

# NFPA 1021

## 1021 Fire Officer Level 1 Performance Skill Sheets



## Practical Skills:

#	Objective	Reference	Task	<input checked="" type="checkbox"/>
1	4.2.2	Assign Non-emergency Tasks	Assign tasks to unit members	<input type="checkbox"/>
2	4.2.1 4.4.5 4.5.3 4.6.1 4.6.2 4.6.3	Fire/Emergency Command	Function as I/C simulated emergency and for post incident evaluation and reporting	<input type="checkbox"/>
3	4.2.3 4.7.1	Training Evolutions	Direct members during a training evolution	<input type="checkbox"/>
4	4.2.4 4.2.5	Human Resources Skills	Apply human resource policies and procedures	<input type="checkbox"/>
5	4.2.6 4.4.2	Planning and Priorities	Coordinate the completion of assigned tasks	<input type="checkbox"/>
6	4.3.2 4.3.3	Community and Government Relations	Initiate action to a citizen's concern	<input type="checkbox"/>
7	4.3.1	Public Presentation Skill	Make public fire safety presentation	<input type="checkbox"/>
8	4.1.2 4.4.1	Policy Development	Recommend changes to Department policies	<input type="checkbox"/>
9	4.4.3	Budgeting	Prepare a budget request	<input type="checkbox"/>
10	4.7.2	Accident Investigation	Conduct an accident investigation	<input type="checkbox"/>
11	4.7.3	Fitness Programs	Promote physical fitness/wellness program	<input type="checkbox"/>
12	4.5.1 4.5.2	Inspection/Pre-incident Planning	Explain Department inspection policies Conduct inspection and make written report	<input type="checkbox"/>
13	4.4.4	Department Organization	Describe Department management functions	<input type="checkbox"/>
<b>Pass/Fail</b>				<input type="checkbox"/>



## Skill #1 - Assign Tasks

### 1021 Level 1 (2020 Edition)

#### Objective: 4.2.2

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

**Tasks:** Given a fire department facility, apparatus, equipment, cleaning supplies and test equipment the candidate will direct members to conduct a non-daily cleaning or test procedure.

Read to candidate prior to evaluation.

**Performance Conditions:** The candidate will successfully assign tasks giving complete, clear, and concise instructions identifying the expected outcomes such that the evolution is completed safely.

**Setting:** Fire Hall or another Department facility

**Tools/Equipment:** Apparatus, equipment, cleaning supplies and test equipment

**Attainment Standard:** Successful completion of the Steps listed below.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>1. Assign Tasks</b>					
The ability to issue instructions for frequently assigned unit tasks based on department policy. 1. Allocate resources 2. Effectively communicate orally	<ul style="list-style-type: none"> <li>• Complete a roster by assigning members to tasks.</li> <li>• Effectively communicate assignments to team members.               <ul style="list-style-type: none"> <li>• instructions are complete</li> <li>• clear concise communication was used</li> <li>• desired outcomes were conveyed</li> </ul> </li> </ul>				
	<b>PASS/FAIL</b>				

**Skill #1 continued...****EVALUATOR INSTRUCTIONS:**

Select a cleaning or maintenance task that is not usually conducted on a daily/weekly/monthly basis.

Suggested tasks include:

- Cleaning ladders
- Pressure testing hose
- Changing hose-load configuration
- Overhaul of portable engine-driven equipment
- Washing ropes

***Station Activity Roster (4.2.2)***

<b>Task</b>	<b>Location</b>	<b>Name</b>
<b>A.</b> Clean Fire Service ladders		
<b>B.</b> Pressure testing hose		
<b>C.</b> Changing hose-load configuration		
<b>D.</b> Overhaul of portable engine-driven equipment		
<b>E.</b> Washing rope		

## Skill #2 - Fire/Emergency Command (Simulated)

### 1021 Level 1 (2020 Edition)

#### **Objectives: 4.2.1, 4.4.5, 4.5.3, 4.6.1, 4.6.2 and 4.6.3**

The ability to determine the need for command, organize and coordinate an incident management system until command is transferred and function within an assigned role in the incident management system. **(4.2.1)**

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

Direct unit level personnel to secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction. **(4.5.3)**

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

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

Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures. **(4.6.3)**

**Skill #2 continued...**

**Setting:** Given an actual or simulated emergency scene candidates will demonstrate the ability to successfully manage a single-unit emergency response. Upon completion, candidates will conduct a post-incident analysis using photos, notes, dispatch reports and other relevant information

**Tasks:** Given a simulated single-unit emergency response scenario with assigned resources, you (the candidate) will:

- Size-up conditions and develop an initial action plan in accordance with department SOP's.
- Assign emergency response resources at your command so that resources are deployed to mitigate the situation by assigning tasks and responsibilities to crew members.
- Ensure instructions given to the engine crew are complete, clear and concise; safety considerations are addressed; and the desired outcomes are clearly communicated.
- Communicate with the Incident Commander/Dispatcher in accordance with Department SOP's, in order to make progress reports, receive orders and request additional resources as/if required.
- Secure the incident scene, using appropriate resources, to ensure public safety and control entry to the scene.
- At the successful completion of the incident, complete routine run reports and documentation in accordance with department SOP's.
- Use computer resources to generate a post-incident analysis report which includes a written summary and statistical analysis of relevant numerical data.
- Provide a verbal or written report detailing how the information gathered at the emergency scene helps meet the department's goals and mission  
Read to candidate prior to evaluation.

