

FIRE OFFICER I/II

CERTIFICATION PROCESS

Fire Officer I/II Cert

Presented by:

- the Colorado Division of Fire Safety, and
- The Colorado Fire Training Officer's Association- Fire Officer Review Committee

CFTOA- Fire Officer Review Committee Members

- Larry Ketelhut- Thornton Fire Dept.
(Chairperson)
- Todd Gilgren- Arvada FPD
- Joel Hager- Fairmount FPD
- Lori Miller- Red, White and Blue FPD
- Doug Schneider- Cunningham FPD
- Ned Sparks- Loveland Fire Department

Purpose:

The objective of this presentation is to:

- Enhance the process so all packets are reviewed in an efficient and effective manner, with a high rate of successful completion on the first review, and
- Review the recertification process for Fire Officer I and II.

Fire Officer II Packets

The Fire Officer II packet instructions will be modified to become consistent with those for Fire Officer I.

FIRE OFFICER I JOB PERFORMANCE REQUIREMENT SKILLS EVALUATION PACKET

Letter- from Fire Officer Review Committee

Defines expectations:

- Professional document

- Actually performed JPR

- Supporting documentation

- Protect private information

- Keep a copy

Fire Officer I Skills Packet Requirements

Attach copies of the required current certifications:

- EMS First Responder or higher
- Firefighter II
- Fire Instructor I
- Hazardous Materials- Operations

Fire Officer I Skills Packet Requirements

- Include a completed CDFS *Application and Request for Examination* form (gray bubble sheet)
- Include the completed Instructions, Sign-Off Sheets, and JPRs.

Fire Officer I Skills Packet Requirements

- JPR supporting documentation

(Will review with individual JPRs)

Test Instructions

- Information should be filled out and legible.
- CDFS is developing system to track "designees"

JPR Format and Terms

- Check the Revision Dates!
- Task: NFPA Standard Requirements
- Performance Outcome: How the skill can be demonstrated
- Conditions and Equipment Required: the parameters within which the skill should be completed
- Task Steps: Performance indicators

ALL JPRs

REQUIRE A DETAILED NARRATIVE
OUTLINING THE METHOD USED TO
ACCOMPLISH THE TASK(S)
UTILIZING THE TASK STEPS.

ALL JPRs

SOP/SOG or a statement regarding the lack of policies. If no policy exists, what resources/reference materials were the actions based upon.

JPR#FOI-1

(Emergency Operation/PIA- Single Unit)

- Supporting Documents:
 - Incident Report
 - Completed forms
 - SOP/SOG or a statement regarding the lack of policies. If no policy exists, what resources/reference materials were the actions based upon.
 - Post-Incident Analysis

JPR#FOI-2

(Non-Emergency Projects and Tasks)

- Can adjust the Performance Outcome
- Copy of written plan
- Forms, Reports, Estimate, Outlines, etc.
- Include the alerting method and safety considerations.

JPR#FOI-3

(Company Training Evolution)

- Include the class roster/training record
- Include the lesson plan or presentation guide/materials.

JPR#FOI-4

(Member-Related Problem)

- Identify how you ensured privacy
- Make written recommendation

JPR#FOI-5

(Community need/Public Education)

- Any follow-up memos, forms, reports or communications used internally or externally.
- SOP/SOG, statement regarding the lack of policies, or resources/references used.

JPR#FOI-6

(Citizen's Concern)

- Any follow-up memos, forms, reports or communications used internally or externally.
- SOP/SOG, statement regarding the lack of policies, or resources/references used.

JPR#FOI-7

(Public Inquiry)

- Any follow-up memos, forms, reports or communications used internally or externally.
- SOP/SOG, statement regarding the lack of policies, or resources/references used.

JPR#FOI-8

(Changes to/Implement of Policies, and Administrative Functions)

- Current SOP/SOG on initiating changes to other SOP/SOG (if applicable)
- Copy of new SOP/SOG
- Meeting schedule and/or roster
- Meeting outline
- Reports, logs, records (as applicable)

JPR#FOI-9

(Budget Request)

- Written communications and forms
- Address revenue sources considered
- Supporting documentation for policies, data, and budget plan

JPR#FOI-10

(Preliminary Fire Cause and Securing of the Scene)

- Identify how the scene was secured
- Written statements
- Identify preliminary fire cause
- Investigator notification procedures
- Supporting documents/photos

JPR#FOI-11

(Pre-Incident Plan)

- How were contacts are made
- Draft and final documents
- Applicable policies and procedures

JPR#FOI-12

(Develop and Implement an Initial Action Plan)

- SOP/SOG, statement regarding the lack of policies, or resources/references used.
- Completed action plan, tactical worksheets, or other forms
- Incident Report
- Drawings/pictures (if applicable)

JPR#FOI-13

(Initial Accident Investigation)

- SOP/SOG, statement regarding the lack of policies, or resources/references used.
- How scene/apparatus was secured
- Completed reports/forms
- Witness statements
- Drawings/pictures (if applicable)

AFTER THE PACKET IS SUBMITTED ...

- Packet will be reviewed.
- If required, re-submittal of unsuccessful JPRs will be required.
- If successful, the written exam will be sent out.

BE READY!!

RENEWAL OF CERTIFICATIONS

- Do NOT submit packets.
- The completed CDFS *Application and Request for Examinations* is submitted in accordance with the Certification Policy and Procedure Manual.

- BY MY SIGNATURE BELOW, I AM CERTIFYING THAT THE FOLLOWING REQUIREMENTS HAVE BEEN MET AND THAT DEPARTMENT RECORDS WILL EXIST TO SUPPORT THE FACT THAT EACH OF THE FOLLOWING INDIVIDUALS HAVE:

FOR RENEWALS:

The minimum number of continuing education hours required by the rules of the firefighter certification program have been received.

Demonstrated proficiency in ALL the skill evolutions identified for the level of certification by having been observed, tested and evaluated by an instructor in the accomplishment of these skills.

Remained active and proficient in the field in the areas for which this renewal applies.

Local records are maintained which contain copies of the evaluator's checklist and evaluation for each candidate.

All certified candidates will meet the current NFPA standards as adopted by the Colorado Division for Fire Safety Advisory Board.

RECERTIFICATION REQUIREMENTS- Fire Officer I

	<u>Min. JPRs</u>	<u>Req. Hrs</u>
01/01/06	0	108
07/01/06	2	90
01/01/07	4	72
07/01/07	7	54
01/01/08	9	36
07/01/08	11	18
01/01/09	13	0