

# FIRE OFFICER IV

## PRACTICAL SKILLS MATERIALS

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



ALABAMA FIRE COLLEGE

REVISED 10/26/21

*Revised 07/25/22*

# ALABAMA FIRE COLLEGE

## AND PERSONNEL STANDARDS & EDUCATION COMMISSION



<b>Fire Officer IV</b>
<b>Grading Rubric</b>
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 IV. The Project work is evaluated by an evaluator not involved with the instruction of the course.
<b>Any work submitted that violates fire service safety and service standards will have points deducted.</b>

Project 01 – Human Resource Demographics - NFPA 1021-7.2.1	Points Possible
<b>Part I – Demographic Chart</b> <ul style="list-style-type: none"> <li>• A chart illustrating the current department demographics compared to realistic goals for the demographics of the department (1 point)</li> </ul>	<b>1</b>
<b>Part II – Plan for a Workplace Diversity Initiative</b> <ul style="list-style-type: none"> <li>• Recommendations for policies/procedures (1 point)</li> <li>• Advantages and disadvantages of having a diversified work force (1 point)</li> <li>• Give reasons why the department would not have achieved diversity (1 point)</li> <li>• Develop a list of ways to overcome diversity barriers (1 point)</li> <li>• Identify formal and informal groups that can be utilized (1 point)</li> <li>• Establish goals with a time frame (1 point)</li> <li>• Format, Spelling and Grammar (1 point)</li> </ul>	<b>7</b>
<b>Total Points</b>	<b>8</b>

Project 02 - Program Development - NFPA 1021- 7.2.2	Points Possible
<b>Memo with a Report to the City Administrator</b> <ul style="list-style-type: none"> <li>• Determine the effectiveness of the grievance program. (1 point)</li> <li>• Determine resolution at the appropriate level of authority. (1 point)</li> <li>• Address whether findings need to be addressed in future labor contracts (1 point)</li> <li>• Determine the information needed to decide on supervisor consistency (1 point)</li> <li>• Recommendations for policies/procedures (1 point)</li> <li>• Format, Spelling and Grammar (1 point)</li> </ul>	<b>6</b>
<b>Total Points</b>	<b>6</b>

Project 03 - Member-Assistance Program - NFPA 1021 - 7.2.4	Points Possible
<b>Memo with a Report to the City Administrator</b> <ul style="list-style-type: none"> <li>• Conclusion of success or failure of the present member assistance program based on data interpretation (2 points)</li> <li>• Recommendation on keeping the present provider or seeking new provider with justification (1 point)</li> <li>• Recommendations for policies/procedures (2 points)</li> <li>• Format, Spelling and Grammar (1 point)</li> </ul>	<b>6</b>
<b>Total Points</b>	<b>6</b>

<b>Project 04 - Member Incentive Program NFPA 1021 - 7.2.5</b>	<b>Points Possible</b>
<b>Memo with a Report to the City Administrator</b> <ul style="list-style-type: none"> <li>• Opinion of what the city council was looking for from a benefit and result standpoint (1 point)</li> <li>• State a conclusive analysis concerning the success of the program based on statistics (2 points)</li> <li>• Identify and list benefits the department can realize from the education of its employees from an incentive program (1 point)</li> <li>• Did firefighters have sufficient time to acquire a degree allowing the department to require AS degree for Lt. promotion (1 point)</li> <li>• Recommend policies and procedures (2 points)</li> </ul>	<b>7</b>
<b>Total Points</b>	<b>7</b>

<b>Project 05 - Community Risk Analysis - NFPA 1021 - 7.4.3</b>	<b>Points Possible</b>
<b>Written Comprehensive Risk, Hazard and Value Analysis Plan</b> <ul style="list-style-type: none"> <li>• List of potential hazards in order of severity and frequency (1 point)</li> <li>• Basic community demographics (1 point)</li> <li>• List of current resources that can respond to hazards (1 point)</li> <li>• Identify unprotected areas that would need to be addressed in future planning (1 point)</li> <li>• Identify services that the dept. does not provide but should be providing; solution for the difference between current and required (2 points)</li> <li>• Format, Spelling and Grammar (1 Point)</li> </ul>	<b>7</b>
<b>Total Points</b>	<b>7</b>

