

FIRE OFFICER II

PRACTICAL SKILLS MATERIALS

Based on *NFPA 1021: Standard for Fire Officer Professional Qualifications*, 2014 Edition.



ALABAMA FIRE COLLEGE

REVISED 07/22/17



ALABAMA FIRE COLLEGE

Fire Officer II

Projects Instructions

Revised 07/22/17

Thank you for being a part of making the fire service better through training and education.

The projects are a testing item. The projects that you will be completing are individual projects. You must turn in your own work that you have created. You are not to turn in projects that others have completed.

- You are free to discuss your work with your fellow students just like you would in your everyday life on the job as a Fire Officer II. But, the work you submit has to be your own.
- All of the projects are required by NFPA. We get complaints about there being too many projects. They are all necessary to meet the NFPA Standard and allow us to issue certification based on our current accreditation through IFSAC and Pro Board. So eliminating projects is not a realistic option.
- As you complete the projects, the internet is an excellent source to get material that you can then alter to fit your needs. But, do not just copy and paste content to complete a project. If you do use content from an online source, you are required to list the source and why it meets your needs for that project. Credit will not be given if content is copied from another source and that source is not listed.
- All projects are to be completed by the end of the last scheduled class. Our procedure is to grade the projects after the course has completed. If a project is submitted and needs to be reopened for a legitimate reason, have your Instructor to contact the Program Manager and the Certification Division (Certification@alabamafirecollege.org). Once the course has ended, access to the projects is closed.
- All projects are to be submitted in Microsoft Office or Adobe PDF. If another format has to be used, please have your Instructor to contact the Program Manager and the Certification Division.



ALABAMA FIRE COLLEGE

Fire Officer II (NFPA 1021, 2014 edition)

Grading Rubric

(revised 07/22/17)

Project completion must be the original work of the individual. Submissions are required in Microsoft Office or Adobe PDF format. The Projects are developed to meet the intent of the standard and prepare the individual to function as a Fire Officer II. The Project work is evaluated by an evaluator not involved with the instruction of the course.

Project # and Description	JPRs	Possible Points
Project 1 –Cooperating with External Agencies/Prepare a News Release (Individual Project)	5.3.1; 5.4.4	10
Project 2 – Prepare a Concise Report/Utilize Incident Data (Individual Project)	5.1.2; 5.4.5; 5.6.3	10
Project 3 – Create a Professional Development Plan (Individual Project)	5.2.3	10
Project 4 – Initiate Action to Maximize Member Performance/Evaluate Job Performance of Assigned Members (Individual Project)	5.2.1; 5.2.2	10
Project 5 – Develop a Project or Divisional Budget/Describe the Process of Purchasing (Individual Project)	5.4.2; 5.4.3	10
Project 6 – Development of a Policy or Procedure (Individual Project)	5.4.1; 5.4.6	10
Project 7 –Determine the Point of Origin & Preliminary Cause of a Fire (Individual Project)	5.5.1	10
Project 8 – Produce Operational Plans/Develop & Conduct a Post-Incident Analysis (Individual Project)	5.6.1; 5.6.2	20
Project 9 – Analyze a Member’s Accident (Individual Project)	5.7.1	10
Total Project Points		100

Project # 1 - NFPA 5.3.1, 5.4.4	Points Possible
Prepare a written news release <ul style="list-style-type: none"> • Displays interpersonal relationships • Clear purpose and organization • Professional tone • Proper grammar • Error-free punctuation and spelling 	7
Present and discuss news release to class <ul style="list-style-type: none"> • Communicates clearly and concisely 	3
Total Points	10

Project # 2 - NFPA 5.1.2, 5.4.5, 5.6.3	Points Possible
Prepare a written report utilizing incident data <ul style="list-style-type: none"> • Identifies data • Identifies trends • Clear purpose and organization • Professional tone • Proper grammar • Error-free punctuation and spelling 	5
Prepare a written report for a supervisor <ul style="list-style-type: none"> • Interprets data • Clear purpose and organization • Professional tone • Proper grammar • Error-free punctuation and spelling 	5
Total Points	10

Project # 3 - NFPA 5.2.3	Points Possible
Create a written professional development plan <ul style="list-style-type: none"> • Minimum requirements for advancement • Implementation timeframe • Resources 	7
Present and discuss findings to class <ul style="list-style-type: none"> • Communicates clearly and concisely 	3
Total Points	10

