

Fire Officer 2

(NFPA 1021: Fire Officer I and II and
NFPA 1140: Wildland Fire Officer I)

Certification Task Book (2020)



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 Fire Officer 2 Certification Training Standards Guide (2020) which is based on:

- NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
- NFPA 1140: Standard for Wildland Fire Protection (2022)

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Cover photo courtesy of Hung T. Vu, Special to the Record Searchlight, Redding, CA.

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

A candidate may initiate a Fire Officer 2 certification task book at the beginning of their first Fire Officer 2 course.

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. All State Fire Training issued updates to an initiated task book are 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 book 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 they have 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.

* For certification task books that do not require fire chief initiation, academy instructors serve as or designate evaluators.

Fire Chief

The fire chief is the individual who initiates (when applicable) 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.

- Verify that the candidate has met all Initiation Requirements prior to initiating the candidate's task book.
- Open the candidate's task book by signing the Fire Chief Approval verification statement with a handwritten (not stamped) signature.
- 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 they have 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 items to the address below:

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

State Fire Training

Attn: Certification

PO Box 944246

Sacramento, CA 94244-2460

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 has completed one of the following prerequisites.

- OSFM Fire Fighter 2 certification (any version)
- Appointment to the rank of Company Officer or Fire Officer 2 (acting does not apply)

Rank	Appointment Date

Include documentation to verify prerequisite requirements when you submit your instructor task book unless verification is already documented in your SFT User Portal.

Education

SFT confirms that there is no coursework required to initiate this 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 documentation may be cause for rejection.

Signature: _____ 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.
Add additional signature pages as needed.

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

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Job Title: _____
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.

When California requirements exceed or require revision to the NFPA standard, the corresponding Office of the State Fire Marshal-approved (OSFM) additions or revisions appear shaded in gray.

All JPRs must be completed within a California fire agency or State Fire Training 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.

Fire Officer I

Human Resource Management

1. Assign tasks or responsibilities to unit **employees**, 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 1021: 4.2.1) (CTS 2-1)

Evaluator Signature: _____ Date Verified: _____

2. Assign tasks or responsibilities to unit **employees**, 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 1021: 4.2.2) (CTS 2-2)

Evaluator Signature: _____ Date Verified: _____

3. Direct unit **employees** to perform 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 1021: 4.2.3) (CTS 2-3)

Evaluator Signature: _____ Date Verified: _____

4. Recommend action for employee-related problems, given an employee with a situation requiring assistance and employee assistance policies and procedures, so that the situation is identified and the actions taken are within established policies and procedures. (NFPA 1021: 4.2.4) (CTS 2-4)

Evaluator Signature: _____ Date Verified: _____

5. Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed. (NFPA 1021: 4.2.5) (CTS 2-5)

Evaluator Signature: _____ Date Verified: _____

6. Coordinate the completion of assigned tasks and projects by employees, 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 employees are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments. (NFPA 1021: 4.2.6) (CTS 2-6)

Evaluator Signature: _____ Date Verified: _____

7. Explain the impact of the California Firefighters Procedural Bill of Rights Act (FBOR), given the FBOR, as it applies to the Fire Officer 2 so that risk and civil and criminal liability are reduced. (OSFM) (CTS 2-7)

Evaluator Signature: _____ Date Verified: _____

Community and Government Relations

8. Implement a community risk reduction (CRR) plan at the unit level, given an AHJ CRR plan and policies and procedures, so that a community need is addressed (NFPA 1021: 4.3.1) (CTS 3-1)

Evaluator Signature: _____ Date Verified: _____

9. Initiate action to answer 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 1021: 4.3.2) (CTS 3-2)

Evaluator Signature: _____ Date Verified: _____

10. 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 1021: 4.3.3) (CTS 3-3)

Evaluator Signature: _____ Date Verified: _____

Administration

11. Explain the impact of laws and regulations, given local, state, and federal laws and regulations pertaining to fire service supervisors, so that administrative tasks are conducted in a manner that reduces risk and civil and criminal liability. (OSFM) (CTS 4-1)

Evaluator Signature: _____ Date Verified: _____

12. 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 employees. (NFPA 1021: 4.4.1) (CTS 4-2)

Evaluator Signature: _____ Date Verified: _____

13. 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 1021: 4.4.2) (CTS 4-3)

Evaluator Signature: _____ Date Verified: _____

14. Prepare a properly formatted budget request, given a unit level need, so that the request is in the proper format and supported with data. (NFPA 1021: 4.4.3) (CTS 4-4)

