FIRE OFFICER

Approved and Adopted by the
Office of State Fire Marshal

Recommended for adoption by the
Statewide Training and Education
Advisory Committee and the
State Board of Fire Services

CERTIFICATION TRAINING STANDARDS

2007 EDITION

California Department of Forestry and Fire Protection

State Fire Training

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State Fire Training

Mission Statement

The mission of State Fire Training is to enable the California fire service to safely protect life and property through education, training, and certification.

California Fire Service 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.

The role of CFSTES is one of facilitating, coordinating, and assisting in the development and implementation of standards and certification for the California fire service. CFSTES manages the California Fire Academy System by providing standardized curriculum and tests; accredited courses leading to certification; approved standardized training programs for local and regional delivery; administering the certification system; and publishing Career Development Guides, Instructors Guides, Student Manuals, Student Supplements, and other related support materials.

This system is as successful and effective as the people involved in it are. It is a fire service system developed by the fire service, for the fire service... and we believe it is the best one in the country.

Acknowledgments

State Fire Training coordinated the development of the material contained in this guide. Before its publication, the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS) recommended this guide for adoption by the State Fire Marshal (SFM). This guide is appropriate for fire service personnel and for personnel in related occupations that are pursuing State Fire Training certification.

Ruben Grijalva Director of CDF	
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Special acknowledgement and thanks are extended to the following member of State Fire Training for her diligent efforts and contributions that made the final publication of this document possible.

Alicia Hamilton Fire Service Training Specialist

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The material contained in this document was compiled and organized through the cooperative effort of numerous professionals within, and associated with, the California fire service. We gratefully acknowledge the individuals who served as principal developers for this document.

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"We gratefully acknowledge the hard work and accomplishments of those before us who built the solid foundation on which this program continues to grow."

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Introduction

A Certification Training Standards (CTS) Guide is developed for each rank in the fire service -- fire fighter, driver/operator, fire instructor, fire officer, etc. The CTS Guide lists every responsibility a person is expected to complete and a student performance goal that includes a measurable minimum performance standard. In addition, a comprehensive list of reference resources is provided. The CTS Guide has several valuable uses:

1. It is the foundation for the certification programs recommended for adoption by the SBFS. Any certification program must be based upon job-related knowledge and measurable objectives.
2. It provides measurable minimum performance standards. The validity and reliability of fire service entrance and promotional examinations can be more easily defended when such measurable standards are utilized.

   These performance standards will need to be augmented by additional training in order to master the knowledge and skills needed for specialized operations.
3. It lists a variety of reference resources that may be studied in order to enhance job performance. A student can be confident that any eventual testing will be based upon the authoritative resources being studied. It is this fostering of individual confidence and initiative, which may become the most important accomplishment of the CTS Guide.

Format

The following is the standardized format for a Certification Training Standards Guide.

Title

The title should be written as concise as possible and provides the first indication that the standard is cognitive, psychomotor, or both. This indication is accomplished by using corresponding verbs. A task title might be, "Describe and Demonstrate the Use of Ropes." This shows that there are both cognitive and psychomotor requirements.

Authority

Each CTS is keyed, when possible, to a subsection of the appropriate National Fire Protection Association (NFPA) Professional Qualifications. Because of this correlation between the CTS Guide and the NFPA standard, it can be said that each fire service position in California's certification system meets or exceeds the corresponding NFPA standard. In order to achieve this and satisfy the desired performance for California fire service personnel, a standard that the NFPA has designated for a particular level (Fire Officer V for example) may be included in California's Fire Officer requirements. Moreover, in some instances, because of repetition in the NFPA standard, several subsections might be cited for a single CTS.

In other instances, California may have a requirement that has been overlooked or neglected by the NFPA. When there is no NFPA subsection in the standard to cite, the authority requiring the standard, or a performance within the standard, is listed. In most cases, the authority cited is the State Fire Marshal or California Code of Regulations. These requirements are printed in *italics*.

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Level

Three levels of learning are used in a CTS Guide. These levels are defined as:

Level I: Knowledge

- The recall or recognition of previously learned material (facts, theories, etc.) in essentially the same form as taught. Students will be able to name, match, list, and identify a concept, principle, or object.

Level II: Comprehension

- The ability to grasp the meaning of pieces of information in order to form concepts, principles, generalizations, and to perform single skills. Students will be able to describe and demonstrate the use of an identified concept, principle, or object.

Level III: Application

- The ability to take the concepts, principles, and skills learned at the comprehension level and put them to use when confronted with new problem situations. Students will be able to solve problems, develop methods, perform under actual conditions, and analyze the interrelationships within a concept or the relationship of a concept with other facts.

OAC#

The CTS is linked to the appropriate section of the *"California Fire Service Occupational Analysis."*

Performance Goal

The heart of the CTS Guide is contained in the performance goals. They attempt to specifically measure what a student knows or is capable of doing at the end of the instructional period by defining the amount of technical knowledge required or the skill of the psychomotor performance. The performance goal provides the instructor or testing agency with these guidelines.

1. What the student should be given to accomplish the CTS.
2. What the student should be able to accomplish.
3. How well the student should perform.
4. The authoritative reference resources being employed.

Given

Technically, the performance goal differs from a student behavioral objective (in a lesson plan) because the "Given" or "Condition" sections are not the same. In a behavioral objective, the "Condition" contains what the student is given at the time of testing. In a performance goal, the "Given" contains a block of information necessary for a student to study and accomplish the corresponding performance.

Performance

The "Performance" section of the performance goal lists, in detail, what a student must accomplish in order to satisfy the CTS. Four operative verbs are used in this section:

1. *Identify* means that a Level I cognitive response (written or verbal) is required from the student.

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2. *Describe* means that a Level II cognitive response (written or verbal) is required from the student.
3. *Demonstrate* means that some physical response is required so that the student's psychomotor skills or cognitive product can be judged, and is not necessarily tied to a level of learning.
4. *Analyze* means that a Level III cognitive response (written or verbal) is necessary, most often in an in-depth analysis of a concept, problem, or other situation.

To cut down on the sheer size of the CTS Guide, the many details included in the "Performance" section precluded the necessity of writing a series of task analyses on closely related subjects. For example, when talking about heat, smoke, and flame detection systems, it became possible to write:

1. Demonstrate how to tie knots and hitches used by the fire service, which ***shall*** include:
   - Family of figure eight knot
   - Square knot
   - Half hitch
   - Bowline
   - Bowline on a bight
   - Clove hitch
   - Half sheep shank with safety

Generally, but not always, each numbered item in the "Performance" is a job. Sometimes, however, many jobs are included in a single numbered item. In this case, each bullet represents a single job.

Standard

The "Standard" section of the performance goal identifies how the student will be evaluated. For cognitive requirements, the standard will be with a minimum 80% accuracy on a written exam. For psychomotor requirements, the standard will be by completing all operations on a performance test. In the cases where the CTS has both psychomotor and cognitive performance goals, the standard will list both the written exam and a performance test.

Learning Resources

A list of available authoritative reference resources supporting the performance goal.

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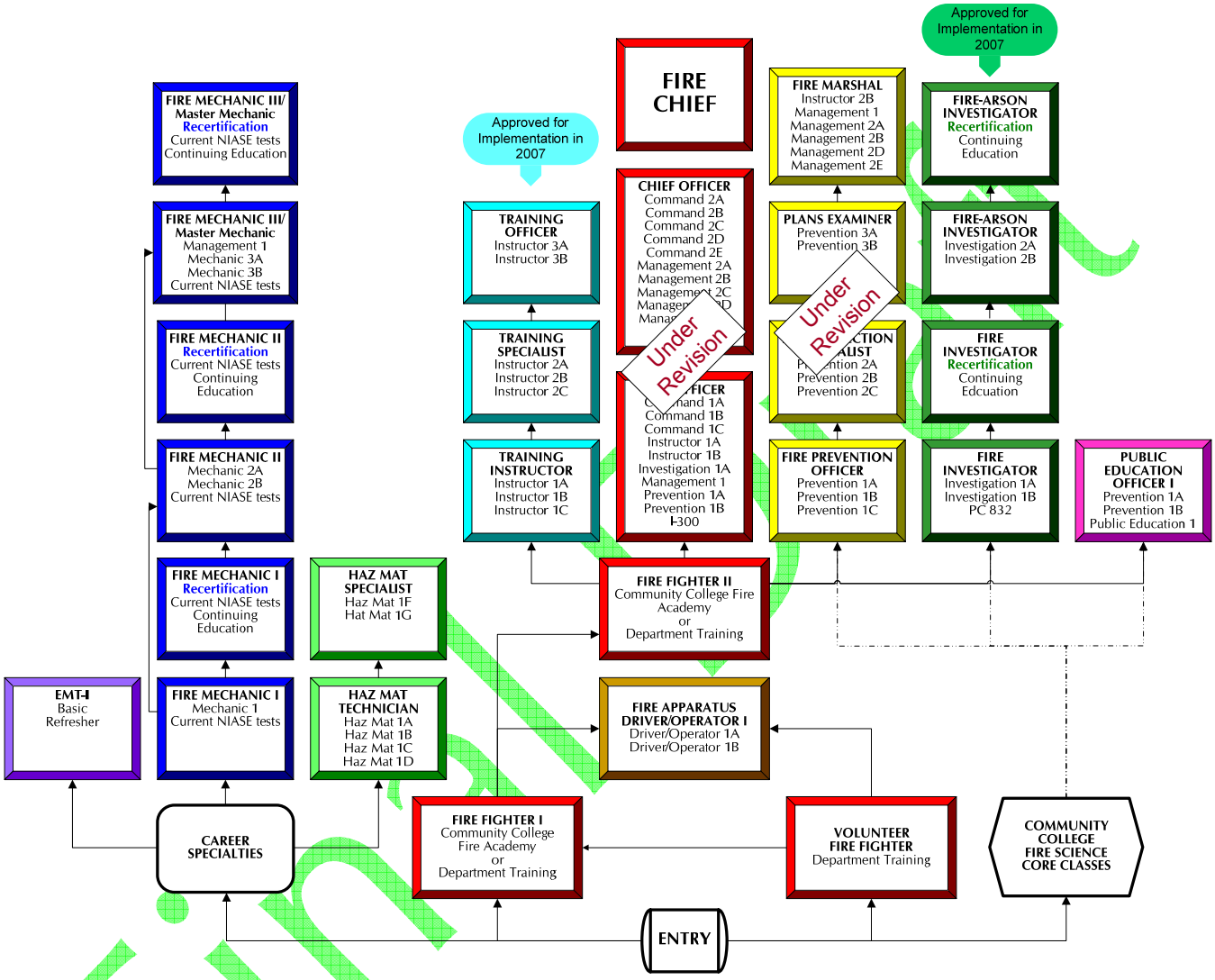

The above information only identifies the educational requirements for each level of certification. In addition to the courses listed above, each level of certification requires a minimum experience in the subject area and/or certification prerequisites. For complete information, refer to the State Fire Training Polices and Procedures Manual. - - - - - - line = alternate prerequisite available

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HUMAN RESOURCES MANAGEMENT

#1. Describe Principles Of Leadership For The Fire Officer

AUTHORITY: 2003 NFPA 1021: Section 5.2.1(A)
LEVEL: II
OAC#: XVI-A-3

PERFORMANCE GOAL

GIVEN:

1. A summary of leadership styles
2. A summary of the advantages and disadvantages of leadership styles
3. A summary of personal leadership traits

PERFORMANCE:

1. Describe leadership styles, which ***shall*** include:
   - Command presence
   - Concepts
   - Models
   - Theories
2. Describe the advantages and disadvantages of the leadership styles
3. Describe personal leadership traits

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Effective Supervisory Practices, ICMA
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett
- ❒ Leading Others, Section 2, International Public Safety Leadership and Ethics Program

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HUMAN RESOURCES MANAGEMENT

#2. Describe Assigning Tasks And Responsibilities To Company Members

AUTHORITY: 2003 NFPA 1021: Sections 4.2.1, 4.2.1(A), 4.2.1(B), 4.2.2, 4.2.2(A), 4.2.2(B), 4.2.3, 4.2.3(A), 4.2.3(B), 4.2.6, 4.2.6(A), and 4.2.6(B)

LEVEL: II

OAC#: XVI-B-19 and 20

PERFORMANCE GOAL

GIVEN:

1. A summary on a system for planning projects, tasks, and jobs
2. A summary of the procedures for organizing and prioritizing work
3. A summary of how to communicate written and verbal orders
4. A summary on how work is directed by delegating, initiating, and following up so assignments are completed as communicated
5. A summary of tools available to manage a project, task, or job
6. A summary of making personnel assignments and delegating authority

