

Fire Officer III Practical Skill Evaluation Sheets Index

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.1A	Primary Task: Establish Personnel Assignments		
Objective(s) : 6.2.1, 6.2.1(A)(B)	NFPA Standard: 1021	Candidate No. 	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Describes department policies and procedures pertaining to assignments		<input type="checkbox"/>	<input type="checkbox"/>
2. Reviews past performance evaluations on personnel involved		<input type="checkbox"/>	<input type="checkbox"/>
3. Monitors personnel assignments for efficiency		<input type="checkbox"/>	<input type="checkbox"/>
4. Has the ability to make changes if performance is not effective		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.2A	Primary Task: Develop Procedures for Hiring Process		
Objective(s) : 6.2.2, 6.2.2(A)(B)	NFPA Standard: 1021	Candidate No.	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Writes a task analysis and/or job description			
2. Identifies and justifies criteria used to evaluate job applicants			
3. Coordinates with municipal personnel function or representative			
4. Prescribes physical agility test and relative information associated to testing			
5. Develops a reading or reference list applicable to the hiring procedure			
6. Develops a means for developing or acquiring a written examination			
7. Develops or acquires a series of oral interview evaluation questions with scoring instrument			
8. Develops a method for evaluation, ranking and the selection process			
9. Develops a method for evaluating the on-the-job performance (probationary period) of newly hired personnel			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 7

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.2B	Primary Task: Applicable Laws and Regulation for Hiring			
Objective(s) : 6.2.2, 6.2.2(A)(B)	NFPA Standard: 1021	Candidate No. 		
Performance Evaluation Sheet				
Tasks:				
			Pass	Fail
1. Acquires a current copy of the community's process			<input type="checkbox"/>	<input type="checkbox"/>
2. Researches the hiring process for the fire department related information			<input type="checkbox"/>	<input type="checkbox"/>
3. Submits in writing for review, the significant federal and state documents for the community's hiring practices to the fire department			<input type="checkbox"/>	<input type="checkbox"/>
4. Categorizes and submits in writing, the local community's documents related to information for the hiring process to the fire department			<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	3

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.2C	Primary Task: Hiring Process Presentation		
Objective(s) : 6.2.2, 6.2.2(A)(B)	NFPA Standard: 1021	Candidate No. 	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Acquires a current copy of the community's hiring process		<input type="checkbox"/>	<input type="checkbox"/>
2. Researches the hiring process for information to the hiring process for the fire department		<input type="checkbox"/>	<input type="checkbox"/>
3. Selects and submits in writing a list of fire department-related items for the hiring process		<input type="checkbox"/>	<input type="checkbox"/>
4. Presents four (4) significant items related to the fire department hiring process		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.3A	Primary Task: Develop Procedures for Promotion Process																				
Objective(s) : 6.2.3, 6.2.3(A)(B)	NFPA Standard: 1021																				
Candidate No. 																					
Performance Evaluation Sheet																					
Tasks:																					
	<table border="1" style="float: right;"> <thead> <tr> <th style="width: 50px;">Pass</th> <th style="width: 50px;">Fail</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </tbody> </table>	Pass	Fail																		
Pass	Fail																				
<ol style="list-style-type: none"> 1. Writes a task analysis and/or job description 2. Identifies and justifies criteria used to evaluate job applicants 3. Coordinates with municipal personnel function or representative 4. Prescribes physical agility test and relative information associated to testing 5. Develops a reading or reference list applicable to the promotion procedure 6. Develops a means for developing or acquiring a written examination 7. Develops or acquires a series of oral interview evaluation questions with scoring instrument 8. Develops a method of evaluation, ranking and selection 9. Develops a method for evaluating the on-the-job performance for personnel 																					
* Critical Task	Failure of this task mandates failure on the entire objective																				
Safety is PARAMOUNT																					
Total number tasks candidate must complete to pass																					
7																					

