

# Company Officer

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

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## Certification Training Standards Guide

### May 2014



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

# Company Officer

## Certification Training Standards Guide May 2014

This CTS guide utilizes NFPA 1021 Standard for Fire Officer Professional Qualifications (2014) and NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012) 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).



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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.

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## 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 Fire Fighter Professional Qualifications (2012)

#### 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 7.2.1

#### 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

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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:

- This duty involves basic wildland leadership, human resource management, and principles of supervision, according to the following job performance requirements.

## 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: Responding to Requests for Incident Information**

#### **Authority**

NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)

- Paragraph 7.1.2

#### **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.

## **8-2: Evaluating Assigned Personnel**

### **Authority**

NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)

- Paragraph 7.2.2

### **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.

### **8-3: Verifying Personnel Qualifications**

#### **Authority**

NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)

- Paragraph 7.2.3

#### **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.

## **8-4: Providing for Emergency Medical Treatment**

### **Authority**

1. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)
  - Paragraph 7.2.4
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.

## **8-5: Evaluating Job Performance**

### **Authority**

1. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)
  - Paragraph 7.2.5
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.

## **8-6: Obtaining Information from Dispatch**

### **Authority**

NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)

- Paragraph 7.4.2

### **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.

## **8-7: Formulating an Incident Action Plan**

### **Authority**

NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)

- Paragraph 7.5.2

### **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.

## **8-8: Developing Reports on Conditions**

### **Authority**

1. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)
  - Paragraph 7.5.3
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.

## **8-9: Establishing an Incident Command Post**

### **Authority**

NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)

- Paragraph 7.5.4

### **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.

## **8-10: Deploying Resources to Suppress a Wildland Fire**

### **Authority**

1. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)
  - Paragraph 7.5.5
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.

## **8-11: Maintaining Incident Records**

### **Authority**

1. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)
  - Paragraph 7.5.6
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.

## **8-12: Evaluating and Reporting Incident Conditions**

### **Authority**

1. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)
  - Paragraph 7.5.7
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, and other significant events, and communicating these conditions to the supervisor and to assigned and adjoining personnel.

## **8-13: Updating Supervisors, Crew Members, and Adjoining Personnel**

### **Authority**

1. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)
  - Paragraph 7.5.8
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.

## **8-14: Providing for Assigned Resources' Needs**

### **Authority**

1. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)
  - Paragraph 7.5.9
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.

## **8-15: Analyzing Incident Needs**

### **Authority**

NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)

- Paragraph 7.5.10

### **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.

## **8-16: Providing Information to the Replacement Incident Commander**

### **Authority**

1. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)
  - Paragraph 7.5.11
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.

## **8-17: Deploying Resources to Mop Up a Wildland Fire**

### **Authority**

NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)

- Paragraph 7.5.12

### **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*.

## **8-18: Completing Wildland Fire Suppression Operations**

### **Authority**

NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)

- Paragraph 7.5.13

### **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.

## **8-19: Completing Personnel Time and Equipment Use Records**

### **Authority**

NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012)

- Paragraph 7.5.14

### **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 Fire Fighter Professional Qualifications (2012)
  - Paragraph 7.5.15
6. *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.

### **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	<p><b>1-2 Using an Incident Management System to Organize Resources</b></p> <p><b>Authority</b> Office of the State Fire Marshal</p> <p><b>Given</b></p> <ol style="list-style-type: none"> <li>1. ICS-200.B Operational System Description</li> <li>2. Assigned resources</li> <li>3. A type of incident</li> </ol> <p><b>Requisite Knowledge and Skills</b></p> <ol style="list-style-type: none"> <li>1. Describe the ICS organization appropriate to the complexity of the</li> </ol>	Required by law.	Department of Homeland Security, Presidential Directive 5

