

# Fire Officer 1

## CERTIFICATION PORTFOLIO



Based on NFPA 1021, 2014 edition



## 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. IFSTA's Fire and Emergency Services Company Officer 5th edition, is the training curriculum to which the written requisite knowledge test is referenced. 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 have either attained Idaho IFSAC certifications for Fire Fighter II and Fire Instructor I or through FST's qualification review process receive Idaho certificates of pre-requisites to the same standards.
2. **Fire Officer I Written Test of Requisite Knowledge** - All candidates must successfully pass a 100-question test based on the knowledge requirements in Chapter 4 of NFPA 1021. Test questions have been referenced to the International Fire Service Training Association (IFSTA) Fire and Emergency Services Company Officer, 5th edition curriculum.
3. **Fire Officer I Portfolio Project Requisite Skill Demonstration** - All candidates must successfully complete the Fire Officer I portfolio project to demonstrate the skill competencies outlined in Chapter 4 of NFPA 1021.

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 (IFSAC).

### FIRE OFFICER 1 WRITTEN EXAM

Written exams are scheduled as needed by local AHJ's and regional training associations within each region of the state. Dates for all certification tests can be found at <https://cte.idaho.gov/programs-2/fire-service-training/>.

If there are no tests scheduled in your area have your Chief or Training Officer contact FST to schedule one.

### SUBMITTING YOUR PORTFOLIO

- Your Portfolio including completed forms described in each of the activity sheets must be submitted to FST as an electronic document in PC-compatible Microsoft Office format.
- Submit to FST along with all necessary activity documentation in PC-compatible electronic form via drop box to: [FST@cei.edu](mailto:FST@cei.edu)
- For information on how to use drop box refer to: <https://www.dropbox.com/help/files-folders/share-with-others>
- Remember to keep a copy for your records.

A review committee selected by FST will evaluate your Fire Officer I Portfolio for completeness and adequate demonstrations of skills based on the portfolio review matrix. You will be notified by FST regarding the results of the Fire Officer I Committee Review. Candidates not successfully meeting all the requirements in the portfolio will be notified of any deficiencies, and allowed to re-submit any activities noted by the review committee. Candidates will be allowed to resubmit portfolio activities 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.



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## Personal Information Form

Please Print or Type

Name:		
Address:		
Work Phone:	Cell Phone:	
Email Address:		
Fire Service Affiliation: <input type="checkbox"/> Career <input type="checkbox"/> Volunteer <input type="checkbox"/> Combination		
Fire Department Affiliation:		
Current Idaho Firefighter II Certification Seal Number:		
Current Idaho Instructor Number or Fire Instructor I Certification Seal Number:		
I attest that the candidate completed all tasks in this portfolio in accordance with our SOGs and has met all General Prerequisite Skills listed in NFPA 2021 4.1.2		
(Applicant Signature)	(Date)	
(Applicant Name Printed or Typed)		
(Fire Chief Signature)	(Date)	
(Fire Chief Name Printed or Typed)		



## Fire Officer I Project Portfolio Instructions:

**The two main objectives of the Project Portfolio are:**

1. Documentation of the JPR competencies required to perform in the role of a Fire Officer I, as defined by Chapter 4 of NFPA 1021.
2. Ensuring the candidate can complete the activities competently within the scope of both their AHJ's staffing levels and Standard Operating Guidelines (SOGs) is the second core objective.

All activities required in the portfolio project must be completed without regard to whether your agency provides these services or not.

**IF SAC's correlation sheet and FST's evaluation matrix** are both included at the end of this document to help clarify the intent of each activity and the evaluation components that must be met. Please reference both of these resources as you complete your project portfolio.

**Actual incidents or Competency Testing Scenarios** administered like promotional testing stations are the two acceptable ways to complete each activity. Which method used should be stated in the activity summary along with the date it was accomplished. When the activity involves supervision or crew interaction, the number those supervised or taught should also be included.

**Initial Evaluation** of the objectives shown in the judging criteria must be performed by a Chief Officer from the candidate's 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 following their AHJ policies and procedures.

### Activity One: Management, AHJ Mission and Data Collection

**Standard components addressed in this activity:**

Management's purpose and AHJ mission      NFPA 1021, 4.4.4 and 4.4.4(b)

Needs of response data collection      NFPA 1021, 4.4.5 and 4.4.5(b)

#### **Instructions to the candidate and AHJ:**

The candidate will provide a copy of the AHJ's mission statement and organizational chart.

