

FIRE OFFICER II

PRACTICAL SKILLS MATERIALS

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



ALABAMA FIRE COLLEGE

REVISED 08/12/21

ALABAMA FIRE COLLEGE

AND PERSONNEL STANDARDS & EDUCATION COMMISSION



Fire Officer II
Grading Rubric
Reference source: NFPA 1021, <i>Standard for Fire Officer Professional Qualifications</i> , 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 II. 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 5.3.1, 5.3.2, 5.4.4	Points Possible
Community Risk Reduction Program Implementation/ Prepare a written news release	
Prepare a written news release <ul style="list-style-type: none"> • Displays interpersonal relationships • Clear purpose and organization • Professional and supervisory tone • Proper grammar • Error-free punctuation and spelling 	7
<ul style="list-style-type: none"> • Communicates clearly and concisely 	3
Total Points	10

Project # 2 - NFPA 5.4.5, 5.6.3	Points Possible
Prepare Reports/Utilize Incident Data	
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 Create a Professional Development Plan	Points Possible
Create a written professional development plan <ul style="list-style-type: none"> • Minimum requirements for advancement • Implementation timeframe • Resources 	7
<ul style="list-style-type: none"> • Communicates clearly and concisely 	3
Total Points	10

Project # 4 - NFPA 5.2.1, 5.2.2 Initiate Action to Maximize Member Performance/Evaluate the Job Performance of Assigned Members	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
<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 Develop a Project or Divisional Budget/Describe the Process of Purchasing	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
<ul style="list-style-type: none"> • Communicates clearly and concisely 	2
Total Points	10

Project # 6 - NFPA 5.4.1, 5.4.6 Development of a Policy or Procedure	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
<ul style="list-style-type: none"> • Communicates clearly and concisely 	3
Total Points	10

Project # 7 - NFPA 5.5.1	Points Possible
Determine the Point of Origin and Preliminary Cause of a Fire	
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
<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
Produce Operational Plans/Develop and Conduct a Post-Incident Analysis	
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 per NFPA 1710/1720 • 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
<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	
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
<ul style="list-style-type: none"> • Communicates clearly and concisely 	2
Total Points	10

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