



# Fire Officer I CERTIFICATION PORTFOLIO

Based on  
NFPA 1021, 2014 edition  
September, 2016

## INTRODUCTION

Welcome to Idaho's Fire Officer I Certification process. Fire Service Technology (FST) uses *NFPA 1021 Standard for Fire Officer Professional Qualification, 2014 edition*, as the training and certification standard and IFSTA's *Fire and Emergency Services Company Officer, 5th edition* is the training curriculum used to meet minimum qualifications for certification. Other training curriculum is available and can be used to meet the minimum qualifications.

There are three steps to this certification process:

1. **Pre-Requisites** - All candidates must hold current certifications for Hazardous Materials Awareness & Operations, Fire Fighter I, Fire Fighter II, and Fire Instructor I in order to complete the Fire Officer I certification process.
2. **Fire Officer I Portfolio** - All candidates must successfully complete this portfolio; it will be utilized to demonstrate the competencies outlined in Chapter 4 of NFPA 1021.
3. **Fire Officer I Written Test** - All candidates must successfully pass a 100 question test based on knowledge requirements in Chapter 4 of NFPA 1021. All written questions are referenced to the International Fire Service Training Association (**IFSTA**) *Fire and Emergency Services Company Officer, 5th edition curriculum*.

Successful completion of the above processes will result in the issuance of an Idaho Fire Officer I Certification that is accredited by the International Fire Service Accreditation Congress (IFSA).

[Fire Officer I Portfolio Directions](#) - This portfolio gives you an opportunity to demonstrate mastery of the competencies required to perform in the role of a Fire Officer I, as defined by Chapter 4 of NFPA 1021, 2014 edition.

The activities required in the portfolio must be completed without regard to whether your agency provides these services or not. Complete the activities in the portfolio accurately and thoroughly according to your agency's policies and Standard Operating Guidelines (SOGs). If your agency has no policies or guidelines regarding one of these activities, either "create" the necessary policies and guidelines, or use the policies and guidelines from a neighboring department you are familiar with. Be sure you have the approval and support of your Fire Chief before proceeding with this step. Make a point to note this approval in your documentation.

Chapter 4 of NFPA 1021 is the basis of the judging criteria for this portfolio. Each activity addresses the specific Fire Officer 1 competencies referenced at the top of the Activity Sheet.

## GENERAL EVALUATION CRITERIA

NFPA 1021, Section 4.1.2 addresses

*“...the ability to effectively communicate in writing utilizing technology provided by the Authority having Jurisdiction (AHJ); write reports, letters, and memos utilizing word processing and spreadsheet programs; operate in an information management system; and effectively operate at all levels in the incident management system utilized by the AHJ.”*

## SPECIFIC EVALUATION CRITERIA

The Activity Sheets will direct you to perform some task or function, based on a given scenario and some given information. You may use real or simulated incidents, but you will have to supply the “given” information and the “given” scenario. You will be required to provide documentation of the “given” information you used in each scenario. This “given” information will include size-up information (if applicable, time, weather, building occupancies, etc.); details about the scenario; information about local response resources; SOGs; local forms; and any other information needed to empower the evaluators to assess how competently you performed the task or function. Please make simulated scenarios as realistic as possible.

Each candidate is responsible for making sure their responses cover both the general and the specific judging criteria for each activity in the Portfolio. Initial evaluation of the objectives shown in the judging criteria must be performed by a Chief Officer from the candidate’s own agency. Upon signing, the AHJ representative is verifying the candidate’s level of performance meets the Professional Qualification Standards set by NFPA 1021 for Fire Officer I, and follows AHJ policies and procedures.

An example of the documentation for Portfolio Activity Eighteen has been provided at the end of this portfolio. It is not designed to establish a specific format for the documentation of your activities. It is intended to provide further clarification as to the expectations and requirements of this portfolio. You do not need to include the example pages in the portfolio documentation you submit for consideration.

## SUBMITTING YOUR PORTFOLIO

- Your Portfolio of supporting documentation covering each of the Activity Sheets needs to be submitted to FST as an electronic document in PC-compatible Microsoft Office format.
- The original Activity Sheets with original signatures and comments by the candidate’s Chief Officer need to be submitted to FST by a shipping method capable of tracking the shipment or scanned and submitted with your electronic document.
- Remember to keep a copy for your records.

A review committee selected by FST will evaluate your Fire Officer I Portfolio for content, completeness, adequate demonstration of specific competencies, and your ability to communicate in writing. You will be notified by FST regarding the results of the Fire Officer I Committee Review. Candidates not successfully meeting the requirements in the Portfolio will be notified of any deficiencies, and allowed to re-submit their portfolio after addressing the deficiencies identified by the Review Committee. Candidates will be allowed to resubmit their portfolios for reconsideration only one (1) time. Candidates who are not successful in two attempts must restart the process after waiting one (1) year from the most recent attempt.

## FIRE OFFICER 1 WRITTEN EXAM

Candidates who successfully complete the portfolio process will then complete a Fire Officer I Written Exam. These written exams will be scheduled periodically within each participating region of the state.