**Performance Conditions:** Using a simulated fire/emergency incident the candidate will successfully command a single engine company fire incident from arrival on-scene, through size-up and mitigation of the incident to completing routine post-incidents reports and conducting a post-incident analysis.

**Tools/Equipment:** Computer and projector, Applicable Department SOP's, Video/photo playback device, Department reporting and analysis forms (i.e., ICS Form 201 and more as needed).

**Attainment Standard:** Successful completion of the elements/steps



## Skill #2 continued...

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>1. Assign Tasks</b>					
<ul style="list-style-type: none"> <li>The ability to condense instructions for frequently assigned unit tasks based on training and standard operating procedures.</li> <li>Allocate resources</li> <li>Effectively communicate orally</li> </ul>	<ul style="list-style-type: none"> <li>Effectively communicate assignments to team members</li> </ul>				
<b>2. Secure an Incident Scene</b>					
<ul style="list-style-type: none"> <li>The ability to establish perimeters at an incident scene</li> </ul>	<ul style="list-style-type: none"> <li>Establish and maintain a perimeter around an incident scene to ensure public safety</li> <li>Ensure positive access control to the fire scene</li> <li>Protect potential evidence of fire origin and cause</li> </ul>				
<b>3. Develop Initial Action Plan</b>					
<ul style="list-style-type: none"> <li>Analyze emergency conditions - size-up</li> <li>Activate local emergency plan, including localized evacuation procedures</li> <li>Allocate resources</li> <li>Communicate orally</li> </ul>	<p><b>Produce an Operational Plan</b></p> <ul style="list-style-type: none"> <li>Assume command</li> <li>Size-up</li> <li>Set tactical priorities</li> <li>Determine mitigation mode</li> <li>Make initial report</li> <li>Maintain adequate incident scene communications</li> <li>Establish command structure</li> <li>Obtain additional resources as required</li> <li>Address safety factors</li> <li>Manage and communicate mitigation mode</li> <li>Maintain personnel accountability</li> </ul>				
<b>PASS/FAIL</b>					

## Skill #2 continued...

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>4. Implement Action Plan</b>					
<ul style="list-style-type: none"> <li>• Implement an incident management system</li> <li>• Communicate effectively orally</li> <li>• Manage scene safety</li> <li>• Supervise and account for assigned personnel under emergency conditions</li> </ul>	<p><b>Tactical Assignments</b></p> <ul style="list-style-type: none"> <li>• Defensive or offensive attack</li> <li>• Primary and secondary search and rescue</li> <li>• Rapid Intervention Team established</li> <li>• Incorporates, as required: <ul style="list-style-type: none"> <li>○ ventilation procedures</li> <li>○ search and rescue procedures</li> <li>○ exposure protection</li> </ul> </li> <li>• Utilities made safe</li> <li>• Overhaul and salvage operations</li> </ul> <p><b>Scene Management</b></p> <ul style="list-style-type: none"> <li>• Scene Safety Officer delegated</li> <li>• Property conservation measures taken</li> <li>• Occupant support services</li> <li>• Traffic and crowd control</li> <li>• Media services</li> <li>• Investigation requirements determined</li> </ul>				
<b>5. Reports Emergency Response</b>					
<ul style="list-style-type: none"> <li>• Ability to write reports</li> <li>• Ability to communicate orally</li> </ul>	<ul style="list-style-type: none"> <li>• Review department goals and mission statements</li> <li>• Generate written or verbal report</li> <li>• Written report is neat, legible and concise</li> <li>• Verbal report is accurate, concise and delivered effectively</li> </ul>				
<b>PASS/FAIL</b>					

## Skill #2 continued...

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>6. Post Incident Analysis</b>					
<ul style="list-style-type: none"> <li>• Ability to write reports</li> <li>• Ability to communicate orally</li> <li>• Ability to evaluate skills</li> </ul>	<ul style="list-style-type: none"> <li>• Gather applicable department SOP's</li> <li>• Completes post-incident analysis report</li> <li>• Report is neat, legible and concise</li> <li>• Describes how report is submitted to senior staff</li> </ul>				
<b>PASS/FAIL</b>					

## Skill #3 - Training Evolutions

### 1021 Level 1 (2020 Edition)

#### **Objectives: 4.2.3 and 4.7.1**

Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed. Demonstrate the ability to distribute issue-guided directions to unit members during training evolutions. **(4.2.3)**

Apply safety regulations at the unit level, given safety policies, procedures, and standards so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed. Demonstrate the ability to identify safety hazards and to communicate orally and in writing. **(4.7.1)**

**Tasks:** Conduct a practical training session on the use of ground ladders.  
Read to candidate prior to evaluation.

**Performance Conditions:** The candidate will conduct the practical portion of a training session on the use of ground ladders, ensuring that the evolution is carried out safely and that the students demonstrate they have archived the required competencies.

