Date: May 22, 2014

To: State Board of Fire Services

From: Kevin S. Brame, Fire Service Training Specialist III

Subject/Agenda Action Item:
Approval of Company Officer Standards and Curriculum

Recommended Actions:
Discussion/Action
Seeking SBFS approval of the new Company Officer curriculum materials

Background Information:
The Fire Officer Certification was established in 1981 and included eight courses. The original courses were courses that were currently being offered at the State Fire Academy located at Asilomar. In 1984 the pre-requisite for Fire Officer Certification was changed to include Fire Fighter II and I-300 was added as a pre-requisite in 1998.

Curriculum Updates within the Certification:
Within the Fire Officer Certification, Command 1A was completely revised in 2012 and Command 1B, which originally addressed hazardous materials, was revised in 1998 to include more all-risk incidents such as wildland firefighting and multi causality incidents (MCI). With the increase of near miss incidents and line of duty deaths on wildland fires within the wildland-urban interface, the Governor’s Blue Ribbon Commission recommended increased training for wildland urban interface firefighting. In 2004, Command 1C was added to the certification.

Other classes included in the certification are Fire Investigation 1; a course designed for fire investigators. This class was one of the original eight courses and was last revised in 1996. Fire Prevention 1A and 1B were also part of the original courses included in Fire Officer Certification even though they were developed for full time fire prevention personnel. Recognizing a company officer’s fire prevention needed skills, a new course named Fire Prevention 1 replaced Prevention 1A and 1B courses in 2012. This new class is designed for company officers and focuses on pre-incident plans and company inspections.

“The Department of Forestry and Fire Protection serves and safeguards the people and protects the property and resources of California.”
The instructor training courses, that were included in the original eight courses, were revised in 2010 to reflect changes in the Fire Instructor Professional Qualifications (National Fire Protection Association (NFPA) 1041). This moved away from writing lesson plans to adapting lesson plans.

A third instructor training course was then developed to include the writing of lesson plans and test development but was not part of Fire Officer Certification. The last class within the certification is Fire Management 1. This class has had numerous revisions made to it over the years; the last revision occurring in 2000.

The certification revision process:
In 2009, a cadre was convened to review the entire fire officer certification track that included a review and analysis of the courses for Fire Officer and Chief Officer Certification. This cadre recommended and approved by STEAC and the SBFS, that the certification level for Fire Officer be renamed to Company Officer. Also, approved by STEAC and SBFS, the cadre felt that there were enough significant differences among chief officers that the certification level for Chief Officer be split into Chief Fire Officer and Executive Chief Officer. Establishing levels of certification for Chief Fire Officer and Executive Chief Officer is consistent with the approach taken by the National Fire Academy.

In July of 2013, through a contract with Sacramento State University, Department of Continuing Education, State Fire Training issued a task order for the rewriting of Fire Officer Certification, with a renamed title Company Officer. A Development Cadre was formed with six fire service personnel representing organizations from around the state. The members of the cadre were Battalion Chief Ken Davis, CALFIRE Academy at Ione; Captain Jeff Field, Monterey Fire Department; Captain Jennifer McDowell, Riverside City Fire Department (representing Southern California Training Officers); Captain Brian Oliver, Moraga-Orinda Fire Department; Captain Mark Wygant, South Lake Tahoe Fire Department; and Joe Bunn, State Fire Training (serving in a training and development capacity). The Development Cadre’s first meeting was in July, 2013 and finished their work in October 2013. During this time the cadre created a Certification Training Standard (CTS) for Company Officer and five Course Plans.

Once the Development Cadre finished their work, a Validation Cadre was formed to review and validate the content of the documents created by the Development Cadre. The Validation Cadre consisted of ten members of the fire service from throughout the state as well as representatives from the community colleges. Cadre members included Captain Jon Black, Santa Clara County Fire Department; Joe Bunn, State Fire Training; Battalion Chief Ken Davis, CALFIRE Academy at Ione; Captain Eric Fetherston, Los Angeles County Fire Department; Captain Jeff Field, Monterey Fire Department; Assistant Chief Jason Foster, Antelope Valley VFD; Timi Hayward, Chaffey College; Captain Aaron Lowe, Chico Fire Department (representing Northern California Training Officers); Division Chief Tony Mecham, CALFIRE, Riverside; Brendan O’Leary, San Francisco City College; and Captain Roy Paige, Los Angeles Fire Department. This cadre met in November of 2013 to review and approve the work completed by the Development Cadre.

The State Training and Education Advisory Committee (STEAC) initially reviewed the Company Officer 2014 Certification Training Standards and Course Plans on January 17, 2014 and approved the Certification Standards and Course Plans on February 28, 2014. The training standards and course plans are attached to this report.
Analysis/Summary of Issue:
Following is an analysis of the major differences between the old Fire Officer Certification program and the new Company Officer program.

<table>
<thead>
<tr>
<th>OLD</th>
<th>NEW</th>
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<tbody>
<tr>
<td>Title Change: Fire Officer</td>
<td>Title Change: Company Officer</td>
</tr>
<tr>
<td>Prerequisite – Fire fighter II</td>
<td>Prerequisite – Fire fighter II</td>
</tr>
<tr>
<td>Originally based on developed Course Content – Asilomar</td>
<td>Based entirely on NFPA 1021 (Fire Officer), NFPA 1051 (Wildland Fire Officer I) and additional California laws and/or mandates</td>
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<tr>
<td>Nine course requirements</td>
<td>Eight Course requirements (252 hours)</td>
</tr>
<tr>
<td>Instructional Methodology to meet requirement for NFPA Fire Instructor, Level I</td>
<td>Candidates must complete capstone task book</td>
</tr>
<tr>
<td>Achieve a satisfactory passing score on written certification examination administered by third party (questions chosen by SFT)</td>
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1. Consistent with the 2009 approval by STEAC and SBFS, the title of the certification job function has been changed from Fire Officer to Company Officer.

2. The prerequisite for Company Officer remains to be Fire Fighter II as established in 1984.

3. The Company Officer certification is based entirely on the 2014 edition of the NFPA 1021 Professional Qualifications standard for Fire Officer, Levels I and II and NFPA 1051, Standard for Wildland Fire Fighter Professional Qualifications for Wildland Fire Officer I. Previously, Fire Officer Certification, while it met many of the NFPA standard requirements, was based primarily on course content originally developed, and since revised, from the courses delivered at the State Fire Academy at Asilomar. In addition any laws or mandates specific to California, not addressed in the NFPA standards, are included in the new Company Officer CTS.

4. Following the Homeland Security Presidential Directive-5 definition and requirements for ICS training, the cadre agreed that IS-200.B, designed for single resources and initial actions, is appropriate for Company Officer certification. This course falls in line and builds
on the ICS requirements identified for Fire Fighter I and is listed as a requirement for Company Officer certification.

5. Hazardous Materials Incident Commander, as delivered by CSTI, is also a requirement for Company Officer certification since it is mandated by law in the California Code of Regulations, Title 8, Section 5192.

6. In regard to course requirements, there are now eight courses, instead of nine, that are designed to provide the information necessary for candidates to meet the job performance requirements for Company Officer certification:
   - Human Resource Management For Company Officers - 40 hours
   - General Administration Functions for Company Officers - 20 hours
   - Fire Prevention Inspections and Investigation - 40 hours
   - All Risk Command Operations for Company Officers - 40 hours
   - Wildland Incident Operations for Company Officers - 40 hours
   - IS-200.B, designed for single resources and initial actions - 16 hours
   - Hazardous Materials Incident Commander - 16 hours
   - Instructional Methodology - 40 hours

7. NFPA 1021, Professional Qualifications for Fire Officer, Level II, requires meeting the job performance requirements of NFPA 1041, Professional Qualifications for Fire Instructor Level I. Completing the Instructional Methodology course provides the information necessary to meet the job performance requirements stated in NFPA 1041.

8. In addition to the completing the course requirements, Company Officer Certification candidates will be eligible to receive a capstone task book that will require verification that each job performance requirement for NFPA Fire Officer Levels I and II has been satisfactorily been completed and signed off by the Fire Chief or their designee.

9. The final component of Company Officer Certification will be achieving a satisfactory passing score on a written certification examination administered by a third party. Test questions for this examination will be taken from the text references utilized for the program courses and questions chosen by the SFT.

An implementation plan has been developed (attached) with full implementation of the new Company Officer Certification to occur on December 31, 2016. In summary, the revised Company Officer will better prepare fire service leaders for the challenges of today and the future.
Company Officer
(NFPA Fire Officer I/II and Wildland Officer I)

Certification Training Standards Guide
[Month Year]

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

Certification Training Standards Guide
[Month Year]

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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Cover photo courtesy of [name, organization]
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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
2. Provides accredited courses leading to certification and approved standardized training programs for local and regional delivery
3. Administers the national accreditation process in California
4. 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.

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Ken Pimlott  
*Director, CAL FIRE*

Tonya Hoover  
*State Fire Marshal*

Mike Richwine  
*Assistant State Fire Marshal*

[Name]  
*Chief, State Fire Training*

Ron Coleman  
*Chair, STEAC*

**Cadre Leadership**

Bill Vandevort  
*Cadre Leader*  
*Fire Service Training Specialist, State Fire Training*

Laura Garwood Meehan  
*Cadre Editor*  
*Sacramento State University*

**Cadre Members**
Acknowledgments

Joe Bunn
Fire Service Training Specialist, State Fire Training
(Developmental and validation cadres)

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*Captain, City of Riverside*

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*Captain, Moraga-Orinda Fire District*

Mark WyGant  
*Captain, South Lake Tahoe Fire Department*  
(Developmental and validation cadres)

Aaron Lowe  
*Captain, City of Chico Fire Department*

Jason Foster  
*Assistant Chief, Antelope Valley Fire Department*

Jonathan Black  
*Captain, Santa Clara County Fire Department*

Brendan O’Leary  
*Fire Officer Program Director, City College of San Francisco*

Roy Paige  
*Captain, Los Angeles Fire Department*

Timi Hayward  
*Associate Professor of Fire Technology, Chaffey College*

Tony Mecham  
*Division Chief, CAL FIRE*

Eric Fetherston  
*Captain, Los Angeles County Fire Department*

Partners

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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 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
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.
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.
Company Officer
Section 2: Human Resource Management

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.*
Company Officer
Section 4: Administration

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
   - 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
   • 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
   - 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
   - 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
   • 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
   - 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
   a. Paragraph 7.5.7
2. Office of the State Fire Marshal

Given
1. One or more of the following:
   a. a fire scene or photographs of a wildland fire
   b. diagrams
   c. pertinent data
   d. 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
   • 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
   • 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
   - 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
   • 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**
- 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

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**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
## State Fire Training Content

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<td>Required by law.</td>
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### Job Performance Requirements
Use an incident management system to organize incident resources and maintain personnel accountability.

### 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.
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<td>Implement a plan of action, using the resources and procedures to manage a hazardous materials incident.</td>
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<td>2-10</td>
<td>G</td>
<td>Opportunities for a member’s professional development</td>
<td>Student will need this, especially if a member doesn’t want to promote, but wants to consider larger professional development.</td>
<td>Office of the State Fire Marshal</td>
</tr>
</tbody>
</table>
| 2-10 | RKS   | 1. List professional development options.  
2. 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**  
**Authority**  
Office of the State Fire Marshal  
**Given**  
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 |
### State Fire Training Content

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<thead>
<tr>
<th>CTS</th>
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<td>1. Identify state laws and regulations.</td>
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<td>2. Identify federal laws and regulations.</td>
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<td><strong>Job Performance Requirements</strong></td>
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<td>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.</td>
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<td>4-2</td>
<td>RKS</td>
<td>Identify the procedure for recommending policy changes.</td>
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<td>4-6</td>
<td>RKS</td>
<td>Describe the purpose of collecting incident response data.</td>
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<td>4-7</td>
<td>G</td>
<td>The need to develop a policy or procedure</td>
<td>A student will need this to complete the JPR.</td>
<td>Office of the State Fire Marshal</td>
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<tr>
<td>4-7</td>
<td>G</td>
<td>The template for new policies or procedures</td>
<td>A student will need this to complete the JPR.</td>
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<tr>
<td>4-9</td>
<td>G</td>
<td>Purchasing policies and procedures</td>
<td>Made an RKS item a given, because students must be given this to complete the JPR.</td>
<td>Office of the State Fire Marshal</td>
</tr>
<tr>
<td>4-9</td>
<td>RKS</td>
<td>Identify purchasing forms needed.</td>
<td>A student will need this to complete the JPR.</td>
<td>Office of the State Fire Marshal</td>
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<td>4-9</td>
<td>RKS</td>
<td>Define the competitive bidding process.</td>
<td>A student will need this to complete the JPR.</td>
<td>Office of the State Fire Marshal</td>
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<tr>
<td>4-10</td>
<td>G</td>
<td>Examples of formats used for news releases</td>
<td>Made an RKS item a given, because students must be given this to complete the JPR.</td>
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<td>4-11</td>
<td>RKS</td>
<td>Describe methods for preparing and submitting a report.</td>
<td>A student will need this to complete the JPR.</td>
<td>Office of the State Fire Marshal</td>
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<td>5-3</td>
<td>G</td>
<td>An incident scene</td>
<td>A student will need this to complete the JPR.</td>
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<td>5-3</td>
<td>G</td>
<td>Procedures for securing an incident scene</td>
<td>A student will need this to complete the JPR.</td>
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<td>5-3</td>
<td>G</td>
<td>Equipment and resources</td>
<td>A student will need this to complete the JPR.</td>
<td>Office of the State Fire Marshal</td>
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<tr>
<td>6-1</td>
<td>G</td>
<td>An ICS 201 Incident Briefing form</td>
<td>Required by California law</td>
<td>Office of the State Fire Marshal</td>
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<tr>
<td>6-1</td>
<td>RKS</td>
<td>Describe the components of the ICS 201 Incident Briefing form.</td>
<td>Required by California law</td>
<td>Office of the State Fire Marshal</td>
</tr>
</tbody>
</table>
| 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 |
<p>| 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 |</p>
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<td>8-6</td>
<td>RKS</td>
<td>Describe jurisdictional authority and responsibility.</td>
<td>Helps clarify dispatch procedures</td>
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<td>8-7</td>
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<td>ICS 201 Incident Briefing form</td>
<td>Use of this form complies with the direction provided by FIRESCOPE.</td>
<td>FIRESCOPE</td>
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<td>ICS 201 Incident Briefing form</td>
<td>Use of this form complies with the direction provided by FIRESCOPE.</td>
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<td>AHJ incident forms</td>
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# Errata

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<td>[Given / RKS / JPR]</td>
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<td>[Describe change]</td>
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<tr>
<td>Task Book Impact:</td>
<td>[None] or [Describe change]</td>
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Human Resource Management for Company Officers
Course Plan

Course Details

Certification: Fire Officer (Level I and II)
CTS Guide: Company Officer
Description: This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene.
Designed For: Aspiring company officers
Prerequisites: Meet the educational requirements for Fire Fighter II
Standard: Complete all activities and formative tests.
Complete all summative tests with a minimum score of 80%.

