PENNSYLVANIA STATE FIRE ACADEMY
FIRE OFFICER II SKILL STATIONS

Fire Officer II Skill Stations
NFPA 1021 – Chapter 5 (2020 Edition)

Station A	Human Resource Management: Evaluating Member Performance	Mandatory Station
Station B	Human Resource Management: Annual Job Performance Review	Mandatory Station
Station C	Administration: Policy/Procedure Development	Mandatory Station
Station D	Administration: Develop a Project or Divisional Budget	Random Station
Station E	Administration: News Release	Random Station
Station F	Administration: Data Processing Report	Random Station
Station G	Inspection & Investigation	Mandatory Station
Station H	Emergency Services Delivery	Mandatory Station
Station I	Health and Safety	Mandatory Station
Station J	Community and Government Relations (Emergency Service Delivery)	Random Station
Station K	Supervise a Multi-Unit Community Risk Reduction Plan Implementation	Random Station

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STATION A – Human Resource Management: Evaluating Member Performance		Reference NFPA 1021 (2020 Edition), Chapter 5 Mandatory Station: JPR 5.2.1	
Test Site	**Test Date**	**Candidate #**	**Check the Test Type** _____Initial _____Retest

Directions: Given a scenario involving an injury to a team member, using the forms provided and the human resource/jurisdictional policies/procedures, complete the injury report and memo to your supervisor. Also, draft a statement or revise a statement within the policy/procedure to correct unacceptable performance or procedure.

Please refer to Guide 1 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **12 of 12** tasks being correctly performed.

No.	Tasks	Yes	No
	Injury Report		
1	Recognized and identified the problem(s)		
2	Provided a brief description of the mechanism of injury for the incident/accident		
3	Recommended a course of action to deal with the problem		
4	Provided a complete and accurate injury report		
	Report to Supervisor		
5	Contained a brief statement of what happened		
6	Explained what actions were taken regarding the incident/accident		
7	Provided a brief description of how the action(s) taken were explained to the member		
8	Dealt with member according to procedure		
9	Provide a complete and accurate Member Discipline Report		
	Policy / Procedure		
10	Identifies unacceptable performance behavior		
11	Identifies corrective actions		
12	Identifies disciplinary actions		
13	All paperwork is typed, complete, and grammatically correct with no spelling errors		
	Please indicate skill outcome	**PASS**	**FAIL**

Evaluator Comments: _____

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Evaluator Signature: _____   **Evaluator #**_____

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STATION B – Human Resource Management: Annual Job Performance Review		Reference NFPA 1021 (2020 Edition), Chapter 5 Mandatory Station: JPRs 5.2.1, 5.2.2, 5.2.3	
Test Site	**Test Date**	**Candidate #**	**Check the Test Type** _____Initial _____Retest

Directions: Given a job performance evaluation task for an assigned member, and using personnel records and forms provided, evaluate and document the performance of a member(s) and develop a professional development plan that is in accord with human resource policies and procedures. The candidate will write a memo explaining the process and what was covered in the evaluation/development of the member.

Please refer to Guide 2 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **8 of 8** tasks being correctly performed.

No.	Tasks	Yes	No
	Member Performance Review		
1	Measures job knowledge, skills, work habits, and work results		
2	Measures employee's ability to create and maintain positive internal/external relationships		
3	Identifies the problem(s) and provides a solution(s)		
4	Review and explain the performance evaluation process with the member		
	Professional Development Plan		

5	Identifies professional development plan objectives
	  a) opportunities for professional development
	  b) addresses areas of concern with recommendations for improvement		

6	Member dealt with in accordance with established evaluation policy/procedure		
7	Conveys performance review information to the supervisor in an appropriate manner		
8	All paperwork is typed, complete, and grammatically correct with no spelling errors		
	Please indicate skill outcome	**PASS**	**FAIL**

Evaluator Comments: _____

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Evaluator Signature: _____ **Evaluator #**_____

STATION C – Administration: Policy / Procedure Development		Reference NFPA 1021 (2020 Edition), Chapter 5 Mandatory Station: JPR 5.4.1	
Test Site	**Test Date**	**Candidate #**	**Check the Test Type** _____Initial _____Retest

Directions: Given an issue and an assignment, develop a policy or procedure at a company officer's level so the recommended policy or procedure identifies the problem and provides a solution.