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.3B		Primary Task: Applicable Laws & Regulations for Promotion		
Objective(s) : 6.2.3, 6.2.3(A)(B)	NFPA Standard: 1021	Candidate No.		
Performance Evaluation Sheet				
Tasks:				
			Pass	Fail
1.	Acquires a current copy of the community's promotional process			
2.	Researches the promotional process for fire department-related information			
3.	Submits in writing for review, the significant federal and state documents for the community's promotional practices as it relates to the fire department			
4.	Categorizes and submits in writing, the local community's documents and related information for the promotional process to the fire department			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	3

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.3C	Primary Task: Promotional Process Presentation		
Objective(s) : 6.2.3, 6.2.3(A)(B)	NFPA Standard: 1021	Candidate No. 	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Acquires a current copy of the community's promotional process		<input type="checkbox"/>	<input type="checkbox"/>
2. Researches for information on the promotional process for the fire department		<input type="checkbox"/>	<input type="checkbox"/>
3. Selects and submits in writing a list of fire department-related items in the promotional process		<input type="checkbox"/>	<input type="checkbox"/>
4. Presents four (4) significant items related to the fire department promotional process		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number taskd candidate must complete to pass 3

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.4A Primary Task: Encourage Members to Participate in Professional Development				
Objective(s) : 6.2.4, 6.2.4(A)(B)	NFPA Standard: 1021	Candidate No. 		
Performance Evaluation Sheet				
Tasks:				
			Pass	Fail
1. Recognizes a list of professional development items			<input type="checkbox"/>	<input type="checkbox"/>
2. Selects a method to facilitate discussion on professional development, based on audience			<input type="checkbox"/>	<input type="checkbox"/>
3. Gives an oral presentation or counseling session motivating a professional development item			<input type="checkbox"/>	<input type="checkbox"/>
4. Writes a report detailing the results of the experience			<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	3

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.5A	Primary Task: Develop Proposal for Employee Benefit																
Objective(s) : 6.2.5, 6.2.5(A)(B)	NFPA Standard: 1021																
Candidate No. 																	
Performance Evaluation Sheet																	
Tasks:																	
	<table border="1" style="float: right; border-collapse: collapse;"> <thead> <tr> <th style="width: 50px;">Pass</th> <th style="width: 50px;">Fail</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </tbody> </table>	Pass	Fail														
Pass	Fail																
<ol style="list-style-type: none"> 1. Uses proper grammar and spelling 2. Identifies the problem, concern or issue related to employee benefits plan 3. Gathers information relevant to solving the circumstance 4. Analyzes the information 5. Selects action that is most appropriate for circumstance and defends action 6. Designs evaluation tool to collect information about the change 7. Presents findings 																	
* Critical Task	Failure of this task mandates failure on the entire objective																
Safety is PARAMOUNT																	
Total number tasks candidate must complete to pass	5																

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.5B	Primary Task: Agency's Benefits Program		
Objective(s) : 6.2.5, 6.2.5(A)(B)	NFPA Standard: 1021	Candidate No. 	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Acquires a current copy of the community's benefit program		<input type="checkbox"/>	<input type="checkbox"/>
2. Researches the benefit program for fire department-related information		<input type="checkbox"/>	<input type="checkbox"/>
3. Submits in writing for review, major categories of the benefit program		<input type="checkbox"/>	<input type="checkbox"/>
4. Categorizes contents of the fire department-related information benefit program		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.5C	Primary Task: Benefits Program Presentation		
Objective(s) : 6.2.5, 6.2.5(A)(B)	NFPA Standard: 1021	Candidate No. 	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Acquires a current copy of the organization's benefit program		<input type="checkbox"/>	<input type="checkbox"/>
2. Researches the benefit program for fire department-related information		<input type="checkbox"/>	<input type="checkbox"/>
3. Selects and submits in writing a list of fire department-related items		<input type="checkbox"/>	<input type="checkbox"/>
4. Presents an oral summation of the items		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.6A	Primary Task: Plan for Employee Accommodation		
Objective(s) : 6.2.6, 6.2.6(A)(B)	NFPA Standard: 1021	Candidate No.	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Uses proper grammar and spelling			
2. Identifies the problem, concern or issue related to reasonable accommodations			
3. Gathers information relevant to solving the circumstance			
4. Analyzes the information			
5. Selects action that is most appropriate for circumstance and defends action			
6. Designs evaluation tool to collect information appropriate to accommodations			
7. Presents findings			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 5