Conduct a review and document measures to improve the evolution.

Complete required training records as per Department SOP's.

**Setting:** Fire training ground with a variety of structures, one of which is at least two stories in height.

**Tools/Equipment:** An engine company pump apparatus equipped with a selection of Department ladders including wall, roof, folding and extension types as well as appropriate hand tools and ropes.

**Attainment Standard:** Successful completion of all elements/steps.

## Skill #3 continued...

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>1. Issue Verbal Instructions</b>					
The ability to distribute issue-guided directions to unit members during training evolutions	<ul style="list-style-type: none"> <li>• Provides clear verbal instructions detailing the goal of the training exercise and expected outcomes</li> <li>• Monitors progress of evolution and provides corrections as necessary</li> </ul>				
<b>2. Conduct a Safe Evolution</b>					
<p>The ability to identify safety hazards.</p> <p>The ability to communicate orally</p> <p>The ability to communicate in writing.</p>	<ul style="list-style-type: none"> <li>• Delivers safety briefing</li> <li>• Identifies risks</li> <li>• Monitors for safe completion of evolution</li> <li>• Completes required documentation of training</li> </ul>				
<b>PASS/FAIL</b>					

## Skill #4 - Human Resources Skills

### 1021 Level 1 (2020 Edition)

#### **Objectives: 4.2.4 and 4.2.5**

Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified, and the actions taken are within the established policies and procedures. Demonstrate the ability to recommend a course of action for a member in need of assistance. **(4.2.4)**

Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed. Demonstrate the ability to communicate orally and in writing and to relate interpersonally. **(4.2.5)**

**Tasks:** Identify and develop an action plan for a member-related problem. You (the candidate) will recommend action for member-related problems, given a member with a situation requiring assistance and the Department's member assistance policies and procedures, so that the situation is identified, and the actions taken are within the established policies and procedures. Submit a written summary that addresses all the steps listed in the table below, of the problem and the actions taken to senior staff. Read to candidate prior to evaluation.

**Performance Conditions:** Successful completion of all elements/steps.

**Setting:** A Department office suitable for a private meeting.

**Tools/Equipment:** The appropriate paper forms and/or computer system.

**Attainment Standard:** Successful completion of all elements/steps.

## Skill #4 continued...

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>1. Operate Fire Department Communications Equipment</b>					
<ul style="list-style-type: none"> <li>• The ability to recommend a course of action for a member in need of assistance</li> <li>• Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed</li> <li>• The ability to relate interpersonally</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly state purpose of the meeting and the appropriate Department policies</li> <li>• Review the known facts of the incident</li> <li>• Present a positive, non-judgmental point of view</li> <li>• Solicit the members' version of events</li> <li>• Demonstrates knowledge of the Department's employee assistance programs</li> <li>• Recommend course of action to the member</li> <li>• Make appropriate referrals to employee assistance programs</li> </ul>				
<b>2. Reporting</b>					
<ul style="list-style-type: none"> <li>• The ability to communicate in writing</li> <li>• The ability to communicate orally</li> </ul>	<ul style="list-style-type: none"> <li>• Complete a report of the incident and actions taken in accordance with Department policies</li> <li>• Make a brief oral report of the situation to senior staff (evaluator)</li> </ul>				
<b>PASS/FAIL</b>					

**Skill #4 continued...****SCENARIO'S****Scenario A**

You are in command of an engine company which has just returned from a house fire. The fire was started when the resident used gasoline to light a charcoal barbeque. The fire involved a garden shed and was easily extinguished. The resident was angry and hostile, complaining that the Department took too long to respond. The man obstructed firefighters, telling them how to fight the fire while loudly cursing them. Firefighter Williams responded by pushing the man to the ground and yelling abuse at him. The man was not injured. This is not the first time the member has expressed inappropriate anger at citizens and other members of the Department. The member has a reputation as a "hot head." You have given verbal cautions to the member on three previous occasions for similar incidents.

**Scenario B**

You are the Chief of a volunteer fire Department in a small community. You respond to a relatively small number of working structural fires each year. When an alarm is paged out members respond to the Fire Hall in their own vehicles. Their vehicles are not equipped with emergency lights or sirens. Your department policy clearly states that members must observe all traffic laws when responding in personal vehicles. The day after your department fought a house fire you are approached at the coffee shop by local resident who tells you they saw firefighter Cook run through a stop sign, nearly causing a collision, while on the way to the Hall. Your department has a "three strikes and you are out" rule. This is the second time firefighter Cook has been seen driving to an emergency unsafely.

**Scenario C**

You are in command of an engine company. You have noticed lately that one of your members, Firefighter Sims, is constantly tired. He seems disinterested in the day-to-day tasks at the fire hall and has arrived late for several shifts. You have overheard other members complaining that he is "not pulling his weight." This member has been a very capable and competent firefighter in the past. The changes in attitude and performance have happened very quickly. Today you have smelled alcohol on his breath.



## Skill #5 - Planning and Priorities

### 1021 Level 1 (2020 Edition)

#### Objectives: 4.2.6 and 4.4.2

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

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

**Tasks:** Schedule shift activities for a one-month period.

Read to candidate prior to evaluation.

