Candidates Name: _____

MASSACHUSETTS FIRE TRAINING COUNCIL
FIRE OFFICER I PRACTICAL CERTIFICATION EXAMINATION
VERBAL COMPONENT

Skill Sheet No. **FOI C 101 V**	**Human Resource Management Task Assignment – Emergency Incident**	Passing Score: 70%
NFPA 1021-2020 edition	Objective: 4.6.1, 4.6.2	Date: 10/28/24

	Minimum to Pass - **11** of 15 points(1 point each)	POINTS
1	Candidate appeared in appropriate dress for the situation.	
2	Accurately described the incident including what they were dispatched to and what was encountered upon arrival.	
3	Described the initial size up.	
4	Mentioned the resources available	
5	Explained additional actions.	
6	Mentioned department SOG for first due apparatus for this address.	
7	Mentioned the evacuation procedure if occupied dwelling.	
8	Mentioned the Incident Management system as used at this incident	
9	Mentioned the accountability system as used at this incident	
10	Conducted verbal presentation in a timely manner	
11	Explained the desired outcome	
12	Verbally listed all involved agencies	
13	Identified actions taken, both positive and negative.	
14	Identified lessons learned or anything that could have been done differently.	
15	Made face to face contact with examiner while performing presentation.	
	TOTAL POINTS	

Examiner name: (Printed) _____ Date: ____/_____/_____

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Coordinator review: Date: _____/_____/_____ Initials: _____ PASS FAIL

Candidates Name: _____

MASSACHUSETTS FIRE TRAINING COUNCIL
FIRE OFFICER I PRACTICAL CERTIFICATION EXAMINATION
VERBAL COMPONENT

Skill Sheet No. **FOI C 103 V**	**Human Resource Management Task Assignment Directing a Training Evolution**	Passing Score: 70%
NFPA 1021-2020 edition	Objective: 4.2.3, 4.7.1	Date: 10/28/24

	Minimum to Pass - **7** of 9 points (1 point each)	POINTS
1	Candidate is dressed appropriately for the task	
2	Verbal instructions given by the candidate for the training evolution are clear, accurate, attainable, and in logical order, attainable, and in logical order	
3	Learning outcomes are clearly explained and prioritized	
4	Equipment needed for the training scenario/session is identified	
5	Safety considerations are identified, and risk reduction strategies are explained	
6	Described how evolution tasks can be successfully completed as planned	
7	An evaluation process is identified in the lesson plan	
8	Verbal presentation is done in a timely manner	
9	Made face to face contact with examiner while performing presentation.	
	TOTAL POINTS	

Examiner name: (Printed) _____ Date: ____/_____/_____

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Candidates Name: _____

MASSACHUSETTS FIRE TRAINING COUNCIL
FIRE OFFICER I PRACTICAL CERTIFICATION EXAMINATION
VERBAL COMPONENT

Skill Sheet No. **FOI C 104 V**	**Human Resource Management Task Assignment – Personnel Policy**	Passing Score: 70%
NFPA 1021-2020 edition	Objective: 4.2.4, 4.2.5	Date: 10/28/24

	Minimum to Pass - **5** of 6 points(1 point each)	POINTS
1	Candidate is dressed appropriately for the task	
2	Explained available resources/programs available to the employee. (including EAP options)	
3	Verbally identified applicable human resource policies and procedures for problem resolution	
4	Verbally recommended an appropriate course of action to resolve the concerns/issues for the employee	
5	Included anticipated timelines for corrective course of action	
6	Verbal presentation was done in a timely manner	
	TOTAL POINTS	

Examiner name: (Printed) _____ Date: ____/_____/_____

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Candidates Name: _____

MASSACHUSETTS FIRE TRAINING COUNCIL
FIRE OFFICER I PRACTICAL CERTIFICATION EXAMINATION
VERBAL COMPONENT

Skill Sheet No. **FOI C 105 V**	**Community & Government Relations Handling Inquiries and Concerns**	Passing Score: 70%
NFPA 1021-2020 edition	Objective: 4.3.1, 4.3.2, 4.3.3, 4.4.2	Date: 10/28/24

