State of Connecticut

COMMISSION ON FIRE PREVENTION AND CONTROL

Fire Officer III

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10/10/13

Prevent or prohibit any unsafe acts.
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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		
2.	Develops personnel assignment roster for each station and shift		
3.	Identifies shortcomings of minimum staffing when providing additional services		
4.	Recommends solutions for providing additional service with existing personnel		
5.	Communicates orally and relates to other members of the group interpersonnaly		

* 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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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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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:

		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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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)	NFPA Standard: 1021	Candidate No.	

Performance Evaluation Sheet

Tasks:

		Pass	Fail
1.	Develops a list of professional devlopment items		
2.	Identifies classes that should be obtained before considersation 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	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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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		
2.	Researches information relevent to solving the circumstance		
3.	Selects action that is most appropriate for circumstance that is consistent with state and federal laws and regulations		
4.	Designs evaluation tool to collect information appropriate to assess results of accomodations		

* 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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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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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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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 Lieutenent		
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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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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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		
2.	Creates a method for documenting testing and maintenance		
3.	Designs a hose card that will be used to create a computer program		
4.	Communicates orally and 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	**3**

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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		
2.	Identifies a survey method (group problem-solve, interview, data collection)		
3.	Identifies an area where utlization 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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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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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 resouces		
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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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 rescources		
2.	Researches and evaluates infromation regarding agency's unmet rescources		
3.	Selects and submits in writing a list of items related to meeting the agency's plan for unmet resources focusing on on contingency planning		
4.	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	**3**

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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		
2.	Identifies budget impact to be fully compliant with state and federal codes and regulations		
3.	Identifies time frame to become fully compliant		
4.	Determines specific steps needed to become fully compliant – equipment purchase, SOP development, training, etc		
5.	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 **4**

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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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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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