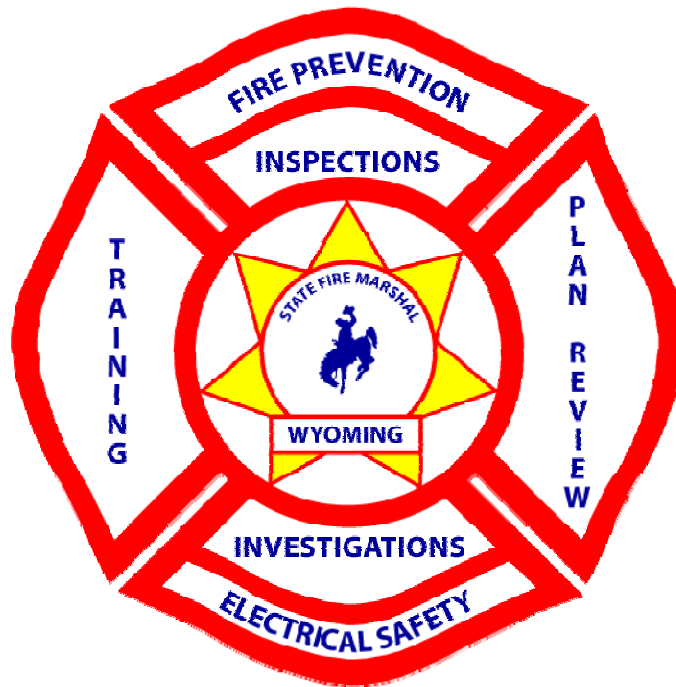


WYOMING FIREFIGHTERS CERTIFICATION SYSTEM



**WYOMING
FIRE OFFICER III
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 indentify 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.**



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. To 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.

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

The skill level for Fire Officer III is focused on the fire service person who is at the supervisory/managerial level, or who is striving to be eligible for promotion.

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 Firefighters Certification Committee (WFCC).

It is realized by the Wyoming Fire Fighters Voluntary Certification Committee that there are several ways possible to meet the qualifications for this standard. This would include, but not be limited to: attending professional classes that the Certification Committee has pre-approved, that meet the requirements of this standard; attendance of various NFA or other professional classes; real life experiences or projects; assigned duties; or a combination of the above. When addressing the individual tasks listed, it is requested that documentation or reports be attached that would sufficiently fulfill or describe the fulfillment of the qualification.

Through these national standards and certification, firefighters and fire departments have a tool to measure specific levels of skills, abilities, and knowledge. The DFPES believes 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.

Entrance Requirements

In order to certify within the Wyoming Fire Service Officer III program, candidates must fulfill the following requirements:

1. Meet pre-requisite requirements.
2. Certified Fire Officer II and Fire Instructor II.
3. Successfully complete the Officer III requirement form and provide documentation to the Certification Office as required by this standard.
4. Complete ICS-100: Introduction to ICS.
5. Complete ICS-200: Basic ICS.
6. Complete ICS-300: Intermediate ICS.
7. Complete ICS-400: Advanced ICS.
8. Complete IS-700: NIMS, An Introduction.
9. Complete IS-800: National Response Plan (NRP), An Introduction.
10. Request Fire Officer III certification.

Training Courses

There is no set course to obtain Officer III. Due to the nature of the requirements for Officer III, training is received by on the job experience. This is documented in this standard by completing the Officer III Training Record (contained within this standard), which will lead to the development of a portfolio.

Process for Receiving Fire Officer III

Candidates in the Wyoming Fire Officer III program must successfully complete the Fire Officer III Training Record contained within this standard. Documentation is required to provide proof that all requirements and skills are met.

Documentation must accompany the training record to provide the necessary proof that the candidate has met the requirements as outlined by NFPA 1021 and adopted by the DFPES.

There is no manipulative or written test for the Fire Officer III level. These are met through a Portfolio process.

FIRE OFFICER III 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 certification will be submitted to the DFPES using the “Request for Certification” form provided in Appendix B. The names are then checked against the official state records to ensure each individual listed has met all requirements.

For more information on Wyoming Fire Officer III 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 III CHECKLIST

- Each participant has met requirements listed in NFPA 1021, Chapter 6.

DEPARTMENT TRAINING RECORDS:

- Candidate has completed the Fire Officer III requirements form with the accompanying documents.

1- All requirements met.

2- Appropriate documentation for each item as required.

3 - When addressing the individual tasks listed, it is requested that documentation or reports be attached that would sufficiently fulfill or describe the fulfillment of the qualification.