Hours:
Lecture: 29:00
Activities: 7:00
Testing: 4:00

Hours (Total): 40:00
Maximum Class Size: 32
Instructor Level: Current State Fire Training registered instructor
Instructor/Student Ratio: 1:32
Restrictions: None
SFT Designation: CFSTES
Required Resources

Instructor Resources

To teach this course, instructors need:

1. One of the following textbooks:
   - *Fire Officer: Principles and Practice*, second edition, Jones and Bartlett, 2010, 9781449600621


3. Optionally, the following textbooks for reference purposes:


Online Instructor Resources

The following instructor resources are available online at
http://osfm.fire.ca.gov/training/instructorresources.php:
- Human Resource Management for Company Officers course plan
- Links to publishers’ websites for researching additional texts and resources

Student Resources

To participate in this course, students need:

- The required textbook chosen by the instructor
Unit 1: Introduction

Topic 1-1: Orientation and Administration

Terminal Learning Objective
At the end of this topic, a student will be able to identify facility and classroom requirements and identify course objectives, events, requirements, assignments, activities, resources, evaluation methods, and participation requirements in the course syllabus.

Enabling Learning Objectives
Identify facility requirements
- Restroom locations
- Food locations
- Smoking locations
- Emergency procedures

Identify classroom requirements
- Start and end times
- Breaks
- Electronic device policies
- Special needs and accommodations
- Other requirements as applicable

Review course syllabus
- Course objectives
- Calendar of events
- Course requirements
- Student evaluation process
- Assignments
- Activities
- Required student resources
- Class participation requirements

Discussion Questions
1. What is a formative test? What is a summative test?

Activities
1. To be determined by the instructor.

Topic 1-2: Fire Officer Certification Process

Terminal Learning Objective
At the end of this topic, a student will be able to identify different levels in the Fire Officer certification track, the courses and requirements for Level I and II certification, and be able to describe the capstone task book and testing process.

Enabling Learning Objectives
1. Identify the different levels of certification in the Fire Officer certification track
Company Officer 1A

- Company Officer
- Chief Fire Officer
- Executive Chief Officer

2. Identify the courses required for Level I and II
   - Company Officer 1A: Human Resource Management for Company Officers
   - Company Officer 1B: General Administration Functions for Company Officers
   - Company Officer 1C: Fire Investigation and Inspection for Company Officers
   - Company Officer 1D: All Risk Command Operations for Company Officers
   - Company Officer 1E: Wildland Incident Operations for Company Officers
   - ICS-200.B: Incident Command System For Single Resources and Initial Action Incidents
   - Intermediate Wildland Fire Behavior S-290 (classroom delivery only)
   - Instructor I: Instructional Methodology
   - Hazardous Material Incident Commander (as offered by the California Specialized Training Institute)

3. Identify any other requirements for Level I and II
   - Complete experience requirements

4. Describe the task book process
   - Complete all prerequisites and course work
   - Submit application and fees and request task book
   - Complete all job performance requirements included in the task book
   - Must have identified evaluator verify individual task completion via signature
   - Must have Fire Chief or authorized representative verify task book completion via signature
   - Must be employed by a California Fire Agency in the position prior to submitting completed task book to State Fire Training

5. Describe the certification examination process
   - Complete course work
   - Schedule online certification examination
   - Schedule skills evaluation test

Discussion Questions
1. How many levels are there in the Fire Officer certification track? What are they?

Activities
1. To be determined by the instructor.

Topic 1-3: Definition of Duty

Terminal Learning Objective
At the end of this topic, a student will be able to articulate the duties of a company officer level I and II and wildland fire officer level I.
Enabling Learning Objectives

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 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.
Company Officer 1A

- 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.

2. 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.

Discussion Questions
1. None

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 1-1

Unit 2: Human Resource Management

Topic 2-1: Applying and Following Human Resources Policies and Procedures

Terminal Learning Objective
At the end of this topic, a student, given an administrative situation requiring action, will be able to apply and follow human resource policies and procedures.

Enabling Learning Objectives
1. Identify human resource policies and procedures
2. Describe the application of administrative procedures, which might include:
   - Transfers
   - Promotions
   - Compensation/member benefits
   - Sick leave
   - Vacation
   - Requests for pay or benefits while acting in a temporary position
   - Change in member benefits
   - Commendations
   - Disciplinary actions
   - Grievances

Discussion Questions
1. Which human resource policies and procedures apply to you as a company officer?
2. What is your role as a company officer in your organization regarding the application of these procedures?
3. Does your organization have unwritten policies set by past practice, and how do those interact with written policies and procedures?
Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 2-6

Topic 2-2: Creating a Professional Development Plan

Terminal Learning Objective
At the end of this topic, a student, given the requirements for promotion and opportunities for a member's professional development, will be able to 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.

Enabling Learning Objectives
1. Identify the steps for creating a professional development plan
2. List professional development options, such as:
   - Job shadowing
   - Mentoring
   - Continuing education
3. Apply evaluation form results to individual development plans

Discussion Questions
1. What are your professional goals and how would you accomplish them?
2. How does your department enable members’ professional development?

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 2-10

Topic 2-3: Assigning Nonemergency Tasks or Responsibilities

Terminal Learning Objective
At the end of this topic, a student, given an assignment under nonemergency conditions at a station or other work location, will be able to assign tasks or responsibilities to unit members, giving complete, clear, and concise instructions; addressing safety considerations; and conveying the desired outcomes.

Enabling Learning Objectives
1. Demonstrate verbal communications during nonemergency incidents
2. Demonstrate written communications during nonemergency incidents
3. Describe techniques used to make assignments under routine situations
4. List methods of confirming understanding
5. Provide instructions for frequently assigned unit tasks based on department policy

Discussion Questions
1. What is the communication model?
Activities
1. The instructor must create an activity directing students to use the communications model during a nonemergency event.

Instructor Notes
1. Use the communication model or cycle discussed in your textbook.

CTS Guide Reference: CTS 2-3

Topic 2-4: Assigning Emergency Tasks or Responsibilities

Terminal Learning Objective
At the end of this topic, a student, given an assignment at an emergency incident, will be able to assign tasks or responsibilities to unit members, providing complete, clear, and concise instructions; addressing safety considerations; and conveying the desired outcomes.

Enabling Learning Objectives
1. Demonstrate effective verbal communications during emergency incidents
2. Describe techniques used to make assignments under stressful situations
   • Clear text
   • Common terminology
   • Voice tone
3. List methods of confirming understanding
   • Repeating message back to sender
   • Body language or gestures
4. Employ condensed instruction for frequently assigned unit tasks based on training and standard operating procedures

Discussion Questions
1. On an emergency scene, what are some common barriers to effective communication?
2. How would you overcome these obstacles?

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 2-2

Topic 2-5: Directing Unit Members during a Training Evolution

Terminal Learning Objective
At the end of this topic, a student, given a company training evolution and training policies and procedures, will be able to direct unit members to perform a training evolution efficiently, in accordance with safety plans, and as directed.

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

Discussion Questions
1. What are some types of issue-guided directions?
Activities
1. To be determined by the instructor.

Instructor Notes
1. As this has largely been covered in Instructor I, this should be a brief review more than an intensive lesson.

CTS Guide Reference: CTS 2-4

Topic 2-6: Supervising and Coordinating the Completion of Assignments

Terminal Learning Objective
At the end of this topic, a student, given a list of projects and tasks and the job requirements of subordinates, will be able to 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.

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

Discussion Questions
1. What methods would you use to monitor the completion of projects and assignments?
2. What considerations are used when delegating assignments?

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 2-7

Topic 2-7: Performing and Reporting Job Evaluations

Terminal Learning Objective
At the end of this topic, a student, given personnel records and evaluation forms, will be able to accurately evaluate assigned members’ job performance and report each evaluation according to human resource policies and procedures.

Enabling Learning Objectives
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

Discussion Questions
1. What information is required in a job evaluation?
2. What is the purpose of a job evaluation?
Activities
1. The instructor must create an activity directing students to form small groups and discuss positive and negative elements in prior evaluations.

CTS Guide Reference: CTS 2-9

Topic 2-8: Recommending Action for Member-Related Problems

Terminal Learning Objective
At the end of this topic, a student, given a member with a situation requiring assistance and the member assistance policies and procedures, will be able to recommend action for member-related problems, identifying the situation and taking action within established policies and procedures.

Enabling Learning Objectives
1. Identify the signs and symptoms of member-related problems, such as:
   - Substance abuse
   - Acute, chronic, and delayed stress
2. Identify the causes of stress in emergency services personnel
   - Health, financial, personal, family, and other situations that adversely affect the member’s job performance
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

Discussion Questions
1. As a company officer, what are your responsibilities in terms of identifying member-related problems?
2. What are the limits on your authority in this area as a company officer?

Activities
1. Instructor must create an activity that uses one of the signs or symptoms of member-related problems, such as substance abuse or acute, chronic, and delayed stress. Have the student use the AHJ’s policies and procedures to provide member assistance.

CTS Guide Reference: CTS 2-5

Topic 2-9: Improving Member Performance

Terminal Learning Objective
At the end of this topic, a student, given human resource policies and procedures, will be able to initiate actions that maximize member or unit performance or correct unacceptable performance, or refer the issue to the next level of supervision.

Enabling Learning Objectives
1. Identify 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

**Discussion Questions**
1. What is group dynamics?
2. Describe a kind of leader that has impacted you.

**Activities**
1. The instructor must create activities pertaining to the above topics.

**CTS Guide Reference:** CTS 2-8

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**Topic 2-10: Explaining the Impact of the California Firefighters Procedural Bill of Rights**

**Terminal Learning Objective**
At the end of this topic, a student, given the California Firefighters Procedural Bill of Rights Act, AB 220, will be able to 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.

**Enabling Learning Objectives**
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

**Discussion Questions**
1. How has your agency implemented the California Firefighters Procedural Bill of Rights Act?
2. How does the act affect the company officer’s supervisory duties?

**Activities**
1. The instructor must create an activity using the case studies in the *Pocket Guide to the Firefighters Procedural Bill of Rights Act*.

**CTS Guide Reference:** CTS 2-1

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**Unit 3: Health and Safety**

**Topic 3-1: Applying Safety Regulations**

**Terminal Learning Objective**
At the end of this topic, a student, given safety policies and procedures, will be able to apply safety regulations at the unit level, completing required reports, conducting in-service training, and conveying member responsibilities.
Enabling Learning Objectives
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

Discussion Questions
1. Discuss ways your agency could improve member safety.
2. Is your agency proactive or reactive in terms of safety? In what ways?
3. What are some of the laws with regard to health and safety?

Activities
1. Instructor must initiate a discussion based on a case study that identifies decisions made that directly affected fire fighter safety.

Instructor Notes
1. Instructor should reference current applicable health and safety laws.

CTS Guide Reference: CTS 7-1

Topic 3-2: Describing the Benefits of Wellness and Fitness Programs

Terminal Learning Objective
At the end of this topic, a student, given current fire service trends and agency policies, will be able to 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.

Enabling Learning Objectives
1. Identify national death and injury statistics
2. Describe fire service safety and wellness initiatives and programs

Discussion Questions
1. What are some common hazards that endanger fire fighter health and safety?
2. Does your agency offer a comprehensive, integrated wellness program?

Activities
1. To be determined by the instructor.

Instructor Notes
1. Instructor should refer to the Fire Service Joint Labor Management Wellness/Fitness Initiative (the IAFF/IAFC Peer Fitness Program).
2. Instructor should refer to the 16 Firefighter Life Safety Initiatives, by the National Fallen Firefighters Foundation.

CTS Guide Reference: CTS 7-3

Topic 3-3: Conducting an Initial Accident Review
Terminal Learning Objective
At the end of this topic, a student, given an incident and injury and accident forms, will be able to conduct an initial accident review, documenting the incident and processing reports in accordance with the AHJ’s policies and procedures.

Enabling Learning Objectives
1. Describe procedures for conducting an accident review
2. Describe fact-finding procedures

Discussion Questions
1. What information needs to be gathered when conducting an accident review?
2. What are some different ways to document an accident?

Activities
1. To be determined by the instructor.

Instructor Notes
1. Instructor should use any agency’s accident review policies as a example and direct the students to follow the policies of their own jurisdictions.
2. Instructor should consider the impact of the California Firefighters Procedural Bill of Rights Act.

