



FIRE OFFICER I

STUDENT ***Task Book***

Agency: _____

Bring this completed PTB to test location to have it reviewed by GFSTC's test proctor, along with a signed test prerequisite form.

FAILURE TO DO THIS WILL RESULT IN DENIAL OF TESTING!

TASK BOOK ASSIGNED TO:

INDIVIDUAL'S PRINTED NAME & TITLE

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE INDIVIDUAL FOR TESTING AND CERTIFICATION

**VERIFICATION/CERTIFICATION OF COMPLETED
STUDENT TASK BOOK FOR TESTING AND CERTIFICATION**

FINAL CANDIDATE'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate signatures & dates.

I also verify that I have performed all tasks satisfactorily and should therefore be considered for testing and certification.

FINAL CANDIDATE'S SIGNATURE

DATE

FINAL CANDIDATE'S PRINTED NAME

GFSTC ID

**VERIFICATION/CERTIFICATION OF COMPLETED
FIRE OFFICER I COMPETENCY TASK BOOK**

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate signatures & dates.

I also verify that _____
has performed satisfactorily and should therefore be considered for testing and certification.

FINAL EVALUATOR'S SIGNATURE

DATE

FINAL EVALUATOR'S PRINTED NAME

GFSTC ID

AGENCY/DEPARTMENT CERTIFICATION

I certify that _____ has met all requirements for testing and certification.

CERTIFYING OFFICIAL'S SIGNATURE

DATE

CERTIFYING OFFICIAL'S PRINTED NAME

GFSTC ID

A person who knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government of the government of any county, city, or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1000.00 or by imprisonment for not less than one nor more than five years or both.

**GFSTC USE ONLY
VERIFICATION OF COMPLETED TASK BOOK**

PROCTOR'S NAME (PRINT)

GFSTC ID

DATE

SIGNATURE: _____

FIRE OFFICER I TASK BOOK

This Position Task Book (PTB) has been developed to document the required performance objectives for Fire Officer I certification. Each objective lists the performance requirements (tasks) in a format that allows the individual to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a GFSTC evaluator, will result in a recommendation to the Fire Chief (or an authorized person) of the fire department that the candidate has met part of the prerequisite requirement.

Evaluation and confirmation of the individual's performance of all tasks may involve more than one evaluator. It is important that performance be critically evaluated and accurately recorded by each evaluator.

RESPONSIBILITIES

The Fire Chief or his/her authorized designee will need to ensure that the evaluators are:

1. Recognized as a GFSTC evaluator
2. Hold certification for Fire Officer I.

Individuals **may not** sign off on themselves.

The Training Officer, or designee, is normally the designated final evaluator and he/she will review each PTB prior to completion.

The "Evaluator" **CANNOT teach or coach while he/she is evaluating and must not have taught the skill to the candidate.**

The **candidate** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Satisfactorily demonstrating all tasks.
- Assuring the Evaluation Record is complete.
- Notifying his/her training officer, when the PTB is complete.
- **Bringing completed PTB to test location to have it reviewed by GFSTC's test monitor, along with a signed prerequisite form. FAILURE TO DO THIS WILL RESULT IN DENIAL OF TESTING.**

The **Evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated.
- Explaining to the student the evaluation procedures that will be utilized.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and signing after completion of the task shall document satisfactory performance.

The **Final Evaluator** is responsible for:

- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and the candidate is recommended for testing and certification.

NFPA 1021 “Standard for Fire Officer Professional Qualifications” 2014 Edition

Skill/Task	Date	Candidate Signature	Evaluator Signature
4.1.2 General Prerequisite Skills. <ul style="list-style-type: none"> • Effectively communicate in writing utilizing technology provided by the AHJ • Write reports, letters, and memos utilizing word processing and spreadsheet programs • Operate in an information management system • Effectively operate at all levels in the incident management system utilized by the AHJ 			
4.2.1 Assign tasks or responsibilities to unit members. <ul style="list-style-type: none"> • Condense instructions for frequently assigned unit tasks based on training and standard operating procedures 			
4.2.2 Assign tasks or responsibilities to unit members. <ul style="list-style-type: none"> • Issue instructions for frequently assigned unit tasks based on department policy 			
4.2.3 Direct unit members during a training evolution. <ul style="list-style-type: none"> • Distribute issue-guided directions to unit members during training evolutions 			
4.2.4 Recommend action for member-related problems. <ul style="list-style-type: none"> • Recommend a course of action for a member in need of assistance 			
4.2.5* Apply human resource policies and procedures. <ul style="list-style-type: none"> • Communicate orally and in writing • Relate interpersonally 			
4.2.6 Coordinate the completion of assigned tasks and projects by members. <ul style="list-style-type: none"> • Plan and set priorities 			

<p>4.3.1 Initiate action on a community need.</p> <ul style="list-style-type: none"> • Demonstrate familiarity with public relations • Communicate verbally 			
<p>4.3.2 Initiate action to a citizen’s concern.</p> <ul style="list-style-type: none"> • Demonstrate familiarity with public relations • Communicate verbally 			
<p>4.3.3 Respond to a public inquiry.</p> <ul style="list-style-type: none"> • Relate interpersonally • Respond to public inquiries 			
<p>4.4.1 Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level.</p> <ul style="list-style-type: none"> • Relate interpersonally • Communicate change in a positive manner 			
<p>4.4.2 Execute routine unit-level administrative functions.</p> <ul style="list-style-type: none"> • Communicate orally and in writing 			
<p>4.4.3 Prepare a budget request.</p> <ul style="list-style-type: none"> • Communicate in writing 			
<p>4.4.4 Explain the purpose of each management component of the organization.</p> <ul style="list-style-type: none"> • Communicate verbally in a clear and concise manner 			
<p>4.4.5 Explain the needs and benefits of collecting incident response data.</p> <ul style="list-style-type: none"> • Communicate both orally and in writing 			
<p>4.5.1 Describe the procedures of the AHJ for conducting fire inspections.</p> <ul style="list-style-type: none"> • Communicate in writing • Apply the appropriate codes and standards 			

<p>4.5.2 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</p> <ul style="list-style-type: none"> • Use evaluative methods • Communicate orally and in writing 			
<p>4.5.3 Secure an incident scene.</p> <ul style="list-style-type: none"> • Establish perimeters at an incident scene 			
<p>4.6.1 Develop an initial action plan.</p> <ul style="list-style-type: none"> • Analyze emergency scene conditions • Activate the local emergency plan, including localized evacuation procedures • Allocate resources • Communicate orally 			
<p>4.6.2* Implement an action plan at an emergency operation.</p> <ul style="list-style-type: none"> • Implement an incident management system • Communicate orally • Manage scene safety • Supervise and account for assigned personnel under emergency conditions 			
<p>4.6.3 Develop and conduct a post-incident analysis.</p> <ul style="list-style-type: none"> • Write reports • Communicate orally • Evaluate skills 			
<p>4.7.1 Apply safety regulations at the unit level.</p> <ul style="list-style-type: none"> • Identify safety hazards • Communicate orally & in writing 			
<p>4.7.2 Conduct an initial accident investigation.</p> <ul style="list-style-type: none"> • Communicate orally & in writing • Conduct interviews 			

4.7.3 Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities.			
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- **Communicate orally**

Each box must contain a date, Candidate Signature and Evaluator Signature for this task book to be complete.