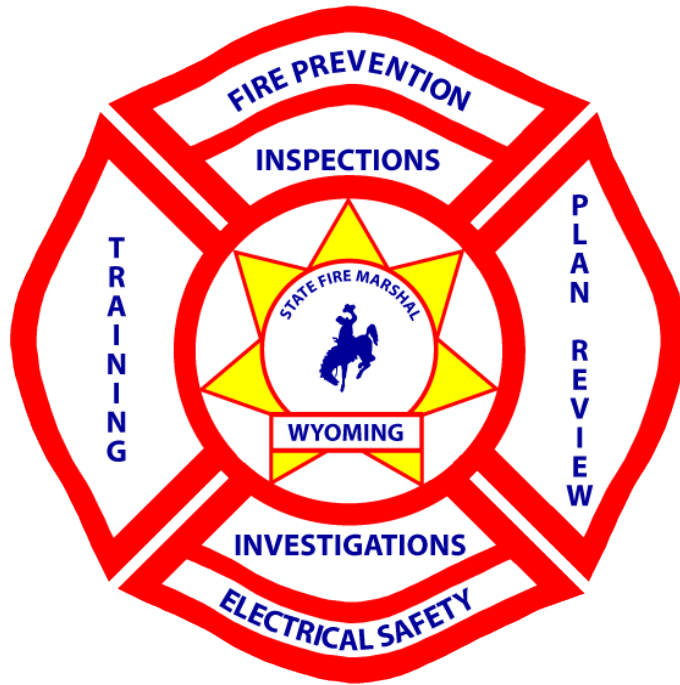


WYOMING FIREFIGHTERS CERTIFICATION SYSTEM



**WYOMING
FIRE OFFICER II
STANDARD**

**NFPA 1021
2009 Edition**

**WYOMING DEPARTMENT OF FIRE PREVENTION
AND ELECTRICAL SAFETY**



16 Firefighter Life Safety Initiatives

1. Define and advocate the need for a cultural change within the fire service relating to safety; incorporating leadership, management, supervision, accountability and personal responsibility. ***From top to bottom the culture of the fire service must change. You can change your behavior today. Lead by example and make a difference – be an agent of change.**
2. Enhance the personal and organizational accountability for health and safety throughout the fire service. *** Each fire service organization must promote safe practices; each individual must have the tools to be safe and adhere to safe practices at ALL TIMES.**
3. Focus greater attention on the integration of risk management with incident management at all levels, including strategic, tactical, and planning responsibilities. *** Learn the concept of “Risk Management,” ensure everyone understands the difference between acceptable risk and an unacceptable risk. Develop and implement a system to pre-identify unacceptable risk. GO and NO GO.**
4. All firefighters must be empowered to stop unsafe practices. *** Firefighters must be allowed to identify and report unsafe practices. Be aware of safe practices and look for unsafe ones.**
5. Develop and implement national standards for training, qualifications, and certification (including regular recertification) that are equally applicable to all firefighters based on the duties they are expected to perform. *** Seek state and national certifications at all levels available to your department. Support refresher training, promote teaching new methods and improve skills which are used infrequently.**
6. Develop and implement national medical and physical fitness standards that are equally applicable to all firefighters, based on the duties they are expected to perform. ***Departments should establish and enforce SOP’s which support wellness. Adopt a “heart healthy” life style.**
7. Create a national research agenda and data collection system that relates to the initiatives. *** Encourage your department to participate in WFIRS. Support data gathering at your department.**
8. ***Utilize available technology wherever it can produce higher levels of health and safety.**
9. Thoroughly investigate all firefighter fatalities, injuries, and near misses. ***Implement investigation without delay.**
10. *** Grant programs should support the implementation of safe practices and/or mandate safe practices as an eligibility requirement.**
11. National standards for emergency response policies and procedures should be developed and championed. *** National standard for emergency response policy and procedures should be developed. At the local level – help adopt safe driving rules and enforce them – “arrive alive.”**
12. National protocols for response to violent incidents should be developed and championed. *** Fire and EMS workers deserve to have policies which will reduce their exposure to all threats of violence.**
13. Firefighters and their families must have access to counseling and psychological support. *** Firefighting is a high risk occupation, which can put firefighters and their families under extreme stress. They deserve access to mental health care.**
14. Public education must receive more resources and be championed as a critical fire and life safety program. *** Public education is a responsibility of all fire service personnel. It should not be reserved for one week in October. Make communicating the fire prevention message to the community a priority.**
15. Advocacy must be strengthened for the enforcement of fire code. *** Make sure all firefighters understand how sprinkler systems operate and the value they bring to reducing Line of Duty Death.**
16. Safety must be a primary consideration in the design of apparatus and equipment. *** Encourage your department to make safety the highest priority in equipment and apparatus purchases – as high as design and price.**



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EVERYONE GOES HOME[®]
FIREFIGHTER LIFE SAFETY INITIATIVES

16 Firefighter Life Safety Initiatives

The 16 initiatives, listed on the preceding page, address the 6 root causes of firefighter injuries, close calls, and Line of Duty Death.

1. Ineffective policies and procedures.
2. Ineffective decision making.
3. Lack of preparedness.
4. Ineffective leadership.
5. Lack of personal responsibility.
6. Extraordinary and unpredictable circumstances.

