This CTS guide utilizes NFPA 1021 Standard for Fire Officer Professional Qualifications (2014) and NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016) to provide the qualifications for State Fire Training’s Company Officer certification.

State Fire Training coordinated the development of this CTS guide. Before its publication, the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS) recommended this CTS guide for adoption by the Office of the State Fire Marshal (OSFM).
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State Fire Training

Mission
To enable the California Fire Service to safely protect life and property through education, training, and certification.

The California Fire Services Training and Education System
The California Fire Service Training and Education System (CFSTES) was established to provide a single statewide focus for fire service training in California. CFSTES is a composite of all the elements that contribute to the development, delivery, and administration of training for the California fire service. The authority for the central coordination of this effort is vested in the Training Division of the California State Fire Marshal's Office with oversight provided by the State Board of Fire Services.

CFSTES facilitates, coordinates, and assists in the development and implementation of standards and certification for the California fire service. CFSTES:

1. Administers the California Fire Academy System
2. Provides accredited courses leading to certification and approved standardized training programs for local and regional delivery
3. Administers the national accreditation process in California
4. Publishes certification training standards, course plans, and a capstone task book for each certified level in the California fire service

CFSTES is a fire service system developed by the fire service, for the fire service. It is only as successful and effective as the people involved in it.
State Fire Training appreciates the hard work and accomplishments of those who built the solid foundation on which this program continues to grow.

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How to Read a CTS Guide

State Fire Training develops a Certification Training Standards (CTS) Guide for a variety of job functions in the fire service such as firefighter, driver/operator, fire instructor, and company officer. The CTS guide lists the requisite knowledge and skills and the job performance requirements a person is expected to complete in order to become certified in a specific function. CTS guides are appropriate for fire service personnel and individuals in related occupations pursuing State Fire Training certification.

Each CTS guide serves as a foundation for the certification programs recommended for adoption by the Office of the State Fire Marshal. Any certification program must be based on job-related knowledge and measurable performance standards. To master the knowledge and skills needed for specialized operations, individuals will require additional training to augment the performance standards included in the CTS guide.

Within the CTS guide, it is impossible to capture the different policies and procedures of each organization in the California fire service. Individuals aspiring to meet State Fire Training’s certification training standards must do so in accordance with the codes, standards, regulations, policies, and standard operating procedures applicable within their own departments or jurisdictions.

Format

Each certification training standard included in the CTS guide includes the following:

Section Heading
The section heading describes a general category for a group of training standards. For example, the Fire Marshal CTS includes the following sections: Administration, Risk Management, Community Relations, Professional Development, Regulatory Programs, Fire and Life Safety, and Investigation. Each section contains one or more individual training standards.

Training Standard Title
The training standard title provides a general description of the performance requirement contained within the standard.

Authority
The CTS guide references each standard with one or more paragraphs of the corresponding National Fire Protection Association (NFPA) Professional Qualifications. This ensures that each fire service function within California’s certification system meets or exceeds NFPA standards.
When California requirements exceed the NFPA standard, the CTS guide cites the Office of the State Fire Marshal as the authority and prints the corresponding information in italics.

**Given**
This section lists the objects, equipment, materials, or facilities an individual needs in order to acquire the requisite knowledge and skills or to accomplish the job performance requirement(s) within a training standard.

**Requisite Knowledge and Skills**
This section lists the knowledge and skills that an individual must acquire in order to accomplish the job performance requirement(s) within a training standard.

This section does not include NFPA requisite knowledge or skills that are too general to teach or that individuals should develop through life experiences. For example, a training standard would not list “communicate orally and in writing” or “ability to relate interpersonally” unless they specifically apply to a job performance requirement about acquiring communication skills or developing interpersonal relationships.

**Job Performance Requirements**
This section includes one or more written statements that describe a specific job-related task and define measurable or observable outcomes. After an individual completes all coursework and requisite requirements, the capstone task book process verifies completion of job performance requirements.

**Content**
In addition to the individual certification training standards, the CTS guide also includes State Fire Training Revisions and Errata pages.

**State Fire Training Content**
Located at the back of the CTS guide, this table documents any significant revisions made by State Fire Training to the NFPA standards in the development of this CTS guide. This table is used to justify content additions and advise the course plan development team.

**Errata**
Located at the back of the CTS guide, this page documents any changes made to the CTS guide outside of the five-year NFPA revision cycle.
Company Officer

Section 1: General

1-1 Definition of Duty for Level I and Level II

Authority

- NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
- NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)

Given

1. NFPA 1021 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.2, 5.3, 5.4
2. NFPA 1051 6.2.1

Requisite Knowledge and Skills

1. Identify the duties of a company officer level I:
   - This duty involves utilizing human resources to accomplish assignments in accordance with safety plans and in an efficient manner. This duty also involves evaluating member performance and supervising personnel during emergency and nonemergency work periods, according to the following job performance requirements.
   - This duty involves dealing with inquiries of the community and communicating the role, image, and mission of the department to the public and delivering safety, injury, and fire prevention education programs, according to the following job performance requirements.
   - This duty involves general administrative functions and the implementation of departmental policies and procedures at the unit level, according to the following job performance requirements.
   - This duty involves conducting inspections to identify hazards and address violations, performing a fire investigation to determine preliminary cause, securing the incident scene, and preserving evidence, according to the following job performance requirements.
   - This duty involves supervising emergency operations, conducting preincident planning, and deploying assigned resources in accordance with the local emergency plan and according to the following job performance requirements.
   - This duty involves integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene, including the donning of appropriate levels of personal protective equipment to ensure a work environment that is in
accordance with health and safety plans for all assigned members, according to the following job performance requirements.

