MASSACHUSETTS FIRE TRAINING COUNCIL
FIRE OFFICER I CERTIFICATION EXAMINATION

Skill Sheet No. F O 1-101 Skill Title: Human Resource Management: Task Assignment – Emergency Incident	Candidate Name:
NFPA JPR: 1021-2020 4.2.1, 4.6.1, 4.6.2, & 4.6.3	Date: 10-10-24 Minimum for Passing - 12 of 16 total points

	TASK STEPS (1 point each)	Points
	Incident Action Plan	
1.	Evaluation of size up information is accurate and effective a. Building construction classification is accurately identified b. Occupancy is accurately identified c. Required fire flow is accurately calculated d. Fire spread and conditions are considered e. Active fire suppression system(s) are identified f. Three possible incident hazards are identified	
2.	Utilization of resources is reasonable for the incident a. Apparatus assignments is sound and supported b. Apparatus placement considered all actual and potential incident hazards c. Level 1 and Level 2 staging is addressed d. Apparatus numbers can support required fire flow and all other tactical assignments	
3.	An approved Incident Management System is developed and used a. ICS must consist of the following as a minimum: i. IC ii. SO iii. Operations Chief iv. Three Branches: Fire, Rescue, EMS v. Assigned and staged apparatus	
4.	Assignments are accurate and reasonable for the incident	
5.	A written Incident Action Plan is developed a. Candidate must submit a detailed tactical worksheet or the following NIMS Forms: 201; 202; 203	
6.	Incident Action Plan is evaluated for effectiveness and back-up options are identified	
7.	Strategies and tactical objectives established for the Incident Action Plan supports the required mitigation needs for the incident	
8.	Assigns company to cordon area designated for safety and fire investigation.	
	Task Assignment	
9.	Assignments are clear, complete and accurate	
10.	Assignments support incident strategies and tactical objectives	

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11.	a. Assignments are evaluated for safety and effectiveness Incident Safety is established	
12.	Assignment outcomes are established and supported Assignment outcomes must include as a minimum: b. Established water supply c. Supplied FDC An established fire attack mode and strategy to support incident priorities (RECEO VS)	
	Post Incident Analysis	
13.	Post Incident Analysis is clear and complete Post Incident Analysis must address the following areas as a minimum: a. Incident strategies b. Incident tactics c. Water supply d. Required vs. actual incident resources e. Utilization of incident resources	
14.	Post Incident Analysis outlines response strengths, weaknesses and lessons learned	
15.	Post Incident Analysis addresses critical data elements necessary to improve services and delivery a. Resource management, correct resources, enough resources to manage the incident b. Response, strategies, tactics c. Arrival time, incident control time, return to service time	
16.	Preplan for the incident was examined and utilized for developing the Post Incident Analysis	
	TOTAL POINTS--	

Examiner fill out a page #2 listing reasons for failure of sections you have indicated.

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Skill Sheet No. F O 1-102 Skill Title: Human Resource Management: Task Assignment – Non-Emergency Incident	Candidate Name
NFPA JPR: 1021-2020 4.2.2 and 4.2.6 Date: 10-10-24	Minimum for Passing - 7 of 10 total points

	TASK STEPS (1 point each)	Points
1.	Evaluation of assignment objectives and tasks is accurate and effective a. Assignments and expected assignment outcomes are clear and measurable	
2.	Utilization of resources is reasonable for the assignment	
3.	Assignments are accurate, prioritized, and reasonable for the assignment	
4.	An approved management process is developed a. Must identify an oversight strategy	
5.	A written plan is developed for implementation a. Plan has a goal, scope, and purpose	
6.	Plan is evaluated for effectiveness and back-up options are identified, if applicable a. The objectives in the plan support the goals/outcomes of the assignments	
7.	The plan's objectives and tasks support the required needs for the assignment	
8.	Safety considerations are addressed and evaluated	
9.	An evaluation component is included in the plan a. Successful outcome criteria is identified in the plan b. An oversight person(s) is identified in the plan	
10.	Desired outcomes identified in the plan are realistic, measurable, and attainable	
	TOTAL POINTS--	

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Skill Sheet No. F O 1-103	Candidate Name:	
Skill Title: Human Resource Management: Task Assignment – Directing a Training Evolution		
NFPA JPR: 1021-2020 4.2.3 and 4.7.1	Date: 10-10-24	Minimum for Passing - 5 of 7 points