Evaluator Signature: _____ Date Verified: _____

15. 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 1021: 4.4.4) (CTS 4-5)

Evaluator Signature: _____ Date Verified: _____

16. Explain the need 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 1021: 4.4.5) (CTS 4-6)

Evaluator Signature: _____ Date Verified: _____

Inspection and Investigation

17. Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies (assembly, educational, health care, detention and correctional, residential, mercantile, business, industrial, storage, unusual structures, mixed occupancies), so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated. (NFPA 1021: 4.5.1) (CTS 5-1)

Evaluator Signature: _____ Date Verified: _____

18. 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 (assembly, educational, institutional, residential, business, industrial, manufacturing, storage, mercantile, special properties, mixed occupancies) is developed. (NFPA 1021: 4.5.2) (CTS 5-2)

Evaluator Signature: _____ Date Verified: _____

19. Direct unit level personnel to 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 1021: 4.5.3) (CTS 5-3)

Evaluator Signature: _____ Date Verified: _____

Emergency Service Delivery

20. 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 1021: 4.6.1) (CTS 6-1)

Evaluator Signature: _____ Date Verified: _____

21. 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 1021: 4.6.2) (CTS 6-2)

Evaluator Signature: _____ Date Verified: _____

22. Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures. (NFPA 1021: 4.6.3) (CTS 6-3)

Evaluator Signature: _____ Date Verified: _____

Health and Safety

23. Apply safety regulations at the unit level, given safety policies, procedures, and standards, so that required reports are completed, in-service training is conducted, and employee responsibilities are conveyed. (NFPA 1021: 4.7.1) (CTS 7-1)

Evaluator Signature: _____ Date Verified: _____

24. Conduct an initial accident investigation, given an incident and investigation process, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ. (NFPA 1021: 4.7.2) (CTS 7-2)

Evaluator Signature: _____ Date Verified: _____

25. 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 safety and wellness trends and agency policies, so that the need to participate in wellness and fitness programs is explained to employees. (NFPA 1021: 4.7.3) (CTS 7-3)

Evaluator Signature: _____ Date Verified: _____

Fire Officer II

Definition of Duties

26. Lead and communicate, given an incident, so that incident objectives are met, and errors and accidents are minimized. (OSFM) (CTS 8-2)

Evaluator Signature: _____ Date Verified: _____

27. Manage risk through effective situational awareness and decision making, given an incident, so that incident objectives are met, and risks are minimized. (OSFM) (CTS 8-3)

Evaluator Signature: _____ Date Verified: _____

Human Resource Management

28. Initiate actions that maximize employee performance and/or to correct unacceptable performance, given human resource policies and procedures, so that employee and/or unit performance improves or the issue is referred to the next level of supervision. (NFPA 1021: 5.2.1) (CTS 9-1)

Evaluator Signature: _____ Date Verified: _____

29. Evaluate the job performance of assigned employees, given personnel records and evaluation forms, so that each employee's performance is evaluated accurately and reported according to human resource policies and procedures. (NFPA 1021: 5.2.2) (CTS 9-2)

Evaluator Signature: _____ Date Verified: _____

30. Create a professional development plan for an **employee** 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 1021: 5.2.3) (CTS 9-3)

Evaluator Signature: _____ Date Verified: _____

Community and Government Relations

31. Supervise multi-unit implementation of a community risk reduction (CRR) program, given an AHJ CRR plan, policies, and procedures, so that community needs are addressed. (NFPA 1021: 5.3.1) (CTS 10-1)

Evaluator Signature: _____ Date Verified: _____

32. 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 1021: 5.3.2) (CTS 10-2)

Evaluator Signature: _____ Date Verified: _____

Administration

33. Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution. (NFPA 1021: 5.4.1) (CTS 11-1)

Evaluator Signature: _____ Date Verified: _____

34. 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 1021: 5.4.2) (CTS 11-2)

Evaluator Signature: _____ Date Verified: _____

35. Describe the process of purchasing, including soliciting and awarding bids, given established specifications and **AHJ policies and procedures**, in order to ensure competitive bidding so that the needs of the organization are met within the applicable federal, state/provincial, and local laws and regulations. (NFPA 1021: 5.4.3) (CTS 11-3)

Evaluator Signature: _____ Date Verified: _____

36. Prepare a media release, given an event or topic, so that the information is accurate and formatted correctly. (NFPA 1021: 5.4.4) (CTS 11-4)

Evaluator Signature: _____ Date Verified: _____

37. 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, so that the information required for the AHJ is accurate and documented. (NFPA 1021: 5.4.5) (CTS 11-5)

