

Fire Officer 2

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

Certification Training Standards Guide (2020)



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

Fire Officer 2

Certification Training Standards Guide (2020)

Publication Date: November 2025

This CTS guide utilizes the following NFPA standards to provide the qualifications for State Fire Training's Fire Officer 2 (2020) certification:

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

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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How to Read a CTS Guide

Overview

A certification training standard (CTS) guide lists the requisite knowledge, skills, and job performance requirements an individual must complete to become certified in a specific job function.

It also documents and justifies the OSFM-approved revisions to the certification's NFPA standard and identifies where each certification training standard is taught (course plan), tested (skill sheets), and validated (task book).

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 agency or jurisdiction.

Format

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

Section Heading

Training standards are grouped by section headings that describe a general category. For example, the Fire Fighter 1 CTS guide includes the following section headings: NFPA Requirements, Fire Department Communications, Fireground Operations, and Preparedness and Maintenance.

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 individual 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 shaded in gray.

Job Performance Requirements

This segment includes a written statement that describes a specific job-related task, the items an individual needs to complete the task, and measurable or observable outcomes.

Requisite Knowledge

This segment lists the knowledge that an individual must acquire to accomplish the job performance requirement.

Requisite Skills

This segment lists the skills that an individual must acquire to accomplish the job performance requirement.

Content Modification

This table documents and justifies any revisions to the NFPA standard that the development or validation cadres make during the development of a CTS guide.

Cross Reference

This table documents where each training standard is taught (course plan), tested (skill sheets), and validated (task book).

Fire Officer I

Section 1: Definition of Duties

1-1: Definition of Duties for Fire Officer I

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualification (2020)
 - Paragraph 4.2, 4.3, 4.4, 4.5, 4.6, 4.7

Job Performance Requirements

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

Requisite Knowledge

1. Identify how to utilize human resources to accomplish assignments in accordance with safety plans and in an efficient manner including evaluating employee performance and supervising personnel during emergency and nonemergency work periods
2. Identify how to deal with inquiries of the community and communicating the role, image, and mission of the department to the public and delivering safety, injury prevention, and fire prevention education programs
3. Identify how to perform general administrative functions and implement departmental policies and procedures at the unit level
4. Identify how to conduct inspections to identify hazards and address violations, conduct pre-incident plans, perform a fire investigation to determine area of origin and preliminary cause, secure the incident scene, and preserve evidence
5. Identify how to supervise emergency operations and deploy assigned resources in accordance with the local emergency plan
6. Identify how to integrate health and safety plans, policies, procedures, and standards into daily activities as well as the emergency scene, including determining appropriate levels of personal protective equipment to ensure a work environment that is in accordance with health and safety plans for all assigned employees

Requisite Skills

1. None

Content Modification

Block	Modification	Justification
RK1	Changed "member" to "employee".	"Member" implies union membership and is not reflective of all California fire service employees.
RK6	Changed "members" to "employees".	"Member" implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 1-3 Fire Officer 2B (2020) • Topic 1-3 Fire Officer 2C (2020) • Topic 1-3	N/A	N/A

Section 2: Human Resource Management

2-1: Assigning Emergency Tasks or Responsibilities

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.2.1

Job Performance Requirements

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.

Requisite Knowledge

1. Describe verbal communications during emergency incidents
2. Describe characteristics of leadership
3. Describe techniques used to make assignments under stressful situations
4. Describe methods of confirming understanding

Requisite Skills

1. Condense instructions for frequently assigned unit tasks based on training and standard operating procedures

Content Modification

Block	Modification	Justification
JPR	Changed “members” to “employees”.	“Member” implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 5-1	N/A	Fire Officer 2 (2020) • JPR 1

2-2: Assigning Nonemergency Tasks or Responsibilities

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2014)
 - Paragraph 4.2.2

Job Performance Requirements

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.

Requisite Knowledge

1. Describe verbal communications under nonemergency situations
2. Describe characteristics of leadership
3. Describe techniques used to make assignments under routine situations (Topic 2-5)
4. Describe methods of confirming understanding

Requisite Skills

1. Issue instructions for frequently assigned unit tasks based on department policy (Topic 2-5)

Content Modification

Block	Modification	Justification
JPR	Changed “members” to “employees”.	“Member” implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 1-4 (RK2) • Topic 1-5 (RK1, RK4) • Topic 2-5 (RK3, RS1)	N/A	Fire Officer 2 (2020) • JPR 2

2-3: Directing Unit Employees During a Training Evolution

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.2.3

Job Performance Requirements

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.