Please refer to Guide 3 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **5 of 5** tasks being correctly performed.

No.	Tasks	Yes	No
1	Identifies the need for a policy/procedure/guide		
2	Identifies the history of how the need elevated to the current status		
3	Drafts policy/procedure/guide to meet the need		
4	Identified action(s) taken to correct or train members in the new procedures/policy/guide		
5	All paperwork is typed, complete, and grammatically correct with no spelling errors		
	Please indicate skill outcome	**PASS**	**FAIL**

Evaluator Comments: _____

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Evaluator Signature: _____   **Evaluator #**_____

PENNSYLVANIA STATE FIRE ACADEMY
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STATION D – Administration: Develop a Project or Divisional Budget		Reference NFPA 1021 (2020 Edition), Chapter 5 Random Station: JPRs 5.4.2, 5.4.3	
Test Site	**Test Date**	**Candidate #**	**Check the Test Type**
			_____Initial _____Retest

Directions: Utilizing the forms/documents provided, develop a project or divisional budget to include a schedule, personnel, and operational or capital costs. Describe the purchasing process, including the solicitation and awards procedures for bids. Attach a copy of the completed purchase request, including supportive data (i.e., cost estimate proposals), and provide a memo explaining your actions to your supervisor.

Please refer to Guide 4 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **8 of 8** tasks being correctly performed.

No.	Tasks	Yes	No
1	Identifies a project / divisional budget		
2	Identifies supplies and equipment necessary for the ongoing program or new project regarding repairs to an existing facility apparatus maintenance, new equipment, etc.		
3	Identifies personnel cost (if applicable)		
4	Identifies appropriate budget type (i.e., operational, capital)		
5	Develops budget schedule (i.e., timeline)		
6	Describes the AHJ purchasing process		
7	Describes how solicitations are obtained and how a proposal is awarded while ensuring a competitive bidding process		
8	All paperwork is typed, complete, and grammatically correct with no spelling errors		
	Please indicate skill outcome	**PASS**	**FAIL**

Evaluator Comments: _____

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STATION E – Administration: News Release		Reference NFPA 1021 (2020 Edition), Chapter 5 Random Station: JPR 5.4.4	
Test Site	**Test Date**	**Candidate #**	**Check the Test Type** _____Initial _____Retest

Directions: Given an assignment to inform the media/public, prepare a press release using the form(s) provided. The candidate will write a memo to the Fire Chief detailing their press release.

Please refer to Guide 5 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **7 of 7** tasks being correctly performed.

No.	Tasks	Yes	No
1	Narrative identifies the target audience for the topic or event		
2	The document contains the name and phone number of the designated contact person		
3	The narrative summarizes the topic or event (who, what, when, where, how, and why)		
4	The document is on Letterhead/Press Release Form		
5	The narrative does not release privileged or sensitive information		
6	References in the report to the Fire Chief on how social media will be used to disseminate information		
7	All paperwork is typed, complete, and grammatically correct with no spelling errors		
	Please indicate skill outcome	**PASS**	**FAIL**

Evaluator Comments: _____

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STATION F – Administration: Data Processing Report		Reference NFPA 1021 (2020 Edition), Chapter 5 Random Station: JPRs 5.4.5, 5.4.6	
Test Site	**Test Date**	**Candidate #**	**Check the Test Type**
			_____Initial _____Retest

Evaluator & Candidate Note: Part A applies to jurisdictions with an operational information system. Part B is for jurisdictions without an information system. Performance criteria are determined using **either Part A or B but not both**.

Directions: Research the information management system utilized by your fire service organization and prepare a report to your supervisor. If no system exists, the candidate will prepare a report addressing a suggested system for their jurisdiction and describe the data analysis that would be conducted based on their research.

Please refer to Guide 6 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **5 of 5** tasks being correctly performed.