Dates for all certification tests can be found at: [http://fst.eitc.edu/testing\\_calendar.php](http://fst.eitc.edu/testing_calendar.php)

# Personal Information Form

(Please Print or Type)

Name:

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First M.I. Last

Address:

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Street Address Apt #

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City State Zip Code

Work Phone:

Cell Phone:

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E-Mail Address:

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Fire Department Affiliation:

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***I attest that all of the above information is complete and accurate.***

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Applicant Signature Applicant Name Printed or Typed Date

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Fire Chief Signature Fire Chief Name Printed or Typed Date

# COMPANY OFFICER I

## PORTFOLIO INDEX

### Human Resource Management

Activity One:	NFPA 1021	4.2.1	Assign tasks emergency conditions
Activity Two:	NFPA 1021	4.2.2	Assign tasks non-emergency conditions
Activity Three:	NFPA 1021	4.2.3	Direct a training evolution
Activity Four:	NFPA 1021	4.2.4	Member-related problems, requiring assistance.
Activity Five:	NFPA 1021	4.2.5	Human resource policies requiring action
Activity Six:	NFPA 1021	4.2.6	Coordinate the completion of assigned tasks

### Community and Government Relations

Activity Seven:	NFPA 1021	4.3.1	Initiate action on a community need
Activity Eight:	NFPA 1021	4.3.2	Initiate action to a citizen's concern
Activity Nine:	NFPA 1021	4.3.3	Respond to a public inquiry

### Administrative

Activity Ten:	NFPA 1021	4.4.1	Changing departmental policies
Activity Eleven:	NFPA 1021	4.4.2	Record-management systems
Activity Twelve:	NFPA 1021	4.4.3	Prepare a budget request
Activity Thirteen:	NFPA 1021	4.4.4	Explain organization management components
Activity Fourteen:	NFPA 1021	4.4.5	Collecting incident data

### Inspection and Investigation

Activity Fifteen:	NFPA 1021	4.5.1	Conducting fire inspections
Activity Sixteen:	NFPA 1021	4.5.2	Develop a pre-incident plan
Activity Seventeen:	NFPA 1021	4.5.3	Secure an incident scene

### Emergency Service Delivery

Activity Eighteen:	NFPA 1021	4.6.1	Develop an initial action plan
Activity Nineteen:	NFPA 1021	4.6.2	Implement an action plan
Activity Twenty:	NFPA 1021	4.6.3	Develop and conduct a post-incident analysis

### Health and Safety

Activity Twenty-one:	NFPA 1021	4.7.1	Apply safety regulations at the unit level
Activity Twenty-two:	NFPA 1021	4.7.2	Conduct an initial accident investigation
Activity Twenty-three:	NFPA 1021	4.7.3	Explain the need of a wellness / fitness program

## Activity One: Human Resource Management

STANDARD: NFPA 1021, 4.1.1, 4.1.2, 4.2.1 and 4.2.1(b)

Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

### PORTFOLIO DOCUMENTATION:

Submit a summary of the assignment and describe how you completed the task. Summary will include:

1. Clear accounting of the assignment and your actions.
2. Date the activity was accomplished.
3. Whether the incident was simulated or an actual response.
4. Number of personnel the candidate supervised.
5. Signature of Chief Officer that judging criteria was met.

### Judging Criteria

- Instructions were complete, clear, and concise.
- Instructions were condensed and consistent with AHJ policy.
- Safety considerations were addressed.
- Desired outcomes were conveyed.
- Verification that the task and assignment responsibilities were satisfactorily completed.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

\_\_\_\_\_  
AHJ Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
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## Activity Two: Human Resource Management

STANDARD: NFPA 1021, 4.1.1, 4.1.2, 4.2.2 and 4.2.2(b)

Assign tasks or responsibilities to unit members, given an assignment under non-emergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

### PORTFOLIO DOCUMENTATION:

Submit a summary of the assignment and describe how you completed the task. Summary will include:

1. Clear accounting of the assignment and your actions.
2. Date the activity was accomplished.
3. Number of personnel the candidate supervised.
4. Signature of Chief Officer that judging criteria was met.

### Judging Criteria

- Instructions were complete, clear, and concise.
- Instructions were condensed and consistent with AHJ policy.
- Safety considerations were addressed.
- Desired outcomes were conveyed.
- Verification that the task and assignment responsibilities were satisfactorily completed.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

\_\_\_\_\_  
AHJ Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
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## Activity Three: Human Resource Management

### STANDARD: NFPA 1021, 4.1.1, 4.1.2, 4.2.3 and 4.2.3(b)

Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed.

#### PORTFOLIO DOCUMENTATION:

Submit a summary of the assignment and describe how you completed the task. Summary will include:

1. Summary or copy of the training evolution.
2. Clear accounting of your instructions and unit actions.
3. Date the activity was accomplished.
4. Number of personnel the candidate supervised.
5. Signature of Chief Officer that judging criteria was met.