Requisite Knowledge

1. Describe verbal communication techniques to facilitate learning

Requisite Skills

1. Distribute issue-guided directions to unit employees during training evolutions

Content Modification

Block	Modification	Justification
JPR	Changed “members” to “employees”.	“Member” implies union membership and is not reflective of all California fire service employees.
RS1	Changed “members” to “employees”.	“Member” implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 2-6	N/A	Fire Officer 2 (2020) • JPR 3

2-4: Recommending Action for Employee-Related Problems

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.2.4

Job Performance Requirements

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.

Requisite Knowledge

1. Describe the signs and symptoms of employee-related problems (such as behavioral health issues)
2. Describe causes of stress in emergency services personnel
3. Describe adverse effects of stress on the performance of emergency service personnel
4. Describe AHJ's employee assistance policies and procedures

Requisite Skills

1. Recommend a course of action for an employee in need of assistance

Content Modification

Block	Modification	Justification
JPR	Changed "member" to "employee".	"Member" implies union membership and is not reflective of all California fire service employees.
RK1	Changed "member" to "employee".	"Member" implies union membership and is not reflective of all California fire service employees.
RK4	Changed "member" to "employee".	"Member" implies union membership and is not reflective of all California fire service employees.
RS1	Changed "member" to "employee".	"Member" implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 2-4	N/A	Fire Officer 2 (2020) • JPR 4

2-5: Applying Human Resources Policies and Procedures

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.2.5

Job Performance Requirements

Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.

Requisite Knowledge

1. Interpret human resource policies, procedures, applicable laws, and legal concepts

Requisite Skills

1. Communicate and relate interpersonally

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 1-5 (RS1) • Topic 2-1 (RK1)	N/A	Fire Officer 2 (2020) • JPR 5

2-6: Coordinating the Completion of Assignments

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.2.6

Job Performance Requirements

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.

Requisite Knowledge

1. Describe principles of supervision
2. Describe principles leadership
3. Describe basic human resource management

Requisite Skills

1. Plan
2. Set priorities

Content Modification

Block	Modification	Justification
JPR	Changed “members” to “employees”.	“Member” implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 1-4 (RK2) • Topic 2-5 (RK1, RK2, RS1, RS2)	N/A	Fire Officer 2 (2020) • JPR 6

2-7: Explaining the Impact of the California Firefighters Procedural Bill of Rights

Authority

1. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Describe the Fire Officer 2 role in the disciplinary process per the FBOR
2. Describe the protection of basic rights offered by the FBOR
3. Describe the components of the notification and interrogation process

Requisite Skills

1. Apply FBOR processes at the Fire Officer 2 level

Content Modification

Block	Modification	Justification
CTS	Added new certification training standard.	This is a California-specific law that exceeds the NFPA standard.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 2-3	N/A	Fire Officer 2 (2020) • JPR 7

Section 3: Community and Government Relations

3-1: Implementing a Community Risk Reduction Plan

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.3.1

Job Performance Requirements

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.

Requisite Knowledge

1. Describe community demographics and service organizations
2. Describe verbal and nonverbal communication
3. Describe the role and mission of the department and its CRR plan

Requisite Skills

1. Demonstrate familiarity with public relations
2. Communicate

Content Modification

Block	Modification	Justification
RS1	Added “demonstrate”.	NFPA did not provide a verb.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 3-3	N/A	Fire Officer 2 (2020) • JPR 8

3-2: Initiating Action to Address Citizen Concerns

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.3.2

Job Performance Requirements

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.

Requisite Knowledge

1. Describe the value of interpersonal relationships
2. Describe verbal and nonverbal communication methods

Requisite Skills

1. Demonstrate familiarity with public relations
2. Communicate

Content Modification

Block	Modification	Justification
RK1	Added "the value of".	Added for context.
RK2	Added "methods".	Added to context.
RS1	Added "demonstrate".	NFPA did not provide a verb.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 3-2	N/A	Fire Officer 2 (2020) • JPR 9

3-3: Responding to a Public Inquiry

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.3.3

Job Performance Requirements

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.

Requisite Knowledge

1. Describe written and oral communication techniques

Requisite Skills

1. Relate interpersonally
2. Respond to public inquiries

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 3-2	N/A	Fire Officer 2 (2020) • JPR 10

Section 4: Administration

4-1: Explaining the Impact of Laws and Regulations

Authority

1. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Identify local laws and regulations
2. Identify state laws and regulations
3. Identify federal laws and regulations

Requisite Skills

1. Apply local laws and regulations
2. Apply state laws and regulations
3. Apply federal laws and regulations

Content Modification

Block	Modification	Justification
CTS	Added a new certification training standard.	

