PENNSYLVANIA FIRE SERVICE
VOLUNTARY CERTIFICATION PROGRAM

FIRE OFFICER II
CANDIDATE HANDBOOK

OFFICE OF THE STATE FIRE COMMISSIONER
PENNSYLVANIA STATE FIRE ACADEMY

Dear Certification Candidate,

Welcome to the Pennsylvania Fire Service Voluntary Certification Program. The purpose of this manual is to provide you with information to participate successfully in certification testing. This manual outlines the prerequisites, testing, and application process and provides a study guide reference list. Tests are conducted under the sanction and approval of the Pennsylvania Office of the State Fire Commissioner, with accreditation granted by the National Board on Fire Service Professional Qualifications (ProBoard) and the International Fire Service Accreditation Congress (IFSAC)

In accordance with Section 7384 of the Emergency Management Services Code (35 Pa. C.S. §§ 7101 *et seq*.), the Office of the State Fire Commissioner (OSFA) is entrusted with the duty to implement a statewide firefighter training and certification program. The voluntary certification program in Pennsylvania is available to any Commonwealth resident, regardless of religion, gender, or national origin; any resident may apply for consideration as a test candidate (18) eighteen years of age or older.

Effective March 1, 2026:

- All certification candidates are required to maintain an active Acadis user portal account. (Acadis portal location = OSFC website/ Training and Certification Portal, or click here: ENVISAGE Acadis®)
- All certification candidates are to be registered with the designated test site and rostered for the certification test.

Good luck and thank you for participating in the Pennsylvania Voluntary Fire Service Certification Program.

Application Process

Obtain an application from the Office of the State Fire Commissioner (OSFC) website or an approved test site. You must fill out the form in full and provide all required documentation. The completed application and accompanying documents will be submitted to an approved test site or PA State Fire Academy (PSFA). Your application is then reviewed and either accepted or rejected based on compliance and deficiencies (i.e., lacks prerequisites, no signatures, etc.).

The general test process is as follows:

1. A candidate must submit a complete application, including all supporting documents
2. After the application is approved, the candidate takes the written and, subsequently, the skills tests (NOTE: the skills test cannot be taken before the written test)
3. Upon successful completion of the written and skills tests and a review of the application for completeness by the test site and PSFA or Delegated Authority, the candidate can be certified for the level tested. If a candidate should not pass any part of the testing process, a retest can be administered up to (2) more times and must be completed within one (1) year of the original test date.

Application Pointers

1. Make sure the application is legible and complete. Applications **MUST** be typed.
2. Application **MUST** have your FEMA Student Identification Number. (FEMA-SID)
3. Social Security Number: please provide the last four (4) digits.
4. Provide your complete name, including suffixes (Jr, Sr, III, etc.) **NO** nicknames. As it appears on your driver's license, state ID, or birth certificate.
5. Ensure your mailing address includes street, apartment number, city, state, and zip.
6. Make sure all appropriate signatures are obtained and are signed in **all areas, either in Blue or Black ink, or via digital, electronic signatures (MUST be Adobe signature, NOT a Freeform signature).**
    a. *Chief Officers **CAN NOT** sign for themselves where a Chief Officer's signature is required.*
    b. *For this requirement, another Chief Officer **MUST** sign this application section.*
7. Legible copies of all prerequisites must be attached and signed where applicable. **NOTE**: *Copies must include both the front and back of the document where appropriate. (i.e., CPR and medical cards).* Ensure your Prerequisite Verification Form (found on the back of the application) is appropriately marked off and signed in **BLUE** or **BLACK** ink or via digital, electronic signatures **(MUST be Adobe signature, NOT a Freeform signature).**

Prerequisites

1. Successful completion of Incident Command System Course: The following are recognized courses:

a) NIMS ICS for Fire Service
b) NIMS ICS for EMS
c) National Fire Academy, Incident Command System Course
d) NFA ICS 100 and 200 (Independent Study or Facilitated Courses)
e) Incident Command System and Resource Management for the Fire Service

Hazardous Materials Training or Certification:
Candidates **MUST** be trained or certified at the Hazardous Materials Operations Level in accordance with NFPA 1072 (2017), Chapter 5 (Core Competencies) and Chapter 6 (Mission-Specifics) Section 6.2 (PPE) and Section 6.6 (Product Control), **OR** NFPA 470 (2022) *Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders.* Training standards as outlined in Chapters 6 and Chapter 8, Section 8.2 (PPE) and Section 8.6 (Product Control) or in Certification standards as outlined in Chapter 7 and Chapter 9, Section 9.2 (PPE) and Section 9.6 (Product Control)

Attach a copy of one of the following recognized certificates (Must be Jones & Bartlett curriculum):

- Hazardous Materials Operations Level, **OR**
- Hazardous Materials Operations Level Annual Refresher training (candidate must have completed an approved operations initial course) **OR**
- Hazardous Materials Operations Level Responder National Certification (ProBoard or IFSAC)

NOTE: The certificate (training, refresher training, or certification) **MUST** be current and dated within one (1) year of the certification application and **MUST** meet the requirements of NFPA 1072 (2017) **OR** NFPA 470 (2022).

