Fire Chief may authorize rejection of all bids and authorize re-bidding based upon the original specifications or as they may be modified, in accordance with procedures prescribed herein.

3.12.200 Award of formal bid contracts. Except as otherwise provided herein, formal bid contracts shall be awarded by the Fire Board to the lowest responsible bidder. The determination of “lowest responsible bidder” shall be at the discretion of the Fire Board pursuant to the findings and recommendations presented by the Fire Chief or his designee, at the time of award of contract.

3.12.210 Tie formal bids. If two or more formal bids received are for the same amount or unit price, quality and service being equal, and if the public interest will not permit the delay of re-advertising for bids, the Fire Board may at its discretion accept the one it chooses or accept the lowest bid made by and after negotiation with the tie bidders at the time of the bid opening or award of contract.

3.12.215 No formal bids. When no formal bids or no responsive bids are received, the purchasing agent is authorized to negotiate for written proposals, and his/her recommendation shall be presented to the Fire Chief and award, if any, shall be made in accordance with applicable provisions prescribed herein.

3.12.230 Open market or informal bids. Purchases of supplies and equipment of an estimated value in the amount of one hundred thousand dollars (\$100,000) or less, subject to the appropriate approvals required in this policy, may be made by the purchasing agent in the open market pursuant to the procedure prescribed in Sections 3.12.240 through 3.12.260 and without observing the procedure prescribed in Sections 3.12.120 through 3.12.215; provided, however, all bidding may be dispensed with for purchases of supplies and equipment having a total estimated value of less than ten thousand dollars (\$10,000).

3.12.240 Minimum number of informal bids. Open market purchases shall, whenever possible, be based on at least three informal bids, and shall be awarded to the bidder offering the most advantageous bid to the Fire District after consideration of price, quality, durability, servicing, delivery time, standardization, and other factors.

3.12.250 Notice inviting informal bids. The purchasing agent shall solicit informal bids by written request to prospective vendors, by telephone, by posting on the Fire District’s website, or by public notice posted on a public bulletin board at the Fire District’s Administrative Headquarters.

3.12.260 Record of informal bids. The purchasing agent shall keep a written record of all open market purchases and informal bids for a period of one year. This record, while so kept, shall be open to public inspection.

3.12.270 Exceptions to competitive bidding requirements. Notwithstanding any provision of this Chapter to the contrary, the competitive bidding procedures and requirements may be dispensed with in any of the following instances:

- (1) When the estimated value of the supplies or equipment to be purchased is less than ten thousand dollars (\$10,000);
- (2) When the commodity can be obtained from only one vendor;

- (3) The Fire Chief may authorize the purchase of materials, supplies equipment and services where an emergency is deemed to exist and it is determined that service involving the public health, safety or welfare would be interrupted if the normal procedure were followed. All emergency purchases, which would otherwise require formal bidding procedures, made pursuant to this Section shall be submitted to the Fire Board for ratification at the next regular Fire Board meeting after the purchase is authorized;
- (4) The Fire Chief is authorized to enter into contracts for personal services, for professional and consulting services, and for other contractual services without observing the bidding procedure provided herein where the amount of the contract is one hundred thousand dollars (\$100,000) or less, provided there exists an unencumbered appropriation in the fund account against which said expense is to be charged;
- (5) The Fire District may obtain the goods or a commodity from a vendor selected in a competitive bidding procedure at least equivalent to that required by this Chapter at the same prices as the entity which conducted the bidding;
- (6) When the Fire Board finds that the adherence to the procedures in this Chapter would be insufficient, impractical and unnecessary;
- (7) The Fire Board may authorize the execution of a lease or leases for office space for the Fire District without observing the bidding procedures provided herein, irrespective of the term of the lease or leases or the amount of the rent and other charges to be paid by the Fire District under the lease or leases.

3.12.275 Staff Purchasing Authority Levels. The Fire Chief shall be responsible for designating staff level purchasing authority up to the Fire Chief's purchasing authority limits set forth in this policy, which amounts and designations shall be in writing. Purchases authorized by designated staff shall be procured in the manner otherwise required by this Policy.

3.12.280 Selection of contract services in excess of \$100,000.

Contract services, including the furnishing of personal services or professional or consulting services or other contractual services, in an amount exceeding one hundred thousand dollars (\$100,000), shall be awarded by the Fire Board and procured through a formal bid or RFP process.

3.12.290 Applicability of Conflict of Interest Code. All District employees shall comply with the applicable requirements of the District's Conflict of Interest Code while making, participating in making, or attempting to influence the District's purchasing processes. Nothing herein limits the applicability of the Conflict of Interest Code.

cardholder agreement.pdf



Chino Valley Fire District
Purchasing Card Cardholder Acceptance Agreement

The purchasing card (hereinafter 'Card') represents the District's trust in you. You are empowered as a responsible agent to safeguard District assets. Your signature below is verification that you have read and understand, and agree to comply with, the statements below:

1. I have received a Card registered in my name.
2. I have read, understand, and agree to comply with all of the provisions of Chino Valley Fire District Policy#215.

Employee Signature

Approving Manager Signature

Employee Printed Name

Approving Manager Printed Name

Date Employee Signed

Date Manager Signed

CVIFD Cardholder Instructions.pdf

CHINO VALLEY FIRE DISTRICT
US BANK PURCHASING CARD REFERENCE GUIDE
AUGUST 9, 2012

CARDHOLDER USER ID INITIAL SETUP

1. You will need your purchasing card to complete the online registration process
2. Go to <https://access.usbank.com>
3. Enter the organization short name CVIFD
4. Select 'Register Online'
5. Enter the full account number and expiration date from your card
6. Next, read through and accept the agreement terms (acceptance button at the bottom of the screen)
7. For user id, enter your first initial and last name (no spaces, all small case)
8. Choose a password between 8 to 20 characters in length containing at least one alpha, one numeric character, and one special character
9. Choose an authentication question and answer
10. For cardholder address and phone number, use the District information – 14011 City Center Drive Chino Hills 91709 and 909-902-5260

PULLING STATEMENTS

1. Logon to <https://access.usbank.com>
2. Enter CVIFD under the organization short name, your user id, and password
3. Select account information
4. Select cardholder account statement link
 - a. **ADMINISTRATORS ONLY** – type in cardholder's last name and search
 - b. **ADMINISTRATORS ONLY** – to view another cardholder, click 'switch accounts' next to cardholder name in the light blue box towards the middle of the screen
5. Print the statement
6. Attach all receipts to the statement
7. Sign, date, and forward the statement/receipts and forward it to your approving supervisor within 5 business days of the end of the billing cycle **(Cycle end date is always the 6th of each month – please print your statements after the 6th)**

VIEW CARDHOLDER AUTHORIZATION LIMITS

1. Logon to <https://access.usbank.com>
2. Enter CVIFD under the organization short name, your user id, and password
3. Select account information
4. Choose account profile
 - a. **ADMINISTRATORS ONLY** – type in cardholder's last name and search
 - b. **ADMINISTRATORS ONLY** – to view another cardholder, click 'switch accounts' next to cardholder name in the light blue box towards the middle of the screen

5. Click on authorization limits

CARDHOLDER CURRENT BALANCE

1. Logon to <https://access.usbank.com>
2. Enter CVIFD under the organization short name, your user id, and password
3. Select account information
4. Choose account profile
 - a. **ADMINISTRATORS ONLY** – type in cardholder’s last name and search
 - b. **ADMINISTRATORS ONLY** – to view another cardholder, click ‘switch accounts’ next to cardholder name in the light blue box towards the middle of the screen
5. Click account information

VIEW CARDHOLDER TRANSACTIONS

1. Logon to <https://access.usbank.com>
2. Enter CVIFD under the organization short name, your user id, and password
3. Select transaction management
4. Choose transaction list
 - a. **ADMINISTRATORS ONLY** – type in cardholder’s last name and search
 - b. **ADMINISTRATORS ONLY** – to view another cardholder, click ‘switch accounts’ next to cardholder name in the light blue box towards the middle of the screen

LOST OR STOLEN CARDS

1. In the event the card is lost or stolen, call the US Bank 24/7 Customer Service line at 800-344-5696 and notify a designated District program administrator (Finance Director, Accountant, or a Chief Officer)

CVIFD Purchase Order Form.pdf

Chino Valley Independent Fire District

14011 City Center Drive
Chino Hills, CA 91709

(909) 902-5260
Fax (909) 902-5250

Date

Requisition Form

Purchase Order #

Budget Account # 	Budgeted ☐ Yes ☐ No	Station/Location 	Requested By
--	--	--	--------------------------------------

Required For:

Item	Description	Quantity	Unit Price	Amount

Spending Authority: Captain \$200 per 48/hour rotation. Deputy Fire Marshall \$500, Training Captain \$1,000, Battalion Chief \$5,000, Deputy Chief/Admin. Mgr. \$10,000, Fire Chief \$100,000. Purchases in excess of \$10,00 generally require three (3) informal bids. Purchases of \$100,000 or more generally require formal sealed bids and Board Approval.

Sub-total

Comments

Grand Total

QUOTATIONS RECEIVED

VENDOR #1	VENDOR #2	VENDOR #3						
CONTACT	CONTACT	CONTACT						
PHONE #	PHONE #	PHONE #						
Item #	Unit Price	Extended Price	Item #	Unit Price	Extended Price	Item #	Unit Price	Extended Price

I certify that the articles and/or services requested hereon are necessary to properly conduct the activities of the Dist.

Battalion Chief

Deputy Chief/
Admin. Mgr.

Fire Chief

Chino Valley Independent Fire District

14011 City Center Drive
Chino Hills, CA 91709

(909) 902-5260
Fax (909) 902-5250

Date

Requisition Form

Purchase Order #

Budget Account # 	Budgeted ☐ Yes ☐ No	Station/Location 	Requested By
--	--	--	--------------------------------------

Required For:

Item	Description	Quantity	Unit Price	Amount

Spending Authority: Captain \$200 per 48/hour rotation. Deputy Fire Marshall \$500, Training Captain \$1,000, Battalion Chief \$5,000, Deputy Chief/Admin. Mgr. \$10,000, Fire Chief \$100,000. Purchases in excess of \$10,00 generally require three (3) informal bids. Purchases of \$100,000 or more generally require formal sealed bids and Board Approval.

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Comments

Grand Total

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CONTACT	CONTACT	CONTACT						
PHONE #	PHONE #	PHONE #						
Item #	Unit Price	Extended Price	Item #	Unit Price	Extended Price	Item #	Unit Price	Extended Price

I certify that the articles and/or services requested hereon are necessary to properly conduct the activities of the Dist.

Battalion Chief

Deputy Chief/
Admin. Mgr.

Fire Chief

Learning Activity 2.5

Objective

Construct a departmental budget that addresses capital, operating, and personnel costs. *[NFPA® 1021, 5.4.2]*

References

Escondido Fire Department Differences in Maintenance and Operations Budget Worksheet

Purpose

On many occasions, senior fire department staff may request that company officers participate in budget planning and subsequent budget requests. This is especially true when an employee is promoted to Company Officer.

Directions

Working in your assigned groups, review the Budget Worksheet provided and provide the anticipated means of arriving at the FY 16/17 updated amounts.

Answers for this activity will vary; however, justification for your answers should be included in your presentation. You are directed to focus on the following line items:

- Oxygen and related supplies
 - Station Supplies
 - Uniform Allowance
 - Fire Hose
 - SCBA Equipment
 - Hose and Ladder testing
 - SCBA Repair and Maintenance
-

Learning Activity 2.6

Objective 6 Develop a budget request for a specific departmental need. *[NFPA® 1021, 4.4.3]*

References

Fire and Emergency Services Company Officer, 6th Edition, pp. 139-142

Purpose

Using the correct forms and supporting data, company officers must be able to prepare budget request forms accurately and completely.

Instructor Directions

1. This activity can be performed individually or in small groups. If groups are used, divide students as necessary.
 2. Provide the students with copies of your department's budget request form OR provide them with copies of the form provided in this activity.
 3. Explain to students that they are to complete the budget request form using the information provided in the scenario so that the form is filled out completely and accurately.
 4. Answer any questions that the students may have regarding the scenario, as well as any formatting or content questions.
 5. When they have finished, have students exchange the documents with other students. Instruct students to provide feedback on content, formatting, and spelling or grammar errors.
 6. When complete, have students discuss their work with the rest of the class. Ask students to explain their choices and/or methodologies.
-

Learning Activity 2.6

Recommended Worksheet Answers

Recommended Answers

Answers may vary slightly; however, they should resemble the following:

Department: *Anytown Fire Department*

Division: *2*

Description of Requested Item: *Extra tall protective clothing*

Explanation of Need/Purpose: *Our two newest hires are both much taller than average and require special protective clothing to be ordered.*

Budget Account Number: *678055*

Amount Approved in Current Budget: *\$15,000*

Estimated Cost: \$4,000 total: *\$2,000 per FF*

Expected Date of Delivery of Equipment or Materials/Supplies: *One week from current date*

Expected Payment Schedule for Service: *Electronic Funds Transfer made directly to supplier, Larson Protective Equipment.*

Projected Completion Date: *One week from current date*

The "Recommended by" and "Approved by" lines should NOT be signed and dated.

Learning Activity 2.6

Student Worksheet

Name _____ Date _____

Objective 6 Develop a budget request for a specific departmental need. *[NFPA® 1021, 4.4.3]*

Directions

Complete the following expenditure request form using the information in the accompanying scenario.

Scenario

The department has just hired two new firefighters, both of whom are very tall. The department will need to special order their PPE. Looking through your department's product information, it appears the price will be about \$2,000 a person. There is currently \$15,000 left in the budget for PPE, and the money is found in account number 678055. You will need to prepare a purchase request made out to the company, Larson Protective Equipment, Inc. Once the order is placed, delivery is expected in one week.

Learning Activity 2.6

Student Worksheet, cont.

Expenditure Request Form

Prior to initiating any purchase or expenditure in excess of \$1,000 but less than \$10,000, the following form shall be completed and approved. Upon approval of the appropriate Administrative Team Member, the department may proceed with the purchasing process for the requested item. A copy will be distributed to the City Manager and to the Finance Department. All expenditures of \$10,000 or more must be approved in advance by the City Council.

Please complete all sections of the form.

Department: _____

Division: _____

Description of Requested Item: _____

Explanation of Need/Purpose: _____

Budget Account Number: _____

Amount Approved in Current Budget: _____

Estimated Cost: _____

Expected Date of Delivery of Equipment or Materials/Supplies: _____

Expected Payment Schedule for Service: _____

Projected Completion Date: _____

Learning Activity 2.6

Student Worksheet, cont.

Employee making request: _____

Date: _____

Recommended by: _____

Date: _____

Department Manager or Designee

Approved by: _____

Date: _____

Administrative Team Member

Routing: Please submit the completed form by email to the appropriate Administrative Team Member. Approved requests will be returned to the department head or designee, and forwarded to the staff accountant in the Finance Department and the City Manager.

Learning Activity 2.6

Recommended Worksheet Answers

Recommended Answers

Answers may vary slightly; however, they should resemble the following:

Department: *Anytown Fire Department*

Division: *2*

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Budget Account Number: *678055*

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Estimated Cost: \$4,000 total: *\$2,000 per FF*

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Learning Activity 2.6

Student Worksheet

Name _____ Date _____

Objective 6 Develop a budget request for a specific departmental need. *[NFPA® 1021, 4.4.3]*

Directions

Complete the following expenditure request form using the information in the accompanying scenario.

Scenario

The department has just hired two new firefighters, both of whom are very tall. The department will need to special order their PPE. Looking through your department's product information, it appears the price will be about \$2,000 a person. There is currently \$15,000 left in the budget for PPE, and the money is found in account number 678055. You will need to prepare a purchase request made out to the company, Larson Protective Equipment, Inc. Once the order is placed, delivery is expected in one week.

Learning Activity 2.6

Student Worksheet, cont.

Expenditure Request Form

Prior to initiating any purchase or expenditure in excess of \$1,000 but less than \$10,000, the following form shall be completed and approved. Upon approval of the appropriate Administrative Team Member, the department may proceed with the purchasing process for the requested item. A copy will be distributed to the City Manager and to the Finance Department. All expenditures of \$10,000 or more must be approved in advance by the City Council.

Please complete all sections of the form.

Department: _____

Division: _____

Description of Requested Item: _____

Explanation of Need/Purpose: _____

Budget Account Number: _____

Amount Approved in Current Budget: _____

Estimated Cost: _____

Expected Date of Delivery of Equipment or Materials/Supplies: _____

Expected Payment Schedule for Service: _____

Projected Completion Date: _____

Learning Activity 2.6

Student Worksheet, cont.

Employee making request: _____

Date: _____

Recommended by: _____

Date: _____

Department Manager or Designee

Approved by: _____

Date: _____

Administrative Team Member

Routing: Please submit the completed form by email to the appropriate Administrative Team Member. Approved requests will be returned to the department head or designee, and forwarded to the staff accountant in the Finance Department and the City Manager.

STRATEGIC PLAN

The foundation of the Department's strategic effort is found in the Mission, Vision and Values of the organization. The actions outlined in the Departments strategic plan must support the mission and vision and be in alignment with the values identified by our personnel as critical to organizational success.