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 5-2	N/A	Fire Officer 2 (2020) • JPR 11

4-2: Recommending Changes to and Implementing Departmental Policies

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.4.1
2. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Describe written and oral communication methods
2. Describe AHJ procedure for recommending policy changes

Requisite Skills

1. Relate interpersonally
2. Communicate change in a positive manner

Content Modification

Block	Modification	Justification
JPR	Changed “members” to “employees”.	“Member” implies union membership and is not reflective of all California fire service employees.
RK1	Added “methods”.	Added for context.
RK2	Added new knowledge component.	Need to know the official channels/process to make a positive difference.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 5-6	N/A	Fire Officer 2 (2020) • JPR 12

4-3: Executing Routine Administrative Functions

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.4.2
2. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret administrative policies and procedures
2. Describe the value of the AHJ's record management system

Requisite Skills

1. Communicate

Content Modification

Block	Modification	Justification
RK2	Changed "records management" to "Describe the value of the AHJ's record management system".	Changed for context. The student needs to know the <i>why</i> .

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 2-1	N/A	Fire Officer 2 (2020) • JPR 13

4-4: Preparing Budget Requests

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.4.3

Job Performance Requirements

Prepare a properly formatted budget request, given a unit level need, so that the request is in the proper format and supported with data.

Requisite Knowledge

1. Interpret budget request policies and procedures
2. Describe revenue sources
3. Describe the budget process

Requisite Skills

1. Communicate

Content Modification

Block	Modification	Justification
RK1	Added "budget request".	Added to narrow scope.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 5-4	N/A	Fire Officer 2 (2020) • JPR 14

4-5: Explaining Components of the Organization

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.4.4

Job Performance Requirements

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.

Requisite Knowledge

1. Describe the organizational structure of the department
2. Describe the functions of management

Requisite Skills

1. Communicate verbally in a clear and concise manner

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 5-3	N/A	Fire Officer 2 (2020) • JPR 15

4-6: Collecting Incident Response Data

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.4.5

Job Performance Requirements

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.

Requisite Knowledge

1. Describe the agency's records management system

Requisite Skills

1. Communicate

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 2-2	N/A	Fire Officer 2 (2020) • JPR 16

Section 5: Inspection and Investigation

5-1: Describing Fire Inspection Procedures

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.5.1
2. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Describe occupancies according to the current California Fire Code
2. Describe inspection procedures
3. Describe fire detection, alarm, and protection systems
4. Identify fire and life safety hazards
5. Describe markings and identification systems for hazardous materials

Requisite Skills

1. Communicate
2. Apply the appropriate codes and standards

Content Modification

Block	Modification	Justification
RK1	Added a new knowledge item.	Students need to know the CA definitions not just NFPA definitions.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 4-1	N/A	Fire Officer 2 (2020) • JPR 17

5-2: Identifying Features that Prevent or Contribute to Fire Spread

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.5.2

Job Performance Requirements

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.

Requisite Knowledge

1. Describe fire behavior factors within different occupancies
2. Describe building construction types and features
3. Describe inspection and incident reports
4. Describe detection, alarm, and suppression systems
5. Interpret applicable codes, ordinances, and standards

Requisite Skills

1. Use evaluative methods
2. Communicate

Content Modification

Block	Modification	Justification
RK1	Added “factors within different occupancies”.	Added to narrow scope.
RK2	Added “types and features”.	Added for grammar.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 4-2	N/A	Fire Officer 2 (2020) • JPR 18

5-3: Securing Incident Scenes

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.5.3

Job Performance Requirements

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.

Requisite Knowledge

1. Identify types of evidence
2. Describe the importance of fire scene security
3. Describe the importance of evidence preservation

Requisite Skills

1. Issue instruction for securing an incident scene

Content Modification

Block	Modification	Justification
RK3	Added “the importance of”.	Students need to why evidence preservation is important, not just how to do it.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 4-3	N/A	Fire Officer 2 (2020) • JPR 19

Section 6: Emergency Service Delivery

6-1: Developing an Initial Action Plan

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.6.1
2. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Describe the elements of a size-up
2. Describe standard operating procedures for emergency operations
3. Describe how to forecast fire behavior
4. Describe the components of the ICS 201 Incident Briefing form

Requisite Skills

1. Analyze emergency scene conditions
2. Activate the local emergency plan, including localized evacuation procedures
3. Allocate resources
4. Communicate orally

Content Modification

Block	Modification	Justification
RK3	Added "how to forecast".	Added for context.
RK4	Added a new knowledge component.	This is a CA fire service industry standard.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 4-1	N/A	Fire Officer 2 (2020) • JPR 20

6-2: Implementing an Action Plan

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.6.2
2. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Describe standard operating procedures
2. Describe resources available for the mitigation of fire and other emergency incidents
3. Describe AHJ's incident management system
4. Describe scene safety risk management considerations
5. Describe personnel accountability systems
6. Describe transfer of command procedures

Requisite Skills

1. Implement an incident management system
2. Communicate orally
3. Manage scene safety
4. Supervise and account for assigned personnel under emergency conditions

Content Modification

Block	Modification	Justification
RK3	Added "AHJ's".	Added for context.
RK4	Added "risk management considerations".	Added to narrow scope.
RK7	Added a new knowledge item.	Common industry practice for a Fire Officer 2.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 4-2	N/A	Fire Officer 2 (2020) • JPR 21

6-3: Developing and Conducting a Post-Incident Analysis

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.6.3

Job Performance Requirements

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.