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.6B	Primary Task: Accommodations – Policies and Procedures		
Objective(s) : 6.2.6, 6.2.6(A)(B)	NFPA Standard: 1021	Candidate No. 	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Acquires a current copy of the community or state policies and procedures for accommodations		<input type="checkbox"/>	<input type="checkbox"/>
2. Researches the policies and procedures for accommodations for public facility or fire department		<input type="checkbox"/>	<input type="checkbox"/>
3. Submits in writing for review, major categories of community or state accommodations		<input type="checkbox"/>	<input type="checkbox"/>
4. Categorizes items for public facility or fire department accommodations		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.6C	Primary Task: Employee Accommodation Presentation		
Objective(s) : 6.2.6, 6.2.6(A)(B)	NFPA Standard: 1021	Candidate No. 	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Acquires a current copy of the organization's employee accommodation program		<input type="checkbox"/>	<input type="checkbox"/>
2. Researches the accommodation program for fire-related information		<input type="checkbox"/>	<input type="checkbox"/>
3. Selects and submits in writing a list of fire department-related items		<input type="checkbox"/>	<input type="checkbox"/>
4. Presents an oral summation of the items		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.7A	Primary Task: Develop an Education Training Program																				
Objective(s) : 6.2.7, 6.2.7(A)(B)	NFPA Standard: 1021																				
Candidate No. 																					
Performance Evaluation Sheet																					
Tasks :																					
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Pass	Fail																				
<ol style="list-style-type: none"> 1. Acquires organization's mission statement and training goals 2. Identifies an area of concern or issue related to on-going training 3. Gathers information relevant to solving the circumstance 4. Analyzes the information 5. Selects action that is most appropriate for circumstance and defends action 6. Implements the action plan 7. Designs evaluation tool to collect information about the action plan 8. Gives oral summation regarding the proposed plan 																					
* Critical Task	Failure of this task mandates failure on the entire objective																				
Safety is PARAMOUNT																					
Total number tasks candidate must complete to pass																					
6																					

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Fire Officer III Skill Sheets

Skill Sheet No. 6.2.7B	Primary Task: Perform Needs Assessment Presentation												
Objective(s) : 6.2.7, 6.2.7(A)(B)	NFPA Standard: 1021												
Candidate No. 													
Performance Evaluation Sheet													
Tasks:													
	<table border="1" style="float: right;"> <thead> <tr> <th style="width: 50px;">Pass</th> <th style="width: 50px;">Fail</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </tbody> </table>	Pass	Fail										
Pass	Fail												
1. Acquires a current copy of the department's on-going training program													
2. Researches for information on the department's on-going training program													
3. Analyzes data to develop needs assessment													
4. Selects and submits in writing a list of items related to the department's on-going training program													
5. Presents significant items related to the department's on-going training program which may/may not require changes													
* Critical Task	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Failure of this task mandates failure on the entire objective</td> <td style="width: 30%; text-align: center;">Safety is PARAMOUNT</td> <td style="width: 30%;">Total number tasks candidate must complete to pass</td> <td style="width: 10%; text-align: center; font-size: 24px;">4</td> </tr> </table>	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	4								
Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	4										

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Fire Officer III Skill Sheets