2. **Fire Officer I Certification**: You **MUST** be certified (ProBoard / IFSAC) at the Fire Officer I level. You will need to submit a copy of your certification with this application.

3. **Fire Service Instructor I Certification**: You **MUST** be certified (ProBoard / IFSAC) at the Fire Service Instructor I level. You will need to submit a copy of your certification with this application.

Method: Fire Officer II certification is completed either by open challenge or following (i.e., post) an approved training program. **Please Check Method Used:** ☐ Open Challenge ☐ Post-Course Completion

Post-Course Challenge

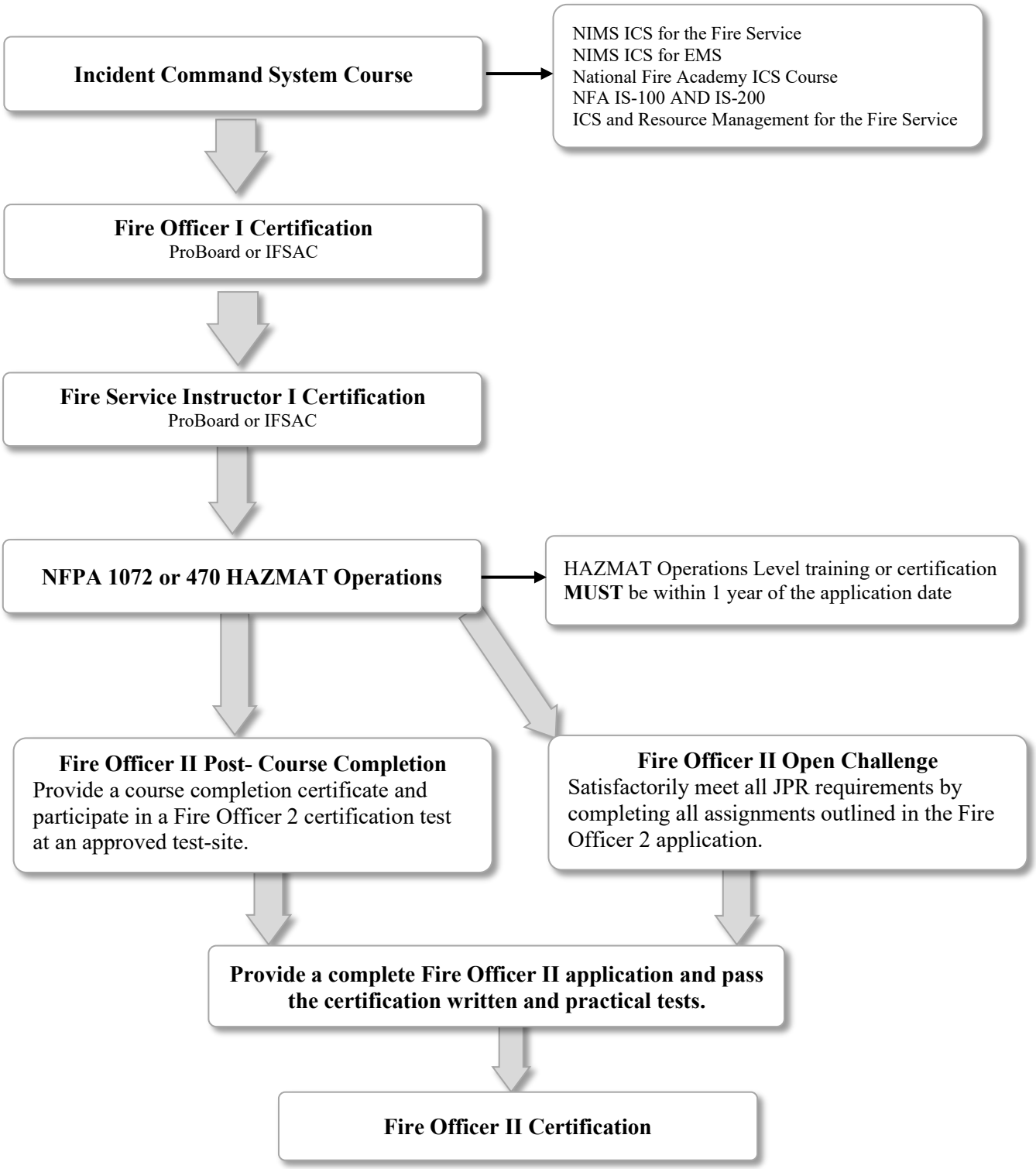
To certify by this method, you **MUST** complete a Fire Officer II course of instruction approved by the State Fire Academy within one (1) year of the date of this application. You **MUST** also successfully pass the written and practical skills and provide a current certification application. Filing the application, taking the written test, and completing the required practical skills are coordinated through an approved test site. **NOTE**: You must submit a copy of your Fire Officer II course completion certificate with your application.