Requisite Knowledge

1. Describe the elements of a fire or rescue-related post-incident analysis
2. Identify basic building construction
3. Identify basic fire protection systems and features
4. Identify basic water supply
5. Identify basic fuel loading
6. Describe fire growth and development
7. Describe departmental procedures relating to dispatch response tactics and scene operations
8. Identify the source of any emergency operations controlling authority, including EMS protocols, if applicable
9. Identify customer service methods

Requisite Skills

1. Write reports
2. Communicate
3. Evaluate skills

Content Modification

Block	Modification	Justification
RK7	Added "scene".	Added to clarify "operations".
RK9	Added "methods".	Added for context.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 6-3	N/A	Fire Officer 2 (2020) • JPR 22

Section 7: Health and Safety

7-1: Applying Safety Regulations

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.7.1

Job Performance Requirements

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.

Requisite Knowledge

1. Identify the most common causes of personal injury and accident to employees
2. Interpret safety policies and procedures
3. Describe basic workplace safety
4. Describe the components of an infectious disease control program
5. Describe maintenance of personal protective equipment in accordance with Chapter 7 of NFPA 1851

Requisite Skills

1. Identify safety hazards and exposures
2. Communicate
3. Complete documentation necessary for exposure reporting and tracking

Content Modification

Block	Modification	Justification
JPR	Changed “member” to “employee”.	“Member” implies union membership and is not reflective of all California fire service employees.
RK1	Changed “members” to “employees”.	“Member” implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 3-2	N/A	Fire Officer 2 (2020) • JPR 23

7-2: Conducting an Initial Accident Investigation

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.7.2

Job Performance Requirements

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.

Requisite Knowledge

1. Describe procedures for conducting an accident investigation
2. Interpret safety policies and procedures

Requisite Skills

1. Communicate
2. Conduct interviews

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 3-3	N/A	Fire Officer 2 (2020) • JPR 24

7-3: Explaining the Benefits of Being Physically and Medically Fit

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 4.7.3

Job Performance Requirements

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.

Requisite Knowledge

1. Describe national death and injury statistics, suicide prevention initiatives, fire service safety and wellness initiatives
2. Interpret agency policies

Requisite Skills

1. Communicate

Content Modification

Block	Modification	Justification
JPR	Added “safety and wellness”.	Added to narrow scope.
JPR	Changed “members” to “employees”.	“Member” implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 3-1	N/A	Fire Officer 2 (2020) • JPR 25

Fire Officer II

Section 8: Definition of Duties

8-1: Definition of Duty for Fire Officer II

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.2, 5.3, 5.4, 5.5, 5.6, 5.7

Job Performance Requirements

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

Requisite Knowledge

1. Identify how to evaluate employee performance
2. Identify how to deal with inquiries of allied organizations in the community and projecting the role, mission, and image of the department to other organizations with similar goals and missions for the purpose of establishing strategic partnerships and delivering safety, injury prevention, and fire prevention education programs
3. Identify how to prepare a project or divisional budget, news releases, and policy changes
4. Identify how to conduct fire investigations to determine origin and preliminary cause
5. Identify how to supervise multi-unit emergency operations, conduct pre-incident planning, and deploy assigned resources
6. Identify how to review injury, accident, and health exposure reports, identify unsafe work environments or behaviors, and take approved action to prevent reoccurrence

Requisite Skills

1. None

Content Modification

Block	Modification	Justification
RK1	Changed “member” to “employee”.	“Member” implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 1-3 Fire Officer 2B (2020) • Topic 1-3 Fire Officer 2C (2020) • Topic 1-3	N/A	N/A

8-2: Leadership and Communication

Authority

1. Office of the State Fire Marshal

Job Performance Requirements

Lead and communicate, given an incident, so that incident objectives are met, and errors and accidents are minimized.

Requisite Knowledge

1. Describe "leadership"
2. Describe the foundations of leadership
3. Describe command presence
4. Describe the leadership environment
5. Describe leadership styles
6. Describe leader's intent
7. Describe communication responsibilities

Requisite Skills

1. Lead
2. Communicate

Content Modification

Block	Modification	Justification
CTS	Added new standard.	Added to meet NWCG S200 training requirements.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 2-1	N/A	Fire Officer 2 (2020) • JPR 26

8-3: Awareness, Decision Making, and Risk

Authority

1. Office of the State Fire Marshal

Job Performance Requirements

Manage risk through effective situational awareness and decision-making, given an incident, so that incident objectives are met, and risks are minimized.