**Performance Conditions:** Using the material provided in the attached work sheets, the candidate will create a shift/work schedule for a one-month period, ensuring all required work is scheduled in accordance with Department policies and procedures.

**Setting:** A department office with appropriate paper forms and/or computer system.

**Tools/Equipment:** The appropriate paper forms and/or computer system

**Attainment Standard:** Successful completion of all elements/steps.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>1. Planning</b>					
<ul style="list-style-type: none"> <li>The ability to plan and to set priorities</li> <li>The ability to communicate orally</li> <li>The ability to communicate in writing</li> </ul>	<ul style="list-style-type: none"> <li>Gather all necessary information</li> <li>Demonstrate understanding of Department policy for assigning work</li> <li>Ensure all tasks/work assignment can be completed by implementing the created schedule</li> <li>Demonstrate an understanding of the personal requirements of members</li> <li>Work schedule is posted and filed as per SOP's</li> </ul>				
	<b>PASS/FAIL</b>				

**Skill #5 continued****Worksheet 1 of 2****Task**

You are assigned as the Station Officer on the “B” shift and are responsible for coordinating the following assignments to ensure that all requests for service are completed. Your station houses one Engine Company and one Ambulance. There are six Firefighters assigned to the station. Minimum staffing is five firefighters, three for the Engine and two for the Ambulance. Your crew is made up of Lieutenant Lambi, Firefighter Osiki, Firefighter Cook, Firefighter Hurst, Firefighter Matthews and Firefighter Bellamy.

You are responsible for scheduling the month of May. The shift schedule is 24/48. The priority for scheduling is: 1) Staffing 2) Mandatory assignments 3) Requests. All information will be shown on the calendar. The candidate should write his or her name and department on the calendar.

**\*Mandatory Assignments:**

- Each Company will spend 1 hour/day riding in their response district.
- Each Company will perform 20 Inspections/month (each Inspection takes 45 minutes).
- Each firefighter must complete 20 hours of training/month.
- May is the month assigned by the Fire Department as fitness testing month for each firefighter. The testing takes 3 hours per firefighter and can only be completed Tuesday through Friday.
- After completing the schedule, if you find that your Company cannot complete any of the assignments for the month, a memo must be sent to the Battalion Chief. The memo will detail which tasks/assignments cannot be completed and the reasons why. If an inspection must be missed, note the name of the business.
- Any requirement for overtime to meet minimum crewing requirements must be detailed to the Battalion Chief in a memo.

**Skill #5 continued...****Additional Tasks/Assignments/Service Requests:**

- Mrs. Lambi requests that her new pool be filled by the Engine during the second week of the month.
- Firefighter Osiki will be away for medical leave starting the 2nd and will be away for 3 shifts.
- Deputy Chief Allen requests help on the 20th and 23rd for physical testing new applicants. The assigned time for this is 0900-1300 both days.
- Firefighter Cook is scheduled on vacation May 5th through 17th.
- The Engine Company is assigned to standby at a demolition site on the 20th (1000-1600).
- Station tours are scheduled for the 14th (1400-1600) and 20th (1000-1100).
- The Parks Director has requested that each station assist in planting trees. This will take 4 hours. The project can only be done on Saturdays. This is a community priority, and is supported by the Fire Chief.
- Lieutenant Lambi has vacation scheduled the 23rd through the 29th.
- Firefighter Hurst is celebrating his parents 50th Anniversary and has been granted leave on the 14th.

**Skill #5 continued...**  
**Worksheet 2 of 2**

**Inspection List:**

- |                                 |                               |
|---------------------------------|-------------------------------|
| 1. City Centre stores Warehouse | 11. Home Depot                |
| 2. McDonalds Restaurant         | 12. Brenna Office Supplies    |
| 3. Royal Bank                   | 13. Cloverdale Paints         |
| 4. Broadway Dental Clinic       | 14. Print West Communications |
| 5. K&K Carpentry Shop           | 15. Lakeshore Health Clinic   |
| 6. Hilltop Curling Club         | 16. The Basement Jazz Club    |
| 7. Good Earth Health Food       | 17. Millar High School        |
| 8. Dollar Store                 | 18. Janome Sewing Centre      |
| 9. NAPA Auto Parts              | 19. Compton Office Building   |
| 10. Greystone Elementary School | 20. Co-op Gas Bar             |

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				A 01	B 02	C 03
A 04	B 05	C 06	A 07	B 08	C 09	A 10
B 11	C 12	A 13	B 14	C 15	A 16	B 17
C 18	A 19	B 20	C 21	A 22	B 23	C 24
A 25	B 26	C 27	A 28	B 29	C 30	A 31

## Skill #6 - Community and Government Relations

### 1021 Level 1 (2020 Edition)

#### Objectives: 4.3.2 and 4.3.3

Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.

Demonstrate familiarity with public relations and the ability to communicate verbally. **(4.3.2)**

Respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures. Demonstrate the ability to relate interpersonally and to respond to public inquiries. **(4.3.3)**

**Tasks:** Respond to citizen complaint and/or request for service in a role-play scenario.

Read to candidate prior to evaluation.