CTS Guide Reference: CTS 7-2

Topic 3-4: Analyzing and Reporting on Member History

Terminal Learning Objective
At the end of this topic, a student, given a case study, will be able to analyze a member’s accident, injury, or health exposure history, preparing a report including action taken and recommendations for a supervisor.

Enabling Learning Objectives
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

Discussion Questions
1. What is the company officer’s role in making recommendations for corrective action based on an accident, exposure, or injury?
2. How does analyzing the risks associated with fire fighters duties help improve job related safety?

Activities
1. Instructor should develop an activity based on the case study.

Instructor Notes
1. Refer to Fire Fighter Close Calls, the National Firefighter Near Miss for case studies.
2. Consider how this applies to the department’s safety committee’s review procedures.

CTS Guide Reference: CTS 7-4
## Time Table

<table>
<thead>
<tr>
<th>Segment</th>
<th>Lecture Time</th>
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<tbody>
<tr>
<td><strong>Unit 1: Introduction</strong></td>
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<tr>
<td>Topic 1-1: Orientation and Administration</td>
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<td>Activity 1-1: To be determined by instructor</td>
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<td>Topic 1-2: Fire Officer Certification Process</td>
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<td>Activity 1-2: To be determined by instructor</td>
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<td>Topic 1-3: Definition of Duty</td>
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<td><strong>Unit 2: Human Resource Management</strong></td>
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<td>Topic 2-1: Applying and Following Human Resources Policies and Procedures</td>
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<td>Topic 2-2: Creating a Professional Development Plan</td>
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<td>Topic 2-3: Assigning Nonemergency Tasks or Responsibilities</td>
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<tr>
<td>Activity 2-3: The instructor must create an activity directing students to use the communications model during a nonemergency event.</td>
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<td>Topic 2-4: Assigning Emergency Tasks or Responsibilities</td>
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<td>Topic 2-5: Directing Unit Members during a Training Evolution</td>
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<td>Topic 2-7: Performing and Reporting Job Evaluations</td>
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<td>Activity 2-7: The instructor must create an activity directing students to form small groups and discuss positive and negative elements in prior evaluations.</td>
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<td>Topic 2-8: Recommending Action for Member-Related Problems</td>
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<td>Activity 2-8: Instructor must create an activity that uses one of the signs or symptoms of member-related problems, such as substance abuse or acute, chronic, and delayed stress. Have the student use the AHJ’s policies and procedures to provide member assistance.</td>
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<td>Topic 2-9: Improving Member Performance</td>
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<td>Lecture</td>
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<td>1. Activity 2-9: The instructor must create activities pertaining to the above topics.</td>
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<td>Topic 2-10: Explaining the Impact of the California Firefighters Procedural Bill of Rights</td>
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<td>Activity 2-10: The instructor must create an activity using the case studies in the <em>Pocket Guide to the Firefighters Procedural Bill of Rights Act.</em></td>
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**Unit 3: Health and Safety**

**Topic 3-1: Applying Safety Regulations**

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<thead>
<tr>
<th>Lecture</th>
<th>Activity 3-1: Instructor must initiate a discussion based on a case study that identifies decisions made that directly affected firefighter safety.</th>
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**Topic 3-2: Describing the Benefits of Wellness and Fitness Programs**

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**Topic 3-3: Conducting an Initial Accident Review**

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**Topic 3-4: Analyzing and Reporting on Member History**

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<thead>
<tr>
<th>Lecture</th>
<th>Activity 3-4: Instructor should develop an activity based on the case study.</th>
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**Unit 3 Totals**

| **Lecture, Activity, and Unit Totals:** | **29:00** | **7:00** | **35:00** |

**Course Totals**

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<td>Total Testing Time (TT)</td>
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<tr>
<td><strong>Total Course Time</strong></td>
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General Administrative Functions for Company Officers

Course Plan

Course Details

Certification: Fire Officer (Level I and II)

CTS Guide: Company Officer

Description: 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.

Designed For: Aspiring company officers

Prerequisites: Meet the educational requirements for Fire Fighter II

Standard: Complete all activities and formative tests.

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

Hours:
- Lecture: 13:00
- Activities: 5:00
- Testing: 2:00

Hours (Total): 20:00

Maximum Class Size: 32

Instructor Level: Current State Fire Training registered instructor

Instructor/Student Ratio: 1:32

Restrictions: None

SFT Designation: CFSTES
Required Resources

Instructor Resources
To teach this course, instructors need:


or


and

- *Fire Officer: Principles and Practice*, second edition, Jones and Bartlett, 2010, 9781449600621

and

- *Management in the Fire Service*, fourth edition, Jones and Bartlett, 2008, 9780763751692

Online Instructor Resources

The following instructor resources are available online at [http://osfm.fire.ca.gov/training/instructorresources.php](http://osfm.fire.ca.gov/training/instructorresources.php):

- Company Officer: Fire Administration for Company Officers course plan

Student Resources

To participate in this course, students need:

- The required textbook chosen by the instructor
Unit 1: Introduction

Topic 1-1: Orientation and Administration

Terminal Learning Objective
At the end of this topic, a student will be able to identify facility and classroom requirements and identify course objectives, events, requirements, assignments, activities, resources, evaluation methods, and participation requirements in the course syllabus.

Enabling Learning Objectives
1. Identify facility requirements
   - Restroom locations
   - Food locations
   - Smoking locations
   - Emergency procedures
2. Identify classroom requirements
   - Start and end times
   - Breaks
   - Electronic device policies
   - Special needs and accommodations
   - Other requirements as applicable
3. Review course syllabus
   - Course objectives
   - Calendar of events
   - Course requirements
   - Student evaluation process
   - Assignments
   - Activities
   - Required student resources
   - Class participation requirements

Discussion Questions
1. What is a formative test? What is a summative test?

Activities
1. To be determined by the instructor.

Topic 1-2: Fire Officer Certification Process

Terminal Learning Objective
At the end of this topic, a student will be able to identify different levels in the Fire Officer certification track, the courses and requirements for Level I and II certification, and be able to describe the capstone task book and testing process.

Enabling Learning Objectives
1. Identify the different levels of certification in the Fire Officer certification track
Company Officer 1B

- Company Officer
- Chief Fire Officer
- Executive Chief Officer

2. Identify the courses required for Level I and II
   - Company Officer 1A: Human Resource Management for Company Officers
   - Company Officer 1B: General Administration Functions for Company Officers
   - Company Officer 1C: Fire Investigation and Inspection for Company Officers
   - Company Officer 1D: All Risk Command Operations for Company Officers
   - Company Officer 1E: Wildland Incident Operations for Company Officers
   - ICS-200.B: Incident Command System For Single Resources and Initial Action Incidents
   - Intermediate Wildland Fire Behavior S-290 (classroom delivery only)
   - Instructor I: Instructional Methodology
   - Hazardous Material Incident Commander (as offered by the California Specialized Training Institute)

3. Identify any other requirements for Level I and II
   - Complete experience requirements

4. Describe the capstone task book process
   - Complete all prerequisites and course work
   - Submit application and fees and request capstone task book
   - Complete all job performance requirements included in the task book
   - Must have identified evaluator verify individual task completion via signature
   - Must have Fire Chief or authorized representative verify task book completion via signature
   - Must be employed by a California Fire Agency in the position prior to submitting completed task book to State Fire Training

5. Describe the certification examination process
   - Complete course work
   - Schedule online certification examination
   - Schedule skills evaluation test

Discussion Questions
   1. How many levels are there in the Fire Officer certification track? What are they?

Activities
   1. To be determined by the instructor.

Topic 1-3: Definition of Duty

Terminal Learning Objective
   At the end of this topic, a student will be able to articulate the duties of a company officer level I and II and wildland fire officer level I.
Enabling Learning Objectives

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 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.
Company Officer 1B

- 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.

Discussion Questions
1. None

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 1-1

Unit 2: Administration

Topic 2-1: Explaining the Impact of State and Federal Laws and Regulations

Terminal Learning Objective
At the end of this topic, a student, given a list of state and federal laws and regulations pertaining to fire services supervisors, will be able to 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.

Enabling Learning Objectives
1. Define:
   - Laws
   - Regulations
   - Codes
   - Standards
2. Identify state laws and regulations
3. Identify federal laws and regulations

Discussion Questions
1. Describe state and federal laws and regulations that pertain to the role of company officer.
2. How can these laws and regulations impact you personally?
3. What is the difference between a law, a code, a regulation, and a standard?
Activities
1. To be determined by the instructor.

Instructor Notes
1. Instructor needs to refer to the list of state and federal laws and regulations included under “California Laws Relating to Fires and Firefighters,” on the CAL FIRE website, under the “About Us” tab. (The link is provided under “Office of the State Fire Marshal.”)

CTS Guide Reference: CTS 4-1

Topic 2-2: Explaining Components of the Organization

Terminal Learning Objective
At the end of this topic, a student, given an organizational chart, will be able to provide a current, accurate explanation of the purpose of each management component of the organization, clearly identifying the organization’s purpose and mission.

Enabling Learning Objectives
1. Identify the organizational structure of a department
2. Describe the role of allied agencies as they impact delivery service
3. Describe functions of management

Discussion Questions
1. What are the various responsibilities of each management component?
2. How does your organizational chart address span of control?
3. How does fiscal stability impact the organization’s workload?

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 4-5

Topic 2-3: Executing Routine Administrative Functions

Terminal Learning Objective
At the end of this topic, a student, given forms and examples of record-management systems, will be able to execute routine unit-level administrative functions, completing reports and logs and maintaining files in accordance with policies and procedures.

Enabling Learning Objectives
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

Discussion Questions
1. Why is data collection so important to an organization?

Activities
1. To be determined by the instructor.
CTS Guide Reference: CTS 4-3

Topic 2-4: Describing the Purchasing Process

Terminal Learning Objective
At the end of this topic, a student, given established product or service specifications and purchasing policies and procedures, will be able to describe a purchasing process, including soliciting and awarding bids, that ensures competitive bidding.

Enabling Learning Objectives
1. Identify purchasing laws
2. Identify purchasing forms needed
3. Describe the organizational purchasing process

Define the competitive bidding process

Discussion Questions
1. What is the role of the company officer in the purchasing process?

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 4-9

Topic 2-5: Developing a Project or Divisional Budget

Terminal Learning Objective
At the end of this topic, a student, given budget schedule and guidelines concerning the budget’s preparation, will be able to develop a project or divisional budget, determining and justifying capital, operating, and personnel costs.

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

Discussion Questions
1. What are the costs associated with existing programs or implementing a new program?
2. What portions of the budget impact the company officer?
3. What are alternative sources of funding?

Activities
1. To be determined by the instructor.
Topic 2-6: Preparing Budget Requests

Terminal Learning Objective
At the end of this topic, a student, given a need requiring expenditure and budget forms, will be able to prepare a properly formatted budget request that is supported with data.

Enabling Learning Objectives
1. Identify budget request policies and procedures
2. Identify the revenue sources
3. Describe the budget process

Discussion Questions
1. What are the benefits associated with involving the company officer in budget planning?
2. Explain how a budget system is used as a planning tool and as a control device.

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 4-8

Topic 2-7: Collecting Incident Response Data

Terminal Learning Objective
At the end of this topic, a student, given the goals and mission of the organization, will be able to explain the need for and benefits of collecting incident-response data, producing timely, accurate incident response reports.

Enabling Learning Objectives
1. Describe the purpose of collecting incident-response data

Discussion Questions
1. What kinds of incident-response data are collected?
2. How can it be used?

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 4-6

Topic 2-8: Preparing a Report

Terminal Learning Objective
At the end of this topic, a student, given fire department record(s) and a specific request for detail, such as trends, variances, or other related topics, will be able to prepare a concise report for transmittal to a supervisor.

Enabling Learning Objectives
1. Describe methods for preparing and submitting a report
Discussion Questions
1. What types of reports might a company officer be responsible for preparing?
2. What kind of information would go into various kinds of reports?
3. Where would you go to gather information?

Activities
1. It is recommended that the instructor develop an activity directing students to form small groups and prepare a staff report.

CTS Guide Reference: CTS 4-11

Topic 2-9: Developing Plans for Organizational Change

Terminal Learning Objective
At the end of this topic, a student, given an agency’s change of policy or procedures, will be able to develop a plan that results in the positive implementation of effective change in the organization.

Enabling Learning Objectives
1. Describe the process for planning and implementing change

Discussion Questions
1. What organizational changes has your agency experienced?
2. What are some ways to minimize negative associations with change?

Activities
1. The instructor must create an activity based on selecting a controversial topic and directing students to break into small groups to develop a plan that results in the positive implementation of effective change in an organization.

CTS Guide Reference: CTS 4-12

Topic 2-10: Developing a Policy or Procedure

Terminal Learning Objective
At the end of this topic, a student, given an assignment, the need to develop a policy or procedure, and the template for new policies or procedures, will be able to develop a policy or procedure that identifies the problem and proposes a solution.

Enabling Learning Objectives
1. Describe the procedure for developing new policies

Discussion Questions
1. What potential conflicts may arise as a result of the creation of policies and procedures?
2. How can these be anticipated and minimized?

Activities
1. To be determined by the instructor.
Topic 2-11: Recommending Changes to and Implementing Departmental Policies

Terminal Learning Objective
At the end of this topic, a student, given a new departmental policy, will be able to 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.

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

Discussion Questions
1. How does your organization implement new policies or change existing policies?
2. How would you deal with implementing controversial changes or changes that you do not agree with?

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 4-2

Topic 2-12: Preparing a News Release

Terminal Learning Objective
At the end of this topic, a student, given an event or topic and examples of formats used for news releases, will be able to prepare an accurate, properly formatted news release.

