



# Fire Officer II CERTIFICATION PORTFOLIO

Based on  
NFPA 1021, 2014 edition  
September, 2016

## INTRODUCTION

Welcome to Idaho's Fire Officer II 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, Fire Instructor I, and Fire Officer I in order to complete the Fire Officer II certification process.
- 2. Fire Officer II Portfolio** - All candidates must successfully complete this portfolio; it will be utilized to demonstrate the competencies outlined in Chapter 5 of NFPA 1021.
- 3. Fire Officer II Written Test** - All candidates must successfully pass a 50 question test based on knowledge requirements in Chapter 5 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 II Certification that is accredited by the International Fire Service Accreditation Congress (IFSAAC).

Fire Officer II Portfolio Directions - This portfolio gives you an opportunity to demonstrate the mastery of competencies required to perform in the role of a Fire Officer II, as defined by Chapter 5 of NFPA 1021, 2014 edition.

The activities required in the portfolio are strictly derived from the NFPA standard and 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 agencies policies and guidelines. 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.

Evaluation of the objectives shown in the "judging criteria" must be documented by your agency's Chief Officer or Training Officer. Upon signing, the Authority having Jurisdiction (AHJ) representative is verifying that your level of performance meets the professional qualification standards set by NFPA 1021.

## *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 II, and follows AHJ policies and procedures.

## *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 II 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 II 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 II WRITTEN EXAM**

Candidates who successfully complete the portfolio process will then complete a Fire Officer II 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 II

### PORTFOLIO INDEX

#### General Prerequisite Skills

Activity One: NFPA 1021 5.1.2 Intergovernmental and Interagency Cooperation

#### Human Resource Management

Activity Two: NFPA 1021 5.2.1 Performance improvement

Activity Three: NFPA 1021 5.2.2 Performance evaluation

Activity Four: NFPA 1021 5.2.3 Professional development plan

#### Community and Government Relations

Activity Five: NFPA 1021 5.3.1 Strategic partnerships

#### Administrative

Activity Six: NFPA 1021 5.4.1 Problem identification and resolution

Activity Seven: NFPA 1021 5.4.2 Develop a project or divisional budget

Activity Eight: NFPA 1021 5.4.3 Purchasing process

Activity Nine: NFPA 1021 5.4.4 Prepare a news release

Activity Ten: NFPA 1021 5.4.5 Prepare a report for a supervisor

Activity Eleven: NFPA 1021 5.4.6 Implement organizational change

#### Inspection and Investigation

Activity Twelve: NFPA 1021 5.5.1 Determine origin and fire cause

#### Emergency Service Delivery

Activity Thirteen: NFPA 1021 5.6.1 Produce multi-unit operational plans

Activity Fourteen: NFPA 1021 5.6.2 Conduct a multi-unit post incident analysis

Activity Fifteen: NFPA 1021 5.6.3 Prepare a report on service demand

#### Health and Safety

Activity Sixteen: NFPA 1021 5.7.1 Report on accident, injury, or exposure history

## Activity One: General Prerequisite Skills

### STANDARD: NFPA 1021, 5.1.2

1. Explain the roles and responsibilities of the following agencies in relationship to cooperation with the fire service. Each explanation should be a minimum of one paragraph in length.
  - 1) Local Police & Sheriff's Departments, State Police
  - 2) Neighboring Fire Departments
  - 3) Various City Departments
  - 4) Department of Homeland Security
  - 5) FEMA (Federal Emergency Management Agency)
  - 6) NFA (National Fire Academy)
  - 7) Department of Transportation
  - 8) OSHA (Occupational Safety & Health Administration)
  - 9) EPA (Environmental Protection Agency)
  - 10) NFPA (National Fire Protection Agency)
  - 11) Red Cross
  
2. Summarize how you have participated with one or more of these agencies.

### PORTFOLIO DOCUMENTATION:

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

1. Date the activity was accomplished.
2. Clear accounting and description of the assignment.
3. Signature of Chief or T/O that judged the criteria was met.

### Judging Criteria

- Clear understanding of each agencies roles and responsibilities.
- Clear example of cooperation with one or more of the agencies.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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, 5.2.1

Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.

### PORTFOLIO DOCUMENTATION:

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

1. Date the activity was accomplished.
2. Whether the event was simulated or an actual event.
3. Clear accounting of the assignment and your actions.
4. A copy of pertinent department forms used.
5. Signature of Chief or T/O that judged the criteria was met.

