

# Chief Fire Officer (NFPA Fire Officer III and Wildland Fire Officer II)

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## Certification Training Standards Guide September 2017



California Department of Forestry and Fire Protection  
Office of the State Fire Marshal  
State Fire Training

# Chief Fire Officer

## Certification Training Standards Guide September 2017

This CTS guide utilizes NFPA 1021 Standard for Fire Officer Professional Qualifications (2014) and NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2016) to provide the qualifications for State Fire Training's Chief Fire Officer certification.

State Fire Training coordinated the development of this CTS guide. Before its publication, the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS) recommended this CTS guide for adoption by the Office of the State Fire Marshal (OSFM).



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# State Fire Training

## Mission

To enable the California Fire Service to safely protect life and property through education, training, and certification.

## The California Fire Service Training and Education System

The California Fire Service Training and Education System (CFSTES) was established to provide a single statewide focus for fire service training in California. CFSTES is a composite of all the elements that contribute to the development, delivery, and administration of training for the California fire service. The authority for the central coordination of this effort is vested in the Training Division of the California State Fire Marshal's Office with oversight provided by the State Board of Fire Services.

CFSTES facilitates, coordinates, and assists in the development and implementation of standards and certification for the California fire service. CFSTES:

1. Administers the California Fire Academy System
2. Provides accredited courses leading to certification and approved standardized training programs for local and regional delivery
3. Administers the national accreditation process in California
4. Publishes certification training standards, course plans, and a certification task book for each certified level in the California fire service

CFSTES is a fire service system developed by the fire service, for the fire service. It is only as successful and effective as the people involved in it.

## Acknowledgments

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## 2017 Update

**Laura Garwood**  
*Editor*  
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# How to Read a CTS Guide

State Fire Training develops a Certification Training Standards (CTS) Guide for a variety of job functions in the fire service such as firefighter, driver/operator, fire instructor, and company officer. The CTS guide lists the requisite knowledge and skills and the job performance requirements a person is expected to complete in order to become certified in a specific function. CTS guides are appropriate for fire service personnel and individuals in related occupations pursuing State Fire Training certification.

Each CTS guide serves as a foundation for the certification programs recommended for adoption by the Office of the State Fire Marshal. Any certification program must be based on job-related knowledge and measurable performance standards. To master the knowledge and skills needed for specialized operations, individuals will require additional training to augment the performance standards included in the CTS guide.

Within the CTS guide, it is impossible to capture the different policies and procedures of each organization in the California fire service. Individuals aspiring to meet State Fire Training's certification training standards must do so in accordance with the codes, standards, regulations, policies, and standard operating procedures applicable within their own departments or jurisdictions.

## Format

Each certification training standard included in the CTS guide includes the following:

### Section Heading

The section heading describes a general category for a group of training standards. For example, the Fire Marshal CTS includes the following sections: Administration, Risk Management, Community Relations, Professional Development, Regulatory Programs, Fire and Life Safety, and Investigation. Each section contains one or more individual training standards.

### Training Standard Title

The training standard title provides a general description of the performance requirement contained within the standard.

### Authority

The CTS guide references each standard with one or more paragraphs of the corresponding National Fire Protection Association (NFPA) Professional Qualifications. This ensures that each fire service function within California's certification system meets or exceeds NFPA standards.

When California requirements exceed the NFPA standard, the CTS guide cites the Office of the State Fire Marshal as the authority and prints the corresponding information in *italics*.

### **Given**

This section lists the objects, equipment, materials, or facilities an individual needs in order to acquire the requisite knowledge and skills or to accomplish the job performance requirement(s) within a training standard.

### **Requisite Knowledge and Skills**

This section lists the knowledge and skills that an individual must acquire in order to accomplish the job performance requirement(s) within a training standard.

