

Chief Fire Officer

(NFPA Fire Officer III and Wildland Fire Officer II)

Certification Task Book (2014)



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

Overview

Authority

This certification task book includes the certification training standards set forth in the Chief Fire Officer Certification Training Standards Guide (2017) which is based on NFPA 1021: Standard for Fire Officer Professional Qualifications (2014) and NFPA: 1051 Standard for Wildland Fire Fighter Professional Qualifications (2016).

Revised: January 2020

Published by: State Fire Training, 2251 Harvard Street, Suite 400, Sacramento, CA 95815

Cover photo courtesy of Craig Allyn Rose Photography.

Purpose

The State Fire Training certification task book is a performance-based document that identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required position, and has demonstrated the job performance requirements to obtain that certification.

Assumptions

With the exception of the Fire Fighter 1 and 2 certifications, a candidate may begin the task book initiation process upon completion of all required education components (courses).

Each job performance requirement (JPR) shall be evaluated after the candidate's fire chief initiates the task book.

An evaluator may verify satisfactory execution of a job performance requirement (JPR) through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

State Fire Training task books do not count towards the NWCG task book limit. There is no limit to the number of State Fire Training task books a candidate may pursue at one time if the candidate meets the initiation requirements of each.

It is the candidate's responsibility to routinely check the State Fire Training website for updates to an initiated task book. Any State Fire Training issued update or addendum is required for task book completion.

A candidate must complete a task book within five years its initiation date. Otherwise, a candidate must initiate a new task books using the certification's current published version.

Roles and Responsibilities

Candidate

The candidate is the individual pursuing certification.

Initiation

The candidate shall:

1. Complete all **Initiation Requirements**.
 - Please print or type.
2. Obtain their fire chief's signature as approval to open the task book.
 - A candidate may not obtain evaluation signatures prior to the fire chief's initiation approval date.

Completion

The candidate shall:

1. Complete all **Job Performance Requirements**.
 - Ensure that an evaluator initials, signs, and dates each task to verify completion.
2. Complete all **Completion Requirements**.
3. Sign and date the candidate verification statement under **Review and Approval** with a handwritten signature.
4. Obtain their fire chief's handwritten (not stamped) signature on the fire chief verification section.
5. Create and retain a physical or high-resolution digital copy of the completed task book

Submission

The candidate shall:

1. Submit a copy (physical or digital) of the completed task book and any supporting documentation to State Fire Training.
 - See Submission and Review below.

A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

Evaluator

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement (JPR).

An evaluator may verify satisfactory execution through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

A qualified evaluator is designated by the candidate's fire chief and holds an equivalent or higher-level certification. If no such evaluator is present, the fire chief shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements.

A task book evaluator may be, but is not required to be, a registered skills evaluator who oversees a State Fire Training certification exam.

A certification task book may have more than one evaluator.

All evaluators shall:

1. Complete a block on the **Signature Verification** page with a handwritten signature.
2. Review and understand the candidate's certification task book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more job performance requirements through observation or review.
 - Do not evaluate any job performance requirement (JPR) until after the candidate's fire chief initiates the task book.
 - Sign all appropriate lines in the certification task book with a handwritten signature or approved digital signature (e.g. Docusign or Adobe Sign) to record demonstrated performance of tasks.

Fire Chief

The fire chief is the individual who initiates and then reviews and confirms the completion of a candidate's certification task book.

A fire chief may identify an authorized designee already on file with State Fire Training to fulfill any task book responsibilities assigned to the fire chief. (See *State Fire Training Procedures Manual*, 4.2.2: Authorized Signatories.)

Initiation

The fire chief shall:

1. Review and understand the candidate's certification task book requirements and responsibilities.
2. Verify that the candidate has met all **Initiation Requirements** prior to initiating the candidate's task book.

3. Open the candidate's task book by signing the **Fire Chief Approval** verification statement with a handwritten (not stamped) signature.
4. Designate qualified evaluators.