2. Identify the duties of a company officer level II:
   - This duty involves evaluating member performance, according to the following job performance requirements.
   - This duty involves dealing with inquiries of allied organizations in the community and projecting the role, mission, and image of the department to other organizations with similar goals and missions for the purpose of establishing strategic partnerships and delivering safety, injury, and fire prevention education programs, according to the following job performance requirements.
   - This duty involves preparing a project or divisional budget, news releases, and policy changes, according to the following job performance requirements.
   - This duty involves conducting fire investigations to determine origin and preliminary cause, according to the following job performance requirements.
   - This duty involves supervising multiunit emergency operations, conducting preincident planning, and deploying assigned resources, according to the following job requirements.
   - This duty involves reviewing injury, accident, and health exposure reports, identifying unsafe work environments or behaviors, and taking approved action to prevent reoccurrence, according to the following job requirements.

3. Identify the duties of a wildland fire officer level I:
   - See NWCG L-280, Followship to Leadership, and NFPA 1021 for additional supervisory information.

**Job Performance Requirements**
There are no job performance requirements identified for this training standard.
1-2 Using an Incident Management System to Organize Resources

Authority
Office of the State Fire Marshal

Given
1. ICS-200.B Operational System Description
2. Assigned resources
3. A type of incident

Requisite Knowledge and Skills
1. Describe the ICS organization appropriate to the complexity of the incident or event
2. Use ICS to manage an incident or event

Job Performance Requirements
Use an incident management system to organize incident resources and maintain personnel accountability.
1-3 Implementing a Hazardous Materials Plan of Action

Authority
Office of the State Fire Marshal

Given
1. Assigned resources
2. Hazardous materials incident
3. A previously developed plan of action

Requisite Knowledge and Skills
1. Describe how to implement the employer's emergency response plan
2. Describe the hazards associated with working in an IDLH atmosphere
3. Describe the state emergency response plan
4. Describe how to activate a Federal Regional Response Team
5. Describe the importance of decontamination procedures

Job Performance Requirements
Implement a plan of action, using the resources and procedures to manage a hazardous materials incident.
Section 2: Human Resource Management

2-1: Explaining the Impact of the California Firefighters Procedural Bill of Rights

Authority
Office of the State Fire Marshal

Given
1. *The California Firefighters Procedural Bill of Rights Act, AB 220*

Requisite Knowledge and Skills
1. *Describe the disciplinary process as it relates to the California Firefighters Procedural Bill of Rights Act.*
2. *Describe the components of the notification and interrogation process."
3. *Describe the protection of basic rights offered by the California Firefighters Procedural Bill of Rights Act.*

Job Performance Requirements
*Explain the impact of the California Firefighters Procedural Bill of Rights Act as it applies to the company officer to reduce risk and civil and criminal liability.*
2-2: Assigning Emergency Tasks or Responsibilities

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
- Paragraph 4.2.1

Given
1. An assignment at an emergency incident

Requisite Knowledge and Skills
1. Describe techniques used to make assignments under stressful situations.
2. List methods of confirming understanding.
3. Employ condensed instruction for frequently assigned unit tasks based on training and standard operating procedures.
4. Demonstrate verbal communications during emergency incidents.

Job Performance Requirements
Assign tasks or responsibilities to unit members, providing complete, clear, and concise instructions; addressing safety considerations; and conveying the desired outcomes.
2-3: Assigning Nonemergency Tasks or Responsibilities

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
• Paragraph 4.2.2

Given
1. An assignment under nonemergency conditions at a station or other work location

Requisite Knowledge and Skills
1. Describe techniques used to make assignments under routine situations.
7. Provide instructions for frequently assigned unit tasks based on department policy.
2. Demonstrate verbal communications during nonemergency incidents.

Job Performance Requirements
Assign tasks or responsibilities to unit members, giving complete, clear, and concise instructions; addressing safety considerations; and conveying the desired outcomes.
2-4: Directing Unit Members during a Training Evolution

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
- Paragraph 4.2.3

Given
1. A company training evolution
2. Training policies and procedures

Requisite Knowledge and Skills
1. Distribute issue-guided directions to unit members during training evolutions.

Job Performance Requirements
Direct unit members to perform a training evolution efficiently, in accordance with safety plans, and as directed.
2-5: Recommending Action for Member-Related Problems

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
- Paragraph 4.2.4

Given
1. A member with a situation requiring assistance
2. The member assistance policies and procedures

Requisite Knowledge and Skills
1. Identify the signs and symptoms of member-related problems.
2. Identify the causes of stress in emergency services personnel.
3. Describe the adverse effects of stress on the performance of emergency service personnel.
4. Identify the AHJ’s member assistance policies and procedures.
5. Implement a course of action for a member in need of assistance.

Job Performance Requirements
Recommend action for member-related problems, identifying the situation and taking action within established policies and procedures.
2-6: Applying and Following Human Resources Policies and Procedures

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
- Paragraph 4.2.5

Given
1. An administrative situation requiring action

Requisite Knowledge and Skills
1. Identify human resource policies and procedures.
2. Describe the application of administrative procedures.

Job Performance Requirements
Apply and follow human resource policies and procedures.
2-7: Supervising and Coordinating the Completion of Assignments

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 4.2.6

Given
1. A list of projects and tasks
2. The job requirements of subordinates

Requisite Knowledge and Skills
1. Identify principles of supervision.
2. Describe basic human resource management.
3. Describe how to set priorities.