### Judging Criteria

- Investigation of inappropriate behavior conducted.
- Inappropriate behavior clearly identified and communicated to member.
- Due process afforded member.
- Appropriate organizational policies or procedures were referenced.
- Actions were consistent with AHJ training and SOP's.
- Desired behavior clearly identified and communicated to member.
- Consequences of failure to modify behavior identified and clearly communicated to member.
- Performance improves or the issue is referred to the next level of supervision.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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 Three: Human Resource Management.

### STANDARD: NFPA 1021, 5.2.2

Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.

### PORTFOLIO DOCUMENTATION:

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

1. Date the activity was accomplished.
2. Whether the event was simulated or an actual event.
3. Clear accounting of the assignment and your actions.
4. A copy of completed department evaluation forms without name identifiers.
5. Signature of Chief or T/O that judged the criteria was met.

### Judging Criteria

- Review of personnel record completed.
- Proper forms were utilized.
- Evaluation(s) accurately and fairly evaluated member(s).
- Evaluations were consistent with AHJ policy.
- Evaluation(s) were written using proper grammar and spelling.
- Post evaluation counseling session completed.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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 Four: Human Resource Management.

### STANDARD: NFPA 1021, 5.2.3

Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.

### PORTFOLIO DOCUMENTATION:

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

1. Date the activity was accomplished.
2. Whether the event was simulated or an actual event.
3. Summary or copy of the necessary knowledge, skills, and abilities for the position.
4. Copy of the developed professional development plan.
5. Reference pertinent departmental policies used.
6. A copy of pertinent department forms used.
7. Signature of Chief or T/O that judging criteria was met.

### Judging Criteria

- Plan was complete, clear, and concise.
- Plan was consistent with AHJ policy.
- Plan established appropriate time frame for completion.
- Plan was clearly written using proper grammar and spelling.
- Reviewed plan with member.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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: Community and Government Relations

### STANDARD: NFPA 1021, 5.3.1

Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.

### PORTFOLIO DOCUMENTATION:

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

1. Date the task was assigned and completed.
2. Was the activity simulated or actual?
3. Clear accounting of the community need and the purpose of establishing the external relationship.
4. Clear accounting of your actions to facilitate this relationship.
5. Copy of any memorandums, agreements or contracts establishing the relationship.
6. Signature of Chief or T/O that judging criteria was met.

### Judging Criteria

- Candidate was familiar with community needs.
- Candidate was familiar with the benefit of the external agency to the organizations.
- Candidate understood of the role and mission of the AHJ concerning the community need.
- Candidate understood the role of the relationship of the external agency concerning the community need.
- Verbal and nonverbal communications were appropriate and clear.
- Written communications were appropriate, clear and used proper grammar and spelling.
- Candidate's public relations skills and abilities met the communities need to the satisfaction of the AHJ.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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 Six:Administration

### STANDARD: NFPA 1021, 5.4.1

Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.

### PORTFOLIO DOCUMENTATION:

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

1. Date the task was assigned and completed.
2. Clear accounting of the problem.
3. Identification of alternative solutions to the problem.
4. Method the candidate choose to resolve the problem and why.
5. Identification of potential impediments to implementation.
6. Copy of the any policies or procedures developed or modified if applicable.
7. Clear accounting of how the candidate implemented or intended to implement the change.
8. Clear accounting of the final disposition of the problem; successful or not (if not, why?).
9. Signature of the Chief or T/O verifying the judging criteria was met.

### Judging Criteria

- Clearly understood the problem.
- Identified reasonable alternative solutions.
- Satisfactorily justified the chosen solution.
- Identified potential impediments to implementation.
- Implementation utilized appropriate means.
- Resolution of the problem was accomplished or the reason for failure was clearly understood.
- 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 communications were consistent with AHJ's policy.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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 Seven: Administration

### STANDARD: NFPA 1021, 5.4.2

Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.

### PORTFOLIO DOCUMENTATION:

Submit a report of a proposed budget. Report will include:

1. Date the task was assigned and completed.
2. Was the activity simulated or actual?
3. Clear description of the project or divisional budget.
4. Clear accounting of all costs associated with the budget.
5. Justification and reasonableness of all costs.
6. Demonstrate the ability to allocate finances.
7. Final disposition of the budget request (if denied, provide rationale).
8. Ability to relate interpersonally by advocating project without causing ill feelings.
9. Signature of the Chief or T/O verifying the judging criteria was met.