Evaluator Signature: _____ Date Verified: _____

38. 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 supportive manner. (NFPA 1021: 5.4.6) (CTS 11-6)

Evaluator Signature: _____ Date Verified: _____

Inspection and Investigation

39. Determine the area 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 so that law enforcement action is taken. (NFPA 1021: 5.5.1) (CTS 12-1)

Evaluator Signature: _____ Date Verified: _____

Emergency Service Delivery

40. Produce operational plans, given an emergency incident requiring multi-unit operations; the current editions of NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720; and AHJ-approved safety procedures, so that required resources and their assignments are obtained, plans are carried out in compliance with NFPA 1600, NFPA 1700, NFPA 1710, and NFPA 1720, and approved safety procedures resulting in the mitigation of the incident. (NFPA 1021: 5.6.1) (CTS 13-1)

Evaluator Signature: _____ Date Verified: _____

41. Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed. (NFPA 1021: 5.6.2) (CTS 13-2)

Evaluator Signature: _____ Date Verified: _____

42. 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 organization's service area. (NFPA 1021: 5.6.3) (CTS 13-3)

Evaluator Signature: _____ Date Verified: _____

Health and Safety

43. Analyze an **employee'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 1021: 5.7.1) (CTS 14-1)

Evaluator Signature: _____ Date Verified: _____

Wildland Fire Officer I

Human Resource Management

44. Evaluate assigned personnel, given AHJ personnel performance standards, so that **employees** are capable of safely performing assigned tasks and individuals not meeting the standards are identified and that corrective actions are taken. (NFPA 1140:6.2.2) (CTS 16-1)

Evaluator Signature: _____ Date Verified: _____

45. Verify the qualifications of assigned personnel, given an assignment or task, so that individuals firefighter qualifications are appropriate, deficiencies are identified and reported, and corrective action is taken. (NFPA 1140: 6.2.2) (CTS 16-2)

Evaluator Signature: _____ Date Verified: _____

46. Provide for first aid or medical treatment, given an injured or ill firefighter and AHJ policies and procedures, so that treatment is provided, appropriate notifications are made, and required administrative reports are completed. (NFPA 1140: 6.2.3) (CTS 16-3)

Evaluator Signature: _____ Date Verified: _____

47. Evaluate job performance of assigned personnel, given AHJ standards, so that the information is provided to the individual being evaluated and all required forms are completed. (NFPA 1140: 6.2.4) (CTS 16-4)

Evaluator Signature: _____ Date Verified: _____

Preparedness

48. Ensure overall readiness of assigned crew, vehicle, and equipment, given AHJ standards, policies, and procedures, so that operational readiness is maintained. (NFPA 1140: 6.3.1) (CTS 17-1)

Evaluator Signature: _____ Date Verified: _____

Mobilization

49. Obtain complete information from AHJ dispatch, given AHJ standard operating procedures, so that travel route, assignment, time needed, and point of contact are determined. (NFPA 1140: 6.4.2) (CTS 18-1)

Evaluator Signature: _____ Date Verified: _____

Suppression

50. Evaluate an incident based on its complexity, given an incident, so that current incident needs are met and incident potential is projected and communicated. (OSFM) (CTS 19-1)

Evaluator Signature: _____ Date Verified: _____

51. Size up an incident to formulate an incident action plan, given a wildland fire, available resources, and an ICS 201 Incident Briefing form, so that incident objectives are set and strategies and tactics are applied according to AHJ policies and procedures. (NFPA 1140: 6.5.2) (CTS 19-2)

Evaluator Signature: _____ Date Verified: _____

52. Develop an initial report on conditions, given incident information and AHJ policies and procedures, so that required incident information is communicated to the AHJ communications center and updated as needed. (NFPA 1140: 6.5.3) (CTS 19-3)

Evaluator Signature: _____ Date Verified: _____

53. Establish an incident command post (ICP), given AHJ policies and procedures, so that the location is identified and communicated to personnel. (NFPA 1140: 6.5.4) (CTS 19-4)

Evaluator Signature: _____ Date Verified: _____

54. Deploy resources to suppress a wildland fire, given an assignment, personnel, equipment, and AHJ policies and procedures, so that appropriate suppression actions are taken and safety of personnel is ensured. (NFPA 1140: 6.5.5) (CTS 19-5)

Evaluator Signature: _____ Date Verified: _____

55. Maintain incident records, given AHJ policies and procedures and applicable forms, so that information is documented. (NFPA 1140: 6.5.6) (CTS 19-6)