Requisite Knowledge

1. Describe situational awareness (SA)
2. Describe the decision-making cycle
3. Describe the risk management process
4. Use situational awareness
5. Make decisions
6. Manage risk

Requisite Skills

1. Use situational awareness
2. Make decisions
3. Manage risk

Content Modification

Block	Modification	Justification
CTS	Added new standard.	Added to meet NWCG S200 training requirements.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 2-2	N/A	Fire Officer 2 (2020) • JPR 27

Section 9: Human Resource Management

9-1: Maximizing Employee Performance

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.2.1
2. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret human resource policies and procedures
2. Identify performance problem indicators
3. Describe concepts of organizational behavior
4. Describe concepts of organizational culture
5. Describe principles of group dynamics
6. Describe principles of interpersonal dynamics
7. Describe different leadership styles
8. Describe types of power dynamics

Requisite Skills

1. Communicate
2. Solve problems
3. Increase teamwork
4. Counsel employees

Content Modification

Block	Modification	Justification
JPR	Changed “member” to “employee”.	“Member” implies union membership and is not reflective of all California fire service employees.
RK2	Replaced “problem identification” with “Identify performance problem indicators”.	Revised for grammar.
RK8	Added “dynamics”.	Added to narrow scope.
RS4	Changed “members” to “employees”.	“Member” implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 2-3	N/A	Fire Officer 2 (2020) • JPR 28

9-2: Evaluating Employee Job Performance

Authority

1. NFPA 1021 Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.2.2

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret human resource policies and procedures
2. Identify job descriptions
3. Describe the objectives and procedures of an employee evaluation program
4. Describe common errors in evaluating

Requisite Skills

1. Communicate
2. Plan and conduct evaluations

Content Modification

Block	Modification	Justification
JPR	Changed "members" to "employees".	"Member" implies union membership and is not reflective of all California fire service employees.
RK3	Added "and procedures".	Participants need to know how to execute the process.
RK3	Changed "member" to "employee".	"Member" implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 2-3	N/A	Fire Officer 2 (2020) • JPR 29

9-3: Creating a Professional Development Plan

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.2.3

Job Performance Requirements

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.

Requisite Knowledge

1. **Describe how to** develop a professional development guide and job shadowing

Requisite Skills

1. Communicate

Content Modification

Block	Modification	Justification
JPR	Changed “member” to “employee”.	“Member” implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 2-2	N/A	Fire Officer 2 (2020) • JPR 30

Section 10: Community and Government Relations

10-1: Supervising Multi-Unit Implementation of a Community Risk Reduction Program

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.3.1

Job Performance Requirements

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.

Requisite Knowledge

1. Describe community demographics and service organizations
2. Describe verbal and non-verbal communication methods
3. Describe the role and mission of the department and its CRR plan

Requisite Skills

1. Demonstrate familiarity with public relations
2. Supervise
3. Communicate

Content Modification

Block	Modification	Justification
RK2	Added “methods”.	Added for context.
RS1	Added “demonstrate”.	NFPA did not provide a verb.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 3-3	N/A	Fire Officer 2 (2020) • JPR 31

10-2: Explaining the Benefits of Cooperating with Allied Organizations

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.3.2

Job Performance Requirements

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.

Requisite Knowledge

1. Describe agency mission and goals
2. Describe the types and functions of external agencies in the community

Requisite Skills

1. Develop interpersonal relationships
2. Communicate

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 3-1	N/A	Fire Officer 2 (2020) • JPR 32

Section 11: Administration

11-1: Developing a Policy or Procedure

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.4.1

Job Performance Requirements

Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.

Requisite Knowledge

1. Interpret policies and procedures
2. Describe the problem identification process

Requisite Skills

1. Communicate in writing
2. Solve problems

Content Modification

Block	Modification	Justification
RK2	Added "process".	Added to narrow scope.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 5-6	N/A	Fire Officer 2 (2020) • JPR 33

11-2: Developing a Project or Divisional Budget

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.4.2

Job Performance Requirements

Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.

Requisite Knowledge

1. Identify supplies and equipment necessary for ongoing or new projects
2. Identify repairs to existing facilities
3. Identify new equipment, apparatus maintenance, and personnel costs
4. Describe the appropriate budgeting system

Requisite Skills

1. Allocate finances
2. Relate interpersonally
3. Communicate

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 5-4	N/A	Fire Officer 2 (2020) • JPR 34

11-3: Describing the Purchasing Process

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.4.3

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret purchasing laws, policies, and procedures

Requisite Skills

1. Use evaluative methods
2. Communicate

Content Modification

Block	Modification	Justification
JPR	Added "AHJ policies and procedures".	Required to complete the task.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 5-5	N/A	Fire Officer 2 (2020) • JPR 35

11-4: Preparing a Media Release

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.4.4

Job Performance Requirements

Prepare a media release, given an event or topic, so that the information is accurate and formatted correctly.