	Minimum to Pass - **5** of 7 points(1 point each)	POINTS
1	Candidate is dressed appropriately for the task	
2	Candidate v e r b a l l y responded to the citizen's concern in a courteous and professional manner	
3	Concern/complaint was managed in accordance with AHJ policies and procedures	
4	Verbal message to supervisor was complete, clear, and accurate	
5	Follow-up actions and timelines are identified including person(s) responsible for execution and follow- up	
6	Verbal presentation was conducted in a timely manner	
7	Made face to face contact with examiner while performing presentation.	
	TOTAL POINTS	

Examiner name: (Printed) _____ Date: ____/_____/_____

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Coordinator review: Date: _____/_____/_____ Initials: _____ PASS FAIL

Candidates Name: _____

MASSACHUSETTS FIRE TRAINING COUNCIL
FIRE OFFICER I PRACTICAL CERTIFICATION EXAMINATION
VERBAL COMPONENT

Skill Sheet No. **FOI C 106 V**	**Administration** **Personnel Policy Implementation**	Passing Score: 70%
NFPA 1021-2020 edition	Objective: 4.4.1	Date: 10/28/24

	Minimum to Pass - **7 of 10** points (1 point each)	POINTS
1	Candidate is dressed appropriately for the task	
2	Candidate verbally addresses the purpose for the policy revisions or new policy implementation	
3	Proposal must include the following as a minimum: a. Purpose b. Scope c. Background information d. Recommendations e. Revision process	
4	Implementation timelines are presented	
5	Affected audience is identified	
6	Evaluation process is presented in the proposal to ensure understanding and effectiveness	
7	Proposal supports the purpose for implementing policy revisions or a new policy	
8	Verbal presentation is conducted in a timely manner	
9	Made face to face contact with examiner while performing presentation	
10	Candidate verbally addresses the purpose for the policy revisions or new policy implementation	
	TOTAL POINTS	

Examiner name: (Printed) _____ Date: ____/_____/_____

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Coordinator review: Date: _____/_____/_____ Initials: _____ PASS FAIL

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MASSACHUSETTS FIRE TRAINING COUNCIL
FIRE OFFICER I PRACTICAL CERTIFICATION EXAMINATION
VERBAL COMPONENT

Skill Sheet No. **FOI C 107 V**	**Inspection & Investigation Fire Inspection**	Passing Score: 70%
NFPA 1021-2020 edition	Objective: 4.1.1, 4.1.2, 4.5.1, 4.5.2	Date: 10/28/24

	Minimum to Pass - **7** of 9 points(1 point each)	POINTS
1	Candidate appeared in appropriate dress for the task	
2	Verbally explained procedures for conducting fire inspections	
3	Identify potential hazard areas associated with the selected occupancy	
4	Verbally explained procedures for notifying property owner of existing violations	
5	Identify critical elements for developing a pre-incident plan	
6	Verbally Identify potential fire, heat and smoke spread for a selected occupancy	
7	Identify building construction type & size	
8	Identify roof construction and type	
9	Identify suppression, detection and suppression systems for a selected occupancy	
10	Identify water supply needs, location and volume	
11	Identify possible exposures	
12	Identify fire hazards for the selected occupancy	
13	Verbal presentation was conducted in a timely manner	
14	Made face to face contact with examiner while performing presentation.	
	TOTAL POINTS	

Examiner name: (Printed) _____ Date: ____/_____/_____

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Candidates Name: _____

MASSACHUSETTS FIRE TRAINING COUNCIL
FIRE OFFICER I PRACTICAL CERTIFICATION EXAMINATION
VERBAL COMPONENT

Skill Sheet No. **FOI C 109 V**	**Health & Safety - Accident Investigation**	Passing Score: 70%
NFPA 1021-2020 edition	Objective: **4.7.2**	Date: 10/28/24

	Minimum to Pass - **7** of 9 points(1 point each)	POINTS
1	Candidate appeared in appropriate dress for the situation.	
2	Verbally presented facts that support the incident.	
3	Verbally identified personnel involved in incident.	
4	Identified equipment, materials, apparatus, and/or property involved in incident.	
5	The Root-cause(s) is/are determined	
6	Corrective action(s) identified and presented	
7	Follow-up procedure(s) are identified and clearly stated/outlined	
8	Verbal presentation is conducted in a timely manner.	
9	Made face to face contact with examiner while performing presentation.	
	TOTAL POINTS	

Examiner name: (Printed) _____ Date: ____/_____/_____

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Coordinator review: Date: _____/_____/_____ Initials: _____ PASS FAIL

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MASSACHUSETTS FIRE TRAINING COUNCIL
FIRE OFFICER I PRACTICAL CERTIFICATION EXAMINATION
VERBAL COMPONENT

Skill Sheet No. **FOI C 111 V**	**Administration Budget Request**	Passing Score: 70%
NFPA 1021-2020 edition	Objective: 4.4.3, 4.4.4	Date: 10/28/24

	Minimum to Pass - **7** of 9 points(1 point each)	POINTS
1	Candidate appeared in appropriate dress for the situation.	
2	Verbally identifies budget items desired, manufacturer, model, and specifications.	
3	Verbally states that vendors are identified, and three price quotes obtained.	
4	Verbal report includes a review of the three bids and recommendation to purchase.	
5	States that a written budget is organized, and budget items are justified.	
6	Budget process is clearly explained beginning from the initial request.	
7	Verbal report includes an overview of the purchasing process.	
8	Verbal presentation is conducted in a timely manner.	
9	Made face to face contact with examiner while performing presentation	
	TOTAL POINTS	

Examiner name: (Printed) _____ Date: ____/_____/_____

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MASSACHUSETTS FIRE TRAINING COUNCIL
FIRE OFFICER I PRACTICAL CERTIFICATION EXAMINATION
VERBAL COMPONENT

Skill Sheet No. **FOI C 112 V**	**Health & Safety Firefighter Wellness**	Passing Score: 70%
NFPA 1021-2020 edition	Objective: 4.7.3	Date: 10/28/24

	Minimum to Pass - **5** of 7 points(1 point each)	POINTS
1	Candidate appeared in appropriate dress for the situation.	
2	Benefits of firefighter medical and physical fitness are verbally identified	
3	Risk factors contributing to firefighter injury or death are verbally identified	
4	Current trends related to firefighter injury or death are verbally identified	
5	Verbal report addresses findings and recommendation to reduce injuries and LODD	
6	Verbal presentation was conducted in a timely manner	
7	Made face to face contact with examiner while performing presentation	
	TOTAL POINTS	

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MASSACHUSETTS FIRE TRAINING COUNCIL
FIRE OFFICER I PRACTICAL CERTIFICATION EXAMINATION
VERBAL COMPONENT

Skill Sheet No. **FOI C 113 V**	**Administration Incident Reporting**	Passing Score: 70%
NFPA 1021-2020 edition	Objective: 4.4.5	Date: 10/28/24

	Minimum to Pass - **5** of 7 points (1 point each)	POINTS
1	Candidate appeared in appropriate dress for the situation.	
2	Organizational mission is verbally presented.	
3	Type of data collected is identified.	
4	Benefits of collecting response data are provided and explained	
5	How the data will be used to enhance services and community safety is explained.	
6	Verbal presentation is done in a timely manner.	
7	Made face to face contact with examiner while performing presentation.	
	TOTAL POINTS	

Examiner name: (Printed) _____ Date: ____/_____/_____

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Coordinator review: Date: _____/_____/_____ Initials: _____ PASS FAIL