<b>Project 06 - Risk Management Program - NFPA 1021- 7.7.1</b>	<b>Points Possible</b>
<b>Perform a Safety Risk Assessment</b> <ul style="list-style-type: none"> <li>• Three (3) Job Hazard Analysis (on form) (3 points)</li> <li>• Five Hazards identified for each (3 points)</li> <li>• Safety Risk Assessment summary narrative (4 points)</li> </ul>	<b>10</b>
<b>Total Points</b>	<b>10</b>

<b>Project 07 - Community, Government &amp; Media Relations - NFPA 1021- 7.3.1, 7.3.2</b>	<b>Points Possible</b>
<b>Create an Individual Report</b> <ul style="list-style-type: none"> <li>• List of personal involvement in the community listing community demographics, socioeconomics, community &amp; civic issues, formal &amp; informal leaders (2 points)</li> <li>• List of department's involvements in the community listing community demographics, socioeconomics, community &amp; civic issues, formal &amp; informal leaders (2 points)</li> <li>• List future opportunities to get involved in the community (you &amp; your department) (1 point)</li> <li>• Media release containing who, what, when, where, when &amp; how of the event; following departmental policies &amp; procedures &amp; comply with local, state &amp; federal rules &amp; regulations (1 point)</li> </ul>	<b>6</b>
<b>Total Points</b>	<b>6</b>

<b>Project 08 - Long-Range Plan - NFPA 1021- 7.4.1</b>	<b>Points Possible</b>
<b>Written Long-Range Plan</b> <ul style="list-style-type: none"> <li>• An overview of the department as it exists today (1 point)</li> <li>• Identify immediate shortcomings that should be immediately corrected and timetable for implementation (NFPA 1710 compliance) (4 points)</li> <li>• Develop an apparatus/equipment replacement schedule for capital budget items (1 point)</li> <li>• Establish general provisions for protecting new annexation (1 point)</li> <li>• General improvements to departmental service delivery &amp; efficiency (1 point)</li> <li>• Plot results onto map (1 point)</li> <li>• Recommendations for policies/procedures (.5 point)</li> <li>• Format, Spelling and Grammar (.5 point)</li> </ul>	<b>10</b>
<b>Total Points</b>	<b>10</b>

<b>Project 09 - Training Goals &amp; Requirements/Succession Planning - NFPA 1021 - 7.2.3; 7.4.2, 7.4.5</b>	<b>Points Possible</b>
<b>Evaluate Training Facilities, Training Program, &amp; Personnel Training &amp; Education Requirements</b> <ul style="list-style-type: none"> <li>• Training Facility deficiencies (3 points)</li> <li>• Training, education, certification, and succession plan requirements for personnel (3 points)</li> <li>• General cost and budgeting breakdown (3 points)</li> <li>• Recommendations for policies/procedures (1 point)</li> </ul>	<b>10</b>
<b>Total Points</b>	<b>10</b>

<b>Project 10 - Capital Improvement Plan - NFPA 1021- 7.4.4</b>	<b>Points Possible</b>
<b>Develop a plan for a Capital Improvement Project</b> <ul style="list-style-type: none"> <li>• Show options for financing/budgeting the capital improvement plan (2 points)</li> <li>• Show initial cost for staffing and recurring cost for the first five years (3 points)</li> <li>• Capital improvements - Identify the purchase of land, fire station construction, and the purchase of apparatus needed for unprotected areas (3 points)</li> <li>• Show a timetable for plan implementation (2 points)</li> </ul>	<b>10</b>
<b>Total Points</b>	<b>10</b>

<b>Project 11 - Develop a Disaster Plan - NFPA 1021- 7.6.1</b>	<b>Points Possible</b>
<b>Develop the Fire Department's portion of the Comprehensive Disaster Plan</b> <ul style="list-style-type: none"> <li>• Title of the plan, scope and what the plan is going to encompass (1 point)</li> <li>• Mitigation (2 points)</li> <li>• Preparedness (2 points)</li> <li>• Response (2 points)</li> <li>• Recovery (2 points)</li> <li>• List SOPs used for each disaster (1 point)</li> </ul>	<b>10</b>
<b>Total Points</b>	<b>10</b>

<b>Project 12 - Hostile Event Comprehensive Plan - NFPA 1021- 7.6.2</b>	<b>Points Possible</b>
<b>Civil Disturbance procedure</b> <ul style="list-style-type: none"> <li>• Title and Mission Statement (1 point)</li> <li>• Communications (2 points)</li> <li>• Response criteria (2 points)</li> <li>• Command responsibility (3 points)</li> <li>• Safety and operating units (2 points)</li> </ul>	<b>10</b>
<b>Total Points</b>	<b>10</b>

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