	TASK STEPS (1 point each)	Points
1.	Instructions for the evolution are clear, accurate, attainable, and in logical order	
2.	Learning outcomes are clearly identified and prioritized	
3.	Lesson plan and outline are provided and in a logical order or sequence	
4.	Appropriate equipment needed for the training scenario/session is identified	
5.	Safety considerations are identified, and risk reduction strategies are presented a. Risk reduction includes avoidance, control, and/or transfer	
6.	Training evolution tasks can be successfully completed as planned	
7.	An evaluation process is identified in the lesson plan a. Successful outcome criteria is identified in the lesson plan b. An objective assessment strategy is identified in the lesson plan c. Evaluation plan provides for reliability and validity	
	TOTAL POINTS	

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Skill Sheet No. F O 1-104
Candidate Name:
Skill Title: Human Resource Management: Task Assignment – Personnel Policy
Candidate Name:

NFPA JPR: 1021-2020 4.2.4 and 4.2.5 Date: 10-10-2024 Minimum for Passing - 6 of 8 points

	TASK STEPS (1 point each)	Points
	Member Assistance Program	
1.	Identified, investigated and with the employee in question documented, in writing, the concerns/ issues	
2.	Described available resources/programs available to the employee a. EAP options	
3.	Identified applicable human resource policies and procedures for problem resolution a. Reviewed required behavior, current behavior, and a corrective action plan/strategy	
4.	Recommended an appropriate course of action to resolve the concerns/issues for the employee	
5.	Included anticipated timelines for corrective course of action	
	Human Resources Policies and Procedures	
6.	Related personnel policy and procedure was followed in handling the employee concern	
7.	Course of action is presented in detail to employee a. Corrective action plan must include the following as a minimum: 1. Required behavior 2. Current behavior 3. Corrective action plan/measures/strategies 4. Associated timelines for implementation, review, and reassessment 5. Duties and responsibilities for all involved parties	
8.	Written document is complete and comprehensive a. Document must be formatted to letter or memo form	
	TOTAL POINTS---	

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Skill Sheet No. F O 1-105 Skill Title: Community & Government Relations: Handling Inquiries and Concerns	Candidate Name:
NFPA JPR: 1021-2020 4.3.1, 4.3.2, 4.3.3, and 4.4.2	Date:10-10-24 Minimum for Passing - 5 of 7 points

	TASK STEPS (1 point each)	Points
	Citizen Concern or Inquiry	
1.	Candidate accurately documented the information received from citizen a. Document must include the five Ws	
2.	Candidate responded to the citizen's concern in a courteous and professional manner a. Correspondence is professional in appearance and tone	
3.	Concern/complaint was managed in accordance with AHJ policies and procedures	
	Documentation	
4.	Typewritten reports and documents provided to supervisor were complete, clear, and accurate	
5.	Course of action follows AHJ policies and procedures a. All recommendations follow AHJ policies and procedures	
6.	Follow-up actions and timelines are identified a. Must also include person(s) responsible for execution and follow- up	
7.	Written response to the complainant is accurate, courteous, and compliant with AHJ policies and procedures	
	TOTAL POINTS--	

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Skill Sheet No. F O 1-106	Candidate Name:	
Skill Title: Administration: Personnel Policy Implementation		
NFPA JPR: 1021-2020 4.4.1	Date: 10-10-2024	Minimum for Passing - 6 of 8 points

	TASK STEPS (1 point each)	Points
1.	Proposal addresses the purpose for the policy revisions or new policy implementation Proposal must include the following as a minimum: a. Purpose b. Scope c. Background information d. Recommendations e. Action items: research, training/notification, implementation, timelines, evaluation and monitoring f. Revision process	
2.	Revisions or new policy items are clearly identified, explained in-depth, and outlined in the proposal	
3.	Input opportunities are identified in the proposal	
4.	Training and notification steps are identified in the proposal	
5.	Implementation timelines are presented	
6.	Affected audience is identified	
7.	Evaluation process and effectiveness is presented in the proposal to ensure understanding	
8.	Proposal supports the purpose for implementing policy revisions or a new policy a. All elements of the proposal support the overall goal of the revision	
	TOTAL POINTS---	

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MASSACHUSETTS FIRE TRAINING COUNCIL
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Skill Sheet No. F O 1-107 Skill Title: Inspection & Investigation: Fire Inspection	Candidate Name:
NFPA JPR: 1021-2020 4.1.1, 4.1.2, 4.5.1 4.5.2 Date: 10-10-2024	Minimum for Passing - 9 of 12 points

	TASK STEPS (1 point each)	Points
1.	Identify procedures for conducting fire inspections	
2.	Identify potential hazard areas associated with the selected occupancy	
3.	Identify procedures for notifying property owner of existing violations	
4.	Identify critical elements for developing a pre-incident plan	
5.	Identify potential fire, heat and smoke spread for a selected occupancy	
6.	Identify building construction type & size	
7.	Identify roof construction and type	
8.	Identify suppression, detection and suppression systems for a selected occupancy	
9.	Identify water supply needs, location and volume	
10.	Identify possible exposures	
11.	Identify fire hazards for the selected occupancy	
12.	Complete a pre-incident survey form for a selected occupancy a. All areas of the form that are applicable to the selected facility must be completed	
	TOTAL POINTS---	

