



State of Connecticut
COMMISSION ON FIRE PREVENTION AND CONTROL



Fire Officer III
Practical Skill Sheet 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. Develops personnel assignment roster for each station and shift		<input type="checkbox"/>	<input type="checkbox"/>
3. Identifies shortcomings of minimum staffing when providing additional services		<input type="checkbox"/>	<input type="checkbox"/>
4. Recommends solutions for providing additional service with existing personnel		<input type="checkbox"/>	<input type="checkbox"/>
5. Communicates orally and relates to other members of the group interpersonally		<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. 6.2.2A	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. Prescribes physical agility test and relative information associated to testing			
4. Develops a reading or reference list applicable to the hiring procedure			
5. Develops a means for developing or acquiring a written examination			
6. Develops or acquires a series of oral interview evaluation questions with scoring instrument			
7. Develops a method for evaluation, ranking and selection			
8. Communicates orally with other members of the group			
* 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. 6.2.3A	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														
1. Develops eligibility requirements															
2. Develops educational and certification requirements															
3. Develops a means for developing or acquiring a written examination															
4. Develops or acquires a series of oral interview evaluation questions with scoring instrument															
5. Develops a method for evaluation, and ranking process															
6. Establishes a mentoring program															
* 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. 6.2.4A Primary Task: Professional Development Participation											
Objective(s) : 6.2.4, 6.2.4(A)(B), 6.2.5, 6.2.5(A)(B)	Candidate No. NFPA Standard: 1021										
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> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Pass	Fail								
Pass	Fail										
1. Develops a list of professional development items											
2. Identifies classes that should be obtained before consideration for promotion and time frame for completion											
3. Develops an employee benefit plan that will provide a pay incentive											
4. Presents employee benefit plan											
* 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%;">Safety is PARAMOUNT</td> <td style="width: 40%;">Total number tasks candidate must complete to pass 3</td> </tr> </table>	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. Identifies a concern or issue related to reasonable accommodations		<input type="checkbox"/>	<input type="checkbox"/>
2. Researches information relevant to solving the circumstance		<input type="checkbox"/>	<input type="checkbox"/>
3. Selects action that is most appropriate for circumstance that is consistent with state and federal laws and regulations		<input type="checkbox"/>	<input type="checkbox"/>
4. Designs evaluation tool to collect information appropriate to assess results of 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. 6.2.7A		Primary Task: Develop an Education Training Program		
Objective(s) : 6.2.1, 6.2.1(A)(B), 6.2.7, 6.2.7(A)(B)		NFPA Standard: 1021	Candidate No.	
Performance Evaluation Sheet				
Tasks :				
			Pass	Fail
1. Acquires organization's mission statement and training goals				
2. Develops an ongoing education training program given organizational training requirements				
3. Develops a list of personnel and recommended training courses				
* 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. 6.3.1A	Primary Task: Community and Government Relations		
Objective(s) : 6.3.1, 6.3.1(A)(B), 6.5.2, 6.5.2(A)(B)	NFPA Standard: 1021	Candidate No.	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
As a member of a group:			
1. Prepares a community awareness program			
2. Analyzes given data to determine major fire and burn hazards			
3. Identifies high risk locations			
4. Develops a plan for an identified fire safety problem			
5. Chooses a specific and quantifiable goal of the program			
6. Determines the specific steps and develops an implementation plan			
7. Develops evaluation instrument to evaluate community awareness program			
8. Presents awareness program and fire safety 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.	6.4.1A	Primary Task:	Develop a Divisional or Department Budget		
Objective(s) :	6.4.1, 6.4.1(A)(B), 6.4.2, 6.4.2(A)(B), 6.4.6, 6.4.6(A)(B)	NFPA Standard:	1021	Candidate No.	
Performance Evaluation Sheet					
Tasks:					
				Pass	Fail
As a member of a group:					
1.	Develops a five year operating budget				
2.	Shows total requested amount in each category				
3.	Uses line item budgeting to show how much cost for an individual to be trained				
4.	Uses line item budgeting to show how much it will cost to train a Lieutenant				
5.	Provides justification for each sub-category				
6.	Purchases books for training facility at each fire station.				
7.	Develops a budget code sheet for each year				
8.	Uses a line item budget for salaries and benefits for each year				
9.	Provides a justification for each budget				
10.	Summarizes fifth year				
11.	Gives presentation regarding the proposal				
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is	PARAMOUNT	Total number tasks candidate must complete to pass	8

