



FIRE OFFICER II

STUDENT ***Task Book***

Agency: _____

TASK BOOK ASSIGNED TO:

INDIVIDUAL'S PRINTED NAME & TITLE

*** Supporting Documentation of each Task must be attached.**

**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/SSN

**VERIFICATION/CERTIFICATION OF COMPLETED
FIRE OFFICER II 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/SSN

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/SSN

Supplying or condoning the submission of false information to this agency may be a violation of the criminal code of Georgia (Georgia Law 1968 PP 1249, 1310).

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

PROCTOR'S NAME (PRINT)

GFSTC ID/SSN

DATE

SIGNATURE: _____

FIRE DEPARTMENT POSITION TASK BOOK

This Position Task Book (PTB) has been developed to document the required performance objectives for **Fire Officer II** 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 department approved evaluator, will result in a recommendation to the Fire Chief (or designee) of the fire department that the firefighter be certified in that position.

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. All tasks must be evaluated before recommending certification. All statements within a task which require an action must be successfully demonstrated before the task is to be signed off.

The local fire department shall issue the entire task book to each member seeking certification as a Fire Officer II, and by using the list found on pages four and five of this task book verifies completion of training.

RESPONSIBILITIES

The Fire Chief or his/her designee may authorize personnel to be an evaluator and to sign the PTB. Individuals **may not** sign off on themselves.

The Training Chief is normally the designated final evaluator and he/she will review each completed PTB with the Fire Chief or Designee.

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

The **Student** is responsible for:

- Ensuring supporting documentation is attached. If skill is accomplished orally, a brief summary should be written and attached for the task performed.
- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Satisfactorily demonstrating completion of all tasks.
- Assuring the Evaluation Record is complete.
- Notifying his/her "Company Officer/Leader" when the PTB is complete and providing a copy for his/her department records.

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. Satisfactory performance shall be documented by dating and signing after completion of the task.

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 student is recommended for testing and certification.

Georgia Firefighter Standards and Training Council

DESCRIPTION: This JPR Training Guideline follows the format identified in NFPA 1021, Standard for Professional Qualifications 2009. Knowledge, skill, performance and topic description are referenced from the IFSTA Company Officer 4th & Jones and Bartlett Fire Officer Practices and Principles.

Subject: 5.4.2 Administration
Standard Area: Administration

Candidate: _____ **Date:** _____ **GFSTC ID #:** _____

STANDARD: 5.4.2 NFPA 1021, 2009 Edition	<p>TASK: Develop a project or divisional budget, given schedules, and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.</p> <p>(a) Requisite Knowledge: The supplies and equipment necessary for ongoing or new projects, repairs to existing facilities, new equipment, apparatus maintenance, personnel costs, appropriate budgeting system.</p> <p>(b) Requisite Skills: The ability to allocate finances, to relate interpersonally, to communicate orally and in writing.</p>
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PERFORMANCE OUTCOME: The Candidate will prepare a budget in the proper format and accompanied by supporting data for a department project. Candidate will use department records, policies, procedures or guidelines to develop the project budget.

CONDITIONS: The candidate will complete all elements of the assigned task.

EQUIPMENT REQUIRED: Pen/pencil, computer if applicable. Budget forms and potential revenue sources. Budget policies and procedures. Reference data to be gathered by Candidate.

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Make a written budget proposal for the appropriate person.				
2.	Allocate and account for all capital, operating, and personnel costs.				
3.	Use the correct type of budget for the project/department.				
4.	Justify the budget, cost vs. benefit.				
5.	Utilize clear and concise written communication.				
6.	Follow the departments polices, procedures or guidelines.				

Comments: _____

_____ Evaluator	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date

Georgia Firefighter Standards and Training Council

DESCRIPTION: This JPR Training Guideline follows the format identified in NFPA 1021, Standard for Professional Qualifications 2009. Knowledge, skill, performance and topic description are referenced from the IFSTA Company Officer 4th & Jones and Bartlett Fire Officer Practices and Principles.

Subject: 5.6.2 Emergency Service Delivery
Standard Area: Emergency Service Delivery

Candidate: _____ Date: _____ GFSTC ID #: _____

STANDARD: 5.6.2 NFPA 1021, 2009 Edition	TASK: 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. (a) Requisite Knowledge. Elements of a post-incident analysis, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, fire growth and development, and departmental procedures relating to dispatch response, strategy tactics and operations, and customer service. (b) Requisite Skills. The ability to write reports, to communicate orally, and to evaluate skills.
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PERFORMANCE OUTCOME: Candidate will conduct a post-incident analysis, given a multi-unit incident scenario. Candidate must be able to analyze the elements of a post-incident analysis, identify all of the required critical elements, complete approved forms, and communicate verbally and in writing their findings.

CONDITIONS: The candidate will complete all elements of the assigned task.

EQUIPMENT REQUIRED: Emergency multi-unit incident scenario including type of incident, size-up information, and assigned resources. Policies and procedures. Pen/pencil and paper. Necessary forms and reports. Personnel accountability system components. Computer, if applicable.

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Gather information from the multi-unit incident/scenario.				
2.	Analyze policies, procedures, guidelines and forms.				
3.	Identify critical elements of a post-incident analysis.				
4.	Complete approved forms.				
5.	Communicate effectively using both verbal and written methods				

Comments: _____

Evaluator **Date** **Candidate** **Date**

Re-Test Evaluator **Date** **Re-Test Candidate** **Date**