Completion

The fire chief shall:

1. Confirm that the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
 - Ensure that all **Job Performance Requirements** were evaluated after the initiation date.
2. Confirm that the candidate meets the **Completion Requirements**.
3. Sign and date the Fire Chief verification statement under **Review and Approval** with a handwritten signature.
 - If signing as an authorized designee, verify that your signature is on file with State Fire Training.

Submission and Review

A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

To submit a completed task book, please send the following to the address below:

- A copy of the completed task book (candidate may retain the original)
- All supporting documentation
- A completed SFT Fee Schedule
- Payment

State Fire Training

Attn: Cashier

PO Box 997446

Sacramento, CA 95899-7446

State Fire Training reviews all submitted task books.

- If the task book is complete, State Fire Training will authorize the task book and retain a digital copy of the authorized task book in the candidate's State Fire Training file.
- If the task book is incomplete, State Fire Training will return the task book with a notification indicating what needs to be completed prior to resubmission.

Completion of this certification task book is one step in the certification process. Please refer to the *State Fire Training Procedures Manual* for the complete list of qualifications required for certification.

Initiation Requirements

The following requirements must be completed prior to initiating this task book.

Candidate Information

Name: _____

SFT ID Number: _____

Fire Agency: _____

Prerequisites

The candidate shall meet one of the following prerequisites:

- OSFM Fire Officer **or** OSFM Company Officer certification

OR

- Appointed to the rank of Chief Fire Officer waives this certification prerequisite.
Performing in an “acting” capacity does not fulfill this requirement.

Rank	Appointment Date

Education

The candidate has completed the following course(s).

- Chief Fire Officer 3A: Human Resource Management for Chief Fire Officer
 - Chief Fire Officer 3B: Budget & Fiscal Responsibilities for Chief Fire Officer
 - Chief Fire Officer 3C: General Administration Functions for Chief Fire Officer
 - Chief Fire Officer 3D: Emergency Service Delivery Responsibilities for Chief Fire Officer
- OR**
- Chief Fire Officer 3D: Command of Expanding All-Hazard Incidents
 - ICS-300: Intermediate ICS for Expanding Incidents *(SFT shall accept ICS certificates from CalEMA/CalOES, CDF/CAL FIRE, FEMA, FIREScope, NFA, NWCG, and SFT)*

Include only copies of any non-SFT course completion certificates to validate education requirements when you submit your task book.

Fire Chief Approval

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's task book initiation requirements and to initiate State Fire Training task books. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements to open the task book documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature and Date: _____

Signature Verification

The following individuals have the authority to verify portions of this certification task book using the signature recorded below.

Please print except for the Signature line where a handwritten signature is required. Please add additional signature pages as needed.

Name: _____
Job Title: _____
Organization: _____
Signature: _____

Name: _____
Job Title: _____
Organization: _____
Signature: _____

Name: _____
Job Title: _____
Organization: _____
Signature: _____

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Organization: _____
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Job Title: _____
Organization: _____
Signature: _____

Name: _____
Job Title: _____
Organization: _____
Signature: _____

Job Performance Requirements

The candidate must complete each job performance requirement (JPR) in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

All JPRs must be completed within a California fire agency or Accredited Regional Training Program (ARTP).

For JPRs that are not part of a candidate's regular work assignment or are a rare event, the evaluator may develop a scenario or interview that supports the required task and evaluate the candidate to the stated standard.

Each JPR shall be evaluated after the candidate's fire chief initiates the task book.

Human Resource Management

1. Establish personnel assignments to maximize efficiency, given knowledge, training, and experience of the members available in accordance with policies and procedures, so that human resources are used in an effective manner. (NFPA 6.2.1) (CTS 2-1)

Evaluator Signature: _____ Date Verified: _____

2. Develop procedures for hiring members, given policies of the AHJ and legal requirements, so that the process is valid and reliable. (NFPA 6.2.2 / OSFM) (CTS 2-2)

Evaluator Signature: _____ Date Verified: _____

3. Develop procedures and programs for promoting members, given applicable policies and legal requirements, so that the process is valid and reliable, job-related, and nondiscriminatory. (NFPA 6.2.3 / OSFM) (CTS 2-3)