Job Performance Requirements
Coordinate the completion of assigned tasks and projects by members, prioritizing assignments, developing a plan for the completion of each assignment, assigning members to specific tasks, and supervising and holding members accountable for completing their assignments.
2-8: Improving Member Performance

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  • Paragraph 5.2.1

Given
1. Human resource policies and procedures

Requisite Knowledge and Skills
1. Identify performance problems.
2. Describe concepts of organizational behavior.
3. Describe principles of group dynamics.
4. Describe the different leadership styles.
5. Describe the types of power in leadership.
6. Describe principles of interpersonal dynamics.
7. Employ techniques to improve member performance.

Job Performance Requirements
Initiate actions that maximize member or unit performance or correct unacceptable performance, or refer the issue to the next level of supervision.
2-9: Performing and Reporting Job Evaluations

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  • Paragraph 5.2.2

Given
1. Personnel records
2. Evaluation forms

Requisite Knowledge and Skills
1. Identify job descriptions.
2. Describe the objectives and procedures of a member evaluation program.
3. Identify common errors in evaluating.
4. Demonstrate how to plan and conduct evaluations.

Job Performance Requirements
Accurately evaluate assigned members’ job performance and report each evaluation according to human resource policies and procedures.
2-10: Creating a Professional Development Plan

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 5.2.3
2. Office of the State Fire Marshal

Given
1. The requirements for promotion
2. Opportunities for a member’s professional development

Requisite Knowledge and Skills
1. Identify the steps for creating a professional development plan.
2. List professional development options.
3. Apply evaluation form results to individual development plans.

Job Performance Requirements
Create a professional development plan for a member of the organization, providing the individual with the necessary knowledge, skills, and abilities to maintain or advance professional development.
Section 3: Community and Government Relations

3-1 Initiating Action to Address Community Needs

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 4.3.1
2. Office of the State Fire Marshal

Given
1. Policies and procedures
2. Examples of community needs

Requisite Knowledge and Skills
1. Identify community demographics.
2. Identify community service organizations.
3. Explain the role and mission of the department.
4. Explain the role of public relations and its impact on the organization.

Job Performance Requirements
Initiate action addressing community needs.
3-2: Initiating Action to Address Citizen Concerns

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 4.3.2
   • Paragraph 4.3.3
2. Office of the State Fire Marshal

Given
1. Policies and procedures
2. Examples of citizen concerns

Requisite Knowledge and Skills
1. Identify community or organizational resources.
2. Describe methods of responding to citizens’ concerns.

Job Performance Requirements
Initiate action to answer a citizen’s inquiry or concern or refer the concern to the correct individual for action, complying with all policies and procedures.
3-3: Explaining the Benefits of Cooperating with Allied Organizations

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 5.3.1
4. Office of the State Fire Marshal

Given
1. A specific problem or issue in the community
2. A list of local, statewide, and national resources

Requisite Knowledge and Skills
1. Describe the types and functions of external agencies in the community.

Job Performance Requirements
Clearly explain the benefits to the organization and the purpose for establishing cooperative external agency relationships.
Section 4: Administration

4-1: Explaining the Impact of State and Federal Laws and Regulations

Authority
Office of the State Fire Marshal

Given
1. A list of state and federal laws and regulations pertaining to fire services supervisors

Requisite Knowledge and Skills
1. Identify state laws and regulations.
2. Identify federal laws and regulations.

Job Performance Requirements
Explain the impact of state and federal laws and regulations as they apply to the company officer to reduce risk and civil and criminal liability.
4-2: Recommending Changes to and Implementing Departmental Policies

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 4.4.1
5. Office of the State Fire Marshal

Given
1. A new departmental policy

Requisite Knowledge and Skills
1. Describe how to communicate change in a positive manner.
2. Identify the procedure for recommending policy changes.

Job Performance Requirements
Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, communicating the policy to unit members so that they understand it.
4-3: Executing Routine Administrative Functions

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 4.4.2
2. Office of the State Fire Marshal

Given
1. Forms
2. Examples of record-management systems

Requisite Knowledge and Skills
1. Identify administrative policies and procedures.
2. Describe the proper use of a record-management system, including:
   • The information found in a record management system
   • The value of a record management system

Job Performance Requirements
Execute routine unit-level administrative functions, completing reports and logs and maintaining files in accordance with policies and procedures.
4-4: Preparing Budget Requests

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
- Paragraph 4.4.3

Given
1. A need requiring expenditure
2. Budget forms

Requisite Knowledge and Skills
1. Identify budget request policies and procedures.
2. Identify the revenue sources.
3. Describe the budget process.
4. Explain how to prepare a budget request.

Job Performance Requirements
Prepare a properly formatted budget request that is supported with data.
4-5: Explaining Components of the Organization

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
- Paragraph 4.4.4

Given
1. An organization chart

Requisite Knowledge and Skills
1. Identify the organizational structure of the department.
2. Describe functions of management.

Job Performance Requirements
Provide a current, accurate explanation of the purpose of each management component of the organization, clearly identifying the organization’s purpose and mission.
4-6: Collecting Incident Response Data

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 4.4.5
6. Office of the State Fire Marshal

Given
1. The goals and mission of the organization

Requisite Knowledge and Skills
1. Describe the purpose of collecting incident response data.

Job Performance Requirements
Explain the need for and benefits of collecting incident response data, producing timely, accurate incident response reports.
4-7: Developing a Policy or Procedure

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 5.4.1
7. Office of the State Fire Marshal

Given
1. An assignment
2. The need to develop a policy or procedure
3. The template for new policies or procedures

Requisite Knowledge and Skills
1. Describe the procedure for developing new policies.