Skill Sheet No. 6.3.1A	Primary Task: Community and Government Relations			
Objective(s) : 6.3.1, 6.3.1(A)(B)	NFPA Standard: 1021	Candidate No. 		
Performance Evaluation Sheet				
Tasks:				
			Pass	Fail
1. Determines a community awareness need				
2. Collects relevant data to analyze the problem				
3. Identifies the cause of the problem, not just one of the symptoms				
4. Evaluates and decides on the specific outcomes available				
5. Chooses a specific and quantifiable goal of the program				
6. Determines the specific steps and develops an implementation plan				
7. Implements the plan				
8. Collects data to evaluate the program, and states whether the goal was met or needs modification				
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	6

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Fire Officer III Skill Sheets

Skill Sheet No. 6.3.1B Primary Task: Community and Government Relations Presentation			
Objective(s) : 6.3.1, 6.3.1(A)(B)	NFPA Standard: 1021	Candidate No.	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Acquires a current copy of the fire department's community awareness program		<input type="checkbox"/>	<input type="checkbox"/>
2. Researches information pertaining to the fire department's community awareness program		<input type="checkbox"/>	<input type="checkbox"/>
3. Selects items related to the fire department's community awareness program		<input type="checkbox"/>	<input type="checkbox"/>
4. Presents significant items related to fire department's community awareness program		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Fire Officer III Skill Sheets

Skill Sheet No. 6.4.1A	Primary Task: Develop a Divisional or Department Budget	
Objective(s) : 6.4.1, 6.4.1(A)(B)	NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet		
Tasks:		
	Pass	Fail
1. Uses proper grammar and spelling	<input type="checkbox"/>	<input type="checkbox"/>
2. Identifies department record system	<input type="checkbox"/>	<input type="checkbox"/>
3. Identifies capital, operating, and personnel costs (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
4. Gathers information relevant to department record system	<input type="checkbox"/>	<input type="checkbox"/>
5. Analyzes and interprets department's records and data	<input type="checkbox"/>	<input type="checkbox"/>
6. Selects action that is most appropriate for circumstance and defends action if necessary	<input type="checkbox"/>	<input type="checkbox"/>
7. Implements the action plan	<input type="checkbox"/>	<input type="checkbox"/>
8. Designs evaluation tool to collect information about the action plan	<input type="checkbox"/>	<input type="checkbox"/>
9. Gives presentation regarding the proposal	<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	7
Safety is PARAMOUNT		Total number tasks candidate must complete to pass

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COMMISSION ON FIRE PREVENTION AND CONTROL



Fire Officer III Skill Sheets

Skill Sheet No. 6.4.2A	Primary Task: Develop a Budget Management System		
Objective(s) : 6.4.2, 6.4.2(A)(B)	NFPA Standard: 1021	Candidate No. 	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Describes and/or lists the budget preparation timetable			
2. Describes how the department determines community emergency service needs and decides on the allocation of resources			
3. Describes the process of developing the department budget			
4. Explains how support is obtained for new programs or services			
5. Explains how increases in costs are forecasted and funded			
6. Describes what is done for financial contingency planning			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 5

6/21/10

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Fire Officer III Skill Sheets

Skill Sheet No. 6.4.2B	Primary Task: Fiscal Report Presentation		
Objective(s) : 6.4.2, 6.4.2(A)(B)	NFPA Standard: 1021	Candidate No. 	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Acquires a current copy of the department's financial data		<input type="checkbox"/>	<input type="checkbox"/>
2. Researches the department's budget preparation process		<input type="checkbox"/>	<input type="checkbox"/>
3. Selects and submits items related to the fire department's budget management system		<input type="checkbox"/>	<input type="checkbox"/>
4. Presents items related to the fire department's budget management system		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Fire Officer III Skill Sheets

Skill Sheet No. 6.4.3A Primary Task: Developing RFP, Soliciting and Awarding Bids				
Objective(s) : 6.4.3, 6.4.3(A)(B)	NFPA Standard: 1021	Candidate No. 		
Performance Evaluation Sheet				
Tasks:				
			Pass	Fail
1.	Describes department's policies, procedures, and the process for developing requests for proposal			
2.	Describes product being purchased			
3.	Develops specifications of the product for the bidding process			
4.	Describes solicitation process to accommodate the bidding vendors			
5.	Describes the bid awarding process			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	4

