

Executive Chief Fire Officer (NFPA Fire Officer IV)

Certification Training Standards Guide November 2014



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

Executive Chief Fire Officer

Certification Training Standards Guide November 2014

This CTS guide utilizes NFPA 1021 Standard for Fire Officer Professional Qualifications 2014 to provide the qualifications for State Fire Training's Executive 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 capstone 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

State Fire Training appreciates the hard work and accomplishments of those who built the solid foundation on which this program continues to grow.

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Partners

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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 capstone 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 Revisions and Errata pages.

State Fire Training Content

Located at the back of the CTS guide, 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.

Errata

Located at the back of the CTS guide, this page documents any changes made to the CTS guide outside of the five-year NFPA revision cycle.

Executive Chief Fire Officer

Section 1: Definition of Duties

1-1: Definition of Duty for Executive Chief Fire Officer

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 7.2
- Paragraph 7.3
- Paragraph 7.4
- Paragraph 7.6
- Paragraph 7.7

Given

1. Sections 7.2, 7.3, 7.4, 7.6, and 7.7 of NFPA 1021 (2014)

Requisite Knowledge and Skills

1. Administrate job performance requirements and evaluate and improve the department, according to the *specified* job performance requirements
2. Project a positive image of the fire department to the community, according to the *specified* job performance requirements
3. *Perform* long-range planning and fiscal projections, according to the *specified* job performance requirements
4. Develop plans for major disasters, according to the *specified* job performance requirements
5. Administer a comprehensive risk management program, according to the *specified* job performance requirements

Job Performance Requirements

1. There are no job performance requirements identified for this training standard.

Section 2: Human Resource Management

2-1: Determining Human Resource Requirements

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 7.2.1
2. Office of the State Fire Marshal

Given

1. *Relevant community and organization demographic data*

Requisite Knowledge and Skills

1. *Apply local, state/provincial, and federal laws, statutes, regulations, and ordinances*
2. *Interpret policies, procedures, and contractual agreements*
3. *Review current best practices for recruitment, selection, promotion, and placement of human resources*
4. *Analyze relevant community and organization demographic data in relation to organization demographics*
5. *Identify formal and informal community leaders*
6. *Identify community issues*
7. *Analyze recruitment issues*
8. *Solve problems*
9. *Delegate authority*
10. *Apply evaluation process*

Job Performance Requirements

1. Using the organization's human resource demographics, determine effective recruitment, selection, and placement of human resources according to the law and consistent with current best practices.

2-2: Developing an Employee-Management Program

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 7.2.2

Given

1. Current member/management relations

Requisite Knowledge and Skills

1. *Apply* local, state/provincial, and federal *laws, statutes, regulations, and ordinances*
2. *Interpret* policies, procedures, and contractual agreements
3. Analyze current status of employee relations
4. Analyze the current employee/management relations
5. ~~Relate interpersonally~~
6. *Demonstrate a collaborative communication style*
7. *Negotiate in a labor-management setting*
8. Conduct program implementation

Job Performance Requirements

1. Initiate the development of a positive and participative member/management program.

2-3: Establishing a Professional Development Program

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications 2014
 - Paragraph 7.2.3
2. Office of the State Fire Marshal

Given

1. A summary of the job requirements for all positions within the *organization*

Requisite Knowledge and Skills

1. *Identify* internal and external customers
2. *Assess current education and training status of members*
3. *Assess* community needs
4. *Identify* training *and* education resources
5. *Apply* local, state/provincial, and federal *laws, statutes, regulations, and ordinances*
6. *Interpret* internal and external policies, procedures, and contractual agreements
7. Organize data and resources

Job Performance Requirements

1. Establish and evaluate a list of education and in-service training goals so that all members can achieve and maintain required proficiencies.

2-4: Evaluating Member Assistance Programs

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications 2014

- Paragraph 7.2.4

Given

1. *Member assistance program data*

Requisite Knowledge and Skills

1. *Assess available member assistance programs*
1. *Analyze member and organization needs*
2. *Apply local, state/provincial, and federal laws, statutes, regulations, and ordinances*
3. *Interpret policies, procedures, and contractual agreements*
4. *Interpret results*

Job Performance Requirements

1. Appraise a member assistance program to determine if the program produces the desired results and benefits.

2-5: Evaluating Incentive Programs

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications 2014
 - Paragraph 7.2.5
2. Office of the State Fire Marshal

Given

1. *Incentive program data*

Requisite Knowledge and Skills

1. *Assess available incentive programs*
2. *Analyze member and organization needs*
3. *Apply local, state/provincial, and federal statutes, regulations, and ordinances*
4. *Interpret policies, procedures, and contractual agreements*
5. *Interpret results*

Job Performance Requirements

1. Evaluate an incentive program to determine if the desired results are achieved.

Section 3: Community and Government Relations

3-1: Exercising Leadership in Community and Government Relations

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications 2014
 - Paragraph 7.3.1
2. Office of the State Fire Marshal

Given

1. *A community event*

Requisite Knowledge and Skills

1. *Analyze* community demographics
2. *Identify* formal and informal community *and* civic leaders
3. *Engage* formal and informal community *and* civic leaders
4. *Interpret* community and civic issues
5. *Identify* customer service *programs*
6. *Conduct* public relations
7. Communicate orally *and in writing*

Job Performance Requirements

1. Attend, participate in, and assume a leadership role in community events in order to understand and respond to community needs and enhance the image of the organization.