Job Performance Requirements
Develop a policy or procedure that identifies the problem and proposes a solution.
4-8: Developing a Project or Divisional Budget

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 5.4.2
8. Office of the State Fire Marshal

Given
1. Budget schedule
2. Guidelines concerning the budget’s preparation

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

Job Performance Requirements
Develop a project or divisional budget, determining and justifying capital, operating, and personnel costs.
4-9: Describing the Purchasing Process

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   - Paragraph 5.4.3
2. Office of the State Fire Marshal

Given
1. Established product or service specifications
2. Purchasing policies and procedures

Requisite Knowledge and Skills
1. Identify purchasing laws.
2. Identify purchasing forms needed.
9. Define the competitive bidding process.

Job Performance Requirements
Describe a purchasing process, including soliciting and awarding bids, that ensures competitive bidding.
4-10: Preparing a News Release

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 5.4.4
2. Office of the State Fire Marshal

Given
1. An event or topic
2. Examples of formats used for news releases

Requisite Knowledge and Skills
1. Describe the policies and procedures for preparing a news release.

Job Performance Requirements
Prepare an accurate, properly formatted news release.
4-11: Preparing a Report

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 5.4.5
2. Office of the State Fire Marshal

Given
1. Fire department record(s)
2. A specific request for details, such as trends, variances, or other related topics

Requisite Knowledge and Skills
1. Describe methods for preparing and submitting a report.

Job Performance Requirements
Prepare a concise report for transmittal to a supervisor.
4-12: Developing Plans for Organizational Change

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  • Paragraph 5.4.6

Given
1. An agency’s change of policy or procedures

Requisite Knowledge and Skills
1. Describe the process for planning and implementing change.

Job Performance Requirements
Develop a plan that results in the positive implementation of effective change in the organization.
Section 5: Inspection and Investigation

5-1: Describing Fire Inspection Procedures

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 4.5.1
2. Office of the State Fire Marshal

Given
1. The policies of the AHJ
2. The forms of the AHJ
3. The various occupancy classifications

Requisite Knowledge and Skills
1. Describe the various occupancies according to the current California Fire Code.
2. Describe inspection procedures.
3. Describe fire detection systems.
4. Describe alarm systems.
5. Describe protection systems.
6. Identify fire hazards.
7. Identify life safety hazards.
8. Describe markings and identification systems for hazardous materials.
9. Apply the appropriate codes and standards.

Job Performance Requirements
Describe the AHJ’s procedures for conducting fire inspections, identifying all hazards, including hazardous materials; completing approved forms; and initiating approved follow-up action.
5-2: Identifying Features that Prevent or Contribute to Fire Spread

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 4.5.2
2. Office of the State Fire Marshal

Given
1. An occupancy

Requisite Knowledge and Skills
1. Describe fire behavior as it relates to fire spread for the various occupancies according to the current California Fire Code.
2. Identify building construction types.
3. Identify building construction features.
4. Describe the impact of:
   • Detection systems
   • Alarm systems
   • Suppression systems
5. Describe the impact of:
   • Applicable codes
   • Applicable ordinances
   • Applicable standards

Job Performance Requirements
Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, developing an occupancy preincident plan.
5-3: Securing Incident Scenes

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 4.5.3
10. Office of the State Fire Marshal

Given
1. An incident scene
2. Procedures for securing an incident scene
3. Equipment and resources

Requisite Knowledge and Skills
1. Identify types of evidence.
2. Describe the importance of fire scene security.
3. Describe the importance of evidence preservation.
4. Identify procedures for establishing perimeters at an incident scene.

Job Performance Requirements
Secure an incident scene with recognizable perimeters, which keep unauthorized persons from restricted areas, and which protect all evidence or potential evidence from damage or destruction.
5-4: Determining the Origin and Cause

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
• Paragraph 5.5.1

Given
1. One or more of the following:
   • a fire scene or photographs of a fire scene
   • diagrams
   • pertinent data
   • sketches

Requisite Knowledge and Skills
1. Identify methods used by arsonists.
2. Identify common causes of fire.
3. Describe basic cause and origin determination.
4. Describe fire growth and development.
5. Describe the documentation of preliminary fire investigative procedures.
6. Apply knowledge using deductive skills.

Job Performance Requirements
Determine the point of origin and preliminary cause of a fire to ascertain if arson is suspected.
Section 6: Emergency Service Delivery

6-1: Developing an Initial Plan of Action

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 4.6.1
2. Office of the State Fire Marshal

Given
1. Size-up information for an incident
2. An ICS 201 Incident Briefing form
3. Assigned emergency response resources

Requisite Knowledge and Skills
1. Describe the elements of a size-up.
11. Describe the standard operating procedures for emergency operations.
12. Analyze emergency scene conditions for the following kinds of incidents:
   • Single-family dwelling fires
   • Multiple-family dwelling fires
   • Commercial fires
   • Assembly fires
   • Mid-rise and high-rise fires
   • Multicasualty incidents
   • Technical rescue
13. Describe how to activate the local emergency plan, including localized evacuation procedures.
14. Describe the use of allocated resources.
15. Describe the components of the ICS 201 Incident Briefing form.

Job Performance Requirements
Develop an initial plan of action, identifying the resources required to control the emergency.
6-2: Implementing an Plan of Action

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   - Paragraph 4.6.2
2. Office of the State Fire Marshal

Given
1. Assigned resources
2. Type of incident
3. A previously developed plan of action

Requisite Knowledge and Skills
1. Describe the resources available for the mitigation of fire and other emergency incidents.
2. Use an incident management system.
3. Describe scene safety considerations.
4. Describe mitigations for scene safety hazards.
5. Describe personnel accountability systems.
6. Describe management of assigned personnel under emergency conditions.
7. Describe how to account for assigned personnel under emergency conditions.
8. Describe the procedure for the transfer of command.

