Fire Officer III

Practical Skills Materials

Based on *NFPA 1021: Standard for Fire Officer Professional Qualifications,* 2020 Edition.

Alabama Fire College

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ALABAMA FIRE COLLEGE
AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Fire Officer III
Grading Rubric
Reference source: NFPA 1021, *Standard for Fire Officer Professional Qualifications,* 2020 Edition
Project completion must be the original work of the individual and each project must be submitted to pass practical skills portion of this course. 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 III. The Project work is evaluated by an evaluator not involved with the instruction of the course.
Any work submitted that violates fire service safety and service standards will have points deducted.

Project # 1- NFPA 1021- 6.2.1; 6.2.7 Establish Minimum Staffing/Develop Continuing Education and Training	Points Possible
Part I – Staffing Roster • Develop a manning assignment roster for each station and shift (1 point) • Detail best way to provide fire and additional services with existing personnel (2 points)	3
Part II – Memo to Fire Chief – Staff Shortcomings • Identify any shortcomings for minimum manning to provide additional services (1 point) • Identify how to overcome the shortcomings (1 point) • Proper Format (1 point) • Spelling and grammar (1 point)	4

Part III – Memo to Training Chief – Personnel Training Needs
• Identify personnel training needs (1 point)
    o EMT –Paramedic
    o Hazmat Tech
    o Tech Rescue
• List the specific training to overcome the shortcomings (1 point)
• Proper Format (1 point)
• Spelling and grammar (1 point)
	4

Total Points	**11**

Project 2- NFPA 1021- 6.1.2; 6.2.2; 6.2.3; 6.2.4; 6.2.5 Establish Minimum Staffing/Hiring and Promoting Members/Professional Development	Points Possible
Part I –Letter to Personnel Department (HR) • Develop job announcement (1 point) • Prerequisite details (1 point) • Hiring/application process (testing, physical agility, interview, etc.) (1 point) • All evaluation components (1 point) • Each step of the process as it should be administered (1 point) • Proper Format (1 point) • Spelling and grammar (1 point)	7
Part II – Policy to the Department • Develop professional development plan (Firefighter, Lieutenant and Captain) (1 point) • Develop procedures and criteria for promotion to Lieutenant and Captain (1 point) • Develop mentoring program (1 point) • Develop employee incentive program (1 point)	4
Part III – Memo to Training Chief – Training Needs • List specific personnel training needs to overcome the shortcomings in promotion eligibility from Project 1 (1 point) • List needed training for Firefighters and Lieutenants to be eligible for promotion (1 point) • Proper Format (1 point) • Spelling and grammar (1 point)	4
Total Points	**15**

Project 3- NFPA 1021-6.2.6 Member Accommodation	Points Possible
Memo to Fire Chief – Employee Accommodation • Justification for hiring or not hiring (1 point) • Referenced standards (1 point) • Problems that could be encountered (1 point) • Accommodations (2) and department policy changes (1 point) • Proper Format (1 point) • Spelling and grammar (1 point)	6
Total Points	**6**

Project 4- NFPA 1021- 6.3.1; 6.5.1; 6.5.2; 6.6.3 Community Risk Reduction/Inspection Program Evaluation/Problem Resolution Plan	Points Possible
Part I – Memo to Fire Chief and develop Public Education Program • Major fire and burn hazards (1 point) • High risk locations (1 point) • Demographic targeted (1/2 point) • Involvement of available resources (1/2 point) • Program implementation (1 point) • Program evaluation (1 point) • Measurable results expected (1/2 point) • Timeframe of results (1/2 point)	**6**
Part II – Memo to Fire Chief – Inspections • Recommendations for an SOP/SOG with method of evaluating program (1 point) • Needs assessment and organizational plan (1 point) • Hours required to complete the inspections (1/2 point) • Inspectors needed (1/2 point) • Budgetary impact (1 point) • Proper Format (1/2 point) • Spelling and grammar (1/2 point)	**5**
Total Points	**11**

Project 5- NFPA 1021- 6.1.2; 6.4.1; 6.4.2; 6.4.3; 6.4.6 Department Budgeting and Purchasing/Organizational Improvement	Points Possible

Part I - Department Budget
• All revenue is accounted for (1 point)
• Work Schedule (1 point)
• ALS transport (1 point)
• Technical rescue (1 point)
• Hazardous Materials response (1 point)
• Summary sheet for each year (1 point)
• Progressive salaries (1 point)
• 5-year presentation (ppt)
   o Personnel hired (1 point)
   o Personnel promoted (1 point)
   o Fire stations (1 point)
   o Apparatus (1 point)
   o Budget (1 point)
   o Station mapping (1 point)
	13

Part II – Training Budget • Cost for training firefighters to overcome shortcomings (1 point) • Cost to make current Firefighters and Lieutenants eligible for promotion (1 point)	2
Part III – Request for Proposal and Bid Specifications • Announcement for the request for proposal (1 point) • Specifications sheet for one item (1 point) • Proper Format (1 point) • Spelling and grammar (1 point)	4
Total Points	**19**

Project 6- NFPA 1021- 6.4.4; 6.4.5 Analyze and Maintain Records	Points Possible

Memo to Fire Chief – Salaries/Overtime
 • Analyze data (1 point)
 • Prepare Report (spreadsheet) determining:
      o salary cost per employee (1 point)
      o hours of overtime worked (1 point)
      o cost of overtime (1 point)
      o Discrepancies (1 point)
 • Prepare Memo detailing hours worked and overtime cost (1 point)
 • Proper Format (1 point)
 • Spelling and grammar (1 point)
	8

Total Points	**8**

Project 7- NFPA 1021- 6.1.2; 6.2.4; 6.4.5; 6.4.6; 6.5.2; 6.6.1; 6.6.2 Prepare an Action Plan/Develop and Conduct a Post Incident Analysis	Points Possible
Part I – Incident Action Plan • NIMS ICS 201, 215a used (1 point) • Size up (1 point) • Strategy (1 point) • Map sketch (1 point) • ICS flowchart (1 point) • Resources summary per NFPA 1710/1720 (1 point) • Hazards/Risks (1 point) • Mitigation solutions (1 point)	8
Part II - Post-Incident Analysis • PIA (1 point) • Issues (1 point) • Corrections (1 point) • Share findings with the class (1 point)	4
Total Points	**12**

Project 8- NFPA 1021- 6.7.1 Accident and Injury Prevention	Points Possible
Part I – Accident and Injury Prevention Program Summary • Compliance review with NFPA 1500 (2 points) • Budgetary impact (2 points) • Time to become compliant (2 points) • Ways to become compliant (2 points)	8
Total Points	**8**

Project 9- NFPA 1021- 6.8.1 Fire Service Integration into the Emergency Management Plan	Points Possible

Emergency Management Fire Service Integration Plan (Report/Memo/Letter/Narrative)
• Integration Plan consisting of:
    o Fire Department profile of available resources, based on 5-year plan (2 points)
    o Fire Department IC responsibilities in time of major emergencies (2 points)
    o EOC responsibilities (2 points)
    o Duties & responsibilities of the FD during mitigation, preparedness, response, recovery (2 points)
    o Community Plan internal policies/procedures (2 points)
	10

Total Points	**10**

Total Fire Officer III Course Project (1-9) Points	**100**