**Performance Conditions:** Given Department policies and procedures, the candidate will answer a telephone call from an evaluator in a role-play scenario where a citizen makes a complaint and/or requests information.

**Setting:** A Department office with a telephone and appropriate paper forms and/or computer system.

**Tools/Equipment:** The appropriate paper forms and/or computer system

**Attainment Standard:** Successful completion of all elements/steps.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>1. Operate Fire Department Communications Equipment</b>					
<ul style="list-style-type: none"> <li>• Familiarity with public relations</li> <li>• Ability to communicate verbally</li> <li>• Ability to relate interpersonally</li> <li>• Ability to respond to public inquiries</li> </ul>	<p><b>Taking a Phone Call</b></p> <ul style="list-style-type: none"> <li>• Answers courteously</li> <li>• Identifies himself/herself</li> <li>• Treats caller calmly and with respect</li> </ul> <p><b>Gathering/Giving Information</b></p> <ul style="list-style-type: none"> <li>• Allows caller to state request/complaint without undue interruption</li> <li>• Asks questions to gather all necessary information</li> </ul> <p><b>Answering Questions and/or Complaints</b></p> <ul style="list-style-type: none"> <li>• Clearly explains Department policy</li> <li>• Provides a clear, straight forward answer</li> <li>• If a call-back is required tells caller when they will be contacted and by whom</li> </ul>				
	<b>PASS/FAIL</b>				

## Skill #7 - Public Presentation Skills

### 1021 Level 1 (2020 Edition)

#### Objective: 4.3.1

Implement a community risk reduction (CRR) plan at the unit level, given an AHJ CRR plan, and policies and procedures, so that the community need is addressed. Demonstrate familiarity with public relations and the ability to communicate. **(4.3.1)**

**Tasks:** Gather information from the public concerning a fire safety need and develop an action plan to address the need. Using a pre-prepared training package, deliver a public information session.  
Read to candidate prior to evaluation.

**Performance Conditions:** The candidate will gather information about a fire safety concern in an interview setting (actual or simulated). The candidate will develop a plan to address the concern and deliver a **15 – 20-minute** presentation to a community group (actual or simulated).

**Setting:** A department office suitable for an interview with a member of the public. A meeting or classroom suitable for a presentation to a group of 30 people.

**Tools/Equipment:** A pre-prepared public fire education presentation. Computer and/or audio-visual aids as required.

**Attainment Standard:** Successful completion of all elements/steps.

## Skill #7 continued...

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>1. Public Presentation</b>					
<ul style="list-style-type: none"> <li>• Familiarity with public relations</li> <li>• Ability to communicate verbally</li> </ul>	<p><b>Information Gathering and Planning</b></p> <ul style="list-style-type: none"> <li>• Interviews a member of the public about the fire safety concern</li> <li>• Gathers all necessary information to determine appropriate approach to the problem</li> <li>• Deals with the community member in a courteous and professional manner</li> <li>• Develops a plan to address the perceived need</li> <li>• Selects the appropriate resources for a public presentation</li> </ul> <p><b>Presentation</b></p> <ul style="list-style-type: none"> <li>• Delivers a pre-prepared public information session</li> <li>• Presents a competent and professional manner</li> <li>• Asks and answers questions for the group</li> <li>• Gathers feed-back about the session from participants</li> </ul>				
	<b>PASS/FAIL</b>				

## Skill #8 - Policy Development

### 1021 Level 1 (2020 Edition)

#### Objective: 4.4.1

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

**Tasks:** Prepare a written and verbal report proposing a new or revised Department policy, giving details of the proposed change and a plan for implementation.

Read to candidate prior to evaluation.

**Performance Conditions:** Given an existing Department policy the candidate will create a revised policy, make a written and verbal report detailing the needed changes and present information supporting the new policy. The reports will include a proposed implementation plan for the new policy.

**Setting:** A Department office with the appropriate paper forms and/or a computer system.

**Attainment Standard:** Successful completion of all elements/steps.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>1. Recommend Policy</b>					
<ul style="list-style-type: none"> <li>• The ability to relate interpersonally</li> <li>• Ability to communicate change in a positive manner</li> </ul>	<ul style="list-style-type: none"> <li>• Written and verbal reports clearly communicate the need for policy change to the audience</li> <li>• Properly communicates the intent of the new policy</li> <li>• Competently answers questions</li> </ul>				
<b>PASS/FAIL</b>					

The OH&S Code of Practice for Fire Fighters can be found on-line at:

*Saskatchewan*

<http://www.lrws.gov.sk.ca/code-practice-firefighters>

<https://pubsaskdev.blob.core.windows.net/pubsask-prod/126367/S15-1r10.pdf>

*Alberta*

<https://open.alberta.ca/dataset/9103a604-94d6-4b9a-b2a2-d14eb7b6cd82/resource/ed951a26-7788-4cf5-95a2-89054474f681/download/fex003-may-2007.pdf>



**Skill #8 continued...****Worksheet 1 of 3****Instructions:**

You have been assigned to up-date and expand the Department SOP on Junior Fire Fighters.

The revised policy must be in full compliance with Saskatchewan (or Alberta) Occupational Health and Safety Regulations. Prepare the revised policy and materials for presentation to the Department's management committee for consideration.