Evaluator Signature: _____ Date Verified: _____

56. Evaluate incident conditions, given a wildland fire, so that progress, changes in fuels, topography, weather, fire behavior, personnel safety, and other significant events are

identified and communicated to the supervisor and to assigned and adjoining personnel. (NFPA 1140: 6.5.7) (CTS 19-7)

Evaluator Signature: _____ Date Verified: _____

57. Communicate with supervisors, crew **employees**, and adjoining personnel, given, a wildland fire incident, so that progress, changes in conditions, fire behavior, and other significant events are current. (NFPA 1140: 6.5.8) (CTS 19-8)

Evaluator Signature: _____ Date Verified: _____

58. Provide for the logistical needs of assigned resources, given a wildland fire, assigned resources, and AHJ policies and procedures, so that personnel and equipment needs are met in accordance with agency policies. (NFPA 1140: 6.5.9) (CTS 19-9)

Evaluator Signature: _____ Date Verified: _____

59. 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 AHJ policies and procedures. (NFPA 1140: 6.5.10) (CTS 19-10)

Evaluator Signature: _____ Date Verified: _____

60. Provide incident information to the incoming replacement incident commander, given a wildland fire and **an ICS 201 Incident Briefing form**, so that the transfer of command is completed and the new incident commander has the necessary information to operate. (NFPA 1140: 6.5.11) (CTS 19-11)

Evaluator Signature: _____ Date Verified: _____

61. Deploy resources to mop up a wildland fire, given a wildland fire, personnel, equipment, and AHJ policies and procedures, so that appropriate mop-up actions are taken. (NFPA 1140: 6.5.12) (CTS 19-12)

Evaluator Signature: _____ Date Verified: _____

62. Complete wildland fire suppression operations, given a wildland fire that has been controlled and mopped up in accordance with AHJ policies and procedures, so that the fire area is extinguished and resources are returned to service. (NFPA 1140: 6.5.13) (CTS 19-13)

Evaluator Signature: _____ Date Verified: _____

63. Respond to requests for incident information, given AHJ policies and procedures, so that response is accurate, within the policies, and provided in a time-sensitive manner. (NFPA 1140: 6.5.14) (CTS 19-14)

Evaluator Signature: _____ Date Verified: _____

64. Complete personnel time and equipment use records, given AHJ policies, procedures, and related forms, so that the information is accurate and in compliance with standards established by the AHJ. (NFPA 1140: 6.5.15) (CTS 19-15)

Evaluator Signature: _____ Date Verified: _____

65. Prepare final incident reports, given an extinguished wildland fire, and AHJ policies and procedures, so that the reports are complete, accurate, and submitted on time. (NFPA 1140: 6.5.16) (CTS 19-16)

Evaluator Signature: _____ Date Verified: _____

Completion Requirements

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

Education

The candidate has completed the following course(s).

- Fire Officer 2A: Human Resource Management (2020) **or** Company Officer 2A: Human Resource Management for Company Officers (2014)
- Fire Officer 2B: Administration and Community Risk Reduction (2020) **or** Company Officer 2B: General Administrative Functions for Company Officers (2014) **and** Company Officer 2C: Fire Inspections and Investigations for Company Officers (2014)
- Fire Officer 2C: Initial Incident Command (2020) **or** Company Officer 2D: All-Risk Command Operations for Company Officers (2014) **and** Company Officer 2E: Wildland Incident Operations for Company Officers (2014) and S-200 Initial Attack Incident Commander (NWCG)
- ICS-200.B: Incident Command System for Single Resources and Initial Action Incidents (FEMA)
- S-290: Intermediate Wildland Fire Behavior (Classroom Delivery Only - SFT, NWCG)
- Instructor I: Instructional Methodology (SFT)
- Behavioral Health and Cancer Awareness 2A (SFT)

Include documentation to verify education requirements when you submit your instructor task book unless verification is already documented in your SFT User Portal.

Experience

The candidate meets one of the following experience requirements.

- A minimum of two years' full-time paid or four years' volunteer of part-time paid experience working at the Fire Fighter 2 level in a recognized California fire agency

Agency	Experience	Start Date	End Date

* Time spent in an "acting" or "interim" role does not count towards meeting the Experience requirement.

Include documentation to verify experience requirements when you submit your instructor task book unless verification is already documented in your SFT User Portal.

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.

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 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 documentation may be cause for rejection or revocation.

Signature: _____ Date: _____

Fire Chief

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's qualifications for 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 documentation may be cause for rejection.

Signature: _____ Date: _____