CTS	Block	Addition	Justification	Source/Reference
		<p>incident or event</p> <p>2. Use ICS to manage an incident or event</p> <p><b>Job Performance Requirements</b></p> <p>Use an incident management system to organize incident resources and maintain personnel accountability.</p>		
1-3	NCTS	<p><b>1-3 Implementing a Hazardous Materials Plan of Action</b></p> <p><b>Authority</b></p> <p>Office of the State Fire Marshal</p> <p><b>Given</b></p> <ol style="list-style-type: none"> <li>1. Assigned resources</li> <li>2. Hazardous materials incident</li> <li>3. A previously developed plan of action</li> </ol> <p><b>Requisite Knowledge and Skills</b></p> <ol style="list-style-type: none"> <li>1. Describe how to implement the employer's emergency response plan.</li> <li>2. Describe the hazards associated with working in an IDLH atmosphere.</li> <li>3. Describe the state emergency response plan.</li> <li>4. Describe how to activate a Federal Regional Response Team.</li> <li>5. Describe the importance of decontamination procedures.</li> </ol>	Required by law.	California Code of Regulations, Title 8, Section 5192

CTS	Block	Addition	Justification	Source/Reference
		<p><b>Job Performance Requirements</b> Implement a plan of action, using the resources and procedures to manage a hazardous materials incident.</p>		
2-1	NCTS	<p><b>Explaining the Impact of the California Firefighters Procedural Bill of Rights</b></p> <p><b>Authority</b> Office of the State Fire Marshal</p> <p><b>Given</b></p> <ol style="list-style-type: none"> <li>1. The California Firefighters Procedural Bill of Rights Act, AB 220</li> </ol> <p><b>Requisite Knowledge and Skills</b></p> <ol style="list-style-type: none"> <li>1. Describe the disciplinary process as it relates to the California Firefighters Procedural Bill of Rights Act.</li> <li>2. Describe the components of the notification and interrogation process.</li> <li>3. Describe the protection of basic rights offered by the California Firefighters Procedural Bill of Rights Act.</li> </ol> <p><b>Job Performance Requirements</b> Explain the impact of the California Firefighters Procedural Bill of Rights Act as it applies to the company officer to reduce risk and civil</p>	Required by law.	The California Firefighters Procedural Bill of Rights Act, AB 220

CTS	Block	Addition	Justification	Source/Reference
		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	<b>Explaining the Impact of State and Federal Laws and Regulations</b>  <b>Authority</b> Office of the State Fire Marshal  <b>Given</b> 1. A list of state and federal laws and regulations pertaining to fire services	Company officers must be knowledgeable about laws that may affect them on the job.	Office of the State Fire Marshal

CTS	Block	Addition	Justification	Source/Reference
		<p>supervisors</p> <p><b>Requisite Knowledge and Skills</b></p> <ol style="list-style-type: none"> <li>1. Identify state laws and regulations.</li> <li>2. Identify federal laws and regulations.</li> </ol> <p><b>Job Performance Requirements</b></p> <p>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.</p>		
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 students must be given this to complete the JPR.	Office of the State Fire Marshal
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

## State Fire Training Content

CTS	Block	Addition	Justification	Source/Reference
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: <ul style="list-style-type: none"> <li>• Structure fire</li> <li>• Hazardous materials</li> <li>• Multicasualty incidents</li> <li>• Technical rescue</li> </ul>	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
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

## State Fire Training Content

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<b>CTS</b>	<b>Block</b>	<b>Addition</b>	<b>Justification</b>	<b>Source/Reference</b>
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

[Month Year]

<b>Certification:</b>	[Certification Title]		
<b>CTS:</b>	[#-#]	<b>Block:</b>	[Given / RKS / JPR]
<b>Change:</b>	[Describe change]		
<b>Task Book Impact:</b>	[None] or [Describe change]		

<b>Certification:</b>			
<b>CTS:</b>		<b>Block:</b>	
<b>Change:</b>			
<b>Task Book Impact:</b>			

<b>Certification:</b>			
<b>CTS:</b>		<b>Block:</b>	
<b>Change:</b>			
<b>Task Book Impact:</b>			

[Month Year]

<b>Certification:</b>			
<b>CTS:</b>		<b>Block:</b>	
<b>Change:</b>			
<b>Task Book Impact:</b>			

<b>Certification:</b>			
<b>CTS:</b>		<b>Block:</b>	
<b>Change:</b>			
<b>Task Book Impact:</b>			