

# Company Officer

(NFPA Fire Officer I/II & Wildland Officer I)

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## 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 Company Officer CTS Guide (2014) 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 Dave Boyce, Almanac News.

### 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 Fighter 2 certification

**OR**

- Appointment to the rank of Officer (Lieutenant or higher) **or** CAL FIRE rank of Fire Apparatus Engineer 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).

- Company Officer 2A: HR Management
- Company Officer 2B: General Administrative Functions
- Company Officer 2C: Fire Inspections and Investigations
- Company Officer 2D: All-Risk Incident Command Operations
- Company Officer 2E: Wildland Incident Operations
- Instructor I: Instructional Methodology (*from Instructor 1 track*)

## **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:** \_\_\_\_\_  
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**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.

### General

1. Use an incident management system, given the ICS-200.B Operational System Description, assigned resources, and a type of incident, to organize incident resources and maintain personnel accountability. (OSFM) (CTS 1-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

2. Implement a plan of action, given assigned resources, a hazardous materials incident, and a previously developed plan of action, using the resources and procedures to manage a hazardous materials incident. (OSFM) (CTS 1-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

### Human Resource Management

3. Explain the impact of the California Firefighters Procedural Bill of Rights Act as it applies to the company officer, given the California Firefighters Procedural Bill of Rights Act, AB 220, to reduce risk and civil and criminal liability. (OSFM) (CTS 2-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

4. 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. (NFPA 4.2.1) (CTS 2-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

5. 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. (NFPA 4.2.2) (CTS 2-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

6. 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. (NFPA 4.2.3) (CTS 2-4)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

7. 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. (NFPA 4.2.4) (CTS 2-5)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

8. Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed. (NFPA 4.2.5) (CTS 2-6)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

9. 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. (NFPA 4.2.6) (CTS 2-7)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

10. Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision. (NFPA 5.2.1) (CTS 2-8)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

11. Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures. (NFPA 5.2.2) (CTS 2-9)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

12. Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position. (NFPA 5.2.3 / OSFM) (CTS 2-10)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

### **Community and Government Relations**

13. Initiate action on a community need, given policies and procedures, so that the need is addressed. (NFPA 4.3.1 / OSFM) (CTS 3-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

14. 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. (NFPA 4.3.2 & 4.3.3 / OSFM) (CTS 3-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

15. 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. (NFPA 4.3.3) (CTS 3-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

16. Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained. (NFPA 5.3.1 / OSFM) (CTS 3-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Administration

17. Explain the impact of state and federal laws and regulations as they apply to the company officer, given a list of state and federal laws and regulations pertaining to fire services supervisors, to reduce risk and civil and criminal liability. (OSFM) (CTS 4-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

18. 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. (NFPA 4.4.1 / OSFM) (CTS 4-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

19. 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. (NFPA 4.4.2 / OSFM) (CTS 4-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

20. Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data. (NFPA 4.4.3) (CTS 4-4)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

21. 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. (NFPA 4.4.4) (CTS 4-5)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

22. 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. (NFPA 4.4.5 / OSFM) (CTS 4-6)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

23. Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution. (NFPA 5.4.1) (CTS 4-7)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

24. Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified. (NFPA 5.4.2 / OSFM) (CTS 4-8)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

25. Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding. (NFPA 5.4.3 / OSFM) (CTS 4-9)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

26. Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly. (NFPA 5.4.4 / OSFM) (CTS 4-10)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

27. Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics. (NFPA 5.4.5 / OSFM) (CTS 4-11)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

28. Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a positive manner. (NFPA 5.4.6) (CTS 4-12)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

### **Inspection and Investigation**

29. Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated: (1) Assembly, (2) Educational, (3) Health care, (4) Detention and correctional, (5) Residential, (6) Mercantile, (7) Business, (8) Industrial, (9) Storage, (10) Unusual structures, (11) Mixed occupancies. (NFPA 4.5.1 / OSFM) (CTS 5-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

30. 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: (1) Public assembly, (2) Educational, (3) Institutional, (4) Residential, (5) Business, (6) Industrial, (7) Manufacturing, (8) Storage, (9) Mercantile. (NFPA 4.5.2 / OSFM) (CTS 5-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

31. 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. (NFPA 4.5.3) (CTS 5-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

32. Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data, and/or sketches, to determine if arson is suspected. (NFPA 5.5.1) (CTS 5-4)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

### **Emergency Service Delivery**

33. 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. (NFPA 4.6.1 / OSFM) (CTS 6-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

34. 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. (NFPA 4.6.2 / OSFM) (CTS 6-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

35. Develop and conduct a post-incident analysis, given an 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. (NFPA 4.6.3 & 5.6.2 / OSFM) (CTS 6-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