Job Performance Requirements
Implement a plan of action at an emergency operation, deploying resources to mitigate the situation.
6-3 Developing and Conducting a Postincident Analysis

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 4.6.3
   • Paragraph 5.6.2
2. Office of the State Fire Marshal

Given
1. A single-unit or multiunit incident
2. Single-unit and multiunit postincident analysis policies and procedures
3. Single-unit and multiunit postincident analysis forms

Requisite Knowledge and Skills
1. Describe the elements of a postincident analysis.
2. Describe contributing factors for various incidents.
3. Describe departmental procedures relating to:
   • Dispatch
   • Operations
   • Customer service

Job Performance Requirements
Develop and conduct a postincident analysis, identifying and communicating all required critical elements and completing and processing the approved forms in accordance with policies and procedures.
6-4 Identifying Elements of an Operational Plan to Mitigate an Incident

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 5.6.1
4. Office of the State Fire Marshal

Given
1. An emergency incident requiring multiunit operations
2. The current edition of NFPA 1600
3. AHJ-approved safety procedures

Requisite Knowledge and Skills
1. Identify national, state/provincial, and local information resources available for the mitigation of emergency incidents.
2. Identify command staff and unit supervision positions within the Incident Management System.

Job Performance Requirements
Identify elements of operational plans, obtaining required resources and their assignments, to carry out plans in compliance with NFPA 1600 and approved safety procedures, mitigating the incident.
6-5: Writing a Report Identifying Service Demand Causes

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   • Paragraph 5.6.3
2. Office of the State Fire Marshal

Given
1. Incident reporting data from the jurisdiction
2. A service demand

Requisite Knowledge and Skills
1. Describe how to interpret response data correctly to identify the reasons for service demands.

Job Performance Requirements
Write a report identifying the major causes for service demands for various planning areas within the organization’s service area.
Section 7: Health and Safety

7-1: Applying Safety Regulations

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
- Paragraph 4.7.1

Given
1. Safety policies and procedures

Requisite Knowledge and Skills
1. Identify the most common causes of personal injury and accident to members.
2. Describe safety policies and procedures.
3. Describe basic workplace safety.
4. Describe the components of an infectious-disease control program.

Job Performance Requirements
Apply safety regulations at the unit level, completing required reports, conducting in-service training, and conveying member responsibilities.
7-2: Conducting an Initial Accident Review

Authority
1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
   - Paragraph 4.7.2
5. Office of the State Fire Marshal

Given
1. An incident
2. Injury and accident forms
3. The AHJ’s accident-review policies and procedures

Requisite Knowledge and Skills
1. Describe procedures for conducting an accident review.
2. Describe fact-finding procedures.

Job Performance Requirements
Conduct an initial accident review, documenting the incident and processing reports in accordance with the AHJ’s policies and procedures.
7-3: Describing the Benefits of Wellness and Fitness Programs

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
• Paragraph 4.7.3

Given
1. Current fire service safety and wellness trends
2. Agency policies

Requisite Knowledge and Skills
1. Identify national death and injury statistics.
2. Describe fire service safety and wellness initiatives.

Job Performance Requirements
Describe the benefits of being physically and medically capable of performing assigned duties and functioning effectively during peak physical demand activities, explaining to members the need to participate in wellness and fitness program.
7-4: Analyzing and Reporting on Member History

Authority
NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  • Paragraph 5.7.1

Given
1. A case study

Requisite Knowledge and Skills
1. Identify the causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths.
2. Interpret accidents, injuries, occupational illnesses, or death reports.
3. Identify the HIPPA requirements.

Job Performance Requirements
Analyze a member’s accident, injury, or health exposure history, preparing a report including action taken and recommendations for a supervisor.
Section 8: Wildland Fire Officer I

8-1: Evaluating Assigned Personnel

Authority
NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
- Paragraph 6.2.2

Given
1. Agency personnel performance standards

Requisite Knowledge and Skills
1. Describe the process for observing, evaluating, counseling, and documenting personnel as to fitness for duty in accordance with agency policies and procedures.

Job Performance Requirements
Evaluate assigned personnel to ensure members are capable of safely performing assigned tasks and to identify individuals not meeting the standards, and taking corrective actions.
8-2: Verifying Personnel Qualifications

Authority
NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
  • Paragraph 6.2.3

Given
1. An assignment or task

Requisite Knowledge and Skills
1. Identify the agency’s qualifications standards.
2. Describe the assessment of personnel qualifications for assignment in accordance with agency policies and procedures.

Job Performance Requirements
Verify the qualifications of assigned personnel to verify that individuals’ fire fighter skills are appropriate, identifying and reporting deficiencies and taking corrective action.
8-3: Providing for Emergency Medical Treatment

Authority
   • Paragraph 6.2.4
2. Office of the State Fire Marshal

Given
1. An injured or ill fire fighter
2. Agency policies and procedures for medical treatment
3. ICS 206 Medical Plan form

Requisite Knowledge and Skills
1. Describe medical protocols.
2. Describe agency accident and illness reporting procedures.
3. Describe the procedures for using the ICS 206 Medical Plan form.

Job Performance Requirements
Provide for appropriate emergency medical treatment, making all notifications and completing the required reports.
8-4: Evaluating Job Performance

Authority
   • Paragraph 6.2.5
2. Office of the State Fire Marshal

Given
1. Agency policies and procedures
2. ICS 225 Incident Personnel Performance Rating form

Requisite Knowledge and Skills
1. Describe the procedures for using the ICS 225 Incident Personnel Performance Rating form.