Open Challenge:

You must submit the application and practical skills (i.e., practicum) to certify by this method. Six (6) parts to this challenge exam are outlined in the application. Section VI of the application provides specific details about what is required for the practicum. Additional information can also be found within this handbook. All materials **MUST** be assembled sequentially from Parts I through VI. Materials used to complete each part **MUST** be appropriately labeled, indicating the JPR(s) met. Your materials will be evaluated against the JPRs of chapter 4 NFPA 1021 *for Fire Officer Professional Qualifications, 2020 Edition.* Furthermore, materials submitted **MUST** be the candidate's original work.

NOTE: You should contact the certification staff at the Academy before starting the open challenge process.

Fire Officer II Certification Pathway



Test Policy

Written Test: The written test consists of a hundred (100) questions and is randomly generated. Candidates have a maximum of two (2) hours to complete the test. The passing score for the written test is seventy percent (70%).

Skills Test: Candidates must pass one hundred percent (100%) of the skill stations offered.

Retest Policy

Written Test: If unsuccessful, you have a total of two (2) retest attempts and one (1) year to complete the retest. You must contact the fire academy or a test site to schedule a retest.

Skills Test: You must pass 100% of the skill stations offered.

- If you are unsuccessful on three (3) or fewer skill stations, you may retest the same day (only one retest per skill station)
- If unsuccessful on four (4) or more skill stations, you may NOT retest the same day. Skill retests must be scheduled for a later date and time.
- Eight (8) retest attempts are permitted and must be completed in one (1) year to complete the testing process successfully.

Appeals

A candidate may request a review of their performance records by the State Fire Academy within thirty (30) days of receipt of a failure notice. Appeals **MUST** be in writing and in accordance with the policies and procedures of the Certification Program.

Send to: Pennsylvania State Fire Academy
Attn: Certification Program Manager
1150 Riverside Drive
Lewistown, PA 17044

Accommodations

The Pennsylvania Fire Service Voluntary Certification Program offers reasonable accommodation for the written certification exams for individuals with documented disabilities. Only written requests for accommodation for certification examinations are reviewed, and each request is reviewed on a case-by-case basis. Requests must be submitted on the Accommodation Request Form. The Pennsylvania Fire Service Voluntary Certification Program provides written notification of its decision to the candidate upon completion of its review and the review by legal counsel of the request for accommodation.

The ***Accommodation Request Form*** is located on page 8 of this manual or is available from the Pennsylvania State Fire Academy and test site coordinators. Please contact the Certification Program Manager for further information. The candidate who is requesting an accommodation must complete the request form at the time of application submission or as soon as the need for an accommodation is recognized. All requests must be made before the scheduled date of the examination. Any request for accommodation not submitted at least twenty (20) working days before the scheduled examination will result in a delay in the candidate's date of examination.

Documentation of a specific disability that would impact a candidate's performance on the written examination must be current (within five (5) years of the date of application). Such documentation should include a signed explanation on letterhead stationery from a professional familiar with the applicant's disability or a copy of an educational institution's Individual Education Plan (IEP). See the below comment.

The statement must confirm and describe the disability for which the accommodation is requested. The professional must have expertise in the specific disability for which the accommodation is being requested.

Request for Accommodation Form

Name of Candidate: _____
Last Name First Name Middle

Address of Candidate: _____

Telephone Number (area code): _____
(Please list a number you can be reached during daylight hours 8 a.m. – 4 p.m.)

County of Residence: _____ Email Address: _____

Certification Level Requesting Accommodation for: _____ Date of Test: _____

Test Site to which you have submitted your application: _____

I reviewed the NFPA job performance requirements for the level of certification I am seeking, and I am requesting the following accommodation(s) due to my disability-related needs:

_____

_____

_____

_____

_____

☐ I have attached a statement on letterhead stationery from a professional familiar with my disability. I understand that the professional must have expertise in the specific disability for which I am seeking an accommodation. The statement must confirm and describe the disability for which the accommodation is requested. The statement is signed by the professional.

☐ I am submitting a copy of an IEP (Individual Education Plan), which I have obtained from my educational institution.

_____
Signature of the individual completing this form Date

_____
Print or type the name of the individual completing this form

Return this form to: Pennsylvania State Fire Academy
Attn: Certification Program Manager
1150 Riverside Drive
Lewistown, PA 17044
(717) 247-3743

Recertification

In the Commonwealth of Pennsylvania, certification is a voluntary process; currently, recertification is not required. The issuance of a certificate indicates the candidate has successfully passed the certification test. The certificate indicates the candidate is certified based on the edition and year of the standard under which the candidate is certified. Furthermore, the issuance of a certification certificate does not imply nor guarantee any indication of future performance because of the testing process.

Safety Policy

A candidate should meet the requirements of NFPA 1582 *Standard on Medical Requirements for Firefighters and information for Fire Department Physicians* before participating in any physical test to ensure their ability to perform the required tasks safely.

For the safety and protection of all participants, all equipment, and Personal Protective Equipment (PPE) used in a test **MUST** meet the NFPA standard at the time of manufacturing. PPE will be inspected before use in a test.