<b>SOP 106 - Junior (Cadets) Firefighters</b>	
<b>106 - 1.0</b>	<b>Policy</b>
106 - 1.0.1	A primary goal of the Any Town Fire Department shall be to expose the Junior firefighter to all facets of Fire Department activities and programs, to give members a better understanding of fire service career opportunities.
106 - 1.0.2	Junior Firefighters shall be welcomed as members of the Department
106 - 1.0.3	Junior Firefighters shall participate in fire station activities and responses where a Department officer is in charge and responding.
106 - 1.0.4	Junior Firefighters will not be allowed to participate in live-fire training exercises until the Junior Firefighter has satisfactorily completed Firefighter Fundamentals and a Basic First Aid class.
106 - 1.0.5	Junior Firefighters will not be allowed to participate in fire company responses until the Junior Firefighter has satisfactorily completed Firefighter Fundamentals and a Basic First Aid class.
106 - 1.0.6	A Junior Firefighter is a young man or woman who has completed the eighth grade and is 14 years of age or who is 15 years of age or older, but has not reached his/her 19th birthday, may be registered
106 - 1.0.7	A Supervising Advisor shall be responsible for the training and supervision of the Junior Firefighters. He/she shall be a member of the Any Town Fire Department.
<b>106 - 2.0</b>	<b>PROCEDURES</b>
<b>106 - 2.1</b>	<b>Personnel Conduct</b>
106 - 2.1.1	Junior Firefighters shall be ready to participate in regular meetings and special events at the designated time, appropriately dressed and equipped

## Worksheet 2 of 3

106 - 2.1.2	Junior Firefighters shall not engage in actions or create noise which will be disruptive to department drills
106 - 2.1.3	Junior Firefighters engaging in department activities shall conduct themselves in an orderly, courteous, civil manner.
206 - 2.1.4	Drinking of intoxicating beverages or smoking shall not be permitted by Junior Firefighters during scheduled meetings or drills.
106 - 2.1.5	Junior Firefighters shall promptly and cheerfully obey all orders received, either written or verbal.
106 - 2.1.6	Theft or attempted theft of Fire Department property or the property of others shall not be tolerated and will be cause for immediate dismissal.
106 - 2.1.7	Junior Firefighters shall not attempt to use their position for any type of discount or personal gain, or in any manner that would demean the AnyTown Fire Department.
<b>106 - 2.2</b>	<b>Station Conduct and Company Activities</b>
106 - 2.2.1	Junior Firefighters shall not open lockers, apparatus compartments, move or use equipment, or climb onto apparatus unless given specific permission by a Fire Department Company Officer.
106 - 2.2.2	Junior Firefighters may participate in Department drills and Department activities.
106 - 2.2.3	Fire Department equipment and apparatus used by Junior Firefighters shall be cleaned and restored to the condition it was in prior to use by the Junior Firefighter.
106 - 2.2.4	During inspections and alarms, Junior Firefighters shall be permitted to enter an establishment where minors are not normally allowed.
<b>106 - 3.0</b>	<b>SAFETY</b>
106 - 3.0.1	Junior Firefighters shall be issued Bunker gear and all other protective gear.
106 - 3.0.2	Helmets shall be worn during manipulative drills, while on emergency responses, and at the scene of an emergency.
106 - 3.0.3	Only Department approved gloves shall be worn by the Junior Firefighters.

## Worksheet 3 of 3

106 - 3.1	Riding on Apparatus and Participation in Emergencies
106 - 3.1.1	Junior Firefighters will not be permitted to ride on Engines, Tenders or Aerial Ladders until he/she has completed Firefighter Fundamentals and Basic First Aid.
106 - 3.1.2	The Supervising Advisor will notify the Fire Chief when the Junior Firefighter has completed the requirements
106 - 3.1.3	Junior Firefighters are permitted to ride on the apparatus in a location designated by the Officer.
106 - 3.1.4	Junior Firefighters shall wear full PPE when riding on the apparatus
106 - 3.1.5	Junior Firefighters will remain with the apparatus upon arrival at the emergency scene unless otherwise directed by the Advisor or an Officer
106 - 3.1.6	Junior Firefighters shall not become directly involved in an emergency activity unless specifically directed to do so by his/her Advisor or an Officer.
106 - 3.1.7	Junior Firefighters shall not be permitted to enter a burning building or any other hazardous area while on a response.
106 - 3.1.8	The Junior Firefighter participation shall be limited to outside support duties such as shuttling air bottles, picking up hose and equipment, traffic control, first aid or other tasks on the perimeter of the scene as directed by the Advisor or an Officer.
106 - 3.1.9	Junior Firefighters may only enter a fire building after the emergency is over and the building is deemed generally safe by the appropriate Officer in Charge.
301 - 3.1.10	Junior Firefighters may participate in clean-up operations, but their involvement should be limited to less dangerous operations (i.e., hauling debris, raking grounds, etc.).

## Skill #9 - Budgeting

### 1021 Level 1 (2020 Edition)

#### Objective: 4.4.3

Prepare a budget request, given a unit level need, so that the request is in the proper format and is supported with data. **(4.4.3)**

**Tasks:** Prepare a budget request in accordance with Department procedures and policies.  
Read to candidate prior to evaluation.

