



# FIRE OFFICER II CERTIFICATION PRACTICAL EXAMINATION



The candidate will be examined in selected areas as required by NFPA Standard 1021 for Fire Officer II, 2014 edition, to include: General, Human Resource Management, Community and Government Relations, Administration, Inspection and Investigation, Emergency Service Delivery, and Health and Safety. Attached are all potential skills sheets that may be examined of which a sample will be actually evaluated. The candidate must be prepared to demonstrate all skills.

## **Skill stations:**

### FO2-101-HRM-Performance Evaluation

- Given a scenario, the candidate will evaluate the job performance of an employee and develop a plan for correcting unacceptable performance. The plan will document current performance levels and expected outcomes.

### FO2-102-Administration-Policy Development

- Given a scenario, the candidate will evaluate the information and related policies, identify necessary changes, identify a time-line for implementation and evaluation, and complete a proposal for implementing a new policy.

### FO2-103-Administration-Budget & Purchasing

- Given a scenario, the candidate will develop a processed budget request for the upcoming fiscal year. The candidate will also identify in a document the steps for budget planning, development and approval, as well as, the steps for purchasing capital and operational services or supplies.

### FO2-104-Administration-News Release

- Given a scenario, the candidate will complete a news release and identify the steps required for approval and release of the information. The candidate will identify appropriate media sources and authorizing personnel for releasing information within their jurisdiction.

### FO2-105-Inspect & Invest-Origin and Cause

- Given a scenario, photographs, diagrams and other pertinent data, the candidate will determine the origin and preliminary cause of a fire and complete a report outlining their reasoning, findings, and supporting data.

#### FO2-106-HRM-Prof Development Plan

- Given the requirements for promotion and advancement, the candidate will develop a professional development plan for the members of an organization. The plan will document a clear career path outlining the education, training, certification, and experience levels required for promotion or advancement.

#### FO2-107-ESD-Incident Report Analysis

- Given a scenario, the candidate will develop a report outlining the areas and trends that could affect service demands and planning strategies.

#### FO2-108-ESD-Task Assignment-Emergency

- Given an emergency incident assignment and multiple response resources, the candidate will develop for implementation an action plan and assign tasks and responsibilities based upon the provided resources. The candidate will also develop a post-incident analysis report so that all information and actions are evaluated.

#### FO2-109-H & S-Root Cause Analysis

- Given the case study in the scenario packet, the candidate will evaluate the method of injury or exposure and develop a report to the appropriate supervisor so that actions and recommendations are identified, supported and valid.

#### FO2-110-Community & Govt Relations-Mutual Aid

- Given a specific problem or issue within the community, the candidate will evaluate and explain the benefits of cooperation and interoperability with mutual aid organizations. The report will outline the problem(s) or issue(s) within the community, benefits of mutual aid interoperability, and possible outcomes based on mutual aid coordination.

# MASSACHUSETTS FIRE TRAINING COUNCIL FIRE OFFICER II CERTIFICATION EXAMINATION

Skill Sheet No. F O 2-101

Candidate Number \_\_\_\_\_

Skill Title: Human Resource Management: Task Assignment – Performance Evaluation

NFPA JPR: 5.2.1 & 5.2.2

Date: 07-01-2019

Minimum for Passing - 7 points

	TASK STEPS	Points
	<b>Incident Action Plan</b>	
1.	Performance evaluation is complete and accurate Evaluation must include the following as a minimum: a. Required behavior b. Current behavior c. Strategy for attaining and/or maintaining acceptable performance	
2.	Data and evidence is provided to support conclusions Data and evidence assembly includes:  5 As: ask, acquire, appraise, apply, and audit	
3.	Acceptable performance levels are identified	
4.	Unacceptable performance levels are identified	
5.	Plan for corrective action is identified, documented, and supported	
6.	Timelines and benchmarks for corrective action strategies are identified	
7.	Corrective Action Plan implementation process is identified	
8.	All information and recommendations are justified	
9.	Potential consequences are identified if improvement goals are not attained	
	<b>TOTAL POINTS--</b>	

Examiner _____ Date ____/____/____	Pass____ Fail____
Coordinator Review _____ Date ____/____/____	Pass____ Fail____

# MASSACHUSETTS FIRE TRAINING COUNCIL

## FIRE OFFICER II CERTIFICATION EXAMINATION

Skill Sheet No. F O 2-102

Candidate Number \_\_\_\_\_

Skill Title: Administration: Policy Development and Report Transmittal

NFPA JPR: 5.4.1, 5.4.5, & 5.4.6

Date: 07-01-2019

Minimum for Passing - 7 points

	TASK STEPS	Points
1.	Evaluation of the existing policy is accurate and documented the evaluation will include the following as a minimum: a. Strengths, weaknesses, recommendations, action items, and timelines	
2.	Data supports the conclusion(s)	
3.	Policy changes are clearly addressed, documented, and explained in detail	
4.	Timeline and process for implementation is identified	
5.	Process for evaluation of changes is identified a. Process must include responsible person/area	
6.	Benefits from the proposed changes are identified a. Must present two benefit elements	
7.	Proposal clearly states the goal, scope, and background information for the proposed change	
8.	An organized and complete proposal is submitted and must include the following as a minimum: a. Transmittal Memorandum; Executive Summary; Proposal Statement; Introduction; Purpose; Scope; Background; Problem; Proposal; Monitoring and Control; Advantages; Conclusion to include an action	
9.	A new/revised policy is provided by the candidate with the proposal	
	<b>TOTAL POINTS---</b>	