Job Performance Requirements
Evaluate job performance of assigned personnel, providing the information to the individual being evaluated and completing all required forms.
8-5: Obtaining Information from Dispatch

Authority
NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
  • Paragraph 6.4.2

Given
1. Agency standard operating procedures
2. Incident information

Requisite Knowledge and Skills
1. Describe agency dispatch procedures.
2. Describe jurisdictional authority and responsibility.

Job Performance Requirements
Obtain complete information regarding travel route, assignment, time needed, and point of contact from agency dispatch.
8-6: Formulating an Incident Action Plan

Authority
NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
- Paragraph 6.5.2

Given
1. One or more of the following:
   - a fire scene or photographs of a wildland fire
   - diagrams
   - pertinent data
   - sketches
2. Available resources
3. ICS 201 Incident Briefing form

Requisite Knowledge and Skills
1. Describe the elements of a wildland size-up.
2. Interpret fire behavior.
3. Describe resource availability and capability.
4. Identify values at risk.
5. Describe incident objectives.
6. Identify correct wildland fire suppression strategies.
7. Describe tactical priorities.

Job Performance Requirements
Size up an incident to formulate an incident action plan that sets incident objectives and applies strategies and tactics according to agency policies and procedures.
8-7: Developing Reports on Conditions

Authority
   • Paragraph 6.5.3
2. Office of the State Fire Marshal

Given
1. One or more of the following:
   • a fire scene or photographs of a wildland fire
   • diagrams
   • pertinent data
   • sketches
2. Agency policies and procedures

Requisite Knowledge and Skills
1. Describe AHJ incident information requirements.
2. Describe size-up procedures.
3. Describe the relevant incident information to be communicated.

Job Performance Requirements
Develop an initial report on conditions that communicates required incident information to the agency communications center and update it as needed.
8-8: Establishing an Incident Command Post

Authority
NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
- Paragraph 6.5.4

Given
1. AHJ policies and procedures

Requisite Knowledge and Skills
1. Describe factors affecting appropriate ICP locations.

Job Performance Requirements
Establish a correctly sited, clearly identified incident command post (ICP) and communicate its location to personnel.
8-9: Deploying Resources to Suppress a Wildland Fire

Authority
   • Paragraph 6.5.5
2. Office of the State Fire Marshal

Given
1. An assignment
2. Personnel
3. Equipment
4. Agency policies and procedures

Requisite Knowledge and Skills
1. Describe fireline location and construction techniques.
2. Describe firing operations.
3. Identify capabilities of firefighting equipment and personnel.
4. Identify radio communications capabilities and protocols.
5. Describe techniques for deploying the assigned resources.

Job Performance Requirements
Deploy resources to suppress a wildland fire, taking appropriate suppression actions and ensuring personnel safety.
8-10: Maintaining Incident Records

Authority
   • Paragraph 6.5.6
2. Office of the State Fire Marshal

Given
1. Agency policies and procedures
2. Applicable single-unit and multiunit forms

Requisite Knowledge and Skills
1. Describe agency incident documentation procedures.

Job Performance Requirements
Maintain incident records documenting required information.
8-11: Evaluating and Reporting Incident Conditions

Authority
   • Paragraph 6.5.7
2. Office of the State Fire Marshal

Given
1. One or more of the following:
   • a fire scene or photographs of a wildland fire
   • diagrams
   • pertinent data
   • sketches

Requisite Knowledge and Skills
1. Describe how to collect wildland fire weather, fuels, and topographic information.

Job Performance Requirements
Evaluate incident conditions, identifying progress, changes in fuels, topography, weather, fire behavior, personnel safety, and other significant events, and communicating these conditions to the supervisor and to assigned and adjoining personnel.
8-12: Updating Supervisors, Crew Members, and Adjoining Personnel

Authority
   - Paragraph 6.5.8
2. Office of the State Fire Marshal

Given
1. One or more of the following:
   - a fire scene or photographs of a wildland fire
   - diagrams
   - pertinent data
   - sketches

Requisite Knowledge and Skills
1. Identify other hazards and factors related to the wildland fire environment.
2. Describe methods of communicating updated information.

Job Performance Requirements
Communicate with supervisors, crew members, and adjoining personnel, keeping them updated on progress, changes in conditions, fire behavior, and other significant events.
8-13: Providing for Assigned Resources’ Needs

Authority
   • Paragraph 6.5.9
2. Office of the State Fire Marshal

Given
1. One or more of the following:
   • a fire scene or photographs of a wildland fire
   • diagrams
   • pertinent data
   • sketches
2. Assigned resources
3. Agency policies and procedures

Requisite Knowledge and Skills
1. Describe short- and long-term needs as required by the incident.
2. Identify the need for the logistical support and services.

Job Performance Requirements
Provide for assigned resources’ logistical service and support needs in accordance with agency policies.
8-14: Analyzing Incident Needs

Authority
NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
• Paragraph 6.5.10

Given
1. Assigned resources
2. Incident status

Requisite Knowledge and Skills
1. Describe AHJ policies and procedures related to resource ordering and release.

Job Performance Requirements
Analyze incident needs, ordering additional resources or identifying and releasing excess resources in accordance with agency policies and procedures.
8-15: Providing Information to the Replacement Incident Commander

Authority
   • Paragraph 6.5.11
2. Office of the State Fire Marshal

Given
1. ICS 201 Incident Briefing form

Requisite Knowledge and Skills
1. Describe AHJ policies and procedures for transfer of command.

Job Performance Requirements
Complete the transfer of command, ensuring the new incident commander has the necessary information to operate.
8-16: Deploying Resources to Mop Up a Wildland Fire

**Authority**
NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
   • Paragraph 6.5.12

**Given**
1. A wildland fire
2. Personnel
3. Equipment
4. Agency policies and procedures

**Requisite Knowledge and Skills**
1. *Identify* environmental factors.
2. *Identify* resource capability.
3. *Describe how to* conduct a risk assessment.