The facial hair policy states candidates with facial hair that interferes with the operation or use of a Self-Contained Breathing Apparatus (SCBA) will not be permitted to participate in a test that requires an SCBA.

Test Results & Release of Results

The Office of the State Fire Commissioner / PA State Fire Academy or Delegated Authority notifies candidates of their results in writing via the US Postal Service (i.e., mail). Only Pass/Fail grades are given.

In accordance with the Federal Education Records and Privacy Act (FERPA) of 1974 (a federal law that established a minimum standard for the protection of educational records), PSFA requires prior consent from a candidate before any records or other personally identifiable information can be released. If a third party requests a test result, a Consent to Release Information form **MUST** be completed, signed, and submitted by the candidate to the PSFA before records are released to the third party.

No show policy

If a candidate is accepted for testing and fails to show up without an acceptable reason, the test site has the right to enforce its no-show policy, which could include but is not limited to suspension from testing for an identified period of time or financial penalties.

Professional Testing Integrity and Dishonesty

All certification candidates shall act with personal integrity, respect others' rights and property, and help maintain a professional environment where all can succeed. Dishonesty in the professional test environment includes but is not limited to: cheating, plagiarizing, facilitating acts of testing dishonesty by others, having unauthorized possession of examinations, or submitting the work of another person. Any instance(s) of testing dishonesty constitutes the need for disciplinary or legal actions.

Test Site Coordinators, Assistant Coordinators, Test Proctors, Evaluators, and Instructors should take reasonable steps to anticipate and deter dishonesty, reinforce integrity, and support appropriate behavior to protect the rights and trust of honest candidates. At the beginning of each test process, those responsible must provide candidates with the "Testing Integrity and Dishonesty" policy and clarify questions that may arise.

Falsification of Documents

Any individual found to have forged, altered, or falsified documentation for the purpose of certification testing will be indefinitely suspended from participating in any certification exam within the Commonwealth of Pennsylvania. Further action may be taken in accordance with the Pennsylvania Crimes Code 18 Pa C.S. 4904, relating to unsworn falsifications.

Cheating on Test

All candidates are expected to work independently while taking any exam. Violations of test integrity consist of any attempt to receive assistance from written or printed aids unless provided by the test proctor for a specific test, or any persons, papers, or electronic devices, or of any attempt to give assistance.

Document Integrity

Certification candidates are expected to complete all work individually. All essay answers must be the candidate's work. A source reference must be given for any material obtained from other sources, such as plot plans, web maps, etc.

Study Reference List

The following is a list of text that may be referenced in preparation for testing.

1. National Fire Protection Association NFPA 1021 (2020 Ed) Standard for Fire Officer Professional Qualifications
2. Jones and Bartlett, Fire Officer, Principles and Practices, 4th Edition
3. Skill Sheets can be found under "Skills we're looking for"

Additional Information:

1. The application should be submitted to the test site no later than its established deadline or no later than three weeks before the test date.
2. Please contact the test site of your choice to receive information about testing fees.
3. A photo ID is required at check-in time for the written and skills test.

Certification applications and skill sheets, in addition to the test schedule and test site contact information, can be found at Firefighter Certifications | Commonwealth of Pennsylvania. A page will open with information about the certification program and process. Scroll through the page to find the links for certification applications, skill sheets, test schedules, and test site contact information.

If you have additional questions or concerns about the test process, please contact the test site coordinator at the site where you applied to be tested or contact the PA State Fire Academy Certification Program Staff.

Fire Officer II

Guide 1

Skill Sheets A

Human Resource Management: Evaluating Member Performance

Human Resource Management: "Injury Report"

Given an incident with an injury to a department member, the candidate will complete an injury report and a memo to their supervisor describing the scenario and including all tasks listed in Fire Officer II Skill A. The requirement for this skill is to initiate action to correct unacceptable performance or maximize member performance so the member's or unit's performance is improved. The actions/issues shall be referred to the next level of supervision.

The scenario involves an injury during an in-service/company-level training event or an incident response. Complete the necessary reports and forms to be sent to your immediate supervisor using the forms provided in the Urtown Fire and Emergency Services Form Link and the Urtown Fire and Emergency Services SOG Manual.

Tasks:

1. Complete a Member Discipline Report on the member involved.

2. Complete a memo addressed to the next level of supervision (e.g., chief, safety officer, etc.) which provides a description of the event and all tasks listed in the Fire Officer II Skill A, including the nature of the problem, probable cause, and corrective measures taken to mitigate reoccurrence.

Report of Injury Scenario

During the Saturday company drill, High-Rise Operations, your company, Truck 3, was drilling on elevator operations with Engine 1 and Rescue 11. The officer of Rescue 11 was teaching members how to use the elevator keys to gain access to trapped occupants inside a stalled elevator.

Senior Firefighter Hastings was "horse-playing" during this training. He was told to stop and pay attention to the lesson, but he continued to horse-play with members of his former crew, Engine 1. SFF Hastings hurt himself when it was his turn to operate the elevator key and open the elevator door. He was not wearing his city-issued rescue gloves and cut his hand with the ring of elevator keys.