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Skill Sheet No. F O 1-108 Candidate Name Skill Title: Inspection & Investigation: Securing the Fire Scene		
NFPA JPR: 1021-2020 4.5.3 Date: 10-10-2024 Minimum for Passing - 5 of 6 points		
	TASK STEPS (1 point each)	Points
1.	Identify the procedure within the candidate's jurisdiction, for notifying the fire investigator (fire marshal)	
2.	Establish a safe and effective perimeter a. Perimeter must address limited and monitored access and egress	
3.	Provide control measures at entrance and exit of scene and identify access control strategies	
4.	Identify three possible evidence characteristics or indicators	
5.	Identify three types of burn patterns	
6.	Identify actions needed to support the preservation of evidence and the scene	
	TOTAL POINTS---	

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Skill Sheet No. F O 1-109 Candidate Name Skill Title: Health & Safety: Accident Investigation		
NFPA JPR: 1021-2020 4.7.2 Date: 10-10-2024 Minimum for Passing - 6 of 8 points		
	TASK STEPS (1 point each)	Points
1.	Approved investigative method utilized a. Gather Information b. Search for and establish the facts c. Isolate essential contributing factors d. Find root causes e. Determine corrective actions f. Implement corrective actions g. Monitor results	
2.	Facts gathered and analyzed support the incident outcomes	
3.	Involved personnel are identified	
4.	Involved equipment, materials, apparatus, and/or property are identified	
5.	Root-cause(s) determined	
6.	Corrective action(s) identified and presented	
7.	Follow-up procedure(s) are identified and clearly stated/outlined	
8.	Report elements support the identified root-cause(s)	
	TOTAL POINTS---	

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Skill Sheet No. F O 1-110 Candidate Name:

Skill Title: Administration: Organization Management

NFPA JPR: 1021-2020 4.4.4 Date: 10-10-2024 Minimum for Passing - 3 of 4 points

	TASK STEPS (1 point each)	Points
1.	Operational positions are identified	
2.	Organizational chart is provided	
3.	Job descriptions for operational positions are provided Includes the following as a minimum: a. Qualifications, Competencies, and Primary Responsibilities b. Training, education, certification, and experience c. Secondary/ancillary responsibilities d. Authority/Role	
4.	Roles and responsibilities for one operational and one staff positions are identified.	
	TOTAL POINTS	

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Skill Sheet No. F O 1-111	Candidate Name	
Skill Title: Administration: Budget Request		
NFPA JPR: 1021-2020 4.4.3	Date: 07-01-2019	Minimum for Passing - 4 of 5 points

	TASK STEPS (1 point each)	Points
1.	Budget items, model, and specifications are identified. Must provide the following pertinent information as a minimum: a. Desired manufacturer, model, and specifications	
2.	Vendors are identified and price quotes obtained	
3.	A written budget is organized and budget items are justified	
4.	Budget process is clearly explained beginning from the initial request to the point of final inspection and acceptance	
5.	Document elements/data support budget request(s) and processes	
	TOTAL POINTS--	

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Skill Sheet No. F O 1-112	Candidate Name	
Skill Title: Health & Safety: Firefighter Wellness		
NFPA JPR: 1021-2020 4.7.3	Date: 10-01-2024	Minimum for Passing - 4 of 5 points
	TASK STEPS (1 point each)	Points
1.	Benefits of firefighter medical and physical fitness are identified a. A minimum of three benefits must be presented	
2.	Risk factors contributing to firefighter injury or death are identified a. A minimum of three risk factors must be presented	
3.	Current trends related to firefighter injury or death are identified a. A minimum of one condition must be presented that supports current trends	
4.	Current statistical data is provided to support firefighter health, safety and wellness a. A minimum of two data sources must be utilized	
5.	Presentation elements/data support conclusion(s)	
	TOTAL POINTS--	

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Skill Sheet No. F O 1-113 Candidate Name: Skill Title: Administration: Incident Reporting		
NFPA 1021-2020 JPR: 4.4.5	Date: 10-10-2024	Minimum for Passing - 4 of 5 points
	TASK STEPS (1 point each)	Points
1.	Organizational mission is provided. Must include the following as a minimum: a. Organizational goals, function, values, and purpose	
2.	Primary service goals are identified	
3.	Background information provided	
4.	Benefits of collecting response data are provided and explained. A minimum of three benefits must be identified.	
5.	Document elements are organized and logical	

TOTAL POINTS

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