Enabling Learning Objectives
1. Describe the policies and procedures for preparing a news release
2. Describe the benefits and liabilities associated with social media use

Discussion Questions
1. What type of events might require the creation of a news release?
2. What are your agency’s policies regarding news releases?
3. What would be appropriate and inappropriate information to include in a news release?

Activities
1. The instructor must develop an activity directing students to prepare news releases in small groups.

Instructor Notes
1. The instructor will find or create a template for the students to use.

CTS Guide Reference: CTS 4-10

Unit 3: Community and Government Relations
Topic 3-1: Explaining the Benefits of Cooperating with Allied Organizations

Terminal Learning Objective
At the end of this topic, a student, given a specific problem or issue in the community and a list of local, statewide, and national resources, will be able to clearly explain the benefits to the organization and the purpose for establishing cooperative external agency relationships.

Enabling Learning Objectives
1. Describe the types and functions of external agencies that impact the community
   - Local
   - State
   - Federal
   - Private
2. Describe the potential benefits of interaction with the community emergency response team (CERT)

Discussion Questions
1. What are some allied agencies in your community?
2. What are some of the challenges involved in partnering with external agencies?
3. How can you build constructive relationships with these agencies?

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 3-3

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Topic 3-2: Initiating Action to Address Community Needs

Terminal Learning Objective
At the end of this topic, a student, given policies and procedures and examples of community needs, will be able to initiate action addressing community needs.

Enabling Learning Objectives
1. Identify community demographics
2. Identify community service organizations
3. Describe the role and mission of the department
4. Describe the role of public relations and its impact on the organization

Discussion Questions
1. How do the demographics of your community affect your service delivery?
2. What are some examples of community outreach programs and how do they impact service delivery?
3. What types of partnerships with community service organizations can enhance your service delivery?

Activities
1. The instructor must create an activity directing the students to work in small groups to discuss and present additional ways their organizations could address community needs.
CTS Guide Reference: CTS 3-1

**Topic 3-3: Initiating Action to Address Citizen Concerns**

**Terminal Learning Objective**
At the end of this topic, a student, given policies and procedures and examples of citizen concerns, will be able to 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.

**Enabling Learning Objectives**
1. Identify community or organizational resources
2. Describe methods of responding to citizens’ concerns

**Discussion Questions**
1. What are some examples of citizens’ concerns that may be brought to the fire service?
2. How can the fire service deliver good customer service in the course of responding to concerns?

**Activities**
1. It is recommended that the instructor develop a role-playing activity.

CTS Guide Reference: CTS 3-2
## Time Table

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<th>Segment</th>
<th>Lecture Time</th>
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<th>Total Unit Time</th>
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**Unit 2 Totals**

**Unit 3: Community and Government Relations**

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**Unit 3 Totals**

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**Lecture, Activity, and Unit Totals:**

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Course Details

Certification: Fire Officer (Level I and II)
CTS Guide: Company Officer
Description: This course provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence.
Designed For: Aspiring company officers
Prerequisites: Meet the educational requirements for Fire Fighter II
Standard: Complete all activities and formative tests.
            Complete all summative tests with a minimum score of 80%.
Hours: Lecture: 29:30
       Activities: 7:00
       Testing: 3:30
Hours (Total): 40:00
Maximum Class Size: 32
Instructor Level: Current State Fire Training registered instructor
Instructor/Student Ratio: 1:32
Restrictions: none
SFT Designation: CFSTES
Required Resources

Instructor Resources

To teach this course, instructors need:

1. One or more of the following texts:
   - *Fire Officer: Principles and Practice*, second edition, Jones and Bartlett, 2010, 9781449600621


3. Optionally, for reference purposes:

Online Instructor Resources

The following instructor resources are available online at [http://osfm.fire.ca.gov/training/instructorresources.php](http://osfm.fire.ca.gov/training/instructorresources.php):

- Fire Inspections and Investigation for Company Officers course plan

Student Resources

To participate in this course, students need:

- The required textbook chosen by the instructor
Unit 1: Introduction

Topic 1-1: Orientation and Administration

Terminal Learning Objective
At the end of this topic, a student will be able to identify facility and classroom requirements and identify course objectives, events, requirements, assignments, activities, resources, evaluation methods, and participation requirements in the course syllabus.

Enabling Learning Objectives
Identify facility requirements
- Restroom locations
- Food locations
- Smoking locations
- Emergency procedures

Identify classroom requirements
- Start and end times
- Breaks
- Electronic device policies
- Special needs and accommodations
- Other requirements as applicable

Review course syllabus
- Course objectives
- Calendar of events
- Course requirements
- Student evaluation process
- Assignments
- Activities
- Required student resources
- Class participation requirements

Discussion Questions
1. What is a formative test? What is a summative test?

Activities
1. To be determined by the instructor.

Topic 1-2: Fire Officer Certification Process

Terminal Learning Objective
At the end of this topic, a student will be able to identify different levels in the Fire Officer certification track, the courses and requirements for Level I and II certification, and be able to describe the capstone task book and testing process.

Enabling Learning Objectives
1. Identify the different levels of certification in the Fire Officer certification track
Company Officer 1C

- Company Officer
- Chief Fire Officer
- Executive Chief Officer

2. Identify the courses required for Level I and II
   - Company Officer 1A: Human Resource Management for Company Officers
   - Company Officer 1B: General Administration Functions for Company Officers
   - Company Officer 1C: Fire Investigation and Inspection for Company Officers
   - Company Officer 1D: All Risk Command Operations for Company Officers
   - Company Officer 1E: Wildland Incident Operations for Company Officers
   - ICS-200.B: Incident Command System For Single Resources and Initial Action Incidents
   - Intermediate Wildland Fire Behavior S-290 (classroom delivery only)
   - Instructor I: Instructional Methodology
   - Hazardous Material Incident Commander (as offered by the California Specialized Training Institute)

3. Identify any other requirements for Level I and II
   - Complete experience requirements

4. Describe the capstone task book process
   - Complete all prerequisites and course work
   - Submit application and fees and request capstone task book
   - Complete all job performance requirements included in the task book
   - Must have identified evaluator verify individual task completion via signature
   - Must have Fire Chief or authorized representative verify task book completion via signature
   - Must be employed by a California Fire Agency in the position prior to submitting completed task book to State Fire Training

5. Describe the certification examination process
   - Complete course work
   - Schedule online certification examination
   - Schedule skills evaluation test

Discussion Questions
1. How many levels are there in the Fire Officer certification track? What are they?

Activities
1. To be determined by the instructor.

**Topic 1-3: Definition of Duty**

**Terminal Learning Objective**
At the end of this topic, a student will be able to articulate the duties of a company officer level I and II and wildland fire officer level I.
Enabling Learning Objectives

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 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.

**Discussion Questions**

1. None

**Activities**

1. To be determined by the instructor.

**CTS Guide Reference:** CTS 1-1

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**Unit 2: Fire and Life Safety Inspections**

**Topic 2-1: Describing Fire Inspection Procedures**

**Terminal Learning Objective**

At the end of this topic, a student, given the policies of the AHJ and the forms of the AHJ, will be able to describe the AHJ's procedures for conducting fire inspections, identifying all hazards, including hazardous materials; completing approved forms; and initiating approved follow-up action.

**Enabling Learning Objectives**

1. Describe the 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
10. Describe the wildland-urban interface inspection procedures

**Discussion Questions**

1. What are the benefits of doing a fire company inspection?
2. How do you respond to a business owner who complains that a previous fire inspector did not enforce a violation?
3. What are the benefits and drawbacks to making an inspection appointment?
4. How do you deal with a technical question that you do not have the answer to?

Activities
1. Instructor must develop an activity on conducting a fire life safety inspection of an occupancy, asking the students to record their findings and present them in class.
2. Instructor must develop other activities to reinforce the other learning objectives.

Instructor Notes
1. Consider using a “big box” store for inspection (such as Home Depot or Lowe’s). Alternatively, the classroom building or other buildings maybe be used.
2. Students can bring their departments’ inspection forms or the instructor can provide them.

CTS Guide Reference: CTS 5-1

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

Terminal Learning Objective
At the end of this topic, a student, given an occupancy, will be able to 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 and develop an occupancy preincident plan.

Enabling Learning Objectives
1. Describe fire behavior as it relates to fire spread in the various occupancies according to the current California Fire Code
2. Identify the five types of building construction
3. Identify building construction features, including:
   - Fire walls
   - Fire barriers
   - Fire partitions
   - Fire doors
   - Vertical openings
   - Interior finishes
   - Roofing
   - Draft stops and smoke vents
4. Describe the impact of:
   - Detection systems
   - Alarm systems
   - Suppression systems
5. Describe the impact of:
   - Applicable codes
   - Applicable ordinances
   - Applicable standards
6. Describe the purpose of a preincident plan
7. Describe the preincident survey process
Discussion Questions
1. What are some typical violations related to construction features designed to limit fire spread?
2. How does a building’s size impact fire behavior?
3. How does a building’s occupancy impact building construction type?
4. Why is preincident knowledge so important?
5. When should a preincident plan be developed for an occupancy?

Activities
1. Instructor must create an activity on developing a preincident plan that includes: building construction, fire protection systems and features, fuel loading, special hazards and safety concerns, utility control locations, ventilation systems, and water supplies.

Instructor Notes
1. Consider using a “big box” store for inspection (such as Home Depot or Lowe’s). Alternatively, the classroom building or other buildings may be used. The instructor may wish to use different buildings for Activities 2-1 and 2-2.
2. Students can bring their departments’ preincident forms or the instructor can provide them.

CTS Guide Reference: CTS 5-2

Unit 3: Fire Investigation

Topic 3-1: Securing Incident Scenes

Terminal Learning Objective
At the end of this topic, a student, given an incident scene, procedures for securing an incident scene, and equipment and resources, will be able to 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.

Enabling Learning Objectives
1. Identify types of evidence
2. Describe the importance of fire scene security, including legal aspects of fire scene security
3. Describe the importance of evidence preservation
4. Identify procedures for establishing perimeters at an incident scene

Discussion Questions
1. Why is it important to maintain scene security?
2. When does it become necessary to obtain a search warrant for investigation?

Activities
1. To be determined by the instructor.
CTS Guide Reference: CTS 5-3

**Topic 3-2: Determining the Origin and Cause**

**Terminal Learning Objective**
At the end of this topic, a student, given one or more of the following: a fire scene or photographs of a fire scene, diagrams, pertinent data, or sketches, will be able to determine the point of origin and preliminary cause of a fire to ascertain if arson is suspected.

**Enabling Learning Objectives**
1. Identify methods used by arsonists
2. Identify common causes of fire
3. Describe basic fire 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

**Discussion Questions**
1. What are common motives for arson?
2. What are the agency’s legal obligations regarding determination of origin and cause?
3. What is the benefit of determining origin and cause?

**Activities**
1. The instructor must develop an activity so that the students can determine cause and origin.

CTS Guide Reference: CTS 5-4
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**Course Totals**

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Course Details

Certification: Fire Officer (Level I and II)
CTS Guide: Company Officer
Description: This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multiunit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting preincident planning, and develop and conduct a post-incident analysis.

Designed For: Aspiring company officers
Prerequisites: Meets the educational requirements of Fire Fighter II
ICS-200.B: Incident Command System For Single Resources and Initial Action Incidents
Hazardous Material Incident Commander (as offered by the California Specialized Training Institute)
Standard: Complete all activities and formative tests.
Complete all summative tests with a minimum score of 80%.

Hours:
Lecture: 17:00
Activities: 20:00
Testing: 3:00

Hours (Total): 40:00
Maximum Class Size: 32
Company Officer 1D

**Instructor Level:**  Current State Fire Training registered instructor

**Instructor/Student Ratio:**  
- 1:32 (lecture)
- 1:10 (lab)

**Restrictions:**  None

**SFT Designation:**  CFSTES
Required Resources

Instructor Resources

To teach this course, instructors need one or more of the following:

- *Fire Officer: Principles and Practice*, third edition, Jones and Bartlett, 2015, 9781449600621

and

- *NFPA 1600, Standard on Disaster/Emergency Management and Business Continuity Programs*

Online Instructor Resources

The following instructor resources are available online at [http://osfm.fire.ca.gov/training/instructorresources.php](http://osfm.fire.ca.gov/training/instructorresources.php):

- All Risk Command Operations for Company Officers course plan
- Activity 2-1A, Size-Up and Report on Conditions
- Activity 2-1B, Documenting Your Plan of Action
- Command 1A activities: [http://osfm.fire.ca.gov/training/course.CMD1A.php](http://osfm.fire.ca.gov/training/course.CMD1A.php)

Student Resources

To participate in this course, students need:

- The required textbook chosen by the instructor
Unit 1: Introduction

Topic 1-1: Orientation and Administration

Terminal Learning Objective
At the end of this topic, a student will be able to identify facility and classroom requirements and identify course objectives, events, requirements, assignments, activities, resources, evaluation methods, and participation requirements in the course syllabus.

Enabling Learning Objectives
1. Identify facility requirements
   - Restroom locations
   - Food locations
   - Smoking locations
   - Emergency procedures
2. Identify classroom requirements
   - Start and end times
   - Breaks
   - Electronic device policies
   - Special needs and accommodations
   - Other requirements as applicable
3. Review course syllabus
   - Course objectives
   - Calendar of events
   - Course requirements
   - Student evaluation process
   - Assignments
   - Activities
   - Required student resources
   - Class participation requirements

Discussion Questions
1. What is a formative test? What is a summative test?

Activities
1. To be determined by the instructor.

Topic 1-2: Fire Officer Certification Process

Terminal Learning Objective
At the end of this topic, a student will be able to identify different levels in the Fire Officer certification track, the courses and requirements for Level I and II certification, and be able to describe the capstone task book and certification examination process.