#### Judging Criteria

- Directions were complete, clear, concise, and issue-guided.
- Instructions were consistent with AHJ policy.
- Safety considerations were addressed.
- Desired outcomes were conveyed.
- Assessment conducted to determine training effectiveness.
- Training evolution was completed to AHJ's satisfaction.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

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AHJ Signature

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Date

Comments: \_\_\_\_\_  
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## Activity Four: Human Resource Management

STANDARD: NFPA 1021, 4.1.1, 4.1.2, 4.2.4 and 4.2.4(b)

Recommend action for a member-related problem, given a situation requiring member related assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures.

### PORTFOLIO DOCUMENTATION:

Submit a summary of the assignment and describe how you completed the task. Summary will include:

1. Clear accounting of the situation requiring employee assistance and your actions.
2. Date the activity was accomplished.
3. Was the situation simulated or actual?
4. Signature of Chief Officer that judging criteria was met.

### Judging Criteria

- Candidate recognized the signs and symptoms of the member-related problem.
- Candidate explained how the subordinate's problem adversely affected performance.
- Instructions were complete, clear, and concise.
- Desired outcomes were conveyed.
- Recommended course of action was consistent with AHJ employee assistance policy.
- AHJ employee assistance documentation completed and accurate.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

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AHJ Signature

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Date

Comments: \_\_\_\_\_  
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## Activity Five: Human Resource Management

STANDARD: NFPA 1021, 4.1.1, 4.1.2, 4.2.5 and 4.2.5(b)

Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.

### PORTFOLIO DOCUMENTATION:

Submit a summary of the assignment and describe how you completed the task. Summary will include:

1. Clear accounting of the situation requiring disciplinary action and your actions.
2. Copy of the completed AHJ disciplinary form completed by the candidate, with the name of the subordinate blacked out if actual situation is used.
3. Date the activity was accomplished.
4. Was the disciplinary action simulated or actual?
5. Signature of Chief Officer that judging criteria was met.

### Judging Criteria

- Candidate recognized how subordinates behavior deviated from AHJ policy.
- Candidate clearly explained to the subordinate, how their behavior deviates from AHJ policy.
- Disciplinary action was consistent with AHJ policy.
- Disciplinary action communication was complete, clear, and concise.
- Desired outcomes were conveyed.
- Disciplinary action was documented properly according to AHJ policy.
- Effectively communicated orally, and in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

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AHJ Signature

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Date

Comments: \_\_\_\_\_  
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## Activity Six: Human Resource Management

**STANDARD:** NFPA 1021, 4.1.1, 4.1.2, 4.2.6 and 4.2.6(b)

Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments.

### PORTFOLIO DOCUMENTATION:

Submit a summary of the assignment and describe how you completed the task. Summary will include:

1. Clear description of the assigned tasks and projects.
2. Assignments delegated to subordinates.
3. Description of how the candidate supervised the subordinate's assignments.
4. Dates the tasks and projects were assigned.
5. Dates the tasks and projects were completed.
6. Signature of Chief Officer that judging criteria was met.

### Judging Criteria

- Candidate understood and confirmed the assignments given.
- Candidate prioritized assignments according to AHJ policy or instructions.
- Candidate developed a plan for the completion of each assignment.
- Candidate clearly conveyed the desired outcome and subordinates' responsibilities.
- Candidate supervised the completion of the assignments.
- Candidate accounted for the completion of the assignments to the AHJ's satisfaction.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

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AHJ Signature

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Date

Comments: \_\_\_\_\_  
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## Activity Seven: Community and Government Relations

STANDARD: NFPA 1021, 4.1.1, 4.1.2, 4.3.1 and 4.3.1(b)

Given policies and procedures, initiate action on a community need, so that the need is addressed.

### PORTFOLIO DOCUMENTATION:

Submit a summary of the assignment and describe how you completed the task. Summary will include:

1. Clear accounting of the community need and your actions.
2. Date the task was assigned and completed.
3. Was the activity simulated or actual?
4. Signature of Chief Officer that judging criteria was met.

### Judging Criteria

- Candidate was familiar with community demographics and service organizations.
- Candidate understood the role and mission of the AHJ concerning the community need.
- Verbal and nonverbal communication was appropriate and clear.
- Candidate's public relations skills and abilities met the communities need to the satisfaction of the AHJ.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

\_\_\_\_\_  
AHJ Signature

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Date

Comments: \_\_\_\_\_  
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## Activity Eight: Community and Government Relations

STANDARD: NFPA 1021, 4.1.1, 4.1.2, 4.3.2 and 4.3.2(b)

Initiate action to a citizen's concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.

### PORTFOLIO DOCUMENTATION:

Submit a summary of the assignment and describe how you completed the task. Summary will include:

1. Clear accounting of the citizen's concern and your actions.
2. Date the task was assigned and completed.
3. Was the activity simulated or actual?
4. Signature of Chief Officer that judging criteria was met.