Project # 4 - NFPA 5.2.1, 5.2.2	Points Possible
Correct unacceptable performance of a member <ul style="list-style-type: none"> • Uses policies and procedures of the jurisdiction • Interviews involved parties • Increases teamwork • Makes decision on how to maximize member performance 	4
Present and discuss findings to class <ul style="list-style-type: none"> • Communicates clearly and concisely 	2
Job performance evaluation <ul style="list-style-type: none"> • Completes a written performance evaluation • Counsels member on performance 	4
Total Points	10

Project # 5 - NFPA 5.4.2, 5.4.3	Points Possible
Prepare a budget request <ul style="list-style-type: none"> • Utilizes budget forms • Follows jurisdiction's policies and procedures • Identifies costs • Request is supported by data • Calculates costs savings using fire department personnel 	4
Prepare a bid announcement <ul style="list-style-type: none"> • Follows jurisdiction's policies and procedures • Describes purchasing policies • Prepares bid announcement • Describes the process for determining the winning bidder 	4
Present and discuss findings to class <ul style="list-style-type: none"> • Communicates clearly and concisely 	2
Total Points	10

Project # 6 - NFPA 5.4.1, 5.4.6	Points Possible
Prepare a written report on a policy or procedure change, including <ul style="list-style-type: none"> • Analysis of current policy • Specific recommendations • Justifications for changes • Details on how the changes are implemented • Training requirements • Communication process 	7
Present and discuss findings to class <ul style="list-style-type: none"> • Communicates clearly and concisely 	3
Total Points	10

Project # 7 - NFPA 5.5.1	Points Possible
Fire cause determination <ul style="list-style-type: none"> • Answers questions correctly • Develops commentary • Develops conclusions • Formulates pattern • Determines area of origin • Details on actions taken 	7
Present and discuss findings to class <ul style="list-style-type: none"> • Communicates clearly and concisely 	3
Total Points	10

Project # 8 - NFPA 5.6.1, 5.6.2	Points Possible
Develop an initial action plan <ul style="list-style-type: none"> • Analyze emergency scene conditions (size-up, background) • Activate the local emergency plan • Allocate resources • Places apparatus 	7
Implement an action plan <ul style="list-style-type: none"> • Implement Incident Management System • Tactical considerations • Manage scene safety • Supervise and account for personnel • Outside agency involvement 	7
Develop and conduct a post-incident analysis <ul style="list-style-type: none"> • Completes post-incident questionnaire • Conducts critique of tactical assignment to crew 	4
Present and discuss findings to class <ul style="list-style-type: none"> • Communicates clearly and concisely 	2
Total Points	20

Project # 9 - NFPA 5.7.1	Points Possible
Analyze a member's accident <ul style="list-style-type: none"> • Review the case study 	4
Prepare a written report, including <ul style="list-style-type: none"> • Investigative findings • Immediate actions taken • Preventative recommendations 	4
Present and discuss findings to class <ul style="list-style-type: none"> • Communicates clearly and concisely 	2
Total Points	10



Fire Officer II
Project Grade Sheet
(NFPA 1021, 2014 edition)
Revised 07/29/16

(Proctors: Collect Project Grade Sheet & project work ONLY if AFC_Online is NOT being used for project submission)

Last Four Digits of SSN/ID #: _____

Student Name (Please Print): _____

Graded Item	JPRs	Possible Points	Final Score
Project 1 – Cooperating with External Agencies/Prepare a News Release	5.3.1; 5.4.4	10	
Project 2 – Prepare a Concise Report/Utilize Incident Data	5.1.2; 5.4.5; 5.6.3	10	
Project 3 – Create a Professional Development Plan	5.2.3	10	
Project 4 – Initiate Action to Maximize Member Performance/Evaluate Job Performance of Assigned Members	5.2.1; 5.2.2	10	
Project 5 – Develop a Project or Divisional Budget/Describe the Process of Purchasing	5.4.2; 5.4.3	10	
Project 6 – Development of a Policy or Procedure	5.4.1; 5.4.6	10	
Project 7 – Determine the Point of Origin & Preliminary Cause of a Fire	5.5.1	10	
Project 8 – Produce Operational Plans/Develop & Conduct a Post-Incident Analysis	5.6.1; 5.6.2	20	
Project 9 – Analyze a Member’s Accident	5.7.1	10	
Total Project Points Awarded		100	

Student’s Signature

Instructor’s Printed Name & Signature

Certification Evaluator’s* Printed Name & Signature
(*must be an Approved AFC Evaluator)