The Mission of the Chino Valley Fire District is to provide exceptional service and safeguard the community

Vision: As an organization, we...

- ... seek excellence in everything we do, with innovative practices, training and equipment

- remain transparent; open, honest, and accountable to each other and those we serve

-value the public trust above all else; we are good stewards of our financial resources

- endeavor to and grow; continuously seeking improvement and embracing change

Values:

Faithfulness – we are fully committed, invested and engaged in the communities we serve

Integrity – we lead by example, according to the highest ethical and professional standards

Respect – we treat each other, and those we serve with compassion, dignity and value

Excellence – we are relentless in our pursuit of the highest possible standard of quality

REPORTS

Written communication should be accurate, professional in appearance, complete, concise and understandable to its audience

Written Reports

- Journals
- Monthly Activity / Training
- Incidents Reports
- Injury/Accident
- Citizen Complaints
- New Equipment or Procedure Evaluation
- Suggestions to Improve Operations
- Response to a Grievance
- FF Work Improvement or Evaluation
- Request for Other Agency Services
- Staff Reports

Good document organization will help officers write clearly

- Audience
- Scope
- Purpose

For technical or lengthy documents, the use of an outline may be necessary

Follow these general guidelines for writing documents:

- Topic sentence
- Paragraphs
- Transition sentences
- Text development

When composing a recommendation document, be sure to include:

- Statement of Problem or Issue
- Background
- Restrictions- Laws or Regulation, or requirements
- Options
- Recommendation
- Next Action (ex., DO1A Cost Analysis)

City Council/Board of Directors Reports

- Use the Format provided
- Recommendation
- Fiscal Analysis
- Correlation to City Council/BOD Action Plan
- Previous Action (If Any)
- Background

CHINO VALLEY INDEPENDENT FIRE DISTRICT STAFF REPORT

DATE: JULY 12, 2023

TO: JOHN DEMONACO, BOARD PRESIDENT ALL MEMBERS OF THE BOARD

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: PROPERTIES DECLARED FOR WEED ABATEMENT

PURPOSE:

Purpose is for the Public to comment on the declaring and noticing of property owner(s) for weed abatement.

DISCUSSION:

At the April 12, 2023 Board of Directors meeting, Resolution No. 2023-06 was approved and adopted, identifying properties throughout the District to be noticed in accordance with Ordinance 2022-01 for weed abatement.

During the Spring reinspections, it was determined that several properties were found to be in violation of the aforementioned Ordinance. Following said inspections those noted property owners were sent a Notice to Destroy, as prescribed in said Ordinance. As stated in each respective notice, property owners were given until July 12, 2023 to abate the noted hazard. Failure to abate the noted hazard is subject to an Administrative Citation and action by our office to abate the property utilizing our private contractor. Our office will begin reinspections on July 12, 2023 and will take the noted actions to bring properties into compliance.

In accordance with our resolution, we are to hold a public hearing allowing property owners to address the Board on this matter.

RECOMMENDATION: It is recommended that the Board of Directors review public comment on the declaring and noticing of public hearing. property owner(s) for weed abatement and subsequent actions and charges, as well as make any rulings on any and all objections raised regarding the proposed removal of weeds and said charges.



COST

ANALYSIS

DRIVER OPERATOR 1A

Arnold Klement

CVFD Engineer | OCTOBER 2020



JUSTIFICATION

In 2011, the Department of Motor Vehicles (DMV) made a significant change that now requires the completion of an approved State Fire Training (SFT) Fire Apparatus Driver Operator 1A (DO 1A) course to obtain a Firefighter endorsement (FF endorsed) of a class C driver license, independent of a commercial driver license (CDL). To meet the growing need for tiller operators, water tender and certified drivers in the Firefighter rank at Chino Valley Fire District (CVFD), individuals must obtain the aforementioned FF endorsed class C license or CDL (A or B).

Recent recruitment has demonstrated the majority of newly hired suppression personnel do not have this level of driver certification. Recent national studies still show vehicle related accidents and deaths to be one of the top causes of monetary and personnel loss in the industry across the nation. Providing the recommend driver training will not only increase driver safety awareness, but it will assist the Fire District with staffing challenges presented by minimum legal and district driving requirements, as well as potentially reduce costly litigation by improving overall driver competences.

The CFSTES course is a 40-hour course based on SFT maximum student count of 30. The student to instructor ratio for the instructional portion is 30:1 with a 10:1 student to instructor ratio for the driving exercises. Based off of the SFT course outline, student driving time is 34 min/student, hence a 10-student class could be completed in 4 days. Three 8-hour days for instruction time and class exercises. One 8-hour day would be sufficient for the mandatory driving exercises and the summative test. No street/highway driving occurs in this course.



I have been a registered instructor with SFT for over 4 years and have delivered numerous Driver Operator 1A & 1B courses through Red Helmet Training. I have instructed these courses for fire agencies across the region and state. Out of convenience for the host agencies many classes have been scheduled over a 2-3 week period. From these opportunities I've learned how to be creative in order to maximize opportunity for the students and the agencies. I hold the belief that there is a great benefit to teaching our own people on our own equipment. This could be a seamless addition to our process of preparing our people to be of greater value to the district as Driving FF's and Certified Drivers.

The following pages offer potential options that can be considered good, better, best. I am willing, prepared and excited to pursue whichever of these options serve the needs of our floor personnel and district as a whole. I find great value and purpose in teaching and consider it an honor to prepare our own people for the responsibility of being a driver operator.



Seek Excellence Option

"...seek excellence in everything we do; with innovative practices, training, and equipment."

Driver Operator 1A	Quantity	Cost	Hours	Amount
1-OSFM FADO1A Cert	10	\$150.00		\$1500.00
2-Electronic textbook	10	\$59.50		\$595.00
3-Instructor OT	1	\$68.66/hr	32	\$2197.12
4-Instructor Shift Coverage	0	\$70.37/hr	0	\$0.00
5-Student Shift Coverage OT	10	\$70.98/hr	16	\$11,356.80
6-Student OT	10	\$55.74	16	\$8918.40
TOTAL COST				\$24567.32

{Assuming course runs during instructors 4-day, 10 students paid, 1 instructor paid OT for off-duty days and student partial shifts covered by the district}



Appreciation Option

“...we attract, retain and develop future leaders”

Driver Operator 1A	Quantity	Cost	Hours	Amount
1-OSFM FADO1A Cert	10	\$150.00		\$1500.00
2-Electronic textbook	10	\$59.50		\$595.00
3-Instructor OT	1	\$68.66/hr	32	\$2197.12
4-Instructor Shift Coverage	0	\$70.37/hr	0	\$0.00
5-Student Shift Coverage OT	10	\$70.98/hr	16	\$11,356.80
6-Student OT	0	\$55.74	0	\$0.00
TOTAL COST				\$15,648.92

{Assuming course runs 4 days in a row, 1 instructor paid OT for off-duty days, students partial shifts covered}



Endeavor Option

"...endeavor to learn and grow; continuously seeking improvement and embracing change."

Driver Operator 1A	Quantity	Cost	Hours	Amount
1-OSFM FADO1A Cert	10	\$150.00		\$1500.00
2-Electronic textbook	10	\$59.50		\$595.00
3-Instructor OT	1	\$68.66/hr	32	\$2197.12
4-Instructor Shift Coverage	0	\$70.37/hr	0	\$0.00
5-Student Shift Coverage OT	0	\$70.98/hr	0	\$0.00
6-Student OT	0	\$55.74	0	\$0.00
TOTAL COST				\$4292.12

{Assuming course runs during instructors 4-day, 1 instructor paid OT for off-duty days, students use AL/TO for duty days and not compensated for off-duty time}



Basis for costs

1-State Fire Marshall Fire Apparatus Driver Operator IA CFSTES course certification cost is increasing to \$150/student January 01, 2021

2-electronic Text Book- Pumping Apparatus Driver Operator Handbook, 3rd Edition, IFSTA, Firefighter Bookstore price

3-Instructor OT rate based off of current base rate + EMT, PM, USAR, Acting Captain, Physical Fitness, 2.5% longevity multiplied by 1.5 for Arnold Klement (Instructor shift coverage assumed if class is scheduled over instructor regular duty days)

4- Instructor shift coverage OT rate based off current Engineer E step + EMT, PM, US&R, HazMat, Acting Capt, Physical Fitness and 5% longevity multiplied by 1.5. This coverage is only necessary if class dates run concurrent with instructor shifts and would require subtraction of Instructor OT rate.

5- Student shift coverage OT rate based off current FF/PM E step + EMT, US&R, HazMat, Cert Driver, Physical Fitness and 5% longevity multiplied by 1.5. This coverage assumed for in rank OT by most senior FF/PM.

6- Student OT rate based off of current FF/PM B step base rate + EMT multiplied by 1.5 (Student OT assumed if all 10 students had 2 off-duty days during class schedule)

-Student manual/Tests cost is determined by current district in-house copying/printing costs (paper, ink, binders, etc.)

-All pay rates are based off 2018-2021 MOU between CVPF and CVFD valid through June 30, 2021.



INTEROFFICE MEMORANDUM

TO: Suppression Personnel

FROM: Jeremy Ault, Deputy Chief

DATE: November 30, 2023

MEMO NO.: 26-23

SUBJECT: Electronic Patient Care Reports (ePCR)

Image Trend will transition to NEMSIS v3.5 on December 4, 2023. As part of this transition, we will no longer complete an ePCR for every unit assigned to an incident with an ambulance assigned.

In accordance with ICEMA policy 5030, we will now complete a minimum of one (1) ePCR for an incident with an ambulance assigned.

- An ePCR must be initiated by each EMS provider for every EMS response regardless of patient disposition.
 - If two (2) or more units from the same EMS provider are dispatched, at least one (1) EMS field personnel is required to initiate and complete an ePCR.
 - When two (2) or more units from different EMS providers are dispatched, at least one (1) EMS field personnel from each EMS provider is required to initiate and complete an ePCR.

The first arriving unit should initiate the ePCR upon patient contact, and should include all personnel that provide care to the patient. If the unit that provides “patient follow-up” arrives after the original ePCR is initiated, then the record must be transferred to the unit “following-up.” This unit will create an additional ePCR according to ICEMA policy 5020/5030.

In the event that all responding units are cancelled prior to arrival, the unit that completes the NFIRS report will complete one (1) ePCR for the incident.

ICEMA policies 5020 and 5030 are attached for further reference.



INLAND COUNTIES EMERGENCY MEDICAL AGENCY POLICY AND PROTOCOL MANUAL

Reference No. 5030
Effective Date: 04/01/23
Supersedes: 04/01/22
Page 1 of 6

REQUIREMENTS FOR PATIENT CARE REPORTS

I. PURPOSE

To establish requirements for the initiation, transfer, completion, review and retention of patient care reports by BLS and ALS EMS providers that is necessary to maintain medical control and continuity of patient care.

II. RESPONSIBILITIES FOR INITIATION, TRANSFER, COMPLETION AND REVIEW OF PATIENT CARE REPORTS

Initiation of Patient Care Report

- An electronic patient care report (ePCR) shall be a complete and thorough representation of all patient care provided. The report shall contain all information accumulated as a result of the patient contact that is necessary to document patient assessment and care.
- The ICEMA ePCR is the only approved report for documenting an EMS response and/or patient care by EMS field personnel (EMTs, AEMTs, EMT-Ps, MICNs, Physicians and RCPs) working in the ICEMA region.
 - EMS providers using their own electronic health record (EHR) system must comply with ICEMA Reference #5040 - Requirements for Collection and Submission of EMS Data.
 - The initiation and completion of the ePCR is the responsibility of the EMS field personnel who participate in the EMS response and/or patient care.
- An ePCR must be initiated by each EMS provider for every EMS response regardless of patient disposition.
 - If two (2) or more units from the same EMS provider are dispatched, at least one (1) EMS field personnel is required to initiate and complete an ePCR.
 - When two (2) or more units from different EMS providers are dispatched, at least one (1) EMS field personnel from each EMS provider is required to initiate and complete an ePCR.
- The EMS field personnel with the highest level of certification (EMT, AEMT, EMT-P, MICN, Physician and RCP's) from each EMS provider must initiate an ePCR whenever:
 - Contact is made with a patient.
 - The outcome of the response results in a medical assessment.
 - Medical services and/or treatment are rendered.
 - The patient refuses assessment and/or care.
 - The patient is deceased on scene.

Learning Activity 2.8

Objective : Develop a Staff Report Utilizing the CVFD format provided

References: CVFD Board of Director's Staff Report

Purpose

Written staff reports are essential for the operation of any fire and emergency services organization. The organization must have a process for making a recommendation to the governing authority and a format familiar to them. The company officer must be prepared to participate in this process and use the format provided.

Directions

Your Battalion Chief has asked you to prepare a staff report recommending the purchase of a new Type 1 Fire Engine. The preferred vendor is Pierce Fire Apparatus because they are the only manufacturer of independent front suspension. Money has been budgeted and specifications have been developed including the independent front suspension.

There have been many worker's compensation (WC) issues due to the rough ride provided in all other brands of apparatus. You have done the research and have noted over six WC claims in the last year for back injuries and two medical retirements from back injuries in the last five years.

All apparatus are purchased through CVFD's Capital Expense budget. The CVFD Executive staff is on board with your recommendation because you invited them to Fire Station One and gave them rides in the older apparatus and the new Pierce model. The CVFD CFO is concerned with the "sole provider" issue and the added expense of the Pierce Apparatus.

Develop a Staff Report in your group and be ready to present your staff report to the rest of the class.

ORGANIZATIONAL CHANGE

Lieutenants/Captains (CO Level I/II) will be a part of developing a plan that results in the positive implementation of effective change in the organization, given a change in Policy or Procedure

Internal Change managed by CO's:

- Delegation of responsibility
- Periodic performance reviews
- Organizational restructuring
- Realignment of duties and tasks

External Change managed by CO's:

- Political decisions
- Economic trends
- Community service demands
- Changes in technology
- Changes in community demographics

4 types of change:

- Strategic
- Structure
- Technology
- People

4 stages of adapting to change:

- Denial- People refuse that the change will affect them
- Resistance- When the threat becomes real, people start to resist it
- Exploration- People gain a better understanding of the potential change through training
- Commitment- Increased understanding in the third stage leads to an increased commitment

Reasons for Resistance:

- Self Interest
- Uncertainty
- Loss of Control
- Lack of Vision
- Lack of Trust
- Learning Anxiety
- Fear of Loss

7 basic steps to increase the possibility of success when implementing change:

- Create a climate of change
- Plan for change
- Communicate the advantages and effects
- Meet needs of the organization and personnel
- Involve employees in the process
- Provide support for employees
- Seek input and support from “opinion leaders”

When communicating the advantages of change utilize features, advantages and benefits.

- State factually the advantages and effect of change to prevent unfounded rumors from eroding the trust between the supervisors and the employees

Company officers require many different skills to be effective change agents, such as:

- Committing to a vision
- Exerting required effort throughout timeframe
- Employing diplomacy, tactfulness, and political awareness
- Relying on ethical foundation
- Being subject matter expert

Following a specific model of facilitating change can be beneficial:

- Recognizing the need for change
- Identifying and addressing resistance
- Planning change interventions
- Implementing the change
- Controlling the change

Following up the change will monitor the effects

Reasons that cause change to fail to take effect:

- Process too complex
- Lacks universal support
- Lacks clear vision/Vision not communicated clearly
- Allowing barriers to change
- Not planning for or recognizing short term results
- Prematurely declaring change completed
- Failing to make change part of the organizations culture

Reasons change can fail:

- Lack of Support and Planning
- Change was too Complex with no Training
- Unclear Vision of how it helps the Organization
- Barriers were not properly Anticipated
- Wrong Solution
- No Evaluation

Strategies to minimize the reasons for failure:

- Divide the process into attainable goals involving diverse groups
- Gain support from key actors/opinion leaders in the organization and community
- Define the desired results and state them clearly
- Communicate vision to organization members and community stakeholders
- Determine possible arguments against the change and develop strategies to answer them logically and factually
- Include limited objectives or milestones in the planning process
- Ensure that all objectives have been met before declaring victory
- Implement the change and monitor the result to ensure that it becomes permanent

Learning Activity 2.9

Objective : Develop a Plan for Change using the model provided from the Text.

References:IFSTA Fire and Emergency Services Company Officer 6th Edition. Pages 361-356

Purpose

There are many reasons for change and people are inherently resistant to change. The company officer must be prepared to participate in this process and plan for implementation of change. Company Officers need to be "Agents for Change" if they are going to be successful supervisors

Directions

Battalion 1

Service delivery is changing from 4-0 staffed medic engines at all stations to 3-0 staffed medic engines at all stations and 2-0 staffed medic squads at most stations. This decision was made by executive staff. Line personnel were not involved in the decision making process.

Describe the following as it relates to this change:

- Potential resistance to change
- Problem solving model
- What type change is this? (Strategic or Structural or Technological or People)
- Process implementation

Battalion 2

Service delivery is changing from 3-0 staffed medic engines and 2-0 staffed medic squads to 4-0 staffed medic engines and 2-0 (1 sworn ALS -1 non-sworn BLS) staffed medic ambulances. Assume the LEMSA policy states one ALS certified medic per response unit and the same for transportation. This service delivery change decision was made by the Fire Board/City Council/BoS. Line personnel were not involved in the decision making process.