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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. Prepares an announcement concerning the acceptance of sealed bids for hose			
3. Researches and prepares specifications for 3" hose			
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. Creates a hose testing policy			<input type="checkbox"/>	<input type="checkbox"/>
2. Creates a method for documenting testing and maintenance			<input type="checkbox"/>	<input type="checkbox"/>
3. Designs a hose card that will be used to create a computer program			<input type="checkbox"/>	<input type="checkbox"/>
4. Communicates orally and with other members of the group			<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. 6.4.6A	Primary Task: Model Plan for Continuous Improvement	
Objective(s) : 6.4.5, 6.4.5(A)(B), 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	<input type="checkbox"/>	<input type="checkbox"/>
2. Identifies a survey method (group problem-solve, interview, data collection)	<input type="checkbox"/>	<input type="checkbox"/>
3. Identifies an area where utilization of resources may not be maximized at this time	<input type="checkbox"/>	<input type="checkbox"/>
4. Evaluates the area to determine if resources could be used more effectively	<input type="checkbox"/>	<input type="checkbox"/>
5. Sets a quantifiable goal for increasing resources used in that area	<input type="checkbox"/>	<input type="checkbox"/>
6. Develops a plan to increase resource utilization	<input type="checkbox"/>	<input type="checkbox"/>
7. Identifies a method of verifying that the resource utilization has been increased after the planned implementation	<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 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) : 6.4.5, 6.4.5(A)(B), 6.5.1, 6.5.1(A)(B)	NFPA Standard: 1021	Candidate #	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Describes priority of inspection program			
2. Evaluates and reports number of inspectors needed to meet local and state mandates			
3. Writes a organizational memo with recommendations for improving the inspection program			
4. Identifies cost of hiring additional inspectors			
5. 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 4

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Fire Officer III Skill Sheets

Skill Sheet No. 6.6.1A		Primary Task: Prepare an Action Plan	
Objective(s) : 6.6.1, 6.6.1(A)(B), 6.6.2, 6.6.2(A)(B)		NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet			
Tasks:			
			Pass
			Fail
As a member of a group, given an emergency incident requiring multiple agency operations:			
1.	Conduct an incident size up		
2.	Develop strategy and tactics to mitigate the incident		
3.	Delegates authority		
4.	Communicate orally the other members of the group		
5.	Utilizes FEMA forms to complete written reports		
6.	Makes company assignments		
7.	Identifies and requests needed additional resources		
8.	Develops and conducts and post-incident analysis		
9.	All critical elements are identified and communicated		
10.	Develops an organizational chart		
* 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. 6.6.3A	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:			
		Pass	Fail
1. Develops a plan for unmet agency resources		<input type="checkbox"/>	<input type="checkbox"/>
2. Researches and evaluates information regarding agency's unmet resources		<input type="checkbox"/>	<input type="checkbox"/>
3. Selects and submits in writing a list of items related to meeting the agency's plan for unmet resources focusing on contingency planning		<input type="checkbox"/>	<input type="checkbox"/>
4. Communicates orally with other members of the group		<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. 6.7.1A	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. Evaluates current department health and safety program		<input type="checkbox"/>	<input type="checkbox"/>
2. Identifies budget impact to be fully compliant with state and federal codes and regulations		<input type="checkbox"/>	<input type="checkbox"/>
3. Identifies time frame to become fully compliant		<input type="checkbox"/>	<input type="checkbox"/>
4. Determines specific steps needed to become fully compliant – equipment purchase, SOP development, training, etc		<input type="checkbox"/>	<input type="checkbox"/>
5. 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 4

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Fire Officer III Skill Sheets

Skill Sheet No. 6.8.1A Primary Task: Emergency Interagency Planning and Coordination			
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			
2. Defines role of fire service in community's LEPC plan			
3. Defines role of fire service in preparedness planning			
4. Describes how fire department's role at the EOC is integrated to comply with federal, state and local regulations			
* 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. 6.9.1A	Primary Task: Oral Reports	
Objective(s) : 6.2.2, 6.2.3, 6.2.5, 6.2.6, 6.2.7, 6.3.1, 6.8.1	NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet		
Tasks:		
	Pass	Fail
Candidate presents a summation of all class projects to include the following subjects:		
1. Hiring Process (6.2.2)		
2. Promotion Process (6.2.3)		
3. Benefits Program (6.2.5)		
4. Employee Accommodations (6.2.6)		
5. Agency Needs Assessment (6.2.7)		
6. Community and Government Relations (6.3.1)		
7. Emergency Interagency Planning (6.8.1)		
* 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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