For more information on the

Courage to be safe So everyone goes home program

Contact the Department of Fire Prevention

Training Division

At 307-777-7288

Or

View the Courage to be Safe Drills on our website at: <http://wyofire.state.wy.us>

Wyoming Firefighters Certification Committee

The WFCC is an 11 member board, which consists of 8- members from the fire service; 1- member from the State Forestry Rural Training Officer, 1- member representing the State Fire Marshals Office, 1- member representing a college with an emergency services program. The committee members function as liaison between the fire service and the Wyoming State Fire Marshal. The committee also serves in an advisory capacity to consider needs and plans of the DFPEs.

Please visit the SFMO website at

<http://wyofire.state.wy.us>

**For a current list of the members of the
Wyoming Firefighters Certification Committee**

Wyoming State Fire Marshal

Department of Fire Prevention and Electrical Safety

Please direct Wyoming Firefighter certification questions and comments to:

Certification Coordinator
DFPEs-Training Division
Herschler Building 1 West
122 W. 25th Street
Cheyenne, Wyoming 82002

PH: (307) 777-7288

FAX: (307) 777-7119

Please visit our Web site at: <http://wyofire.state.wy.us>

Wyoming Firefighter Certification Standards

Technical Committee

The Department of Fire Prevention and Electrical Safety would like to recognize and extend our appreciation to all the fire service professionals who worked on the firefighter certification standards. These individuals devoted many hours reviewing the National Fire Protection Association Standards, certification test banks and developing skills for these standards. Everyone involved you can take great satisfaction of knowing you have contributed to the professional development and safety of the fire service of Wyoming.

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INTRODUCTION

The world we live in is changing so fast, and the many phases of the fire service are becoming so technical and complex that fire service training must be utilized to its maximum potential. Any overlap, fragmentation, and lack of basic structure must be eliminated. Standardization is the natural complement and necessity.

The fire service in Wyoming, through a state certification program, can meet the needs of future growth and establish uniformity through certification. We will then have more effective and efficient utilization of resources so as to provide the best possible fire protection service for all the citizens throughout the state of Wyoming.

The following certification requirements are based on the objectives listed in the National Fire Protection Association (NFPA) 1021, *Standard for Fire Officer* as verified and adopted by the Wyoming Department of Fire Prevention and Electrical Safety (DFPES) and the Wyoming Firefighters Certification Committee (WFCC).

Through these national standards and certification, firefighters and fire departments have a tool to measure specific levels of skills, abilities and knowledge. The DFPES and the Wyoming Firefighters Certification Committee believe by participating in this certification program, firefighters and fire departments will be better prepared to provide quality life safety and fire protection for their communities.

CERTIFICATION REQUIREMENTS

Entrance Requirements

In order to certify within the Wyoming Fire Officer II program, departments/firefighters must fulfill the following requirements:

1. Fire Officer I Certified.
2. Fire Instructor I Certified.
3. Set up and maintain department records.
4. Successfully complete the courses listed on page 3.
5. Train on the required written text book and practical objectives.
6. Pass a department "In House" comprehensive examination.
7. Have a minimum 5 years experience as a member of an organized fire department.
8. Successfully complete a Fire Officer II leadership project.

The DFPES acknowledges the importance of and need for entrance requirements as listed in the NFPA 1001 *Standard on Fire Fighter Professional Qualifications*. Many agencies and departments have existing policies, regulations, etc. already in place regarding these requirements. The handling of entrance requirements is a **LOCAL MATTER**, outside the authority and jurisdiction of the DFPES. The DFPES will not check, test, evaluate or determine how individual agencies meet these requirements. Some departments have found it necessary to waive any type of entrance requirements due to their own special needs. As a local decision, this is permitted. However, due to the amount of physical, mental and emotional stress inherent in this profession, the **DFPES strongly recommends careful evaluation before altering or doing away with any existing entrance requirements.**

Physical Fitness Requirements

The requirements listed in NFPA 1001, Chapter 4 are:

1. Meet the minimum educational requirements established by the authority having jurisdiction.
2. Meet the medical requirements of NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*
3. Physical fitness requirements for entry-level personnel shall be developed and validated by the authority having jurisdiction. Physical fitness requirements shall be in compliance with applicable Equal Employment Opportunity regulations and other legal requirements.

DEPARTMENT TRAINING

The position of a Fire Officer II is one which requires a high level of skill and knowledge. The training given to and received by fire officer candidates should be of the highest quality and degree. All training received must meet the requirements of NFPA 1021, Chapter 5, and the job performance requirements defined in Sections 5.1 through 5.7 of this standard and the skills as approved by the DFPES contained within the Wyoming Standard. All training received must be documented and recorded on a training record (Appendix A).

Participants in the Fire Officer II program must complete the following pre-requisite requirements.

1. Fire Officer I certified.
2. Fire Instructor I certified.
3. Complete ICS-100: Introduction to ICS.
4. Complete ICS-200: Basic ICS.
5. Complete IS-700: NIMS, an Introduction.

Participants in the Fire Officer II program must complete the following courses:

- NFA Introduction to Fire Inspections: Principals and Practices
- **One of the following 6 day NFA courses:** Command & Control of Fire Department Operations at Target Hazards **OR** NFA Command & Control of Incident Operations.
- **Or in lieu of the 6 day course complete both:** ICS 300 and 400.

Participants in the Fire Officer II program must complete Fire Officer II Leadership Project. Please see the Fire Officer II Final Leadership Project Report Guidelines listed on Page 19, 20 and 21 of this task book.

The course material studies may be referenced to the following textbook.