Section 4: Administration

4-1: Developing a Comprehensive, Long-range Plan

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications 2014

- Paragraph 7.4.1

Given

1. *Current and projected* community requirements
2. Current *organization* status and resources

Requisite Knowledge and Skills

1. *Identify the elements of a comprehensive plan*
2. *Conduct a comprehensive needs assessment (NFPA 1021: 7.4.3)*
3. *Analyze current organization status in relation to the needs assessment*
4. *Assess physical and geographic characteristics*
5. *Analyze community demographics*
6. *Analyze community plan*
7. *Assess staffing requirements*
8. *Determine* response time benchmarks
9. Interpret fiscal analysis
10. *Apply* local, state/ provincial, and federal *laws, statutes, regulations, and ordinances*
11. *Interpret* policies, procedures, and contractual agreements
12. Comply with public policy processes
13. Forecast resources
14. Make public presentations

Job Performance Requirements

1. Develop a comprehensive, long-range plan to meet the projected needs of the community.

4-2: Meeting Organization Training Goals

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications 2014

- Paragraph 7.4.2

Given

1. Data that reflect community needs and resources

Requisite Knowledge and Skills

1. *Conduct* needs assessment
2. *Assess* physical and geographic characteristics
3. *Evaluate* building and fire codes to determine their influence on training needs
4. *Review* the organization's training plan
5. *Assess training* staffing requirements
6. *Assess* training standards
7. *Apply* local, state/provincial, and federal laws, statutes, regulations, and ordinances
8. *Interpret* policies, procedures, and contractual agreements
9. *Interpret* fiscal analysis
10. *Analyze* data

Job Performance Requirements

1. Evaluate and project training requirements, facilities, and building needs to meet the organization's training goals.

4-3: Performing Community Risk Assessment

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications 2014
 - Paragraph 7.4.3
2. Office of the State Fire Marshal

Given

1. The features of the service area of the organization

Requisite Knowledge and Skills

1. *Identify* risk, hazard, and value analysis methods
2. *Define* risk, hazard, and value analysis processes
3. *Assess* community development features *of the service area of the organization*
4. *Analyze* community demographics
5. *Review* assessed valuation of properties in the community
6. *Apply* risk management problem solving methods

Job Performance Requirements

1. Complete a written comprehensive risk, hazard, and value analysis of the community so that an accurate evaluation is made for service delivery decision making.

4-4: Developing a Capital Improvement Plan or Project

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications 2014
 - Paragraph 7.4.4
2. Office of the State Fire Marshal

Given

1. An unmet *or anticipated organizational need within* the community

Requisite Knowledge and Skills

1. *Identify the process of capital improvement planning*
2. *Determine budget for capital improvement*
3. *Apply project or program development problem solving methods*
4. *Develop a strategic plan for capital improvement projects or programs*

Job Performance Requirements

1. Develop a plan for a capital improvement project or program to educate citizens about organizational needs.

Section 5: Emergency Services Delivery

5-1: Developing a Comprehensive Disaster Plan

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)

- Paragraph 7.6.1

Given

1. Risk, vulnerability, and capability data

Requisite Knowledge and Skills

1. *Review* major incident policies and procedures
2. *Assess* physical and geographic characteristics
3. *Identify* demographics
4. *Identify* target hazards
5. *Review* Incident Management Systems
6. *Assess* communications systems *and their interoperability*
7. Review intelligence data
8. *Review* contractual and mutual-aid agreements
9. *Apply* local, state/ provincial, and federal *laws, statutes, regulations, and ordinances*
10. *Assess* local, state/provincial, and federal resources
11. *Perform inter-organizational* planning and coordination
12. *Develop* a *comprehensive* disaster plan

Job Performance Requirements

1. Develop a comprehensive disaster plan that integrates other organizations' resources so that the organization can rapidly and effectively mitigate the impact on a community.

5-2: Developing a Comprehensive Civil Disturbance Plan

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications 2014

- Paragraph 7.6.2

Given

1. *Relevant community and organization data*

Requisite Knowledge and Skills

1. *Review major incident policies and procedures*
2. *Assess physical and geographic characteristics*
3. *Identify demographics*
4. *Review Incident Management Systems*
5. *Assess communications systems and their interoperability*
6. *Review contractual and mutual-aid agreements*
7. *Apply local, state/ provincial, and federal laws, statutes, regulations, and ordinances*
8. *Assess local, state/provincial, and federal resources*
9. *Perform inter-organizational planning and coordination*
10. *Develop a disaster plan for civil disturbance*

Job Performance Requirements

1. Develop a comprehensive plan for the organization to operate at a civil disturbance, integrate with other organizations' actions, and provide for the safety and protection of members.

Section 6: Health and Safety

6-1: Developing a Comprehensive Risk Management Program

Authority

NFPA 1021 Standard for Fire Officer Professional Qualifications 2014

- Paragraph 7.7.1

Given

1. *Relevant organizational data*

Requisite Knowledge and Skills

1. *Identify* risk management concepts
2. *Analyze* occupational hazards
3. *Review* retirement qualifications
4. *Apply disability law, regulations, and procedures*
5. Analyze data
6. Use evaluative methods

Job Performance Requirements

1. Maintain, develop, and provide leadership for a risk management program to reduce injuries and property damage accidents.

State Fire Training Content

Code Key

Blocks

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

Certification: Executive Chief Fire Officer (Not Applicable)

Errata

Code Key

Blocks

- G = Given
- RKS = Requisite Knowledge and Skills
- JPR = Job Performance Requirements
- 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.