SFF Hastings was transported to the hospital, requiring 13 stitches to his left hand. SFF Hastings will not be allowed to return to work until his stitches are removed.

Fire Officer II

Guide 2

Skill Sheet B

Human Resource Management: Job Performance Review

Human Resource Management: Annual Performance Evaluation

Given a job performance evaluation task for an assigned member (see scenario below), and using personnel records and forms provided, evaluate and document the performance of a member(s) and develop a professional development plan that is in accord with human resource policies and procedures. Complete the necessary reports and forms to be sent to your immediate supervisor using the forms provided in the Urtown Fire and Emergency Services Form Link and the Urtown Fire and Emergency Services SOG Manual.

Consider the following items when preparing the:

Performance Review documentation

- Job knowledge and skills
- Work habits and results
- Recognition of excellent performance
- Problems or areas for improvement and suggested solution(s)
- Problem-solving abilities
- Overall comments and rating

Professional Development Plan

- Opportunities for professional development
  - Training
  - Mentoring opportunities
- Recommendations for improvement to address areas of concern

Tasks:

1. Review the following scenario. Complete an Annual Performance Evaluation for Driver/Operator Matthew Dillion using the information provided.

2. Prepare a professional development plan to acquire the necessary knowledge and skills for promotion eligibility.

3. As the first-line supervisor, forward the performance evaluation form and professional development plan to the next level of supervision, along with a memo documenting your actions.

NOTE: Please check your work against skill sheet B to ensure you have completed the tasks required.

Scenario

You are the captain and immediate supervisor of Driver/Operator Dillion. D/O Dillion has worked for you for the past 3½ years. It is time for his annual performance evaluation. The yearly cycle corresponds with the calendar year (January 1 through December 31). You are evaluating his performance for last year.

D/O Dillion is a consistent, reliable performer. While not an overachiever, D/O Dillion is knowledgeable and competent in his abilities to operate the apparatus. Furthermore, D/O Dillion is capable of supervising personnel in a single unit. He also, at times, provided some informal training to station personnel about apparatus operations, water management, and hydraulics per department guidelines and SOPs/SOGs. His record indicates no traffic violations, warnings, or disciplinary actions. D/O Dillion is a ProBoard-certified Pumper-Driver Operator and serves as an evaluator for certification tests as needed.

In preparing the evaluation, you reviewed the following notes made during the previous year:

- January and February: D/O Dillion spent time on each shift tutoring two firefighters for the Driver/Operator – Pumper certification test. Both firefighters were successfully certified.
- March 31: D/O Dillion reported to work with a soiled uniform. You noted the situation and discussed the concern with him.
- April 17: D/O Dillion served as an evaluator for the Academy during a driver-operator certification test.
- May 24: At an apartment fire, D/O Dillion assisted the operator of Engine 5 with a water supply and pressure control given tandem pumping and multiple supply lines were used in the operation.
- June 11: D/O Dillion volunteered to attend a two-day Pennsylvania State Fire Academy course on company-level leadership.
- June 30: D/O Dillion reported to work again with a soiled uniform.
- September: D/O Dillion offered and was permitted to deliver three company-level training sessions about apparatus operations and managing water supply for hose-line operations.
- November 8: D/O Dillion reported 30 minutes late to work. He did not call per department policy to notify you he would be late. He did not explain his tardiness. He was counseled about being on time.
- December 15: D/O Dillion reported to work with his uniform trousers torn. You had to send him home to change.

Fire Officer II

Guide 3

Skill Sheet C

Administration:

Policy / Procedure Development

Administration: Policy/Procedure Development

Directions: Given an issue (see scenario below) and an assignment, develop a policy or procedure at a company officer's level. The recommended policy or procedure identifies the problem and provides a solution.

Task: Review the scenario below. Develop a policy to address the identified issue using the policy development worksheet and the provided policy format (found in the UFESD Forms link). Be sure to address the following items:

1. How the system works
2. When the system can be used
3. When the system cannot be used
4. Legal aspects of the system and its use
5. Training that the department needs to utilize the system

NOTE: Please check your work against Skill Sheet C to ensure you have completed all required tasks.

Scenario:
You have been a member of the Safety Committee for three years. You have been assigned by the Chair to draft a SOG for the department in the use of light-activated "Preemptive Stoplights" that the Department of Public Works will be installing throughout the City of Urtown over the next two years.

Fire Officer II

Guide 4

Skill Sheet D

Administration: Develop a Project or Divisional Budget

Develop a Project or Divisional Budget

Directions: Utilizing the form/document provided, develop a project or divisional budget to include a schedule, personnel, and operational or capital costs. Describe the purchasing process, including the soliciting and awarding process of bids. Attach a copy of the completed budget request, including supportive data (i.e., cost estimate proposals), and provide a memo explaining your actions to your supervisor.

NOTE: Please check your work against Skill Sheet D to ensure you have completed all tasks required.