ADDITIONAL TRAINING/PREREQUISITE REQUIREMENTS:

- Candidate is state certified through the Wyoming Voluntary Firefighters Certification Program to Fire Officer II and Fire Instructor II.
- Candidate has completed all course requirements as listed on page 3.

FIRE OFFICER III CERTIFICATION:

- Department requests certification for participants using the "Request for Certification" form. Attach all documentation or reports that sufficiently fulfill or describe the fulfillment of the qualification for each manipulative skill.

FIRE OFFICER III MANIPULATIVE SKILL OBJECTIVES

HUMAN RESOURCE MANAGEMENT

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

NFPA 1021, 6.2.1, Courage to be Safe Drill, 1, 2, 3

Skill 1: Establish personnel assignments to maximize efficiency.

CONDITION: Given knowledge, training, and experience of the members available in accordance with policies and procedures.

TIME: Up to 30:00 minutes to present.

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicate assignments to personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Followed agency policy and 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, 6.2.2, Courage to be Safe Drill, 1, 2, 3

Skill 2: Develop procedures for hiring members.

CONDITION: Given policies of the AHJ and legal requirements, so that the process is valid and reliable.

TIME: Up to 30:00 minutes to present.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>		
	Y	N	Y	N
1. Gather information regarding applicable federal, state, and local laws; regulations and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Develop procedures for hiring members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Create a written report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicate policies to members of department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Followed polices of AHJ and legal requirements.	<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, 6.2.3, Courage to be Safe Drill, 1, 5**Skill 3:** **Develop procedures and programs for promoting members.****CONDITION:** Given applicable policies and legal requirements, so that the process is valid and reliable, job-related, and nondiscriminatory.**TIME:** Up to 30:00 minutes to present.**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Gather information regarding applicable federal, state, and local laws, regulations, standards, and policies and procedures.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Develop procedures and programs for promoting members.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Create a written plan to promote professional development and to mentor members of the department.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Communicate procedures and programs to members of the department.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Followed applicable policies and legal requirements.	<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, 6.2.4, Courage to be Safe Drill, 1, 2, 4, 5**Skill 4:** **Describe methods to facilitate and encourage members to participate in professional development to achieve their full potential.****CONDITION:** Use interpersonal skills and motivating techniques to encourage members to achieve success.**TIME:** Up to 30:00 minutes to present.**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Gather all applicable information before beginning.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Describe methods used to encourage members to participate in professional development.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Describe methods used to counsel members to help achieve success.	<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, 6.2.5, Courage to be Safe Drill, 6, 12, 13, 15**Skill 5:** **Develop a proposal for improving an employee benefit.****CONDITION:** Given a need in the organization, so that adequate information is included to justify the requested benefit improvement.**TIME:** Up to 30:00 minutes to present.**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Knowledge of the departments benefit plan.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Develop a plan to meet the organizations need.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Provide adequate information to justify the requested changes.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Communicate information to the members of the department.	<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, 6.2.6, Courage to be Safe Drill, 8, 9**Skill 6:** **Develop a plan for providing an employee accommodation.****CONDITION:** Given an employee need, the requirements, and applicable law, so that adequate information is included to justify the requested change(s).**TIME:** Up to 30:00 minutes to present.**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Gather information needed.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Knowledge of the agency's policies and procedures, and legal requirements for reasonable accommodations.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Create a written plan.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Communicate changes to applicable personnel.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Follow up to assure accommodation has been correctly implemented.	<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, 6.2.7, Courage to be Safe Drill, 1, 2,3,4,5,8,10**Skill 7:** Develop an ongoing education training program.**CONDITION:** Given organizational training requirements, so that members of the organization are given appropriate training to meet the mission of the organization.**TIME:** Up to 30:00 minutes to present.**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>1st Att.</u>		<u>2nd Att.</u>	
	Y	N	Y	N
1. Knowledge of the agency's mission and goals and training program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Develop a needs assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Create a training program.	<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. Communicate with affected personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Training and documentation of acknowledgment of all affected personnel.	<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, 6.3.1, Courage to be Safe Drill, 14****Skill 8:** Prepare a community awareness programs to enhance the quality of life by developing nontraditional services that provide for increased safety, injury prevention, and convenient public services.**CONDITION:** Given community demographics, resource availability, community needs, and customer service principles.**TIME:** Up to 30:00 minutes to present.**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>1st Att.</u>		<u>2nd Att.</u>	
	Y	N	Y	N
1. Research community demographics, resource availability, community needs, and customer beliefs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Develop program.	<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"/>
4. Communicate program to customers in the community.	<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, 6.4.1, Courage to be Safe Drill, 5, 6,10,13,16**Skill 9: Develop a divisional or departmental budget.****CONDITION:** Given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.**TIME:** Up to 30:00 minutes to present.**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Gather necessary information regarding the supplies and equipment necessary for existing and new programs; repairs to existing facilities; new equipment, apparatus maintenance, and personnel costs; and approved budgeting system.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Develop budget.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Create a written plan.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Communicate needs orally and in writing.	<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, 6.4.2, Courage to be Safe Drill, 5, 6,10,13,16****Skill 10: Develop a budget management system.****CONDITION:** Given fiscal and financial policies, so that the division or department stays within the budgetary authority.**TIME:** Up to 30:00 minutes to present.**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Gather revenue to date, anticipated revenue, expenditures to date, encumbered amounts and anticipated expenditures.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Interpret data.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Develop management system.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Communicate information in written and oral format.	<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, 6.4.3, Courage to be Safe Drill, 7, 8, 10