Enabling Learning Objectives
1. Identify the different levels of certification in the Fire Officer certification track
2. Identify the courses required for Level I and II
   - Company Officer 1A: Human Resource Management for Company Officers
   - Company Officer 1B: General Administration Functions for Company Officers
   - Company Officer 1C: Fire Investigation and Inspection for Company Officers
   - Company Officer 1D: All Risk Command Operations for Company Officers
   - Company Officer 1E: Wildland Incident Operations for Company Officers
   - ICS-200.B: Incident Command System For Single Resources and Initial Action Incidents
   - Intermediate Wildland Fire Behavior S-290 (classroom delivery only)
   - Instructor I: Instructional Methodology
   - Hazardous Material Incident Commander (as offered by the California Specialized Training Institute)

3. Identify any other requirements for Level I and II
   - Complete experience requirements

4. Describe the capstone task book process
   - Complete all prerequisites and course work
   - Submit application and fees and request capstone task book
   - Complete all job performance requirements included in the task book
   - Must have identified evaluator verify individual task completion via signature
   - Must have Fire Chief or authorized representative verify task book completion via signature
   - Must be employed by a California Fire Agency in the position prior to submitting completed task book to State Fire Training

5. Describe the certification examination process
   - Complete course work
   - Schedule online certification examination
   - Schedule skills evaluation test

Discussion Questions
   1. How many levels are there in the Fire Officer certification track? What are they?

Activities
   2. To be determined by the instructor.

Topic 1-3: Definition of Duty

Terminal Learning Objective
   At the end of this topic, a student will be able to articulate the duties of a company officer level I and II and wildland fire officer level I.
Enabling Learning Objectives

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 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.
Company Officer 1D

- 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.

Discussion Questions
1. None

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 1-1

Unit 2: Emergency Service Delivery

Topic 2-1: Developing an Initial Plan of Action

Terminal Learning Objective
At the end of this topic, a student, given size-up information for an incident, the ICS 201 Incident Briefing form, and assigned emergency response resources, will be able to develop an initial plan of action, identifying the resources required to control the emergency.

Enabling Learning Objectives
1. Describe principles of command
   - Decision making
   - Command presence
   - Risk assessment
2. Describe the standard operating procedures for emergency operations
   - Size-up
   - Report on conditions
   - Company operations
3. Analyze emergency scene conditions and determine tactical priorities for the following kinds of incidents:
   - Single-family dwelling fires
   - Multiple-family dwelling fires
   - Commercial fires
   - Assembly fires
   - Mid-rise and high-rise fires
Company Officer 1D

- Multicasualty incidents
- Technical rescue

4. Describe how to activate the local emergency plan, including localized evacuation procedures
5. Describe the allocation of resources
6. Describe the components of the ICS 201 Briefing form
7. Describe the effect of fire behavior within a structure

Discussion Questions
1. How do you determine tactical priorities?
2. What extra considerations are involved when supervising multiple companies?
3. From a previous experience, what made you switch from an offensive mode to a defensive mode?
4. What are scene safety considerations?

Activities
1. It is recommended that the instructor base an activity on Activity 2-1A, Size-Up and Report on Conditions.
2. It is recommended that the instructor base an activity on Activity 2-1B, Documenting Your Plan of Action.

Instructor Notes
1. Instructor is encouraged to use a computer-based static or dynamic simulator. The recommended activities are posted on the instructor resources page.

CTS Guide Reference: CTS 6-1

Topic 2-2: Implementing a Plan of Action

Terminal Learning Objective
At the end of this topic, a student, given assigned resources, type of incident, and a previously developed plan of action, will be able to implement a plan of action at an emergency operation, deploying resources to mitigate the situation.

Enabling Learning Objectives
1. Describe the resources available for the mitigation of fire and other emergency incidents, including nonemergency resources.
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

Discussion Questions
1. Why must only one person be in command of an incident?
2. Define span of control and explain how it applies.
3. What is a Personal Accountability Report (PAR) and what is its purpose?
4. What is a life hazard?
5. What are considerations for evaluating an ongoing incident?
6. What are some key items to address during a transfer of command?

Activities
1. Instructor must develop an activity directing the students to implement a plan of action for and provide for the ongoing management of a variety of types of incidents, such as a structure fire, technical rescue, and multicasualty incidents. Instructor must use ICS 201 Incident Briefing form.

Instructor Notes
1. Instructor is encouraged to use a computer-based static or dynamic simulator.
2. Instructor may choose to use Command 1A Activity 5.4, addressing structure fires, as part of the activity, adapted to cover a variety of types of incidents.

CTS Guide Reference: CTS 6-2

Topic 2-3: Developing and Conducting a Postincident Analysis

Terminal Learning Objective
At the end of this topic, a student, given a single-unit or multiunit incident, single-unit and multiunit postincident analysis policies and procedures, and single-unit and multiunit postincident analysis forms, will be able to 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.

Enabling Learning Objectives
1. Describe the elements of a postincident analysis
   • Strategy and tactics
   • Safety issues
2. Describe contributing factors for various incidents
3. Describe departmental procedures relating to:
   • Dispatch
   • Operations
   • Customer service

Discussion Questions
1. Why do we conduct a postincident analysis?
2. What incidents warrant a postincident analysis?

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 6-3

Topic 2-4: Identifying Elements of an Operational Plan to Mitigate an Incident
Terminal Learning Objective
At the end of this topic, a student, given an emergency incident requiring multiunit operations, the current edition of NFPA 1600, and AHJ-approved safety procedures, will be able to 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.

Enabling Learning Objectives
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
3. Identify the components of NFPA 1600, Disaster/Emergency Management and Business Continuity Programs

Discussion Questions
1. What is the purpose of developing an operational plan?
2. Does your department have an operational plan?

Activities
1. To be determined by the instructor

Instructor Notes
1. As this is not generally a captain-level responsibility, and the captain should simply know how the plan is created, this will be addressed only at an awareness level.

CTS Guide Reference: CTS 6-4

Topic 2-5: Writing a Report Identifying Service Demand Causes

Terminal Learning Objective
At the end of this topic, a student, given incident reporting data from the jurisdiction and a service demand, will be able to write a report identifying the major causes for service demands for various planning areas within the organization’s service area.

Enabling Learning Objectives
1. Describe how to correctly interpret response data to identify the reasons for service demands

Discussion Questions
1. What are some examples of community changes that would increase service demands?

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 6-5
## Time Table

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<th>Lecture Time</th>
<th>Activity Time</th>
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<td><strong>Unit 1: Introduction</strong></td>
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<td>Topic 1-1: Orientation and Administration</td>
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<td>Topic 1-2: Fire Officer Certification Process</td>
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<td>Activity 2-2: Instructor must develop an activity directing the students to implement a plan of action for and provide for the ongoing management of a variety of types of incidents, such as a structure fire, technical rescue, and multicasualty incidents. Instructor must use the ICS 201 Incident Briefing form.</td>
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## Course Totals

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Size-up and Report on Conditions

Activity 2-1A

Format: Individual

Timeframe: 0:30

Description
This activity provides the students the opportunity to take a more detailed look at each of the size-up factors identified during this lesson and help prepare them for the simulation portion of this course.

Materials
- PowerPoint® slides of single-family, multifamily, or commercial building, or place of assembly fires
- Pen or pencil

Instructions
1. Review the fire scenario slide presented to the class.
2. Using an acronym, abbreviation, or mnemonic from the lesson, perform a size-up and prepare a report on conditions.
3. You have one minute to complete this part of the activity.
4. Present your report on conditions to include the following:
   - Arrival notification
   - Type of structure or occupancy
   - Statement of incident conditions
   - Name the incident
   - Mode of operation
   - Attack mode
   - Water supply status
   - Resource needs

Instructor Notes
1. Present a fire scenario slide to the class.
2. Using an acronym, abbreviation, or mnemonic from the lesson, have the students perform a size-up and prepare a report on conditions.
3. Allow one minute to complete this part of the activity.
4. Ask one student to present their report on conditions to include the following:
   - Arrival notification
   - Type of structure or occupancy
   - Statement of incident conditions
Company Officer 1D
Activity 2-1A

- Name the incident
- Mode of operation
- Attack mode
- Water supply status
- Resource needs

5. Allow other students to provide feedback on the presentation.
6. Continue Steps 1–5 with another scene until all students have completed a report on conditions.

Answer Key
- None
Documenting Your Plan of Action Using a Tactical Worksheet

Activity 2-1B

Format: Individual

Timeframe: 1:00

Description
This activity provides the students the opportunity to determine initial actions at the scene of a variety of types of incidents and initiate a tactical worksheet.

Materials
- PowerPoint slides of:
  - Single-family dwelling fires
  - Multifamily dwelling fires
  - Commercial building fires
  - Assembly fires
  - Mid-rise and high-rise fires
  - Multicasualty incidents
  - Technical rescue
- ICS 201 Incident Briefing Form (four per student; not included)
- Pen or pencil

Instructions
1. Review the first incident scenario slide presented to the class.
2. Develop a plan of action to include:
   - Determine incident priorities
   - Identify strategic goals
   - Develop tactical objectives
   - Assign resources
3. Complete an ICS 201 Incident Briefing Form to include:
   - A map sketch indicating location of resources working at the incident and their actions
   - Create and incident organization chart
   - List resources ordered and on scene and their location/assignment
   - List a summary of current actions/concerns
4. When asked by the instructor present your actions based on information on the ICS 201 Briefing Form.
Instructor Notes

1. Present the first incident scenario slide to the class.
2. Have each student develop a plan of action to include:
   - Determine incident priorities
   - Identify strategic goals
   - Develop tactical objectives
   - Assign resources
3. Have each student complete an ICS 201 Incident Briefing Form to include:
   - A map sketch indicating location of resources working at the incident and their actions
   - Create and incident organization chart
   - List resources ordered and on scene and their location/assignment
   - List a summary of current actions/concerns
4. Randomly select students to present their actions based on information on the ICS 201 Briefing Form.
5. Repeat Steps 1–4 with the next type of incident until all types have been presented.

Answer Key

- None
## Wildland Incident Operations for Company Officers

### Course Plan

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<th>Course Details</th>
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<tr>
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<td><strong>Instructor Level:</strong></td>
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Instructor/Student Ratio:  1:32 (lecture)
                    1:10 (lab)

Restrictions:  None

SFT Designation:  CFSTES
Required Resources

Instructor Resources
To teach this course, instructors need:

- Command IC Student Manual
  SFT, 2013 edition
- Fireline Handbook
  NWCG (NFES 0065), current edition
- ICS 420-1 Field Operations Guide
  FIRESCOPE, current edition
- Incident Response Pocket Guide
  NWCG (NFES 1077), current edition
- CAL FIRE Wildland Urban Interface Operating Principles
- S 200 Instructor Guide: Initial Attack Incident Commander
  NFES 2903
- S 200 Instructor Guide: Initial Attack Incident Commander (CD-ROM)
  NFES 2905

Online Instructor Resources
The following instructor resources are available online at http://osfm.fire.ca.gov/training/instructorresources.php:

- Wildland Incident Operations for Company Officers course plan
- Activity 2-4: Thunder Mountain Incident
- Activity 2-7: Gavilan Historic Incident Activity

Student Resources
To participate in this course, students need:

- Command IC Student Manual
  SFT, 2013 edition
- Fireline Handbook
  NWCG (NFES 0065), current edition
- ICS 420-1 Field Operations Guide
  FIRESCOPE, current edition
- Incident Response Pocket Guide
  NWCG (NFES 1077), current edition
Unit 1: Introduction

Topic 1-1: Orientation and Administration

Terminal Learning Objective
At the end of this topic, a student will be able to identify facility and classroom requirements and identify course objectives, events, requirements, assignments, activities, resources, evaluation methods, and participation requirements in the course syllabus.

Enabling Learning Objectives
1. Identify facility requirements
   • Restroom locations
   • Food locations
   • Smoking locations
   • Emergency procedures
2. Identify classroom requirements
   • Start and end times
   • Breaks
   • Electronic device policies
   • Special needs and accommodations
   • Other requirements as applicable
3. Review course syllabus
   • Course objectives
   • Calendar of events
   • Course requirements
   • Student evaluation process
   • Assignments
   • Activities
   • Required student resources
   • Class participation requirements

Discussion Questions
1. What is a formative test? What is a summative test?

Activities
1. To be determined by the instructor.

Topic 1-2: Fire Officer Certification Process

Terminal Learning Objective
At the end of this topic, a student will be able to identify different levels in the Fire Officer certification track, the courses and requirements for Level I and II certification, and be able to describe the capstone task book and testing process.

Enabling Learning Objectives
1. Identify the different levels of certification in the Fire Officer certification track
Company Officer 1E

- Company Officer
- Chief Fire Officer
- Executive Chief Officer

2. Identify the courses required for Level I and II
   - Company Officer 1A: Human Resource Management for Company Officers
   - Company Officer 1B: General Administration Functions for Company Officers
   - Company Officer 1C: Fire Investigation and Inspection for Company Officers
   - Company Officer 1D: All Risk Command Operations for Company Officers
   - Company Officer 1E: Wildland Incident Operations for Company Officers
   - ICS-200.B: Incident Command System For Single Resources and Initial Action Incidents
   - Intermediate Wildland Fire Behavior S-290 (classroom delivery only)
   - Instructor I: Instructional Methodology
   - Hazardous Material Incident Commander (as offered by the California Specialized Training Institute)

3. Identify any other requirements for Level I and II
   - Complete experience requirements

4. Describe the capstone task book process
   - Complete all prerequisites and course work
   - Submit application and fees and request capstone task book
   - Complete all job performance requirements included in the task book
   - Must have identified evaluator verify individual task completion via signature
   - Must have Fire Chief or authorized representative verify task book completion via signature
   - Must be employed by a California Fire Agency in the position prior to submitting completed task book to State Fire Training

5. Describe the certification examination process
   - Complete course work
   - Schedule online certification examination
   - Schedule skills evaluation test

Discussion Questions
   1. How many levels are there in the Fire Officer certification track? What are they?