SCENARIO

The life safety rope and rescue equipment owned by your department currently needs replacement. The Chief asks that you start researching equipment options and compile a list of sources/vendors and pricing. The Chief is requesting the following:

Item 1: Four (4) 200' sections of either G11 or ½" life safety rope in four different colors
Item 2: Two (2) 300' sections of either G11 or ½" life safety rope in green-white striped. These will need to be from the same run of rope.
Item 3: Two (2) 250' sections of either G11 or ½" life safety rope in colors different than items 1 & 2 above.
Item 4: Eight (8) Rope bags (one for each rope length listed above).
Item 5: Six (6) Class 3 one-piece rescue harnesses with storage bags.
Item 6: Either (2) Clutch or Maestros sized to the rope size purchased

Once all the information is gathered, you will develop a budget request per the department's policies and SOG. You will attach your budget request, the proper number of quotes in accordance with your department's purchasing policy, along with the department's purchasing guidelines in a memo to the Chief outlining your vendor recommendation, your preferred rope and equipment manufacturers, payment schedules, estimated delivery timelines, and the suggested colors.

Utilize the Budget Worksheets

Fire Officer II

Guide 5

Skill Sheet E

Administration: News Release

News Release

Directions: The candidate will choose one of the following scenario topics and prepare a press release using the form provided or a jurisdiction form. The candidate will write a memo to the Fire Chief detailing their press release.

NOTE: Please check your work against Skill Sheet E to ensure you have completed all required tasks.

Scenario # 1

You are the PIO for the department and are tasked with delivering a press release on the department's smoke detector CCR program.

Scenario # 2

It is 08:45 on February 16. You are the PIO for the department and have been requested to respond to the scene of a multi-vehicle accident along I-80. During a sudden snow squall that caused white-out conditions, there was an eighty-four (84) vehicle pileup along the westbound lanes. Fire and EMS vehicles from the Urtown FESD and the Pittsfield Township VFD answered calls for help. Dispatched were Rescue 11, Squad 11, Squad 21, Truck 1, Truck 2, Engine 1, Engine 2, Engine 3, UFESD Hazmat Team, Ambulance 21, Ambulance 31, multiple mutual aid ambulances, and units from the Pittsfield Township VFC.

The following information was gathered during the response and needs to be released to the media.

Seven Individuals were killed in the accident:

- Mary Joe Klinger of Rostravier, PA. Age 61 (Cadillac Coupe De Ville)
- James Klinger of Rostravier, PA. Age 60 (Cadillac Coupe De Ville)
- Frederick Jones of Boston, MA. Age 35 (truck driver)
- John Kirkpatrick of Urtown, PA. Age 30 (Dodge Minivan)
- Jane Kirkpatrick of Urtown, PA. Age 28 (Dodge Minivan)
- Sally Kirkpatrick of Urtown, PA. Age 8 (Dodge Minivan)
- John Kirkpatrick, Jr. of Urtown, PA. Age 3 (Dodge Minivan)

There were multiple trucks involved in the accident. Three have hazardous materials involved to include:

- One propane Bobtail
- One gasoline tanker and
- One liquid oxygen tanker

Forty-eight (48) persons were transported to the hospital by ambulance. This included two members of the Urtown FESD and one Pittsfield Township VFC firefighter because of slips, falls, and strains occurring because of the incident and the snow. Those members are:

- SFF Jerry Prichert of UFESD Engine 2 slipped down a snowy embankment and struck his shoulder on a vehicle involved in the accident.
- FF Sandra Smith of UFESD Rescue 11 hurt her lumbar spine while carrying a victim on a stretcher, and she also slipped on the snow and badly twisted her back.
- LT Pete Sargel of the Pittsfield Township VFC slipped in the snow and got his leg wedged under a vehicle involved in the accident. LT Sargel may have a broken leg.

Seven vehicle fires have been extinguished. Units are continuing to search for trapped victims in vehicles. The County Hazmat team has just arrived and is assisting the UFESD Hazmat Team. State police are on the scene. Urban Search and Rescue has an ETA of 45 minutes. The NTSB will be on the scene before evening.

You are to prepare a press release and give a press conference detailing the event.

Fire Officer II

Guide 6

Skill Sheet F

Administration: Report Using Data

Data Processing Report

Directions: The candidate will research the information management system their Fire/EMS/Public Safety organization utilizes and prepare a report for the supervisor.

If no information management system exists, the candidate will prepare a report recommending a system based on jurisdictional needs. The report shall describe the systems:

1. Capabilities.
2. Applicability to the jurisdictional requirements.
3. Effectiveness and improvements that would be provided to the jurisdiction.
4. Potential data analysis items based on observed trends, variances, or other operational needs.

Task: For either Part A or B of this skill, you **MUST** prepare and provide a report to the supervisor detailing the items noted in the skill sheet (or as stated above).

Measures of statistical items can include:

Trends: A positive or negative pattern noticeable from a series of data points that show gradual change or a general tendency to influence direction over a statistically detectable time.

Variance: A statistical measure of degrees of deviation from a data distribution in relation to the averaged value of the data.

Other related topics (*Consider the following)*

- What data do you want or need to know from an information management system?
- What available data do you currently collect or report on?
- What requirements are included in the department policies, procedures, or SOGs/SOPs?