**Performance Conditions:** Given Department budgeting procedures/policies and a required expenditure, the candidate will develop a budget request. The proposal will contain a written narrative supported by cost estimates, spreadsheets and other necessary documentation. The document will propose a plan for implementation.

**Setting:** A Department office with the appropriate paper forms and/or a computer system.

**Attainment Standard:** Successful completion of all elements/steps.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>1. Create a Budget Proposal</b>					
<ul style="list-style-type: none"> <li>• Create a budget proposal such that all of the following are considered:               <ul style="list-style-type: none"> <li>- Established local policies and procedures</li> <li>- Revenue sources</li> <li>- Budget process</li> <li>- The ability to communicate in writing</li> </ul> </li> </ul>	<p><b>Proposal Document</b></p> <ul style="list-style-type: none"> <li>• Contains a concise written narrative of the reasons for the proposal</li> <li>• Contains necessary supporting documents</li> <li>• Contains a clear plan for implementation</li> <li>• Is clear and easy to read</li> </ul> <p><b>Justification of Proposal</b></p> <ul style="list-style-type: none"> <li>• Facts presented in clear, unbiased way</li> <li>• Justification is concise, direct and accurate</li> </ul> <p><b>Implementation</b></p> <ul style="list-style-type: none"> <li>• Contains clear implementation plan, including benchmarks</li> </ul>				
	<b>PASS/FAIL</b>				

Skill #9 continued...

### Budget Scenario

The candidate will prepare a budget request based on his/her department's budgeting process. If possible, the request should be based on actual department needs and current annual budgets.

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#### Budget Request Form SAMPLE

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Description of requested item: \_\_\_\_\_

Explanation of Need/Purpose: \_\_\_\_\_

Budget Account No.: \_\_\_\_\_

Potential or Designated Supplier/Vendor: \_\_\_\_\_

Amount Approved in Current Budget: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Revenue Source: \_\_\_\_\_

Projected Order Date: \_\_\_\_\_

Expected Date of Delivery of equipment or materials/supplies: \_\_\_\_\_

Expected payment schedule for service: \_\_\_\_\_

Projected completion date: \_\_\_\_\_

Employee making request: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department Manager or Designee)

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Administrative Team)

## Skill #10 - Accident Investigation

### 1021 Level 1 (2020 Edition)

#### Objective: 4.7.2

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

**Tasks:** Investigate an accident and report findings, including proposals for changes in policies or procedures which would prevent similar accidents in the future.

Read to candidate prior to evaluation.

**Performance Conditions:** Given a scenario detailing the facts of an accident involving a firefighter in a non-emergency situation the candidate will, in accordance with department policies and procedures, complete a written report addressing all steps listed in the table below on the incident including recommendations on ways to prevent a similar accident happening in the future.

**Setting:** A department office suitable for a private interview with the appropriate department paper forms and/or a computer system.

**Attainment Standard:** Successful completion of all elements/steps.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>1. Investigate an Accident and Report Findings</b>					
<b>Accident Investigation</b> <ul style="list-style-type: none"> <li>• Ability to conduct interviews</li> <li>• Ability to communicate in writing</li> <li>• Ability to communicate orally</li> </ul>	<ul style="list-style-type: none"> <li>• Identify all persons involved or who witnessed the accident</li> <li>• Prepare a list of interview questions for those involved</li> <li>• Identify the issues causing/leading to the accident</li> <li>• Complete a written and verbal report on the accident cause and the damage/ injuries suffered in accordance with Department SOP's (include copies of SOP's)</li> <li>• Files injury report(s) as appropriate</li> </ul>				
<b>PASS/FAIL</b>					

**Skill #10 continued...****Accident Investigation Scenario****Scenario:**

While restoring apparatus after a call Fire Fighter Newton was injured while loading hose on the top bed of Engine 1. Newton was on top of the apparatus at the front end of the bed. The injured firefighter fell approximately 10 feet after losing his balance. He fell to the apparatus bay floor, breaking his right wrist and dislocating his right shoulder. He also suffered a mild concussion and a deep laceration to the back of his head. Newton received immediate first aid from fellow fire fighters and was transported to hospital by ambulance.

- Witnesses to the fall include Lt. Simms, FF Laliberty and FF Wilson.
- EMT Horner attended the injured fire fighter in the ambulance on the way to the hospital.
- The Department's doctor has examined Newton and reports the fire fighter should recover fully, but will be on medical leave and rehabilitation for at least six months. Newton is still in hospital at the time of your investigation.

## Skill #11 - Fitness Programs

### 1021 Level 1 (2020 Edition)

#### Objective 4.7.3

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

**Tasks:** Explain the need for fire department members to participate in wellness and fitness programs, referencing fire service trends and/or policies and procedures.

Read to candidate prior to evaluation.

**Performance Conditions:** The candidate will, in accordance with department policies and procedures, report on the need for fire department members to participate in wellness and fitness programs.

**Setting:** A department office with the appropriate department paper forms and/or a computer system.

**Attainment Standard:** Successful completion of all elements/steps.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>1. Operate Fire Department Communications Equipment</b>					
Explain the need for members to participate in wellness and fitness program. <ul style="list-style-type: none"> <li>• Demonstrate the ability to communicate orally</li> </ul>	<ul style="list-style-type: none"> <li>• Describe a wellness and fitness program</li> <li>• Identify all benefits of participating in program</li> <li>• Identify Department policies and procedures supporting program</li> </ul>				
<b>PASS/FAIL</b>					



## Skill #12 - Inspection/Pre-Incident Plan

### 1021 Level 1 (2020 Edition)

#### Objectives: 4.5.1 and 4.5.2

Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action initiated: **(4.5.1)**

- |                               |                       |
|-------------------------------|-----------------------|
| 1. Assembly                   | 6. Business           |
| 2. Educational                | 7. Industrial         |
| 3. Health Care                | 8. Storage            |
| 4. Detention and correctional | 9. Unusual structures |
| 5. Residential Mercantile     | 10. Mixed occupancies |

Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, given an occupancy, and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed: **(4.5.2)**

- |                  |                        |                       |
|------------------|------------------------|-----------------------|
| 1. Assembly      | 6. Industrial          | 11. Mixed occupancies |
| 2. Educational   | 7. Manufacturing       |                       |
| 3. Institutional | 8. Storage             |                       |
| 4. Residential   | 9. Mercantile          |                       |
| 5. Business      | 10. Special properties |                       |

**Tasks:** You (the candidate) will select a structure and describe the department's policies and procedures for fire safety inspections. You will then conduct a fire safety inspection. Two separate reports will be prepared on the findings: an inspection report and a pre-incident plan.

Read to candidate prior to evaluation.

**Performance Conditions:** Each report will address all elements/steps listed in the table below. The candidate will follow department policies, procedures and use the appropriate forms, if available.

**Setting:** An assigned structure and a department office with appropriate paper forms, National Building and Fire Codes and/or a computer system.

**Attainment Standard:** Successful completion of all elements/steps.

## Skill #12 continued...

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>1. Inspection/Pre-Incident Plan</b>					
<b>Pre-Inspection</b> <ul style="list-style-type: none"> <li>• Ability to communicate orally</li> </ul>	<ul style="list-style-type: none"> <li>• Describe Department inspection procedures</li> <li>• Contact building owner/occupant</li> <li>• Arrange inspection time and date</li> <li>• Ensure that entry to all areas of the building will be available</li> <li>• Review Department records for the occupancy</li> </ul>				
<b>Inspection</b> <ul style="list-style-type: none"> <li>• Ability to apply the appropriate codes and standards</li> </ul>	<ul style="list-style-type: none"> <li>• Present a professional appearance and manner</li> <li>• Detail reasons/advantages of the inspection to the owner/occupant</li> <li>• Conduct a complete inspection of the structure and associated property</li> <li>• Identify hazards and non-Code compliant situations</li> <li>• Ensure any immediate life and fire safety hazards are corrected</li> </ul>				
<b>Post-Inspection</b> <ul style="list-style-type: none"> <li>• Ability to communicate in writing</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the proper inspection forms in a clear, concise manner</li> <li>• Write required Orders to Remedy</li> <li>• Contravention in accordance with the Fire Prevention Act, 1992</li> <li>• Deliver report and any Orders to the property owner/occupant</li> <li>• Establish a date for follow-up inspection</li> <li>• Up-date Department records for the occupancy.</li> </ul>				
<b>PASS/FAIL</b>					

## Skill #12 continued...

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>1. Inspection/Pre-Incident Plan</b>					
<b>Pre-incident plan</b> <ul style="list-style-type: none"> <li>• Ability to use evaluative methods</li> <li>• Ability to communicate in writing</li> </ul>	<ul style="list-style-type: none"> <li>• Construction type</li> <li>• Occupant characteristics</li> <li>• Fire protection systems</li> <li>• Capabilities of responding personnel</li> <li>• Availability of mutual aid</li> <li>• Water supply</li> <li>• Exposure factors</li> <li>• Access</li> <li>• Utility shutoffs</li> </ul>				
<b>PASS/FAIL</b>					

## Skill #13 - Department Organization

### 1021 Level 1 (2020 Edition)

#### Objective: 4.4.4

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

**Tasks:** Prepare an organizational chart or locate an existing one and explain in writing the purpose of each component on the chart and mission of your organization.

Read to candidate prior to evaluation.

**Performance Conditions:** The candidate will explain to an evaluator, based on the written report produced, the organizational structure of the Department, the purpose of each component of the organization and the mission of the Department

**Setting:** A Department office with the appropriate Department paper forms and/or a computer system.

**Tools/Equipment:** Portable radio

**Attainment Standard:** Successful completion of all elements/steps.

Requisite Skill	Elements/Steps	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
<b>1. Department Organization</b>					
Explain your department organizational chart <ul style="list-style-type: none"> <li>The ability to communicate in writing or verbally in a clear and concise manner.</li> </ul>	<ul style="list-style-type: none"> <li>Identifies each component on organizational chart</li> <li>Explains the purpose of each component</li> <li>Explains the mission of the organization</li> </ul>				
<b>PASS/FAIL</b>					