1. International Fire Service Training Association (IFSTA), *Fire & Emergency Services Company Officer*, 4th Edition.

This textbook is available from various fire service bookstores. A current list of textbook sources is available by calling the DFPES at (307) 777-7288. The Wyoming Fire Service Library catalog is available at <http://wyofire.state.wy.us>.

There are numerous methods departments have used to help prepare their personnel for the written examination. Considering the high level of skill and knowledge required for Fire Officer II, the DFPES recommends the candidate participate in a comprehensive class and receive instruction on manipulative.

Manipulative Objectives

Each candidate **must** be trained and evaluated in the performance of **all** manipulative skills. Each of the manipulative skill and evolution objectives shall be completed swiftly, safely and with competence as defined below:

- **Swiftly** – Each manipulative skill objective must be completed within the allotted time.
- **Safely** – Each manipulative skill objective must be completed safely. Actions that could injure individual or damage equipment are unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.
- **Competence** – Each manipulative skill objective is performed in accordance with the Wyoming Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the DFPES manipulative skill objectives.

Department Training Records

Each candidate shall have a training record on file with the department, which indicates whether he/she has trained on all manipulative skill objectives. This record shall be signed off or initialed by a department training officer or course instructor. Training records must indicate the date, instructor, and total number of hours trained for each manipulative skill objective. Departments shall use the one provided in Appendix A. In addition to the training record, all assignments completed during the course should be maintained with the training record.

Department “In House” Comprehensive Examination

At the completion of the manipulative skills training, or course, the department is required to hold an “in-house” comprehensive examination for the level being trained. This is a comprehensive “in house” examination conducted by the department training officers or course instructor. This test is to ensure that skill mastery has been obtained from the beginning to the end of the training process, and to prepare participants for the state examination.

Proctor instructions for the examination are in Appendix C. In-house testers shall follow the proctor instruction sheet to provide for uniformity and fairness during the in-house exam. If they fail on the second try, then they have failed the evaluation and are required to go through additional training by the department trainer. No training, teaching, or coaching is allowed during the test. After the evaluation, using the test to teach and train is recommended.

It is recommended candidates be given two attempts at any skill. **If they fail on the second try, then they have failed the evaluation and are required to go through additional training by the department trainer.** No training, teaching, or coaching is allowed during the test. After the evaluation, using the test to teach and train is recommended.

If skill weaknesses are evident, the department shall conduct additional training and hold a new department “in-house” comprehensive examination. Department training records must show that all candidates have successfully passed the “in-house” examination.

Department Training Officers

It is recommended the department assign **at least two** personnel as training officers to coordinate and provide certification training.

Department training officers shall be State Certified at the level they are teaching. In addition, the DFPES strongly recommends training officers be state certified at the Instructor I level.

Department training officers will be responsible for certification training. Their primary responsibility will be to teach, evaluate, and “in-house” test department personnel on the manipulative skill and evolution requirements for each level of certification training.

Departments who **do not** have certified personnel to act as training officers for certification training should contact the DFPES-Certification Coordinator at (307) 777-7288 for assistance in setting up and monitoring certification training.

CERTIFICATION EXAMINATIONS

After completion of the training process, the Fire Chief/Head of Department can request testing for the department. Using the “Request Examination” form in Appendix D the Fire Chief/Head of Department may request a written examination and manipulative test for certification. A testing fee *may* be charged at the time of certification. Request forms for skills testing must reach the DFPES no later than **30 days prior** to the examination date. The entire examination process must be completed within **2 years** of the **first** written exam date

Written Examinations

The written examination is a randomly generated **100-question** test covering the written objectives of the Fire Officer II NFPA 1021 standard. A minimum score of 80% is required to pass the certification examination. Firefighters failing the first attempt of the written exam will be permitted to retest no sooner than **30 days** from the date of the last exam. Exam results are forwarded to the Chief/ Head of Department within **72 hours** following the receipt of the completed exam.

SAMPLE WRITTEN EXAMINATION QUESTIONS:

Line item accounting is a form of:

- | | |
|-----------------------------|--------------------------------------|
| a. bargaining | c. complaint resolution |
| b. budgetary control | d. an employee accountability system |

From which management theory did quality circles evolve?

- | | |
|-----------------------|-----------------------------|
| a. Theory Z | c. Theory Y |
| b. The Hygiene Theory | d. The Leadership continuum |

FIRE OFFICER II CERTIFICATION

When all requirements for certification have been met, candidates are eligible to be certified. The Fire Chief/Head of Department may apply to the DFPES for certification for those candidates who have successfully completed the certification training/testing process. Request for state certification will be submitted to the DFPES using the “Request for Certification” form provided in Appendix D. The names are then checked against the official state records to ensure each individual listed has met all requirements.

Those candidates who have met the requirements are issued a certificate and patch. These are sent to the Fire Chief/Head of the Department for disbursement.

For more information on Wyoming Fire Officer II certification contact the:

DFPES Certification Coordinator
Herschler Building 1 West
122 W. 25th Street
Cheyenne, WY 82002
307-777-7288
<http://wyofire.state.wy.us>

FIRE OFFICER II CERTIFICATION CHECKLIST

REQUIREMENTS:

- Each candidate has met requirements listed in NFPA 1021, Chapter 5 or those established by the authority having jurisdiction.
- Each candidate has met the additional requirements for this certification.

DEPARTMENT TRAINING RECORDS:

- Each candidate has a training record on file with the department that shows:
 1. Dates of training.
 2. Initials of instructors.
 3. Total number of hours trained in each manipulative skill objective.

DEPARTMENT "IN HOUSE" COMPREHENSIVE EXAMINATION:

- Each candidate has successfully completed an "In House" comprehensive examination.
- Results of exam are documented in department training records.

ADDITIONAL TRAINING/PREREQUISITE REQUIREMENTS:

- Each candidate is certified at the Fire Officer I level.
- Each candidate is certified at the Fire Service Instructor I level.
- Each candidate completed the ICS-100: Introduction to ICS course.
- Each candidate completed the ICS-200: Basic ICS course.
- Each candidate completed the IS-700: NIMS, An Introduction course.
- Each candidate completed one of the following 6 day NFA courses.
 - NFA Command & Control of Fire Department Operations at Target Hazards
 - NFA Command & Control of Incident Operations.

Or in lieu of a 6 day course has completed both ICS 300 and 400.
- Each candidate has experience of five (5) years with an organized fire department. Each candidate has completed a Fire Officer II Project which has been evaluated by the Fire Officer II Evaluation Committee.
- Complete Fire Officer II Leadership Project.**

CERTIFICATION EXAMINATIONS:

- Each candidate has passed the written examination.
- Each candidate has completed the in - house comprehensive examination.
- Each candidate has passed the report and presentation requirements.

FIRE OFFICER II – CERTIFICATION:

- Each candidate has completed the Fire Officer II Leadership project assignments (Appendix B) and attach all documents requested.
- Fire Chief/Head of Department request certification for participants using the "Request for Certification" form.

FIRE OFFICER II MANIPULATIVE SKILL OBJECTIVES

HUMAN RESOURCE MANAGEMENT

The Courage to be Safe Drills can be found online at <http://wyofire.state.wy.us>

NFPA 1021, 5.2.1, 5.2.1 (B), Courage to be Safe Drill, 1, 3, 4, 11, 12, 13

Skill 1: **Initiate actions to maximize performance and/or to correct unacceptable performance so that the member and/or unit performance improves, or the issue is referred to the next level of supervision.**

CONDITION: Given a situation involving a member of a unit, human resources policies and procedures and appropriate forms of documentation.

TIME: 30:00 minutes

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Review departmental and human resource policy and procedures regarding employee – counseling process.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Select appropriate setting.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Remain calm and professional during the interview process.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Communicate to the firefighter the reason for the interview.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Discuss the issue or problem with the firefighter and allow him/her to comment.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6. Communicate to the firefighter expected behavior or performance based on department policy or job	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7. Develop a plan of action to correct behavior or performance based on department policy or job description.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Document, on appropriate forms, actions taken by the firefighter conducting the interview.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
9. If deemed appropriate refer issue to the next level of supervision.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
10. Set date/time for follow up meeting.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

NFPA 1021, 5.2.2, 5.2.2 (B), Courage to be Safe Drill, 1, 2, 5

Skill 2: Evaluate the job performance of assigned members so each member's performance is evaluated accurately and reported according to human resource policies and procedures.

CONDITION: Given personnel records and evaluation forms, human resource policy and procedures.

TIME: 30:00 minutes

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Review department human resource policy and procedures regarding employee evaluation process.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Select appropriate setting.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Prepare and review forms in advance.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Remain calm and professional during the evaluative process.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Communicate to the firefighter the reason for the interview.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6. Develop a plan of action to improve behavior and/or performance standards based on job description.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7. Develop a plan of action to improve behavior and/or performance.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Document, on appropriate forms, actions taken by the firefighter conducting the interview.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

NFPA 1021, 5.2.3, 5.2.3 (B), Courage to be Safe Drill, 5, 6, 7, 8, 9, 11, 12, 13

Skill 3: Create a professional development guide and mentoring plan.

CONDITION: Use the development guide to motivate and mentor firefighter (s) to pursue their goals within the organization, given the requirements for promotion of the organization.

TIME: 30:00 minutes

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Create a development guide.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Meet and discuss with members.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Motivate member(s) to achieve their goal(s).	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Provide the availability or means to achieve the goal(s).	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Reinforce that the rewards are achievable.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Publicly acknowledge those who do above-average work and encourage the others to work up to their potential.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

COMMUNITY AND GOVERNMENT RELATIONS

NFPA 1021, 5.3.1, 5.3.1 (B), Courage to be Safe Drill, 3, 12, 14

Skill 4: Explain the benefits to the organization of cooperating with allied Organizations so that the purpose for establishing external agency a relationship is clearly explained.

CONDITION: Given a specific problem or issue in the community explain the benefits of cooperating with an allied organization.

TIME: 30:00 minutes

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Define roles of each agency, including incident management and chain of command.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Establish operating guidelines.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Define lines and methods of communications.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Define common terminology, specifications and other factors that may affect the different agencies working together.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Provide maps, evacuation routes, hydrant locations and similar information useful in a response outside of one's jurisdiction.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6. Address insurance and legal considerations that may affect the agreement.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7. Establish additional none emergency agreements, such as training and routine communications.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Explain the benefits of 2 -8 to the organization.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

ADMINISTRATION

NFPA 1021, 5.4.1, 5.4.1 (B), Courage to be Safe Drill, 1, 2

Skill 5: **Develop a policy or procedure so that the recommended policy or procedure identifies the problem and proposes a solution.**

CONDITION: Given a policy or procedure in need of change, department policies and procedures for changing a policy.

TIME: 30:00 minutes

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Review policy or procedure in question.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Identify areas within policy or procedure needing improvement/ updating.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Gather information from other sources applicable to the policy or procedure supporting the change.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Following department policy draft new policy.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Submit new recommended policy to appropriate supervisor, along with supporting documentation and cover letter supporting the need for change.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

NFPA 1021, 5.4.2, 5.4.2 (B), Courage to be Safe Drill, 7, 8, 10

Skill 6: **Develop a project or divisional budget so that capital, operating, and personnel costs are determined and justified.**

CONDITION: Given a need, budget form and guideline concerning its preparation.

TIME: 30:00 minutes

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Determine which category the budget request should come from (operating or capital.)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Determine limits on request, if applicable.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Gather pervious budget information of similar requests, if applicable.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Identify, plan and provide justification for programs needs.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Create budget request on appropriate forms.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6. Submit budget request to appropriate supervisor, along with supporting documentation and cover letter.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

NFPA 1021, 5.4.3, 5.4.3 (B) Courage to be Safe Drill, 7, 8, 10, 16

Skill 7: Describe a process for purchasing and awarding bids in order to ensure compliance with purchasing laws and policies/procedures, competitive bidding, including soliciting.

CONDITION: Given a predetermined product and product specifications, the candidate shall describe the process of purchasing, including the soliciting an awarding of bids.

TIME: 30:00 minutes

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Evaluate specifications; solicit bid (s) from appropriate vendors and in appropriate quantities.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Describe the process of soliciting for bids both verbally and in writing.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Describe the process of awarding bids both verbally and in writing.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Describe the process of purchasing both verbally and in writing.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Ensure competitive bidding is utilized.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6. Utilize clear and concise written communication.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7. Document the process.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

NFPA 1021, 5.4.4, 5.4.4 (B), Courage to be Safe Drill, 5

Skill 8: Prepare a news release so that the information is accurate and formatted correctly.

CONDITION: Given an event or topic and department forms.

TIME: 30:00 minutes

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Develop a heading: <ul style="list-style-type: none"> ▪ Subject. ▪ Date. ▪ Contact person. ▪ Release date. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Develop the body: <ul style="list-style-type: none"> ▪ Include who, what, when, where and why. ▪ Short, concise, east to read, no more than two pages. ▪ Double-spaced. ▪ Free of grammar and spelling errors. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

NFPA 1021, 5.4.5, 5.4.5 (B), Courage to be Safe Drill, 7, 8**Skill 9:** Prepare a concise report for transmittal to a supervisor.**CONDITION:** Given fire department records and a specific request for details, such as trends, variances, or other related topics.**TIME:** 30:00 minutes**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>1st Att.</u>	<u>2nd Att.</u>
	<u>Y N</u>	<u>Y N</u>
1. Identify area of information being requested.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Gather information for subject area for report from:	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Department records, community sources and other sources as needed.		
4. Review material and identify any trends or changes.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Create concise report using applicable information.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6. Submit to supervisor.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

NFPA 1021, 5.4.6, 5.4.6 (B), Courage to be Safe Drill, 1, 6, 7, 8**Skill 10:** Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a positive manner.**CONDITION:** Given a policy or procedure in need of change, department policies and procedures for changing a policy.**TIME:** 30:00 minutes**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>1st Att.</u>	<u>2nd Att.</u>
	<u>Y N</u>	<u>Y N</u>
1. Gather all applicable information.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Create a written plan for implementation of the change.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Disseminate and reinforce the need for the change to applicable personnel.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Implement the change.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Training and documentation of acknowledgment by all affected personnel.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6. Followed agency procedures.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7. Document progress.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Take corrective action as necessary during implementation process.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
9. Report progress to supervisor.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTION AND INVESTIGATION

NFPA 1021, 5.5.1, 5.5.1 (B) Courage to be Safe Drill, 5

Skill 11: Determine the point of origin and preliminary cause of a fire to determine if arson is suspected.

CONDITION: Given a fire scene, photographs, diagrams and pertinent data and or sketches.

TIME: Minimum 30:00 minutes

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Locate point of origin.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Review interviews notes from firefighters, bystanders, occupant and/or owner.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Determine cause of fire; accidental, natural, or incendiary.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Complete documentation of the fire scene.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Complete reports with clarity and factuality.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6. Contact fire investigator if required.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7. Secure fire scene as required to maintain control for legal purposes.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

EMERGENCY SERVICE DELIVERY

NFPA 1021, 5.6.1, 5.6.1 (B), Courage to be Safe Drill, 5, 7, 8, 11

Skill 12: Produce operational plans so that required resources, their assignments are carried out in compliance with approved safety procedures for the successful control of the incident.

CONDITION: Given an actual or simulated hazardous material incident or another emergency, implement an incident management system to communicate verbally and to supervise and account for assigned personnel under emergency conditions.

TIME: 30:00 minutes

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Gather all applicable information.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Create a written plan for implementation of the change.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Disseminate and reinforce the need for the change to applicable personnel.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Implement the change.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Training and documentation of acknowledgment by all affected personnel.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6. Followed agency procedures.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

NFPA 1021, 5.6.2, Courage to be Safe Drill, 7, 8, 11, 12, 13, 14, 15, 16

Skill 13: **Develop and conduct a post-incident analysis so that all required critical elements are identified and communicated.**

CONDITION: Given a multi-unit incident, departmental forms, and policies for post-incident debriefings.

TIME: 10:00 minutes

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Elements of command used during incident reviewed and discussed.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Building construction factors reviewed and discussed.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Protective systems involved reviewed and discussed.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Fire behavior observed during incident reviewed and discussed.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Areas of deficiency identified, reviewed and documented.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6. Recommendations documented and forwarded to next level of authority.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

NFPA 1021, 5.6.3, Courage to be Safe Drill, 7, 8, 11

Skill 14: **Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.**

CONDITION: Given incident reporting data from the jurisdiction analyze data, identify major service demands, and prepare a written report.

TIME: 30:00 minutes

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Gather all applicable information.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Analyze and interpret data, and identify the reason for service demands.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Prepare written report.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

HEALTH AND SAFETY

NFPA 1021, 5.7.1, Courage to be Safe Drill, 2, 3, 4, 5, 6, 7, 11, 12, 13, 14, 15, 16

Skill 15: Analyze a member's accident, injury or health exposure history so that a report is prepared for a supervisor and includes action take and recommendations given.

CONDITION: Given a situation involving a unit member, department policies and procedures and appropriate forms.

TIME: 30:00 minutes

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Review department policies for type of incident.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Review initial accident report.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Conduct interviews as necessary to determine the following:		
A. Identify the behavior or condition that caused the incident.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
B. Identify the circumstances involved.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
C. Determine root cause for the accident.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Identify previously unrecognized hazards.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Complete report forms with recommended actions to correct hazard or behavior.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

**APPENDIX A
TRAINING RECORD**

FIRE OFFICER II – TRAINING RECORD / IN-HOUSE COMPREHENSIVE EXAM 2009 edition

NAME: _____

DEPARTMENT: _____

SECTION	TRAINING RECORD			IN-HOUSE COMP. EXAM			MANIPULATIVE SKILL - DEMONSTRATE
	DATE	INST	HRS	DATE	INST	P/F	
Human Resource Management							1. Initiate actions to maximize member performance and/ or correct unacceptable performance.
							2. Evaluate the job performance of assigned members.
							3. Create a professional development plan.
Community & Gov. Relations							4. Establish strategic partnerships.
Administration							5. Develop Policy or Procedure.
							6. Develop a project or divisional budget
							7. Describe the process of purchasing, soliciting and awarding bids.
							8. Prepare a news release.
							9. Prepare a report.
Inspections & Investigations							10. Develop a plan to change a policy or procedure.
							11. Determine the point of origin and preliminary cause of a fire.
Service Del. Safety							12. Produce operational plans.
							13. Develop and conduct a post-incident analysis.
							14. Interpret response data.
Health & Safety							15. Analyze a member's accident, injury, or health exposure history.

APPENDIX B
PROJECT SAMPLE FORMS FOR ASSIGNMENTS

FIRE OFFICER II LEADERSHIP PROJECT PROCESS

PURPOSE OF THE PROJECT

As outlined in the Fire Officer II certification standard, the purpose of the leadership project is to provide the Fire Officer II candidate the opportunity to:

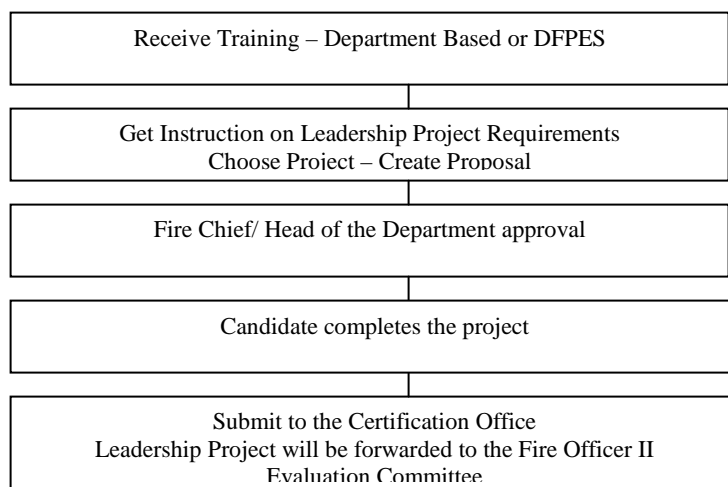
- 1- Demonstrate his/her leadership skills in completing a project for his/her agency.
- 2- Gain knowledge of the budget process of his/her agency.
- 3- Gain knowledge of his/her agency's command and policy process.
- 4- Provide a method that promotes positive change within an agency.

LEADERSHIP PROJECT PROCESS

Once a candidate has **completed all of the pre-requisites**, he/she is eligible to complete the leadership project. Candidates are encouraged to work with a "mentor"; fire department personnel and / or course instructors to complete both the proposal and project.

- 1 - **Complete a project proposal outlining the purpose of the project, proposed budget, planning requirements, and a time frame to complete the project.** The candidate will develop a portfolio that will contain all of the necessary material for a successful project.
- 2 - Projects should include any substantial project that will benefit an agency, fire service, the community and contribute to the growth of the Fire Officer II candidate.
- 3 - Obtain approval for the project from Chief/Administrator of the agency.
- 4 - Complete the project report for evaluation. The report should contain initial proposal (see step 1). The report should contain the description of the project from beginning to end in accordance with the original proposal, using the guidelines listed on page 20 of this appendix. Reports which are not presented in this format will not be considered for evaluation.
- 5 - Verification from the Chief/Administrator that the project has been completed and accepted or acknowledged by the agency.

Wyoming Firefighters Voluntary Certification Program Fire Officer II Leadership Project Flowchart



Submission of Leadership Project:

Complete and sign the Fire Officer II Leadership Project Evaluation Form; provide a letter and verification of required certificates. You may submit your report in the following format: Electronic format: rita.lee@wyo.gov. Postal mail: The Department of Fire Prevention and Electrical Safety 122 W 25th St. Herschler Building 1-West Cheyenne, WY 82002, Attention: Certification Coordinator.

Evaluation of your report:

Your report will then be distributed to the Fire Officer II Evaluation Committee for review. The evaluation committee members will review the report and extend their initial comments within two (2) weeks. Candidates should expect the process to take a minimum of four (4) weeks to complete.

Pass/Fail information:

Pass: Upon approval of a majority of the five (5) committee members the report is approved.

Fail: If after discussion members conclude the report does not address all the criteria the candidate has failed and must amend their report as outlined by the committee's comments.

Candidates will have three (3) attempts to successfully complete the leadership project.

FIRE OFFICER II FINAL LEADERSHIP PROJECT REPORT FORMAT

The structure of the report must follow the APA (American Psychological Association) format. General APA Guidelines include: the report should be typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides, using 12 pt. Times New Roman font.

Please follow this link for more information: <http://www.wright.edu/~martin.maner/rptemp.htm>

I. Title Page

- a. Title of Project
- b. Name of Participant
- c. Agency Represented
- d. Date of Submittal

II. Introduction

- a. Describe and define the nature of the problem and help the reader clearly understand the reason that you have chosen this project.
- b. Describe the potential benefits that you hope to accomplish at the conclusion of the project.
- c. Discuss how your Fire Officer II Leadership Project met the four purposes of the project which are:
 - i. Demonstrate Leadership skills.
 - ii. Gain knowledge of the budgeting process.
 - iii. Gain knowledge of command and policy processes.
 - iv. Promote positive change within your organization.

III. Background and Significance

- a. Describe your organization.
- b. Discuss the past, present and possible future impact of the problem for which you have chosen this project to address.
- c. Describe the significance of the project for the Fire Service, your organization, and the community as a whole.

IV. Discussion

- a. Describe your project in detail.
- b. Analyze the project's budget requirements and the process of budgeting that pertained to your project.
- c. Describe the research requirements of the project. What was required to gather the information in order to make the right decisions for the project to be successful?
- d. Describe the resources that were required for the project keeping in mind people, equipment, supplies, policies and processes.
- e. Describe the benefits of your project keeping mind the four purposes and significance of the Fire Officer II Leadership Project.

V. Results

- a. Discuss whether the desired outcomes of the project were actually realized and what, if any, outcomes were not realized and why.
- b. Make recommendations for changes that might have made the project better and would assist your organization to improve upon your work.

VI. Summary

- a. Discuss conclusions drawn from your experience with the project.
- b. Summarize the benefits of your project.

Fire Officer II Leadership Project Applicant Form

Candidate: _____ **Date:** _____

Phone contact: _____ **Email contact:** _____

Letter: A letter from your fire chief/head of department stating your duties.

Minimum Required Certification: Fire Officer I, Fire Instructor I certified, Complete ICS-100: Introduction to ICS, Complete ICS-200: Basic ICS, Complete IS-700: NIMS, an Introduction.

Minimum Required Courses: Fire Officer II Training Record, NFA Introduction to Fire Inspections: Principals and Practices, Command & Control of Fire Department Operations at Target Hazards, the 6 day NFA Command & Control of Incident Operations; Or in lieu of the 6 day course complete both: ICS 300 and 400. Pass written examination with a score of 80% (with 3% SEM) or better.

Leadership Project: The final report must follow the format listed on page 20 of the Fire Officer II certification task book. Reports which are not presented in this format will not be considered for evaluation.

Plagiarism is not acceptable and will not be tolerated.

Submission of your Leadership Project using one of the following:

Electronic format: send to rita.lee@wyo.gov

Mail to: The Department of Fire Prevention and Electrical Safety 122 W 25th St. Herschler Building 1-West Cheyenne, WY 82002, Attention: Certification Coordinator.

Evaluation of your report:

Your report will then be distributed to the Fire Officer II Evaluation Committee for review.

The evaluation committee members will review the report and extend their initial comments within two (2) weeks. Candidates should expect the process to take a minimum of four (4) weeks to complete.

Pass/Fail information.

Pass: Upon approval of a majority of the five (5) committee members the report is approved.

Fail: If after discussion members conclude the report does not address all the criteria listed on the Fire Officer II Project Evaluation form; the candidate must amend their report as outlined by the committee's comments.

Candidates will have three (3) attempts to successfully complete the leadership project.

By my signature below I attest the Fire Officer Leadership Project I have submitted is my individual work product, and the content is my own.

(Signature of Candidate)

FIRE OFFICER II LEADERSHIP II PROJECT EVALUATION FORM

NFPA 1021-20

PROJECT: The candidates' opportunity to: demonstrate leadership skill in completing a project for his/her agency. Gain knowledge of the budget process of his/her agency, gain knowledge of his/her agency's command and policy process, provides a method that promotes positive change within an agency.

CONDITION: The candidate must complete a project proposal application outlining the purpose of the project, proposed budget, planning requirements, and a time frame to complete the project. Projects should include any substantial project that will benefit an agency, fire service, the community and contribute to the growth of the Fire Officer II candidate. The candidate must obtain approval for the project from Chief/Administrator of the agency (Mentor).

The candidate must complete the project report for evaluation. **a.** Report should contain initial proposal. **b.** Report should contain description of project from beginning to end in accordance with the original proposal. **c.** Verification from the Chief/Administrator that the project has been completed and accepted or acknowledged by the agency. Present leadership project to Certification Office for evaluation by the validation committee.

TIME: N/A

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>		
	Y	N	Y	N
* The Project Outline and Proposed budget attached to report:				
1. Introduction				
a. The problem was described and defined adequately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Discussion on how the project met the four purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Background and Significance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Organization described.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Described project impact on community, fire service, and organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Discussion				
a. Project detailed thoroughly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Budget requirements and process described.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Research process and requirements described.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Resources used for the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Benefits of project described.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Results				
a. Outcomes and limitations described.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Lessons learned for future projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Summary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Discussion of conclusions and project experience overall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE RATING ON THIS SKILL:

	<u>PASS</u>	<u>FAIL</u>
First Attempt	<input type="checkbox"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX C IN HOUSE PROCTOR INSTRUCTIONS

Tester Instructions for “In-House” Comprehensive Examination

As the training officers for your department you are authorized by DFPES to conduct the 100% skills test for this level of certification. You must be certified to the level you are testing, i.e., if you're FF2 you can test FF1 and FF2, Awareness and HM Operations.

***PRIOR TO CONDUCTING TEST, REVIEW TRAINING RECORDS**

It is important that before doing this “In-House” exam that the candidate has completed training in all areas for the level being tested.

***SAFETY OFFICER SELECTED AND BRIEFED**

Select a Safety Officer to assist you during the test. This person, if possible, should not be taking the same test that is being given. The Safety Officer will not assist with the testing process. The Safety Officer is there to protect the CANDIDATES from injury during the testing process. The Safety Officer shall be in a position to observe all students and ensure their safety at all times during the testing procedure.

By using the following instructions you will be able to evaluate the skill being tested and determine the candidate's readiness for the State “Spot Check” exam.

1. Keep in mind this is a **test** and there should be **no coaching or training** during the testing process. If a candidate fails to perform a skill, it will count as a first attempt failure and they will be given a second attempt. If they fail a second time they need to be retrained on that skill and tested again. Only **qualified** candidates that have passed with **100%** should be allowed to take the State SPOT CHECK exam.
2. Before beginning the testing process meet with all candidates and review the testing process. Explain that this is a **test** and that the same process being used for the “In-House” will be used during the state exam.
3. Designate a secure location for the candidates to remain in while the “In-House” exam is conducted. This location should be away from the area where the exam is being conducted.
4. If possible, separate your testing stations so candidates cannot observe each other during the test.
5. To evaluate a candidate's performance, use the following as a guide.
 - a. the skill is completed in the allotted time,
 - b. competence is shown by completing all performance criteria,
 - c. safety is shown while completing the skill.

At each test station the tester will read the **SKILL** to be demonstrated, the **CONDITIONS** to be met and the **TIME** limit to complete each skill. This information is contained in the skill section of each standards packet. Do this with each student as they come to each testing station. Ask for any questions. As each skill is tested and completed sign it off in the section provided on the candidates training record. By conducting the “In-House” test in this manner, you will prepare your candidates to successfully pass the state “spot check” exam. This will also assure training records are current and that only those who are truly prepared take the state certification examination.

APPENDIX D CERTIFICATION FORMS

Wyoming Department of Fire Prevention & Electrical Safety

EXAMINATION REQUEST / CERTIFICATION REQUEST FORM

Please complete all information on BOTH sides of this form and return to the DFPES at least **30 days prior** to the requested examination date. A separate request **MUST** be made for each level of certification exam desired and for each exam date. Phone Number: 307-777-7288. FAX: 307-777-7119

Department Information

Department Name: _____

Examination Request for Written / Skills – Circle the appropriate level

WRITTEN Examination: FF I FF II HMA HMO ADO –Aerial ADO –Pumper Fire Officer I
Fire Instructor I Fire Officer II Fire Investigator

MANIPULATIVE Examination: FF I FF II HMO ADO –Aerial ADO –Pumper Fire Officer I
Fire Instructor I

Requested Date and Time: _____

Number taking Written Examination: _____ Number taking Manipulative exam: _____

Examination Location: _____

Street Address: _____ City/State: _____ Zip: _____

By your signature below we acknowledge that training records exist to support that each individual who will attend the exam has received a learning experience in each subject area required for testing and has met all other requirements for the level being examined for as specified in the Certification Policy and Procedures. Department requesting the above exam, will have appropriate space and safe accommodations and equipment for all written and manipulative skills.

Fire Chief/Head of Department (Signature) (Signature) Training Officer

Fire Chief/Head of Department (typed/printed) Training Officer (type/printed)

Department Mailing Address Daytime Phone Number Second contact
number

Certification Request

The following department or agency requests that the Department of Fire Prevention & Electrical Safety certify the individuals listed on reverse side of this form. **NOTE: The original "Training Record" of the individuals must be sent with this form - if the "Training Record" has not been presented to the DFPES during a "Spot Check Skills" testing event. Please keep a copy of the "Training Record" for your files.**

Department Name _____

By my signature below, I attest that the individuals listed on the reverse side of this form have completed all requirements for certification as defined in the Wyoming Firefighters Policy and Procedures Manual.

Fire Chief/Head of Department (Signature) Fire Chief/Head of Department
(typed/Printed)

Department Mailing Address Daytime Phone Number
Second contact number

Department Name: _____

Date: _____

Type or print names of the participants who will be taking the examination or requesting certification.

APPLICANT NAME

LEVEL REQUESTED

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
22. _____	_____
23. _____	_____

Send Request form to:
Department of Fire Prevention And Electrical Safety
122 W. 25th Street, Herschler 1 West,
Cheyenne, WY 82002
Attention: Certification Coordinator