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Fire Officer III Skill Sheets

Skill Sheet No. 6.4.4A Primary Task: Dept. Record & Management System Development			
Objective(s) : 6.4.4, 6.4.4(A)(B)	NFPA Standard: 1021	Candidate No.	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Describes department policies and procedures pertaining to its record and management system			
2. Identifies areas of concern			
3. Gathers all information relevant to the concern			
4. Selects action emphasizing completeness and accuracy			
5. Designs evaluation tool to retrieve information for the record and budget process			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 4

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Fire Officer III Skill Sheets

Skill Sheet No. 6.4.5A	Primary Task: Analyze and Interpret Records and Data			
Objective(s) : 6.4.5, 6.4.5(A)(B)	NFPA Standard: 1021	Candidate No. 		
Performance Evaluation Sheet				
Tasks:				
			Pass	Fail
1.	Uses proper grammar and spelling			
2.	Identifies fire department record and data system			
3.	Gathers information relevant to department record and data system			
4.	Analyzes and interprets records and data for validity			
5.	Selects action that is most appropriate for circumstance and defends action if necessary			
6.	Implements the action			
7.	Designs evaluation tool to collect information to determine need for recommended change			
8.	Presents findings			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	6

6/21/10

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Fire Officer III Skill Sheets

Skill Sheet No. 6.4.6A	Primary Task: Model Plan for Continuous Improvement		
Objective(s) : 6.4.6, 6.4.6(A)(B)	NFPA Standard: 1021	Candidate No.	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Acquires a current copy of the fire department's continuous improvement plan			
2. Identifies a survey method (group problem-solve, interview, data collection)			
3. Identifies an area where utilization of resources may not be maximized at this time			
4. Evaluates the area to determine if resources could be used more effectively			
5. Sets a quantifiable goal for increasing resources used in that area			
6. Develops a plan to increase resource utilization			
7. Identifies a method of verifying that the resource utilization has been increased after the planned implementation			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 5

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Fire Officer III Skill Sheets

Skill Sheet No. 6.5.1A	Primary Task: Evaluate an AHJ Inspection Program		
Objective(s) : 6.5.1, 6.5.1(A)(B)	NFPA Standard: 1021	Candidate #	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Identifies methods of evaluation			
2. Identifies data sources			
3. Compiles and summaries data			
4. Assesses data and facts to applicable codes, ordinances, and standards			
5. Identifies corrective action plan			
6. Identifies timeframe for corrective action and follow-up			
7. Presents summary of findings			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 5

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Fire Officer III Skill Sheets

Skill Sheet No. 6.5.2A	Primary Task: Develop a Plan – Fire Safety Problem		
Objective(s) : 6.5.2, 6.5.2(A)(B)	NFPA Standard: 1021	Candidate No.	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Identifies the fire safety problem in the community			
2. Determines the fire safety needs of the community			
3. Collects relevant data to analyze the problem			
5. Identifies the cause of the problem, not the symptoms			
6. Chooses a specific and quantifiable goal for the problem			
7. Determines the specific steps for a correction action			
8. Implements the plan			
9. Develops an evaluation tool			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 6

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Fire Officer III Skill Sheets

Skill Sheet No. 6.6.1B	Primary Task: Delegate Authority Presentation			
Objective(s) : 6.6.1, 6.6.1(A)(B)	NFPA Standard: 1021	Candidate No.		
Performance Evaluation Sheet				
Tasks:				
			Pass	Fail
1. Acquires a current copy of the fire department's All-Hazards Incident Management Team (IMT) plan			<input type="checkbox"/>	<input type="checkbox"/>
2. Determines deployment of resources and personnel needs based on scope of incident			<input type="checkbox"/>	<input type="checkbox"/>
3. Oversees implementation of IAP			<input type="checkbox"/>	<input type="checkbox"/>
4. Evaluates progress to determine plan changes			<input type="checkbox"/>	<input type="checkbox"/>
5. Communicates need for plan changes to deploy resources and personnel			<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	4