### Judging Criteria

- Candidate listened to the citizen's concern.
- Candidate understood the role and mission of the AHJ concerning the citizen's concern.
- Verbal and nonverbal communication was appropriate and clear.
- Candidate's public relations skills and abilities addressed the citizen's concern to the satisfaction of the AHJ.
- Candidate referred the citizen to the correct individual for action if beyond their scope or authority.
- Candidate's course of action and advice were consistent with AHJ's policy.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

\_\_\_\_\_  
AHJ Signature

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Date

Comments: \_\_\_\_\_  
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## Activity Nine: Community and Government Relations

**STANDARD:** NFPA 1021, 4.1.1, 4.1.2, 4.3.3 and 4.3.3(b)

Respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.

### PORTFOLIO DOCUMENTATION:

Submit a summary of the assignment and describe how you completed the task. Summary will include:

1. Clear accounting of the public inquiry and your actions.
2. Date the task was assigned and completed.
3. Was the activity simulated or actual?
4. Signature of Chief Officer that judging criteria was met.

### Judging Criteria

- Candidate listened to the public inquiry.
- Candidate understood of the role and mission of the AHJ concerning the public inquiry.
- Verbal and nonverbal communication was appropriate and clear.
- Candidate's oral and written communication techniques were consistent with AHJ's policy.
- Candidate responded to the public inquiry accurately, courteously, and in accordance with applicable policies and procedures to the satisfaction of the AHJ.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

\_\_\_\_\_  
AHJ Signature

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Date

Comments: \_\_\_\_\_  
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## Activity Ten: Administration

### STANDARD: NFPA 1021, 4.1.1, 4.1.2, 4.4.1 and 4.4.1(b)

Recommend changes to existing AHJ policy's and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by the unit members.

### PORTFOLIO DOCUMENTATION:

Submit a summary of the assignment and describe how you completed the task. Summary will include:

1. Copy of the policy addressed with your suggested changes if applicable.
2. Did the candidate develop change to existing policy or implement a new policy?
3. Clear accounting of how the candidate disseminated the information to their unit members.
4. Date the task was assigned and completed.
5. Signature of the Chief Officer verifying the judging criteria was met.

### Judging Criteria

- Candidate understood existing policy.
- Candidate followed AHJ's procedure for changing policy if applicable.
- Communicated change in a positive manner.
- Policy was communicated to and understood by unit members.
- Candidate's oral and written communication was consistent with AHJ's policy.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

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AHJ Signature

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Date

Comments: \_\_\_\_\_  
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## Activity Eleven: Administration

**STANDARD:** NFPA 1021, 4.1.1, 4.1.2, 4.4.2 and 4.4.2(b)

Execute routine unit-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.

### PORTFOLIO DOCUMENTATION:

Submit a summary of your AHJ's record-management systems and describe how you completed the task. Summary will include:

1. Clear description of the record-management systems and your actions.
2. Date the task was assigned and completed.
3. A copy of 3 different types of forms, reports, or logs used.
4. Signature of the Chief Officer verifying the judging criteria was met.

### Judging Criteria

- Logs are complete in accordance with AHJ policies and procedures.
- Files are maintained in accordance with AHJ policies and procedures.
- Effective oral and written communication skills are demonstrated.
- Reports are clear and easily understood.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

\_\_\_\_\_  
AHJ Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
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## Activity Twelve: Administration

**STANDARD:** NFPA 1021, 4.1.1, 4.1.2, 4.4.3 and 4.4.3(b)

Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.

### PORTFOLIO DOCUMENTATION:

Submit a summary of a budget request according to AHJ policy, showing how you completed the task. Summary will include:

1. Clear description of the budget request.
2. Projected cost / benefit analysis.
3. Date the task was assigned and completed.
4. Signature of the Chief Officer verifying the judging criteria was met.

### Judging Criteria

- Request is in the proper format and is supported with data.
- Candidate understands revenue sources and budget process.
- Data and requests are applicable and easily understood.
- Request is in accordance with AHJ policies and procedures.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

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AHJ Signature

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Date

Comments: \_\_\_\_\_  
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## Activity Thirteen:Administration

**STANDARD:** NFPA 1021, 4.1.1, 4.1.2, 4.4.4 and 4.4.4(b)

Explain the purpose of each management component of the organization, given the organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.

### PORTFOLIO DOCUMENTATION:

Submit a description of the components of your organizational structure and their purpose. Summary will include:

1. Copy of your organizational chart.
2. Description of the purpose of each component.
3. Signature of the Chief Officer verifying the judging criteria was met.

### Judging Criteria

- Identifies the purpose and mission of the organization.
- Understands the structure of the organization.
- Understands the functions of each position in the organization.
- All descriptions are clearly communicated.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

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AHJ Signature

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Date

Comments: \_\_\_\_\_  
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## Activity Fourteen: Administration

### STANDARD: NFPA 1021, 4.1.1, 4.1.2, 4.4.5 and 4.4.5(b)

Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate.

### PORTFOLIO DOCUMENTATION:

Submit a summary of your organization's incident response reporting system. Summary will include:

1. Copy of a completed incident response report.
2. Description of the purpose of the incident response report.
3. Signature of the Chief Officer verifying the judging criteria was met.