Activities
   1. To be determined by the instructor.

Unit 2: Wildland Fire Officer

Topic 2-1: Obtaining Information from Dispatch
Terminal Learning Objective
At the end of this topic, a student, given agency standard operating procedures and incident information, will be able to obtain complete information regarding travel route, assignment, time needed, and point of contact from agency dispatch.

Enabling Learning Objectives
1. Describe agency dispatch procedures
2. Describe the response to incidents occurring under different jurisdictional authorities
   - Local
   - State
   - Federal
3. Describe the difference between a local and an OES resource request
4. Describe planned need, immediate need, and initial attack dispatches

Discussion Questions
1. What information do you need for planned need, immediate need, and initial attack dispatches?
2. What is the importance of the order and request number?

Activities
1. To be determined by the instructor.

Instructor Notes
1. The instructor should ask students to bring in sample forms from their agencies.
2. The instructor must be familiar with federal, state, and local incident qualifications.

CTS Guide Reference: CTS 8-6

Topic 2-2: Developing Reports on Conditions

Terminal Learning Objective
At the end of this topic, a student, given one or more of the following: a fire scene or photographs of a wildland fire, diagrams, pertinent data, or sketches and agency policies and procedures, will be able to develop an initial report on conditions that communicates required incident information to the agency communications center and update it as needed.

Enabling Learning Objectives
1. Describe the relevant incident information to be communicated
   - Initial radio report
   - Follow-up report on conditions
   - Incident updates (CAN)

Discussion Questions
1. What elements go into an report on conditions?

Activities
1. The instructor must create an activity to reinforce the initial radio report and follow-up report on conditions.
CTS Guide Reference: CTS 8-8

Topic 2-3: Formulating an Incident Action Plan

Terminal Learning Objective
At the end of this topic, a student, given one or more of the following: a fire scene or photographs of a wildland fire, diagrams, pertinent data, or sketches; available resources; and the ICS 201 Incident Briefing form, will be able to 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.

Enabling Learning Objectives
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 wildland fire suppression strategies
7. Describe tactical priorities
8. Describe the components of the ICS 201 Incident Briefing form as it pertains to wildland fire fighting

Discussion Questions
1. How do you tailor an IAP to the size of the incident?
2. Where do you find the appropriate forms?

Activities
1. To be determined by instructor.

CTS Guide Reference: CTS 8-7

Topic 2-4: Evaluating and Reporting Ongoing Incident Conditions

Terminal Learning Objective
At the end of this topic, a student, given one or more of the following: a fire scene or photographs of a wildland fire, diagrams, pertinent data, or sketches, will be able to 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.

Enabling Learning Objectives
1. Describe how to evaluate wildland fire weather, fuels, and topographic information
2. Describe current and predicted fire behavior
3. Describe how incident conditions change the plan of action

Discussion Questions
1. How does one gather information on incident conditions?
2. Why is it important to revise your plan of action?
Activities

1. The instructor must create an activity. It is recommended that the instructor consider basing this activity on Activity 2-4: Thunder Mountain Incident.

CTS Guide Reference: CTS 8-12

Topic 2-5: Establishing an Incident Command Post

Terminal Learning Objective
At the end of this topic, a student, given AHJ policies and procedures, will be able to establish a correctly sited, clearly identified incident command post (ICP) and communicate its location to personnel.

Enabling Learning Objectives
1. Describe factors affecting appropriate ICP locations, potentially including:
   - Safety
   - Access to incoming resources
   - Communications needs

Discussion Questions
1. What are some potential locations for an ICP?
2. Why is it important to establish an ICP?

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 8-9

Topic 2-6: Providing for Emergency Medical Treatment

Terminal Learning Objective
At the end of this topic, a student, given an injured or ill fire fighter, agency policies and procedures for medical treatment, and the ICS 206 Medical Plan form, will be able to provide for appropriate emergency medical treatment, making all notifications and completing the required reports.

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

Discussion Questions
1. What is the value of the medical plan?
2. Who do you contact if there is a need for medical care?
3. Define an incident within an incident. What are some examples?

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 8-4

Topic 2-7: Deploying Resources to Suppress a Wildland Fire
Terminal Learning Objective
At the end of this topic, a student, given an assignment, personnel, equipment, and agency policies and procedures, will be able to deploy resources to suppress a wildland fire, taking appropriate suppression actions and ensuring personnel safety.

Enabling Learning Objectives
1. Describe fireline location and construction techniques
2. Describe firing operations
   - Authority for use
3. Identify capabilities of firefighting equipment and personnel
4. Identify radio communications capabilities and protocols
5. Describe techniques for deploying the assigned resources
6. Identify WUI incident priorities
7. Describe WUI tactical actions and guidelines

Discussion Questions
1. What is your agency’s policy on firing operations? When do these apply?
2. What are the qualifications for a firing group supervisor?
3. How would you use a combination operation on a WUI fire?
4. What has been your experience in a structure preparation and what was your result?
5. What is your responsibility toward residents who refuse to evacuate?

Activities
1. The instructor must use a series of photos of structures in the WUI environment and have the students determine the triage category and identify appropriate tactical action.
2. The instructor must develop an initial attack assignment scenario for a wildland incident.

Instructor Notes
1. Gavilan Historic Incident Activity will take place at the end of the course, as a final activity.

CTS Guide Reference: CTS 8-10

Topic 2-8: Updating Supervisors, Crew Members, and Adjoining Personnel

Terminal Learning Objective
At the end of this topic, a student, given one or more of the following: a fire scene or photographs of a wildland fire, diagrams, pertinent data, or sketches, will be able to communicate with supervisors, crew members, and adjoining personnel, keeping them updated on progress, changes in conditions, fire behavior, and other significant events.

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

Discussion Questions
What types of information need to be communicated?

Activities
1. To be determined by the instructor.
CTS Guide Reference: CTS 8-13

Topic 2-9: Analyzing Incident Needs

Terminal Learning Objective
At the end of this topic, a student, given assigned resources and incident status, will be able to analyze incident needs, ordering additional resources or identifying and releasing excess resources in accordance with agency policies and procedures.

Enabling Learning Objectives
1. Describe how to determine resource needs
2. Describe AHJ policies and procedures related to resource ordering and release

Discussion Questions
1. What is your department’s policy on ordering resources?
2. What common errors occur when ordering resources?
3. What is reflex time?

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 8-15

Topic 2-10: Providing for Assigned Resources’ Needs

Terminal Learning Objective
At the end of this topic, a student, given one or more of the following: a fire scene or photographs of a wildland fire, diagrams, pertinent data, or sketches; assigned resources; and agency policies and procedures, will be able to provide for assigned resources’ logistical service and support needs in accordance with agency policies.

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

Discussion Questions
1. What are the logistical needs for initial action incidents?
2. How do these logistical needs change for incidents that continue for an extended period of time?

Activities
1. To be determined by the instructor.

CTS Guide Reference: CTS 8-14

Topic 2-11: Providing Information to the Replacement Incident Commander

Terminal Learning Objective
At the end of this topic, a student, given the ICS 201 Incident Briefing form, will be able to complete the transfer of command, ensuring the new incident commander has the necessary information to operate.

Enabling Learning Objectives
1. Describe AHJ policies and procedures for transfer of command
2. Describe the information to be communicated during transfer of command

**Discussion Questions**
1. How do procedures for transfer of command vary by jurisdiction?
2. Why is comprehensive briefing important?

**Activities**
1. The instructor must direct students to form small groups and use information from a simple wildland fire to complete all elements of a 201 Incident Briefing form and provide a transfer of command briefing.

**Instructor Notes**
1. Refer to the IRPG Briefing Checklist.

**CTS Guide Reference:** CTS 8-16

**Topic 2-12: Deploying Resources to Mop Up a Wildland Fire**

**Terminal Learning Objective**
At the end of this topic, a student, given a wildland fire, personnel, equipment, and agency policies and procedures, will be able to deploy resources to mop up a wildland fire, ensuring extinguishment.

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

**Discussion Questions**
1. What is your agency's policy on mop-up? How do these policies vary?
2. What are some considerations for ensuring extinguishment?
3. What are some safety considerations during mop-up?

**Activities**
1. To be determined by the instructor.

**CTS Guide Reference:** CTS 8-17

**Topic 2-13: Completing Wildland Fire Suppression Operations**

**Terminal Learning Objective**
At the end of this topic, a student, given a wildland fire that has been controlled and mopped up and agency policies and procedures, will be able to complete wildland fire suppression operations and return resources to service.

**Enabling Learning Objectives**
1. Describe AHJ policies and procedures for demobilization and termination of the incident

**Discussion Questions**
1. What is the difference between a contained fire and a controlled fire?
2. What is an after-action review? What are the benefits of performing this?

**Activities**
1. To be determined by the instructor.
Topic 2-14: Evaluating Assigned Personnel

Terminal Learning Objective
At the end of this topic, a student, given agency personnel performance standards, will be able to 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.

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

Discussion Questions
1. What are some cases that would require immediate intervention as opposed to after-incident evaluation?
2. Does your organization follow the performance guidelines laid out in NFPA 1500?
3. What relationship is there between physical fitness and fatalities?
4. What are some aspects of official evaluations as opposed to informal evaluations?

Activities
1. To be determined by the instructor.

Topic 2-15: Verifying Personnel Qualifications

Terminal Learning Objective
At the end of this topic, a student, given an assignment or task, will be able to verify the qualifications of assigned personnel to verify that individuals’ fire fighter skills are appropriate, identifying and reporting deficiencies and taking corrective action.

Enabling Learning Objectives
1. Identify the agency’s qualifications standards
2. Describe the assessment of personnel qualifications for assignment in accordance with agency policies and procedures

Discussion Questions
1. Where would you find the wildland fire fighter qualifications?

Activities
1. To be determined by the instructor.

Instructor Notes
1. Refer to current federal, state, and local incident qualifications.

Topic 2-16: Evaluating Job Performance

Terminal Learning Objective
At the end of this topic, a student, given agency policies and procedures and the ICS 225 Incident Personnel Performance Rating form, will be able to evaluate job performance of
assigned personnel, providing the information to the individual being evaluated and completing all required forms.

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

**Discussion Questions**
1. Who can fill out the ICS 225 Incident Personnel Performance Rating form?

**Activities**
1. To be determined by the instructor.

**CTS Guide Reference:** CTS 8-5

**Topic 2-17: Maintaining Wildland Incident Records**

**Terminal Learning Objective**
At the end of this topic, a student, given agency policies and procedures and applicable single-unit and multiunit forms, will be able to maintain wildland incident records documenting required information.

**Enabling Learning Objectives**
1. Describe agency incident documentation procedures

**Discussion Questions**
1. What are important considerations for maintaining records?

**Activities**
1. To be determined by the instructor.

**CTS Guide Reference:** CTS 8-11

**Topic 2-18: Completing Personnel Time and Equipment Use Records**

**Terminal Learning Objective**
At the end of this topic, a student, given agency policies, procedures, and related forms, will be able to complete personnel time and equipment use records in compliance with standards established by the AHJ.

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

**Discussion Questions**
1. What forms should be used to record personnel time and equipment use?

**Activities**
1. Instructor must create an activity directing students to complete the AHJ’s emergency activity record forms.

**Instructor Notes**
1. Refer to ICS form 214 and F42s as examples.

**CTS Guide Reference:** CTS 8-19

**Topic 2-19: Preparing Final Incident Reports**
Terminal Learning Objective
   At the end of this topic, a student, given an extinguished wildland fire, agency policies and procedures, and AHJ incident forms, will be able to prepare final incident reports.

Enabling Learning Objectives
   1. Describe AHJ incident reporting policies and procedures

Discussion Questions
   1. Who receives these reports in your jurisdiction?

Activities
   1. To be determined by the instructor.

CTS Guide Reference: CTS 8-20

Topic 2-20: Responding to Requests for Incident Information

Terminal Learning Objective
   At the end of this topic, a student, given policies and procedures of the AHJ, will be able to accurately respond to requests for incident information according to policies and in a timely manner.

Enabling Learning Objectives
   1. Describe agency policies and procedures for release of incident information

Discussion Questions
   1. In your organization, who is responsible for responding to requests for information?
   2. What are the limitations on the information that can be shared?

Activities
   1. To be determined by the instructor.

CTS Guide Reference: CTS 8-1
## Time Table

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<th>Activity Time</th>
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Thunder Mountain Incident

Activity 2-4

Format: Group

Timeframe: 1:00

Description
This activity provides students with an opportunity to become familiar with the risk-management process.

Materials
- Thunder Mountain Incident worksheet (one per student)
- Conference board/pads with markers/erasers and pencil/pen

Instructions
1. Read the Thunder Mountain incident information provided by your instructor.
2. In your group, answer all of the questions for Steps 1–3 of the risk management process.
3. Select a spokesperson for your group.
4. Be prepared to discuss your answers with the class.

Instructor Notes
- Divide the class into groups.
- Have each group select a spokesperson.
- Have groups read the Thunder Mountain incident information.
- Call on the groups to present their answers.

Answer Key
- Included.
Thunder Mountain Incident Worksheet

**Size:** 500 acres

**Fuels:** Ponderosa pine, grass, slash, and brush

**Exposures:** Three structures five miles ahead of the fire

**Terrain:** Division A is mostly flat with a few small gullies and ridges. Divisions B and C are located in Roaring River Drainage with steep slopes from river to cliffs at the base of Thunder Mountain on east side of the river. West side has rolling hills on Thunder Mountain plateau.