**Job Performance Requirements**
Deploy resources to mop up a wildland fire, *ensuring extinguishment*. 
8-17: Completing Wildland Fire Suppression Operations

Authority
NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
  • Paragraph 6.5.13

Given
1. A wildland fire that has been controlled and mopped up
2. Agency policies and procedures

Requisite Knowledge and Skills
1. Describe AHJ policies and procedures for demobilization and abandonment of the fire.

Job Performance Requirements
Complete wildland fire suppression operations and return resources to service.
8-18: Responding to Requests for Incident Information

**Authority**
NFPA 1051 *Standard for Wildland Firefighting Personnel Professional Qualifications* (2016)
- Paragraph 6.5.14

**Given**
1. Policies and procedures of the AHJ

**Requisite Knowledge and Skills**
1. *Describe* agency policies and procedures for release of incident information.

**Job Performance Requirements**
Accurately respond to requests for incident information according to policies and in a timely manner.
8-19: Completing Personnel Time and Equipment Use Records

Authority
NFPA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
- Paragraph 6.5.15

Given
1. Agency policies, procedures, and related forms

Requisite Knowledge and Skills
1. Describe AHJ policies and procedures for proper record keeping.

Job Performance Requirements
Complete personnel time and equipment use records in compliance with standards established by the AHJ.
8-20: Preparing Final Incident Reports

Authority
   • Paragraph 6.5.16
2. Office of the State Fire Marshal

Given
1. An extinguished wildland fire
2. Agency policies and procedures
3. AHJ incident forms

Requisite Knowledge and Skills
1. Describe AHJ incident reporting policies and procedures.
2. Describe how to accurately fill out the forms of the AHJ.

Job Performance Requirements
Prepare final incident reports.
# State Fire Training Content

## Code Key

<table>
<thead>
<tr>
<th>Blocks</th>
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<tbody>
<tr>
<td>G = Given</td>
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<tr>
<td>RKS = Requisite Knowledge and Skills</td>
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<td>JPR = Job Performance Requirements</td>
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<tr>
<td>NCTS = New certification training standard</td>
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</tbody>
</table>

## Sources

- California Code of Regulations, Title 8, Section 5192
- The California Firefighters Procedural Bill of Rights Act, AB 220
- FEMA
- FIRESCOPE

## Certification: Fire Officer I & II

<table>
<thead>
<tr>
<th>CTS</th>
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<th>Source/Reference</th>
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</table>

**Authority**

Office of the State Fire Marshal

**Given**

1. ICS-200.B Operational System Description
2. Assigned resources
3. A type of incident

**Requisite Knowledge and Skills**

1. Describe the ICS organization appropriate
<table>
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<th>CTS</th>
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<td>to the complexity of the incident or event</td>
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<td>2. Use ICS to manage an incident or event</td>
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**Job Performance Requirements**
Use an incident management system to organize incident resources and maintain personnel accountability.

<table>
<thead>
<tr>
<th>1-3</th>
<th>NCTS</th>
<th>1-3 Implementing a Hazardous Materials Plan of Action</th>
<th>Required by law.</th>
<th>California Code of Regulations, Title 8, Section 5192</th>
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<td>1. Assigned resources</td>
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<td>2. Hazardous materials incident</td>
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<td>3. A previously developed plan of action</td>
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</table>

**Requisite Knowledge and Skills**
1. Describe how to implement the employer's emergency response plan.
2. Describe the hazards associated with working in an IDLH atmosphere.
3. Describe the state emergency response plan.
4. Describe how to activate a Federal Regional Response Team.
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<td>5. Describe the importance of decontamination procedures.</td>
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</table>

**Job Performance Requirements**
Implement a plan of action, using the resources and procedures to manage a hazardous materials incident.

<table>
<thead>
<tr>
<th>2-1</th>
<th>NCTS</th>
<th><strong>Explaining the Impact of the California Firefighters Procedural Bill of Rights</strong></th>
</tr>
</thead>
</table>
|     |      | **Authority**
|     |      | Office of the State Fire Marshal |
|     |      | **Given**
|     |      | 1. The California Firefighters Procedural Bill of Rights Act, AB 220 |
|     |      | **Requisite Knowledge and Skills**
|     |      | 1. Describe the disciplinary process as it relates to the California Firefighters Procedural Bill of Rights Act. |
|     |      | 2. Describe the components of the notification and interrogation process. |
|     |      | 3. Describe the protection of basic rights offered by the California Firefighters Procedural Bill of Rights Act. |
|     |      | **Job Performance Requirements** |
|     |      | Required by law. |