### Judging Criteria

- Demonstrates the proper collection of incident data.
- Understands the agency's records management system.
- Completes incident reports timely and accurately.
- Completes incident reports completely.
- Clearly communicates the need for, and benefits of, collecting incident response data.
- Effectively communicated orally and in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

\_\_\_\_\_  
AHJ Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
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## Activity Fifteen: Inspection and Investigation

**STANDARD:** NFPA 1021, 4.1.1, 4.1.2, 4.5.1 and 4.5.1(b)

Describe the procedures of the AHJ for conducting fire inspections, given at least two of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated:

- 1) Assembly
- 2) Educational
- 3) Health care
- 4) Detention and correctional
- 5) Residential
- 6) Mercantile
- 7) Business
- 8) Industrial
- 9) Storage
- 10) Unusual structures
- 11) Mixed occupancies

### PORTFOLIO DOCUMENTATION:

Submit a summary of two fire inspections. Summary will include:

1. Copy of two completed fire inspection forms.
2. Description of the process of completing fire inspections and the AHJ documentation.
3. Signature of the Chief Officer verifying the judging criteria was met.

### Judging Criteria

- Understands inspection procedures of the AHJ.
- Is able to recognize hazards, including hazardous materials.
- Understands markings and identification systems for hazardous materials.
- Properly identifies fire and life safety hazards.
- Properly identifies fire detection, alarm, and protection systems.
- Forms are completed, and approved action is initiated.
- Explains the needs and benefits of collecting fire inspection data.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

\_\_\_\_\_  
AHJ Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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## Activity Sixteen: Inspection and Investigation

**STANDARD:** NFPA 1021, 4.1.1, 4.1.2, 4.5.2 and 4.5.2(b)

Develop pre-incident plans that identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, given at least two occupancies from the list below, and the policies and forms of the AHJ.

- 1) Assembly
- 2) Educational
- 3) Health care
- 4) Detention and correctional
- 5) Residential
- 6) Mercantile
- 7) Business
- 8) Industrial
- 9) Storage
- 10) Unusual structures
- 11) Mixed occupancies

### PORTFOLIO DOCUMENTATION:

Submit a copy of at least two pre-incident plans you completed with a summary that includes:

1. Copy of the completed pre-incident plans.
2. Description of the purpose of pre-incident planning.
3. Signature of the Chief Officer verifying the judging criteria was met.

### Judging Criteria

- Understands the pre-incident planning procedures of the AHJ.
- Identifies building construction type.
- Identifies alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke.
- Understands applicable codes, ordinances, and standards.
- Properly completes forms of the AHJ.
- Understands fire behavior and development.
- Effectively communicated orally, and in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

\_\_\_\_\_  
AHJ Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Activity Seventeen: Inspection and Investigation

**STANDARD:** NFPA 1021, 4.1.1, 4.1.2, 4.5.3 and 4.5.3(b)

Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.

### PORTFOLIO DOCUMENTATION:

Submit a narrative of an incident where you performed scene isolation actions. The narrative will include:

1. Diagram of the incident showing where barriers were put up.
2. Description of their role in evidence preservation.
3. Signature of the Chief Officer verifying the judging criteria was met.

### Judging Criteria

- Candidate clearly established identifiable perimeters at an incident scene.
- Unauthorized persons were kept from entering the restricted areas.
- Candidate explained the need of evidence preservation.
- Potential evidence is protected from damage or destruction.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

\_\_\_\_\_  
AHJ Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Activity Eighteen: Emergency Service Delivery

**STANDARD:** NFPA 1021, 4.1.1, 4.1.2, 4.6.1 and 4.6.1(b)

Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.

### PORTFOLIO DOCUMENTATION:

Submit a summary of your initial action plan, resource assignments and your actions. Summary will include:

1. Copy of a written action plan.
2. Resources used and their assignments.
3. Description of how the initial action plan was communicated to incident resources.
4. Signature of the Chief Officer verifying the judging criteria was met and all AHJ policies & procedures were followed.

### Judging Criteria

- Candidate understood elements of a size-up and analyzed emergency scene conditions.
- Candidate understood and activated the local emergency plan, including evacuation procedures.
- An initial action plan was developed and communicated to deployed resources.
- Candidate demonstrated the ability to request additional resources as needed.
- Resources deployed to control the emergency were given clear assignments.
- Effectively communicated orally, and in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

\_\_\_\_\_  
AHJ Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Activity Nineteen: Emergency Service Delivery

**STANDARD:** NFPA 1021, 4.1.1, 4.1.2, 4.6.2 and 4.6.2(b)

Implement an action plan at an emergency operation, given assigned resources, type of incident, and preliminary plan, so that resources are deployed to mitigate the situation. (This may be the initial action plan developed in activity eighteen)

### PORTFOLIO DOCUMENTATION:

Submit a summary of your implemented action plan, resource assignments and your actions. Summary will include:

1. Type of incident and a copy of a written action plan.
2. Resources used and their assignments.
3. Description of your role as Incident Commander.
4. Narrative of the incident including outcome.
5. Signature of the Chief Officer verifying the judging criteria was met.

