

Chief Fire Officer

Certification Task Book November 2014



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

Chief Fire Officer

Certification Task Book November 2014

Candidate: [Click here to enter text.](#)

SFT ID Number: [Click here to enter text.](#)

Fire Agency: [Click here to enter text.](#)

Issued By: [Click here to enter text.](#)

Issue Date: [Click here to enter text.](#)

This Certification Task Book includes the certification training standards included in Chief Fire Officer CTS Guide (November 2014) which is based on NFPA 1021 Standard for Fire Officer Professional Qualifications (2014) and NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012).

Published by:
State Fire Training, 1131 S Street, Sacramento, CA 95811
(916) 445-8200

Cover photo courtesy of Craig Allyn Rose Photography

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For Review Only

Purpose and Process

The State Fire Training certification task book is a performance-based document. It lists the Experience, Rank or Position, and Job Performance requirements for certification.

Purpose

Each certification task book focuses on a single State Fire Training job function certification. A certification task book 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 rank or position, and has demonstrated the job performance requirements necessary to obtain that certification.

Responsibilities

Candidate Responsibilities

The candidate is the individual pursuing certification.

All candidates shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.
 - No date shall be prior to the issuance date.
- Complete the Experience, Rank, and Job Performance Requirements.
- Accurately record and maintain the certification task book.
- Sign and date the Candidate verification statement under the Authority segment with an original wet-ink signature.
- Retain a copy of the completed certification task book.
- Submit the completed certification task book to State Fire Training.

Evaluator Responsibilities

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement. A qualified evaluator is designated by the candidate's fire chief (or authorized designee) and shall possess the equivalent or higher-level certification. If no such evaluator is present within the organization, the fire chief (or authorized designee) shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements. A certification task book may have more than one evaluator.

All evaluators shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.

- Review and understand the candidate's certification task book requirements and responsibilities.
- Verify the candidate's successful completion of one or more job performance requirements through observation or review.
 - All Job Performance Requirements (JPR's) shall be reviewed, validated and dated after issuance of the certification task book.
- Sign all appropriate lines in the certification task book with an original wet-ink signature to record demonstrated performance of tasks.

Fire Chief Responsibilities

The fire chief (or authorized designee) is the individual who reviews and confirms the completion of a candidate's certification task book.

The fire chief (or authorized designee) shall:

- Designate qualified evaluators.
- Complete a block on the Signature Verification page with an original wet-ink signature.
- Review the candidate's certification task book requirements and responsibilities.
- Verify the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
 - Ensure that no signature or date is prior to the certification task book issuance date.
- Verify the experience segment is completed and sign the fire chief verification statement under Authority segment with an original wet-ink signature. If signing as an authorized designee, verify that your signature is on file with State Fire Training.

Completion Process

When you receive your certification task book:

1. Thoroughly review the Experience, Rank, and Job Performance Requirements segments to make sure that you understand them.
2. Confirm who will evaluate your job performance requirements with your fire agency.
3. Complete the Experience segment, if applicable.
4. Complete the Rank or Position segment.
5. Complete each requirement in the Job Performance Requirements segment and ensure that an evaluator signs and dates each one to verify completion. Also ensure that every evaluator is listed on the Signature Verification page.
6. Ask your fire chief (or authorized designee) to verify certification task book completion by signing the appropriate paragraph under Authority section.

7. Make a copy of the completed certification task book to retain with your personal records.
8. Mail the original certification task book to State Fire Training (see address below).

After receipt and successful review of your completed certification task book, State Fire Training will approve the certification task book and mail your certificate to you. State Fire Training retains the completed, authorized original certification task book in your career file.

If State Fire Training determines that your certification task book is incomplete State Fire Training will return insufficient components, replacement pages and a checklist indicating what needs to be completed.

Do not submit this certification task book until you have:

- Completed the Experience segment
- Fulfilled the Rank or Position segment
- Completed Job Performance Requirements
- Obtained all required signatures

State Fire Training Mailing Address

Office of the State Fire Marshal
State Fire Training
1131 S Street
Sacramento, CA 95811

Completion Timeframe

State Fire Training aims to update certification task books on a five-year cycle. A certification task book in process is valid until State Fire Training issues a new certification task book for the same job function certification.

If a candidate does not complete a certification task book before the release of a new version, State Fire Training will send the candidate a task book revision supplement identifying any revisions or new requirements. The candidate must fulfill all requirements included in the revision supplement and submit the revision supplement with the original task book.

Signature Verification

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

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

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|----------------------------|----------------------------|
| Name: _____ | Name: _____ |
| Job Title: _____ | Job Title: _____ |
| Organization: _____ | Organization: _____ |
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| Job Title: _____ | Job Title: _____ |
| Organization: _____ | Organization: _____ |
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|----------------------------|----------------------------|
| Name: _____ | Name: _____ |
| Job Title: _____ | Job Title: _____ |
| Organization: _____ | Organization: _____ |
| Signature: _____ | Signature: _____ |

Task Book Requirements

Job Performance Requirements

All job performance requirements must be performed in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

All Job Performance Requirements shall be reviewed, validated and dated after issuance of the certification task book.