Requisite Knowledge

1. Interpret policies and procedures
2. Describe the format used for media releases by various media outlets, including the use of social media in accordance with AHJ policies and procedures

Requisite Skills

1. Communicate

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 5-7	N/A	Fire Officer 2 (2020) • JPR 36

11-5: Preparing a Concise Report

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.4.5
2. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Describe how to use a data processing system to obtain information
2. Describe how to prepare and submit a report

Requisite Skills

1. Communicate in writing
2. Interpret data

Content Modification

Block	Modification	Justification
RK1	Added “to obtain information”.	Added to context.
RK2	Added a new knowledge item.	There wasn’t enough of a knowledge base to work with. Needed more scope.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 2-3	N/A	Fire Officer 2 (2020) • JPR 37

11-6: Developing Plans for Organizational Change

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.4.6

Job Performance Requirements

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.

Requisite Knowledge

1. Describe the process for planning and implementing change

Requisite Skills

1. Communicate clearly

Content Modification

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 5-1	N/A	Fire Officer 2 (2020) • JPR 38

Section 12: Inspection and Investigation

12-1: Determining Origin and Cause

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.5.1

Job Performance Requirements

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.

Requisite Knowledge

1. Identify indications of arson
2. Identify common causes of fire
3. Describe methods to preserve and protect the general area of origin
4. Describe basic cause and origin determination
5. Describe fire growth and development
6. Describe how to document preliminary fire investigative procedures

Requisite Skills

1. Investigate a fire scene
2. Identify the general area of origin
3. Implement procedures to preserve and protect potential sources of ignition within that general area of origin
4. Communicate

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2B (2020) • Topic 4-4	N/A	Fire Officer 2 (2020) • JPR 39

Section 13: Emergency Service Delivery

13-1: Producing Operational Plans

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.6.1

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret standard operating procedures
2. Interpret national, state/provincial, and local information resources available for the mitigation of emergency incidents
3. Describe an incident management system
4. Describe a personnel accountability system

Requisite Skills

1. Implement an incident management system
2. Communicate
3. Supervise and account for assigned personnel under emergency conditions
4. Serve in command staff and unit supervision positions within the Incident Management System

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 2-6	N/A	Fire Officer 2 (2020) • JPR 40

13-2: Developing and Conducting a Post-Incident Analysis

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.6.2

Job Performance Requirements

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.

Requisite Knowledge

1. Describe the elements of a fire- or rescue-related post-incident analysis
2. Identify basic building construction
3. Identify basic fire protection systems and features
4. Identify basic water supply
5. Describe basic fuel loading, fire growth and development, and departmental procedures relating to dispatch response
6. Describe strategy tactics and operations
7. Identify sources of any emergency operations controlling authority, including EMS protocols if applicable
8. Describe customer service methods

Requisite Skills

1. Write reports
2. Communicate
3. Evaluate skills

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 6-3	N/A	Fire Officer 2 (2020) • JPR 41

13-3: Preparing a Written a Report

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.6.3

Job Performance Requirements

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.

Requisite Knowledge and Skills

1. Describe methods of analyzing data

Requisite Skills

1. Write clearly
2. Interpret response data correctly to identify the reasons for service demands

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 2-5	N/A	Fire Officer 2 (2020) • JPR 42

Section 14: Health and Safety

14-1: Analyzing and Reporting on Employee History

Authority

1. NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)
 - Paragraph 5.7.1
2. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Identify the causes of unsafe acts; health exposures; or conditions that result in accidents, injuries, occupational illnesses, or deaths
2. Describe requirements for reporting and receiving information related to health exposures
3. Identify HIPPA requirements

Requisite Skills

1. Communicate
2. Interpret accident, injury, occupational illness, or death reports

Block	Modification	Justification
JPR	Changed "member" to "employee".	"Member" implies union membership and is not reflective of all California fire service employees.
RK3	Added new knowledge item.	Added to remind participants that confidential information must be protected by law.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 3-3	N/A	Fire Officer 2 (2020) • JPR 43

Wildland Fire Officer I

Section 15: Definition of Duties

15-1: Definition of Duties for Wildland Fire Officer I

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.1.1, 6.2.1, 6.4.1, 6.5.1

Job Performance Requirements

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

Requisite Knowledge

1. Describe the authority and responsibility of cooperating jurisdictional agencies, formal and informal agreements between jurisdictional agencies, the incident management system used by the jurisdiction, and the Wildland Fire Fighter I role within that system
2. Describe how to lead and supervise human resources to accomplish assignments in a safe and efficient manner
3. Describe how to collect AHJ dispatch information, assemble assigned resources, travel to designated location, and check in
4. Describe how to supervise a single resource involved in wildland fire suppression, and when first on scene, assume command of initial attack incident, until relieved