They will explain what their AHJ's mission statement means to them, and how it influences their actions as a firefighter. The candidate will then explain the duties of each management position of their AHJ and how they support the line firefighters in fulfilling the mission statement.

Finally explain the importance of collecting good response data through timely accurate incident reports, and how the data influences management's decisions in providing quality service.

#### **PORTRIO DOCUMENTATION:**

Summary will include:

1. Copy of the AHJ's mission statement.
2. Copy of the AHJ's organizational chart.
3. Description of each management position's duties and how they support the accomplishment of the AHJ's mission.
4. Explanation of the importance of collecting good response data through timely accurate incident reports.



## Activity Two: Partner with a Community Group

### **Standard components addressed in this activity:**

Initiate action on a community need NFPA 1021, 4.3.1 and 4.3.1(b)

### **Instructions to the candidate and AHJ:**

The AHJ will provide the candidate with an opportunity to partner with a group or organization within their jurisdiction to provide public service. The candidate will demonstrate their public relations skills and explain the importance of public trust and team work.

Examples would include but are not limited to:

- Reading to elementary students.
- Teaching first aid or home safety.
- Partnering with a service organization on a food drive.
- Installing CO or smoke detectors.

### **PORFOLIO DOCUMENTATION:**

Submit a summary of the assignment and describe how you completed the task.

Summary will include:

1. Date the task was assigned and completed.
2. Clear accounting of the community need, your assignment and your actions.

## Activity Three: Interacting with the Public

### **Standard components addressed in this activity:**

Initiate action to a citizen's concern NFPA 1021, 4.3.2 and 4.3.2(b)

Respond to a public inquiry. NFPA 1021, 4.3.3 and 4.3.3(b)

### **Instructions to the candidate and AHJ:**

Presented with a situation where a citizen has a complaint dealing with a specific fire department or city issue, or a request for information, the candidate will demonstrate their ability to address the problem within their authorized scope. The candidate will also ensure the complaint or desire for information is dealt with to the satisfaction of the citizen and ensure information is passed up the chain of command to the appropriate levels. The candidate will demonstrate empathetic listening and respect in their interaction with the citizen, and complete any follow-up promised.

### **PORFOLIO DOCUMENTATION:**

Submit a summary of the public interaction and describe how you completed the task.

Summary will include:

1. Date the task was assigned and completed.
2. Was the activity actual or simulated.
3. Clear accounting of the citizen's concern or request for information and your methods of listening and communication, including follow-up as described.



## Activity Four: Fire Inspections and Pre-Plans

### **Standard components addressed in this activity:**

Conducting fire inspections NFPA 1021, 4.5.1 and 4.5.1(b)

Develop a pre-incident plan NFPA 1021, 4.5.2 and 4.5.2(b)

Record-management systems NFPA 1021, 4.4.2 and 4.4.2(b)

### **Instructions to the candidate and AHJ:**

Describe the procedures of your AHJ for conducting fire inspections and developing pre-fire plans. Explain the differences between, and the importance of both tasks. Complete a fire inspection and a pre-fire plan using the appropriate AHJ forms for any of the occupancies listed below:

Assembly	Educational	Health Care
Detention and Correctional	Residential	Mercantile
Business	Industrial	Storage
Unusual structures	Mixed occupancies	

### **PORFOLIO DOCUMENTATION:**

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

1. Description of the AHJ process of completing fire inspections and pre-fire plans explaining the different objective of the two activities.
2. Copies of both a fire inspection and a pre-fire plan completed by the candidate.

## Activity Five: Accident Investigation and Prevention

### **Standard components addressed in this activity:**

Conduct an initial accident investigation NFPA 1021, 4.7.2 and 4.7.2(b)

Apply safety regulations at the unit level NFPA 1021, 4.7.1 and 4.7.1(b)

Record-management systems NFPA 1021, 4.4.2 and 4.4.2(b)

### **Instructions to the candidate and AHJ:**

The AHJ will provide the candidate with information concerning a work place accident that needs to be investigated at the company level. The candidate will demonstrate their ability to identify safety hazards, conduct interviews and complete in-service safety training.

The candidate will investigate the cause of the accident including interviewing those involved including witnesses.

The candidate will fill out an AHJ accident form and based on the findings, prepare and deliver crew level safety training to minimize future accidents of a similar nature.

### **PORFOLIO DOCUMENTATION:**

Submit a summary of the activity along with the attached forms. Summary will include:

1. Copy of the activity information given to the candidate.
2. An accounting of how the accident was investigated, including who was interviewed.
3. A copy of the completed report with names blacked out if a real accident was used.
4. Description of the safety training you developed and presented to your crew including suggestions or actions needed to minimize similar accidents.