This section does not include NFPA requisite knowledge or skills that are too general to teach or that individuals should develop through life experiences. For example, a training standard would not list “communicate orally and in writing” or “ability to relate interpersonally” unless they specifically apply to a job performance requirement about acquiring communication skills or developing interpersonal relationships.

### **Job Performance Requirements**

This section includes one or more written statements that describe a specific job-related task and define measurable or observable outcomes. After an individual completes all coursework and requisite requirements, the certification task book process verifies completion of job performance requirements.

## **Content**

In addition to the individual certification training standards, the CTS guide also includes State Fire Training Content and Supplemental Tracking History pages.

### **State Fire Training Content**

This table documents any significant revisions made by State Fire Training to the NFPA standards in the development of this CTS guide. This table is used to justify content additions and advise the course plan development team.

### **Supplemental Tracking History**

This table documents any revisions made to the CTS guide since the documents original creation. This will include changes due to new editions of NFPA professional qualifications, or changes made outside of the five-year NFPA revision cycle.

## **Chief Fire Officer**

### **Section 1: Definition of Duties**

#### **1-1: Definition of Duties for Chief Fire Officer**

##### **Authority**

1. *Office of the State Fire Marshal*

##### **Given**

1. *There are no givens identified for this training standard.*

##### **Requisite Knowledge and Skills**

1. *Identify the requirements for Chief Fire Officer certification in California*
2. *Describe the need for Wildland Fire Officer II certification as a co-requisite for Chief Fire Officer certification in California*

##### **Job Performance Requirements**

*There is no job performance requirement identified for this training standard.*

## **1-2: Definition of Duties for Fire Officer III**

### **Authority**

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.1
  - Paragraph 6.2
  - Paragraph 6.3
  - Paragraph 6.4
  - Paragraph 6.5
  - Paragraph 6.6
  - Paragraph 6.7
  - Paragraph 6.8
2. *Office of the State Fire Marshal*

### **Given**

1. Sections 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, and 6.8 of NFPA 1021 (2014)

### **Requisite Knowledge and Skills**

1. Identify the prerequisite qualifications of a Fire Officer III
  - Certification at Fire Officer Level II as defined in NFPA 1021
2. Identify the human resource management duties of a Fire Officer III
  - Establishing procedures for hiring, assigning, promoting, and encouraging professional development of members
3. Identify the community and government relations duties of a Fire Officer III
  - Developing programs that improve and expand service and build partnerships with the public
4. Identify the administrative duties of a Fire Officer III
  - Preparing a divisional or departmental budget
  - Developing a budget management system
  - Soliciting bids
  - Planning for resource allocation
  - Working with records management systems
5. Identify the inspection and investigation duties of a Fire Officer III
  - Evaluating inspection programs of the AHJ to determine effectiveness
  - Developing public safety plans
6. Identify the emergency service delivery duties of a Fire Officer III
  - Managing multi-agency planning, deployment, and operations
7. Identify the health and safety duties of a Fire Officer III
  - Developing, managing, and evaluating a departmental health and safety program
8. Identify the emergency management duties of a Fire Officer III

## **Chief Fire Officer**

### Section 1: General

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- Developing policies, procedures, and programs for the role of the fire service in the community's emergency management plan
- Identifying the roles of local, state/provincial, and national emergency management agencies

### **Job Performance Requirements**

There is no job performance requirement identified for this training standard.

### **1-3: Definition of Duties for a Wildland Fire Officer II**

#### **Authority**

1. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2016)
  - Paragraph 7.1.1
  - Paragraph 7.4.1
  - Paragraph 7.5.1

#### **Given**

1. Sections 7.1.1, 7.4.1, and 7.5.1 of NFPA 1051 (2016)

#### **Requisite Knowledge and Skills**

1. Identify the prerequisite knowledge required for a Wildland Fire Officer II:
  - Authority and responsibility for implementing formal and informal agreements between jurisdictional agencies
  - Incident management system used by the jurisdiction
  - Wildland Fire Officer II's role within *the incident management* system
2. Identify the mobilization duties of a Wildland Fire Officer II
  - Supervising multiple resources so that they are deployed in accordance with the action plan and agency policies and procedures
3. Identify the suppression duties of a Wildland Fire Officer II
  - Commanding resources in the suppression of a wildland fire that exceeds the capability of the Wildland Fire Officer I

#### **Job Performance Requirements**

There is no job performance requirement identified for this training standard.