Human Resource Management

1. Establish personnel assignments to maximize efficiency, given knowledge, training, and experience of the members available in accordance with policies and procedures, so that human resources are used in an effective manner. (1021/6.2.1)

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| Date Completed | Evaluator Verification |
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2. Develop procedures for hiring members, given policies of the AHJ and legal requirements, so that the process is valid and reliable. (1021/6.2.2)

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| Date Completed | Evaluator Verification |
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3. Develop procedures and programs for promoting members, given applicable policies and legal requirements, so that the process is valid and reliable, job-related, and nondiscriminatory. (1021/6.2.3)

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4. Describe methods to facilitate and encourage members to participate in professional development, given a professional development model, so that members achieve their personal and professional goals. (1021/6.2.4)

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| Date Completed | Evaluator Verification |
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- 5. Develop a proposal for improving an employee benefit, given a need in the organization, so that adequate information is included to justify the requested benefit improvement. (1021/6.2.5)

Date Completed

Evaluator Verification

- 6. Develop a plan for providing an employee accommodation, given an employee need, the requirements, and applicable law, so that adequate information is included to justify the requested change(s). (1021/6.2.6)

Date Completed

Evaluator Verification

- 7. Develop an ongoing education training program, given organizational training requirements, so that members of the organization are given appropriate training to meet the mission of the organization. (1021/6.2.7)

Date Completed

Evaluator Verification

- 8. Given the California Firefighters Procedural Bill of Rights Act, define its requirements as they apply to the roles and responsibilities of the Chief Fire Officer. (OSFM)

Date Completed

Evaluator Verification

Community and Government Relations

- 9. Prepare community awareness programs to enhance the quality of life by developing nontraditional services that provide for increased safety, injury prevention, and convenient public services. (1021/6.3.1)

Date Completed

Evaluator Verification

Administration

- 10. Develop a divisional or departmental budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified. (1021/6.4.1)

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| | Date Completed | Evaluator Verification |
| 11. | Develop a budget management system, given fiscal and financial policies, so that the division or department stays within the budgetary authority. (1021/6.4.2) | |

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| 12. | Describe the agency's process for developing requests for proposal (RFPs) and soliciting and awarding bids, given established specifications and the agency's policies and procedures, so that competitive bidding is ensured. (1021/6.4.3) | |
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| 13. | Direct the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved. (1021/6.4.4) | |
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| 14. | Analyze and interpret records and data, given a fire department records system, so that validity is determined and improvements are recommended. (1021/6.4.5) | |
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| 15. | Develop a model plan for continuous organizational improvement, given resources for an area to be protected, so that resource utilization is maximized. (1021/6.4.6) | |
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Considering the Commission on Fire Accreditation International Self-Assessment Model

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| | Date Completed | Evaluator Verification |
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Considering the Insurance Service Organization Fire Service Rating Schedule

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| | Date Completed | Evaluator Verification |
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Inspection and Investigation

16. Evaluate the inspection program of the AHJ, given current program goals, objectives, performance data, and resources so that the results are evaluated to determine effectiveness. (1021/6.5.1)

Date Completed

Evaluator Verification

17. Develop a plan, given an identified fire safety problem, so that the approval for a new program, piece of legislation, form of public education, or fire safety code is facilitated. (1021/6.5.2)

Date Completed

Evaluator Verification

Emergency Service Delivery

18. Prepare an action plan, given an emergency incident requiring multiple agency operations, so that the required resources are determined and the resources are assigned and placed to mitigate the incident. (1021/6.6.1)

Date Completed

Evaluator Verification

19. Review, validate, modify, and document an incident action plan and develop a new plan for each operational period, given an action plan, so that strategies and tactics are applied according to agency policies and procedures in accordance with incident objectives. (1051/8.5.2)

Date Completed

Evaluator Verification

20. Supervise multiple resources given an assignment and resources, so that they are deployed in accordance with the action plan and agency policies and procedures. (1051/8.4.1)

Date Completed

Evaluator Verification

21. Obtain incident information from the outgoing 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. (1051/8.5.5)

Date Completed

Evaluator Verification

22. Evaluate the need for and location of incident facilities, given AHJ policies and procedures, so that the location is correctly sited, clearly identified, and communicated to personnel. (1051/8.5.3)

Date Completed

Evaluator Verification

23. Develop and conduct a post-incident analysis, given a multi-agency incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the appropriate forms are completed and processed in accordance with policies and procedures. (1021/6.6.2)

Date Completed

Evaluator Verification

24. Maintain incident records, given agency policies and procedures and applicable forms, so that required information is documented. (1051/8.5.4)

Date Completed

Evaluator Verification

25. Develop a plan for the agency, given an unmet need for resources that exceed what is available in the organization, so that the mission of the organization is capable of being performed in times of extraordinary need. (1021/6.6.3)

Date Completed

Evaluator Verification

Health and Safety

26. Develop a measurable accident and injury prevention program, given relevant local and national data, so that the results are evaluated to determine effectiveness of the program. (1021/6.7.1)

Date Completed

Evaluator Verification

Emergency Management

27. Develop a plan for the integration of fire services resources in the community's emergency management plan, given the requirements of the community and the resources available in the fire department, so that the role of the fire service is in compliance with local, state/provincial, and national requirements. (1021/6.8.1)

Date Completed

Evaluator Verification

Incident Command

28. Given the National Incident Management System (NIMS) Command and Management Component, describe how it supports the management of an expanding incident. (OSFM)

Date Completed

Evaluator Verification

29. Given the Incident Command System (ICS), describe the incident/event management process it prescribes for supervisors and expanding incidents. (OSFM)

Date Completed

Evaluator Verification

30. Implement the incident management process on a simulated Type 3 incident, given a simulated Type 3 incident and the incident management process. (OSFM)

Date Completed

Evaluator Verification

For Review Only