The report **MUST** support the recommendations for implementing a new system or change in an existing system and shall employ one or more of the statistical items noted, which **MUST** be submitted with the report.

NOTE: Please check your work against Skill Sheet F to ensure you have completed all required tasks.

Fire Officer II

Guide 7

Skill Sheet G

Inspection and Investigation

Inspection and Investigation

Directions: Given a fire scene, demonstrate the appropriate method(s) for securing the scene. Then, conduct a fire scene investigation, document your findings in a report, and include point-of-origin and preliminary cause information and method(s) to preserve the scene and evidence in accordance with the authority having jurisdiction's policy. Write a memo to the Fire Chief describing the following.

Tasks:

1. Describes how appropriate officials are notified and how information is communicated to the same.
2. Describe how to secure the fire scene and control the perimeter to keep unauthorized personnel out.
3. Identifies, demonstrates, and documents the process for preserving and protecting evidence.
4. Evaluates all information (e.g., interviews, investigation, etc.) to determine the preliminary cause.
5. Identifies and documents probable origin.
6. Identify and document the preliminary cause.

NOTE: Please check your work against Skill Sheet G to ensure you have completed all required tasks. The candidate will provide both a fire and preliminary investigation report.

Completion Method

Post-Course Completion Method

The Academy provides the scenario to the test site to distribute. The candidates will have adequate time to complete the skill before the test date.

Challenge Method

Contact PSFA certification staff for the scenario information needed to complete this station for candidates who choose the challenge method.

Fire Officer II

Guide 8

Skill Sheet H

Emergency Services Delivery

Emergency Services Delivery

Directions: Utilizing the forms/criteria provided, complete the following three components:

1. Prepare a detailed pre-incident plan following SOG 46, Commercial Building Inspection Program,
2. Develop an incident action plan for a multi-unit operation following SOG 29, Operations at Structure Fires, SOG 30 Overhaul Operations, SOG 32, High Rise Fires, SOG 39, Incident Safety Officer Duties and Responsibilities, SOG 40, Firefighter Accountability Systems, SOG 41, Rapid Intervention Team Duties and Responsibilities, SOG 42, Firefighter Rehab, SOG 43 Fire Cause Determination and Scene Security, and SOG 54, Decontamination.
3. Conduct a post-incident analysis following SOG 44, Post-Incident Analysis.

The candidate chooses the facility; however, read the notes provided below.

Task:

1. Prepare a pre-incident plan by giving an assignment from a chief officer's perspective and using the pre-plan form provided on the following pages.
2. Develop an incident action plan (utilizing an ICS 201 Incident Briefing) form that incorporates appropriate strategic goals and tactical objectives for an emergency incident that involves supervising a multi-unit operation. The document shall include the following:
    - Site plan for the incident (including CP location)
    - Incident management system structure
    - Description of the personnel accountability system
    - Description of the resources available and needed to mitigate the incident
    - Operational assignments for resources deployed
    - Dispatch response procedures

    Note: ICS forms are available at: https://training.fema.gov/icsresource/icsforms.aspx
3. Provide a brief presentation of the pre-plan and incident action plan and conduct a post-incident analysis while addressing the critical points**.**

NOTE - Pre-Incident Plan Criteria: Be sure to address any response route barriers (e.g., bridges, overpasses, limited-weight roads, etc.) and on-site emergency evacuation plans with designated assembly area(s).

Additionally, the use of existing maps, architectural floor plans, site plans, or Graphic Information System (GIS) mapping programs will be accepted; however, the following required details **MUST** be included on these plans and **MUST** be drawn by hand by the candidate (i.e., utilities, hazards, fire suppression/smoke detectors, hydrants, water supply distances, large obstacles [furniture, office desk/equipment, machinery], directional orientation symbol, fire department connections [FDC], and fire alarm control panels).

ALSO: This pre-plan **CAN NOT** be the same facility used in previous certification tests. Furthermore, the facility selected CAN NOT be a fire, EMS, or other first responder station/facility or any facility designated as secure/classified by a governing authority (i.e., State or Federally Secured Facility). In addition, the facility MUST be an occupied commercial structure (in use) with a form of fire protection infrastructure (i.e., detectors, suppression system, firewalls, etc.).

Fire Officer II

Guide 9

Skill Sheet I

Health and Safety

Health and Safety: Analyze an Injury Incident or Health Exposure Problem

Directions: Given an assignment, properly analyze an employee's / member's injury incident or health exposure problem. Complete a memo to your supervisor, exposure record(s), and corrective action forms using the provided.

Task: Review injury, accident, and health exposure reports, identify unsafe work behaviors or environments and implement approved actions to mitigate/prevent reoccurrences. Complete a written report to your supervisor. Be sure the following is evident:

- The analysis of a member's injury incident or health exposure history
- The use of appropriate forms in reporting injury incidents or exposure to blood-borne pathogens/communicable/infectious diseases
- The critical elements in the reporting process (i.e., analysis and corrective action form)
- The final report is in memo format with appropriate forms/documents attached**.**

NOTE: Please check your work against Skill Sheet I to ensure you have completed the tasks required.