## Section 2: Human Resource Management

### 2-1: Establishing Personnel Assignments

#### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.2.1

#### Given

1. Knowledge, training, and experience of the members available

#### Requisite Knowledge and Skills

1. *Determine* minimum staffing requirements
2. *Identify* available human resources
3. *Apply* policies and procedures
4. Relate interpersonally, both orally and in writing, *when assigning personnel*

#### Job Performance Requirements

Establish personnel assignments to maximize efficiency in accordance with policies and procedures, using human resources in an effective manner.

## **2-2: Developing Hiring Procedures**

### **Authority**

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.2.2
2. *Office of the State Fire Marshal*

### **Given**

1. Policies of the AHJ
2. Legal requirements

### **Requisite Knowledge and Skills**

1. *Identify* applicable regulations and standards; policies and procedures; and federal, state/provincial, and local laws
2. *Evaluate hiring procedures to ensure validity*
3. Communicate *hiring procedures* orally and in writing

### **Job Performance Requirements**

Develop procedures for hiring members, ensuring a valid and reliable process.



## **2-3: Developing Promotion Procedures**

### **Authority**

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.2.3
2. *Office of the State Fire Marshal*

### **Given**

1. Applicable policies and legal requirements

### **Requisite Knowledge and Skills**

1. *Identify* applicable regulations and standards; policies and procedures; and federal, state/provincial, and local laws
2. *Evaluate promotion procedures to ensure validity*
3. Communicate *promotion procedures* orally and in writing
4. Encourage professional development and mentor members

### **Job Performance Requirements**

Develop procedures and programs for promoting members, ensuring a valid, reliable, job-related, and nondiscriminatory process.

## 2-4: Professional Development

### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.2.4

### Given

1. A professional development model

### Requisite Knowledge and Skills

1. *Discuss* interpersonal and motivational techniques
2. *Apply* a professional development model
3. *Implement* goal setting *techniques*
4. *Evaluate* personal and professional goals
5. Evaluate *member* potential
6. Counsel members *on professional development*

### Job Performance Requirements

Describe methods of facilitating and encouraging members to participate in professional development to achieve their personal and professional goals.

## 2-5: Developing Proposals for Improving Employee Benefits

### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.2.5

### Given

1. Need in the organization

### Requisite Knowledge and Skills

1. *Describe* the agency's benefit program
2. Conduct research *as needed to develop a benefit improvement proposal*
3. Communicate orally and in writing *as needed to develop a benefit improvement proposal*

### Job Performance Requirements

Develop a proposal for improving an employee benefit, including adequate information to justify the requested benefit improvement.

## 2-6: Developing Plans for Providing Employee Accommodation

### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.2.6

### Given

1. An employee need
2. Applicable law and requirements

### Requisite Knowledge and Skills

1. *Determine* agency's policies and procedures
2. *Identify* legal requirements for reasonable accommodations
3. Conduct research *as needed to develop plans for providing employee accommodation* and communicate *results* orally and in writing

### Job Performance Requirements

Develop a plan for providing an employee accommodation, including adequate information to justify the requested change(s).

## 2-7: Developing an Ongoing Education Training Program

### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.2.7

### Given

1. Organizational training requirements

### Requisite Knowledge and Skills

1. *Identify* agency mission and goals
2. *Describe* the training program development *process*
3. *Define* needs assessment *components*
4. Perform *an education training program* needs assessment
5. Communicate *ongoing education training program results* orally and in writing

### Job Performance Requirements

Develop an ongoing education training program, giving members of the organization appropriate training to meet the mission of the organization.