Describe the following as it relates to this change:

- Potential resistance to change
 - Problem solving model
 - What type change is this? (Strategic or Structural or Technological or People)
 - Process implementation
-

POLICY/PROCEDURE DEVELOPMENT

A company officer must be familiar with the process of writing policies and procedures and must evaluate them to ensure they are fair, equitable, and up-to-date

A company officer's responsibility regarding the organization's procedures is that they may have input in developing them*

An organization should have processes in place for policy and procedure development to:

- Evaluate the need for new Policies
- Revise Existing Policies
- Effectively Implement New or Revised Policies

Most company officers will enforce policies, rules, regulations, and procedures

Company officers must understand the process of developing policies and procedures, which are:

- Evaluate information
- Select best response
- Select alternative responses
- Establish revision process
- Recommend best policy
- Recommend policy evaluation process

General or all staff are responsible for establishing, monitoring, enforcing all policies and procedures

Policies and procedures must be dynamic documents that are continually evaluated for effectiveness

RECOMMENDING NEW/REVISED POLICIES

Company Officers may need to recommend changes to department policy at the unit/division level and communicate the new policy to unit/division members so that they understand it

Policies, which are “living documents”, should be reviewed for:

- Missing policies
- Problematic language/direction
- Content that is relevant
- Applicability
- Fairness

Determining the need for a new or revised policy includes:

- Identifying Issues needing Policies
- Collect data evaluating the need
- Research potential laws or regulations
- Evaluate the information
- Consider the alternatives
- Select the best alternative
- Establish the process procedure/timeline

Learning Activity 2.10

Objective : Develop a policy or procedure that addresses an administrative problem and proposes a solution,

References

Fire and Emergency Services Company Officer, 6th Edition, pp. 390-392

Purpose

Written policies and procedures are essential for the operation of any fire and emergency services organization. The organization must have a process for the evaluation and revision of older existing policies and procedures. Because the emergency services are constantly changing, the process must also include methods for developing new policies and procedures. The company officer must be prepared to participate in this process.

Instructor Directions

1. Determine whether students will work in small groups or if the class will work together as a large group. If working in small groups, divide students as necessary.
 2. Provide students with the following items:
 - Personnel policy and procedure manual for your department
 - A copy of the scenario for this activity
 - Copy of worksheets for this activity
 3. Explain to the students that they will create a short, informal document that outlines a plan for developing a policy or procedure.
 4. Inform students they should be prepared to describe to the other class members the following:
 - The written expectations of the organization based upon its adopted operational and strategic plans
 - The current process for the evaluation and revision of older existing policies and procedures
-

- The personnel responsible for developing or updating policies and procedures
4. Answer any questions that the students may have regarding the scenario or the process of determining the need for a policy or procedure for their department.
 5. When students have finished, have individuals or groups share their answers and explain their development process.
-

Learning Activity 2.10

Recommended Worksheet Answers

Recommended Answers

Answers for this activity will vary. Students should have at least addressed the following:

- a. Identify the problem or requirement for a policy or procedure - Determine if a policy or procedure is necessary to address the problem.
 - b. Collect data to evaluate the need - Collect data that is quantitative or qualitative from interviews, literature, or reports.
 - c. Select an evaluation model - Goals-based, process-based, or outcome-based.
 - d. Establish a timetable for completing the needs evaluation - The length of time required to evaluate the problem.
 - e. Conduct the evaluation - Follow the steps required for the evaluation model being used.
 - f. Select the best response to the need - Determine the best policy or procedure to solve the problem.
 - g. Select alternative responses - Select a second best choice if a contingency is indicated.
 - h. Establish a revision process or schedule - Create a revision process as part of the policy or procedure.
 - i. Recommend the policy or procedure that best meets the need - Submit the policy for approval and/or adoption by the organization.
-

Policy Procedures Form:

FIRE DEPARTMENT OPERATIONS DUTY EXCHANGE	ANYTOWN FIRE DEPARTMENT FIRE DEPARTMENT OPERATIONS S.O.P. 734.01 DATE 04/24/2014 Approval: EJM Page 1 of
PURPOSE: To establish a policy to implement and manage a duty exchange policy for the Anytown Fire Department Operations Division. SCOPE: All Anytown Fire Department Operations Division personnel who are permanently assigned to the suppression forces of the department and are scheduled to work a twenty-four (24) hour shift schedule are subject to this policy. POLICY: Fire department personnel may enter into agreements to exchange duty shifts of twenty-four (24) hours with other personnel of equal rank and standing. All personnel must complete and submit a Duty Exchange Request (FD Form 501) to the company officers of the exchange parties for approval and authorization. It is the responsibility of the requesting employees to seek and gain approval for the duty exchange prior to the exchange being finalized. The initiation of a Duty Exchange Request must occur a minimum of two (2) weeks prior to the first exchange date requested. Once a duty exchange has been authorized, the personnel that are parties to the agreement are obligated to perform all fire department tasks and to obey all attendance rules as if they were normally assigned to the company to which they are working the exchange. Personnel who become ill prior to or during the agreed-upon exchange shift must use their own sick leave for the time of their absence. Personnel who are in their first year, as an department employee, are not eligible to participate in the duty exchange program. Employees who have completed one year of service and are no longer on probation may participate in the program. Firefighters participating in the duty exchange may not, as result of exchanges, work more than forty-eight (48) hours in a row. Duty exchanges are to be two-party agreements only. No three-way or greater exchanges are permitted. There are no limits on the number of duty exchanges an employee can participate in as long as the attendance rules and the limits imposed by this policy have been adhered to.	

Learning Activity 2.10

Student Worksheet

Name _____ Date _____

Objective Develop a policy or procedure that addresses an administrative problem. *[NFPA® 1021, 5.2.1]*

Directions

1. Answer the following question:
 - What are the steps necessary for determining the need for a new or revised policy for the fire department? List and describe these steps in the blank worksheet pages provided.
 2. Read the scenario below then describe your course of action to develop a new fire department policy based on the situation(s) presented. Use the blank worksheet pages provided.
 3. Prepare the policy procedures on the blank SOP form provided.
-

Learning Activity 2.10

Student Worksheet, cont.

Scenario

Shift Exchange Policy Development

The Anytown Fire Department has been utilizing an informal method to allow members to exchange shifts with other members of the department. Recently, there have been several problems with the old method, including:

- Members of unequal rank or qualifications exchanging shifts. This has resulted in reduced performance for the company.
- Multiple exchanges (three or more party exchanges) have led to confusion as to who was working when.
- Missed shifts because the date of the exchange was forgotten by one of the parties in the exchange.
- On at least one occasion a firefighter worked four shifts (96 hours) in a row because of exchanges that were made. Fortunately, there were no major emergencies during the final tour of duty that required an emergency response.
- A firefighter became ill and could not fulfill an exchange agreement. This required the originally scheduled employee to report to work, missing a long planned trip with their family. This caused a rift in the department because many felt that both were right and fire administration was being overly harsh in its enforcement of the full staffing policy.

The City's Human Resources Department has also expressed frustration with the current method. The City's legal council is also concerned about how the system works, feeling that there may be potential liability to the City if a firefighter is injured while working a shift exchange under the current rule. They both have been pressuring Chief Nabors to adopt a policy that clarifies the provisions of a shift exchange policy that can be

tracked and complies with labor rules for hours worked by firefighters. Chief Nabors has appointed you to begin the development of this new policy.

The elements of a new policy should include the following:

- Shift exchanges can only occur between firefighters of equivalent rank.
- Duty exchanges must be initiated a minimum of two weeks prior to the first exchange date.
- All exchanges must be approved by the company officers of the personnel entering into the agreement.
- Firefighters participating in a shift exchange can work no more than 48 hours in a row.
- Shift exchanges are between two firefighters; three or more parties are not allowed in an exchange.
- Exchanges may not be made while an employee is on probation.
- Once an exchange is finalized, the firefighter who agreed to the exchange is committed to the shift agreed upon.
- Firefighters who become ill prior to or during the exchange shift must use their own sick leave for the absence. All fire department attendance policies are applied to the exchange employee.
- There are no limits on the number of exchanges an employee may enter into in a given year as long as the other limits imposed by the policy are adhered to.

To help get started, you have obtained an Exchange Policy from a neighboring department, the Nextdoortown Fire Department, as an example of some of the information that might be included in the Anytown Fire Department policy. A copy of the policy is shown below.

Learning Activity 2.10

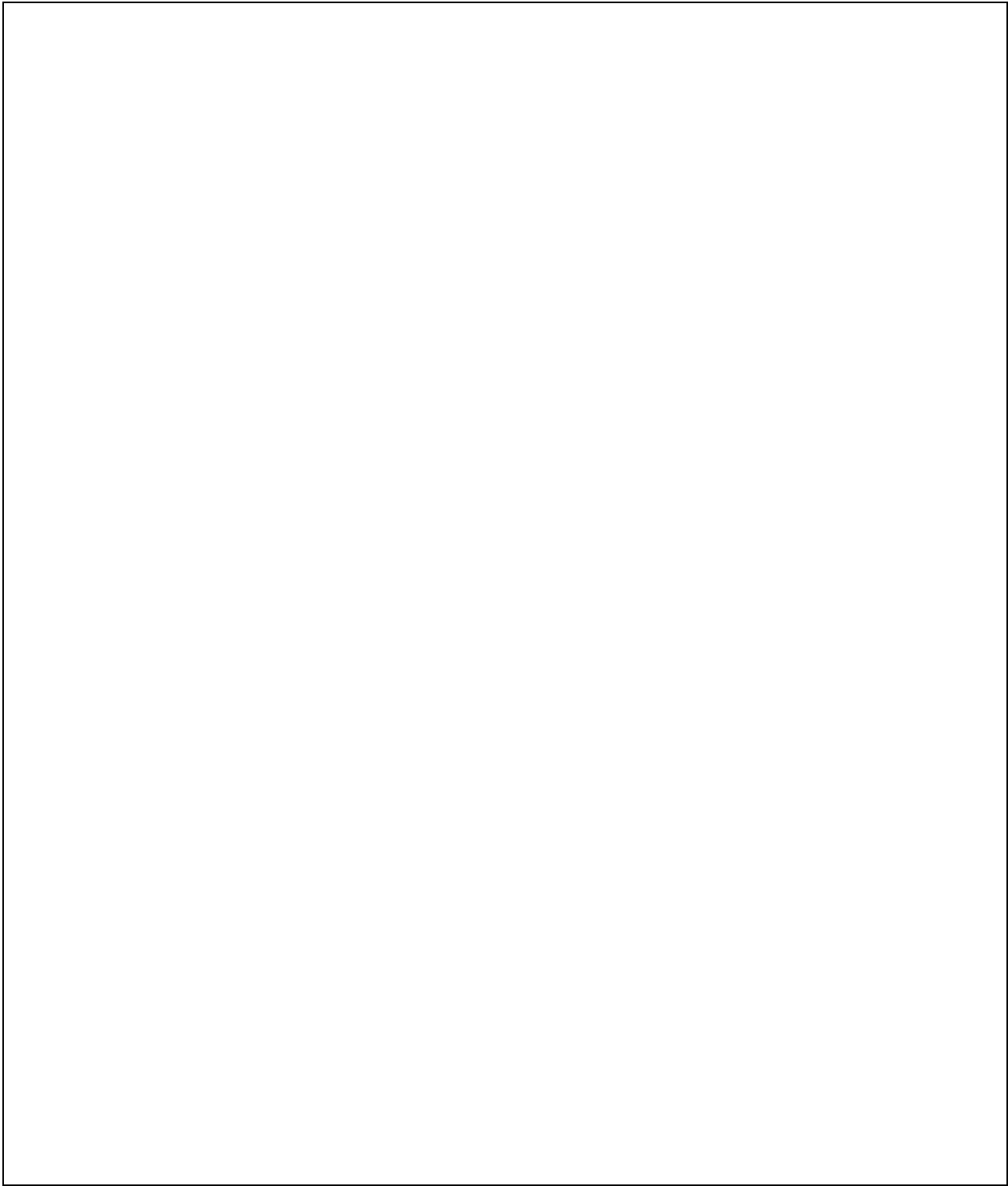
Student Worksheet, cont.

Example Exchange Policy

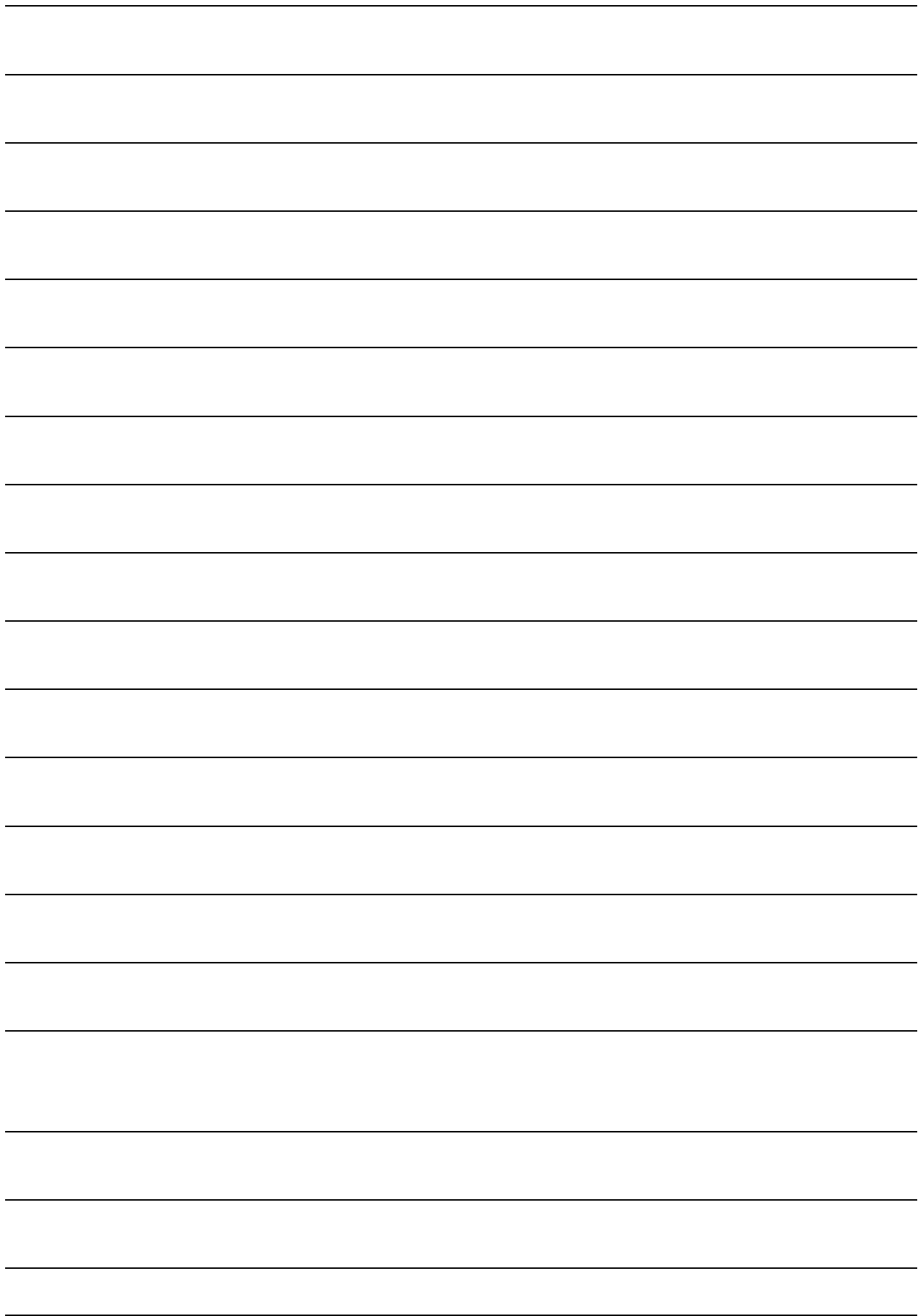
FIRE DEPARTMENT OPERATIONS SHIFT EXCHANGE POLICY	NEXTDOORTOWN FIRE DEPARTMENT FIRE DEPARTMENT OPERATIONS S.O.G. 111.A February 2, 2014 Approved by: Cliff Jones Page 1 of 1
PURPOSE: To establish a policy for the implementation of a shift exchange policy to permit shift trades between fire personnel of equivalent rank. SCOPE: This procedure applies to all employees assigned to the suppression division of the Nextdoortown Fire Department and work a 24 hour shift schedule. PROCEDURE: Duty shift exchange is permitted between two agreeing members of the department. The members must each be of equivalent rank and possess identical qualifications so that the performance capabilities of the department are not degraded during the exchange. All exchanges occur at change of shift time and remain in effect for the entire shift. All exchange of shift agreements must be approved by the battalion chief of the shift and the company officers where the exchanges occur. Ensuring that all fire department staffing requirements are met as the result of a shift exchange are responsibilities of the parties in the exchange. Employees remain responsible and will be held accountable for the shifts they are originally scheduled to work.	