Evaluator Signature: _____ Date Verified: _____

4. Describe methods to facilitate and encourage members to participate in professional development, given a professional development model, so that members achieve their personal and professional goals. (NFPA 6.2.4) (CTS 2-4)

Evaluator Signature: _____ Date Verified: _____

5. Develop a proposal for improving an employee benefit, given a need in the organization, so that adequate information is included to justify the requested benefit improvement. (NFPA 6.2.5) (CTS 2-5)

Evaluator Signature: _____ Date Verified: _____

6. Develop a plan for providing an employee accommodation, given an employee need, the requirements, and applicable law, so that adequate information is included to justify the requested change(s). (NFPA 6.2.6) (CTS 2-6)

Evaluator Signature: _____ Date Verified: _____

7. Develop an ongoing education training program, given organizational training requirements, so that members of the organization are given appropriate training to meet the mission of the organization. (NFPA 6.2.7) (CTS 2-7)

Evaluator Signature: _____ Date Verified: _____

8. Given the California Firefighters Procedural Bill of Rights Act, define its requirements as they apply to the roles and responsibilities of the Chief Fire Officer. (OSFM) (CTS 2-8)

Evaluator Signature: _____ Date Verified: _____

Community and Government Relations

9. Prepare community awareness programs to enhance the quality of life by developing nontraditional services that provide for increased safety, injury prevention, and convenient public services. (NFPA 6.3.1) (CTS 3-1)

Evaluator Signature: _____ Date Verified: _____

Administration

10. Develop a divisional or departmental budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified. (NFPA 6.4.1 / OSFM) (CTS 4-1)

Evaluator Signature: _____ Date Verified: _____

11. Develop a budget management system, given fiscal and financial policies, so that the division or department stays within the budgetary authority. (NFPA 6.4.2 / OSFM) (CTS 4-2)

Evaluator Signature: _____ Date Verified: _____

12. Describe the agency's process for developing requests for proposal (RFPs) and soliciting and awarding bids, given established specifications and the agency's policies and procedures, so that competitive bidding is ensured. (NFPA 6.4.3 / OSFM) (CTS 4-3)

Evaluator Signature: _____ Date Verified: _____

13. Direct the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved. (NFPA 6.4.4) (CTS 4-4)

Evaluator Signature: _____ Date Verified: _____

14. Analyze and interpret records and data, given a fire department records system, so that validity is determined and improvements are recommended. (NFPA 6.4.5) (CTS 4-5)

Evaluator Signature: _____ Date Verified: _____

15. Develop a model plan for continuous organizational improvement, given resources for an area to be protected, so that resource utilization is maximized. (NFPA 6.4.6) (CTS 4-6)

Considering the Commission on Fire Accreditation International Self-Assessment Model

Evaluator Signature: _____ Date Verified: _____

Considering the Insurance Service Organization Fire Service Rating Schedule

Evaluator Signature: _____ Date Verified: _____

Inspection and Investigation

16. Evaluate the inspection program of the AHJ, given current program goals, objectives, performance data, and resources so that the results are evaluated to determine effectiveness. (NFPA 6.5.1) (CTS 5-1)

Evaluator Signature: _____ Date Verified: _____

17. Develop a plan, given an identified fire safety problem, so that the approval for a new program, piece of legislation, form of public education, or fire safety code is facilitated. (NFPA 6.5.2 / OSFM) (CTS 5-2)

Evaluator Signature: _____ Date Verified: _____

Emergency Service Delivery

18. Prepare an action plan, given an emergency incident requiring multiple agency operations, so that the required resources are determined and the resources are assigned and placed to mitigate the incident. (NFPA 6.6.1) (CTS 6-1)

Evaluator Signature: _____ Date Verified: _____

19. Review, validate, modify, and document an incident action plan and develop a new plan for each operational period, given an action plan, so that strategies and tactics are applied according to agency policies and procedures in accordance with incident objectives. (NFPA 7.5.2) (CTS 6-1)

Evaluator Signature: _____ Date Verified: _____

20. Supervise multiple resources given an assignment and resources, so that they are deployed in accordance with the action plan and agency policies and procedures. (NFPA 6.6.1) (CTS 6-2)