### Judging Criteria

- Budget need clearly communicated.
- Costs accurately accounted for.
- Justification of costs appropriate for the need.
- Adequate utilization of historical and projected data to support request.
- Adequate utilization of reports and/or presentations to support request.
- Request approved or denial rational provided.
- Processes were in accordance with AHJ policies and procedures.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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 Eight: Administration

### STANDARD: NFPA 1021, 5.4.3

Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding so the needs of the organization are met within the applicable federal, state and local laws and regulations.

### PORTFOLIO DOCUMENTATION:

Submit a report of the AHJ purchasing policy, legal constraints and completed Request for Proposal (RFP). Report will include:

1. Date the task was assigned and completed.
2. Clear description of the AHJs purchasing process.
3. Applicable AHJ policies referenced.
4. Identify and Describe applicable local and state laws associated with government purchases.
5. Complete a Request for Proposal (RFP) including specifications for a competitive bid.
6. Signature of the Chief or T/O verifying the judging criteria was met.

### Judging Criteria

- Specifications are in the proper format and applicable.
- Candidate understands local and state law regarding the competitive bidding process.
- Data and requests are applicable and easily understood.
- Request is in accordance with AHJ policies and procedures.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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 Nine: Administration

### STANDARD: NFPA 1021, 5.4.4

Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.

### PORTFOLIO DOCUMENTATION:

Submit a summary of a news release submitted to local media for dissemination. Summary will include:

1. Date the task was assigned and completed.
2. Was the activity simulated or actual?
3. Description of the event or topic and the purpose of the news release.
4. Copy of the news release provided to media (if written).
5. Detailed description of topics covered and questions asked or copy of recording (if live or recorded interview).
6. Identification of media organizations and type of media release too.
7. Signature of the Chief or T/O verifying the judging criteria was met.

### Judging Criteria

- Identifies the importance of media relations.
- Demonstrate the ability to keep the public informed.
- Understands the functions of management.
- Release was in accordance with AHJ policies and procedures.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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 Ten: Administration

### STANDARD: NFPA 1021, 5.4.5

Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics, so that the information required for the AHJ is accurate and documented.

### PORTFOLIO DOCUMENTATION:

Submit a written report of department trends, variances or other related topics. Report will include:

1. Date the task was assigned and completed.
2. Was the activity simulated or actual?
3. Description of the purpose of the report.
4. Copy of the completed report.
5. Signature of the Chief or T/O verifying the judging criteria was met.

### Judging Criteria

- Demonstrates the proper collection and use of data.
- Demonstrates the proper use statistical analysis.
- Reports is timely and accurately.
- Report is well written.
- Reports is complete.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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 Eleven: Administration

### STANDARD: NFPA 1021, 5.4.6

Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a positive manner.

### PORTFOLIO DOCUMENTATION:

Submit a written report of proposed organizational change and effects. Report will include:

1. Date the task was assigned and completed.
2. Was the activity simulated or actual?
3. Documented description of proposed change and reason for change.
4. Documented description of implementation plan.
5. Copy of any applicable policies or procedures both initial and final.
6. Documented description of the challenges and success faced during implementation.
7. Documented description of the final disposition of the change.
8. Documented description of reason for success or failure.
9. Signature of the Chief or T/O verifying the judging criteria was met.

### Judging Criteria

- Rational for change are reasonable and compelling.
- Plan for implementation is reasonable and utilizes a collaborative, inclusive component (unless not applicable).
- Final policy or procedure is well written and addresses the identified need for change.
- Challenges and successes are reasonable.
- Final disposition identified and justified.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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 Twelve: Inspection and Investigation

### STANDARD: NFPA 1021, 5.5.1

Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data, and/or sketches, to determine if arson is suspected so that law enforcement action can be taken.

### PORTFOLIO DOCUMENTATION:

Submit a report of a fire investigation that you have conducted (may be accomplished under the supervision of a certified fire investigator). Report will include:

1. Date the task was assigned and completed.
2. Documented general description of fire event.
3. Copy of respective fire report.
4. Site description including sketch of floor plan or equivalent identifying origin and spread.
5. Documentation identifying origin and rationale for conclusion.
6. Copy of final investigation report.
7. Copies of supporting documents (photos, witness reports, etc.).
8. Signature of certified fire investigator agreeing with conclusion.
9. Signature of the Chief or T/O verifying the judging criteria was met.