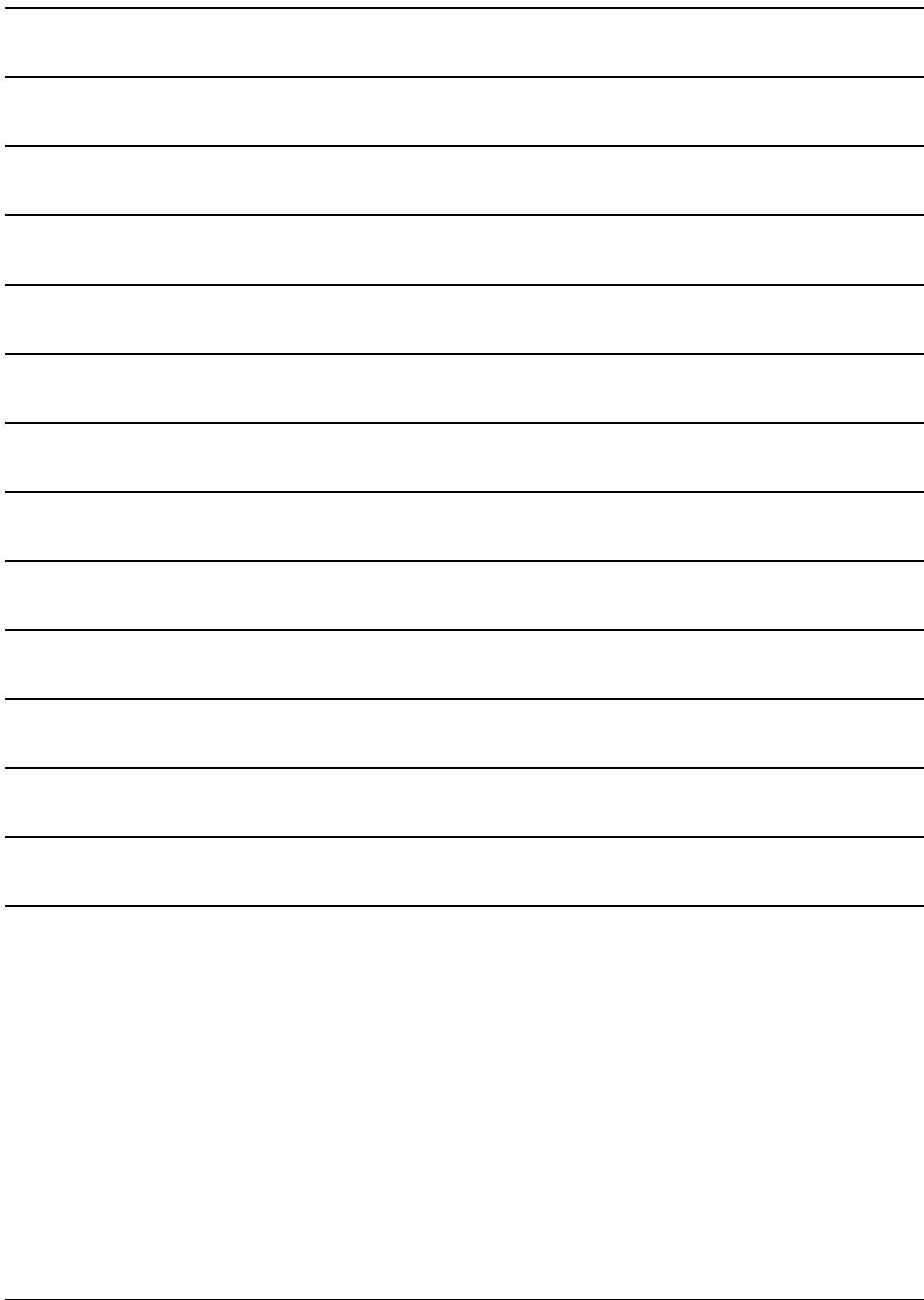
Blank SOP Form

FIRE DEPARTMENT OPERATIONS	ANYTOWN FIRE DEPARTMENT FIRE DEPARTMENT OPERATIONS
DUTY EXCHANGE	S.O.P. 734.01 DATE Approval: EJV Page 1 of
PURPOSE:	
SCOPE:	
POLICY:	



[illegible]





- The personnel responsible for developing or updating policies and procedures
4. Answer any questions that the students may have regarding the scenario or the process of determining the need for a policy or procedure for their department.
 5. When students have finished, have individuals or groups share their answers and explain their development process.
-

Learning Activity 2.10

Recommended Worksheet Answers

Recommended Answers

Answers for this activity will vary. Students should have at least addressed the following:

- a. Identify the problem or requirement for a policy or procedure - Determine if a policy or procedure is necessary to address the problem.
 - b. Collect data to evaluate the need - Collect data that is quantitative or qualitative from interviews, literature, or reports.
 - c. Select an evaluation model - Goals-based, process-based, or outcome-based.
 - d. Establish a timetable for completing the needs evaluation - The length of time required to evaluate the problem.
 - e. Conduct the evaluation - Follow the steps required for the evaluation model being used.
 - f. Select the best response to the need - Determine the best policy or procedure to solve the problem.
 - g. Select alternative responses - Select a second best choice if a contingency is indicated.
 - h. Establish a revision process or schedule - Create a revision process as part of the policy or procedure.
 - i. Recommend the policy or procedure that best meets the need - Submit the policy for approval and/or adoption by the organization.
-

Policy Procedures Form:

FIRE DEPARTMENT OPERATIONS DUTY EXCHANGE	ANYTOWN FIRE DEPARTMENT FIRE DEPARTMENT OPERATIONS S.O.P. 734.01 DATE 04/24/2014 Approval: EJM Page 1 of
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Learning Activity 2.10

Student Worksheet

Name _____ Date _____

Objective Develop a policy or procedure that addresses an administrative problem. *[NFPA® 1021, 5.2.1]*

Directions

1. Answer the following question:
 - What are the steps necessary for determining the need for a new or revised policy for the fire department? List and describe these steps in the blank worksheet pages provided.
 2. Read the scenario below then describe your course of action to develop a new fire department policy based on the situation(s) presented. Use the blank worksheet pages provided.
 3. Prepare the policy procedures on the blank SOP form provided.
-

Learning Activity 2.10

Student Worksheet, cont.

Scenario

Shift Exchange Policy Development

The Anytown Fire Department has been utilizing an informal method to allow members to exchange shifts with other members of the department. Recently, there have been several problems with the old method, including:

- Members of unequal rank or qualifications exchanging shifts. This has resulted in reduced performance for the company.
- Multiple exchanges (three or more party exchanges) have led to confusion as to who was working when.
- Missed shifts because the date of the exchange was forgotten by one of the parties in the exchange.
- On at least one occasion a firefighter worked four shifts (96 hours) in a row because of exchanges that were made. Fortunately, there were no major emergencies during the final tour of duty that required an emergency response.
- A firefighter became ill and could not fulfill an exchange agreement. This required the originally scheduled employee to report to work, missing a long planned trip with their family. This caused a rift in the department because many felt that both were right and fire administration was being overly harsh in its enforcement of the full staffing policy.

The City's Human Resources Department has also expressed frustration with the current method. The City's legal council is also concerned about how the system works, feeling that there may be potential liability to the City if a firefighter is injured while working a shift exchange under the current rule. They both have been pressuring Chief Nabors to adopt a policy that clarifies the provisions of a shift exchange policy that can be

tracked and complies with labor rules for hours worked by firefighters. Chief Nabors has appointed you to begin the development of this new policy.

The elements of a new policy should include the following:

- Shift exchanges can only occur between firefighters of equivalent rank.
- Duty exchanges must be initiated a minimum of two weeks prior to the first exchange date.
- All exchanges must be approved by the company officers of the personnel entering into the agreement.
- Firefighters participating in a shift exchange can work no more than 48 hours in a row.
- Shift exchanges are between two firefighters; three or more parties are not allowed in an exchange.
- Exchanges may not be made while an employee is on probation.
- Once an exchange is finalized, the firefighter who agreed to the exchange is committed to the shift agreed upon.
- Firefighters who become ill prior to or during the exchange shift must use their own sick leave for the absence. All fire department attendance policies are applied to the exchange employee.
- There are no limits on the number of exchanges an employee may enter into in a given year as long as the other limits imposed by the policy are adhered to.

To help get started, you have obtained an Exchange Policy from a neighboring department, the Nextdoortown Fire Department, as an example of some of the information that might be included in the Anytown Fire Department policy. A copy of the policy is shown below.

Learning Activity 2.10

Student Worksheet, cont.

Example Exchange Policy

FIRE DEPARTMENT OPERATIONS SHIFT EXCHANGE POLICY	NEXTDOORTOWN FIRE DEPARTMENT FIRE DEPARTMENT OPERATIONS S.O.G. 111.A February 2, 2014 Approved by: Cliff Jones Page 1 of 1
PURPOSE: To establish a policy for the implementation of a shift exchange policy to permit shift trades between fire personnel of equivalent rank. SCOPE: This procedure applies to all employees assigned to the suppression division of the Nextdoortown Fire Department and work a 24 hour shift schedule. PROCEDURE: Duty shift exchange is permitted between two agreeing members of the department. The members must each be of equivalent rank and possess identical qualifications so that the performance capabilities of the department are not degraded during the exchange. All exchanges occur at change of shift time and remain in effect for the entire shift. All exchange of shift agreements must be approved by the battalion chief of the shift and the company officers where the exchanges occur. Ensuring that all fire department staffing requirements are met as the result of a shift exchange are responsibilities of the parties in the exchange. Employees remain responsible and will be held accountable for the shifts they are originally scheduled to work.	

Blank SOP Form

FIRE DEPARTMENT OPERATIONS	ANYTOWN FIRE DEPARTMENT FIRE DEPARTMENT OPERATIONS
DUTY EXCHANGE	S.O.P. 734.01 DATE Approval: EJV Page 1 of
PURPOSE:	
SCOPE:	
POLICY:	

Learning Activity 2.11

Objective : Review Policies and Procedures

References Students Fire Department Grooming Standards

Purpose

Written policies and procedures are essential for the operation of any fire and emergency services organization. The organization must have a process for the evaluation and revision of older existing policies and procedures. Because the emergency services are constantly changing, the process must also include methods for developing new policies and procedures. The company officer must be prepared to participate in this process.

Directions

Working in your groups, review the students Fire Department Grooming Standards. List the probable changes to the Policies and the reasons for the changes. List any concerns your group may have about other possible changes.

Write your Probable Changes, Reasons for the changes, and concerns on your white board to be presented to the class.

NEWS RELEASE/MEDIA ENGAGEMENT

A company officer should be familiar with the organization's press release and public information dissemination policies as emergency incidents are considered high-profile news events that capture public attention

The news media have an important and legitimate mission to obtain and report information to the general public

Although the news media have a legitimate purpose in seeking information, there are limitations on the information that can be released in many circumstances

- Privacy
- HIPPA
- Criminal/Civil investigation

The fire Officer should recognize that interactions between the Fire Department and the news media are likely to have a direct impact on the departments public image

Reasons for a press release:

- To make and official announcement
- Incident Information
- Event Announcements
- Promotion or Award Ceremony
- Station Opening

Formatting a news release should include:

- Date
- Printed, not hand written
- Six Basics-Who, What, Why, When, Where, How
- What: Cause, Meaning
- Contact Information of PIO or appropriate Fire Officer
- Headline, Intro, Body, Close

Written releases should use the following:

- Capitalize the title if used before the name:
Battalion Chief John Smith
- Lower case if used after the name:
John Smith, battalion chief
- Numbers-
one to nine-spell out the word
10 and above- use the number
- Programs
Capitalize if part of a formal name:
Fire Protection Program
Urban Forestry Program
- Place Facts in order of Importance
- Be Simple and Concise
- Don't use Jargon
- Proof-Read and have another person review

Six Basics:

Who- is the story about, or who responded

What- is the subject and what happened

When- did it occur, under control at what time

Where- did it occur

Why- did it occur and (how it could be prevented)

How- did it happen

When speaking to the media (recorded or live), be prepared with:

- 6 Basics
- Stay in Control, use complete sentences
- Look and Act the part
- Be Positive and Non-combative *
- Nothing is off the record!
 - Including comments before and after the interview

Know your organizations social media policy and make sure your crews follow it.

- What is the penalty for crews posting pics/vids from incidents?

News Release Best Practices

Journalists are likely to require the answer to six basic questions in a News Release (who, what, where, when, why and how) that relate to three broad topics:

- (1) What Happened?
 - (2) What caused it to happen?
 - (3) What does it mean?
-

A good News Release contains:

FOR IMMEDIATE RELEASE

CONTACT: (Contact Name and Title) (Contact Telephone Number)

Headline

(In our case, this is whatever you put in the Title box on the Blog Entry and you do not need to repeat the headline here.)

Opening Paragraph

The first paragraph known as the "lead" contains the most important information and needs to grab your reader's attention. This paragraph should answer who, what, where, when, why and how questions in three to four concise sentences. It should read easily and make your news sound exciting and written in such a way the reader will understand. Do not use jargon or slang, and provide any definitions readers might not know.

Next Paragraph

The rest of the News Release expounds on the information provided in the lead paragraph. It includes any quotes from key staff or subject matter experts. It contains more details about the news you have to tell which may include a point that intrigues the reader to find out more, visit our website, or contact the department for additional information.

Final Paragraph

Use the final paragraph to restate and summarize the key points including any safety message relating to the incident.

###

(Indicates News Release is finished)

Learning Activity 2.12

Objective : Preparing a News Release

References News Release Best Practices Handout

Purpose Company Officers must be able to create a News Release

Directions: Working in your groups, review the information provided below about a recent fire you responded to. Utilizing the News Release Best practices handout, create a news release and be ready to read your release to the class.

On Saturday, June 18th, you responded to a structure fire at 32205 Cosmic Drive, Vista Ca. The entire second floor was lost. Three other engines responded with you at 1415 hrs. One firefighter was injured and taken to the hospital for a broken ankle. Red Cross responded and provided clothing and temporary housing for the family of 5. You received automatic aid from San Marcos for the Truck Company and they also provided an ambulance. The fire is under investigation. Your battalion chief commanded the fire but had you write the report and press release. Unattended candles have been the cause of most of your structure fires this year and you suspect this was the cause as well. The family cat was killed from smoke inhalation. The fire was under control 45 minutes after you arrived. The damage is estimated to be approximately \$150,000. Your name is Captain Fantastic and you can be reached at 1-800-555-1212.

ALLIED AGENCIES/COOPERATORS/COMMUNITY PARTNERS

Company officers must understand all levels of government and how it affects fire and emergency services as they will often share resources and interact with a wide variety of agencies and departments

Such interaction requires planning, training, and practice in areas such as establishing ICS, negotiating jurisdictional authority, and requesting assistance

Level II Officers must understand how governments at various levels function

- How local government is organized
- Applicable regulatory and enabling legislation
- How laws are enacted at local, state/provincial, and federal levels
- Functions of other organizations and how their roles and responsibilities relate to fire service

Citizens have more contact with local government than with other levels, as they:

- Attend fire board/council meetings
- Provide guidance for pre-incident surveys
- Obtain burn permits
- Tour fire stations
- Receive EMS and firefighting services
- Attend fire and life safety presentations

Governing bodies make decisions that directly affect emergency service organizations, such as:

- Allocating funds
- Approving purchases and staff requests
- Implementing ordinances
- Reviewing and approving agreements with other agencies and governments

Company officers must understand how local governments enact laws*

Local government agencies that the Company Officer may interact with:

- Law Enforcement
- Building & Safety
- Public Works
- Water Agencies
- Public Transit
- Social Services
- Courts
- Disaster Prep Groups
- Cal Trans
- OES
- County Health & HazMat

Company officers must be familiar with agencies that may influence fire and emergency services, as follows:

- Local/State Fire Marshall
- State Fire Training
- Dept of Health and Human Svc's
- Local Emergency Medical Services Agencies
- Forestry Dept's
- Homeland Security and Office of Emergency Prep
- Cal OSHA, OSHA
- Fish & Game
- BIA

AID AGREEMENTS

Formal agreements between the fire and emergency services organization and various levels of government and agencies help ensure a coordinated response during a crisis*

Formal intergovernmental agreements should include a variety of items:

- Jurisdictional authority
- Agency authority and responsibility
- Funding and reimbursement procedures
- Response procedures
- Communication systems, protocol, and procedures
- Pre-incident planning and training
- Post-incident evaluations
- Notification procedures

The National Response Plan integrates the federal government into one incident management approach

The NRP and NIMS help to integrate capabilities and resources by:

- Establishes a common set of goals
- Reduces jurisdictional conflicts
- Creates a forum to critique team performance
- Creates a controlled environment for discussion
- Encourages sharing of resources
- Builds personal and professional relationships
- Increases understanding and respect between agencies

Company officers must consider the interests of both the organization and the community

COMMUNITY NEEDS/CITIZEN CONCERNS

Company officers must use interpersonal skills, tact, and ethics to respond to concerns, complaints, and inquiries that may be sensitive in nature

Company officers must know and understand their community's statistics and demographics

- Demographics are used in public service to determine specific groups within the service area to properly serve their needs*

Be aware of challenges that service providers face in diverse communities from attitudes/ideals like:

- Us/Them mentality
- Classifying people
- Inability to speak language
- Stereotype by perceptions

Community service organizations that can assist in communicating with and serving the needs within the community:

- Rotary
- Chamber of Commerce
- BPOE
- VFW
- Church groups
- Burn Institute
- American Red Cross
- Local Union/Association

The success of any fire and emergency services organization's relationship with its community and government is directly proportional to its community involvement*

Interacting with the community requires a customer service element:

- How community concerns and complaints are resolved determines how you are viewed
- Must commit to providing the highest level of service
- Resolve all issues as quickly as possible and according to policy

Listening Effectively empowers Company officers to address community concerns, complaints, or inquires

- Listen Effectively for the Root Cause

Complaint resolution should be a priority for company officers:

- CO may speak on communities behalf *
- Complaint resolution waits until emergency incident is terminated
- Refer person to appropriate authority
- CO should use Every legal and ethical means to satisfy persons concern*

When addressing complaints regarding employee acts or omissions, handle with extreme care and:

- follow policy for such to the letter*
- Act once information is gathered

Public inquiries are similar to handling community concerns or inquiries, in that:

- Need ability to determine true nature of citizen inquiries
- Should refer to appropriate authority
- Are usually less challenging and confrontational

3 types of behavior company officers may encounter when managing conflicts:

- Passive- when people hide their emotions so that others do not know how they feel
- Aggressive- when people express their emotions openly and use threatening behavior
- Assertive- express emotions honestly and defend their rights without hurting others

Steps to resolve conflict as soon as possible (Focus on Common Interests*):

- Step 1: Classify/identify problem
- Step 2: Define/diagnose problem
- Step 3: Determine right response/appropriate conflict management style
- Step 4: Determine* alternative options
- Step 5: Convert decision to action
- Step 6: Test action against desired outcome



CERTIFICATION APPLICATION INSTRUCTIONS

Company Officer Certification Application

Overview

The California Office of the State Fire Marshal Company Officer Certification contains three levels of Professional Qualifications set by the National Fire Protection Association (NFPA). The three levels are NFPA 1021: Fire Officer I, Fire Officer II, and NFPA 1051: Wildland Fire Officer I.