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Fire Officer III Skill Sheets

Skill Sheet No. 6.6.2A Primary Task: Develop and Conduct a Post-Incident Analysis				
Objective(s) : 6.6.2, 6.6.2(A)(B)	NFPA Standard: 1021	Candidate No. 		
Performance Evaluation Sheet				
Tasks:				
			Pass	Fail
1.	Describes department policies and procedures			
2.	Identifies critical elements/actions at the incident properly			
3.	Provides appropriate information as required by department policy			
4.	Conducts post-incident critiques, including items for corrective action			
5.	Responds to customer service needs as appropriate			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	3

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Fire Officer III Skill Sheets

Skill Sheet No. 6.6.3A	Primary Task: Develop a Plan for Unmet Resources											
Objective(s) : 6.6.3, 6.6.3(A)(B)	NFPA Standard: 1021	Candidate No. 										
Performance Evaluation Sheet												
Tasks:												
		<table border="1" style="float: right; border-collapse: collapse;"> <thead> <tr> <th style="width: 50px;">Pass</th> <th style="width: 50px;">Fail</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </tbody> </table>	Pass	Fail								
Pass	Fail											
1. Acquires a current copy of the department's plan for unmet resources												
2. Researches for information to the department's plan for unmet resources												
3. Selects and submits in writing a list of items related to the department's plan for unmet resources and focuses on contingency planning												
4. Presents significant items related to the fire department's plan for unmet resources focusing on department's contingency plan												
* Critical Task	Failure of this task mandates failure on the entire objective	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Safety is PARAMOUNT</td> <td style="width: 40%;">Total number tasks candidate must complete to pass</td> <td style="width: 30%; text-align: center; font-size: 24px;">3</td> </tr> </table>	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	3							
Safety is PARAMOUNT	Total number tasks candidate must complete to pass	3										

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Fire Officer III Skill Sheets

Skill Sheet No. 6.7.1A	Primary Task: Develop Injury Prevention Program		
Objective(s) : 6.7.1, 6.7.1(A)(B)	NFPA Standard: 1021	Candidate No. 	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Writes an analysis of current department injury and accident situations		<input type="checkbox"/>	<input type="checkbox"/>
2. Identifies and decides specific outcomes available for the injury or accident program		<input type="checkbox"/>	<input type="checkbox"/>
3. Chooses and defines specific, quantifiable goals		<input type="checkbox"/>	<input type="checkbox"/>
4. Determines specific steps that would have to be taken for the program		<input type="checkbox"/>	<input type="checkbox"/>
5. Develops and implements an action plan		<input type="checkbox"/>	<input type="checkbox"/>
6. Monitors program, refining as the plan is executed		<input type="checkbox"/>	<input type="checkbox"/>
7. Evaluates progress of the plan		<input type="checkbox"/>	<input type="checkbox"/>
8. Presents findings		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 6

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Fire Officer III Skill Sheets

Skill Sheet No. 6.8.1A Primary Task: Emergency Interagency Planning and Coordination Presentation				
Objective(s) : 6.8.1, 6.8.1(A)(B)	NFPA Standard: 1021	Candidate No. _____		
Performance Evaluation Sheet				
Tasks:				
			Pass	Fail
1. Acquires a current copy of the Local Emergency Planning Community (LEPC) Plan			<input type="checkbox"/>	<input type="checkbox"/>
2. Defines role of fire service in community's LEPC plan			<input type="checkbox"/>	<input type="checkbox"/>
3. Defines role of fire service in preparedness planning			<input type="checkbox"/>	<input type="checkbox"/>
4. Describes how fire department's role at the EOC is integrated to comply with federal, state and local regulations			<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	3

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