Requisite Skills

1. None specified

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 1-3 Fire Officer 2C (2020) • Topic 1-3	N/A	N/A

Section 16: Human Resource Management

16-1: Evaluating Assigned Personnel

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.2.2

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret AHJ personnel policies and procedures
2. Describe performance standards
3. Describe evaluation methods

Requisite Skills

1. Observe, evaluate, counsel, and document personnel as to fitness for duty in accordance with AHJ policies and procedures

Block	Modification	Justification
JPR	Changed “members” to “employees”.	“Member” implies union membership and is not reflective of all California fire service employees.
RK3	Added “methods”.	Added to narrow scope.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 2-3	N/A	Fire Officer 2 (2020) • JPR 44

16-2: Verifying Personnel Qualifications

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.2.3

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret AHJ qualifications standards

Requisite Skills

1. Assess personnel qualifications for assignment in accordance with agency policies and procedures

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 2-3 Fire Officer 2C (2020) • Topic 2-	N/A	Fire Officer 2 (2020) • JPR 45

16-3: Providing for First Aid or Medical Treatment

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.2.4

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret AHJ accident and illness reporting procedures

Requisite Skills

1. Write reports
2. Communicate in writing

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 5-4	N/A	Fire Officer 2 (2020) • JPR 46

16-4: Evaluating Job Performance of Assigned Personnel

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.2.5

Job Performance Requirements

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.

Requisite Knowledge

1. Describe basic performance evaluation methods

Requisite Skills

1. Communicate in writing
2. Use administrative communication skills

Block	Modification	Justification
RK1	Added “methods”.	Added to narrow scope.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2A (2020) • Topic 2-3 Fire Officer 2C (2020) • Topic 6-1	N/A	Fire Officer 2 (2020) • JPR 47

Section 17: Preparedness

17-1: Ensuring Overall Readiness

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.3.1

Job Performance Requirements

Ensure overall readiness of assigned crew, vehicle, and equipment, given AHJ standards, policies, and procedures, so that operational readiness is maintained.

Requisite Knowledge

1. Describe crew needs
2. Describe equipment readiness
3. Interpret AHJ standards, policies, and procedures

Requisite Skills

1. Assess
2. Make decisions
3. Communicate verbally and in writing

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 2-3	N/A	Fire Officer 2 (2020) • JPR 48

Section 18: Mobilization

18-1: Obtaining Complete Information from Dispatch

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.4.2

Job Performance Requirements

Obtain complete information from AHJ dispatch, given AHJ standard operating procedures, so that travel route, assignment, time needed, and point of contact are determined.

Requisite Knowledge

1. Describe AHJ dispatch, travel, accident, and equipment breakdown procedures

Requisite Skills

1. None specified

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 3-1	N/A	Fire Officer 2 (2020) • JPR 49

Section 19: Suppression

19-1: Evaluating an Incident

Authority

1. Office of the State Fire Marshal

Job Performance Requirements

Evaluate an incident based on its complexity, given an incident, so that current incident needs are met and incident potential is projected and communicated.

Requisite Knowledge

1. Identify elements of incident dynamics to determine proper resourcing
2. Describe Type 4 incident characteristics
3. Describe incident command responsibilities
4. Describe leadership responsibilities in a dynamic environment

Requisite Skills

1. Demonstrate principles of command to effectively manage an incident including risk assessment, data-driven and evidence-based tactical decision making, and command presence

Block	Modification	Justification
CTS	Added a new certification training standard.	These are general principles of incident dynamics of command needed for a strong operational foundation.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 2-7	N/A	Fire Officer 2 (2020) • JPR 50

19-2: Formulating an Incident Action Plan

Authority

2. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.2
3. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

2. Describe size-up procedures
3. Interpret fire behavior
4. Describe resource availability and capability
5. Describe suppression priorities

Requisite Skills

6. Identify values at risk
7. Set incident objectives
8. Select correct wildland suppression strategies

Block	Modification	Justification
JPR	Added “and an ICS 201 Incident Briefing form”.	This is the only form that applies across agencies.
RK2	Added “incident”.	Added to narrow scope.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 3-2 (RK1) • Topic 4-1 (RK2, RK3, RK4, RS1, RS2, RS3)	N/A	Fire Officer 2 (2020) • JPR 51

19-3: Developing an Initial Report on Conditions

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.3

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret AHJ incident information requirements
2. Describe size-up procedures

Requisite Skills

1. Identify and communicate relevant incident information

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 3-2	N/A	Fire Officer 2 (2020) • JPR 52

19-4: Establishing an Incident Command Post

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.4

Job Performance Requirements

Establish an incident command post (ICP), given AHJ policies and procedures, so that the location is identified and communicated to personnel.