In January 2020, State Fire Training (SFT) transitioned to “Open Task Books”. Open Task Books are initiated by California Fire Agencies. Applicants who previously had their Task Books initiated by SFT shall use Option A. Applicants whose task books were initiated by their Fire Agency shall use Option B.

Application Requirements

Submit verification of the following documents along with this application form. It is not necessary to submit SFT course diplomas or certifications if it is listed in your SFT User Portal.

Prerequisites

- OSFM Fire Fighter 2 certification

OR

- Appointment to the rank of Officer (Lieutenant or higher) **or** CAL FIRE rank of Fire Apparatus Engineer waives this certification prerequisite. *Performing in an “acting” capacity does not fulfill this requirement.*

Education

- Company Officer 2A: Human Resource Management
- Company Officer 2B: General Administrative Functions
- Company Officer 2C: Fire Inspections and Investigations
- Company Officer 2D: All Risk Command Operations
- Company Officer 2E: Wildland Incident Operations
- Instructor 1: Instructor Methodology

Certification Task Book

- Company Officer Certification Task Book

Fee (Option B Applicants Only)

- \$100 non-refundable Company Officer certification fee - payable to: State Fire Training

Application Process

Option A: Task Books Initiated by SFT (prior to December 31, 2019)

The following are the steps for submitting the certification application:

1. Email the certification application and certification task book to the [SFT Staff Member](#) who processes the certification that you are applying for.
2. SFT conducts an application review.
 - a. If the candidate does not meet the eligibility requirements, SFT issues a denial.
3. SFT will issue your digital certification(s) through the SFT User Portal at:
<https://osfm-sft.acadisonline.com/>

Option B: Task Books Initiated by Agency (after December 31, 2019)

The following are the steps for submitting certification application:

1. Mail the certification application, certification task book, and fee to: State Fire Training, Company Officer Certification, PO Box 944246, Sacramento, CA 94244-2460.
2. SFT conducts an application review.
 - a. If the candidate does not meet the eligibility requirements, SFT issues a denial.
3. SFT will issue your digital certification(s) through the SFT User Portal at:
<https://osfm-sft.acadisonline.com/>

Personal Information Notice

Pursuant to the Federal Privacy Act ([P.L. 93-579](#)) and the Information Practices Act of 1977 (Civil Code [Sections 1798, et seq.](#)), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6 of the Information Practice Act of 1977 (Civil Code [Section 1798.24](#)). Each individual has the right, upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries to calfire.cpo@fire.ca.gov.



Identification

Full Name: _____
SFT ID Number: _____
Date of Birth: _____
Mailing Address: _____
City, State, Zip Code: _____
Phone (Mobile): _____
Email: _____

☐ Option A: Task Books Initiated by SFT (prior to December 31, 2019)

Certification Task Book

- Company Officer Certification Task Book

☐ Option B – Task Books Initiated by Agency (after December 31, 2019)

Certification Task Book

- Company Officer Certification Task Book

Fee

- \$100 non-refundable Company Officer certification fee - payable to: State Fire Training

Applicant Review

I, the undersigned, am the person applying for this certification. I hereby certify under penalty of perjury under the laws of the State of California, that all information contained in this application is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Applicants Signature: _____ Date: _____

Acct Code: 0198-####-4143500-4143500014-35405902-59210

Company Officer

(NFPA Fire Officer I/II & Wildland Officer I)

Certification Task Book (2014)



California Department of Forestry and Fire Protection
Office of the State Fire Marshal
State Fire Training

Overview

Authority

This certification task book includes the certification training standards set forth in the Company Officer CTS Guide (2014) which is based on NFPA 1021: Standard for Fire Officer Professional Qualifications (2014) and NFPA 1051: Standard for Wildland Fire Fighter Professional Qualifications (2016).

Revised: January 2020

Published by: State Fire Training, 2251 Harvard Street, Suite 400, Sacramento, CA 95815

Cover photo courtesy of Dave Boyce, Almanac News.

Purpose

The State Fire Training certification task book is a performance-based document that identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required position, and has demonstrated the job performance requirements to obtain that certification.

Assumptions

With the exception of the Fire Fighter 1 and 2 certifications, a candidate may begin the task book initiation process upon completion of all required education components (courses).

Each job performance requirement (JPR) shall be evaluated after the candidate's fire chief initiates the task book.

An evaluator may verify satisfactory execution of a job performance requirement (JPR) through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

State Fire Training task books do not count towards the NWCG task book limit. There is no limit to the number of State Fire Training task books a candidate may pursue at one time if the candidate meets the initiation requirements of each.

It is the candidate's responsibility to routinely check the State Fire Training website for updates to an initiated task book. Any State Fire Training issued update or addendum is required for task book completion.

A candidate must complete a task book within five years its initiation date. Otherwise, a candidate must initiate a new task books using the certification's current published version.

Roles and Responsibilities

Candidate

The candidate is the individual pursuing certification.

Initiation

The candidate shall:

1. Complete all **Initiation Requirements**.
 - Please print or type.
2. Obtain their fire chief's signature as approval to open the task book.
 - A candidate may not obtain evaluation signatures prior to the fire chief's initiation approval date.

Completion

The candidate shall:

1. Complete all **Job Performance Requirements**.
 - Ensure that an evaluator initials, signs, and dates each task to verify completion.
2. Complete all **Completion Requirements**.
3. Sign and date the candidate verification statement under **Review and Approval** with a handwritten signature.
4. Obtain their fire chief's handwritten (not stamped) signature on the fire chief verification section.
5. Create and retain a physical or high-resolution digital copy of the completed task book

Submission

The candidate shall:

1. Submit a copy (physical or digital) of the completed task book and any supporting documentation to State Fire Training.
 - See Submission and Review below.

A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

Evaluator

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement (JPR).

An evaluator may verify satisfactory execution through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

A qualified evaluator is designated by the candidate's fire chief and holds an equivalent or higher-level certification. If no such evaluator is present, the fire chief shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements.

A task book evaluator may be, but is not required to be, a registered skills evaluator who oversees a State Fire Training certification exam.

A certification task book may have more than one evaluator.

All evaluators shall:

1. Complete a block on the **Signature Verification** page with a handwritten signature.
2. Review and understand the candidate's certification task book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more job performance requirements through observation or review.
 - Do not evaluate any job performance requirement (JPR) until after the candidate's fire chief initiates the task book.
 - Sign all appropriate lines in the certification task book with a handwritten signature or approved digital signature (e.g. Docusign or Adobe Sign) to record demonstrated performance of tasks.

Fire Chief

The fire chief is the individual who initiates and then reviews and confirms the completion of a candidate's certification task book.

A fire chief may identify an authorized designee already on file with State Fire Training to fulfill any task book responsibilities assigned to the fire chief. (See *State Fire Training Procedures Manual*, 4.2.2: Authorized Signatories.)

Initiation

The fire chief shall:

1. Review and understand the candidate's certification task book requirements and responsibilities.
2. Verify that the candidate has met all **Initiation Requirements** prior to initiating the candidate's task book.

3. Open the candidate's task book by signing the **Fire Chief Approval** verification statement with a handwritten (not stamped) signature.
4. Designate qualified evaluators.

Completion

The fire chief shall:

1. Confirm that the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
 - Ensure that all **Job Performance Requirements** were evaluated after the initiation date.
2. Confirm that the candidate meets the **Completion Requirements**.
3. Sign and date the Fire Chief verification statement under **Review and Approval** with a handwritten signature.
 - If signing as an authorized designee, verify that your signature is on file with State Fire Training.

Submission and Review

A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

To submit a completed task book, please send the following to the address below:

- A copy of the completed task book (candidate may retain the original)
- All supporting documentation
- A completed SFT Fee Schedule
- Payment

State Fire Training

Attn: Cashier

PO Box 997446

Sacramento, CA 95899-7446

State Fire Training reviews all submitted task books.

- If the task book is complete, State Fire Training will authorize the task book and retain a digital copy of the authorized task book in the candidate's State Fire Training file.
- If the task book is incomplete, State Fire Training will return the task book with a notification indicating what needs to be completed prior to resubmission.

Completion of this certification task book is one step in the certification process. Please refer to the *State Fire Training Procedures Manual* for the complete list of qualifications required for certification.

Initiation Requirements

The following requirements must be completed prior to initiating this task book.

Candidate Information

Name: _____

SFT ID Number: _____

Fire Agency: _____

Prerequisites

The candidate shall meet one of the following prerequisites:

- OSFM Fire Fighter 2 certification

OR

- Appointment to the rank of Officer (Lieutenant or higher) **or** CAL FIRE rank of Fire Apparatus Engineer waives this certification prerequisite. *Performing in an “acting” capacity does not fulfill this requirement.*

Rank	Appointment Date

Education

The candidate has completed the following course(s).

- Company Officer 2A: HR Management
- Company Officer 2B: General Administrative Functions
- Company Officer 2C: Fire Inspections and Investigations
- Company Officer 2D: All-Risk Incident Command Operations
- Company Officer 2E: Wildland Incident Operations
- Instructor I: Instructional Methodology (*from Instructor 1 track*)

Fire Chief Approval

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's task book initiation requirements and to initiate State Fire Training task books. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements to open the task book documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature and Date: _____

Signature Verification

The following individuals have the authority to verify portions of this certification task book using the signature recorded below.

Please print except for the Signature line where a handwritten signature is required. Please add additional signature pages as needed.

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Job Performance Requirements

The candidate must complete each job performance requirement (JPR) in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

All JPRs must be completed within a California fire agency or Accredited Regional Training Program (ARTP).

For JPRs that are not part of a candidate's regular work assignment or are a rare event, the evaluator may develop a scenario or interview that supports the required task and evaluate the candidate to the stated standard.

Each JPR shall be evaluated after the candidate's fire chief initiates the task book.

General

1. Use an incident management system, given the ICS-200.B Operational System Description, assigned resources, and a type of incident, to organize incident resources and maintain personnel accountability. (OSFM) (CTS 1-2)

Evaluator Signature: _____ Date Verified: _____

2. Implement a plan of action, given assigned resources, a hazardous materials incident, and a previously developed plan of action, using the resources and procedures to manage a hazardous materials incident. (OSFM) (CTS 1-3)

Evaluator Signature: _____ Date Verified: _____

Human Resource Management

3. Explain the impact of the California Firefighters Procedural Bill of Rights Act as it applies to the company officer, given the California Firefighters Procedural Bill of Rights Act, AB 220, to reduce risk and civil and criminal liability. (OSFM) (CTS 2-1)

Evaluator Signature: _____ Date Verified: _____

4. Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. (NFPA 4.2.1) (CTS 2-2)

Evaluator Signature: _____ Date Verified: _____

5. Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. (NFPA 4.2.2) (CTS 2-3)

Evaluator Signature: _____ Date Verified: _____

6. Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed. (NFPA 4.2.3) (CTS 2-4)

Evaluator Signature: _____ Date Verified: _____

7. Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures. (NFPA 4.2.4) (CTS 2-5)

Evaluator Signature: _____ Date Verified: _____

8. Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed. (NFPA 4.2.5) (CTS 2-6)

Evaluator Signature: _____ Date Verified: _____

9. Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments. (NFPA 4.2.6) (CTS 2-7)

Evaluator Signature: _____ Date Verified: _____

10. Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision. (NFPA 5.2.1) (CTS 2-8)

Evaluator Signature: _____ Date Verified: _____

11. Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures. (NFPA 5.2.2) (CTS 2-9)

Evaluator Signature: _____ Date Verified: _____

12. Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position. (NFPA 5.2.3 / OSFM) (CTS 2-10)

Evaluator Signature: _____ Date Verified: _____

Community and Government Relations

13. Initiate action on a community need, given policies and procedures, so that the need is addressed. (NFPA 4.3.1 / OSFM) (CTS 3-1)

Evaluator Signature: _____ Date Verified: _____

14. Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with. (NFPA 4.3.2 & 4.3.3 / OSFM) (CTS 3-2)

Evaluator Signature: _____ Date Verified: _____

15. Respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures. (NFPA 4.3.3) (CTS 3-2)

Evaluator Signature: _____ Date Verified: _____

16. Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained. (NFPA 5.3.1 / OSFM) (CTS 3-3)

Evaluator Signature: _____ Date Verified: _____

Administration

17. Explain the impact of state and federal laws and regulations as they apply to the company officer, given a list of state and federal laws and regulations pertaining to fire services supervisors, to reduce risk and civil and criminal liability. (OSFM) (CTS 4-1)

Evaluator Signature: _____ Date Verified: _____

18. Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members. (NFPA 4.4.1 / OSFM) (CTS 4-2)

Evaluator Signature: _____ Date Verified: _____

19. Execute routine unit-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures. (NFPA 4.4.2 / OSFM) (CTS 4-3)

Evaluator Signature: _____ Date Verified: _____

20. Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data. (NFPA 4.4.3) (CTS 4-4)

Evaluator Signature: _____ Date Verified: _____

21. Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization. (NFPA 4.4.4) (CTS 4-5)

Evaluator Signature: _____ Date Verified: _____

22. Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate. (NFPA 4.4.5 / OSFM) (CTS 4-6)

Evaluator Signature: _____ Date Verified: _____

23. Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution. (NFPA 5.4.1) (CTS 4-7)

Evaluator Signature: _____ Date Verified: _____

24. Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified. (NFPA 5.4.2 / OSFM) (CTS 4-8)

Evaluator Signature: _____ Date Verified: _____

25. Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding. (NFPA 5.4.3 / OSFM) (CTS 4-9)

Evaluator Signature: _____ Date Verified: _____

26. Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly. (NFPA 5.4.4 / OSFM) (CTS 4-10)

Evaluator Signature: _____ Date Verified: _____

27. Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics. (NFPA 5.4.5 / OSFM) (CTS 4-11)

Evaluator Signature: _____ Date Verified: _____

28. Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a positive manner. (NFPA 5.4.6) (CTS 4-12)

Evaluator Signature: _____ Date Verified: _____

Inspection and Investigation

29. Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated: (1) Assembly, (2) Educational, (3) Health care, (4) Detention and correctional, (5) Residential, (6) Mercantile, (7) Business, (8) Industrial, (9) Storage, (10) Unusual structures, (11) Mixed occupancies. (NFPA 4.5.1 / OSFM) (CTS 5-1)

Evaluator Signature: _____ Date Verified: _____

30. Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, given an occupancy, and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed: (1) Public assembly, (2) Educational, (3) Institutional, (4) Residential, (5) Business, (6) Industrial, (7) Manufacturing, (8) Storage, (9) Mercantile. (NFPA 4.5.2 / OSFM) (CTS 5-2)

Evaluator Signature: _____ Date Verified: _____

31. Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction. (NFPA 4.5.3) (CTS 5-3)

Evaluator Signature: _____ Date Verified: _____

32. Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data, and/or sketches, to determine if arson is suspected. (NFPA 5.5.1) (CTS 5-4)

Evaluator Signature: _____ Date Verified: _____

Emergency Service Delivery

33. Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency. (NFPA 4.6.1 / OSFM) (CTS 6-1)

Evaluator Signature: _____ Date Verified: _____

34. Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation. (NFPA 4.6.2 / OSFM) (CTS 6-2)

Evaluator Signature: _____ Date Verified: _____

35. Develop and conduct a post-incident analysis, given an 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 in accordance with policies and procedures. (NFPA 4.6.3 & 5.6.2 / OSFM) (CTS 6-3)

Evaluator Signature: _____ Date Verified: _____

36. Single-unit incident (NFPA 4.6.3 / OSFM) (CTS 6-3)

Evaluator Signature: _____ Date Verified: _____

37. Multiunit incident (NFPA 5.6.2 / OSFM) (CTS 6-3)

Evaluator Signature: _____ Date Verified: _____

38. Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600, and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident. (NFPA 5.6.1 / OSFM) (CTS 6-4)

Evaluator Signature: _____ Date Verified: _____

39. Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization. (NFPA 5.6.3 / OSFM) (CTS 6-5)

Evaluator Signature: _____ Date Verified: _____

Health and Safety

40. Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed. (NFPA 4.7.1) (CTS 7-1)

Evaluator Signature: _____ Date Verified: _____

41. Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ. (NFPA 4.7.2 / OSFM) (CTS 7-2)

Evaluator Signature: _____ Date Verified: _____

42. 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. (NFPA 4.7.3) (CTS 7-3)

Evaluator Signature: _____ Date Verified: _____

43. Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor. (NFPA 5.7.1) (CTS 7-4)

Evaluator Signature: _____ Date Verified: _____

Wildland Fire Officer I

44. Respond to requests for incident information given policies and procedures of the AHJ, so that response is accurate, within the policies, and timely. (NFPA 6.5.14) (CTS 8-18)

Evaluator Signature: _____ Date Verified: _____

45. Evaluate assigned personnel, given agency personnel performance standards, so that members are capable of performing assigned tasks safely and individuals not meeting the standards are identified and that corrective actions are taken. (NFPA 6.2.2) (CTS 8-1)

Evaluator Signature: _____ Date Verified: _____

46. Verify the qualifications of assigned personnel, given an assignment or task, so that individual fire fighter skills are appropriate and deficiencies are identified, reported, and corrective action is taken. (NFPA 6.2.3) (CTS 8-2)

Evaluator Signature: _____ Date Verified: _____

47. Provide for medical treatment, given an injured or ill fire fighter and agency policies and procedures, so that the appropriate emergency treatment is provided, appropriate notifications are made, and required reports are completed. (NFPA 6.2.4 / OSFM) (CTS 8-3)

Evaluator Signature: _____ Date Verified: _____

48. Size up an incident to formulate an incident action plan, given a wildland fire and available resources, so that incident objectives are set and strategies and tactics are applied according to agency policies and procedures. (NFPA 6.2.5 / OSFM) (CTS 8-6)

Evaluator Signature: _____ Date Verified: _____

49. Develop an initial report on conditions, given incident information and agency policies and procedures, so that required incident information is communicated to the agency communications center and updated as needed. (NFPA 6.5.3 / OSFM) (CTS 8-7)

Evaluator Signature: _____ Date Verified: _____

50. Establish an incident command post (ICP), given AHJ policies and procedures, so that the location is sited, identified, and communicated to personnel. (NFPA 6.5.4) (CTS 8-8)

Evaluator Signature: _____ Date Verified: _____

51. Deploy resources to suppress a wildland fire, given an assignment, personnel, equipment, and agency policies and procedures, so that appropriate suppression actions are taken, and safety of personnel is ensured. (NFPA 6.5.5 / OSFM) (CTS 8-9)

Evaluator Signature: _____ Date Verified: _____

52. Maintain incident records, given agency policies and procedures and applicable forms, so that required information is documented. (NFPA 6.5.6 / OSFM) (CTS 8-10)

Evaluator Signature: _____ Date Verified: _____

53. Evaluate incident conditions, given a wildland fire, so that progress, changes in fuels, topography, weather, fire behavior, and other significant events are identified and communicated to the supervisor and to assigned and adjoining personnel. (NFPA 6.5.7 / OSFM) (CTS 8-11)

Evaluator Signature: _____ Date Verified: _____

54. Communicate with supervisors, crew members, and adjoining personnel, given a wildland fire incident, so that progress, changes in conditions, fire behavior, and other significant events are current. (NFPA 6.5.8 / OFSM) (CTS 8-12)

Evaluator Signature: _____ Date Verified: _____

55. Provide for the logistical service and support needs for assigned resources, given a wildland fire, assigned resources, and agency policies and procedures, so that personnel and equipment needs are met in accordance with agency policies. (NFPA 6.5.9 / OFSM) (CTS 8-13)

Evaluator Signature: _____ Date Verified: _____

56. Analyze incident needs, given assigned resources and incident status, so that additional resources needed are ordered or excess resources are identified and released in accordance with agency policies and procedures. (NFPA 6.5.10) (CTS 8-14)

Evaluator Signature: _____ Date Verified: _____

57. Provide incident information to the incoming replacement incident commander, given a wildland fire, so that the transfer of command is completed and the new incident commander has the information necessary to operate. (NFPA 6.5.11 / OFSM) (CTS 8-15)

Evaluator Signature: _____ Date Verified: _____

58. Deploy resources to mop up a wildland fire, given a wildland fire, personnel, equipment, and agency policies and procedures, so that appropriate mop-up actions are taken. (NFPA 6.5.12) (CTS 8-16)

Evaluator Signature: _____ Date Verified: _____

59. Complete wildland fire suppression operations, given a wildland fire that has been controlled and mopped up and agency policies and procedures, so that the fire area is extinguished and resources are returned to service. (NFPA 6.5.13) (CTS 8-17)

Evaluator Signature: _____ Date Verified: _____

60. Complete personnel time and equipment use records, given agency policies, procedures, and related forms, so that the information is accurate and in compliance with standards established by the AHJ. (NFPA 6.5.14) (CTS 8-18)

Evaluator Signature: _____ Date Verified: _____

61. Prepare final incident reports, given an extinguished wildland fire and agency policies and procedures, so that the reports are complete, accurate, and submitted on time. (NFPA 6.5.16 /OSFM) (CTS 8-20)

Evaluator Signature: _____ Date Verified: _____

Completion Requirements

The following requirements must be completed prior to submitting this task book.

Experience

The candidate meets the following experience requirements.

- A minimum of two years' full-time paid experience in a California fire agency as a Fire Fighter performing suppression duties

OR

- A minimum of four years' part-time paid or volunteer experience in a California fire agency as a fire fighter performing suppression duties

Agency	Experience	Start Date	End Date

Position

The candidate meets the qualifications for this level of certification. The position requirement is met when the applicant fulfills the role of the specific duties as defined by the Fire Chief.

Supporting Documentation

State Fire Training confirms that there are no supporting documentation requirements for this job function certification.

Updates

The candidate has completed and enclosed all updates to this certification task book released by State Fire Training since its initial publication.

Number of enclosed updates: _____

Completion Timeframe

The candidate has completed all requirements documented in this certification task book within five years of its initiation date.

Initiation Date (see Fire Chief signature under **Initiation Requirements**): _____

Review and Approval

Candidate

Candidate (please print): _____

I, the undersigned, am the person applying for Company Officer certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection or revocation.

Signature and Date: _____

Fire Chief

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's qualifications for Company Officer certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature and Date: _____

Company Officer

(NFPA Fire Officer I/II and Wildland Officer I)

Certification Training Standards Guide

September 2017



California Department of Forestry and Fire Protection
Office of the State Fire Marshal
State Fire Training

Company Officer

Certification Training Standards Guide September 2017

This CTS guide utilizes NFPA 1021 Standard for Fire Officer Professional Qualifications (2014) and NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016) to provide the qualifications for State Fire Training's Company Officer certification.

State Fire Training coordinated the development of this CTS guide. Before its publication, the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS) recommended this CTS guide for adoption by the Office of the State Fire Marshal (OSFM).



Published by State Fire Training
2251 Harvard Street, Suite 400, Sacramento, CA 95815
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Cover photo courtesy of Dave Boyce, Almanac News

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State Fire Training

Mission

To enable the California Fire Service to safely protect life and property through education, training, and certification.

The California Fire Services Training and Education System

The California Fire Service Training and Education System (CFSTES) was established to provide a single statewide focus for fire service training in California. CFSTES is a composite of all the elements that contribute to the development, delivery, and administration of training for the California fire service. The authority for the central coordination of this effort is vested in the Training Division of the California State Fire Marshal's Office with oversight provided by the State Board of Fire Services.

CFSTES facilitates, coordinates, and assists in the development and implementation of standards and certification for the California fire service. CFSTES:

1. Administers the California Fire Academy System
1. Provides accredited courses leading to certification and approved standardized training programs for local and regional delivery
2. Administers the national accreditation process in California
3. Publishes certification training standards, course plans, and a capstone task book for each certified level in the California fire service

CFSTES is a fire service system developed by the fire service, for the fire service. It is only as successful and effective as the people involved in it.

Acknowledgments

State Fire Training appreciates the hard work and accomplishments of those who built the solid foundation on which this program continues to grow.

State Fire Training gratefully acknowledges the following individuals and organizations for their diligent efforts and contributions that made the development and publication of this document possible.

CAL FIRE

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Acknowledgments

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Partners

State Fire Training also extends special acknowledgement and appreciation to the Conference and Training Services Unit with the College of Continuing Education at California State University, Sacramento, for its ongoing meeting logistics and curriculum development support, innovative ideas, and forward-thinking services. This collaboration is made possible through an interagency agreement between CAL FIRE and Sacramento State.

How to Read a CTS Guide

State Fire Training develops a Certification Training Standards (CTS) Guide for a variety of job functions in the fire service such as firefighter, driver/operator, fire instructor, and company officer. The CTS guide lists the requisite knowledge and skills and the job performance requirements a person is expected to complete in order to become certified in a specific function. CTS guides are appropriate for fire service personnel and individuals in related occupations pursuing State Fire Training certification.

Each CTS guide serves as a foundation for the certification programs recommended for adoption by the Office of the State Fire Marshal. Any certification program must be based on job-related knowledge and measurable performance standards. To master the knowledge and skills needed for specialized operations, individuals will require additional training to augment the performance standards included in the CTS guide.

Within the CTS guide, it is impossible to capture the different policies and procedures of each organization in the California fire service. Individuals aspiring to meet State Fire Training's certification training standards must do so in accordance with the codes, standards, regulations, policies, and standard operating procedures applicable within their own departments or jurisdictions.

Format

Each certification training standard included in the CTS guide includes the following:

Section Heading

The section heading describes a general category for a group of training standards. For example, the Fire Marshal CTS includes the following sections: Administration, Risk Management, Community Relations, Professional Development, Regulatory Programs, Fire and Life Safety, and Investigation. Each section contains one or more individual training standards.

Training Standard Title

The training standard title provides a general description of the performance requirement contained within the standard.

Authority

The CTS guide references each standard with one or more paragraphs of the corresponding National Fire Protection Association (NFPA) Professional Qualifications. This ensures that each fire service function within California's certification system meets or exceeds NFPA standards.

When California requirements exceed the NFPA standard, the CTS guide cites the Office of the State Fire Marshal as the authority and prints the corresponding information in *italics*.

Given

This section lists the objects, equipment, materials, or facilities an individual needs in order to acquire the requisite knowledge and skills or to accomplish the job performance requirement(s) within a training standard.

Requisite Knowledge and Skills

This section lists the knowledge and skills that an individual must acquire in order to accomplish the job performance requirement(s) within a training standard.

This section does not include NFPA requisite knowledge or skills that are too general to teach or that individuals should develop through life experiences. For example, a training standard would not list “communicate orally and in writing” or “ability to relate interpersonally” unless they specifically apply to a job performance requirement about acquiring communication skills or developing interpersonal relationships.

Job Performance Requirements

This section includes one or more written statements that describe a specific job-related task and define measurable or observable outcomes. After an individual completes all coursework and requisite requirements, the capstone task book process verifies completion of job performance requirements.

Content

In addition to the individual certification training standards, the CTS guide also includes State Fire Training Revisions and Errata pages.

State Fire Training Content

Located at the back of the CTS guide, this table documents any significant revisions made by State Fire Training to the NFPA standards in the development of this CTS guide. This table is used to justify content additions and advise the course plan development team.

Errata

Located at the back of the CTS guide, this page documents any changes made to the CTS guide outside of the five-year NFPA revision cycle.

Company Officer

Section 1: General

1-1 Definition of Duty for Level I and Level II

Authority

- NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
- NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)

Given

1. NFPA 1021 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.2, 5.3, 5.4
2. NFPA 1051 6.2.1

Requisite Knowledge and Skills

1. Identify the duties of a company officer level I:
 - This duty involves utilizing human resources to accomplish assignments in accordance with safety plans and in an efficient manner. This duty also involves evaluating member performance and supervising personnel during emergency and nonemergency work periods, according to the following job performance requirements.
 - This duty involves dealing with inquiries of the community and communicating the role, image, and mission of the department to the public and delivering safety, injury, and fire prevention education programs, according to the following job performance requirements.
 - This duty involves general administrative functions and the implementation of departmental policies and procedures at the unit level, according to the following job performance requirements.
 - This duty involves conducting inspections to identify hazards and address violations, performing a fire investigation to determine preliminary cause, securing the incident scene, and preserving evidence, according to the following job performance requirements.
 - This duty involves supervising emergency operations, conducting preincident planning, and deploying assigned resources in accordance with the local emergency plan and according to the following job performance requirements.
 - This duty involves integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene, including the donning of appropriate levels of personal protective equipment to ensure a work environment that is in

Company Officer

Section 1: General

accordance with health and safety plans for all assigned members, according to the following job performance requirements.

2. Identify the duties of a company officer level II:

- This duty involves evaluating member performance, according to the following job performance requirements.
- This duty involves dealing with inquiries of allied organizations in the community and projecting the role, mission, and image of the department to other organizations with similar goals and missions for the purpose of establishing strategic partnerships and delivering safety, injury, and fire prevention education programs, according to the following job performance requirements.
- This duty involves preparing a project or divisional budget, news releases, and policy changes, according to the following job performance requirements.
- This duty involves conducting fire investigations to determine origin and preliminary cause, according to the following job performance requirements.
- This duty involves supervising multiunit emergency operations, conducting preincident planning, and deploying assigned resources, according to the following job requirements.
- This duty involves reviewing injury, accident, and health exposure reports, identifying unsafe work environments or behaviors, and taking approved action to prevent reoccurrence, according to the following job requirements.

3. Identify the duties of a wildland fire officer level I:

- See NWCG L-280, Followship to Leadership, and NFPA 1021 for additional supervisory information..

Job Performance Requirements

There are no job performance requirements identified for this training standard.

1-2 Using an Incident Management System to Organize Resources

Authority

Office of the State Fire Marshal

Given

1. *ICS-200.B Operational System Description*
2. *Assigned resources*
3. *A type of incident*

Requisite Knowledge and Skills

1. *Describe the ICS organization appropriate to the complexity of the incident or event*
2. *Use ICS to manage an incident or event*

Job Performance Requirements

Use an incident management system to organize incident resources and maintain personnel accountability.

1-3 Implementing a Hazardous Materials Plan of Action

Authority

Office of the State Fire Marshal

Given

1. *Assigned resources*
2. *Hazardous materials incident*
3. *A previously developed plan of action*

Requisite Knowledge and Skills

1. *Describe how to implement the employer's emergency response plan*
2. *Describe the hazards associated with working in an IDLH atmosphere*
3. *Describe the state emergency response plan*
4. *Describe how to activate a Federal Regional Response Team*
5. *Describe the importance of decontamination procedures*

Job Performance Requirements

Implement a plan of action, using the resources and procedures to manage a hazardous materials incident.

Section 2: Human Resource Management

2-1: Explaining the Impact of the California Firefighters Procedural Bill of Rights

Authority

Office of the State Fire Marshal

Given

1. *The California Firefighters Procedural Bill of Rights Act, AB 220*

Requisite Knowledge and Skills

1. *Describe the disciplinary process as it relates to the California Firefighters Procedural Bill of Rights Act.*
2. *Describe the components of the notification and interrogation process.*
3. *Describe the protection of basic rights offered by the California Firefighters Procedural Bill of Rights Act.*

Job Performance Requirements

Explain the impact of the California Firefighters Procedural Bill of Rights Act as it applies to the company officer to reduce risk and civil and criminal liability.

2-2: Assigning Emergency Tasks or Responsibilities

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 4.2.1

Given

1. An assignment at an emergency incident

Requisite Knowledge and Skills

1. *Describe* techniques used to make assignments under stressful situations.
2. *List* methods of confirming understanding.
3. *Employ* condensed instruction for frequently assigned unit tasks based on training and standard operating procedures.
4. *Demonstrate* verbal communications during emergency incidents.

Job Performance Requirements

Assign tasks or responsibilities to unit members, providing complete, clear, and concise instructions; addressing safety considerations; and conveying the desired outcomes.

2-3: Assigning Nonemergency Tasks or Responsibilities

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 4.2.2

Given

1. An assignment under nonemergency conditions at a station or other work location

Requisite Knowledge and Skills

1. *Describe* techniques used to make assignments under routine situations.
6. *List* methods of confirming understanding.
7. *Provide* instructions for frequently assigned unit tasks based on department policy.
2. *Demonstrate* verbal communications during nonemergency incidents.