### Judging Criteria

- Candidate understood the local emergency plan, including evacuation procedures.
- Candidate implemented the action plan given them.
- Candidate demonstrated the ability to request additional resources as needed.
- Resources deployed to control the emergency were given clear assignments.
- Standard operating procedures of the AHJ were followed.
- An incident management system was used.
- Candidate managed scene safety and accounted for assigned personnel.
- Effectively communicated orally, and in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

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AHJ Signature

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Date

Comments: \_\_\_\_\_

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## Activity Twenty: Emergency Service Delivery

### STANDARD: NFPA 1021, 4.1.1, 4.1.2, 4.6.3 and 4.6.3(b)

Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and approved forms are completed and processed in accordance with policies and procedures.

### PORTFOLIO DOCUMENTATION:

Submit a summary of your post-incident analysis. Summary will include:

1. Copy of your post-incident analysis.
2. Emergency resources used and their assignments.
3. Description of training needs identified in the analysis to improve safety or service.
4. Signature of the Chief Officer verifying the judging criteria was met.

### Judging Criteria

- Candidate correctly used the proper forms of the AHJ so that critical elements were identified:
  - a. basic building construction and fuel loading
  - b. basic water supply, fire protection systems and features
  - c. fire growth and development
  - d. response tactics and operations
  - e. customer service
- AHJ post-incident analysis policies and procedures were followed.
- Post incident analysis evaluated response skills and identified future training needs.
- Critical elements and other post incident analysis findings communicated to all participants.
- Effectively communicated orally, and in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

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AHJ Signature

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Date

Comments: \_\_\_\_\_

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## Activity Twenty-one: Health and Safety

### STANDARD: NFPA 1021, 4.1.1, 4.1.2, 4.7.1 and 4.7.1(b)

Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.

### PORTFOLIO DOCUMENTATION:

Submit a summary of safety policies and procedures of the AHJ. Summary will include:

1. Copy of the safety policy or procedure you reviewed with your crew.
2. In-service training required and an outline of when it was conducted.
3. Signature of the Chief Officer verifying the judging criteria was met.

### Judging Criteria

- Candidate understands safety policies and procedures, basic workplace safety.
- Candidate understands the components of an infectious disease control program.
- Candidate describes the most common causes of personal injury and accident to members.
- Candidate completed required reports to the satisfaction of the AHJ.
- Candidate demonstrated the ability to identify safety hazards.
- Member responsibilities for safety are conveyed
- Effectively communicated orally, and in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

\_\_\_\_\_  
AHJ Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Activity Twenty-two: Health and Safety

**STANDARD:** NFPA 1021, 4.1.1, 4.1.2, 4.7.2 and 4.7.2(b)

Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ.

### PORTFOLIO DOCUMENTATION:

Submit a summary of an accident investigation you conducted. Summary will include:

1. Copy of the completed report with names blacked out.
2. An accounting of how the accident was investigated including who was interviewed.
3. Suggestions to minimize future risks of similar accident.
4. Signature of the Chief Officer verifying the judging criteria was met.

### Judging Criteria

- Candidate understands safety policies and procedures of the AHJ.
- Candidate understands the procedures for conducting an accident investigation.
- Candidate demonstrates the ability to communicate orally and in writing.
- Candidate demonstrates the ability to conduct interviews.
- Incident is documented and reports are processed in accordance with policies and procedures of the AHJ.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

\_\_\_\_\_  
AHJ Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Activity Twenty-three: Health and Safety

### STANDARD: NFPA 1021, 4.1.1, 4.1.2, 4.7.3 and 4.7.3(b)

Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.

### PORTFOLIO DOCUMENTATION:

Submit a summary of the wellness and fitness programs provided by the AHJ and your actions to encourage their use by your members. Summary will include:

1. An accounting of when and how you explained the programs.
2. Suggestions to improve your health and safety program if needed.
3. Signature of the Chief Officer verifying the judging criteria was met.

### Judging Criteria

- Candidate understands national death and injury statistics.
- Candidate explained the benefits of being physically and medically capable.
- Candidate acknowledges the need for functioning effectively during physically demanding activities.
- Candidate demonstrates the ability to communicate effectively.
- Effectively communicated in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

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AHJ Signature

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Date

Comments: \_\_\_\_\_

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# Plagiarism Statement

I attest to the originality of this portfolio. In doing so, I acknowledge that copying or using someone else's ideas or work and representing them as my own without giving credit to the originating source is considered dishonesty and will result in having my certification denied or revoked.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***This completes the Fire Officer I Portfolio.***

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Please

- ✓ Review this portfolio for completeness and ALL required signatures.
- ✓ Make sure you have a copy of all documentation for your records.
- ✓ Submit this Portfolio along with all necessary activity documentation in PC-compatible electronic format.
  - ❖ Via drop box OR
  - ❖ Via email OR
  - ❖ Via thumb drive

Or submit a hard copy if desired to:

Eastern Idaho Technical College  
Fire Service Technology  
1600 S. 25 E. Idaho Falls, ID 83404

Example Documentation For  
Portfolio Activity Eighteen

## Activity Eighteen: Emergency Service Delivery

(EXAMPLE)

### STANDARD: NFPA 1021, 4.1.1, 4.1.2, 4.6.1 and 4.6.1(b)

Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.

### PORTFOLIO DOCUMENTATION:

Submit a summary of your initial action plan, resource assignments and your actions. Summary will include:

1. Copy of a written action plan.
2. Resources used and their assignments.
3. Description of how the initial action plan was communicated to incident resources.
4. Signature of the Chief Officer verifying the judging criteria was met and all AHJ policies & procedures were followed.

### Judging Criteria

- Candidate understood elements of a size-up and analyzed emergency scene conditions.
- Candidate understood and activated the local emergency plan, including evacuation procedures.
- An initial action plan was developed and communicated to deployed resources.
- Candidate demonstrated the ability to request additional resources as needed.
- Resources deployed to control the emergency were given clear assignments.
- Effectively communicated orally, and in writing utilizing technology.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer I by NFPA 1021, 2014 edition. All work was completed following the policies and procedures established by my organization.***

Daniel Diligent, Fire Chief  
AHJ Signature

Oct. 27, 2009  
Date

Comments: Firefighter Frederick did an excellent job of scene size-up and initial assignments. His assistance with the development and implementation of the action plan demonstrated excellent management and communication skills on-scene.

## Activity Eighteen: Emergency Service Delivery

(Example, continued)

### STANDARD: NFPA 1021, 4.1.1, 4.1.2, 4.6.1, and 4.6.1(b)

Given an incident scenario (either real or simulated), size-up information and assigned emergency response resources, develop and implement an incident action plan so that resources are deployed to mitigate the situation.

#### SUMMARY:

##### 1. Incident Scenario:

Chemical Spill at a local 2 story Hotel in the outside pool area  
 Temperature: 73 degrees, SE wind at 3 mph

##### 2. Resources Assigned:

Training Officer – (name blanked out)  
 Acting Duty Chief – (name blanked out)  
 Engine 3 w/ four personnel  
 Ambulance 3 w/ 3 personnel  
 HazMat 6 w/ four personnel  
 Engine 2 w/four personnel

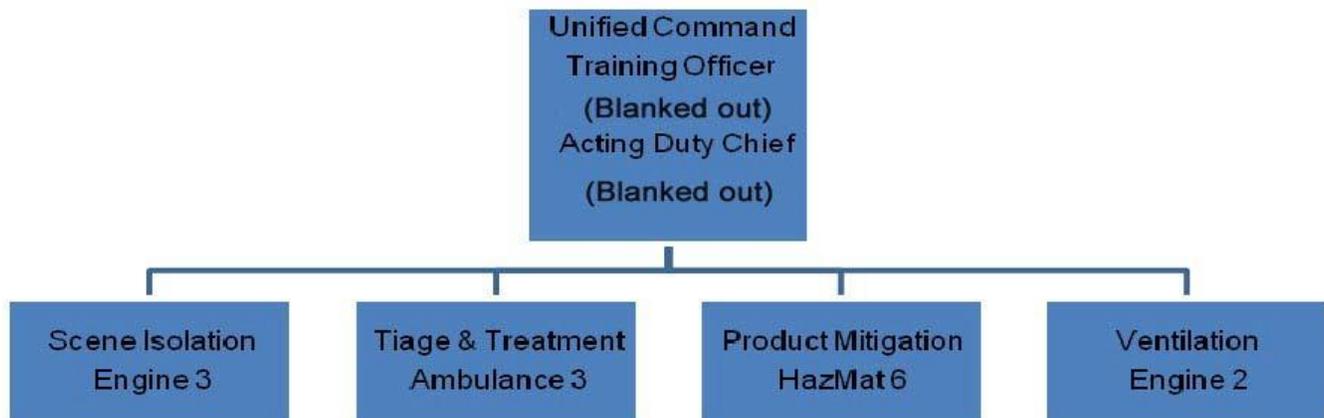
##### 3. Incident Action Plan:

INCIDENT ACTION PLAN	
Incident Name:	2. Prepared by: (blanked out)
<b>Ameritel Chemical Spill</b>	Date: October 22, 2015
<b>Initial Incident Objectives:</b>	
Evacuate all occupants in the affected area of the hotel to a safe area	
Provide medical treatment for those exposed to the chemical vapors	
Remove chemical vapors from inside the hotel	
Mitigate the spilled chemicals	
<b>Communications:</b>	
<b>All communications to take place on SFD Ops 1</b>	
<b>Summary of Assignments:</b>	
<b>Unit</b>	<b>Action/Note</b>
Training Officer	Incident Command / Safety
Duty Chief	Incident Command
Engine 2	Ventilation
Engine 3	Scene Isolation
Ambulance 3	Triage and Medical
HazMat 6	Product Mitigation
<b>Control of Hazardous Materials</b>	<b>Method/s of Mitigation</b>
Dilution	

## Activity Eighteen: Emergency Service Delivery

(Example, continued)

ICS Organization:



#### 4. Resources used and their assignments:

Training Officer	Incident Command / Safety Officer
Acting Duty Chief	Incident Command
Engine 3	Hot zone isolation and perimeter monitoring
Ambulance 3	Patient triage and treatment
HazMat 6	Hot Zone operations / Product Mitigation (dilute with water, and flush to the city sewer system)
Engine 2	Ventilation

#### 5. Description of your role as Incident Commander:

As incident commander, my role was to perform initial size-up and develop an action plan. Once the Duty Chief arrived, he established a unified command of the incident, and I assisted with development and implementation of the action plan, ensured the assigned units had the resources they needed, and all safety measures including proper PPE were followed.

#### 6. Narrative of the Incident :

At 09:23 hours on October 22, 2009 we responded to a chemical spill at the Ameritel Inn on Meadowbrook Road in Smalltown, Idaho. Initial dispatch was for an unknown quantity of chlorine and acid spilled in the swimming pool area, with an evacuation of the hotel in progress.

I responded as the initial Incident Commander, along with Engine 3 and Ambulance 3. I also requested HazMat 6 respond to the scene.

## Activity Eighteen: Emergency Service Delivery

*(Example, continued)*

I arrived on scene at 09:26 hours, and performed an initial scene size-up. I found the occupants of the hotel were being evacuated by the hotel staff. The pool area had been cleared, and there was a pale yellow cloud, close to the ground, that was drifting toward the hotel from an overturned maintenance cart near the pool. I determined, based on my size up, that we had sufficient local resources and would not need to activate the State Emergency Response Plan. I advised dispatch of my initial size-up, and directed all responding resources the tactical channel for on-scene communications would be SFD Ops. 1.

Ambulance 3 and Engine 3 arrived at 09:27 hours. Ambulance 3 was assigned patient triage and treatment; they were given the authority to call for additional ambulances for transport as necessary. Engine 3 was assigned to keep anyone from entering the pool area and monitor the perimeter for anyone not evacuating by going room to room and verifying everyone was clear of the nearby rooms.

Acting Duty Chief (blacked out) arrived at 09:30 hours, and established a Unified Command of the incident. I assisted with him with development and implementation of the Incident Action Plan, and served as the Safety Officer for the remainder of the incident.

Information was gathered from the hotel maintenance crew as to the type and quantity of materials spilled. Upon their arrival at 09:34 hours, HazMat 6 was assigned to verify the chemicals, concentrations, and suggest a mitigation tactic. Engine 2 was also dispatched to provide additional resources.

HazMat 6 reported the spill appeared to be approximately 2 pounds of granular Calcium Hypochlorite, and approximately one half gallon of Hydrochloric Acid. Once the information had been verified, the course of action chosen was to dilute the spill with large amounts of water and flush it into the city sewer system. The city sewer department was advised of the situation and agreed the system would suffer no adverse effect from the small amount of chlorine and hydrochloric acid spilled.

HazMat 6 was ordered to mitigate the spill by diluting it with large amounts of water, and then flush it into the city sewer system.

Engine 2 arrived on scene at 09:44 just as the diluting and flushing operation commenced. Engine 2 was assigned to ventilate the hotel area using both positive pressure ventilation from the lobby and negative pressure out the "Charlie" side of the hotel. Engine 3 was ordered to maintain perimeter security and monitor interior hallways and rooms for any toxic gases using portable monitoring equipment.

## Activity Eighteen:      Emergency Service Delivery

*(Example, continued)*

The dilution and flushing operation was accomplished from a safe distance uphill and upwind, so no personnel or equipment were contaminated. Sufficient water was applied to the spill area to neutralize and flush away any remaining chemicals from the spill. Subsequent monitoring revealed no detectable trace of the chemicals remained in the spill area. The only remaining hazard was the broken glass from the acid bottle, which we swept up and placed in the trash dumpster on site.

Ambulance 3 reported only two patients required serious medical evaluation and both had refused transport to the Emergency Room. The hotel was reopened after about an hour and a half without further problem. A tailboard after- action review was held and units were released from the scene at 11:02 hours. Information was gathered for the report, and I cleared the scene and went back in- service at 11:20 hours.

The amount of chemicals spilled did not exceed the Reportable Quantity threshold for either chemical, so no report was filed with the National Emergency Response Center or the Idaho Emergency Response Commission.

Department Standard Operating Guidelines attached:

SFD SOG 2-2: Incident Command System

SFD SOG 3-3: Scene Safety – Use of Personal Protective Equipment

SFD SOG 3-4: Scene Safety – Personnel Accountability System

SFD SOG 3-5: Scene Safety – Scene Communications

SFD SOG 5-1: Hazardous Materials Incident Initial Response

SFD SOG 5-5: Hazardous Materials Incident Termination

(NOTE: For the sake of brevity, the above SOGs are not actually included in this example. Be sure to include copies of any applicable SOGs in your actual Portfolio documentation. You do not have to include applicable SOGs with the documentation for each activity. You may attach all applicable SOGs at the end of your portfolio, and merely reference them in the documentation for each activity as appropriate.)