No.	Tasks	Yes	No
PART A: Jurisdiction with an Information System			
1a	Describes the system's capabilities/applications		
2a	Describes system capabilities used for the jurisdiction's operations		
3a	Evaluates jurisdictional operations and describe a recommendation(s) of the system's capabilities (not currently used) to enhance, change, or improve operational needs		
4a	Describes a data analysis feature currently used or a feature that could be done based on data stored and retrieved from the current system. The description shall include an identifiable trend or a variance (deviation) from the normed data or another data-supported item of importance related to the jurisdiction's operational need.		
5a	All paperwork is typed, complete, and grammatically correct with no spelling errors		
PART B: Jurisdiction without an Information System			
1b	Describes an information management system applicable to your jurisdiction		
2b	Explain why it meets the jurisdictional needs		
3b	Evaluates the jurisdictional operations and describe how the system would enhance, change, or improve the operational needs (as detailed in Task 2)		
4b	Describe the data analysis capabilities that *would be done* based on the type of data collected for the intended system, and describe what trends, variances, or other jurisdictional data items of importance would be expected from the data analysis.		
5b	All paperwork is typed, complete, and grammatically correct with no spelling errors		
Please indicate skill outcome		**PASS**	**FAIL**

Evaluator Comments: _____

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STATION G – Inspection & Investigation		Reference NFPA 1021 (2020 Edition), Chapter 5 Mandatory Station: JPR 5.5.1	
Test Site	**Test Date**	**Candidate #**	**Check the Test Type** _____Initial _____Retest

Directions: Given a fire scene, demonstrate the appropriate method(s) for securing the scene. Then conduct a fire scene investigation, document your findings in a report, and include point-of-origin and preliminary cause and method(s) to preserve the scene and evidence in accordance with the authority having jurisdiction's policy.

Please refer to Guide 7 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **16 of 16** tasks being correctly performed.

No.	Tasks	Yes	No
1	Describes the method used to contact the Fire Investigator		
2	Describes the process used to contact local law enforcement		
3	Describes how and when initial findings are provided to the Fire Investigator		
	Secures Scene		
4	Describes how the scene's security perimeter is established		
5	Describes what method(s)/process was used to control access to the scene		
	Interviews Individuals		
6	Interviews property occupant(s) and the owner(s)		
	Locates Origin		
7	Describes common indicators for fire origin		
8	Identifies and explains the importance of "V" patterns		
9	Identifies areas of the deepest char/greatest damage		
	Identifies Cause		
10	Describes common causes of fire		
11	Identifies possible causative item(s) for the scenario provided		
12	Describes how to protect evidence or potential evidence from damage or destruction		
	Completes Reports		
13	Documentation includes sketches, photographs, or diagrams		
14	All paperwork is typed, complete, and grammatically correct with no spelling errors		
	Please indicate skill outcome	**PASS**	**FAIL**

Evaluator Comments: _____

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STATION H – Emergency Service Delivery		Reference NFPA 1021 (2020 Edition), Chapter 5 Mandatory Station: JPRs 5.6.1, 5.6.2,	
Test Site	**Test Date**	**Candidate #**	**Check the Test Type** _____Initial _____Retest

Directions: Utilizing the forms and criteria provided, complete the following: a) a detailed pre-incident plan, b) an incident action plan for a multi-unit operation, and c) conduct a post-incident analysis.

Please refer to Guide 8 in the Fire Officer II Candidate Handbook for more information to complete this station.

Performance Outcome: Pass / Fail is determined by **9 of 9** tasks being correctly performed.

No.	Tasks	Yes	No
	Pre-Plan		
1	The pre-incident plan defines IMS, response objectives, assignments, PAR system, and organizational command structure		
2	Pre-plan is neat, logical, and legible (able to read content)		
	Incident Action Plan		
3	Develops an IAP which includes strategic goals (life safety, incident stabilization & property conservation)		
4	The IAP addresses tactical objectives / operational goals		
	Operational Presentation		
5	Outlines the command structure		
6	Provides an initial size-up report		
7	Describes the accountability system and method for situation reports a. accountability is initiated and maintained b. status reports are given		
8	Rapid intervention crews are staffed		
9	All paperwork is typed, complete, and grammatically correct with no spelling errors		
	Please indicate skill outcome	**PASS**	**FAIL**