Job Performance Requirements

Assign tasks or responsibilities to unit members, giving complete, clear, and concise instructions; addressing safety considerations; and conveying the desired outcomes.

2-4: Directing Unit Members during a Training Evolution

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 4.2.3

Given

1. A company training evolution
2. Training policies and procedures

Requisite Knowledge and Skills

1. Distribute issue-guided directions to unit members during training evolutions.

Job Performance Requirements

Direct unit members to perform a training evolution efficiently, in accordance with safety plans, and as directed.

2-5: Recommending Action for Member-Related Problems

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 4.2.4

Given

1. A member with a situation requiring assistance
2. The member assistance policies and procedures

Requisite Knowledge and Skills

1. *Identify* the signs and symptoms of member-related problems.
2. *Identify* the causes of stress in emergency services personnel.
3. *Describe the* adverse effects of stress on the performance of emergency service personnel.
4. *Identify the* AHJ's member assistance policies and procedures.
5. *Implement* a course of action for a member in need of assistance.

Job Performance Requirements

Recommend action for member-related problems, identifying the situation and taking action within established policies and procedures.

2-6: Applying and Following Human Resources Policies and Procedures

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 4.2.5

Given

1. An administrative situation requiring action

Requisite Knowledge and Skills

1. *Identify* human resource policies and procedures.
2. *Describe the application of administrative procedures.*

Job Performance Requirements

Apply and follow human resource policies and procedures.

2-7: Supervising and Coordinating the Completion of Assignments

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 4.2.6

Given

1. A list of projects and tasks
2. The job requirements of subordinates

Requisite Knowledge and Skills

1. *Identify* principles of supervision.
2. *Describe* basic human resource management.
3. *Describe how* to set priorities.

Job Performance Requirements

Coordinate the completion of assigned tasks and projects by members, prioritizing assignments, developing a plan for the completion of each assignment, assigning members to specific tasks, and supervising and holding members accountable for completing their assignments.

2-8: Improving Member Performance

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 5.2.1

Given

1. Human resource policies and procedures

Requisite Knowledge and Skills

1. *Identify performance problems.*
2. *Describe concepts of organizational behavior.*
3. *Describe principles of group dynamics.*
4. *Describe the different leadership styles.*
5. *Describe the types of power in leadership.*
6. *Describe principles of interpersonal dynamics.*
7. *Employ techniques to improve member performance.*

Job Performance Requirements

Initiate actions that maximize member or unit performance or correct unacceptable performance, or refer the issue to the next level of supervision.

2-9: Performing and Reporting Job Evaluations

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 5.2.2

Given

1. Personnel records
2. Evaluation forms

Requisite Knowledge and Skills

1. *Identify* job descriptions.
2. *Describe the objectives and procedures* of a member evaluation program.
3. *Identify* common errors in evaluating.
4. *Demonstrate how* to plan and conduct evaluations.

Job Performance Requirements

Accurately evaluate assigned members' job performance and report each evaluation according to human resource policies and procedures.

2-10: Creating a Professional Development Plan

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 5.2.3
2. *Office of the State Fire Marshal*

Given

1. The requirements for promotion
2. *Opportunities for a member's professional development*

Requisite Knowledge and Skills

1. *Identify the steps for creating a professional development plan.*
2. *List professional development options.*
3. *Apply evaluation form results to individual development plans.*

Job Performance Requirements

Create a professional development plan for a member of the organization, providing the individual with the necessary knowledge, skills, and abilities to *maintain or advance professional development*.

Section 3: Community and Government Relations

3-1 Initiating Action to Address Community Needs

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 4.3.1
2. Office of the State Fire Marshal

Given

1. Policies and procedures
2. *Examples of community needs*

Requisite Knowledge and Skills

1. *Identify* community demographics.
2. *Identify* community service organizations.
3. *Explain* the role and mission of the department.
4. *Explain the role of public relations and its impact on the organization.*

Job Performance Requirements

Initiate action addressing community *needs*.

3-2: Initiating Action to Address Citizen Concerns

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 4.3.2
 - Paragraph 4.3.3
3. *Office of the State Fire Marshal*

Given

1. Policies and procedures
2. *Examples of citizen concerns*

Requisite Knowledge and Skills

1. Identify community or organizational resources.
2. *Describe methods of responding to citizens' concerns.*

Job Performance Requirements

Initiate action to answer a citizen's inquiry or concern or refer the concern to the correct individual for action, complying with all policies and procedures.

3-3: Explaining the Benefits of Cooperating with Allied Organizations

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 5.3.1
4. *Office of the State Fire Marshal*

Given

1. A specific problem or issue in the community
2. *A list of local, statewide, and national resources*

Requisite Knowledge and Skills

1. *Describe* the types and functions of external agencies in the community.

Job Performance Requirements

Clearly explain the benefits to the organization and the purpose for establishing cooperative external agency relationships.

Section 4: Administration

4-1: Explaining the Impact of State and Federal Laws and Regulations

Authority

Office of the State Fire Marshal

Given

1. *A list of state and federal laws and regulations pertaining to fire services supervisors*

Requisite Knowledge and Skills

1. *Identify state laws and regulations.*
2. *Identify federal laws and regulations.*

Job Performance Requirements

Explain the impact of state and federal laws and regulations as they apply to the company officer to reduce risk and civil and criminal liability.

4-2: Recommending Changes to and Implementing Departmental Policies

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 4.4.1
5. *Office of the State Fire Marshal*

Given

1. A new departmental policy

Requisite Knowledge and Skills

1. *Describe how to communicate change in a positive manner.*
2. *Identify the procedure for recommending policy changes.*

Job Performance Requirements

Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, communicating the policy to unit members so that they understand it.

4-3: Executing Routine Administrative Functions

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 4.4.2
2. *Office of the State Fire Marshal*

Given

1. Forms
2. *Examples of record-management systems*

Requisite Knowledge and Skills

1. Identify administrative policies and procedures.
2. *Describe the proper use of a record-management system, including:*
 - *The information found in a record management system*
 - *The value of a record management system*

Job Performance Requirements

Execute routine unit-level administrative functions, completing reports and logs and maintaining files in accordance with policies and procedures.

4-4: Preparing Budget Requests

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 4.4.3

Given

1. A need *requiring expenditure*
2. Budget forms

Requisite Knowledge and Skills

1. *Identify budget request policies and procedures.*
2. *Identify the revenue sources.*
3. *Describe the budget process.*
4. *Explain how to prepare a budget request.*

Job Performance Requirements

Prepare a properly formatted budget request that is supported with data.

4-5: Explaining Components of the Organization

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 4.4.4

Given

1. An organization chart

Requisite Knowledge and Skills

1. *Identify the* organizational structure of the department.
2. *Describe* functions of management.

Job Performance Requirements

Provide a current, accurate explanation of the purpose of each management component of the organization, clearly identifying the organization's purpose and mission.

4-6: Collecting Incident Response Data

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 4.4.5
6. *Office of the State Fire Marshal*

Given

1. The goals *and mission* of the organization

Requisite Knowledge and Skills

1. *Describe the purpose of collecting incident response data.*

Job Performance Requirements

Explain the need for and benefits of collecting incident response data, producing timely, accurate incident response reports.

4-7: Developing a Policy or Procedure

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 5.4.1
7. *Office of the State Fire Marshal*

Given

1. An assignment
2. *The need to develop a policy or procedure*
3. *The template for new policies or procedures*

Requisite Knowledge and Skills

1. *Describe the procedure for developing new policies.*

Job Performance Requirements

Develop a policy or procedure that identifies the problem and proposes a solution.

4-8: Developing a Project or Divisional Budget

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 5.4.2
8. *Office of the State Fire Marshal*

Given

1. Budget schedule
2. Guidelines concerning the budget's preparation

Requisite Knowledge and Skills

1. *Identify the necessary supplies and equipment for budget items, which may include:*
 - ongoing or new projects
 - repairs to existing facilities
 - new equipment
 - apparatus maintenance
2. *Compute costs:*
 - personnel
 - *capital*
 - *operating*
3. *Describe the appropriate budgeting system.*
4. *Identify the proper procedure for allocating finances.*

Job Performance Requirements

Develop a project or divisional budget, determining and justifying capital, operating, and personnel costs.

4-9: Describing the Purchasing Process

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 5.4.3
2. *Office of the State Fire Marshal*

Given

1. Established *product or service* specifications
2. *Purchasing policies and procedures*

Requisite Knowledge and Skills

1. *Identify* purchasing laws.
2. *Identify purchasing forms needed.*
9. Define the competitive bidding process.

Job Performance Requirements

Describe a purchasing process, including soliciting and awarding bids, that ensures competitive bidding.

4-10: Preparing a News Release

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 5.4.4
2. *Office of the State Fire Marshal*

Given

1. An event or topic
2. Examples of formats used for news releases

Requisite Knowledge and Skills

1. Describe the policies and procedures for preparing a news release.

Job Performance Requirements

Prepare an accurate, properly formatted news release.

4-11: Preparing a Report

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 5.4.5
2. *Office of the State Fire Marshal*

Given

1. Fire department record(s)
2. A specific request for details, such as trends, variances, or other related topics

Requisite Knowledge and Skills

1. *Describe methods for preparing and submitting a report.*

Job Performance Requirements

Prepare a concise report for transmittal to a supervisor.

4-12: Developing Plans for Organizational Change

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 5.4.6

Given

1. An agency's change of policy or procedures

Requisite Knowledge and Skills

1. *Describe the process for* planning and implementing change.

Job Performance Requirements

Develop a plan that results in the positive implementation of effective change in the organization.

Section 5: Inspection and Investigation

5-1: Describing Fire Inspection Procedures

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 4.5.1
2. *Office of the State Fire Marshal*

Given

1. *The policies of the AHJ*
2. *The forms of the AHJ*
3. *The various occupancy classifications*

Requisite Knowledge and Skills

1. *Describe the various occupancies according to the current California Fire Code.*
2. *Describe inspection procedures.*
3. *Describe fire detection systems.*
4. *Describe alarm systems.*
5. *Describe protection systems.*
6. *Identify fire hazards.*
7. *Identify life safety hazards.*
8. *Describe markings and identification systems for hazardous materials.*
9. *Apply the appropriate codes and standards.*

Job Performance Requirements

Describe the AHJ's procedures for conducting fire inspections, identifying all hazards, including hazardous materials; completing approved forms; and initiating approved *follow-up* action.

5-2: Identifying Features that Prevent or Contribute to Fire Spread

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 4.5.2
2. *Office of the State Fire Marshal*

Given

1. An occupancy

Requisite Knowledge and Skills

1. *Describe fire behavior as it relates to fire spread for the various occupancies according to the current California Fire Code.*
2. *Identify building construction types.*
3. *Identify building construction features.*
4. *Describe the impact of:*
 - Detection systems
 - Alarm systems
 - Suppression systems
5. *Describe the impact of:*
 - Applicable codes
 - Applicable ordinances
 - Applicable standards

Job Performance Requirements

Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, developing an *occupancy* preincident plan.

5-3: Securing Incident Scenes

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 4.5.3
10. *Office of the State Fire Marshal*

Given

1. *An incident scene*
2. *Procedures for securing an incident scene*
3. *Equipment and resources*

Requisite Knowledge and Skills

1. *Identify* types of evidence.
2. *Describe* the importance of fire scene security.
3. *Describe* the importance of evidence preservation.
4. *Identify procedures for* establishing perimeters at an incident scene.

Job Performance Requirements

Secure an incident scene with recognizable perimeters, which keep unauthorized persons from restricted areas, and which protect all evidence or potential evidence from damage or destruction.

5-4: Determining the Origin and Cause

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 5.5.1

Given

1. One or more of the following:
 - *a fire scene or photographs of a fire scene*
 - diagrams
 - pertinent data
 - sketches

Requisite Knowledge and Skills

1. *Identify* methods used by arsonists.
2. *Identify* common causes of fire.
3. *Describe* basic cause and origin determination.
4. *Describe* fire growth and development.
5. *Describe* the documentation of preliminary fire investigative procedures.
6. Apply knowledge using deductive skills.

Job Performance Requirements

Determine the point of origin and preliminary cause of a fire to ascertain if arson is suspected.

Section 6: Emergency Service Delivery

6-1: Developing an Initial Plan of Action

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 4.6.1
2. *Office of the State Fire Marshal*

Given

1. Size-up information for an incident
2. *An ICS 201 Incident Briefing form*
3. Assigned emergency response resources

Requisite Knowledge and Skills

1. *Describe* the elements of a size-up.
11. *Describe* the standard operating procedures for emergency operations.
12. *Analyze* emergency scene conditions *for the following kinds of incidents*:
 - *Single-family dwelling fires*
 - *Multiple-family dwelling fires*
 - *Commercial fires*
 - *Assembly fires*
 - *Mid-rise and high-rise fires*
 - *Multicasualty incidents*
 - *Technical rescue*
13. *Describe how to activate* the local emergency plan, including localized evacuation procedures.
14. *Describe the use of* allocated resources.
15. *Describe the components of the ICS 201 Incident Briefing form.*

Job Performance Requirements

Develop an initial *plan of action*, *identifying the resources required* to control the emergency.

6-2: Implementing an Plan of Action

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 4.6.2
16. *Office of the State Fire Marshal*

Given

1. Assigned resources
2. Type of incident
3. *A previously developed plan of action*

Requisite Knowledge and Skills

1. *Describe the resources available for the mitigation of fire and other emergency incidents.*
2. *Use an incident management system.*
3. *Describe scene safety considerations.*
4. *Describe mitigations for scene safety hazards.*
5. *Describe personnel accountability systems.*
6. *Describe management of assigned personnel under emergency conditions.*
7. *Describe how to account for assigned personnel under emergency conditions.*
8. *Describe the procedure for the transfer of command.*

Job Performance Requirements

Implement a plan of action at an emergency operation, deploying resources to mitigate the situation.

6-3 Developing and Conducting a Postincident Analysis

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 4.6.3
 - Paragraph 5.6.2
2. Office of the State Fire Marshal

Given

1. A single-unit *or multiunit* incident
2. *Single-unit and multiunit* postincident analysis policies and procedures
3. *Single-unit and multiunit* postincident analysis forms

Requisite Knowledge and Skills

1. *Describe the* elements of a postincident analysis.
2. Describe contributing factors for various incidents.
3. *Describe* departmental procedures relating to:
 - Dispatch
 - Operations
 - Customer service

Job Performance Requirements

Develop and conduct a postincident analysis, identifying and communicating all required critical elements and completing and processing the approved forms in accordance with policies and procedures.

6-4 Identifying Elements of an Operational Plan to Mitigate an Incident

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 5.6.1
4. *Office of the State Fire Marshal*

Given

1. An emergency incident requiring multiunit operations
2. The current edition of NFPA 1600
3. AHJ-approved safety procedures

Requisite Knowledge and Skills

1. *Identify* national, state/provincial, and local information resources available for the mitigation of emergency incidents.
2. *Identify* command staff and unit supervision positions within the Incident Management System.

Job Performance Requirements

Identify elements of operational plans, obtaining required resources and their assignments, to carry out plans in compliance with NFPA 1600 and approved safety procedures, mitigating the incident.

6-5: Writing a Report Identifying Service Demand Causes

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 5.6.3
2. *Office of the State Fire Marshal*

Given

1. Incident reporting data from the jurisdiction
2. *A service demand*

Requisite Knowledge and Skills

1. *Describe how* to interpret response data correctly to identify the reasons for service demands.

Job Performance Requirements

Write a report identifying the major causes for service demands for various planning areas within the organization's service area.

Section 7: Health and Safety

7-1: Applying Safety Regulations

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 4.7.1

Given

1. Safety policies and procedures

Requisite Knowledge and Skills

1. *Identify* the most common causes of personal injury and accident to members.
2. *Describe* safety policies and procedures.
3. *Describe* basic workplace safety.
4. *Describe* the components of an infectious-disease control program.

Job Performance Requirements

Apply safety regulations at the unit level, completing required reports, conducting in-service training, and conveying member responsibilities.

7-2: Conducting an Initial Accident Review

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 4.7.2
5. *Office of the State Fire Marshal*

Given

1. An incident
2. *Injury and accident forms*
3. *The AHJ's accident-review policies and procedures*

Requisite Knowledge and Skills

1. *Describe procedures for conducting an accident review.*
2. *Describe fact-finding procedures.*

Job Performance Requirements

Conduct an initial accident *review*, documenting the incident and processing reports in accordance with the AHJ's policies and procedures.

7-3: Describing the Benefits of Wellness and Fitness Programs

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 4.7.3

Given

1. Current fire service *safety and wellness* trends
2. Agency policies

Requisite Knowledge and Skills

1. *Identify* national death and injury statistics.
2. *Describe* fire service safety and wellness initiatives.

Job Performance Requirements

Describe the benefits of being physically and medically capable of performing assigned duties and functioning effectively during peak physical demand activities, explaining to members the need to participate in wellness and fitness program.

7-4: Analyzing and Reporting on Member History

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 5.7.1

Given

1. A case study

Requisite Knowledge and Skills

1. *Identify* the causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths.
2. *Interpret* accidents, injuries, occupational illnesses, or death reports.
3. *Identify the HIPPA requirements.*

Job Performance Requirements

Analyze a member's accident, injury, or health exposure history, preparing a report including action taken and recommendations for a supervisor.