**Access:** Road access in Division A is good, with ATVs able to get around most of it. Divisions B and C access is by Roaring River Road and Smith Road intersection. Division D is up Smith Road.

**Weather for Today:** Temperature 88°F, RH 12%, SE winds @ 12 mph with gusts later in the day, cumulus buildup in the afternoon with a chance of dry lightning.

**Hazards and Risks:** Snags in Division C, bees in Division D, threatened and endangered species of the deadly "Starback" spider in Division B, power lines in Divisions A and D, air tankers in Division A, helicopter bucket drops southeast side of Roaring River Road, potential for old minshafts in whole fire area, dusty roads, and drivers who have no mountain experience.

**Fire Behavior:** Early today, in a wind-driven episode, two separate fires burned together to form the Thunder Mountain Incident. Flame lengths of 8 feet were common, ROS observed at 29 chains/hour at one time during a major run. Both of the fires were less than 10 acres at 0130 hours. Expect extreme and erratic fire behavior today and tonight.

**Resources:** Four Type 1 hand crews and ten Type 3 engines on the fire. Local fire department personnel are involved. The only overhead at this time is a
local district Fire Chief as the IC with little experience on a fire of this size and engine captains as the Division Supervisors. At present, two air tankers and three helicopters are working the fire.

**Communications:** Communications is good on all parts of the fire.

**History:** The last fire in this area burned 10,000 acres 8 years ago at the same time of year.

Answer the following questions. Record your answers to #7 on the conference board/pads.

**Step 1: Situation Awareness**

1. Are communications established?

2. Who is in charge?

3. What was the previous fire history?

4. What was the previous fire behavior?

5. What is the weather forecast?
Step 2: Hazard Assessment

6. What are the hazards?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Step 3: Hazard Control

7. Where can changes be made to reduce these hazards?

- Snags
- Bees
- Starback spider
- Power lines
- Air tankers
- Helicopter bucket drops
- Old mineshafts
- Dusty roads
- Steep slopes
- Drivers have no mountain experience
- IC is not experienced with this size of fire
- Span of control is too large
- Extreme fire behavior
- Thunderstorms

Record your answers to #7 on the conference board/pads.
Thunder Mountain Fire 1100 hrs
Not to scale
Thunder Mountain Incident Answer Key

**Step 1: Situation Awareness**

1. Are communications established?
   
   Yes

2. Who is in charge?
   
   Local fire chief

3. What was the previous fire history?
   
   10,000 acre fire 8 years ago

4. What was the previous fire behavior?

   Flame lengths of 8 feet, ROS was observed at 29 chains/hour at one time during a major run. Both of the fires were less than 10 acres at 0130 this morning. Expect extreme and erratic fire behavior today and tonight. The fire has grown from 2 ten-acre fires to 500 acres.

5. What is the weather forecast?

   Temps 88° degrees F., RH 12%, Winds SW at 12 m.p.h. w/gusts later in day. Cumulus buildup in afternoon w/ chance of dry lightning

**Step 2: Hazard Assessment**

6. What are the hazards?

   Snags, bees, deadly "Starback" spider, power lines, air tankers, helicopter bucket drops, old mineshafts, dusty roads, steep slopes, drivers on this fire have no mountain experience, the IC is not experienced with this size of fire, span of control is too large, extreme fire behavior, thunderstorms that can cause erratic fire behavior and lightning.
### Step 3: Hazard Control

7. Where can changes be made to reduce these hazards?

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snags</td>
<td>Flag and post lookouts near snags</td>
</tr>
<tr>
<td>Bees</td>
<td>Flag known locations and brief crews</td>
</tr>
<tr>
<td>Starback spider</td>
<td>Brief crews</td>
</tr>
<tr>
<td>Power lines</td>
<td>Avoid if possible</td>
</tr>
<tr>
<td></td>
<td>Contact power company</td>
</tr>
<tr>
<td></td>
<td>Advise aircraft</td>
</tr>
<tr>
<td></td>
<td>Brief crews</td>
</tr>
<tr>
<td>Air tankers</td>
<td>Advise crews of air traffic</td>
</tr>
<tr>
<td>Helicopter bucket drops</td>
<td>Brief crews</td>
</tr>
<tr>
<td></td>
<td>Post lookouts</td>
</tr>
<tr>
<td>Old mineshafts</td>
<td>Safety briefing</td>
</tr>
<tr>
<td></td>
<td>Advise crews working in area</td>
</tr>
<tr>
<td>Dusty roads</td>
<td>Water tenders</td>
</tr>
<tr>
<td></td>
<td>Advise drivers to drive slow</td>
</tr>
<tr>
<td></td>
<td>Keep headlights on</td>
</tr>
<tr>
<td>Steep slopes</td>
<td>Secure and patrol underslung line</td>
</tr>
<tr>
<td></td>
<td>LCES</td>
</tr>
<tr>
<td>Drivers have no mountain experience</td>
<td>Use those drivers in lower areas</td>
</tr>
<tr>
<td></td>
<td>Assign with experienced crew</td>
</tr>
<tr>
<td></td>
<td>Safety briefings</td>
</tr>
<tr>
<td>IC Is not experienced with this size of fire</td>
<td>Offer assistance</td>
</tr>
<tr>
<td></td>
<td>Change in command</td>
</tr>
<tr>
<td></td>
<td>Order IMT</td>
</tr>
<tr>
<td>Span of control is too large</td>
<td>Order more resources and overhead</td>
</tr>
<tr>
<td>Extreme fire behavior</td>
<td>LCES in place</td>
</tr>
<tr>
<td></td>
<td>Request field observers</td>
</tr>
<tr>
<td>Thunderstorms</td>
<td>LCES in place</td>
</tr>
<tr>
<td></td>
<td>Assign Safety Officer</td>
</tr>
<tr>
<td></td>
<td>Safety briefing</td>
</tr>
</tbody>
</table>
Gavilan Historic Incident

Activity 2-7

Format: Group

Time Frame: 3:30

Description
This activity provides students an opportunity to assume the role of the first-in officer to perform a size-up, report on conditions, formulate a plan of action, tactically deploy assigned resources, and provide a transfer of command to an incoming officer.

Materials
- ICS Form 201 Incident Briefing (one per group)
- Incident information (one per student)
- North County fire response map
- WUI Tactical Deployment PowerPoint
- Appropriate audiovisual training aids and devices
- Conference board/pads with markers/erasers and pencil/pen

Instructions
1. This activity is comprised of two parts.
2. Work in groups using the information presented in the slides.
3. In Part 1, upon arrival at the scene, you will do the following:
   - Provide an initial radio report.
   - Perform a size-up and provide a follow-up report on conditions.
   - Develop a plan of action and tactically deploy assigned resources.
   - Develop a request for additional resources.
4. You have 15 minutes to complete Part 1.
5. In Part 2, after reviewing any threatened structures, you will complete the following:
   - Develop a structure defense plan.
   - Develop incident objectives.
   - Evaluate your plan, revising as necessary.
   - Build your "control box."
   - Provide a transfer of command.
6. Make an incident sketch map on easel paper using ICS map symbology from pages 11–15 in the FOG.
7. You have 30 minutes to complete Part 2.
Company Officer 1E
Activity 2-7

Instructor Notes

1. Divide the class evenly into groups.
2. Distribute a copy of the incident information to each student.
3. Review the incident information with the students.
4. After completing Part 1, review and critique the students’ actions.
5. After completing Part 2, review and critique the students’ actions.

Answer Key

- None
Company Officer 1E  
Activity 2-7

Incident Information

The final activity is based on a wildland-urban interface fire in the North County Fire Protection District in San Diego County. The incident you are responding to is an initial attack recon of a reported spot fire outside of the containment lines during a high dispatch. You are the first-in company officer/IC. The goal for each group is to assume command, tactically deploy resources to protect structures, and prepare for the briefing with the Battalion Chief.

On February 10, at 12:01 a.m., the North County Fire Protection District (CA-NCF), the Cal Fire San Diego Unit (CA-MVU), and the CAL FIRE Riverside Unit (CA-RRU) responded to a reported vegetation fire in the Fallbrook area of San Diego County. The fire started near a persimmon and avocado grove on the Evans Ranch off Via Del Gavilan Road in the Santa Margarita River drainage. Named the Gavilan Incident, crews worked throughout the night to contain the fire north of the Santa Margarita River. There is a forecast for a strong Santa Ana wind event to surface at 1300 hours the next day.

At 1345 hours, there was a report of another vegetation fire in the same area. The reporting party was calling from a home on the end of the court at 1771 Vista Del Lago @ Knoll Park Lane, which is located across the Santa Margarita River.

Resource Status

North County Fire District

<table>
<thead>
<tr>
<th>Unit</th>
<th>Type</th>
<th>ETA</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC 1105</td>
<td></td>
<td>30 minutes</td>
</tr>
<tr>
<td>ME 1111 (your engine)</td>
<td>Type 1</td>
<td>On-scene</td>
</tr>
<tr>
<td>ME 1112</td>
<td>Type 1</td>
<td>On-scene</td>
</tr>
<tr>
<td>E 1114</td>
<td>Type 1</td>
<td>On-scene</td>
</tr>
</tbody>
</table>

North County Fire District has requested mutual aid with Cal Fire and the following resources are responding:

CAL FIRE Resources

<table>
<thead>
<tr>
<th>Unit</th>
<th>ETA</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST 3300C</td>
<td>30 minutes</td>
</tr>
<tr>
<td>B3317, E3360, E3361, E3371, E3377, E3379</td>
<td></td>
</tr>
<tr>
<td>ST3301G</td>
<td>15 minutes</td>
</tr>
<tr>
<td>HC-RBW1, HC-RBW4</td>
<td></td>
</tr>
<tr>
<td>Dozer 3341</td>
<td>20 minutes</td>
</tr>
</tbody>
</table>

Your Conditions

<table>
<thead>
<tr>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>1400 hours</td>
</tr>
<tr>
<td>Winds</td>
<td>SE @ 25-55 mph (Red Flag Warning)</td>
</tr>
<tr>
<td>Temperature</td>
<td>80° / Wet bulb: 53°</td>
</tr>
<tr>
<td>RH</td>
<td>4%</td>
</tr>
</tbody>
</table>
Fuels: Light flashy fuels and typical landscaping surround the homes; heavy fuels in the neighborhood

<table>
<thead>
<tr>
<th>1-hour fine dead fuel moisture:</th>
<th>4%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel model:</td>
<td>1 and 4</td>
</tr>
<tr>
<td>Probability of ignition:</td>
<td>100%</td>
</tr>
</tbody>
</table>

Your Assignment

The Gavilan Incident Command assigns you and two other NCF Type 1 engines to investigate the reported new fire and give an initial radio report back to the IC. Due to the time of year, no fixed wing aircraft are available and CAL FIRE resources are at drawdown levels.
### 6. Resources Summary

<table>
<thead>
<tr>
<th>Resources Ordered</th>
<th>Resource Identification</th>
<th>ETA</th>
<th>On Scene</th>
<th>Location/Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### 7. Summary of Current Actions

Page 2 of
Company Officer
(NFPA Fire Officer I/II and Wildland Officer I)
Certification Task Book Application

Identification

Candidate: ____________________________________________

SFT ID Number: _________________________________________

Mailing Address: _________________________________________

Phone (Home): _______________ Phone (Mobile): _______________

Phone (Work): _______________ Email: _________________________

Agency: __________________________________________________

Mailing Address: _________________________________________

How would you prefer to receive your certification task book?

☐ Email (to address listed above)

☐ US mail (to home mailing address)

Instructions

1. To apply for a certification task book, download (from the SFT website) and print:
   a. The SFT Fee Schedule
   b. The certification task book application for the job function certification being pursued

2. On the SFT Fee Schedule:
   a. Check the box indicating the desired job function certification
   b. Write in the Total Submitted amount
   c. Complete the bottom portion
   d. Sign and date

3. Complete the certification task book application (this document) and attach all supporting and verification documentation.
4. A complete certification task book application package includes:
   a. The SFT Fee Schedule
   b. Nonrefundable payment by check or money order (payable to CAL FIRE – State Fire Training)
   c. The certification task book application
   d. All supporting and verification documentation

5. Submit the complete certification task book application package to:

   State Fire Training
   Attn: Cashier
   PO Box 997446
   Sacramento, CA  95899-7446

Prerequisites

Certification

1. Document the certifying agency, certification number, and completion date for the job function certification. Or document the appropriate exception.
2. Submit verification for any job function certification issued by an agency other than State Fire Training.


<table>
<thead>
<tr>
<th>Certification</th>
<th>Certifying Agency</th>
<th>Certification Number</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Fighter II</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Exception                                                      | Rank | Appointment Date |
|                                                               |      |                  |
| Appointment to the rank of officer (Lieutenant or higher) waives this prerequisite. |      |                  |
|   • Performing in an “acting” capacity does not qualify.       |      |                  |
| Appointment to the CAL FIRE rank of Fire Apparatus Engineer waives this prerequisite. |      |                  |
|   • Performing in an “acting” capacity does not qualify.       |      |                  |

Education

1. Document the completion of each required course.
2. Submit verification of course completion (transcript, PACE equivalency letter, certification of completion, etc.) for any course completed outside of State Fire Training.

