



PENNSYLVANIA STATE FIRE ACADEMY

FIRE OFFICER II SKILL STATIONS

****All certification candidates are required to have an established and up to date user portal account in the PA State Fire Academy's Acadis Learning Management System prior to participating in ANY certification testing opportunity. Please log in to your Acadis portal account and update all personal information before submitting your certification application. (Access can be gained through the OSFC website – [Training and Certification Portal](#)).**

Fire Officer II Skill Stations

NFPA 1021 – Chapter 5 (2020 Edition)

Station A	Human Resource Management: Evaluating Member Performance	Mandatory Station
Station B	Human Resource Management: Annual Job Performance Review	Mandatory Station
Station C	Administration: Policy/Procedure Development	Mandatory Station
Station D	Administration: Develop a Project or Divisional Budget	Random Station
Station E	Administration: News Release	Random Station
Station F	Administration: Data Processing Report	Random Station
Station G	Inspection & Investigation	Mandatory Station
Station H	Emergency Services Delivery	Mandatory Station
Station I	Health and Safety	Mandatory Station
Station J	Community and Government Relations (Emergency Service Delivery)	Random Station
Station K	Supervise a Multi-Unit Community Risk Reduction Plan Implementation	Random Station



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STATION A – Human Resource Management: Evaluating Member Performance		Reference NFPA 1021 (2020 Edition), Chapter 5 Mandatory Station: JPR 5.2.1	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given a scenario involving an injury to a team member, using the forms provided and the human resource/jurisdictional policies/procedures, complete the injury report and memo to your supervisor. Also, draft a statement or revise a statement within the policy/procedure to correct unacceptable performance or procedure.

Please refer to Guide 1 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **12 of 12** tasks being correctly performed.

No.	Tasks	Yes	No
	Injury Report		
1	Recognized and identified the problem(s)		
2	Compile a brief description of the mechanism of injury for the incident/accident		
3	Recommended a course of action to deal with the problem		
4	Compile a complete and accurate injury report		
	Report to Supervisor		
5	Contained a brief statement of what happened		
6	Explained what actions were taken regarding the incident/accident		
7	Compile a brief description of how the action(s) taken were explained to the member		
8	Advise member according to procedure		
9	Compile a complete and accurate Member Discipline Report		
	Policy / Procedure		
10	Identifies unacceptable performance behavior		
11	Identifies corrective actions		
12	Identifies disciplinary actions		
13	All paperwork is typed, complete, and grammatically correct with no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



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STATION B – Human Resource Management: Annual Job Performance Review		Reference NFPA 1021 (2020 Edition), Chapter 5 Mandatory Station: JPRs 5.2.1, 5.2.2, 5.2.3	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given a job performance evaluation task for an assigned member, 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. The candidate will write a memo explaining the process and what was covered in the evaluation/development of the member.

Please refer to Guide 2 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **8 of 8** tasks being correctly performed.

No.	Tasks	Yes	No
	Member Performance Review		
1	Evaluates job knowledge, skills, work habits, and work results		
2	Evaluates employee's ability to create and maintain positive internal/external relationships		
3	Identifies the problem(s) and provides a solution(s)		
4	Interpret and explain the performance evaluation process with the member		
	Professional Development Plan		
5	Identifies professional development plan objectives a) opportunities for professional development b) addresses areas of concern with recommendations for improvement		
6	Advise member in accordance with established evaluation policy/procedure		
7	Deliver performance review information to the supervisor in an appropriate manner		
8	All paperwork is typed, complete, and grammatically correct with no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

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STATION C – Administration: Policy / Procedure Development		Reference NFPA 1021 (2020 Edition), Chapter 5 Mandatory Station: JPR 5.4.1	
Test Site	Test Date	Candidate #	Check the Test Type _____Initial _____Retest

Directions: Given an issue and an assignment, develop a policy or procedure at a company officer's level so the recommended policy or procedure identifies the problem and provides a solution.

Please refer to Guide 3 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **5 of 5** tasks being correctly performed.

No.	Tasks	Yes	No
1	Assess the need for a policy/procedure/guide		
2	Research the history of how the need elevated to the current status		
3	Create a policy/procedure/guide to meet the need		
4	Establish action(s) to correct or train members in the new procedures/policy/guide		
5	All paperwork is typed, complete, and grammatically correct with no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



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STATION D – Administration: Develop a Project or Divisional Budget		Reference NFPA 1021 (2020 Edition), Chapter 5 Random Station: JPRs 5.4.2, 5.4.3	
Test Site	Test Date	Candidate #	Check the Test Type _____Initial _____Retest

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

Please refer to Guide 4 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **8 of 8** tasks being correctly performed.

No.	Tasks	Yes	No
1	Identifies a project / divisional budget		
2	Identifies supplies and equipment necessary for the ongoing program or new project regarding repairs to an existing facility apparatus maintenance, new equipment, etc.		
3	Identifies personnel cost (if applicable)		
4	Identifies appropriate budget type (i.e., operational, capital)		
5	Develops budget schedule (i.e., timeline)		
6	Describes the AHJ purchasing process		
7	Describes how solicitations are obtained and how a proposal is awarded while ensuring a competitive bidding process		
8	All paperwork is typed, complete, and grammatically correct with no spelling errors		
Please indicate skill outcome		PASS	FAIL

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Evaluator # _____



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STATION E – Administration: News Release		Reference NFPA 1021 (2020 Edition), Chapter 5	
		Random Station: JPR 5.4.4	
Test Site	Test Date	Candidate #	Check the Test Type
			_____Initial _____Retest

Directions: Given an assignment to inform the media/public, prepare a press release using the form(s) provided. The candidate will write a memo to the Fire Chief detailing their press release.

Please refer to Guide 5 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by 7 of 7 tasks being correctly performed.

No.	Tasks	Yes	No
1	Identifies the target audience for the topic or event		
2	Compose the document to contain the name and phone number of the designated contact person		
3	Summarizes the topic or event (who, what, when, where, how, and why)		
4	Compose the document on Letterhead/Press Release Form		
5	Compose the narrative to not release privileged or sensitive information		
6	References in the report to the Fire Chief on how social media will be used to disseminate information		
7	All paperwork is typed, complete, and grammatically correct with no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION F – Administration: Data Processing Report		Reference NFPA 1021 (2020 Edition), Chapter 5	
		Random Station: JPRs 5.4.5, 5.4.6	
Test Site	Test Date	Candidate #	Check the Test Type
			____ Initial ____ Retest

Evaluator & Candidate Note: Part A applies to jurisdictions with an operational information system. Part B is for jurisdictions without an information system. Performance criteria are determined using **either Part A or B but not both**.

Directions: Research the information management system utilized by your fire service organization and prepare a report to your supervisor. If no system exists, the candidate will prepare a report addressing a suggested system for their jurisdiction and describe the data analysis that would be conducted based on their research.

Please refer to Guide 6 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **5 of 5** tasks being correctly performed.

No.	Tasks	Yes	No
PART A: Jurisdiction with an Information System			
1a	Describes the system’s capabilities/applications		
2a	Describes system capabilities used for the jurisdiction’s operations		
3a	Evaluates jurisdictional operations and describe a recommendation(s) of the system’s capabilities (not currently used) to enhance, change, or improve operational needs		
4a	Describes a data analysis feature currently used or a feature that could be done based on data stored and retrieved from the current system. The description shall include an identifiable trend or a variance (deviation) from the normed data or another data-supported item of importance related to the jurisdiction’s operational need.		
5a	All paperwork is typed, complete, and grammatically correct with no spelling errors		
PART B: Jurisdiction without an Information System			
1b	Describes an information management system applicable to your jurisdiction		
2b	Explain why it meets the jurisdictional needs		
3b	Evaluates the jurisdictional operations and describe how the system would enhance, change, or improve the operational needs (as detailed in Task 2)		
4b	Describe the data analysis capabilities that <i>would be done</i> based on the type of data collected for the intended system, and describe what trends, variances, or other jurisdictional data items of importance would be expected from the data analysis.		
5b	All paperwork is typed, complete, and grammatically correct with no spelling errors		
Please indicate skill outcome		PASS	FAIL

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STATION G – Inspection & Investigation		Reference NFPA 1021 (2020 Edition), Chapter 5 Mandatory Station: JPR 5.5.1	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

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 and method(s) to preserve the scene and evidence in accordance with the authority having jurisdiction's policy.

Please refer to Guide 7 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **16 of 16** tasks being correctly performed.

No.	Tasks	Yes	No
1	Describes the method used to contact the Fire Investigator		
2	Describes the process used to contact local law enforcement		
3	Describes how and when initial findings are provided to the Fire Investigator		
Secures Scene			
4	Describes how the scene's security perimeter is established		
5	Describes what method(s)/process was used to control access to the scene		
Interviews Individuals			
6	Interviews property occupant(s) and the owner(s)		
Locates Origin			
7	Describes common indicators for fire origin		
8	Identifies and explains the importance of "V" patterns		
9	Identifies areas of the deepest char/greatest damage		
Identifies Cause			
10	Describes common causes of fire		
11	Identifies possible causative item(s) for the scenario provided		
12	Describes how to protect evidence or potential evidence from damage or destruction		
Completes Reports			
13	Integrate into their report sketches, photographs, or diagrams		
14	All paperwork is typed, complete, and grammatically correct with no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



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STATION H – Emergency Service Delivery		Reference NFPA 1021 (2020 Edition), Chapter 5 Mandatory Station: JPRs 5.6.1, 5.6.2,	
Test Site	Test Date	Candidate #	Check the Test Type _____Initial _____Retest

Directions: Utilizing reports, forms, and criteria provided, complete the following: a) a detailed pre-incident plan, b) an incident action plan for a multi-unit operation, and c) conduct a post-incident analysis.

Please refer to Guide 8 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **16 of 16** tasks being correctly performed.

No.	Tasks	Yes	No
Pre-Plan			
1	Construct a pre-plan that is neat, logical, and legible (able to read content)		
2	Utilize the pre-incident plan form provided by the AHJ		
Incident Action Plan			
3	Uses ICS Forms 201, 202, and 208 (at a minimum)		
4	Develops an IAP which includes strategic goals (life safety, incident stabilization & property conservation)		
5	Develop a pre-incident plan that defines response objectives, assignments, PAR system, and organizational command structure		
6	Outline the tactical objectives/operational goals in the IAP		
Operational Presentation (In a memo to the Fire Chief)			
7	Outlines the command structure		
8	Conducts an initial size-up report		
9	Describes the accountability system and method for situation reports a. accountability is initiated and maintained b. status reports are given		
10	Identify that rapid intervention crews are staffed		
Post-Incident Analysis			
11	Develops and conducts a PIA dealing with strategy, tactics, and safety concerns		
12	Identifies all critical elements relevant to the incident		
13	Identifies the strengths and weaknesses in tactical operations		
14	Identifies safety concerns in the operation based on department policies and procedures or changes needed to departmental policies and procedures		
15	Delivers PIA outcomes with response personnel		
16	Documents all information on AHJ forms following policy(s) and procedure(s)		
17	All paperwork is typed, complete, and grammatically correct with no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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Station I – Health and Safety		Reference NFPA 1021 (2020 Edition), Chapter 5	
		Mandatory Station: JPRs 5.7.1, 5.2.1	
Test Site	Test Date	Candidate #	Check the Test Type
			____ Initial ____ Retest

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

Please refer to Guide 9 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **5 of 5** tasks being correctly performed.

No.	Tasks	Yes	No
1	Identifies problems or issues		
2	Identifies unsafe work conditions/behaviors contributing to injury/exposure		
3	Identifies warranted actions / immediate needs to be taken to address the situation		
4	Advise member of the situation according to procedure/explains actions to member		
5	All paperwork is typed, complete, and grammatically correct with no spelling errors		
Please indicate skill outcome		PASS	FAIL

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Evaluator # _____



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Station J – Community and Government Relations (Emergency Service Delivery)		Reference NFPA 1021 (2020 Edition), Chapter 5 Random Station: JPRs 5.3.2, 5.6.3	
Test Site	Test Date	Candidate #	Check the Test Type _____Initial _____Retest

Directions: Utilizing the Urtown Demographics, Infrastructure, & Services document, 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.

Please refer to Guide 10 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **10 of 10** tasks being correctly performed.

No.	Tasks	Yes	No
1	Recognize and state the organization's mission and goals		
2	Develops charts, tables, or graphs based on data analysis to explain the problem/issue		
3	Identifies incident types, volumes, and frequency of occurrences		
4	Describes the benefits of effective public relations and community outreach programs		
5	Appraise, identify, and list appropriate community resources, organizations, or partners available to assist with the identified need		
6	Organize appropriate background information to identify service needs		
7	Justifies the partnerships with outside organizations or agencies, and the community benefits		
8	Describes how strategic partnerships will be utilized in the delivery of safety, injury, or fire prevention objectives and goals		
9	Describes the benefits to the organization of partnering with outside organizations		
10	All paperwork is typed, complete, and grammatically correct with no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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Station K – Supervise Multi-Unit Community Risk Reduction Plan Implementation		Reference NFPA 1021 (2020 Edition), Chapter 5 Random Station: JPRs 5.3.1	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Utilizing the Urtown Community Risk Reduction Plan and the Urtown Demographics Document, 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.

Please refer to Guide 10 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **9 of 9** tasks being correctly performed.

No.	Tasks	Yes	No
1	Recognize and state the organization's mission and goals		
2	Identifies community demographics		
3	Describes the benefits of effective public relations and community outreach programs		
4	Defines and describes cooperative allied organizations within the community		
5	Identifies three specific issues or problems in the community		
6	Defines the required roles of each unit assigned for initiating action to resolve the issue		
7	Describes a plan for communicating direction and initiating action		
8	Describes a plan to ensure that units achieve desired results		
9	All paperwork is typed, complete, and grammatically correct with no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____