## Activity Six: Health and Safety, Wellness/Fitness Program

### **Standard components addressed in this activity:**

Explain the need of a wellness / fitness program      NFPA 1021, 4.7.3 and 4.7.3(b)

### **Instructions to the candidate and AHJ:**

The candidate will explain the benefits of being physically and medically capable of performing their duties and explain the need to participate in wellness and fitness programs to their crew.

### **PORTFOLIO DOCUMENTATION:**

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

1. An account of when, how and who you explained the program to.
2. Suggestions to improve your health and safety program.

## Activity Seven: Unit Member Counseling and Discipline

### **Standard components addressed in this activity:**

Member-related problems, requiring assistance.      NFPA 1021, 4.2.4 and 4.2.4(b)

Human resource policies requiring action      NFPA 1021, 4.2.5 and 4.2.5(b)

Record-management systems      NFPA 1021, 4.4.2 and 4.4.2(b)

### **Instructions to the candidate and AHJ:**

The candidate will be provided information describing behavior of a member of their crew that needs to be addressed through the disciplinary process. The information provided by the AHJ will include a repeated offence that will need to be addressed beyond the initial counseling phase and include changes from the normal behavior of the crew member. The candidate will then meet with the crew member to address the performance issue, determine the contributing factors causing the behavior, and outline a recommended course of action consistent with the AHJ disciplinary procedure.

### **PORTFOLIO DOCUMENTATION:**

Submit a summary describing how you completed the task to include:

1. Date the activity was accomplished and whether the situation was simulated or actual.
2. Copy of the activity information given to the candidate or summary if actual.
3. Account of the meeting held with the crew member describing how the contributing factors were identified and what they were.
4. Include counseling and information regarding options available to the crew member through their employee assistance program on related behavioral issues need to be included.
5. Copy of the completed AHJ disciplinary form completed by the candidate that includes the detailed action needed (name of the subordinate blacked out if actual situation is used).



### Activity Eight: Creating Positive Change

#### **Standard components addressed in this activity:**

Changing departmental policies

NFPA 1021, 4.4.1 and 4.4.1(b)

Record-management systems

NFPA 1021, 4.4.2 and 4.4.2(b)

#### **Instructions to the candidate and AHJ:**

The Candidate at the company level will promote compliance to a SOP in a positive manner so that the policy is communicated to and understood by the unit members.

The SOP for this activity will be selected by the AHJ and preferably be one the candidate was given the opportunity to either assist in developing or contributed to improve.

#### **PORTRFOIO DOCUMENTATION:**

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

1. Date the task was assigned and completed.
2. Copy of the SOP/policy addressed.
3. Description of how the candidate helped develop or improve the policy.
4. Explanation of how compliance with the SOP will improve member safety or improve customer service.
5. Clear accounting of how the candidate disseminated the information to their crew in a positive way that promotes compliance and buy-in.

### Activity Nine: Non-Emergency Task Completion

#### **Standard components addressed in this activity:**

Coordinate the completion of assigned tasks

NFPA 1021, 4.2.6 and 4.2.6(b)

Assign tasks during non-emergency conditions

NFPA 1021, 4.2.2 and 4.2.2(b)

#### **Instructions to the candidate and AHJ:**

Given a list of tasks or a project, the candidate will demonstrate the ability to develop a plan of completion, prioritizing tasks as needed. The candidate will then be able to assign unit members specific tasks and supervise their completion. This activity needs to demonstrate the candidate's ability to issue instructions for frequently assigned non-emergency tasks according to AHJ policy.

#### **PORTRFOIO DOCUMENTATION:**

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

1. Dates the activity was accomplished and number of personnel the candidate supervised.
2. List of the tasks or project assigned.
3. Clear accounting of how you prioritized the tasks and developed a completion plan.
4. Summary of the instructions you gave your crew including any safety items addressed, task delegations and your supervision methods.



## Activity Ten: Direct a Training Evolution

### **Standard components addressed in this activity:**

Direct a training evolution  
Assign tasks - non-emergency conditions  
Record-management systems

NFPA 1021, 4.2.3 and 4.2.3(b)  
NFPA 1021, 4.2.2 and 4.2.2(b)  
NFPA 1021, 4.4.2 and 4.4.2(b)

### **Instructions to the candidate and AHJ:**

The candidate will demonstrate their ability to supervise a crew and issue guided directions during drill field training. The AHJ will assign the specific training evolution to be accomplished. The candidate will explain the objectives of the training evolution to the crew addressing applicable safety concerns, complete the drill, and review the drill's effectiveness with the crew members.