## **2-8: Defining the Requirements of the California Firefighters Procedural Bill of Rights Act**

### **Authority**

1. *Office of the State Fire Marshal*

### **Given**

1. *The California Firefighters Procedural Bill of Rights Act*

### **Requisite Knowledge and Skills**

1. *Describe the disciplinary process as it relates to the California Firefighters Procedural Bill of Rights Act.*
2. *Describe the components of the notification and interrogation process required by the California Firefighters Procedural Bill of Rights Act.*
3. *Describe the protection of basic rights offered by the California Firefighters Procedural Bill of Rights Act.*
4. *Describe how the California Firefighters Procedural Bill of Rights Act reduces risk and civil and criminal liability*

### **Job Performance Requirements**

*Define the requirements of the California Firefighters Procedural Bill of Rights Act as they apply to the roles and responsibilities of the Chief Fire Officer.*

## Section 3: Community and Government Relations

### 3-1: Preparing Community Awareness Programs

#### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.3.1

#### Given

1. Risk assessment data

#### Requisite Knowledge and Skills

1. *Describe* community demographics
2. *Determine* resource availability
3. *Determine* community needs
4. *Describe* customer service principles
5. *Discuss* program development
6. Relate interpersonally, *both orally and in writing, when preparing community awareness programs*

#### Job Performance Requirements

Develop a community risk reduction program to meet *desired* program outcomes.

## Section 4: Administration

### 4-1: Developing a Divisional or Departmental Budget

#### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.4.1
2. *Office of the State Fire Marshal*

#### Given

1. Schedules and guidelines concerning budget preparation

#### Requisite Knowledge and Skills

1. *Identify the operation and maintenance costs associated with existing and new:*
  - programs
  - facilities
  - equipment
  - *fleet*
2. *Determine personnel costs*
3. *Justify capital, operating, and personnel costs*
4. *Interpret approved budget management system*
5. *Allocate finances per approved divisional or departmental budget*
6. *Relate interpersonally, both orally and in writing, as needed to develop a budget*

#### Job Performance Requirements

Develop a divisional or departmental budget, determining and justifying capital, operating, and personnel costs.



## **4-2: Developing a Budget Management System**

### **Authority**

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.4.2
2. *Office of the State Fire Marshal*

### **Given**

1. Fiscal and financial policies

### **Requisite Knowledge and Skills**

1. *Describe methods to track relevant financial data, including:*
  - Revenue to date
  - Anticipated revenue
  - Expenditures to date
  - Encumbered amounts
  - Anticipated expenditures
2. *Interpret financial data from budget management system*
3. *Verify expenditures remain within budgetary authority*
4. *Communicate budget management system orally and in writing*

### **Job Performance Requirements**

Develop a budget management system to keep the division or department within the budgetary authority.

### **4-3: Ensuring Competitive Bidding**

#### **Authority**

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.4.3
2. *Office of the State Fire Marshal*

#### **Given**

1. Established specifications
2. Agency's policies and procedures

#### **Requisite Knowledge and Skills**

1. *Describe* purchasing laws, policies, and procedures
2. *Identify evaluative methods for ensuring competitive bidding*
3. *Communicate the competitive bidding process* orally and in writing

#### **Job Performance Requirements**

Describe the agency's process for ensuring competitive bidding, including developing requests for proposal (RFPs) and soliciting and awarding bids.

## 4-4: Directing a Department Record Management System

### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.4.4

### Given

1. Policies and procedures

### Requisite Knowledge and Skills

1. *Identify* the principles involved in the acquisition, implementation and retrieval of information by data processing as it applies to the record and budgetary processes
2. *Describe* the capabilities and limitations of information management systems
3. Organize data and use evaluative methods *to ensure the completeness and accuracy of a department record and management system*
4. Communicate orally and in writing *as needed to direct a department record and management system*

### Job Performance Requirements

Direct the development, maintenance, and evaluation of a department record and management system, ensuring the achievement of completeness and accuracy.

## 4-5: Analyzing and Interpreting Records and Data

### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.4.5

### Given

1. Fire department records system

### Requisite Knowledge and Skills

1. *Describe* the principles involved in the acquisition, implementation, and retrieval of information and data
2. Use evaluative methods *to determine the validity of records and data*
3. Communicate *recommended improvements* orally and in writing
4. Organize and analyze data *to determine its validity*

### Job Performance Requirements

Analyze and interpret records and data to determine validity and recommend improvements.

## 4-6: Developing a Model Plan for Continuous Organizational Improvement

### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.4.6

### Given

1. Resources for an area to be protected

### Requisite Knowledge and Skills

1. *Identify* applicable policies and procedures; and local, state/provincial, and federal regulations
2. *Identify* physical and geographic characteristics and hazards
3. *Analyze* demographics
4. *Review* community plans
5. *Determine* staffing requirements
6. *Identify* response time benchmarks
7. *Review* contractual agreements
8. *Evaluate* recognized best practice assessment programs
9. Research *potential improvements*, organize and analyze data, and communicate *findings* orally and in writing
10. Use evaluative methods *to determine effectiveness of model plan*

### Job Performance Requirements

Develop a model plan for continuous organizational improvement, maximizing resource utilization.

## Section 5: Inspection and Investigation

### 5-1: Evaluating the Inspection Program of the AHJ

#### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.5.1

#### Given

1. Current program goals, objectives, and resources
2. Performance data

#### Requisite Knowledge and Skills

1. *Identify applicable* policies, procedures, codes, standards, and laws
2. *Describe* accepted inspection practices
3. Use evaluative methods *to* analyze data
4. Communicate *program evaluation findings* orally and in writing

#### Job Performance Requirements

Evaluate the inspection program of the AHJ, assessing results to determine effectiveness.

## **5-2: Developing a Plan to Facilitate Approval**

### **Authority**

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.5.2
2. *Office of the State Fire Marshal*

### **Given**

1. Identified fire safety problem

### **Requisite Knowledge and Skills**

1. *Identify applicable* policies, procedures, codes, ordinances, and standards
2. *Describe* development process for applicable codes, ordinances, and standards
3. *Discuss various consensus-building techniques*
4. Use evaluative methods *to determine effectiveness of approval facilitation plan*
5. Communicate *plan for approval facilitation* orally and in writing

### **Job Performance Requirements**

Develop a plan to facilitate approval for a new program, piece of legislation, form of public education, or fire safety code.

## Section 6: Emergency Service Delivery

### 6-1: Developing and Utilizing an Incident Action Plan

#### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.6.1
2. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2016)
  - Paragraph 7.5.2

#### Given

1. An emergency incident requiring multiple agency operations

#### Requisite Knowledge and Skills

1. *Identify applicable* policies, procedures, and standards, including the current edition of NFPA 1600
2. Identify values at risk
3. *Determine* agency mitigation priorities based on personnel safety and values at risk
4. *Determine and assess* resources, capabilities, roles, responsibilities, and authority of support agencies
5. *Establish incident* objectives
6. Select correct strategies and tactics
7. Use evaluative methods *to determine plan effectiveness*
8. Organize plans and delegate authority *in accordance with established incident action plan*
9. Communicate *incident action plan* orally and in writing

#### Job Performance Requirements

Prepare, review, validate, modify, and document an incident action plan for each operational period, determining, assigning, and placing the required resources to mitigate the incident, and applying strategies and tactics according to agency policies and procedures and incident objectives.



## **6-2: Supervising Multiple Resources**

### **Authority**

1. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2016)
  - Paragraph 7.4.1

### **Given**

1. An assignment
2. Resources

### **Requisite Knowledge and Skills**

1. *Describe* agency policies and procedures covering the movement of multiple resources
2. Assess the readiness of assigned resources *prior to deployment*

### **Job Performance Requirements**

Supervise multiple resources and deploy them in accordance with the *incident* action plan and agency policies and procedures.

### **6-3: Obtaining Incident Information to Facilitate Transfer of Command**

#### **Authority**

1. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2016)
  - Paragraph 7.5.5
2. *Office of the State Fire Marshal*

#### **Given**

1. A wildland fire
2. *An ICS 201 Incident Briefing form*

#### **Requisite Knowledge and Skills**

1. *Apply AHJ policies and procedures for transfer of command*
2. *Participate in transfer of command, including use of an ICS 201 Incident Briefing form*

#### **Job Performance Requirements**

Obtain incident information from the outgoing incident commander to ensure the new incident commander has the information necessary to operate and complete the transfer of command.

## **6-4: Evaluating Incident Facilities**

### **Authority**

1. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2016)
  - Paragraph 7.5.3

### **Given**

1. AHJ policies and procedures

### **Requisite Knowledge and Skills**

1. *Identify the* factors affecting the need for appropriate incident facilities
2. Evaluate and establish incident facilities

### **Job Performance Requirements**

Evaluate the need for and location of incident facilities, so that the location is sited, identified, and communicated to personnel.

## 6-5: Developing and Conducting a Post-Incident Analysis

### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.6.2
2. *Office of the State Fire Marshal*

### Given

1. A multi-agency incident
2. Post-incident analysis policies, procedures, and forms

### Requisite Knowledge and Skills

1. *Describe the elements of a multi-agency post-incident analysis*
2. *Review incident action plan objectives and process*
3. Identify critical issues:
  - Involved agencies' resources and responsibilities
  - Procedures relating to dispatch response
  - Strategy, tactics, and operations
  - Customer service needs
4. *Write post-incident analysis reports and communicate results orally*
5. *Evaluate skills and performance of assigned personnel to identify training needs*

### Job Performance Requirements

Develop and conduct a post-incident analysis in order to identify and communicate all required critical elements, and complete and process appropriate forms in accordance with policies and procedures.

## **6-6: Maintaining Incident Records**

### **Authority**

1. NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications (2016)
  - Paragraph 7.5.4

### **Given**

1. Agency policies and procedures
2. Applicable forms

### **Requisite Knowledge and Skills**

1. *Describe* agency incident documentation procedures

### **Job Performance Requirements**

Maintain incident records to document required information.

## 6-7: Developing an Agency Resource Contingency Plan

### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.6.3

### Given

1. An unmet need for resources that exceed what is available in the organization
2. *Local, state, and federal cooperative agreements*

### Requisite Knowledge and Skills

1. *Describe the needs assessment and planning process*
2. *Conduct a resource needs assessment*
3. *Evaluate availability and capability of external resources*
4. *Develop a plan to acquire and utilize external resources*

### Job Performance Requirements

Develop a plan for the agency to ensure the mission of the organization is performed in times of extraordinary need.

## Section 7: Health and Safety

### 7-1: Developing a Measurable Accident and Injury Prevention Program

#### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.7.1

#### Given

1. Relevant local and national data

#### Requisite Knowledge and Skills

1. *Identify applicable* policies, procedures, codes, standards, and laws
2. Use evaluative methods *to determine accident and injury prevention program effectiveness*
3. Analyze data and accepted safety practices
4. Communicate *accident and injury prevention program* orally and in writing

#### Job Performance Requirements

Develop a measurable accident and injury prevention program, evaluating results to determine program effectiveness.

## Section 8: Emergency Management

### 8-1: Developing a Plan for the Integration of Fire Services Resources

#### Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
  - Paragraph 6.8.1

#### Given

1. The requirements of the community
2. Resources available in the fire department

#### Requisite Knowledge and Skills

1. *Define the role of the fire service within the integrated emergency management system*
2. *Assess preparedness and emergency management planning activities*
3. *Describe the roles and responsibilities of the emergency operations centers*
4. *Describe the roles of local, state/provincial, and national emergency management agencies*
5. *Organize an integrated emergency management plan*
6. *Communicate an integrated emergency management plan orally and in writing*
7. *Demonstrate familiarity with emergency management inter-agency planning and coordination process*

#### Job Performance Requirements

Develop a plan for integrating fire services resources in the community's emergency management plan, ensuring that the role of the fire service complies with local, state/provincial, and national requirements.



## Section 9: Incident Command

### 9-1: Describing NIMS Command and Management

#### Authority

1. *Office of the State Fire Marshal*

#### Given

1. *The NIMS Command and Management Component*

#### Requisite Knowledge and Skills

1. *Describe the Incident Command System element of the NIMS Command and Management Component*
2. *Describe the Multiagency Coordination Systems element of the NIMS Command and Management Component*
3. *Describe the Public Information element of the NIMS Command and Management Component*
4. *Describe how the Incident Command System, Multiagency Coordination Systems, and Public Information elements of the NIMS Command and Management System work together to support the management of an expanding incident*

#### Job Performance Requirements

*Describe how the National Incident Management System (NIMS) Command and Management Component supports the management of an expanding incident.*

## **9-2: Describing the Incident Management Process**

### **Authority**

1. *Office of the State Fire Marshal*

### **Given**

1. *The Incident Command System (ICS)*

### **Requisite Knowledge and Skills**

1. *Describe the general role of supervisors in an expanding incident*
2. *Describe the elements of an expanding incident*
3. *Describe the process of organizing and planning for incidents and planned events*

### **Job Performance Requirements**

*Describe the incident/event management process for supervisors and expanding incidents as prescribed by the Incident Command System (ICS).*

## **9-3: Implementing the Incident Management Process**

### **Authority**

1. *Office of the State Fire Marshal*

### **Given**

1. *A simulated Type 3 incident*
2. *The incident management process*

### **Requisite Knowledge and Skills**

1. *Describe the incident management process*
2. *Identify the characteristics of a simulated Type 3 incident*
3. *Describe the ICS organization appropriate to the complexity of the incident or event*
4. *Use ICS to manage an incident or event*

### **Job Performance Requirements**

*Implement the incident management process on a simulated Type 3 incident.*

## State Fire Training Content

### Code Key

#### Blocks

- G = Given
- RKS = Requisite Knowledge and Skills
- JPR = Job Performance Requirements
- NCTS = New certification training standard

### Certification: Chief Fire Officer

CTS	Block	Addition	Justification	Source/Reference
1-1	NCTS	Added a certification training standard to define the requirements for Chief Fire Officer certification in California.	Cadre members wanted to provide context for the different CalFire certification title.	California Health & Safety Code, Section 13157
2-2	RKS	Evaluate hiring procedures to ensure validity	Added to match JPR requirements/clarify NFPA intent.	n/a
2-3	RKS	Evaluate promotion procedures to ensure validity	Added to match JPR requirements/clarify NFPA intent.	n/a
2-8	NCTS	Added a certification training standard to define the impact of the California Firefighters Procedural Bill of Rights on the roles and responsibilities of the Chief Fire Officer.	Cadre members wanted to provide context to the other sections of the CTS guide.	California Firefighters Procedural Bill of Rights Act, (California Government Code, Title 1, Division 4, Chapter 9.6 (Firefighters), Sections 3250-2362)
3-1	JPR	Added /desired/.	Added to clarify NFPA intent.	n/a
4-1	RKS	<i>Identify the operation and maintenance costs</i>	Cadre members determined that this language, as changed,	n/a