Skill 11: Describe the agency's process for developing requests for proposal (RFPs) and soliciting and awarding bids.

CONDITION: Given established specifications and the agency's policies and procedures, so that competitive bidding is ensured.

TIME: Up to 30:00 minutes to present.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Gather all applicable information before beginning.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Describe the process of soliciting RFP bids both verbally and in writing.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Describe the process of awarding FRP bids both verbally and in writing.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Ensure competitive bidding is utilized.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Utilize clear and concise written communications.	<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, 6.4.4, Courage to be Safe Drill, 5, 6, 7

Skill 12: Direct the development, maintenance, and evaluation of a department record and management system.

CONDITION: Given policies and procedures, so that completeness and accuracy are achieved.

TIME: Up to 30:00 minutes to present.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Identify and evaluate the capabilities and limitations of information management systems.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Direct the acquisition, implementation, and retrieval of information by data processing as it applies to the record and budgetary processes.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Communicate information in written and oral format.	<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, 6.4.5, Courage to be Safe Drill, 5, 6, 7**Skill 13:** Analyze and interpret records and data.**CONDITION:** Given a fire department records system, so that validity is determined and improvements are recommended.**TIME:** Up to 30:00 minutes to present.**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Evaluate the records system.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Communicate recommendations orally and in writing.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Supervise the implementation of the required improvements.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Analyze the data for accuracy and validity.	<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 1021,6.4.6 , Courage to be Safe Drill, 1,2,3,4,5,6,7,8,9**Skill 14:** Develop a model plan for continuous organizational improvement.**CONDITION:** Given resources for an area to be protected, so that resource utilization is maximized.**TIME:** Up to 30:00 minutes to present.**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Research the policies and procedures, physical and geographic characteristics and hazards, demographics, community plan, staffing requirements, response time benchmarks, contractual agreements, recognized best practice assessment programs, and local, state and federal regulations.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Evaluate and analyze data.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Develop a model plan to utilize maximum resources.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Communicate plan orally and in writing.	<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, 6.5.1, Courage to be Safe Drill, 14

Skill 15: Evaluate the inspection program of the AHJ.

CONDITION: Given current program goals, objectives, performance data, and resources so that the results are evaluated to determine effectiveness.

TIME: Up to 30:00 minutes to present.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>		
	Y	N	Y	N
1. Evaluate policies and procedures, accepted inspection practices, program evaluation, and applicable codes, standards, and laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Analyze data to determine effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicate orally and in writing.	<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"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NFPA 1021, 6.5.2, Courage to be Safe Drill, 1,3,4,5,6,10,11,12,13,14,15,16

Skill 16: Develop a plan for an identified safety problem.

CONDITION: Given an identified fire safety problem so that the approval for a new program, piece of legislation, form of public education, or fire safety code is facilitated.

TIME: Up to 30:00 minutes to present.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>		
	Y	N	Y	N
1. Identify safety problem.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Evaluate policies and procedures and applicable codes, ordinances, and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Develop a plan; use consensus building to facilitate approval of the plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicate orally and in writing.	<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"/>	<input type="checkbox"/>
Second Attempt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NFPA 1021, 6.5.2, Courage to be Safe Drill, 1,2,3,5,6,7,8,10,11,12,13,14,15,16

Skill 17: **Develop a plan, given an identified fire safety problem, so that the approval for a new program, piece of legislation, form of public education, or fire safety code is facilitated.**

CONDITION: Given policies and procedures, so that completeness and accuracy are achieved.