Evaluator Signature: _____ Date Verified: _____

21. Obtain incident information from the outgoing incident commander, given a wildland fire, so that the transfer of command is completed and the new incident commander has the information necessary to operate. (NFPA 7.5.5 / OSFM) (CTS 6-3)

Evaluator Signature: _____ Date Verified: _____

22. Evaluate the need for and location of incident facilities, given AHJ policies and procedures, so that the location is sited, identified, and communicated to personnel. (NFPA 7.5.3) (CTS 6-4)

Evaluator Signature: _____ Date Verified: _____

23. Develop and conduct a post-incident analysis, given a multi-agency incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the appropriate forms are completed and processed in accordance with policies and procedures. (NFPA 6.6.2 / OSFM) (CTS 6-5)

Evaluator Signature: _____ Date Verified: _____

24. Maintain incident records, given agency policies and procedures and applicable forms, so that required information is documented. (NFPA 7.5.4) (CTS 6-6)

Evaluator Signature: _____ Date Verified: _____

25. Develop a plan for the agency, given an unmet need for resources that exceed what is available in the organization, so that the mission of the organization is capable of being performed in times of extraordinary need. (NFPA 6.6.3) (CTS 6-7)

Evaluator Signature: _____ Date Verified: _____

Health and Safety

26. Develop a measurable accident and injury prevention program, given relevant local and national data, so that the results are evaluated to determine effectiveness of the program. (NFPA 6.7.1) (CTS 7-1)

Evaluator Signature: _____ Date Verified: _____

Emergency Management

27. Develop a plan for the integration of fire services resources in the community's emergency management plan, given the requirements of the community and the resources available in the fire department, so that the role of the fire service is in compliance with local, state/provincial, and national requirements. (NFPA 6.8.1) (CTS 8-1)

Evaluator Signature: _____ Date Verified: _____

Incident Command

28. Given the National Incident Management System (NIMS) Command and Management Component, describe how it supports the management of an expanding incident. (OSFM) (CTS 9-1)

Evaluator Signature: _____ Date Verified: _____

29. Given the Incident Command System (ICS), describe the incident/event management process it prescribes for supervisors and expanding incidents. (OSFM) (CTS 9-2)

Evaluator Signature: _____ Date Verified: _____

30. Implement the incident management process on a simulated Type 3 incident, given a simulated Type 3 incident and the incident management process. (OSFM) (CTS 9-3)

Evaluator Signature: _____ Date Verified: _____

Completion Requirements

The following requirements must be completed prior to submitting this task book.

Experience

The candidate meets the following experience requirements.

- Have a minimum of five years’ full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties. At least two years’ of experience must be at the Officer level (Lieutenant or higher) or CAL FIRE rank of Fire Apparatus Engineer.

OR

- Have a minimum of ten years’ part-time paid or volunteer experience in a recognized fire agency in California as a Fire Fighter performing suppression duties. At least four years’ of experience must be at the Officer level (Lieutenant or higher) or CAL FIRE of rank Fire Apparatus Engineer.

Agency	Experience	Start Date	End Date

Position

The candidate meets the qualifications for this level of certification. The position requirement is met when the applicant fulfills the role of the specific duties as defined by the Fire Chief.

Supporting Documentation

The candidate meets the following supporting documentation requirements.

- Associate’s degree (any major) or higher from an accredited post-secondary institution

Agency/Institution	Completion Date

Include a copy of any supporting documents to validate supporting documentation requirements when you submit your task book.

Updates

The candidate has completed and enclosed all updates to this certification task book released by State Fire Training since its initial publication.

Number of enclosed updates: _____

Completion Timeframe

The candidate has completed all requirements documented in this certification task book within five years of its initiation date.

Initiation Date (see Fire Chief signature under **Initiation Requirements**): _____

Review and Approval

Candidate

Candidate (please print): _____

I, the undersigned, am the person applying for Chief Fire Officer certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection or revocation.

Signature and Date: _____

Fire Chief

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's qualifications for Chief Fire Officer certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature and Date: _____