Examiner _____ Date ____/____/____	Pass _____ Fail _____
Coordinator Review _____ Date ____/____/____	Pass _____ Fail _____

# MASSACHUSETTS FIRE TRAINING COUNCIL

## FIRE OFFICER II CERTIFICATION EXAMINATION

Skill Sheet No. F O 2-103

Candidate Number \_\_\_\_\_

Skill Title: Administration: Budget Request and Purchasing Process

NFPA JPR: 5.4.2 & 5.4.3

Date: 07-01-2019

Minimum for Passing - 7 points

	TASK STEPS	Points
1.	Budget worksheet is complete and accurate	
2.	Budget planning must include the following as a minimum: Review prior year assumptions Establish planning parameters Review budget model allocations Review revenue assumptions Review fixed/overhead costs Capital needs and justifications	
3.	Justification for budget requests are accurate and complete based on necessary annual increases and equipment needs	
4.	Budget worksheet addresses capital, operating, and personnel, if applicable	
5.	Purchasing process is in accordance with organizational policy.  (Policy can be candidate's organizational policy provided by candidate or policy can be based on the policy provided.)	
6.	Process for solicitation and awarding bid are identified and clearly explained.	
7.	Sample bid awarded in accordance with policies and procedures	
8.	Justification complete and accurate for the awarding of the bid	
9.	Purchasing process is explained from request to final inspection and acceptance	
	<b>TOTAL POINTS---</b>	

Examiner \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Pass \_\_\_\_ Fail \_\_\_\_

Coordinator Review \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Pass \_\_\_\_ Fail \_\_\_\_

# MASSACHUSETTS FIRE TRAINING COUNCIL FIRE OFFICER II CERTIFICATION EXAMINATION

Skill Sheet No. F O 2-104

Candidate Number \_\_\_\_\_

Skill Title: Administration: News Release

NFPA JPR: 5.4.4

Date: 07-01-2019

Minimum for Passing - 4 points

	TASK STEPS	Points
1.	Release is factual and accurate	
2.	Release is completed in an appropriate format a. Main points/elements are listed first b. Pertinent information follows the main points/elements c. Benefit/advantage or disadvantage if present at the end d. Include as many of the five Was as needed	
3.	Media sources are identified a. Must include a minimum of three media sources	
4.	Procedure for authorizing the release of organizational information is identified Procedure must include the following as a minimum: a. The person(s) who approve the content of press releases within the agency b. The person(s) who distributes press releases within the organization c. The person(s) who fields questions received after the press release?	
5.	Authorizing person(s) within the organization are identified in the process document	
	<b>TOTAL POINTS---</b>	

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# MASSACHUSETTS FIRE TRAINING COUNCIL FIRE OFFICER II CERTIFICATION EXAMINATION

Skill Sheet No. F O 2-105

Candidate Number \_\_\_\_\_

Skill Title: Inspection and Investigation: Origin and Cause

NFPA JPR: 5.5.1

Date: 07-01-2019

Minimum for Passing - 7 points

	TASK STEPS	Points
1.	Evidence from fire room is accurately analyzed	
2.	Witness statements and first arriving crew interviews are accurately analyzed	
3.	Burn patterns, fire growth, heat indicators are accurately analyzed	
4.	Past and recent history is accurately analyzed	
5.	Candidate logically assessed data to determine the point of origin	
6.	Consideration of arson or criminal element is addressed	
7.	Determination of findings is based on factual data and evidence	
8.	Candidate logically assessed data to determine the preliminary cause	
9.	Report accurately reflects the facts and data associated with the incident	
10.	Report is accurate, complete, and organized	
	<b>TOTAL POINTS---</b>	

Examiner \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Pass \_\_\_\_ Fail \_\_\_\_

Coordinator Review \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Pass \_\_\_\_ Fail \_\_\_\_

# MASSACHUSETTS FIRE TRAINING COUNCIL

## FIRE OFFICER II CERTIFICATION EXAMINATION

Skill Sheet No. F O 2-106

Candidate Number \_\_\_\_\_

Skill Title: Human Resource Management: Professional Development Plan

NFPA JPR: 5.2.3

Date: 07-01-2019

Minimum for Passing - 7 points

	TASK STEPS	Points
1.	Professional development plan is clear and comprehensive They must include the following as a minimum:  Executive Summary; Goal Statement; Introduction; Purpose; Scope; Background; Plan Main Elements; Monitoring and Control; Advantages; Conclusion to include an action	
2.	Career path is clear and in a logical progression for the organization	
3.	Currently required and needed education, training, and certification levels are identified based on the job descriptions and response data	
4.	Current and needed experience levels are identified based on the job descriptions and response data	
5.	Options for meeting promotional or advancement requirements are identified and presented in the plan	
6.	Assistance and guidance sources are identified in the plan	
7.	Recommended timelines are identified	
8.	On the job evaluation process is addressed in the plan	
9.	Plan evaluation process is outlined clearly	
	<b>TOTAL POINTS---</b>	