36. Single-unit incident (NFPA 4.6.3 / OSFM) (CTS 6-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

37. Multiunit incident (NFPA 5.6.2 / OSFM) (CTS 6-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

38. Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600, and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident. (NFPA 5.6.1 / OSFM) (CTS 6-4)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

39. Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization. (NFPA 5.6.3 / OSFM) (CTS 6-5)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Health and Safety

40. 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. (NFPA 4.7.1) (CTS 7-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

41. 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. (NFPA 4.7.2 / OSFM) (CTS 7-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

42. 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. (NFPA 4.7.3) (CTS 7-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_



43. Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor. (NFPA 5.7.1) (CTS 7-4)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Wildland Fire Officer I

44. Respond to requests for incident information given policies and procedures of the AHJ, so that response is accurate, within the policies, and timely. (NFPA 6.5.14) (CTS 8-18)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

45. Evaluate assigned personnel, given agency personnel performance standards, so that members are capable of performing assigned tasks safely and individuals not meeting the standards are identified and that corrective actions are taken. (NFPA 6.2.2) (CTS 8-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

46. Verify the qualifications of assigned personnel, given an assignment or task, so that individual fire fighter skills are appropriate and deficiencies are identified, reported, and corrective action is taken. (NFPA 6.2.3) (CTS 8-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

47. Provide for medical treatment, given an injured or ill fire fighter and agency policies and procedures, so that the appropriate emergency treatment is provided, appropriate notifications are made, and required reports are completed. (NFPA 6.2.4 / OSFM) (CTS 8-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

48. Size up an incident to formulate an incident action plan, given a wildland fire and available resources, so that incident objectives are set and strategies and tactics are applied according to agency policies and procedures. (NFPA 6.2.5 / OSFM) (CTS 8-6)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

49. Develop an initial report on conditions, given incident information and agency policies and procedures, so that required incident information is communicated to the agency communications center and updated as needed. (NFPA 6.5.3 / OSFM) (CTS 8-7)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

50. Establish an incident command post (ICP), given AHJ policies and procedures, so that the location is sited, identified, and communicated to personnel. (NFPA 6.5.4) (CTS 8-8)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

51. Deploy resources to suppress a wildland fire, given an assignment, personnel, equipment, and agency policies and procedures, so that appropriate suppression actions are taken, and safety of personnel is ensured. (NFPA 6.5.5 / OSFM) (CTS 8-9)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

52. Maintain incident records, given agency policies and procedures and applicable forms, so that required information is documented. (NFPA 6.5.6 / OSFM) (CTS 8-10)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

53. Evaluate incident conditions, given a wildland fire, so that progress, changes in fuels, topography, weather, fire behavior, and other significant events are identified and communicated to the supervisor and to assigned and adjoining personnel. (NFPA 6.5.7 / OSFM) (CTS 8-11)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

54. Communicate with supervisors, crew members, and adjoining personnel, given a wildland fire incident, so that progress, changes in conditions, fire behavior, and other significant events are current. (NFPA 6.5.8 / OFSM) (CTS 8-12)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

55. Provide for the logistical service and support needs for assigned resources, given a wildland fire, assigned resources, and agency policies and procedures, so that personnel and equipment needs are met in accordance with agency policies. (NFPA 6.5.9 / OFSM) (CTS 8-13)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

56. Analyze incident needs, given assigned resources and incident status, so that additional resources needed are ordered or excess resources are identified and released in accordance with agency policies and procedures. (NFPA 6.5.10) (CTS 8-14)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

57. Provide incident information to the incoming replacement 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 6.5.11 / OFSM) (CTS 8-15)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

58. Deploy resources to mop up a wildland fire, given a wildland fire, personnel, equipment, and agency policies and procedures, so that appropriate mop-up actions are taken. (NFPA 6.5.12) (CTS 8-16)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

59. Complete wildland fire suppression operations, given a wildland fire that has been controlled and mopped up and agency policies and procedures, so that the fire area is extinguished and resources are returned to service. (NFPA 6.5.13) (CTS 8-17)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

60. Complete personnel time and equipment use records, given agency policies, procedures, and related forms, so that the information is accurate and in compliance with standards established by the AHJ. (NFPA 6.5.14) (CTS 8-18)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

61. Prepare final incident reports, given an extinguished wildland fire and agency policies and procedures, so that the reports are complete, accurate, and submitted on time. (NFPA 6.5.16 /OSFM) (CTS 8-20)

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.

- A minimum of two years' full-time paid experience in a California fire agency as a Fire Fighter performing suppression duties

**OR**

- A minimum of four years' part-time paid or volunteer experience in a California fire agency as a fire fighter performing suppression duties

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

State Fire Training confirms that there are no supporting documentation requirements for this job function certification.

### 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 Company 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 Company 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: \_\_\_\_\_