The California Firefighters Procedural Bill of Rights Act, AB 220
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<td>Explain the impact of the California Firefighters Procedural Bill of Rights Act as it applies to the company officer to reduce risk and civil and criminal liability.</td>
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<tr>
<td>2-10</td>
<td>G</td>
<td>Opportunities for a member’s professional development</td>
<td>Student will need this, especially if a member doesn't want to promote, but wants to consider larger professional development.</td>
<td>Office of the State Fire Marshal</td>
</tr>
<tr>
<td>2-10</td>
<td>RKS</td>
<td>1. List professional development options. 1. Apply evaluation form results to individual development plans.</td>
<td>Students did not have enough enabling learning objectives to complete the JPR.</td>
<td>Office of the State Fire Marshal</td>
</tr>
<tr>
<td>3-1</td>
<td>G</td>
<td>Examples of community needs</td>
<td>Students will need this to complete the JPR.</td>
<td>Office of the State Fire Marshal</td>
</tr>
<tr>
<td>3-2</td>
<td>G</td>
<td>Examples of citizen concerns</td>
<td>A student will need this to complete the JPR.</td>
<td>Office of the State Fire Marshal</td>
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<tr>
<td>3-2</td>
<td>RKS</td>
<td>Identify community or organizational resources.</td>
<td>A student will need this to complete the JPR.</td>
<td>Office of the State Fire Marshal</td>
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<tr>
<td>3-2</td>
<td>JPR</td>
<td>Initiate action to answer a citizen’s inquiry or concern or refer the concern to the correct individual for action, complying with all policies and procedures.</td>
<td>A new combination JPR from two very similar JPRs</td>
<td>Office of the State Fire Marshal</td>
</tr>
<tr>
<td>3-3</td>
<td>G</td>
<td>A list of local, statewide, and national resources</td>
<td>A student will need this to complete the JPR.</td>
<td>Office of the State Fire Marshal</td>
</tr>
<tr>
<td>4-1</td>
<td>NCTS</td>
<td>Explaining the Impact of State and Federal Laws and Regulations</td>
<td>Company officers must be knowledgeable about laws that may affect them on the job.</td>
<td>Office of the State Fire Marshal</td>
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<td>CTS</td>
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<td>1. A list of state and federal laws and regulations pertaining to fire services supervisors</td>
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<td><strong>Requisite Knowledge and Skills</strong></td>
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<td>1. Identify state laws and regulations.</td>
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<td><strong>Job Performance Requirements</strong></td>
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<td>Explain the impact of state and federal laws and regulations as they apply to the company officer to reduce risk and civil and criminal liability.</td>
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<td>4-2</td>
<td>RKS</td>
<td>Identify the procedure for recommending policy changes.</td>
<td>A student will need this to complete the JPR.</td>
<td>Office of the State Fire Marshal</td>
</tr>
<tr>
<td>4-6</td>
<td>RKS</td>
<td>Describe the purpose of collecting incident response data.</td>
<td>A student will need this to complete the JPR.</td>
<td>Office of the State Fire Marshal</td>
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<tr>
<td>4-7</td>
<td>G</td>
<td>The need to develop a policy or procedure</td>
<td>A student will need this to complete the JPR.</td>
<td>Office of the State Fire Marshal</td>
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<td>4-7</td>
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<td>Purchasing policies and procedures</td>
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<td>CTS</td>
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<td>Addition</td>
<td>Justification</td>
<td>Source/Reference</td>
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<td>4-9</td>
<td>RKS</td>
<td>Identify purchasing forms needed.</td>
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<td>RKS</td>
<td>Define the competitive bidding process.</td>
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<td>Examples of formats used for news releases</td>
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<td>4-11</td>
<td>RKS</td>
<td>Describe methods for preparing and submitting a report.</td>
<td>A student will need this to complete the JPR.</td>
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<td>5-3</td>
<td>G</td>
<td>An incident scene</td>
<td>A student will need this to complete the JPR.</td>
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<td>G</td>
<td>Procedures for securing an incident scene</td>
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<td>5-3</td>
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<td>Equipment and resources</td>
<td>A student will need this to complete the JPR.</td>
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<tr>
<td>6-1</td>
<td>G</td>
<td>An ICS 201 Incident Briefing form</td>
<td>Required by California law</td>
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<td>6-1</td>
<td>RKS</td>
<td>Describe the components of the ICS 201 Incident Briefing form.</td>
<td>Required by California law</td>
<td>Office of the State Fire Marshal</td>
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</tbody>
</table>
| 6-3  | RKS | Describe contributing factors for:  
• Structure fire  
• Hazardous materials  
• Multicaspality incidents  
• Technical rescue | Expanded to include incidents other than fire | Office of the State Fire Marshal |
<p>| 6-5  | G  | A service demand | A student will need this to complete the JPR. | Office of the State Fire Marshal |</p>
<table>
<thead>
<tr>
<th>CTS</th>
<th>Block</th>
<th>Addition</th>
<th>Justification</th>
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<tr>
<td>8-4</td>
<td>G</td>
<td>ICS 206 Medical Plan form</td>
<td>Required by law</td>
<td>Federal Emergency Management System (FEMA)</td>
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<td>Describe the procedures for using the ICS 206 Medical Plan form.</td>
<td>Required by law</td>
<td>Federal Emergency Management System (FEMA)</td>
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<td>G</td>
<td>ICS 225 Incident Personnel Performance Rating form</td>
<td>Required by law</td>
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<td>Federal Emergency Management System (FEMA)</td>
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<td>8-6</td>
<td>RKS</td>
<td>Describe jurisdictional authority and responsibility.</td>
<td>Helps clarify dispatch procedures</td>
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<td>8-7</td>
<td>G</td>
<td>ICS 201 Incident Briefing form</td>
<td>Use of this form complies with the direction provided by FIRESCOPE.</td>
<td>FIRESCOPE</td>
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<td>AHJ incident forms</td>
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Errata

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<td><strong>Blocks</strong></td>
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<tr>
<td>• G = Given</td>
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<tr>
<td>• RKS = Requisite Knowledge and Skills</td>
</tr>
<tr>
<td>• JPR = Job Performance Requirements</td>
</tr>
<tr>
<td>• NCTS = New certification training standard</td>
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<table>
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<td>• New text show in <strong>underline</strong></td>
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<tr>
<td>• Deleted text shown in <strong>strikeout</strong></td>
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</tbody>
</table>

**May 2019**

The May 2019 updated was a document formatting update for compliance with California Government Code (GC) Section 11546.7 (Assembly Bill 434). No content was changed.