Evaluator Comments: _____

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Evaluator Signature: _____   **Evaluator #**_____

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Station I – Health and Safety		Reference NFPA 1021 (2020 Edition), Chapter 5 Mandatory Station: JPRs 5.7.1, 5.2.1	
Test Site	**Test Date**	**Candidate #**	**Check the Test Type** _____Initial _____Retest

Directions: Given an assignment, properly analyze an employee's/member's injury, incident, or health exposure problem. Complete a memo, exposure record (if applicable), and corrective action forms using the forms provided.

Please refer to Guide 9 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **5 of 5** tasks being correctly performed.

No.	Tasks	Yes	No
1	Problem / issues identified		
2	Identifies unsafe work conditions/behaviors contributing to injury/exposure		
3	Identifies warranted actions / immediate needs to be taken to address the situation		
4	Member deals with the situation according to procedure/explains actions to member		
5	All paperwork is typed, complete, and grammatically correct with no spelling errors		
	Please indicate skill outcome	**PASS**	**FAIL**

Evaluator Comments: _____

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Station J – Community and Government Relations (Emergency Service Delivery)	Reference NFPA 1021 (2020 Edition), Chapter 5 Random Station: JPRs 5.3.2, 5.6.3
Test Site **Test Date**	**Candidate #** **Check the Test Type** _____Initial _____Retest

Directions: Utilizing the Urtown Demographics, Infrastructure, & Services document, conduct a needs assessment and prepare a detailed written report for the organization's municipality that identifies a specific problem or issue within the community requiring assistance from an outside agency/organization. Explain to the organization the benefits of cooperating with allied organizations.

Please refer to Guide 10 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by **10 of 10** tasks being correctly performed.

No.	Tasks	Yes	No
1	Recognize and state the organization's mission and goals		
2	Develops charts, tables, or graphs based on data analysis to explain problem/issue		
3	Identifies incident types, volumes, and frequency of occurrences		
4	Describes the benefits of effective public relations and community outreach programs		
5	Selects, identifies, and lists appropriate community resources, organizations, or partners available to assist with the identified need		
6	Provides appropriate background information to identify service needs		
7	Justifies the partnerships with outside organizations or agencies, and the community benefits		
8	Describes how strategic partnerships will be utilized in the delivery of safety, injury, or fire prevention objectives and goals		
9	Describes the benefits to the organization of partnering with outside organizations		
10	All paperwork is typed, complete, and grammatically correct with no spelling errors		
	Please indicate skill outcome	**PASS**	**FAIL**

Evaluator Comments: _____

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Evaluator Signature: _____   **Evaluator #**_____

PENNSYLVANIA STATE FIRE ACADEMY
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Station K – Supervise Multi-Unit Community Risk Reduction Plan Implementation	Reference NFPA 1021 (2020 Edition), Chapter 5 Random Station: JPRs 5.3.1
Test Site **Test Date**	**Candidate #** **Check the Test Type** _____Initial _____Retest

Directions: Utilizing the Urtown Community Risk Reduction Plan, conduct a needs assessment and prepare a detailed written report for the organization's municipality that identifies a specific problem or issue within the community requiring the CCR plan to be implemented.

Please refer to Guide 10 in the candidate handbook for further information to complete this skill station.

Performance Outcome: Pass / Fail is determined by 9 **of 9** tasks being correctly performed.

No.	Tasks	Yes	No
1	Recognize and state the organization's mission and goals		
2	Identifies community demographics		
3	Describes the benefits of effective public relations and community outreach programs		
4	Defines and describes cooperative allied organizations within the community		
5	Identifies specific issues or problems in the community		
6	Defines the required roles of each unit assigned for initiating action to resolve the issue		
7	Describes a plan for communicating direction and initiating action		
8	Describes a plan to ensure that units achieve desired results		
9	All paperwork is typed, complete, and grammatically correct with no spelling errors		

Please indicate skill outcome	**PASS**	**FAIL**

Evaluator Comments: _____

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