## Chief Fire Officer

### State Fire Training Content

CTS	Block	Addition	Justification	Source/Reference
		<p><i>associated with existing and new:</i></p> <ul style="list-style-type: none"> <li>• programs</li> <li>• facilities</li> <li>• equipment</li> <li>• <i>fleet</i></li> </ul>	provides a clearer explanation of NFPA intent.	
4-1	RKS	Justify capital, operating, and personnel costs	Added to match JPR requirements/clarify NFPA intent.	n/a
4-1	RKS	Added /budget management/	Added to match language in section 6.4.3/clarify NFPA intent.	n/a
4-2	RKS	Verify expenditures remain within budgetary authority	Added to match JPR requirements/clarify NFPA intent.	n/a
5-2	RKS	Discuss various consensus-building techniques	Added to clarify NFPA intent.	n/a
6-1	RKS	Changed /suppression/ to /mitigation/ priorities based on personnel safety and values at risk.	New word choice covers all risk, and is more appropriate given the context of this combined CTS standard/JPR.	n/a
6-3	Given	ICS 201 Incident Briefing form	Required documentation for performance of JPR.	n/a
6-3	RKS	Participate in transfer of command, including use of an ICS 201 Incident Briefing form	Added to clarify NFPA intent.	n/a
6-5	RKS	Review incident action plan objectives and process	Added to clarify NFPA intent.	n/a
6-7	Given	Local, state, and federal cooperative agreements	These are state agreements not specifically identified in NFPA that exceed NFPA standards for mobilization and reimbursement of resources.	<ul style="list-style-type: none"> <li>• California Master Mutual Aid Agreement</li> <li>• California Fire Assistance Agreement</li> <li>• Assistance by Hire</li> </ul>

**Chief Fire Officer**

## State Fire Training Content

<b>CTS</b>	<b>Block</b>	<b>Addition</b>	<b>Justification</b>	<b>Source/Reference</b>
				<ul style="list-style-type: none"><li>• Cooperative Fire Management Agreement (ICS 900)</li><li>• Fire Management Assistance Grant</li></ul>
8-1	RKS	Added /an integrated emergency management/.	Added to match JPR requirements/clarify NFPA intent.	n/a
9-1	NCTS	Added a certification training standard to cover the description of how the National Incident Management System (NIMS) Command and Management Component supports the management of an expanding incident.	Required by federal law.	Department of Homeland Security, Presidential Directive 5 & 8
9-2	NCTS	Added a certification training standard to cover the description of the incident/event management process for expanding incidents as prescribed by the Incident Management System (ICS) per ICS 300.	Required by federal law.	Department of Homeland Security, Presidential Directive 5 & 8
9-3	NCTS	Added a certification training standard to incorporate the requirement for implementation of the incident management process on a simulated Type 3 incident per ICS 300.	Required by federal law.	Department of Homeland Security, Presidential Directive 5 & 8

## Errata

### Code Key

#### Blocks

- G = Given
- RKS = Requisite Knowledge and Skills
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- NCTS = New certification training standard

#### Changes

- New text shown in underline.
- Deleted text shown in ~~strikeout~~.

### May 2019

The May 2019 updated was a document formatting update for compliance with California Government Code (GC) Section 11546.7 (Assembly Bill 434). No content was changed.

### September 2017

The September 2017 changes reflects updates based upon the 2016 edition of NFA 1051 Standard for Wildland Firefighting Personnel Professional Qualifications. The staff review determined there were only minor changes the professional qualifications, and the CTS guide was updated.

<b>Certification:</b>	Wildland Fire Officer II		
<b>CTS:</b>	6-4	<b>Block:</b>	JPR
<b>Change:</b>	Modify JPR to:  Evaluate the need for and location of incident facilities, so that the location is <del>correctly</del> sited, <del>clearly</del> identified, and communicated to personnel.		
<b>Task Book Impact:</b>	Reflects changes made in 2016 edition of NFA 1051.		