Requisite Knowledge

1. Describe factors affecting appropriate ICP locations

Requisite Skills

1. Establish an ICP

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 3-3	N/A	Fire Officer 2 (2020) • JPR 53

19-5: Deploying Resources to Suppress a Wildland Fire

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.5

Job Performance Requirements

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.

Requisite Knowledge

1. Describe fireline location and construction techniques
2. Describe ignition procedures
3. Identify capabilities of firefighting equipment and personnel
4. Identify radio communications capabilities and protocols
5. Describe techniques for the proper and safe deployment of the assigned resources

Requisite Skills

1. Assess and assign personnel and equipment

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 5-3	N/A	Fire Officer 2 (2020) • JPR 54

19-6: Maintaining Incident Records

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.6

Job Performance Requirements

Maintain incident records, given AHJ policies and procedures and applicable forms, so that information is documented.

Requisite Knowledge

1. Describe AHJ incident documentation procedures

Requisite Skills

1. None

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 6-2	N/A	Fire Officer 2 (2020) • JPR 55

19-7: Evaluating Incident Conditions

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.7

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret intermediate wildland fire behavior

Requisite Skills

1. Collect wildland fire weather, fuels, and topographic information

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 5-5	N/A	Fire Officer 2 (2020) • JPR 56

19-8: Updating Supervisors, Crew Employees, and Adjoining Personnel

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.8

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret wildland fire behavior
2. Describe other hazards and factors related to the wildland fire environment

Requisite Skills

1. Communicate

Block	Modification	Justification
JPR	Changed “member” to “employee”.	“Member” implies union membership and is not reflective of all California fire service employees.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 5-5	N/A	Fire Officer 2 (2020) • JPR 57

19-9: Providing for Logistical Needs

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.9

Job Performance Requirements

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.

Requisite Knowledge

1. Describe short- and long-term needs as determined by the incident

Requisite Skills

1. Identify logistical needs

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 5-4	N/A	Fire Officer 2 (2020) • JPR 58

19-10: Analyzing Incident Resource Needs

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.10

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret AHJ policies and procedures related to resource ordering and release

Requisite Skills

1. Make decisions

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 5-2	N/A	Fire Officer 2 (2020) • JPR 59

19-11: Transferring Command

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.11
2. Office of the State Fire Marshal

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret AHJ policies and procedures for transfer of command

Requisite Skills

1. Communicate verbally and in writing
2. Document

Block	Modification	Justification
JPR	Added "an ICS 201 Incident Briefing form".	This is the only form that applies across agencies.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 5-8	N/A	Fire Officer 2 (2020) • JPR 60

19-12: Deploying Resources to Mop Up a Wildland Fire

Authority

- 1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.12

Job Performance Requirements

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.

Requisite Knowledge

- 1. Interpret wildland fire behavior
- 2. Describe environmental factors
- 3. Describe resource capability

Requisite Skills

- 1. Conduct a risk assessment

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 5-7	N/A	Fire Officer 2 (2020) • JPR 61

19-13: Completing Wildland Fire Suppression Operations

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.13

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret AHJ policies and procedures for demobilization and termination of the incident

Requisite Skills

1. Make decisions

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 5-7	N/A	Fire Officer 2 (2020) • JPR 62

19-14: Responding to Requests for Incident Information

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.14

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret agency policies and procedures for release of incident information

Requisite Skills

1. Communicate verbally and in writing

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 5-6	N/A	Fire Officer 2 (2020) • JPR 63

19-15: Completing Personnel Time and Equipment Use Records

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.15

Job Performance Requirements

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.

Requisite Knowledge

1. Describe basic wildland fire business management practices
2. Interpret AHJ policies and procedures for proper record keeping

Requisite Skills

1. Communicate in writing

Block	Modification	Justification
RK1	Added “practices”.	Added to narrow scope.

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 6-1	N/A	Fire Officer 2 (2020) • JPR 64

19-16: Preparing Final Incident Reports

Authority

1. NFPA 1140: Standard for Wildland Fire Protection (2022)
 - Paragraph 6.5.16

Job Performance Requirements

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.

Requisite Knowledge

1. Interpret AHJ incident reporting policies and procedures

Requisite Skills

1. Fill out forms

Block	Modification	Justification

Cross Reference

Course Plan	Skill Sheet	Task Book
Fire Officer 2C (2020) • Topic 6-2	N/A	Fire Officer 2 (2020) • JPR 65