TIME: Up to 30:00 minutes to present.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Gather information regarding policies and procedures and applicable codes, ordinances, and standards and their development process.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Organize and develop a plan.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Communicate information in written and oral format.	<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 SERVICES DELIVERY**NFPA 1021, 6.6.1, Courage to be Safe Drill, 2,3,4,12,13**

Skill 18: **Prepare an action plan.**

CONDITION: Given an emergency incident requiring multiple agency operations, so that the required resources are determined and the resources are assigned and placed to mitigate the incident.

TIME: Up to 30:00 minutes to present.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Implement an incident management system applicable to the incidents complexity and management needs..	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Identify required resources.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Delegate authority so resources are assigned and in place to mitigate the incident.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Communicate assignments in a clear, concise and understandable manner.	<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, 6.6.2, Courage to be Safe Drill, 7,8,9,11,12,13,15,16**Skill 19: Develop and conduct a post-incident analysis.****CONDITION:** Given a multi-agency incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the appropriate forms are completed and processed in accordance with policies and procedures.**TIME:** Up to 30:00 minutes to present.**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>1st Att.</u>	<u>2nd Att.</u>
	<u>Y N</u>	<u>Y N</u>
1. Develop a post-incident analysis report.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Conduct a post-incident analysis.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Communicate information in oral and written format	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Ensure appropriate forms are completed and processed.	<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, 6.6.3, Courage to be Safe Drill, 7, 8, 10, 16**Skill 20: Develop a plan for the agency.****CONDITION:** Given an unmet need for resources that exceed what is available in the organization, so that the mission of the organization is capable of being performed in times of extraordinary need.**TIME:** Up to 30:00 minutes to present.**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>1st Att.</u>	<u>2nd Att.</u>
	<u>Y N</u>	<u>Y N</u>
1. Conduct a needs assessment.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Evaluate external resources.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Develop a plan to address the need (s).	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Implement the plan.	<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, 6.7.1, Courage to be Safe Drill, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16

Skill 21: **Develop a measurable accident and injury prevention program.**

CONDITION: Given relevant local and national data, so that the results are evaluated to determine effectiveness of the program.

TIME: Up to 30:00 minutes to present.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Gather and analyze all applicable information.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Develop a program following policies and procedures, accepted safety practices, and applicable codes, standards, and laws.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Implement the plan.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Evaluate the effectiveness of the program.	<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 MANAGEMENT

NFPA 1021, 6.8.1, Courage to be Safe Drill, 1, 2, 3

Skill 22: **Develop a plan for the integration of fire services resources in the community's emergency management plan.**

CONDITION: Given the requirements of the community and the resources available in the fire department, so that the role of the fire service is in compliance with local, state, and national requirements.

TIME: Up to 30:00 minutes to present.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

	<u>1st Att.</u>	<u>2nd Att.</u>
	Y N	Y N
1. Gather and analyze information.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Develop and organize a plan which integrates emergency management inter-agency planning and coordination.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Communicate orally and in writing.	<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 III – TRAINING RECORD / ASSIGNMENT COMPLETION SHEET
2009 edition

NAME: _____

DEPARTMENT: _____

SECTION	TRAINING RECORD			IN-HOUSE COMP. EXAM			MANIPULATIVE SKILL - DEMONSTRATE
	DATE	INST	HRS	DATE	INST	P/F	
Pre-Requisite							
Human Resource Management							1. Establish personnel assignments to maximize efficiency
							2. Develop procedures for hiring or recruiting members
							3. Develop procedures for promoting members
							4. Describe methods to facilitate and encourage members to participate in professional development to achieve
							5. Develop a proposal for improving an employee benefit
							6. Develop a plan for providing an employee accommodation
							7. Develop an ongoing education training program,
Com. Relations							8. Prepare community awareness programs
Administration							9. Develop a divisional or departmental budget
							10. Develop a budget management system.
							11. Describe the agency's process for developing requests for proposal (RFPs)
							12. Direct the development, maintenance, and evaluation of a department record and management system
							13. Analyze and interpret records and data
Inspection & Investigation							14. Develop a model plan for continuous organizational improvement
							15. Evaluate the inspection program of the AHJ
Emergency Service Del.							16. Develop a plan, given an identified fire safety problem
							17. Prepare an action plan
							18. Develop and conduct a post-incident analysis, given a multi-agency incident
Health and Safety							19. Develop a plan for the agency, given an unmet need for resources
							20. Develop a measurable accident and injury prevention program
Emergency Management							21. Develop a plan for the integration of fire services resources in the community's emergency management plan

**APPENDIX B
CERTIFICATION FORMS**

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
Fire Officer II Fire Officer III

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) Training Officer (Signature)

Fire Chief/Head of Department (typed/printed) Training Officer (typed/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 participants who will be taking the examination.

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. _____	_____
24. _____	_____

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