PERFORMANCE:

1. Describe a system of planning projects, tasks, and jobs
2. Describe the procedures for organizing and prioritizing work
3. Describe how to communicate written and verbal orders, which ***shall*** include:
   - Assignments under stressful situations
   - Methods of confirming an understanding
   - Techniques used to convey orders
   - Types
4. Describe how work is directed by delegating, initiating, and following up so assignments are completed as communicated
5. Describe tools available to manage a project, task, or job, which may include:
   - Calendars
   - Computer software
   - Day planner
   - Gantt charts
   - Planning worksheet
6. Describe making personnel assignments and delegating authority to best utilize personnel

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

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REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Effective Supervisory Practices, ICMA
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

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HUMAN RESOURCES MANAGEMENT

#3. Analyze, Describe, And Demonstrate The Fire Officer's Role In Interpreting And Implementing Department Policies

AUTHORITY: 2003 NFPA 1021: Sections 4.4.1, 4.4.1(A), and 4.4.1(B)
LEVEL: II
OAC#: XVI-B-14

PERFORMANCE GOAL

GIVEN:

1. A summary of considerations regarding the implementation of policies
2. A list of policies which may be used by a fire department
3. An issue that requires a new policy or a change to an existing policy

PERFORMANCE:

1. Analyze and describe how a given policy may affect the officer, the crew, and the department
2. Describe why accuracy, clarity, and impartiality are important in interpreting and implementing department policies
3. Analyze and demonstrate how to implement a policy
4. Demonstrate writing a proposal for a new policy or a change to an existing policy

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Effective Supervisory Practices, ICMA
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

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HUMAN RESOURCES MANAGEMENT

#4. Describe And Demonstrate How Organizational Relations And Supervision Affect Group And Individual Behavior Within A Fire Company

AUTHORITY: 2003 NFPA 1021: Sections 5.2.1, 5.2.1(A), 5.2.1(B), 6.2.4(A), and 6.2.4(B)
LEVEL: II
OAC#: XVI-A-4

PERFORMANCE GOAL

GIVEN:

1. A summary of topics affecting individual and group behavior
2. A summary of fire department personnel procedures

PERFORMANCE:

1. Describe how each of the topics above affects group and or individual behavior, which ***shall*** include:
   - Company policy
   - Emotional and behavioral characteristics of individuals and working groups
   - Emotional status
   - Gaining cooperation
   - Handling complaints and disputes
   - Handling problem workers
   - Introducing changes
   - Job attitude
   - Motivating workers
   - Supervisory cooperation
   - Understanding people
2. Describe and demonstrate the application of management psychology to achieve group cooperation and fulfill supervisory responsibilities
3. Describe the fire officer's role in implementing fire department personnel procedures, which ***shall*** include:
   - Acting pay
   - Compensation
   - Discharge procedures
   - Disciplinary procedures
   - Other benefits
   - Promotions
   - Sick leave
   - Transfers
   - Vacation

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STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Effective Supervisory Practices, ICMA
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett
- ❒ Leading Others, Section 2, International Public Safety Leadership and Ethics Program

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HUMAN RESOURCES MANAGEMENT

#5. Describe And Demonstrate Actions To Maximize Company Member Performance

AUTHORITY: 2003 NFPA 1021: Sections 4.2.4, 4.2.4(A), 4.2.4(B), 5.2.1, and 5.2.1(B)
LEVEL: II
OAC#: XVI-B-16

PERFORMANCE GOAL

GIVEN:

1. A summary of coaching and mentoring techniques
2. A summary of interview techniques
3. A summary of counseling techniques
4. A summary of corrective actions that can be used to change behavior
5. A summary of team-building techniques
6. An actual or simulated personnel situation

PERFORMANCE:

1. Describe coaching and mentoring techniques
2. Describe interviewing techniques for problem identification
3. Describe counseling techniques
4. Describe corrective actions used to change behavior in company members
5. Describe the techniques used in team building
6. Demonstrate counseling a company member in a simulated personnel situation

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Effective Supervisory Practices, ICMA
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett
- ❒ Leading Others, Section 2, International Public Safety Leadership and Ethics Program

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HUMAN RESOURCES MANAGEMENT

#6. Describe The Performance Evaluation Process

AUTHORITY: 2003 NFPA 1021: Sections 5.2.2, 5.2.2(A), and 5.2.2(B)
LEVEL: II
OAC#: XV-C-5 and XVI-D-6

PERFORMANCE GOAL

GIVEN:

1. A summary of personnel records and evaluation forms
2. A summary of evaluation methods and techniques
3. A summary of common errors in evaluating
4. A summary of how to conduct a performance evaluation

PERFORMANCE:

1. Describe types of personnel records and evaluation forms
2. Describe evaluation methods and techniques, which ***shall*** include:
   - Agency policies
   - Human resource polices and procedures
   - Job requirements and descriptions
   - Supervisory notes
3. Describe common errors found in performance evaluations
4. Describe how to conduct a performance evaluation, which ***shall*** include:
   - Oral and written communication
   - Planning the evaluation

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Analyzing Performance Problems, Robert F. Mager and Peter Pipe, Center for Effective Performance
- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Effective Supervisory Practices, ICMA
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

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HUMAN RESOURCES MANAGEMENT

#7. Describe Fire Service Labor Relations Agreements

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: I-A-7 and XVI-D-10

PERFORMANCE GOAL

GIVEN:

1. *A summary of fire service labor relations agreements*
2. *A summary of the advantages and disadvantages of fire service labor relations agreements*
3. *A summary of what is involved in negotiating an agreement*

PERFORMANCE:

1. *Describe a fire service labor relations agreement, which **shall** include:*
   - *Definitions*
   - *Labor and management recognition*
   - *Pertinent California and federal law*
2. *Describe the advantages and disadvantages of fire service labor relations agreements*
3. *Describe what is involved in negotiating an agreement*

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Effective Supervisory Practices, ICMA
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett
- ❒ The Rights of Firefighters, Will Aitchison, Labor Relations Information System

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HUMAN RESOURCES MANAGEMENT

#8. Describe Resolving Labor/Management Issues

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: XVI-B-2

PERFORMANCE GOAL

GIVEN:

1. *A summary of typical labor/management issues*
2. *A summary of the various processes used in resolving labor/management issues*
3. *A summary of methods used to deal with grievances*

PERFORMANCE:

1. *Describe typical labor/management issues, which **shall** include:*
   - *Hours*
   - *Wages*
   - *Working conditions*
2. *Describe the various processes used in resolving labor/management issues*
3. *Describe the methods used to deal with grievances*

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Effective Supervisory Practices, ICMA
- ❒ Fire Chief's Handbook, Fire Engineering Books
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett
- ❒ Managing Fire and Rescue Services, ICMA
- ❒ The Rights of Firefighters, Will Aitchison, Labor Relations Information System

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HUMAN RESOURCES MANAGEMENT

#9. Describe The Fire Officer's Supervisory Role and Responsibilities

AUTHORITY: 2003 NFPA 1021: Section 4.2.6(A)
LEVEL: II
OAC#: XVI-B-6

PERFORMANCE GOAL

GIVEN:

1. A summary of the roles and responsibilities of the fire officer
2. A summary of the transition from follower to leader
3. A summary of the differences between leading and managing
4. A summary of methods for setting goals
5. A summary of techniques for communicating the organization's mission, vision, and values
6. A summary of managing change
7. A summary of ethical decision-making concepts

PERFORMANCE:

1. Describe the roles and responsibilities of the fire officer
2. Describe the transition from follower to leader
3. Describe the differences between leading and managing
4. Describe the methods for setting goals
5. Describe the techniques for communicating the organization's mission, vision, and values
6. Describe managing change
7. Describe ethical decision-making concepts

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Effective Supervisory Practices, ICMA
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett
- ❒ Leading Others, Section 2, International Public Safety Leadership and Ethics Program

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HUMAN RESOURCES MANAGEMENT

#10. Describe The Fire Officer's Legal Responsibilities Relating To Human Resources

AUTHORITY: 2003 NFPA 1021: Sections 4.2.5 and 4.2.5(A)
LEVEL: II
OAC#: I-A-6 and XVI-D-9

PERFORMANCE GOAL

GIVEN:

1. A summary of the fire officer's legal responsibilities relating to human relations

PERFORMANCE:

1. Describe the fire officer's legal responsibilities relating to human relations, which ***shall*** include:
   - Affirmative Action (AA)
   - Americans with Disabilities Act (ADA)
   - Civil Rights Act
   - Cultural diversity
   - Equal Employment Opportunity (EEO/EEOC)
   - Fair Labor Standards Act (FLSA)
   - Family Medical Leave Act (FMLA)
   - Hostile work environment
   - Sexual harassment
   - Worker's compensation

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ 29 CFR, U.S. Department of Labor, Occupational Health and Safety Administration
- ❒ California Code of Regulations, Title 8, Division of Occupational Health and Safety
- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

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HUMAN RESOURCES MANAGEMENT

#11. Describe Methods For Promoting The Professional Development Of Company Members

AUTHORITY: 2003 NFPA 1021: Section 6.2.4
LEVEL: II
OAC#: I-B-3

PERFORMANCE GOAL

GIVEN:

1. A summary of methods for developing a professional development plan for company members
2. A summary of educational and vocational learning opportunities
3. A summary of certifications, qualifications, and standards for various fire service positions
4. A summary of opportunities found within fire service organizations and community service clubs

PERFORMANCE:

1. Describe methods for developing a professional development plan for company members
2. Describe the educational and vocational learning opportunities, which ***shall*** include:
   - CFFJAC
   - Colleges and universities
   - FESHE
   - Job exchange
   - IAFC Officer Development Handbook
   - NETC (NFA/EMI)
   - SFT
   - Training conferences
3. Describe the certifications, qualifications, and standards needed for various fire service positions
4. Describe the opportunities found within fire service organizations and community service clubs

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Effective Supervisory Practices, ICMA

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- ❒ Fire and Emergency Services Higher Education (FESHE) National Model
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett
- ❒ NETC (NFA/EMI) Course and Publication Catalog
- ❒ Officer Development Handbook, IAFC

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HUMAN RESOURCES MANAGEMENT

#12. Describe The Fire Officer's Role In The Promotional Process

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: XVI-D-1

PERFORMANCE GOAL

GIVEN:

1. *A summary of factors in participating in a planned promotional process*
2. *A summary of factors in evaluating candidates*
3. *A summary of scoring methods and considerations*

PERFORMANCE:

1. *Describe factors in participating in a planned promotional process, which **shall** include:*
   - *Developing and reviewing test components*
   - *Proctoring and/or administering test components*
   - *Role playing in simulations*
   - *Subject-matter expertise*
2. *Describe factors in evaluating candidates, which **shall** include:*
   - *Interviewing candidates*
   - *Observing psychomotor performance*
3. *Describe scoring methods and considerations*

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Effective Supervisory Practices, ICMA
- ❒ Employee Performance: Appraisal and Management, ICMA
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

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COMMUNITY AND GOVERNMENT RELATIONS

#13. Describe Community Characteristics That Affect Fire Department Services And The Social Services Available To Assist The Fire Department To Meet The Needs Of A Community

AUTHORITY: 2003 NFPA 1021: Sections 4.3.1, 4.3.1(A), 4.3.1(B), 4.3.2, 4.3.2(A), 4.3.2(B), 4.3.3, 4.3.3(B), 4.3.4(A), and 4.3.4(B)

LEVEL: II

OAC#: XVI-B-8

PERFORMANCE GOAL

GIVEN:

1. A summary of factors that can affect the needs and behavior of groups within a community
2. A summary of local social service agencies and organizations that may be called to provide service within a community
3. An example of a citizen's concern regarding a specific service
4. A public inquiry
5. A department's policies and procedures related to public requests for services and information
6. A summary of the role of the fire officer in public education

PERFORMANCE:

1. Describe how the factors listed can impact the services provided and relations between a group within a community and the fire department
2. Describe local social service agencies and organizations that are available to respond to community needs
3. Describe an appropriate response to a citizen's concern, with consideration of department policies and procedures
4. Describe the role of the fire officer in public education, which ***shall*** include:
   - Community Emergency Response Teams (CERT)
   - Customer service
   - Defensible space
   - Fire and life safety education
   - Public information and inquiries
   - Risk reduction
   - Trauma Intervention Program (TIP)

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

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REFERENCE RESOURCES

- ❒ Community Emergency Response Teams, FEMA
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett
- ❒ Local social service agencies and organizations

Final Draft

ADMINISTRATION

#14. Describe And Demonstrate Developing An Administrative Report

AUTHORITY: 2003 NFPA 1021: Sections 5.4.5, 5.4.5(A), and 5.4.5(B)
LEVEL: II
OAC#: XVI-B-13

PERFORMANCE GOAL

GIVEN:

1. A summary of the need for an administrative report to cover trends, variances, justifications, or other related topics
2. A summary of the components of an administrative report
3. A summary on how to gather and interpret data needed for an administrative report
4. Simulated or actual data needed to complete an administrative report

PERFORMANCE:

1. Describe the need for an administrative report to cover trends, variances, justifications, or other related topics
2. Describe the components of an administrative report, which may include:
   - Actions
   - Background (history)
   - Justifications
   - Options
   - Progress
   - Recommendations
   - Statement of the problem or issue (description)
3. Describe and demonstrate how to gather and interpret data needed for an administrative report
4. Demonstrate how to prepare an administrative report for transmittal to a supervisor

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Effective Supervisory Practices, ICMA
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

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ADMINISTRATION

#15. Describe And Demonstrate Completing Records and Reports

AUTHORITY: 2003 NFPA 1021: Sections 4.4.2, 4.4.2(A), and 4.4.2(B)
LEVEL: II
OAC#: XIII-A-1, 7, 9, 13, 16, 20, 23, 24, 30, and 32

PERFORMANCE GOAL

GIVEN:

1. A summary of the purpose and function of records and reports
2. A summary of the appropriate context of most records and reports
3. A summary of the need for and benefits of proper documentation, accuracy, and completeness
4. A summary of the confidentiality and privacy requirements

PERFORMANCE:

1. Describe the purpose and function of records and reports, which may include:
   - Accident/injury
   - Daily logs and activity reports
   - Exposure
   - Incident
   - Inspection records
   - Maintenance and use
   - Memoranda and letters
   - Personnel
   - Training records
   - Worker's compensation
2. Describe the appropriate context of most records and reports, which ***shall*** include:
   - Appropriate and descriptive terminology
   - Correct grammar, spelling, and syntax
   - Detailed and organized narrative
   - Only known facts
   - The who, what, when, where, why, and how
3. Describe the need for and benefits of proper documentation, accuracy, and completeness
4. Describe the confidentiality and privacy requirements

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

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REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

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INSPECTION AND INVESTIGATION

#16. Describe Fire Prevention

AUTHORITY: 2003 NFPA 1021: Sections 4.4.2, 4.4.2(A), 4.4.2(B), 5.5.1, 5.5.1(B), 6.5.1(A), and the *State Fire Marshal*

LEVEL: II

OAC#: XI-A-1, 2, 3, 4, 5, 7, XI-B-1, 6, 7, and X-A, B

PERFORMANCE GOAL

GIVEN:

1. A summary of national fire prevention and building codes and ordinances
2. A summary of local fire problems
3. A summary of representative local regulations and/or ordinances for the issuance of licenses or permits
4. A summary of the licenses or permits required for the sale, use, storage, or possession of hazardous materials within the local jurisdiction
5. A summary of the processes, procedures, or business operations within the jurisdiction that requires licenses and/or permits
6. A summary of the legally established responsibilities and empowerment related to the performance of the duties of a fire inspector
7. *A summary of the jurisdictional organizations that have requirements or conduct inspections relating to life safety or fire prevention*
8. *A summary of the assistance that can be obtained from local organizations when correcting hazards*
9. A summary of the basic features of the state and national reporting system
10. A summary of basic public education and public relations efforts

PERFORMANCE:

1. Describe national fire prevention codes
2. Describe national building codes and ordinances
3. Describe local fire problems, which ***shall*** include:
   - How demographic or governmental structures might affect fire protection activities
   - The relationship of local fire problems to state or national fire problems
4. Describe local regulations for the issuance of licenses or permits, which may include:
   - Application procedures
   - Compliance required
   - Required inspections
   - Retention permits
   - Revocation of permits

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5. Describe the licenses or permits required for the sale, use, storage, or possession of hazardous materials within the local jurisdiction
6. Describe the processes, procedures, or business operations within the jurisdiction that requires licenses and/or permits
7. Describe the legally established responsibilities and empowerment related to the performance of the duties of a fire inspector
8. *Describe the jurisdictional organizations that have requirements or conduct inspections relating to life safety or fire prevention*
9. *Describe the assistance that can be obtained from local organizations when correcting hazards*
10. Describe the basic features of the state and national reporting system
11. Describe basic public education and public relations efforts

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ California Building Code
- ❒ California Electrical Code
- ❒ California Fire Code
- ❒ California Mechanical Code
- ❒ California Penal Code, Section 832
- ❒ California Plumbing Code
- ❒ Model fire, building, electrical, plumbing, and mechanical codes
- ❒ NFPA 101: Life Safety Code, National Fire Protection Association
- ❒ Fire Inspector Guide, Northern California Fire Prevention Officers
- ❒ Fire Protection Handbook, NFPA, Section 2
- ❒ Sample local amendments to model and state codes
- ❒ Sample local ordinances related to fire/life safety, hazardous materials storage, and regulation

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INSPECTION AND INVESTIGATION

#17. Describe The Elements Of A Company Fire Inspection Program

AUTHORITY: 2003 NFPA 1021: Sections 4.4.2, 4.4.2(A), 4.4.2(B), 5.5.1, 5.5.1(A), and 5.5.1(B)

LEVEL: II

OAC#: XI-A-2

PERFORMANCE GOAL

GIVEN:

1. A summary of the importance of fire prevention compliance
2. A summary of the need for conducting a fire inspection on all occupancy types
3. A summary of the different types of fire inspection records, reports, and forms
4. A summary of the information contained in the various fire inspection records and reports
5. A summary of code enforcement and appeals process
6. A summary of sources for code enforcement procedures
7. A summary of required licenses and/or permits for business operations
8. A summary of general fire safety code requirements and regulations

PERFORMANCE:

1. Describe the importance of fire prevention compliance
2. Describe the need for conducting a fire inspection *on all occupancy* Describe the different types of fire inspection records, reports, and forms
3. Describe the information contained in the various fire inspection records and reports
4. Describe the code enforcement and appeals process
5. Describe sources for code enforcement procedures, which may include:
   - California Building Code
   - California Fire Code
   - International Code Council
   - Local codes and ordinances
   - National Fire Protection Association
   - California Code of Regulations, Title 19
6. Describe required licenses and/or permits for business operations, which ***shall*** include:
   - The jurisdictional authorities that have requirements or conducts inspections relating to life safety or fire protection
   - Sale, use, storage or possession of hazardous materials within the local jurisdiction
7. Describe general fire safety code requirements and regulations, which ***shall*** include:
   - Bulk storage

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- Commodity classifications
- Fire areas
- Fire protection
- High-piled storage
- Outdoor housekeeping
- Outdoor storage and dumps
- Proper employment of packing materials and sawdust
- Refrigerated storage
- Restrictions on smoking
- Storage arrangements
- Storage of empty pallets, roll paper, rubber tires, plastics, old furniture, paper, floor oils, polishes, and cleaners
- Use of waste cans, ash cans, and refuse receptacles

8. Describe the procedures to record and evaluate the information gathered from fire inspection reports
9. Describe local code enforcement and appeals procedures, which ***shall*** include:
   - Anticipated human resources, legal processes, and courtroom demeanor
   - The established appeals procedures and judicial review process
   - Where to obtain information about code enforcement procedures
10. Describe sources of information on code enforcement procedures, which may include:
    - California Building Code
    - California Fire Code
    - International Code Council
    - Local codes and ordinances
    - National Fire Protection Association
    - California Code of Regulations, Title 19
11. Describe the processes, procedures, or business operations within the jurisdictions that require licenses and/or permits, which ***shall*** include:
    - The jurisdictional authorities that have requirements or conduct inspections relating to life safety or fire protection
    - The assistance that can be obtained from local organizations when correcting hazards
    - the licenses or permits required for the sale, use, storage or possession of hazardous materials within the local jurisdiction
12. Describe the general fire safety code requirements and regulations, which ***shall*** include:
    - Restrictions on smoking
    - Use of waste cans, ash cans, and refuse receptacles
    - Proper employment of packing materials and sawdust
    - Storage of old furniture, paper, floor oils, polishes, and cleaners

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- Outdoor housekeeping
- Commodity classifications
- Fire areas
- Storage arrangements
- Rack storage
- Storage of empty pallets, roll paper, rubber tires, and plastics
- Refrigerated storage
- Bulk storage
- Outdoor storage and dumps
- Fire protection

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ America Burning, The Report of the National Commission on Fire Prevention and Control, Library of Congress
- ❒ California Fire Code
- ❒ Fire Inspector Guide, Northern California Fire Prevention Officers
- ❒ National fire statistics, www.usfa.dhs.gov/statistics/
- ❒ Sample code enforcement and appeal procedures, regulations, or ordinances
- ❒ Sample fire inspection reports
- ❒ Sample records and enforcement policies

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INSPECTION AND INVESTIGATION

#18. Describe Guidelines For Conducting a Company Fire Inspection

AUTHORITY: 2003 NFPA 1021: Sections 4.4.2, 4.4.2(A), 4.4.2(B), 5.5.1, 5.5.1(A), and 5.5.1(B)

LEVEL: II

OAC#: XI-D-2

PERFORMANCE GOAL

GIVEN:

1. A summary on preparing for a company fire inspection
2. A summary of the essential equipment and materials needed for code enforcement
3. A summary of the process for conducting a fire inspection on all occupancy types
4. A summary of general fire and life safety inspection considerations
5. A summary of a company inspection follow-up

PERFORMANCE:

1. Describe how to prepare for a company fire inspection, which ***shall*** include:
   - Advantages and disadvantages of scheduling an inspection
   - Coordinating with the Fire Prevention Bureau
   - Ensuring professional appearance and proper identification
   - Reviewing preincident plan
   - Reviewing prior inspection reports
   - Reviewing applicable site-specific code requirements
2. Describe the essential equipment and materials needed for code enforcement, which may include:
   - Camera
   - Clipboard
   - Flashlight
   - Inspection and survey forms
   - Notebook and paper
   - Pen and pencils
   - Portable flammable and combustible atmospheric detection equipment
   - Tape measure
3. Describe the process for conducting a fire inspection *on all occupancy* types, which ***shall*** include:
   - Completing an exit interview and providing inspection documentation
   - Handling an immediate life safety violation

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- Meeting with the occupancy representative and verifying occupancy information
- Using a systematic approach

4. Describe general fire and life safety inspection considerations, which ***shall*** include:
   - Access and egress
   - Built-in fire protection systems
   - Electrical and other utilities
   - Exit signs and egress lighting
   - Hazard identification signs
   - Housekeeping
   - Portable fire extinguishers
   - Special hazards
   - Storage
   - Waste management
5. Describe a company inspection follow-up, which may include:
   - Coordinating with the Fire Prevention Bureau if necessary
   - Recording the inspection report
   - Scheduling follow-up inspection if necessary
   - Updating occupancy information
   - Updating preincident plan

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCES

❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
❒ Fire Department Company Officer, IFSTA/FPP
❒ Fire Inspector Guide, Northern California Fire Prevention Officers
❒ Fire Officer Principles and Practices, Jones and Bartlett
❒ NFPA Inspection Manual, National Fire Protection Association
❒ See v City of Seattle, 1967, 387 US 541

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INSPECTION AND INVESTIGATION

#19. Describe And Demonstrate Writing And Interpreting Fire Inspection Reports

AUTHORITY: 2003 NFPA 1021: Section 5.5.1(B)
LEVEL: II
OAC#: XI-B-14 and XI-D-I

PERFORMANCE GOAL

GIVEN:

1. A summary of fire inspection report requirements
2. A summary of various inspection forms
3. A summary of local report preparation and filing procedures
4. A company inspection scenario

PERFORMANCE:

1. Describe and demonstrate writing a fire inspection report, which ***shall*** include:
   - Penalties for failure to correct violations
   - Premise, owner, and contact information
   - Specific violations, code sections cited, and descriptions
2. Describe various inspection forms, which may include
   - Generic inspection forms or checklists
   - Occupancy specific forms or checklists
3. Describe local report preparation and filing procedures, which ***shall*** include:
   - Filing procedures for fire inspection and fire prevention reports
   - Procedures employed by the jurisdiction that relate to fire prevention and fire inspection report preparation

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Protection Handbook, NFPA
- ❒ Sample fire inspection report(s)
- ❒ Sample fire inspection report forms, including generic forms and occupancy-based forms
- ❒ Sample records and enforcement policies

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INSPECTION AND INVESTIGATION

#20. Describe The Classifications And Causes Of Fire

AUTHORITY: 2003 NFPA 1021: Sections 4.5.1(A) and 5.5.2(A)
LEVEL: II
OAC#: IX-A-2

PERFORMANCE GOAL

GIVEN:

1. A summary fire classifications
2. A summary of the common causes of fire for each classification

PERFORMANCE:

1. Describe fire classifications, which ***shall*** include:
   - Accidental
   - Natural
   - Incendiary
   - Undetermined
2. Describe the common causes of fire for each classification

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett
- ❒ NFPA 921: Guide for Fire and Explosion Investigations

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INSPECTION AND INVESTIGATION

#21. Describe Occupancy Types And Related Hazards

AUTHORITY: 2003 NFPA 1021: Sections 5.5.1 and 5.5.1(A)
LEVEL: II
OAC#: XI-B-18

PERFORMANCE GOAL

GIVEN:

1. A summary of occupancy types
2. A summary of the related hazards associated with the occupancy types
3. A summary of target hazards

PERFORMANCE:

1. Describe occupancy types, which ***shall*** include:
   - Assembly
   - Business
   - Education
   - Factory industrial
   - Institutional (care and detention)
   - Mercantile
   - Residential
   - Storage
   - Utility/miscellaneous
2. Describe the related hazards associated with the occupancy types
3. Describe target hazards, which may include:
   - Amusement buildings
   - Atriums
   - Care facility
   - Covered malls
   - High-rise buildings

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ California Building Code, Title 24, Volume 1 and 2
- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett
- ❒ NFPA 921: Guide for Fire and Explosion Investigations

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INSPECTION AND INVESTIGATION

#22. Describe Considerations When Hazardous Materials Are Encountered During A Company Inspection

AUTHORITY: 2003 NFPA 1021: Sections 5.5.1 and 5.5.1(A)
LEVEL: II
OAC#: XI-D-8

PERFORMANCE GOAL

GIVEN:

1. A summary of required documentation for storing hazardous materials
2. A summary of hazardous materials markings and labels
3. A summary of hazardous material storage considerations

PERFORMANCE:

1. Describe required documentation for storing hazardous materials, which ***shall*** include:
   - Inspection/service tags
   - Material Safety Data Sheets (MSDS)
   - Permits
2. Describe hazardous materials markings and labels, which ***shall*** include:
   - Legibility
   - Visibility
3. Describe hazardous material storage considerations, which ***shall*** included
   - Acceptable containers
   - Atypical quantities for occupancy type
   - Compressed gas cylinder safety
   - Location
   - Secondary containment
   - Separation of incompatibles

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ California Code of Regulations, Title 19
- ❒ California Fire Code, Article 80, Hazardous Material Management Plan
- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

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INSPECTION AND INVESTIGATION

#23. Describe The Types And Operational Principles For Fire Protection Equipment and Systems

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: XI-E-1, 5, 6, and 7

PERFORMANCE GOAL

GIVEN:

1. *A summary of the types and operating principles of fire extinguishing systems*
2. *A summary of the types and operating principles of fire alarm systems*
3. *A summary of the types and operating principles of smoke control systems*
4. *A summary of the types and operating principles of portable fire extinguishers*

PERFORMANCE:

1. *Describe the types and operating principles of fire extinguishing systems*
2. *Describe the types and operating principles of fire alarm systems*
3. *Describe the types and operating principles of smoke control systems*
4. *Describe the types and operating principles of portable fire extinguishers*

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

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INSPECTION AND INVESTIGATION

#24. Describe General Fire And Life Safety Factors When Conducting A Company Inspections

AUTHORITY: 2003 NFPA 1021: Section 5.5.1 and 5.5.1(A)
LEVEL: II
OAC#: XI-C-8, XI-C-9, and XI-D-12

PERFORMANCE GOAL

GIVEN:

1. A summary of general fire and life safety hazards
2. A summary of inspection factors for fire protection systems and equipment

PERFORMANCE:

1. Describe inspecting occupancy access, which ***shall*** include:
   - Approved key/lock/switch and/or keys
   - Identified and maintained fire lanes
   - Visible and legible address numbers
2. Describe inspecting occupancy egress and exiting, which ***shall*** include:
   - Exit door opens without a key or special knowledge
   - Locked/latched doors with panic hardware
   - Main exit sign/emergency lighting
   - Nonoperable exit door hardware
   - Obstructed exits, doors, aisles, corridors, and stairways
   - Sign over main exit door
   - Storage in unprotected stairway
3. Describe inspecting fire extinguishers, which ***shall*** include:
   - Clear access
   - Code requirements and regulations for portable fire extinguishers according to California Code of Regulations, Title 19
   - Location
   - Mounted as indicated
   - Occupancy hazard
   - Operation instructions
   - Rating
   - Serviced and maintained (records and tags)
   - Sign indicating location

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4. Describe inspecting fire protection systems, which ***shall*** include:
   - Certification test for sprinkler/standpipe system
   - Control valves secured in open position
   - Minimum clearance for access/use of fire appliances and equipment
   - Serviced and maintained sprinkler heads and fire department connection caps, including spare sprinkler heads and compatible wrench
   - Serviced and maintained sprinklers, standpipes, hydrants, fire department connections, and post indicator valves
   - Sprinkler coverage in unprotected areas
   - Serviced and maintained (records and tags) hood and duct fire suppression systems
5. Describe inspecting fire alarm systems, which ***shall*** include:
   - Operable
   - Serviced and maintained
6. Describe inspecting fire separation hazards, which ***shall*** include:
   - Attic access and scuttle openings closed
   - Maintained self- or automatic-closing fire rated assemblies
   - Penetration in fire resistive construction
7. Describe inspecting electrical hazards, which ***shall*** include:
   - Clear space to and in front of electrical panels
   - Cover plates for all junction boxes
   - Covers and spacers for electrical panels
   - Exposed wiring and splices
   - Extension cords, overloaded outlets, and grounding
   - Overcurrent protection
   - Permanent wiring for fixed and stationary appliances
8. Describe inspecting for hazards with flammable liquids and compressed gases, which ***shall*** include:
   - Flammable liquid storage cabinets or reduced storage
   - Flammable liquids stored away from exits, stairs, or corridors
   - Fueled vehicles in dwelling unit
   - Identified and secured compressed gas cylinders
   - Lids on flammable liquid storage containers not in immediate use
   - Spilled flammable liquids
9. Describe inspecting housekeeping conditions, which ***shall*** include:
   - Combustible storage from boiler, mechanical, and electrical room
   - Lint/debris behind washers and dryers
   - Metal or approved noncombustible trash container with lid

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- Storage arranged to provide access/egress
- Storage distance between ceiling and sprinkler heads
- Waste/rubbish in the premises

10. Describe inspecting exterior hazards, which ***shall*** include:
    - Clearance between a dumpster and combustible walls, eaves, or openings
    - Clearance between occupancy and combustible vegetation
    - Clearance from egress points
    - Clearance to adjoining occupancies
    - Fire break
    - Weed abatement
11. Describe inspecting cooking equipment, which ***shall*** include:
    - Defective and/or dirty plenums, vents, flues, or chimneys
    - Excessive grease (storing and removing)
    - Overheated equipment
    - Serviced and maintained
    - Special portable fire extinguisher requirements
    - Storage and disposal of fuels, ashes, and coals

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ California Code of Regulations, Title 19
- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett
- ❒ Inspection and Code Enforcement, IFSTA/FPP
- ❒ NFPA 31: Installation of Fuel Burning Equipment
- ❒ NFPA 86A: Ovens and Furnaces, National Fire Protection Association
- ❒ NFPA 96: Vapor Removal from Cooking Equipment
- ❒ NFPA 211: Chimneys, Fireplaces, Vents and Solid Fuel Burning Appliances

Final Draft

INSPECTION AND INVESTIGATION

#25. Describe The Relationship Of Fire Protection And Life Safety To Building Construction

AUTHORITY: 2003 NFPA 1021: Section 4.6.1(A)
LEVEL: II
OAC#: XI-B-12

PERFORMANCE GOAL

GIVEN:

1. A summary of the fire resistive rating of building construction types
2. A summary of fire behavior in building construction types
3. A summary of the construction features that affect the spread of smoke, heat, and fire
4. A summary of the affect fire protection systems have on fire and life safety

PERFORMANCE:

1. Describe the fire resistive rating of building construction types
2. Describe fire behavior in building construction types
3. Describe the construction features that affect the spread of smoke, heat, and fire
4. Describe the affect fire protection systems have on fire and life safety

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Building Construction Related to the Fire Service, IFSTA/FPP
- ❒ California Building Code
- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

Final Draft

INSPECTION AND INVESTIGATION

#26. Describe Standby Life Safety Duties

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: XI-C-12

PERFORMANCE GOAL

GIVEN:

1. *A summary of situations that may result in a standby life safety assignment*
2. *A summary of the duties and responsibilities of a standby life safety assignmen*

PERFORMANCE:

1. *Describe situations that may result in a standby life safety assignment, which may include:*
   - *Fire protection systems temporarily out of service*
   - *Special public events*
2. *Describe the duties and responsibilities of a standby life safety assignment, which may include:*
   - *EMS support*
   - *Ensuring activation of fire protection systems*
   - *Fire watch*
   - *Inspecting required fire appliances*
   - *Length of assignment*
   - *Monitoring site access*
   - *Preventing and extinguishing fires*

STANDARD:

By completing all assignments and activities and with a minimum of 80% accuracy on a written exam

REFERENCE RESOURCES

- ❒ California Code of Regulations, Title 24, Part 9, California Fire Code
- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

Final Draft

INSPECTION AND INVESTIGATION

#27. Describe The Tracking Of Arson Incidents And The Overall Fire Situation In The United States

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: IX-B-22

PERFORMANCE GOAL

GIVEN:

1. *The U.S. Fire Administration's current report on fire statistics*

PERFORMANCE:

1. *Describe the percentage of arson fires as compared to the total fire response picture*
2. *Describe the problems that may affect the gathering of accurate data*

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ NFPA 921: Guide to Fire and Explosive Investigations

Final Draft

INSPECTION AND INVESTIGATION

#28. Describe The Terms And Definitions Relevant To The Fire Investigator

AUTHORITY: *State Fire Marshal*
LEVEL: I
OAC#: IX-C-5

PERFORMANCE GOAL

GIVEN:

1. *The fire investigation terms as describe in NFPA 921 Chapter 3*

PERFORMANCE:

1. *Describe the definition of terms that are commonly used in fire investigation*

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ NFPA 921: Guide to Fire and Explosive Investigations

Final Draft

INSPECTION AND INVESTIGATION

#29. Describe The Organization And Operation Of The Investigative Team Within An Incident Management System

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: V-F-1 and XVI-A-1

PERFORMANCE GOAL

GIVEN:

1. *The management of major investigations as describe in NFPA 921 Chapter 27*

PERFORMANCE:

1. *Describe the role of the fire investigator as part of the investigative team within an incident management system*

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ NFPA 921: Guide to Fire and Explosive Investigations

Final Draft

INSPECTION AND INVESTIGATION

#30. Describe All Elements Of The Scientific Method As The Operating Analytical Process Throughout The Investigation

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: IX-A-1 and XVI-D-4

PERFORMANCE GOAL

GIVEN:

1. *The scientific method in NFPA 921 Section 4.3*
2. *The description of basic methodology in NFPA 921 Chapter 4*

PERFORMANCE:

1. *Describe the use of the scientific method in conducting a fire investigation*
2. *Describe recognizing the need to conduct a fire investigation*
3. *Describe the need to define the problem when dealing with an investigative plan*
4. *Describe data collection at the fire scene*
5. *Describe proper data analysis (inductive reasoning)*
6. *Describe developing a working hypothesis based upon the data analysis*
7. *Describe testing the working hypothesis (deductive reasoning)*
8. *Describe selecting a final hypothesis (conclusion or decision)*

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Forensic Fire Scene Reconstruction, David Icove and John DeHaan, Pearson Prentice Hall
- ❒ NFPA 921: Guide to Fire and Explosive Investigations

Final Draft

INSPECTION AND INVESTIGATION

#31. Describe Fire Behavior

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: V-A-2, 3, 4, 8, 9, 16, and 26

PERFORMANCE GOAL

GIVEN:

1. *A summary of the chemistry of combustion*
2. *A summary of fire dynamics*
3. *A summary of the classification of fire by fuel type*

PERFORMANCE:

1. *Describe the chemistry of combustion, which **shall** include:*
   - *Fire triangle*
   - *Fuel types*
   - *Heat sources*
   - *Ignition*
   - *Products of combustion*
2. *Describe fire dynamics, which **shall** include:*
   - *Flashover*
   - *Fuel loads*
   - *Heat transfer*
   - *Phases/stages of fire growth*
3. *Describe the classification of fire by fuel type*

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Forensic Fire Scene Reconstruction, David Icove and John DeHaan, Pearson Prentice Hall
- ❒ Kirk's Fire Investigation, John DeHaan, Pearson Prentice Hall
- ❒ NFPA 921: Guide to Fire and Explosive Investigations
- ❒ NFPA 1033: Professional Qualifications for Fire Investigator
- ❒ Principles of Fire Behavior, James G. Quintiere, Delmar

Final Draft

INSPECTION AND INVESTIGATION

#32. Describe The Legal Considerations That Regulate The Activities Of The Fire Investigator

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: I-A-1, 2, 3, and IX-B-1

PERFORMANCE GOAL

GIVEN:

1. *A summary of U.S. constitutional amendments relating to fire investigations*
2. *A summary of the authority to conduct a fire investigation*
3. *A summary of the legal right of entry to conduct a fire investigation*
4. *A summary of obtaining consent to conduct a fire investigation*
5. *A summary of the description and use of exigent circumstances to enter the fire scene*
6. *A summary of the description of the inspection (administrative) warrant*
7. *A summary of the description and use of the search warrant*
8. *A summary of pretrial considerations in civil and criminal cases*
9. *A summary of testimonial evidence*

PERFORMANCE:

1. *Describe the statutory authority enter and conduct a fire scene examination*
2. *Describe the legal issues of collection of evidence in accidental and incendiary fires*
3. *Describe the legal proceedings of a civil litigation and criminal case*
4. *Describe testifying as a fact witness and an expert witness*

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ California Code of Civil Procedure, Sections 1822.15 through 1822.57
- ❒ California Fire Code, Section 104.2
- ❒ California Health and Safety Code, Section 13107
- ❒ California Public Resources Code, Section 4156A
- ❒ Locally adopted fire codes
- ❒ Michigan v Clifford, 464 U.S. 287 (1984)
- ❒ Michigan v Tyler, 436 U.S. 499 (1978)
- ❒ NFPA 921: Guide to Fire and Explosive Investigations

Final Draft

INSPECTION AND INVESTIGATION

#33. Describe Federal, State, And Local Laws And Ordinances That Apply To Fire And Arson Investigation

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: I-A-1, 2, 3, and IX-C-4

PERFORMANCE GOAL

GIVEN:

1. *A summary of the California Penal Code, Sections 450 through 457.1*
2. *A summary of the California Penal Code, Section 548*
3. *A summary of the California Insurance Code, Sections 1871 and 1872*
4. *A summary of the California Health and Safety Code, Sections 13000, 13001, and 13002*
5. *A summary of the California Penal Code, Sections 12301 through 12312*
6. *A summary of the California Penal Code, Section 830.37*
7. *A summary of the United States Code, Title 18, Chapter 40, 544(i)*
8. *A summary of People v Fry*
9. *A summary of People v Atkins*

PERFORMANCE:

1. *Describe arson laws*
2. *Describe reckless burning laws*
3. *Describe insurance fraud laws*
4. *Describe the immunity sections of the Insurance Code*
5. *Describe the Health and Safety Code laws relating to fires*
6. *Describe destructive devices law*
7. *Describe the laws relating to arson unit investigators as peace officers*
8. *Describe the federal arson law*
9. *Describe arson as a general intent crime*

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ California Health and Safety Code, Sections 13000, 13001, and 13002
- ❒ California Insurance Code, Sections 1871 and 1872
- ❒ California Penal Code, Sections 450 through 457.1, 548, 830.37, 12301-12312

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- ❒ NFPA 921: Guide to Fire and Explosive Investigations
- ❒ People v Atkins, 25 Cal.4th 76, 104 Cal.Rptr.2d 738; 18 P.3d 660 (2001)
- ❒ People v Fry, 19 Cal.App.4th 1334, 24 Cal.Rptr.2d 43 (1993)
- ❒ United States Code, Title 18, Chapter 40, 544(i)

Final Draft

INSPECTION AND INVESTIGATION

#34. Describe the Techniques for Properly Documenting the Fire Scene

AUTHORITY: 2003 NFPA 1021: Sections 4.4.2, 4.4.2(A), 4.5.1, 4.5.1(A), 4.5.1(B), 4.5.2, 4.5.2(A), 4.5.2(B), and 5.5.2

LEVEL: II

OAC#: IX-A-3, 4, and 9

PERFORMANCE GOAL

GIVEN:

1. A summary of the methods and techniques to record the investigation
2. A summary on taking and using photographs for documentation
3. A summary on note taking
4. A summary on diagramming and drawing the fire scene
5. A summary on developing and using reports for recording the investigation

PERFORMANCE:

1. Describe accurately recording the investigation
2. Describe how photography is used to accurately record the investigation
3. Describe how investigator notes are used to accurately record the investigation
4. Describe the use of diagrams and drawings to accurately record the fire scene
5. Describe and demonstrate how to develop and use reports to accurately record the investigation, which ***shall*** include:
   - Definition of a preliminary report and how it is used
   - Definition and purpose of a case report
   - Elements of both a narrative and category report
   - How to write a case report

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ NFPA 921: Guide to Fire and Explosive Investigations

Final Draft

INSPECTION AND INVESTIGATION

#35. Describe And Demonstrate Fire Origin Determination

AUTHORITY: 2003 NFPA 1021: Sections 4.5.1, 4.5.1(A), 4.5.1(B), 5.5.2, and 5.5.2(A)
LEVEL: II
OAC#: IX-A-2

PERFORMANCE GOAL

GIVEN:

1. A summary of the relationship between fire origin and fire cause
2. A summary of the relationship between fire department overhaul and fire origin determination
3. A summary of procedures for fire origin determination

PERFORMANCE:

1. Describe the basic methodology of fire investigation
2. Describe the fire origin and how it relates to fire cause determination
3. Describe fire department overhaul procedures and the relationship to fire cause determination
4. Describe scene examination procedures for fire origin determination
5. Describe the examination of the exterior of the fire scene
6. Describe the examination of the interior of the fire scene
7. Describe the analysis of burn pattern indicators in fire origin determination
8. Describe flashover in the development of burn pattern indicators
9. Describe the use of glass indicators in fire origin determination
10. Describe the use of fire damage to structural elements in fire origin determination
11. Describe the use of char depth measurements in fire origin determination
12. Describe the use of reconstruction of the fire scene in fire origin determination

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Kirk's Fire Investigation, John DeHaan, Pearson Prentice Hall
- ❒ NFPA 921: Guide to Fire and Explosive Investigations

Final Draft

INSPECTION AND INVESTIGATION

#36. Describe Ignition

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: V-A-3

PERFORMANCE GOAL

GIVEN:

1. *A summary of the relationship between fire origin and ignition*
2. *A summary of the relationship between material first ignited and ignition*
3. *A summary of ignition sources*
4. *A summary of the ignition process*
5. *A summary of ignition of liquids and gases*
6. *A summary of ignition of solids*
7. *A summary of negative proof*

PERFORMANCE:

1. *Describe the fire origin and how it relates to ignition*
2. *Describe which fuels and ignition sources will and will not lead to ignition and why*
3. *Describe the three heat components of the ignition process*
4. *Describe heat generation*
5. *Describe heat transmission*
6. *Describe heating*
7. *Describe self-heating*
8. *Describe the four fire types relative to ignition*
9. *Describe the ignition of liquids and gases*
10. *Describe the ignition of solids*
11. *Describe negative proof*

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Ignition Handbook, Vytennis Babrauskus, Fire Science Publishers
- ❒ Kirk's Fire Investigation, John DeHaan, Pearson Prentice Hall
- ❒ NFPA 325: Fire Protection Guide to Hazardous Materials
- ❒ NFPA 921: Guide to Fire and Explosive Investigations

Final Draft

INSPECTION AND INVESTIGATION

#37. Describe Accidental Ignition Sources

AUTHORITY: 2003 NFPA 1021: Sections 4.5.1, 4.5.1(A), 4.5.1(B), 5.5.2, and 5.5.2(A)
LEVEL: II
OAC#: IX-B-8

PERFORMANCE GOAL

GIVEN:

1. A summary of procedures for determining accidental fires
2. A summary of accidental fire causes

PERFORMANCE:

1. Describe heating equipment as a cause of fire
2. Describe cooking equipment as a cause of fire
3. Describe careless smoking as a cause of fire
4. Describe trash burning as a cause of fire
5. Describe misuse of ignitable liquid as a cause of fire
6. Describe open flames/sparks as a cause of fire
7. Describe spontaneous heating as a cause of fire
8. Describe low temperature ignition as a cause of fires
9. Describe acts of nature as a cause of fires

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Kirk's Fire Investigation, John DeHaan, Pearson Prentice Hall
- ❒ NFPA 921: Guide to Fire and Explosive Investigations

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INSPECTION AND INVESTIGATION

#38. Describe Electrical Ignition Sources

AUTHORITY: 2003 NFPA 1021: Sections 5.5.2, 5.5.2(A) and the *State Fire Marshal*
LEVEL: II
OAC#: V-A-13 and IX-A-2

PERFORMANCE GOAL

GIVEN:

1. A summary of the relationship between fire origin and fire cause
2. A summary of the relationship between material first ignited and heat source
3. *A summary of procedures for determining electrical ignition sources*

PERFORMANCE:

1. Describe the fire origin and how it relates to fire cause determination
2. *Describe home and commercial electrical protective devices*
3. *Describe the distribution panel*
4. *Describe grounding*
5. *Describe over current protection*
6. *Describe aluminum wiring and accidental fires*
7. Describe investigative assistance
8. Describe examination procedures of fires of electrical origin
9. Describe the wiring at the area of origin
10. *Describe evaluating damaged copper wiring*
11. Describe investigating electrical appliances/equipment as a fire cause
12. Describe static electricity as a fire cause

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Kirk's Fire Investigation, John DeHaan, Pearson Prentice Hall
- ❒ NFPA 921: Guide to Fire and Explosive Investigations

Final Draft

INSPECTION AND INVESTIGATION

#39. Describe Incendiary Fire Indicators

AUTHORITY: 2003 NFPA 1021: Sections 5.5.2 and 5.5.2(A)
LEVEL: II
OAC#: IX-B-7

PERFORMANCE GOAL

GIVEN:

1. A summary of the relationship between fire origin and fire cause
2. A summary of the relationship between material first ignited and heat source
3. A summary of procedures for determining indicators of incendiary fires

PERFORMANCE:

1. Describe the fire origin and how it relates to fire cause determination
2. Describe multiple points of origin as an incendiary indicator
3. Describe the use of trailers in incendiary fires
4. Describe the presence of ignitable liquids as an incendiary indicator
5. Describe common equipment and/or appliances used to start incendiary fires
6. Describe determining content irregularities and structural damage as an incendiary indicator
7. Describe how fire location and damage is an indicator of an incendiary fire
8. Describe using the process of elimination to establish fire cause
9. Describe the proper documentation of incendiary indicators to prove fire cause

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Kirk's Fire Investigation, John DeHaan, Pearson Prentice Hall
- ❒ NFPA 921: Guide to Fire and Explosive Investigations

Final Draft

INSPECTION AND INVESTIGATION

#40. Describe The Construction, Use, And Mechanics Of An Incendiary Device

AUTHORITY: 2003 NFPA 1021: Section 5.5.2 and 5.5.2(A)
LEVEL: II
OAC#: IX-B-7

PERFORMANCE GOAL

GIVEN:

1. A summary of the definition of an incendiary device
2. A summary of the different types of delay mechanisms utilized with an incendiary device

PERFORMANCE:

1. Define an incendiary device
2. Describe the readily available material to construct an incendiary device
3. Describe common examples of electrical delay incendiary devices and their components
4. Describe common examples of mechanical delay incendiary devices and their components
5. Describe common examples of chemical delay incendiary devices and their components
6. Describe incendiary devices that are designed to be thrown

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Kirk's Fire Investigation, John DeHaan, Pearson Prentice Hall
- ❒ NFPA 921: Guide to Fire and Explosive Investigations

Final Draft

INSPECTION AND INVESTIGATION

#41. Describe Structural Fire Investigation

AUTHORITY: 2003 NFPA 1021: Sections 4.5.1, 4.5.1(A), 4.5.1(B), 4.5.2, 4.5.2(A), 4.5.2(B), 5.5.2, and 5.5.2(A)

LEVEL: II

OAC#: IX-B-2

PERFORMANCE GOAL

GIVEN:

1. A summary of how to determine the cause and origin of structural fires
2. A summary of tools used to conduct structural investigations
3. A summary of basic information to be recorded at incident scene
4. A summary on securing the incident scene
5. A summary on the responsibility in fatal fires
6. A summary on exterior and interior examinations of the structure
7. A summary on interviewing witnesses

PERFORMANCE:

1. Describe protocol at scene (chain of command)
2. Describe the tools used in the scene investigation
3. Describe fire-fighting operations
4. Describe the conditions of the fatality and surrounding facts
5. Describe the securing of the incident scene
6. Describe the condition of building before the fire
7. Describe the alarm systems present
8. Describe the people, pets, clothing, furniture, or other items missing from scene
9. Describe the information obtained from witnesses, victims, suspects, neighbors, and bystanders

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Kirk's Fire Investigation, John DeHaan, Pearson Prentice Hall
- ❒ NFPA 921: Guide to Fire and Explosive Investigations

Final Draft

INSPECTION AND INVESTIGATION

#42. Describe Vehicle Fire Investigation

AUTHORITY: 2003 NFPA 1021: Sections 4.5.1, 4.5.1(A), 5.5.2, and 5.5.2(A)
LEVEL: II
OAC#: IX-B-3

PERFORMANCE GOAL

GIVEN:

1. A summary of accidental vehicle fires
2. A summary of vehicles subject to arson
3. A summary of the fire scene examination
4. A summary of vehicle fires other than automotive
5. A summary of vehicle information (ownership and registration)

PERFORMANCE:

1. Describe types of accidental fire causes relating to vehicles
2. Describe the circumstances involved prevalent to arson fires in vehicles
3. Describe the fire investigation procedures
4. Describe the importance of the vehicle identification number (VIN), registration information, and financial condition of the vehicle

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Kirk's Fire Investigation, John DeHaan, Pearson Prentice Hall
- ❒ NFPA 921: Guide to Fire and Explosive Investigations

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INSPECTION AND INVESTIGATION

#43. Describe Wildland Fire Investigation

AUTHORITY: 2003 NFPA 1021: Sections 4.5.1, 4.5.1(A), 5.5.2, and 5.5.2(A)
LEVEL: II
OAC#: IX-B-4

PERFORMANCE GOAL

GIVEN:

1. A summary of accidental causes for wildland fires
2. A summary of arson causes for wildland fires
3. A summary of the fire scene examination
4. A summary of follow-up investigation procedures
5. A summary of assistance from other agencies

PERFORMANCE:

1. Describe the twelve most prevalent accidental fire causes
2. Describe various fire patterns that indicate the crime of arson occurred
3. Describe the circumstances and methodology used in conducting a wildland fire scene examination
4. Describe the procedure used in conducting the follow-up investigation
5. Describe and identify other agencies or experts that can assist in a wildland scene examination

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Kirk's Fire Investigation, John DeHaan, Pearson Prentice Hall
- ❒ NFPA 921: Guide to Fire and Explosive Investigations

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INSPECTION AND INVESTIGATION

#44. Describe Explosions

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: IX-B-9

PERFORMANCE GOAL

GIVEN:

1. *A summary of the basics types of explosions*
2. *A summary of the nature of explosions*
3. *A summary of the safety involved in working with explosives or explosion scenes*

PERFORMANCE:

1. *Describe the most common circumstances involving explosions*
2. *Describe deflagration verses detonation*
3. *Describe the safety issues involving distance perimeter, secondary devices, and scene preservation*

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Kirk's Fire Investigation, John DeHaan, Pearson Prentice Hall
- ❒ NFPA 921: Guide to Fire and Explosive Investigations

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EMERGENCY SERVICE DELIVERY

#45. Describe And Demonstrate Developing A Preincident Plan

AUTHORITY: 2003 NFPA 1021: Sections 4.6.1, 4.6.1(A), and 4.6.1(B)
LEVEL: II
OAC#: XI-D-1

PERFORMANCE GOAL

GIVEN:

1. A summary of the considerations for a preincident survey
2. A summary of the symbols and maps used in the fire service
3. A summary of the components of a preincident plan
4. A summary of the factors to be considered in the development of a preincident plan

PERFORMANCE:

1. Describe the considerations for a preincident survey, which ***shall*** include:
   - Equipment
   - Field sketches
   - Scheduling
2. Describe fire service symbols and maps
3. Describe the components of a preincident plan, which ***shall*** include:
   - Building construction
   - Fire protection systems and features
   - Fuel loading
   - Preincident survey
   - Property conservation
   - Water supply
4. Demonstrate developing a preincident plan, which ***shall*** include:
   - Facility drawings
   - Utilization of equipment
   - Utilization of extinguishing agents
   - Utilization of personnel

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

Final Draft

EMERGENCY SERVICE DELIVERY

#46. Describe And Demonstrate The Process Of Size-up And Report On Conditions

AUTHORITY: 2003 NFPA 1021: Sections 4.6.2 (A) and 4.6.2(B)
LEVEL: II
OAC#: V-B-2

PERFORMANCE GOAL

GIVEN:

1. A summary of the different size-up processes or models
2. A summary of the elements of size-up
3. A summary of communicating a report on conditions
4. A summary of an emergency size-up for various incident types
5. A summary of the importance of and need for a risk assessment process

PERFORMANCE:

1. Describe the different size-up processes or models
2. Describe the elements of size-up, which ***shall*** include:
   - Initial on-scene observations
   - On-going evaluations
   - Preincident information
3. Describe and demonstrate communicating a report on conditions
4. Describe and demonstrate an emergency size-up for the following incident types:
   - Hazardous materials
   - I/Zone and wildland fires
   - Multi-casualty
   - Structure fires
   - Urban search and rescue
5. Describe the importance of and need for a risk assessment process

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Fighting Tactics, Lloyd Layman, NFPA
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

Final Draft

EMERGENCY SERVICE DELIVERY

#47. Describe And Demonstrate Developing An Initial Action Plan For An Emergency Incident

AUTHORITY: 2003 NFPA 1021: Sections 4.2.1, 4.2.1(A), 4.2.1(B), and 4.6.2(B)
LEVEL: II
OAC#: XVI-C-1, 2, 3, and 4

PERFORMANCE GOAL

GIVEN:

1. A summary of the components of an initial action plan
2. A summary of the need for standard operating procedures during emergency operations
3. A summary of developing an initial action plan
4. A summary of the coordination and utilization of personnel and equipment

PERFORMANCE:

1. Describe the components of an initial action plan, which ***shall*** include:
   - Additional resources needed
   - Incident priorities
   - Resource assignments
   - Risk assessment
   - Safety considerations
   - Strategies
   - Tactical priorities
   - Tactics
2. Describe the need for standard operating procedures during emergency operations
3. Describe and demonstrate the development of an initial action plan (with written documentation and verbal presentation), which ***shall*** include:
   - Single family residences
   - Multi-family residences
   - Mix use occupancies
   - Commercial occupancies
   - Technical rescues
4. Describe and demonstrate the coordination and utilization of personnel and equipment, which ***shall*** include:
   - Divisions and Groups
   - Single resources

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STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett
- ❒ Model Procedures Guide for Structural Firefighting, IFSTA/FPP

Final Draft

EMERGENCY SERVICE DELIVERY

#48. Describe And Demonstrate Structure Fire Suppression Procedures

AUTHORITY: 2003 NFPA 1021: Sections 4.2.1, 4.2.1(A), 4.2.1(B), 4.6.3, 4.6.3(A), 5.6.1, and 5.6.1(A)

LEVEL: II

OAC#: V-B-1 through 14

PERFORMANCE GOAL

GIVEN:

1. A summary of the factors that determine how fire strategies are measured during an emergency
2. A summary of the duties and responsibilities of a fire officer using the incident command system at a structure fire involving one or more units
3. A summary of the deployment of equipment and personnel required to suppress a structure fire
4. A summary of the risk assessment considerations at a structure fire
5. A summary of the procedures used to control, confine, and extinguish fires and protect exposures during an interior or exterior structure fire

PERFORMANCE:

1. Describe the factors that determine how fire strategies are measured during an emergency
2. Describe the duties and responsibilities of a fire officer using the incident command system at a structure fire involving one or more units
3. Describe the deployment of equipment and personnel required to suppress a structure fire
4. Describe risk assessment considerations at a structure fire, which ***shall*** include:
   - Building construction strengths and weaknesses, and their affects on fire spread on the interior and exterior of a structure
   - Products of combustion found inside a structure and their impact on time-temperature curve and fire spread
   - Regulatory requirements for fire fighter safety and survival
5. Describe and Demonstrate the procedures used to control, confine, and extinguish fires and protect exposures during an interior or exterior structure fire, which ***shall*** include:
   - Fire-fighting methods used in fire control and extinguishment
   - How the basic ICS organizational structure is applied
   - Overhaul techniques
   - Salvage techniques
   - Strategy, tactics, and modes
   - Utilization of Installed protection systems
   - Ventilation techniques

Final Draft

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Attacking and Extinguishing Interior Fire, Lloyd Layman, NFPA
- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Essentials of Firefighting, IFSTA/FPP
- ❒ Fire Attack, Strategy, and Tactics of Initial Company Officer, Emergency World
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Fighting Tactics, Lloyd Layman, NFPA
- ❒ Fire Hose Practices, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett
- ❒ Fire Protection Handbook, NFPA
- ❒ Firefighter's Handbook: Essentials of Firefighting and Emergency Response Firefighting, Thomson Delmar Learning
- ❒ Incident Management System Model Procedures Guide for High-Rise Firefighting, IFSTA/FPP
- ❒ Ventilation Practices, IFSTA/FPP (DVD)

Final Draft

EMERGENCY SERVICE DELIVERY

#49. Describe Hazardous Materials Mitigation

AUTHORITY: 2003 NFPA 1021: Sections 4.6.2, 4.6.2(A), 4.6.3, 4.6.3(A), 5.6.1, and 5.6.1(A)
LEVEL: II
OAC#: V-F-1 through 27

PERFORMANCE GOAL

GIVEN:

1. A summary of the interagency and intra-agency roles and responsibilities on a hazardous materials incident
2. A summary of reference resources that should be used to mitigate a hazardous materials incident
3. A summary of the factors that determine how hazardous material mitigation strategies are measured during an emergency
4. A summary of the duties and responsibilities of a fire officer using the incident command system at a hazardous materials incident involving one or more units
5. A summary of the deployment of equipment and personnel required to mitigate a hazardous materials incident
6. A summary of risk assessment considerations at a hazardous materials incident
7. A summary of the procedures used to control, confine, and mitigate a hazardous materials incident

PERFORMANCE:

1. Describe interagency and intra-agency roles and responsibilities on a hazardous materials incident
2. Describe reference resources that should be used to mitigate a hazardous materials incident
3. Describe the factors that determine how hazardous material mitigation strategies are measured during an emergency
4. Describe the duties and responsibilities of a fire officer using the incident command system at a hazardous materials incident involving one or more units
5. Describe the deployment of equipment and personnel required to mitigate a hazardous materials incident
6. Describe risk assessment considerations at a hazardous materials incident, which ***shall*** include:
   - Chemical properties, classifications, and identification of the hazardous materials and their affect on controlling the incident
   - Life, environment, and property concerns
   - Regulatory requirements for fire fighter safety and survival
   - Toxicological concerns relative to human life

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7. Describe the procedures used to control, confine, and mitigate a hazardous materials incident, which ***shall*** include:
   - Action plan
   - Command
   - Containment measurements
   - Decontamination
   - Disposal
   - Documentation
   - Identification
   - Isolation
   - Notification
   - Personal protective equipment
   - Protective actions
   - Safety

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Essentials of Firefighting, IFSTA/FPP
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett
- ❒ Firefighter's Handbook: Essentials of Firefighting and Emergency Response Firefighting, Thomson Delmar Learning
- ❒ Hazardous Materials First Responder Operations, OES/CSTI
- ❒ NIOSH Pocket Guide to Chemical Hazards, NIOSH

Final Draft

EMERGENCY SERVICE DELIVERY

#50. Describe And Demonstrate Implementing The Incident Command System (ICS 300)

AUTHORITY: 2003 NFPA 1021: Sections 4.6.3(B), 5.6.1(B), 6.6.1, 6.6.1(A), 6.6.1(B), and the *State Fire Marshal*

LEVEL: II

OAC#: V-C-4, 5, and V-D-2

PERFORMANCE GOAL

GIVEN:

1. A summary of how the National Incident Management System Command and Management component supports the management of expanding incidents (ICS 300)
2. A summary of the incident/event management process for supervisors and expanding incidents as prescribed by the ICS
3. Simulated Type 3 incident

PERFORMANCE:

1. Describe ICS fundamentals, which ***shall*** include:
   - Differences between Deputies and Assistants
   - Flow of information within the organization
   - How ICS fits into the command and management component of NIMS
   - How incidents can best be managed to the lowest practical level
   - ICS positions that include Deputies and their roles and responsibilities
   - ICS reporting and working relationships for technical specialists and agency representatives
   - Matching responsibility statements to each ICS organizational element
   - Minimum staffing requirements within each organizational element for at least two incidents of different sizes
2. Describe ICS assessment and agency guidance in establishing incident objectives, which ***shall*** include:
   - Methods and tools used to assess incident
   - Process for developing incident objectives, strategies, and tactics
   - Steps in transferring and assuming incident command
   - Types of agency policies and guidelines that influence management of incident or event activities
3. Demonstrate developing incident objectives for a simulated Type 3 incident
4. Describe unified command, which ***shall*** include:
   - Advantages of unified command

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- How unified command functions on a multi-jurisdictional or multi-agency incident
- Primary features of unified command

5. Demonstrate roles and reporting relationships under a unified command that involves agencies within the same jurisdiction and under multi-jurisdiction conditions
6. Describe incident resource management, which ***shall*** include;
   - Agency-specific aviation policies and procedures as they relate to safety
   - Basic principles of resource management
   - Basic steps involved in managing incident resources
   - How ICS Form 215, Operational Plan Worksheet, is used to manage incident or event Differences between single- and multi-point resource ordering and the reasons for each
   - resources
   - How ICS Form 215A, Incident Safety Analysis, is used with the ICS Forms 215 to mitigate hazards to tactical operations
   - Importance of establishing proper span of control for aviation resources and facilities
   - Key considerations associated with resource management and the reason for each
   - Organizational elements at the incident that can order resources
7. Describe the planning process, which ***shall*** include:
   - Appropriate strategies and tactics to meet simulated incident objectives
   - Criteria for determining when the Incident Action Plan (IAP) should be prepared in writing
   - Differences between planning for incidents or events
   - Importance of planning for incidents and events
   - Major planning steps including logistical concerns, cost-benefit analysis, understanding the situation, developing and implementing the plan, and evaluating the plan
   - Role and use of ICS forms and supporting materials included in an IAP for effective incident/event management
   - Strategy meeting, tactics meeting, planning meeting, operation period briefing, and team meeting
8. Demonstrate conducting a tactics meeting and completing an ICS Form 215, Operational Planning Worksheet, and an ICS Form 215A, Incident Safety Analysis, using the strategies and tactics from the scenario
9. Demonstrate conducting a planning meeting using the planning process and developing a written IAP for an incident/event using the appropriate ICS forms and supporting materials
10. Demonstrate conducting an operational period briefing using an IAP
11. Describe demobilization, transfer of command, and closeout, which ***shall*** include:
    - ICS titles of personnel who have responsibilities in developing and implementing the demobilization plan and list their duties
    - Impact of agency-specific policies, procedures, and agreements upon demobilization planning

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- Importance of demobilization planning
- Major sections in a demobilization plan
- Need for transfer of command or closeout
- Process involved in a closeout meeting

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ I-300: Intermediate ICS, for Single Resources and Initial Action Incidents, NWCG
- ❒ PMS 310-1 (CICCS) Wildland Fire Qualification System Guide, NWCG

Final Draft

EMERGENCY SERVICE DELIVERY

#51. Describe And Demonstrate Initial Actions Taken During A Disaster

AUTHORITY: 2003 NFPA 1021: Sections 4.6.1(A), 4.6.1(B), 5.6.1, 5.6.1(A), and 5.6.1(B)
LEVEL: II
OAC#: V-D-1, 2, and 3

PERFORMANCE GOAL

GIVEN:

1. A summary of the factors that determine how fire strategies are measured during an emergency
2. A summary of the duties and responsibilities of a fire officer using the incident command system at a structure fire involving one or more units
3. A summary of the deployment of equipment and personnel required to suppress a structure fire
4. A summary of the risk assessment considerations at a structure fire
5. A summary of the procedures used to control, confine, and extinguish fires and protect exposures during an interior or exterior structure fire

PERFORMANCE:

1. Describe the types of disasters that result in multi-casualty injuries, which ***shall*** include:
   - Chemical, biological, radiological, nuclear, and explosive (CBRNE)
   - Civil disturbances
   - Health emergencies
   - Natural disasters
2. Describe how each type of disaster impacts local, regional, state, and federal resources
3. Describe the factors that determine how strategies are measured during each type of disaster
4. Describe the duties and responsibilities of a fire officer using the incident command system at each type of disaster
5. Describe the deployment of equipment and personnel required during the initial stages of each type of disaster
6. Describe risk assessment considerations used during the initial stages of each type of disaster
7. Describe the initial actions taken during each type of disaster, which ***shall*** include:
   - Establishing a morgue
   - Establishing hospital communications
   - Implementing multi-casualty ICS
   - Initiating notification of other agencies and organizations
   - Initiating triage, treatment, and transportation of victims
   - Report on condition
   - Size-up

Final Draft

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Emergency Response to Terrorism: Job Aid, FEMA
- ❒ Field Operations Guide, FIRESCOPE
- ❒ Fire Protection Handbook, NFPA
- ❒ Incident Management and Unified Command for CBRNE and Terrorism Incidents, Texas Engineering Extension Service
- ❒ Terrorism Consequence Management Course, CFFJAC

Final Draft

EMERGENCY SERVICE DELIVERY

#52. Describe And Demonstrate Wildland and I/Zone Suppression Procedures

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: V-E-1, 6, 8, 20, 21, 24, 29, and 30

PERFORMANCE GOAL

GIVEN:

1. *A summary of the elements of wildland fire behavior*
2. *A summary of the duties and responsibilities of the company officer using the incident command system on I-Zone Incidents involving one or more units*
3. *A summary of I-Zone fire-fighting resources and capabilities*
4. *A summary of the considerations and procedures for communications on an I-Zone Incident*
5. *A summary of the elements of size up and the procedures for making a report on conditions*
6. *A summary of the considerations for fire fighter safety on an I-Zone Incident*
7. *A summary of the procedures used to control and extinguish fires in the I-Zone environment*

PERFORMANCE:

1. *Describe the elements of wildland fire behavior, which **shall** include:*
   - *Fuel*
   - *Topography*
   - *Weather*
2. *Describe the elements of ICS as it relates to I-Zone fire fighting, including the development of an incident action plan*
3. *Describe the duties and responsibilities of the company officer in response to I-Zone incidents*
4. *Describe I-Zone fire-fighting resources and their capabilities*
5. *Describe the communication process as it relates to I-Zone fire fighting*
6. *Describe elements of size-up and key components of a report on conditions*
7. *Describe fire fighter safety and survival in I-Zone fire fighting, which **shall** include:*
   - *LCES*
   - *Standard Fire Orders*
   - *Watch Out Situations*
   - *Wildland Urban Watch Outs*
8. *Describe procedures for structure triage and protection*

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9. *Describe and Demonstrate the procedures used to control and extinguish fires in the I-Zone environment, which **shall** include:*
   - *Evacuation needs*
   - *Initial Size-up considerations*
   - *I-Zone tactical operations*
   - *Resource placement*
   - *Safety and survival considerations*
   - *Structure triage and protection*

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Fire Officer's Handbook on Wildland Firefighting, William Teie, Deer Valley Press
- ❒ Firefighter's Handbook on Wildland Firefighting, William Teie, Deer Valley Press
- ❒ Fireline Handbook, NWCG
- ❒ ICS 420-1 Field Operations Guide, FIRESCOPE
- ❒ Incident Response Pocket Guide, NWCG
- ❒ Introduction to Wildland Fire Behavior Instructor Guide, NWCG
- ❒ PMS 310-1 (CICCS) Wildland Fire Qualification System Guide, NWCG
- ❒ Wildland Firefighting, Clayton, Day, and McFadden, State of California Procurement Office

Final Draft

EMERGENCY SERVICE DELIVERY

#53. Describe And Demonstrate Conducting A Post Incident Analysis (After Action Report)

AUTHORITY: 2003 NFPA 1021: 4.6.4, 4.6.4(A), 5.6.2, and 5.6.2(A)
LEVEL: II
OAC#: XVI-C-2

PERFORMANCE GOAL

GIVEN:

1. A summary of the objectives of a post incident analysis
2. A summary of the criteria for initiating a post incident analysis
3. A summary of the components to be reviewed
4. A summary of the procedure for conducting a post incident analysis using a department-approved method

PERFORMANCE:

1. Describe the objectives of a post incident analysis
2. Describe the criteria for initiating a post incident analysis
3. Describe the components to be reviewed, which ***shall*** include:
   - Efficiency and effectiveness of operations
   - Outcomes
   - Proper use of the incident command system
   - Report on conditions
   - Safety
   - Size-up
   - Strategy and tactics
4. Describe and Demonstrate the procedure for conducting a post incident analysis using a department-approved method, which ***shall*** include:
   - Completing proper documentation
   - Description of operations that worked well, as well as any obstacles that were encountered
   - Drawing a conclusion and making recommendations
   - Obtaining incident information for review from all sources, which may include:
     - Media
     - Photographs/video
     - Recorded communications
     - Reporting/responsible party

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  - Responders
  - Witnesses
  - Written documentation
- Scheduling as soon as possible after the incident

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

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EMERGENCY SERVICE DELIVERY

#54. Describe And Demonstrate The Fire Officer's Role In Communication

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: XVI-A-6

PERFORMANCE GOAL

GIVEN:

1. *A summary of the communication model (cycle)*
2. *A summary of formal communication*
3. *A summary of informal communication*
4. *A summary of factors that affect communication*
5. *A summary of public speaking principles and techniques*
6. *A summary of the importance of communication etiquette*
7. *A summary of communication mediums*
8. *A summary of the principles of effective writing*

PERFORMANCE:

1. *Describe the communication model (cycle)*
2. *Describe and demonstrate formal communication, which may include:*
   - *Orders and directives*
   - *Standard operating procedures*
   - *Written policies and procedures*
3. *Describe informal communication*
4. *Describe and demonstrate factors that affect communication, which may include:*
   - *Cultural barriers*
   - *Difference between listening and hearing*
   - *Emotional context*
   - *Fire officer-subordinate relationship*
   - *Fire officer-victim rapport*
   - *Physical barriers*
   - *Semantic barriers*
5. *Describe and demonstrate public speaking, which may include:*
   - *Media relations*
   - *News/press release*
   - *Presentations*

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6. *Describe the importance of communication etiquette*
7. *Describe communication mediums, which may include:*
   - *Letters/memorandum/email*
   - *Radio*
   - *Telephones/cell phones*
8. *Describe and demonstrate the principles of effective writing*

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Company Officer, Clinton Smoke, Thomson Delmar Learning
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Officer Principles and Practices, Jones and Bartlett

Final Draft

HEALTH AND SAFETY

#55. Describe And Demonstrate The Company Officer's Responsibility For Fire Fighter Health And Safety

AUTHORITY: 2003 NFPA 1021: 4.7.1, 4.7.1(A), 4.7.1(B), 4.7.2, 4.7.2(A), 4.7.2(B), 5.7.1, 5.7.1(A), and 5.7.1(B)

LEVEL: II

OAC#: I-A-1, 2, 3, and 5

PERFORMANCE GOAL

GIVEN:

1. A summary of federal and state laws and regulations, local ordinances, standards, and department policies and procedures as they relate to fire fighter health and safety in both emergency and nonemergency situations
2. A summary of the types of reports that relate to fire fighter safety and health
3. A summary of the common causes of unsafe acts, health exposures, and conditions that result in fire fighter injuries, occupational illnesses, and/or deaths
4. A summary of procedures on how to conduct an accident investigation
5. A case study on an accident or health exposure history

PERFORMANCE:

1. Describe federal and state laws and regulations, local ordinances, standards, and department policies and procedures as they relate to fire fighter health and safety in both emergency and nonemergency situations
2. Describe the types of reports that relate to fire fighter safety and health, which ***shall*** include:
   - Exposure report
   - Injury report
3. Describe the common causes of unsafe acts, health exposures, and conditions that result in fire fighter injuries, occupational illnesses, and/or deaths
4. Describe and Demonstrate procedures on how to conduct an accident investigation
5. Analyze information on a accident or health exposure and develop a report that includes actions taken and recommendations

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

- ❒ Fire and EMS Law for Officers: Safety, IFSTA/FPP
- ❒ Fire Department Company Officer, IFSTA/FPP
- ❒ Fire Department Incident Safety Officer, Thomas Delmar Learning

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- ❒ Fire Department Safety Officer, IFSTA/FPP
- ❒ NFPA 1500: Standard on Fire Department Occupational Heath and Safety Program, NFPA
- ❒ Occupational Safety and Health in the Emergency Services, Thomas Delmar Learning
- ❒ Various Occupational Health and Safety Publications, Cal/OSHA

Final Draft

GENERAL: INSTRUCTOR

#56. Describe Instructional Delivery Elements And Methods

AUTHORITY: 2003 NFPA 1021: Section 4.1
LEVEL: II
OAC#: XV-A-2 and XV-B-2, 3, 10, 11

PERFORMANCE GOAL

GIVEN:

1. A summary of the reasons for cognitive and psychomotor training
2. A summary of various teaching methods and techniques, their use and limitations
3. A summary of lesson plan delivery methods using the laws and principles of learning
4. A summary of lesson plan elements, terminology, and definitions
5. A summary of elements in the communication process
6. A summary of communication techniques
7. A summary of learning styles considering student abilities and behaviors
8. A summary of basic coaching and motivational techniques

PERFORMANCE:

1. Describe the reasons for cognitive and psychomotor training
2. Describe the use and limitations of the various teaching methods and techniques
3. Describe the laws and principles of learning
4. Describe lesson plan elements, terminology, and definitions
5. Describe the elements of the communication process
6. Describe communication techniques
7. Describe adjusting to differences in learning styles, abilities, and behaviors, which ***shall*** include:
   - Modifying a lesson plan or materials to meet student needs
8. Describe motivational and coaching techniques, which ***shall*** include:
   - Disruptive and unsafe student behavior
   - Learning styles
   - Types of learning disabilities

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ Fire and Emergency Services Instructor, IFSTA/FPP

Final Draft

GENERAL: INSTRUCTOR

#57. Describe And Demonstrate The Development Of Instructional Materials

AUTHORITY: 2003 NFPA 1021: Section 4.1
LEVEL: II
OAC#: XV-A-8, 10, 11, 13, 14; XV-B-1, 3, 4, 5, 10, 11; and XV-C-1

PERFORMANCE GOAL

GIVEN:

1. A summary of the reasons for the development of instructional materials for lesson plans
2. A summary of the elements of psychomotor and cognitive lesson plans
3. A summary of lesson plan utilization techniques
4. A summary of instructional methods and techniques
5. A summary of the components of learning objectives
6. A summary of the characteristics of adult learners
7. A summary of the psychology of learning

PERFORMANCE:

1. Describe the elements of the instructional process, which ***shall*** include:
   - Application techniques
   - Characteristics of adult learners
   - Evaluation techniques
   - Four-step method of instruction
   - Levels of instruction
   - Psychology of learning
   - Sources of references and materials

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ Fire and Emergency Services Instructor, IFSTA/FPP

Final Draft

GENERAL: INSTRUCTOR

#58. Describe And Demonstrate The Presentation Of Psychomotor And Cognitive Lesson Plans

AUTHORITY: 2003 NFPA 1021: Section 4.1
LEVEL: II
OAC#: XV-A-5, 13; XV-B-1, 4, 6, 12, 13, 14; and XV-C-3, 4, 5

PERFORMANCE GOAL

GIVEN:

1. A prepared psychomotor and cognitive lesson plan
2. A self-prepared psychomotor and cognitive lesson plan
3. A summary of teaching preparation components
4. A summary of delivery methods
5. Examples of various target audiences

PERFORMANCE:

1. Describe and demonstrate preparing for and presenting a prepared cognitive lesson plan using an improved lecture
2. Describe and demonstrate preparing for and presenting a prepared psychomotor lesson plan with a performance test

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ Fire and Emergency Services Instructor, IFSTA/FPP

Final Draft

GENERAL: INSTRUCTOR

#59. Describe The Instructor's Role, Responsibilities, And Obligations

AUTHORITY: 2003 NFPA 1021: Section 4.1 and the *State Fire Marshal*
LEVEL: II
OAC#: XV-A-1

PERFORMANCE GOAL

GIVEN:

1. A summary of the role, responsibilities, and obligations of a training instructor
2. An organizational flowchart of the entity in which the training instructor employed and a summary of the instructors role within that organization

PERFORMANCE:

1. Describe the role of the training instructor within the organization
2. Describe the qualities of a good training instructor
3. Describe the responsibilities of the training instructor
4. Describe the obligations of the training instructor
5. *Describe the components of ethical conduct, which **shall** include:*
   - *Personal ethics origins*
   - *Personal justifications*
   - *Unethical conduct causes*
6. Describe the liability risk factors for the training instructor, which ***shall*** include:
   - Basic affirmative action, equal employment opportunity, and the Americans with Disabilities Act
   - Hazardous training
   - Laws and legal issues
   - Purpose of NFPA 1403 and 1500 as they relate to training
   - Site evaluations for safety compliance

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ Fire and Emergency Services Instructor, IFSTA/FPP

Final Draft

GENERAL: INSTRUCTOR

#60. Describe And Demonstrate The Assembly Of Instructional Materials

AUTHORITY: 2003 NFPA 1021: Section 4.1
LEVEL: II
OAC#: XV-A-15

PERFORMANCE GOAL

GIVEN:

1. A lesson plan
2. A summary of course materials, resources, and equipment needed to deliver the lesson plan

PERFORMANCE:

1. Describe and demonstrate assembling course materials needed to deliver a lesson, which ***shall*** include:
   - Equipment
   - Lesson plan
   - Procedures for procuring equipment and materials
   - Resources
   - Supplemental materials

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ Fire and Emergency Services Instructor, IFSTA/FPP

Final Draft

GENERAL: INSTRUCTOR

#61. Describe The Elements Of The Learning Environment

AUTHORITY: 2003 NFPA 1021: Section 4.1
LEVEL: II
OAC#: XV-B-4

PERFORMANCE GOAL

GIVEN:

1. A facility and an assignment
2. Classroom, laboratory, or outdoor learning environment management and safety considerations
3. A summary of the use of instructional media and materials

PERFORMANCE:

1. Describe organizing the classroom, laboratory, or outdoor learning environment, which may include:
   - Access
   - Audiovisual equipment
   - Climate control
   - Distractions/noise control
   - Environmental laws and codes
   - Exposures
   - Lighting and light levels
   - Seating
   - Site space
   - Teaching aids
   - Terrain
   - Vehicle and machine noise
   - Vehicle traffic
   - Weather conditions
2. Describe classroom, laboratory, or outdoor learning environment management and safety considerations, which ***shall*** include:
   - Adjunct instructors
   - Advantages and limitations of audiovisual equipment and teaching aids
   - Classroom/site arrangement
   - Difficult/problem students
   - Methods and techniques of instruction
   - Site evaluation for safety compliance

Final Draft

3. Describe laboratory or outdoor learning environment management and safety considerations, which ***shall*** include:
   - Site evaluation for safety compliance
   - Student safety during hazardous training
4. Describe adjusting the presentation of a cognitive lesson plan and psychomotor lesson plan, which may include:
   - Audiovisual distractions
   - Equipment failure
   - Limited resources
   - Presentation location
   - Safety
   - Weather
5. Describe using instructional media and materials

STANDARD:

By completing all assignments and activities, and passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ Fire and Emergency Services Instructor, IFSTA/FPP

Final Draft

GENERAL: INSTRUCTOR

#62. Describe And Demonstrate The Review And Adaptation Of Prepared Instructional Materials

AUTHORITY: 2003 NFPA 1021: Section 4.1
LEVEL: II
OAC#: XV-A-16

PERFORMANCE GOAL

GIVEN:

1. A summary of prepared instructional materials
2. A summary of materials for a specific topic, target audience, and learning environment
3. A summary of performance test criteria

PERFORMANCE:

1. Describe and demonstrate reviewing instructional materials, the learning environment, and resources (ancillary components) that need adaptation
2. Describe and demonstrate adapting a prepared cognitive and psychomotor lesson plan so that the needs of the student and the objectives of the lesson plan are achieved, which ***shall*** include:
   - Adjustment of the learning environment
   - Elements of a lesson plan
   - Selection of instructional aids and methods
3. Demonstrate adapting a prepared performance test

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ Fire and Emergency Services Instructor, IFSTA/FPP

Final Draft

GENERAL: INSTRUCTOR

#63. Describe And Demonstrate The Use Of Audiovisual Equipment And Materials

AUTHORITY: 2003 NFPA 1021: Section 4.1
LEVEL: II
OAC#: XV-B-14

PERFORMANCE GOAL

GIVEN:

1. A learning environment
2. Various types of audiovisual equipment and computers
3. Various types of simulators
4. A summary of the procedures for setting up and operating audiovisual equipment and computers
5. A summary of copyright violation of audiovisual media
6. A summary of resources available for audiovisual printing or packaging
7. A summary of the procedures for utilizing audiovisual materials

PERFORMANCE:

1. Describe and demonstrate setting-up and operating audiovisual equipment and computers, which ***shall*** include:
   - Electrical precautions
   - Safety precautions
2. Describe the use of simulators as a training device
3. Describe copyright violation of audiovisual media
4. Describe resources available for audiovisual printing or packaging
5. Describe and demonstrate using audiovisual materials

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ Fire and Emergency Services Instructor, IFSTA/FPP

Final Draft

GENERAL: INSTRUCTOR

#64. Describe And Demonstrate The Testing Process

AUTHORITY: 2003 NFPA 1021: Section 4.1 and the *State Fire Marshal*
LEVEL: II
OAC#: XV-C-1, 3, 4, 5

PERFORMANCE GOAL

GIVEN:

1. A self-prepared psychomotor and cognitive lesson plan
2. A summary of agency testing policies and procedures
3. A summary of laws related to grading and maintaining confidentiality of scores
4. A summary of oral, written, and performance tests
5. A summary of grading criteria for oral, written, or performance tests
6. *A summary of ethical conduct*
7. A summary of training records, report forms, policies, procedures, and forms
8. Samples of student grading and testing instruments

PERFORMANCE:

1. Describe oral, written, and performance tests, which ***shall*** include:
   - Elements
   - Formats
   - Purposes
   - Terminology
2. Describe the administration and grading of student test instruments, which ***shall*** include:
   - Agency policies and testing procedures
   - *Ethical conduct*
   - Laws affecting records and disclosure of training information
   - Maintaining confidentiality of scores
   - Rating factors
   - Test security
3. Describe and demonstrate creating and administering a performance test, which ***shall*** include:
   - *Considerations for establishing time standards*
   - *Liability of time standards*
   - *Purpose of time standards*
   - *Safety considerations in time standards*

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4. Describe completing training records and report forms so that required reports are accurate and submitted in accordance with the procedures

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ Fire and Emergency Services Instructor, IFSTA/FPP

Final Draft

GENERAL: INSTRUCTOR

#65. Describe And Demonstrate The Procedures For Student Feedback

AUTHORITY: 2003 NFPA 1021: Section 4.1
LEVEL: II
OAC#: XV-B-15 and XV-C-3, 4, 5

PERFORMANCE GOAL

GIVEN:

1. A summary of reporting procedures and the interpretation of test results
2. A summary of feedback techniques for students

PERFORMANCE:

1. Describe reporting test results, which may include:
   - Accurately recording the results
   - Forwarding the forms according to policies and procedures
   - Reporting unusual circumstances
2. Describe and demonstrate providing feedback to students, which ***shall*** include:
   - Clear, relevant, and objective suggestions
   - Evaluation data
   - Timely feedback

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ Fire and Emergency Services Instructor, IFSTA/FPP

Final Draft

GENERAL: INSTRUCTOR

#66. Describe And Demonstrate The Methods Of Student Instructor Evaluation

AUTHORITY: *State Fire Marshal*
LEVEL: II
OAC#: XV-C-9

PERFORMANCE GOAL

GIVEN:

1. *A summary of procedures for evaluating student instructors*
2. *A summary of techniques for completing evaluation forms*
3. *Examples of evaluation forms*

PERFORMANCE:

1. *Describe and demonstrate procedures for evaluating student instructors*
2. *Describe areas for instructor improvement, which may include:*
   - *Changes in instructional style*
   - *Communication methods*
   - *Strengths*
   - *Weaknesses*
3. *Describe methods for student evaluators to provide feedback to student instructors*
4. *Describe and demonstrate completing evaluation forms*

STANDARD:

By completing all operations on a performance test, completing all assignments and activities, passing all written tests and quizzes with a minimum of 80% accuracy

REFERENCE RESOURCES

❒ Fire and Emergency Services Instructor, IFSTA/FPP

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