Section 8: Wildland Fire Officer I

8-1: Evaluating Assigned Personnel

Authority

NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)

- Paragraph 6.2.2

Given

1. Agency personnel performance standards

Requisite Knowledge and Skills

1. *Describe the process for observing, evaluating, counseling, and documenting personnel as to fitness for duty in accordance with agency policies and procedures.*

Job Performance Requirements

Evaluate assigned personnel to ensure members are capable of safely performing assigned tasks and to identify individuals not meeting the standards, and taking corrective actions.

8-2: Verifying Personnel Qualifications

Authority

NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)

- Paragraph 6.2.3

Given

1. An assignment or task

Requisite Knowledge and Skills

1. *Identify* the agency's qualifications standards.
2. *Describe the assessment of* personnel qualifications for assignment in accordance with agency policies and procedures.

Job Performance Requirements

Verify the qualifications of assigned personnel to verify that individuals' fire fighter skills are appropriate, identifying and reporting deficiencies and taking corrective action.

8-3: Providing for Emergency Medical Treatment

Authority

1. NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
 - Paragraph 6.2.4
2. *Office of the State Fire Marshal*

Given

1. An injured or ill fire fighter
2. Agency policies and procedures *for medical treatment*
3. *ICS 206 Medical Plan form*

Requisite Knowledge and Skills

1. *Describe medical protocols.*
2. Describe agency accident and illness reporting procedures.
3. *Describe the procedures for using the ICS 206 Medical Plan form.*

Job Performance Requirements

Provide for appropriate emergency medical treatment, making *all* notifications and completing the required reports.

8-4: Evaluating Job Performance

Authority

1. NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
 - Paragraph 6.2.5
2. *Office of the State Fire Marshal*

Given

1. *Agency policies and procedures*
2. *ICS 225 Incident Personnel Performance Rating form*

Requisite Knowledge and Skills

1. *Describe the procedures for using the ICS 225 Incident Personnel Performance Rating form.*

Job Performance Requirements

Evaluate job performance of assigned personnel, providing the information to the individual being evaluated and completing all required forms.

8-5: Obtaining Information from Dispatch

Authority

NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)

- Paragraph 6.4.2

Given

1. Agency standard operating procedures
2. *Incident information*

Requisite Knowledge and Skills

1. *Describe agency dispatch procedures.*
2. *Describe jurisdictional authority and responsibility.*

Job Performance Requirements

Obtain complete information regarding travel route, assignment, time needed, and point of contact from agency dispatch.

8-6: Formulating an Incident Action Plan

Authority

NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)

- Paragraph 6.5.2

Given

1. *One or more of the following:*
 - *a fire scene or photographs of a wildland fire*
 - *diagrams*
 - *pertinent data*
 - *sketches*
2. Available resources
3. *ICS 201 Incident Briefing form*

Requisite Knowledge and Skills

1. *Describe the elements of a wildland size-up.*
2. *Interpret fire behavior.*
3. *Describe resource availability and capability.*
4. *Identify values at risk.*
5. *Describe incident objectives.*
6. *Identify correct wildland fire suppression strategies.*
7. *Describe tactical priorities.*

Job Performance Requirements

Size up an incident to formulate an incident action plan that sets incident objectives and applies strategies and tactics according to agency policies and procedures.

8-7: Developing Reports on Conditions

Authority

1. NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
 - Paragraph 6.5.3
2. *Office of the State Fire Marshal*

Given

1. *One or more of the following:*
 - *a fire scene or photographs of a wildland fire*
 - *diagrams*
 - *pertinent data*
 - *sketches*
2. Agency policies and procedures

Requisite Knowledge and Skills

1. *Describe AHJ incident information requirements.*
2. *Describe size-up procedures.*
3. *Describe the relevant incident information to be communicated.*

Job Performance Requirements

Develop an initial report on conditions that communicates required incident information to the agency communications center and update it as needed.

8-8: Establishing an Incident Command Post

Authority

NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)

- Paragraph 6.5.4

Given

1. AHJ policies and procedures

Requisite Knowledge and Skills

1. *Describe* factors affecting appropriate ICP locations.

Job Performance Requirements

Establish a correctly sited, clearly identified incident command post (ICP) and communicate its location to personnel.

8-9: Deploying Resources to Suppress a Wildland Fire

Authority

1. NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
 - Paragraph 6.5.5
2. *Office of the State Fire Marshal*

Given

1. An assignment
2. Personnel
3. Equipment
4. Agency policies and procedures

Requisite Knowledge and Skills

1. *Describe* fireline location and construction techniques.
2. *Describe firing operations.*
3. *Identify* capabilities of firefighting equipment and personnel.
4. *Identify* radio communications capabilities and protocols.
5. *Describe* techniques for deploying the assigned resources.

Job Performance Requirements

Deploy resources to suppress a wildland fire, taking appropriate suppression actions and ensuring personnel safety.

8-10: Maintaining Incident Records

Authority

1. NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
 - Paragraph 6.5.6
2. *Office of the State Fire Marshal*

Given

1. Agency policies and procedures
2. Applicable *single-unit and multiunit* forms

Requisite Knowledge and Skills

1. *Describe* agency incident documentation procedures.

Job Performance Requirements

Maintain incident records documenting required information.

8-11: Evaluating and Reporting Incident Conditions

Authority

1. NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
 - Paragraph 6.5.7
2. *Office of the State Fire Marshal*

Given

1. *One or more of the following:*
 - *a fire scene or photographs of a wildland fire*
 - *diagrams*
 - *pertinent data*
 - *sketches*

Requisite Knowledge and Skills

1. *Describe how to collect wildland fire weather, fuels, and topographic information.*

Job Performance Requirements

Evaluate incident conditions, identifying progress, changes in fuels, topography, weather, fire behavior, personnel safety, and other significant events, and communicating these conditions to the supervisor and to assigned and adjoining personnel.

8-12: Updating Supervisors, Crew Members, and Adjoining Personnel

Authority

1. NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
 - Paragraph 6.5.8
2. *Office of the State Fire Marshal*

Given

1. *One or more of the following:*
 - *a fire scene or photographs of a wildland fire*
 - *diagrams*
 - *pertinent data*
 - *sketches*

Requisite Knowledge and Skills

1. *Identify* other hazards and factors related to the wildland fire environment.
2. *Describe methods of communicating updated information.*

Job Performance Requirements

Communicate with supervisors, crew members, and adjoining personnel, keeping them updated on progress, changes in conditions, fire behavior, and other significant events.

8-13: Providing for Assigned Resources' Needs

Authority

1. NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
 - Paragraph 6.5.9
2. *Office of the State Fire Marshal*

Given

1. *One or more of the following:*
 - *a fire scene or photographs of a wildland fire*
 - *diagrams*
 - *pertinent data*
 - *sketches*
2. Assigned resources
3. Agency policies and procedures

Requisite Knowledge and Skills

1. *Describe* short- and long-term needs as *required* by the incident.
2. Identify the need for the logistical support and services.

Job Performance Requirements

Provide for assigned resources' logistical service and support needs in accordance with agency policies.

8-14: Analyzing Incident Needs

Authority

NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)

- Paragraph 6.5.10

Given

1. Assigned resources
2. Incident status

Requisite Knowledge and Skills

1. *Describe* AHJ policies and procedures related to resource ordering and release.

Job Performance Requirements

Analyze incident needs, ordering additional resources or identifying and releasing excess resources in accordance with agency policies and procedures.

8-15: Providing Information to the Replacement Incident Commander

Authority

1. NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
 - Paragraph 6.5.11
2. *Office of the State Fire Marshal*

Given

1. *ICS 201 Incident Briefing form*

Requisite Knowledge and Skills

1. *Describe AHJ policies and procedures for transfer of command.*

Job Performance Requirements

Complete the transfer of command, ensuring the new incident commander has the necessary information to operate.

8-16: Deploying Resources to Mop Up a Wildland Fire

Authority

NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)

- Paragraph 6.5.12

Given

1. A wildland fire
2. Personnel
3. Equipment
4. Agency policies and procedures

Requisite Knowledge and Skills

1. *Identify* environmental factors.
2. *Identify* resource capability.
3. *Describe how to* conduct a risk assessment.

Job Performance Requirements

Deploy resources to mop up a wildland fire, *ensuring extinguishment*.

8-17: Completing Wildland Fire Suppression Operations

Authority

NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)

- Paragraph 6.5.13

Given

1. A wildland fire that has been controlled and mopped up
2. Agency policies and procedures

Requisite Knowledge and Skills

1. *Describe* AHJ policies and procedures for demobilization and abandonment of the fire.

Job Performance Requirements

Complete wildland fire suppression operations and return resources to service.

8-18: Responding to Requests for Incident Information

Authority

NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)

- Paragraph 6.5.14

Given

1. Policies and procedures of the AHJ

Requisite Knowledge and Skills

1. *Describe* agency policies and procedures for release of incident information.

Job Performance Requirements

Accurately respond to requests for incident information according to policies and in a timely manner.

8-19: Completing Personnel Time and Equipment Use Records

Authority

NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)

- Paragraph 6.5.15

Given

1. Agency policies, procedures, and related forms

Requisite Knowledge and Skills

1. *Describe* AHJ policies and procedures for proper record keeping.

Job Performance Requirements

Complete personnel time and equipment use records in compliance with standards established by the AHJ.

8-20: Preparing Final Incident Reports

Authority

1. NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
 - Paragraph 6.5.16
2. Office of the State Fire Marshal

Given

1. An extinguished wildland fire
2. Agency policies and procedures
3. *AHJ incident forms*

Requisite Knowledge and Skills

1. Describe AHJ incident reporting policies and procedures.
2. Describe how to *accurately* fill out the forms of the AHJ.

Job Performance Requirements

Prepare final incident reports.

State Fire Training Content

Code Key

Blocks

- G = Given
- RKS = Requisite Knowledge and Skills
- JPR = Job Performance Requirements
- NCTS = New certification training standard

Sources

- Department of Homeland Security, Presidential Directive 5
- California Code of Regulations, Title 8, Section 5192
- The California Firefighters Procedural Bill of Rights Act, AB 220
- FEMA
- FIRESCOPE

Certification: Fire Officer I&II

CTS	Block	Addition	Justification	Source/Reference
1-2	NCTS	1-2 Using an Incident Management System to Organize Resources Authority Office of the State Fire Marshal Given 1. ICS-200.B Operational System Description 2. Assigned resources 3. A type of incident Requisite Knowledge and Skills 1. Describe the ICS organization appropriate	Required by law.	Department of Homeland Security, Presidential Directive 5

CTS	Block	Addition	Justification	Source/Reference
		to the complexity of the incident or event 2. Use ICS to manage an incident or event Job Performance Requirements Use an incident management system to organize incident resources and maintain personnel accountability.		
1-3	NCTS	1-3 Implementing a Hazardous Materials Plan of Action Authority Office of the State Fire Marshal Given 1. Assigned resources 2. Hazardous materials incident 3. A previously developed plan of action Requisite Knowledge and Skills 1. Describe how to implement the employer's emergency response plan. 2. Describe the hazards associated with working in an IDLH atmosphere. 3. Describe the state emergency response plan. 4. Describe how to activate a Federal Regional Response Team.	Required by law.	California Code of Regulations, Title 8, Section 5192

CTS	Block	Addition	Justification	Source/Reference
		5. Describe the importance of decontamination procedures. Job Performance Requirements Implement a plan of action, using the resources and procedures to manage a hazardous materials incident.		
2-1	NCTS	Explaining the Impact of the California Firefighters Procedural Bill of Rights Authority Office of the State Fire Marshal Given 1. The California Firefighters Procedural Bill of Rights Act, AB 220 Requisite Knowledge and Skills 1. Describe the disciplinary process as it relates to the California Firefighters Procedural Bill of Rights Act. 2. Describe the components of the notification and interrogation process. 3. Describe the protection of basic rights offered by the California Firefighters Procedural Bill of Rights Act. Job Performance Requirements	Required by law.	The California Firefighters Procedural Bill of Rights Act, AB 220

Company Officer

State Fire Training Content

CTS	Block	Addition	Justification	Source/Reference
		Explain the impact of the California Firefighters Procedural Bill of Rights Act as it applies to the company officer to reduce risk and civil and criminal liability.		
2-10	G	Opportunities for a member's professional development	Student will need this, especially if a member doesn't want to promote, but wants to consider larger professional development.	Office of the State Fire Marshal
2-10	RKS	1. List professional development options. 1. Apply evaluation form results to individual development plans.	Students did not have enough enabling learning objectives to complete the JPR.	Office of the State Fire Marshal
3-1	G	Examples of community needs	Students will need this to complete the JPR.	Office of the State Fire Marshal
3-2	G	Examples of citizen concerns	A student will need this to complete the JPR.	Office of the State Fire Marshal
3-2	RKS	Identify community or organizational resources.	A student will need this to complete the JPR.	Office of the State Fire Marshal
3-2	JPR	Initiate action to answer a citizen's inquiry or concern or refer the concern to the correct individual for action, complying with all policies and procedures.	A new combination JPR from two very similar JPRs	Office of the State Fire Marshal
3-3	G	A list of local, statewide, and national resources	A student will need this to complete the JPR.	Office of the State Fire Marshal
4-1	NCTS	Explaining the Impact of State and Federal Laws and Regulations	Company officers must be knowledgeable about laws that may affect them on the job.	Office of the State Fire Marshal

Company Officer

State Fire Training Content

CTS	Block	Addition	Justification	Source/Reference
		Authority Office of the State Fire Marshal Given 1. A list of state and federal laws and regulations pertaining to fire services supervisors Requisite Knowledge and Skills 1. Identify state laws and regulations. 2. Identify federal laws and regulations. Job Performance Requirements Explain the impact of state and federal laws and regulations as they apply to the company officer to reduce risk and civil and criminal liability.		
4-2	RKS	Identify the procedure for recommending policy changes.	A student will need this to complete the JPR.	Office of the State Fire Marshal
4-6	RKS	Describe the purpose of collecting incident response data.	A student will need this to complete the JPR.	Office of the State Fire Marshal
4-7	G	The need to develop a policy or procedure	A student will need this to complete the JPR.	Office of the State Fire Marshal
4-7	G	The template for new policies or procedures	A student will need this to complete the JPR.	Office of the State Fire Marshal
4-9	G	Purchasing policies and procedures	Made an RKS item a given, because	Office of the State Fire Marshal

Company Officer

State Fire Training Content

CTS	Block	Addition	Justification	Source/Reference
			students must be given this to complete the JPR.	
4-9	RKS	Identify purchasing forms needed.	A student will need this to complete the JPR.	Office of the State Fire Marshal
4-9	RKS	Define the competitive bidding process.	A student will need this to complete the JPR.	Office of the State Fire Marshal
4-10	G	Examples of formats used for news releases	Made an RKS item a given, because students must be given this to complete the JPR.	Office of the State Fire Marshal
4-11	RKS	Describe methods for preparing and submitting a report.	A student will need this to complete the JPR.	Office of the State Fire Marshal
5-3	G	An incident scene	A student will need this to complete the JPR.	Office of the State Fire Marshal
5-3	G	Procedures for securing an incident scene	A student will need this to complete the JPR.	Office of the State Fire Marshal
5-3	G	Equipment and resources	A student will need this to complete the JPR.	Office of the State Fire Marshal
6-1	G	An ICS 201 Incident Briefing form	Required by California law	Office of the State Fire Marshal
6-1	RKS	Describe the components of the ICS 201 Incident Briefing form.	Required by California law	Office of the State Fire Marshal
6-3	RKS	Describe contributing factors for: • Structure fire • Hazardous materials • Multicasualty incidents • Technical rescue	Expanded to include incidents other than fire	Office of the State Fire Marshal
6-5	G	A service demand	A student will need this to complete the JPR.	Office of the State Fire Marshal

Company OfficerState Fire Training Content

CTS	Block	Addition	Justification	Source/Reference
8-4	G	ICS 206 Medical Plan form	Required by law	Federal Emergency Management System (FEMA)
8-4	G	Describe the procedures for using the ICS 206 Medical Plan form.	Required by law	Federal Emergency Management System (FEMA)
8-5	G	ICS 225 Incident Personnel Performance Rating form	Required by law	Federal Emergency Management System (FEMA)
8-5	RKS	Describe the procedures for using the ICS 225 Incident Personnel Performance Rating form.	Required by law	Federal Emergency Management System (FEMA)
8-6	G	Incident information	A student will need this to complete the JPR.	Office of the State Fire Marshal
8-6	RKS	Describe jurisdictional authority and responsibility.	Helps clarify dispatch procedures	Office of the State Fire Marshal
8-7	G	ICS 201 Incident Briefing form	Use of this form complies with the direction provided by FIREScope.	FIREScope
8-16	G	ICS 201 Incident Briefing form	Use of this form complies with the direction provided by FIREScope.	FIREScope
8-20	G	AHJ incident forms	A student will need this to complete the JPR.	Office of the State Fire Marshal

Errata

Code Key

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Changes

- New text show in underline
- Deleted text shown in ~~strikeout~~

May 2019

The May 2019 updated was a document formatting update for compliance with California Government Code (GC) Section 11546.7 (Assembly Bill 434). No content was changed.