Complete an AHJ training record for this drill.

### **PORTRFOLIO DOCUMENTATION:**

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

1. Date the activity was accomplished and number of personnel the candidate supervised.
2. Summary or copy of the training evolution assigned.
3. Clear accounting of your crew instructions and actions during the training.
4. Accounting of drill effectiveness and lessons learned reviewed with the crew.
5. Copy of the completed training record.

## Activity Eleven: Prepare a Budget Request

### **Standard components addressed in this activity:**

Prepare a budget request  
Record-management systems

NFPA 1021, 4.4.3 and 4.4.3(b)  
NFPA 1021, 4.4.2 and 4.4.2(b)

### **Instructions to the candidate and AHJ:**

The candidate will identify a need within the department or AHJ, and prepare a budget request using the AHJ budget request forms. Included in the budget request will be a justification of the expense and explanation of the item's usefulness to the community or department.

### **PORTRFOLIO DOCUMENTATION:**

Submit a summary of your budget request. Summary will include:

1. Date the task was completed.
2. Explanation of your agencies budget request procedure.
3. Description of the item(s) requested, need and justification.
4. Copy of the budget request form.



## Activity Twelve: Emergency Incident Operations

### **Standard components addressed in this activity:**

Develop an action plan	NFPA 1021, 4.6.1 and 4.6.1(b)
Implement an action plan	NFPA 1021, 4.6.2 and 4.6.2(b)
Assign tasks for emergency conditions	NFPA 1021, 4.2.1 and 4.2.1(b)
Secure an incident	NFPA 1021, 4.5.3 and 4.5.3(b)
Conduct a unit-level post-incident analysis	NFPA 1021, 4.6.3 and 4.6.3(b)
Record-management systems	NFPA 1021, 4.4.2 and 4.4.2(b)

### **Instructions to the candidate and AHJ:**

In this activity the candidate will document their ability to act as the initial Company Officer on a fire incident. The AHJ will provide the candidate with information consistent with what would be typical dispatch information.

The candidate will then complete an on-scene size-up showing their ability to analyze emergency scene conditions and formulate an action plan. This action plan should clearly describe how the candidate established an incident command system/structure.

They will then implement the incident action plan by allocating resources, demonstrating their ability to condense instructions for frequently assigned fireground tasks according to their AHJ policies and training, and activate an AHJ pre-plan including an evacuation plan if applicable. The candidate will run the incident detailing how they managed scene safety and accounted for assigned personnel until completion of the incident or until being relieved of command by an incoming officer.

The activity will also demonstrate the ability to establish perimeters at an incident for cause and evidence protection. The candidate will then complete the call by detailing a unit-level after-action- review (use an AHJ AAR form if available), and complete an AHJ incident report for this activity.

This activity is intended to be an incident consistent with the scope of a company officer I. A larger fire scene is required for Company Officer II certification.

### **PORTRFOLIO DOCUMENTATION:**

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

1. Date of activity and whether the incident was simulated or an actual response.
2. Provide the information given by dispatch.
3. Describe your on-scene arrival report.
4. Explain your size-up process and conditions found.
5. Give a clear accounting of your actions including how units or members were assigned tasks.
6. Document your initial action plan (similar to an ICS 201 Incident Briefing form) including a sketch showing how you secured the scene for evidence protection.
7. Describe your on-scene crew after-action review.
8. Attach your completed AHJ incident report for this incident.



## Plagiarism Statement

Please Print or Type

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

Signature:

Date:

## This completes the Fire Officer I Portfolio.

Please review this portfolio for completeness and ALL required signatures. Make a copy of all documentation for your records, and submit to FST along with all necessary activity documentation in PC-compatible electronic form to [fst@cte.idaho.gov](mailto:fst@cte.idaho.gov) or mail it to:

Fire Service Technology  
Idaho Division of Career Technical Education  
Len B. Jordan Building  
650 W. State St., Suite 324  
Boise, ID 83702



## Reference Table

Below is a reference to the Requisite Skill components of NFPA 1021-chapter 4-Fire Officer 1. It is included to help clarify the NFPA intent of each activity. A complete version on the NFPA 1021 should be available through your AHJ, if not contact FST.