<table>
<thead>
<tr>
<th>Course</th>
<th>Completion Date (listed on certificate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Officer 1A: Human Resource Management for Company Officers</td>
<td></td>
</tr>
<tr>
<td>Company Officer 1B: General Administration Functions for Company Officers</td>
<td></td>
</tr>
<tr>
<td>Company Officer 1C: Fire Investigation and Inspection for Company Officers</td>
<td></td>
</tr>
<tr>
<td>Company Officer 1D: All Risk Command Operations for Company Officers</td>
<td></td>
</tr>
<tr>
<td>Company Officer 1E: Wildland Incident Operations for Company Officers</td>
<td></td>
</tr>
<tr>
<td>ICS-200.B: Incident Command System For Single Resources and Initial Action Incidents</td>
<td></td>
</tr>
<tr>
<td>Intermediate Wildland Fire Behavior S-290 (classroom delivery only)</td>
<td></td>
</tr>
<tr>
<td>Instructional Methodology (from Fire Instructor I track)</td>
<td></td>
</tr>
<tr>
<td>Hazardous Material Incident Commander (as offered by the California Specialized Training Institute)</td>
<td></td>
</tr>
</tbody>
</table>

**Certification Exam**

1. Document the examination date and your score.
2. Submit verification of certification exam completion for any exam offered by an agency, institution, or organization other than State Fire Training.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Examination Date</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Officer Certification Exam</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Authorities

1. Print name, sign, and date the candidate statement.
2. Ask your fire chief or the authorized designee to complete the fire chief statement.

Candidate

Candidate: ______________________________________________________

Candidate’s Printed Name

I, the undersigned, am the person applying for a [Certification Title] Certification Task Book. 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.

__________________________________________________________

Candidate’s Signature

______________________________

Date

Candidate’s Fire Chief

Candidate’s Fire Chief: __________________________________________

Fire Chief’s (or Authorized Designee’s) Printed Name

I, the undersigned, am the person authorized to verify the candidate’s application information. 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.

__________________________________________________________

Fire Chief’s (or Authorized Designee’s) Signature

______________________________

Date
Approval and Authorization

This section is for State Fire Training use only.

Incomplete Application
☐ The candidate has not met all application requirements and will be notified of missing or incomplete items (including fees) in writing with a checklist for completion.

__________________________________________  ______________________________
State Fire Training Representative’s Signature  Date

Complete Application
☐ The candidate has met all application requirements and will be issued a certification task book.

__________________________________________  ______________________________
State Fire Training Representative’s Signature  Date
Company Officer
(NFPA Fire Officer I/II and Wildland Officer I)

Certification Task Book
[Month Year]

Cover Photo

California Department of Forestry and Fire Protection
Office of the State Fire Marshal
State Fire Training
Company Officer
(NFPA Fire Officer I/II and Wildland Officer I)

Certification Task Book
[Month Year]

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 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.

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

Cover photo courtesy of [name, organization]
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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.
- 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 Authorities 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.
Purpose and Process

- Verify the candidate’s successful completion of one or more job performance requirements through observation or review.
- 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.
- Sign the fire chief verification statement under Authorities 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.
6. Ask your fire chief (or authorized designee) to verify certification task book completion by signing the appropriate paragraph under Authorities.
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 review of your completed certification task book, State Fire Training will authorize 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 your certification task book with 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  
Attn: Certification Section  
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.
Task Book Requirements

Experience

The candidate meets one of the following requirements for experience:

☐ 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

or

☐ A combination of full-time paid or part-time/volunteer experience equal to two years’ full-time paid experience in a California fire agency as a fire fighter performing suppression duties

- Part-time/volunteer to full-time paid ratio is 2:1 (for example, two months part-time/volunteer = one month full-time paid)

Rank or Position

The candidate meets the following qualifications for rank or position. Performing in an acting capacity does not qualify.

<table>
<thead>
<tr>
<th>Rank or Position</th>
<th>Agency</th>
<th>Appointment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointed to the rank of Company Officer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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)

   Date Completed ________________________________  Evaluator Verification

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)

   Date Completed ________________________________  Evaluator Verification

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)

   Date Completed ________________________________  Evaluator Verification

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. (1021/4.2.1)

   Date Completed ________________________________  Evaluator Verification
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. (1021/4.2.2)

Date Completed __________________________ Evaluator Verification __________________________

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. (1021/4.2.3)

Date Completed __________________________ Evaluator Verification __________________________

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. (1021/4.2.4)

Date Completed __________________________ Evaluator Verification __________________________

8. Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed. (1021/4.2.5)

Date Completed __________________________ Evaluator Verification __________________________

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. (1021/4.2.6)

Date Completed __________________________ Evaluator Verification __________________________
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. (1021/5.2.1)

   Date Completed ________________________________ Evaluator Verification ________________________________

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. (1021/5.2.2)

   Date Completed ________________________________ Evaluator Verification ________________________________

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. (1021/5.2.3)

   Date Completed ________________________________ Evaluator Verification ________________________________

**Community and Government Relations**

13. Initiate action on a community need, given policies and procedures, so that the need is addressed. (1021/4.3.1)

   Date Completed ________________________________ Evaluator Verification ________________________________

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. (1021/4.3.2)

   Date Completed ________________________________ Evaluator Verification ________________________________

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. (1021/4.3.3)

   Date Completed ________________________________ Evaluator Verification ________________________________
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. (1021/5.3.1)

Date Completed ___________________________ Evaluator Verification ___________________________

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)

Date Completed ___________________________ Evaluator Verification ___________________________

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. (1021/4.4.1)

Date Completed ___________________________ Evaluator Verification ___________________________

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. (1021/4.4.2)

Date Completed ___________________________ Evaluator Verification ___________________________

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. (1021/4.4.3)

Date Completed ___________________________ Evaluator Verification ___________________________
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. (1021/4.4.4)

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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. (1021/4.4.5)

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23. Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution. (1021/5.4.1)

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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. (1021/5.4.2)

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25. Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding. (1021/5.4.3)

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26. Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly. (1021/5.4.4)

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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.] (1021/5.4.5)

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. (1021/5.4.6)

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 (1021/4.5.1)

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 (1021/4.5.2)

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. (1021/4.5.3)
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. (1021/5.5.1)

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. (1021/4.6.1)

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. (1021/4.6.2)

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.

Single-unit incident (1021/4.6.3):

Multiunit incident (1021/5.6.2):
36. 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. (1021/5.6.1)

   Date Completed  Evaluator Verification

37. 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. (1021/5.6.3)

   Date Completed  Evaluator Verification

**Health and Safety**

38. 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. (1021/4.7.1)

   Date Completed  Evaluator Verification

39. 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. (1021/4.7.2)

   Date Completed  Evaluator Verification

40. 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. (1021/4.7.3)

   Date Completed  Evaluator Verification
41. 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. (1021/5.7.1)

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**Wildland Fire Officer I**

42. Respond to requests for incident information given policies and procedures of the AHJ, so that response is accurate, within the policies, and timely. (1051/7.1.2)

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43. 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. (1051/7.2.2)

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44. 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. (1051/7.2.3)

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45. 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. (1051/7.2.4)

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46. 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. (1051/7.5.2)

47. 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. (1051/7.5.3)

48. Establish an incident command post (ICP), given AHJ policies and procedures, so that the location is correctly sited, clearly identified, and communicated to personnel. (1051/7.5.4)

49. 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. (1051/7.5.5)

50. Maintain incident records, given agency policies and procedures and applicable forms, so that required information is documented. (1051/7.5.6)

51. 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. (1051/7.5.7)
52. 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. (1051/7.5.8)

53. 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. (1051/7.5.9)

54. 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. (1051/7.5.10)

55. 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. (1051/7.5.11)

56. 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. (1051/7.5.12)
57. 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. (1051/7.5.13)

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58. 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. (1051/7.5.14)

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59. 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. (1051/7.5.15)

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Authorities

Candidate

Candidate: ___________________________________________________

Candidate’s Printed Name

I, the undersigned, am the person applying for certification. I hereby certify under penalty of perjury under the laws of the State of California, that completion of all experience, rank, and job performance requirements made 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 or revocation.

_____________________________________________  _______________________
Candidate’s Signature  Date

Candidate’s Fire Chief

Candidate’s Fire Chief: _____________________________________________

Fire Chief’s (or Authorized Designee’s) Printed Name

I, the undersigned, am the person authorized to verify the candidate’s experience, rank, and job performance requirements. I hereby certify under penalty of perjury under the laws of the State of California, that completion of all experience, rank, and job performance requirements made 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.

_____________________________________________  _______________________
Fire Chief’s (or Authorized Representative’s) Signature  Date
Review and Approval

This section is for State Fire Training use only.

**State Fire Training Review**

I have reviewed this certification task book and verify that it is:

- [ ] Complete
- [ ] Incomplete

(See attached form for required revisions or corrective action.)

___________________________________________________  ______________
State Fire Training Representative’s Signature  Date

**Certification Issued**

I verify that the candidate has met all requirements for this job function certification.

___________________________________________________  ______________
State Fire Training Representative’s Signature  Date
The following individuals have the authority to verify portions of this certification task book using the signature or initials recorded below.

Name: ______________________________________ (print)
Job Title: _____________________________________ (print)
Organization: ____________________________________ (print)
Signature: ______________________________________ (sign)

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This document is intended to provide information for all State Fire Training (SFT) stakeholders on new Company Officer curriculum and certification requirements. Stakeholders are encouraged to study this information carefully and seek clarification from SFT if questions arise.

**New Company Officer (2014) curriculum and certification requirements will be phased in for the California Fire Service Training and Education System. A new Certification Training Standard (CTS) and six (6) Course Plans have been developed based on current National Fire Protection Association (NFPA) Standards which includes NFPA 1021, Standard for Fire Officer Professional Qualifications (2014), NFPA 1051, Professional Qualifications for Wildland Fire Fighter, and NFPA 1041, Standard for Fire Instructor Professional Qualifications (2012). In addition to the NFPA requirements, two other courses are required based on national and state mandates. IS-200.B meets the ICS requirement per Homeland Security Presidential Directive–5 and Hazardous Materials Incident Commander satisfies the requirements found in the California Code of Regulations, Title 8, Section 1592. The CTS and Course Plans are available on the SFT website.**

### New Courses for Company Officer Certification

- Human Resources Management for Company Officers (40 hours)
- General Administration Functions for Company Officers (20 hours)
- Fire Inspections and Investigations for Company Officers (40 hours)
- All Risk Command Operations for Company Officers (40 hours)
- Wildland Incident Operations for Company Officers (40 hours)
- Instructional Methodology (40 hours)
- IS-200.B, Incident Command Operations I (requirement for certification)
- Hazardous Materials Incident Commander (requirement for certification)

**Fire Officer Certification to Company Officer Certification Change Timeline**

- **July 1, 2014**: Transition Period
- **December 31, 2016**: Full Implementation

- Company Officer Curriculum/Certification
- Fire Officer Curriculum/Certification
- Company Officer Curriculum/Certification
**Existing Fire Officer** Certification and courses will continue to be available until December 31, 2016 for those candidates that find it most advantageous to continue pursuing this certification track. Candidates must choose to meet either the existing Fire Officer or the new Company Officer certification requirements as a cross over between the two will not be allowed.

**Certification Testing:** In response to Blueprint 2020 stakeholder comments, certification examinations will become a standardized process statewide. SFT anticipates implementation of certification examinations for Company Officer Certification at a future date.

**Task Books/Application Form:** Implementation of the new Company Officer (2014) requires that candidates complete a comprehensive task book. This task book covers all of the job performance requirements contained in the aforementioned professional qualification standards and CTS. The task book will be made available to candidates by SFT upon completion of all course work and with authorization from their employer. Occupational experience will be verified by the Fire Chief or designee on file signing the task book upon completion. In addition a new application form will be implemented.

**TRANSITION PERIOD**………………………….……………...…….Effective July 1, 2014—December 31, 2016

SFT recognizes that many candidates are vested in the current Fire Officer Certification track and, therefore, the existing Fire Officer Curriculum and Certification requirements will be available for those candidates during the transition period. Candidates entering the certification system should enroll in the new Company Officer courses and comply with the new Company Officer Certification requirements. Cross over between courses will not be allowed.

**COURSE/CERTIFICATION PHASE OUT**……………………………………………….Effective December 31, 2016

Effective December 31, 2016 Fire Officer Certification will no longer be supported by SFT and will be retired. Courses from this retired certification track with viable content may be reconfigured in some form as FSTEP courses.

**INSTRUCTOR REQUIREMENTS**…………………………………………………………..Effective July 1, 2014

Instructors for the new Company Officer courses must continue to meet the SFT requirements for Registered Instructor. All current registered instructors must attend an Instructor Update Course prior to instructing any of the new Company Officer courses. In addition, the following transition exceptions apply:

**Human Resources Management for Company Officers:** Current Fire Management I Instructors are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content.

**General Administration Functions for Company Officers:** Current Fire Management I Instructors are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content.

**Fire Inspections and Investigation for Company Officers:** Current Fire Prevention 1 Instructors are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content.
**All Risk Command Operations for Company Officers:** Current Command 1A Instructors are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content.

**Wildland Incident Operations for Company Officers:** Current Command 1C Instructors are authorized to deliver this course. New instructors will be required to either complete the new course or apply for a PACE II review of their instructor qualifications, including appropriate education and practical experience relating to course content.

**Instructional Methodology:** Refer to Fire Instructor Implementation Plan dated ____________.

**POTENTIAL AGENCY IMPACTS**

Fire agencies utilizing the existing Fire Officer Certification or Curriculum as a requirement for their recruitment/promotion activities need to review the new Company Officer Curriculum and certification requirements to be sure that all agency training needs are being met. After review, Fire Agencies should update their job specifications and recruitment documentation to reflect these new courses and certification requirements. Fire agencies should also evaluate how these new courses and certification requirements will impact their existing labor agreements.

Accredited Regional Training Programs (ARTP), Accredited Local Academies (ALA), community colleges and all other local delivery venues need to review the curriculum and seek approval from their curriculum committee/program sponsor, as appropriate. ARTPs should review the new Company Officer curriculum and discuss potential impacts with their advisory committees.