Examiner _____ Date ____/____/____	Pass ____ Fail ____
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# MASSACHUSETTS FIRE TRAINING COUNCIL

## FIRE OFFICER II CERTIFICATION EXAMINATION

Skill Sheet No. F O 2-107

Candidate Number \_\_\_\_\_

Skill Title: Emergency Services Delivery: Incident Report Analysis

NFPA JPR: 5.6.3

Date: 07-01-2019

Minimum for Passing - 5 points

	TASK STEPS	Points
1.	Data is analyzed effectively Steps for data analysis include: a. Identify issues and/or opportunities for collecting data b. Select issue(s) and/or opportunity(ies) and set goals c. Plan an approach and methods d. Collect data e. Analyze and interpret data f. Act on results	
2.	Findings are documented and supported; data is determined to be qualitative or quantitative	
3.	False indicators are identified and explained	
4.	Report conclusions are accurate, logical and support by the data	
5.	Reasons for conclusions are clearly explained a. Data was properly inspected, cleansed, transformed, and modeled to goals and objectives	
6.	Trends that support service demands are identified and clearly explained	
7.	Written report is accurate, complete, and valid	
	<b>TOTAL POINTS---</b>	

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# MASSACHUSETTS FIRE TRAINING COUNCIL

## FIRE OFFICER II CERTIFICATION EXAMINATION

Skill Sheet No. F O 2-108

Candidate Number \_\_\_\_\_

Skill Title: Emergency Services Delivery: Task Assignment – Emergency Incident

NFPA JPR: 5.6.1 & 5.6.2

Date: 07-01-2019

Minimum for Passing - 12 points

	<b>TASK STEPS</b>	<b>Points</b>
1.	Evaluation of size up information is accurate and effective	
2.	Utilization of resources is reasonable for the incident	
3.	An approved Incident Management System is used	
4.	Assignments are accurate and reasonable for the incident	
5.	An approved Incident Management System is developed	
6.	A written Incident Action Plan is developed	
7.	Incident Action Plan is evaluated for effectiveness and back-up options are identified	
8.	Strategies and tactical objectives established for the Incident Action Plan supports the required mitigation needs for the incident	
9.	Assignments are clear, complete and accurate	
10.	Assignments support incident strategies and tactical objectives	
11.	Assignments are evaluated for safety and effectiveness Incident Safety is established	
12.	Assignment outcomes are established and supported	
13.	Post Incident Analysis is clear and complete Post Incident Analysis must address the following areas as a minimum: <ol style="list-style-type: none"> <li>a. Incident strategies</li> <li>b. Incident tactics</li> <li>c. Water supply</li> <li>d. Required vs. actual incident resources</li> <li>e. Utilization of incident resources</li> </ol>	
14.	Post Incident Analysis addresses 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	
	<b>TOTAL POINTS---</b>	

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# MASSACHUSETTS FIRE TRAINING COUNCIL FIRE OFFICER II CERTIFICATION EXAMINATION

Skill Sheet No. F O 2-109

Candidate Number \_\_\_\_\_

Skill Title: Health & Safety: Root Cause Analysis

NFPA JPR: 5.7.1

Date: 07-01-2019

Minimum for Passing - 6 points

	TASK STEPS	Points
1.	Analysis of facts and data is complete and accurate a. Analysis can be either informative or directive	
2.	Confidentiality of records and information is maintained and demonstrated	
3.	Trends are identified and supported with existing data a. A minimum of two trends must be identified	
4.	Root-cause(s) are determined and supported with existing data	
5.	A minimum of two recommendations are submitted to the appropriate supervisory level a. Recommendations must have associated action items b. Each recommendation must a minimum of three action items	
6.	Implementation timelines and action items are identified	
7.	Method of evaluation is clearly identified, stated, and assigned a. The evaluation process/strategy must include a minimum of three success criteria	
8.	Report is complete and is supported by existing data and information	
	<b>TOTAL POINTS---</b>	

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# MASSACHUSETTS FIRE TRAINING COUNCIL FIRE OFFICER II CERTIFICATION EXAMINATION

Skill Sheet No. F O 2-110

Candidate Number \_\_\_\_\_

Skill Title: Community and Government Relations: Mutual Aid

NFPA JPR: 5.3.1

Date: 07-01-2019

Minimum for Passing - 5 points

	TASK STEPS	Points
1.	Organizational mission and goals are identified a. Must include the following as a minimum: Organizational goals, function, values, and purpose	
2.	Mutual aid types and assistance levels are identified	
3.	Required resource needs are clearly stated in the report	
4.	Research is provided to support conclusions a. Must cite a minimum of two research sources	
5.	Implementation strategies and timelines are identified in the report	
6.	All information and recommendations are justified and supported	
7.	Potential consequences are identified if mutual aid and assistance strategies are not attained	
	<b>TOTAL POINTS</b> ---	

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