### Judging Criteria

- Understands AHJ investigation procedures.
- Understands methods of origin identification.
- Documentation is well written and organized.
- Capable of identifying origin (certified investigator agrees with findings).
- Investigation report properly completed per AHJ.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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:Emergency Service Delivery

### STANDARD: NFPA 1021, 5.6.1

Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of [NFPA 1600](#), and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with [NFPA 1600](#) and approved safety procedures resulting in the mitigation of the incident.

### PORTFOLIO DOCUMENTATION:

Submit a written report which outlines your command of a multi-unit operation during an incident. Report will include:

1. Date the task was assigned and completed.
2. Was the activity simulated or actual?
3. Documented general description of incident or event and your role in the development of the plan.
4. Copy of incident or event report (NIFRS preferred).
5. Copy of a written action plan utilizing appropriate ICS forms that include.
6. Detailed description of incident or event name, dates, times.
7. Detailed description of the operational period.
8. Detailed description of incident or event objectives.
9. Detailed description of resources used and their tactical assignments.
10. Description of the operations briefing or how the action plan was communicated to incident resources.
11. Signature of the Chief or T/O verifying the judging criteria was met.

### Judging Criteria

- Candidate understood incident priorities.
- Candidate understood the local emergency plan and operating procedures.
- Candidate identified and established reasonable and appropriate objectives.
- Candidate understood and utilized appropriate ICS forms.
- Candidate ensured appropriate communication of plan to resources.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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: Emergency Service Delivery

### STANDARD: NFPA 1021, 5.6.2

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

### PORTFOLIO DOCUMENTATION:

Submit a written report of an After Action Review. Report will include:

1. Date the task was assigned and completed.
2. Documented general description of incident or event.
3. Copy of incident or event report (NIFRS preferred).
4. Description of After Action Review Process.
5. Copy of After Action Review (AAR) report.
6. Description of training needs identified in the analysis to improve safety or service.
7. Signature of the Chief or T/O verifying the judging criteria was met.

### Judging Criteria

- Candidate demonstrated understanding the concepts and need for conducting and AAR.
- Candidate demonstrated establishing a non-threatening environment conducive to open discussion and learning.
- Candidate focused on improvement and safety issues.
- Candidate identified and communicated lessons learned and issues during the AAR.
- AHJ AAR procedures were followed.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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 Fifteen: Emergency Service Delivery

### STANDARD: NFPA 1021, 5.6.3

Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.

### PORTFOLIO DOCUMENTATION:

Submit a formal report of service demands and analysis. Report will include:

1. Date the task was assigned and completed.
2. Clear description of service demands evaluated.
3. Clear description of area evaluated.
4. Data utilized in analysis.
5. Clear description of method(s) of analysis.
6. Conclusions drawn from analysis.
7. Recommendation for action based on conclusions.
8. Signature of the Chief or T/O verifying the judging criteria was met.

### Judging Criteria

- Candidate clearly defines services and areas to be evaluated.
- Candidate utilized appropriate and sufficient data in analysis.
- Candidate draws reasonable conclusions based on analysis.
- Candidate correctly identifies the reasons for service demands.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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 Sixteen: Health and Safety

### STANDARD: NFPA 1021, 5.7.1

Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor.

### PORTFOLIO DOCUMENTATION:

Submit a report of injury or health exposure history analysis and recommendations. Report will include:

1. Date the task was assigned and completed.
2. Specific accident, injury or health exposure of concern.
3. Relevant data associated with incident history.
4. Identification of corrective action options.
5. Recommended corrective action.
6. Data, literature or information supporting recommendation.
7. Method of implementing corrective action.
8. Signature of the Chief or T/O verifying the judging criteria was met.

### Judging Criteria

- Candidate demonstrated the ability to identify significant history.
- Candidate utilized relevant data history.
- Candidate identifies reasonable corrective action options.
- Candidate makes reasonable recommendation for corrective action.
- Candidate supports recommendation with evidence.
- Candidate utilizes reasonable method of implementing corrective action.

***I hereby attest I have reviewed this candidate's performance of the above activity and find it meets the standards established for Fire Officer II 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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