Completion Method

Post-Course Completion Method

The Academy provides the scenario for this skill to the test site to distribute to the candidates in adequate time to complete the skill before the test date.

Challenge Method

Contact PSFA certification staff for the scenario information needed to complete this station for candidates who choose the challenge method.

Fire Officer II

Guide 10

Skill Sheet J

Community & Government Relations

Community and Government Relations, Emergency Service Delivery

Directions: Utilizing the Urtown Demographics, Infrastructure, & Services document and the Urtown Community Risk Reduction Plan, conduct a needs assessment and prepare a detailed written report for the organization's municipality that identifies a specific problem or issue within the community requiring assistance from an outside agency/organization. Explain to the organization the benefits of cooperating with allied organizations.

The needs assessment identifies the problem or issue for this skill.

Task: Prepare a detailed written report for the UFESD municipality. The report aims to demonstrate the ability to plan and develop strategic partnerships with other organizations and agencies in the community. The report shall include:

- Mission statement and goals of the organization
- Describe the benefits of effective public relations and community outreach programs
- Defines and describes cooperative allied organizations within the community
- Statistical data is displayed through tables, charts, or graphs
- Community resources (agencies, organizations, or partnerships) available to assist with the identified need
    - What type of organization is the community resource
    - How can they assist
    - What the community resource's stake will be in the partnership
- Benefits to the organization for partnering with outside agencies or organizations to accomplish the objectives and goals
- Methodology of how the strategic partnerships will be used to deliver safety, injury, or fire prevention education programs.

NOTE: Please check your work against Skill Sheet J to ensure you have completed the tasks required

Fire Officer II

Guide 11

Skill Sheet K

Supervise a Multi-Unit Community Risk Reduction Plan Implementation

Supervise a Multi-Unit Community Risk Reduction Plan Implementation

Directions: Utilizing the Urtown Community Risk Reduction Plan, conduct a needs assessment and prepare a detailed written report for the organization's municipality that identifies a specific problem or issue within the community requiring the CCR plan to be implemented.

Task:
Prepare a detailed plan for your Battalion to implement the UFESD Community Risk Reduction Plan. Then, write a detailed report to the Deputy Chief of your actions and the results. The report shall include:

- Mission statement and goals of the organization
- Community demographics
- Describe the benefits of effective public relations and community outreach programs
- Defines and describes cooperative allied organizations within the community
- Specific issues or problems in the community
- Roles of each unit assigned to resolve the issue
- Ensure that the units achieve the desired results

SCENARIO
You are assigned as Battalion 2 Alpha-Line. You are to develop a detailed plan for your Battalion to implement UFESD's Community Risk Reduction Plan. Over the next two months, the plan calls for the following tasks to be completed:

- 240 smoke alarms installed in at-risk residences
    - Each alarm is already designated to a specific residence
    - Residents had to call 3-1-1 to request smoke alarms
    - Smoke alarms are distributed throughout the district
        - Each unit will have roughly the same amount
- Engine 5 and Truck 2 (co-located in the same quarters) have to go to Urtown Elementary School for the following programs:
    - Two (2) Preschool (one hour each session/class) visits
        - One morning session
        - One afternoon session
    - Two (2) full school assemblies (one hour each session)
        - One morning
        - One afternoon
- Golden Years Senior Living has requested that a Cooking Safely educational program be given to their residents
- 48 members of the community have requested for Home Safety Fire Inspections to be performed at their residences
- Manor Care Senior High Rise Community Association has requested that someone deliver the Slip, Trip, Fall program for their resident

- The annual Urtown Fall Community Festival is coming up, and Fire HQ has assigned Battalion 2 with setting up a booth and station personnel at the booth for literature drops and answering questions of residents.
    - Personnel will be in an off-duty status and will follow the Battalion 2 Callout list as Battalion 1 has already been called for another duty
        - Two callouts (and up to two volunteers) need to be at the festival for each day in six-hour shifts
        - Hours of operation are
            - Thursday, September 29 and Oct 6, 6 p.m. to 10 p.m.
            - Friday, September 30 and Oct 7, 6 p.m. to 11 p.m.
            - Saturday, October 1 and Oct 8, 10 a.m. to 11 p.m.
            - Sunday, October 2 and Oct 9, 2 p.m. to 10 p.m.
        - Callouts need detailed instructions as to reporting instructions and details of the assignment
- Two community groups have asked for Severe Weather (winter weather) presentations
    - The Elks have asked for a crew to come to their September meeting, held on September 27 at 6 p.m. (dinner is included)
    - The Rotary Club has asked for the same program on their Saturday morning "Breakfast" program at the Urtown County Club on Saturday, October 8. The crew is invited to partake in the breakfast

No more than one unit can be "Out of Service" at a time.
All assignments MUST be filled by on-duty units (except for the Fall Festival)

Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following…

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department, and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or others' dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicle, and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect, and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors of gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition, or handicap.
- Never harass, intimidate, or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass my organization, the fire service, and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers