

Company Officer

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

Certification Task Book

May 2014



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

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

Certification Task Book May 2014

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

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

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

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

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

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

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

Cover photo courtesy of Dave Boyce, Almanac News

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For Review Only

Purpose and Process

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

Purpose

Each certification task book focuses on a single State Fire Training job function certification. A certification task book identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required rank or position, and has demonstrated the job performance requirements necessary to obtain that certification.

Responsibilities

Candidate Responsibilities

The candidate is the individual pursuing certification.

All candidates shall:

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

Evaluator Responsibilities

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

All evaluators shall:

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

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

Fire Chief Responsibilities

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

The fire chief (or authorized designee) shall:

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

Completion Process

When you receive your certification task book:

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

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

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

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

Do not submit this certification task book until you have:

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

State Fire Training Mailing Address

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

Completion Timeframe

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

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

Signature Verification

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

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

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

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

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

Task Book Requirements

Job Performance Requirements

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

All Job Performance Requirements (JPR's) shall be reviewed, validated and dated after issuance of the certification task book.

General

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

Date Completed

Evaluator Verification

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

Date Completed

Evaluator Verification

Human Resource Management

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

Date Completed

Evaluator Verification

4. Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. (1021/4.2.1)

Date Completed

Evaluator Verification

- 5. Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. (1021/4.2.2)

Date Completed

Evaluator Verification

- 6. Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed. (1021/4.2.3)

Date Completed

Evaluator Verification

- 7. Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures. (1021/4.2.4)

Date Completed

Evaluator Verification

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

Date Completed

Evaluator Verification

- 9. Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments. (1021/4.2.6)

Date Completed

Evaluator Verification

- 10. Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision. (1021/5.2.1)

Date Completed

Evaluator Verification

11. Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member’s performance is evaluated accurately and reported according to human resource policies and procedures. (1021/5.2.2)

Date Completed

Evaluator Verification

12. Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position. (1021/5.2.3)

Date Completed

Evaluator Verification

Community and Government Relations

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

Date Completed

Evaluator Verification

14. Initiate action to a citizen’s concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with. (1021/4.3.2)

Date Completed

Evaluator Verification

15. Respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures. (1021/4.3.3)

Date Completed

Evaluator Verification

16. Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained. (1021/5.3.1)

Date Completed

Evaluator Verification

Administration

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

Date Completed

Evaluator Verification

18. Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members. (1021/4.4.1)

Date Completed

Evaluator Verification

19. Execute routine unit-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures. (1021/4.4.2)

Date Completed

Evaluator Verification

20. Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data. (1021/4.4.3)

Date Completed

Evaluator Verification

21. Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization. (1021/4.4.4)

Date Completed

Evaluator Verification

22. Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate. (1021/4.4.5)

Date Completed

Evaluator Verification

Date Completed Evaluator Verification

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

_____ _____

Date Completed Evaluator Verification

24. Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified. (1021/5.4.2)

_____ _____

Date Completed Evaluator Verification

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

_____ _____

Date Completed Evaluator Verification

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

_____ _____

Date Completed Evaluator Verification

27. Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics.] (1021/5.4.5)

_____ _____

Date Completed Evaluator Verification

28. Develop a plan to accomplish change in the organization, given an agency’s change of policy or procedures, so that effective change is implemented in a positive manner. (1021/5.4.6)

_____ _____

Date Completed Evaluator Verification

Inspection and Investigation

29. Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated: (1) Assembly, (2) Educational, (3) Health care, (4) Detention and correctional, (5) Residential, (6) Mercantile, (7) Business, (8) Industrial, (9) Storage, (10) Unusual structures, (11) Mixed occupancies (1021/4.5.1)

Date Completed

Evaluator Verification

30. Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, given an occupancy, and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed: (1) Public assembly, (2) Educational, (3) Institutional, (4) Residential, (5) Business, (6) Industrial, (7) Manufacturing, (8) Storage, (9) Mercantile (1021/4.5.2)

Date Completed

Evaluator Verification

31. Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction. (1021/4.5.3)

Date Completed

Evaluator Verification

32. Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data, and/or sketches, to determine if arson is suspected. (1021/5.5.1)

Date Completed

Evaluator Verification

Emergency Service Delivery

33. Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency. (1021/4.6.1)

Date Completed

Evaluator Verification

34. Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation. (1021/4.6.2)

Date Completed

Evaluator Verification

35. Develop and conduct a post-incident analysis, given an incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.

Date Completed

Evaluator Verification

36. Single-unit incident (1021/4.6.3):

Date Completed

Evaluator Verification

37. Multiunit incident (1021/5.6.2):

Date Completed

Evaluator Verification

38. Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600, and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident. (1021/5.6.1)

Date Completed

Evaluator Verification

39. Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization. (1021/5.6.3)

Date Completed

Evaluator Verification

Health and Safety

- 40. Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed. (1021/4.7.1)

Date Completed

Evaluator Verification

- 41. Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ. (1021/4.7.2)

Date Completed

Evaluator Verification

- 42. Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members. (1021/4.7.3)

Date Completed

Evaluator Verification

- 43. Analyze a member’s accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor. (1021/5.7.1)

Date Completed

Evaluator Verification

Wildland Fire Officer I

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

Date Completed

Evaluator Verification

- 45. Evaluate assigned personnel, given agency personnel performance standards, so that members are capable of performing assigned tasks safely and individuals not meeting the standards are identified and that corrective actions are taken. (1051/7.2.2)

Date Completed Evaluator Verification

46. Verify the qualifications of assigned personnel, given an assignment or task, so that individual fire fighter skills are appropriate and deficiencies are identified, reported, and corrective action is taken. (1051/7.2.3)

_____ _____

Date Completed Evaluator Verification

47. Provide for medical treatment, given an injured or ill fire fighter and agency policies and procedures, so that the appropriate emergency treatment is provided, appropriate notifications are made, and required reports are completed. (1051/7.2.4)

_____ _____

Date Completed Evaluator Verification

48. Size up an incident to formulate an incident action plan, given a wildland fire and available resources, so that incident objectives are set and strategies and tactics are applied according to agency policies and procedures. (1051/7.5.2)

_____ _____

Date Completed Evaluator Verification

49. Develop an initial report on conditions, given incident information and agency policies and procedures, so that required incident information is communicated to the agency communications center and updated as needed. (1051/7.5.3)

_____ _____

Date Completed Evaluator Verification

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

_____ _____

Date Completed Evaluator Verification

51. Deploy resources to suppress a wildland fire, given an assignment, personnel, equipment, and agency policies and procedures, so that appropriate suppression actions are taken, and safety of personnel is ensured. (1051/7.5.5)

_____ _____

Date Completed Evaluator Verification

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

Date Completed Evaluator Verification

53. Evaluate incident conditions, given a wildland fire, so that progress, changes in fuels, topography, weather, fire behavior, and other significant events are identified and communicated to the supervisor and to assigned and adjoining personnel. (1051/7.5.7)

Date Completed Evaluator Verification

54. Communicate with supervisors, crew members, and adjoining personnel, given a wildland fire incident, so that progress, changes in conditions, fire behavior, and other significant events are current. (1051/7.5.8)

Date Completed Evaluator Verification

55. Provide for the logistical service and support needs for assigned resources, given a wildland fire, assigned resources, and agency policies and procedures, so that personnel and equipment needs are met in accordance with agency policies. (1051/7.5.9)

Date Completed Evaluator Verification

56. Analyze incident needs, given assigned resources and incident status, so that additional resources needed are ordered or excess resources are identified and released in accordance with agency policies and procedures. (1051/7.5.10)

Date Completed Evaluator Verification

57. Provide incident information to the incoming replacement incident commander, given a wildland fire, so that the transfer of command is completed and the new incident commander has the information necessary to operate. (1051/7.5.11)

Date Completed Evaluator Verification

58. Deploy resources to mop up a wildland fire, given a wildland fire, personnel, equipment, and agency policies and procedures, so that appropriate mop-up actions are taken. (1051/7.5.12)

Date Completed

Evaluator Verification

59. Complete wildland fire suppression operations, given a wildland fire that has been controlled and mopped up and agency policies and procedures, so that the fire area is extinguished and resources are returned to service. (1051/7.5.13)

Date Completed

Evaluator Verification

60. Complete personnel time and equipment use records, given agency policies, procedures, and related forms, so that the information is accurate and in compliance with standards established by the AHJ. (1051/7.5.14)

Date Completed

Evaluator Verification

61. Prepare final incident reports, given an extinguished wildland fire and agency policies and procedures, so that the reports are complete, accurate, and submitted on time. (1051/7.5.15)

Date Completed

Evaluator Verification