### **4.2 Human Resource Management**

This duty involves utilizing human resources to accomplish assignments in accordance with safety plans and in an efficient manner. This duty also involves evaluating member performance and supervising personnel during emergency and nonemergency work periods, according to the following job performance requirements

#### **4.2.1**

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

##### **B. Requisite Skills**

The ability to condense instructions for frequently assigned unit tasks based on training and standard operating procedures

#### **4.2.2**

Assign tasks or responsibilities to unit members, given an assignment under nonemergency 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

##### **B. Requisite Skills**

The ability to issue instructions for frequently assigned unit tasks based on department policy

#### **4.2.3**

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

##### **B. Requisite Skills**

The ability to distribute issue-guided directions to unit members during training evolutions

#### **4.2.4**

Recommend action for member-related problems, given a member with a situation requiring 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

##### **B. Requisite Skills**

The ability to recommend a course of action for a member in need of assistance

#### **4.2.5**

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

##### **B. Requisite Skills**

The ability to communicate orally

The ability to communicate in writing

The ability to relate interpersonally

#### **4.2.6**

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

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**4.3 Community and Government Relations**

This duty involves dealing with inquiries of the community and communicating the role, image, and mission of the department to the public and delivering safety, injury, and fire prevention education programs, according to the following job performance requirements.

**4.3.1**

Initiate action on a community need, given policies and procedures, so that the need is addressed

2

**B. Requisite Skills**

Familiarity with public relations

Ability to communicate verbally

**4.3.2**

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.

3

**B. Requisite Skills**

Familiarity with public relations

Ability to communicate verbally

**4.3.3**

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

3

**B. Requisite Skills**

The ability to relate interpersonally

The ability to respond to public inquiries

**4.4 Administration**

This duty involves general administrative functions and the implementation of departmental policies and procedures at the unit level, according to the following job performance requirements.

**4.4.1**

Recommend changes to existing departmental policies 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 unit members

8

**B. Requisite Skills**

The ability to relate interpersonally

Ability to communicate change in a positive manner

**4.4.2**

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

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**B. Requisite Skills**

The ability to communicate orally

The ability to communicate in writing

11

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**4.4.3**

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

11

**B. Requisite Skills**

The ability to communicate in writing

**4.4.4**

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

1

**B. Requisite Skills**

The ability to communicate verbally in a clear and concise manner



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<b>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	1
<b>B. Requisite Skills</b>	
The ability to communicate orally	
The ability to communicate in writing	
<b>4.5 Inspection and Investigation</b> This duty involves conducting inspections to identify hazards and address violations, performing a fire investigation to determine preliminary cause, securing the incident scene, and preserving evidence, according to the following job performance requirements.	
<b>4.5.1</b> Describe the procedures of the AHJ for conducting fire inspections so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action initiated:	4
<b>B. Requisite Skills</b>	
The ability to communicate in writing	
The ability to apply the appropriate codes and standards	
<b>4.5.2</b> 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 an occupancy, and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed:	4
<b>B. Requisite Skills</b>	
The ability to use evaluative methods	
The ability to communicate orally	
The ability to communicate in writing	
<b>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	12
<b>B. Requisite Skills</b>	
The ability to establish perimeters at an incident scene	
<b>4.6 Emergency Service Delivery</b> This duty involves supervising emergency operations, conducting pre-incident planning, and deploying assigned resources in accordance with the local emergency plan and according to the following job performance requirements.	
<b>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.	12
<b>B. Requisite Skills</b>	
The ability to analyze emergency scene conditions	
Activate the local emergency plan, including localized evacuation procedures	
Allocate resources	
Communicate orally	
<b>4.6.2</b> Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation	12
<b>B. Requisite Skills</b>	



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The ability to implement an incident management system	
The ability to communicate orally	
The ability to manage scene safety	
Supervise and account for assigned personnel under emergency conditions	
<b>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 the approved forms are completed and processed in accordance with policies and procedures	
<b>B. Requisite Skills</b>	12
The ability to write reports	
The ability to communicate orally	
The ability to evaluate skills	
<b>4.7 Health and Safety</b>	
This duty involves integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene, including the donning of appropriate levels of personal protective equipment to ensure a work environment that is in accordance with health and safety plans for all assigned members, according to the following job performance requirements	
<b>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	
<b>B. Requisite Skills</b>	5
The ability to identify safety hazards	
The ability to communicate orally	
The ability to communicate in writing	
<b>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	
<b>B. Requisite Skills</b>	5
Ability to communicate orally	
Ability to communicate in writing	
Ability to conduct interviews	
<b>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.	
<b>B. Requisite Skills</b>	6
The ability to communicate orally	