KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION
FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-1: Establish Personnel Assignments

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that outlines the establishment of personnel assignments.

Skill FO3 – 1 – NFPA 1021, 6.2.1, IFSTA Chief Officer 4th Edition	1st	2nd
1. Describe departmental policies and procedures related to personnel assignments.		
2. Develop departmental personnel assignment roster.		
3. Identify gaps in minimum staffing when providing additional resources.		
4. Identify need for personnel to maintain credentials.		
5. Provide solutions for providing additional service with existing personnel that are in accordance with laws and regulations.		
6. Demonstrates appropriate interpersonal communication.		
7. Demonstrates ability to communicate formally.		
8. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 5/7		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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Retest Evaluator 1: _____ _____
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Retest Evaluator 2: _____ _____
Print Name Signature

NFPA Standard 1021, 2020 Edition – **6.2.1**
IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION
FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-2: Development of Hiring Procedures

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that outlines the development of hiring procedures.

Skill FO3 – 2 – NFPA 1021, 6.2.2, IFSTA Chief Officer 4th Edition	1st	2nd
1. Develop an appropriate task analysis and/or job description.		
2. Identify criteria used to evaluate job applicants.		
3. Prescribe all testing requirements for job candidates in accordance with laws and regulations.		
4. Develop a reading or reference list applicable to the hiring procedure.		
5. Develop a means for acquiring a written examination.		
6. Develop a series of oral interview questions with scoring instrument.		
7. Develop a method for evaluation, ranking, and selection that is valid and reliable.		
8. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 6/8		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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Retest Evaluator 1: _____ _____
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NFPA Standard 1021, 2020 Edition – **6.2.2**
IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION
FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-3: Development of Procedures for Promotion

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that outlines the development of procedures for the promotion process.

Skill FO3 – 3 – NFPA 1021, 6.2.3, IFSTA Chief Officer 4th Edition	1st	2nd
1. Develop process which encourages professional development and mentoring.		
2. Develop eligibility requirements in accordance with laws and regulations.		
3. Develop educational and certification requirements.		
4. Develop a means for acquiring a written examination.		
5. Develop a series of oral interview questions with scoring instrument.		
6. Develop a method for evaluation, ranking, and selection.		
7. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 5/7		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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NFPA Standard 1021, 2020 Edition – **6.2.3**
IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION
FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-4: Professional Development Program

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that outlines the development of a professional development program.

Skill FO3 – 4 – NFPA 1021, 6.2.4, 6.2.5, IFSTA Chief Officer 4th Edition	1st	2nd
1. Develop a list of professional development models through research.		
2. Identify coursework that is necessary for promotion.		
3. Identify timeframe for completion.		
4. Develop an employee benefit plan that will provide incentive(s).		
5. Demonstrate the ability to evaluate potential.		
6. Demonstrate the ability to counsel members orally.		
7. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 5/7		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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NFPA Standard 1021, 2020 Edition – **6.2.4, 6.2.5**
IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION
FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-5: Employee Accommodation Plan

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that describes in detail an employee accommodation plan.

Skill FO3 – 5 – NFPA 1021, 6.2.6, IFSTA Chief Officer 4th Edition	1st	2nd
1. Identify a concern or issue related to reasonable accommodations.		
2. Research information relevant to solving the circumstance.		
3. Selects actions that are in accordance with federal and state laws and regulations.		
4. Designs evaluation tool which assesses the results of accommodations.		
5. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 3/5		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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NFPA Standard 1021, 2020 Edition – **6.2.6**
IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION

FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-6: Training Program Development

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that describes in detail the development of a training program.

Skill FO3 – 6 – NFPA 1021, 6.2.7, IFSTA Chief Officer 4th Edition	1st	2nd
1. Acquire organizational mission statement and training goals.		
2. Develop an ongoing training program given organizational requirements.		
3. Develop a list of personnel and recommended training courses.		
4. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 3/4		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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Retest Evaluator 2: _____ _____

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NFPA Standard 1021, 2020 Edition – **6.2.7**

IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION
FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-7: Community Risk Reduction Plan

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that describes in detail the development of a community risk reduction program.

Skill FO3 – 7 – NFPA 1021, 6.3.1, 6.5.2, IFSTA Chief Officer 4th Edition	1st	2nd
1. Prepare a community awareness program.		
2. Analyze data to determine major hazards.		
3. Identify high risk locations.		
4. Develops a plan for an identified safety problem.		
5. Chooses a specific and quantifiable goal for the program.		
6. Determines the specific steps and develops an implementation plan.		
7. Demonstrates the ability to use consensus-building techniques.		
8. Develops an instrument to evaluate the community awareness program.		
9. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 7/9		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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NFPA Standard 1021, 2020 Edition – **6.3.1, 6.5.2**
IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION
FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-8: Budget Development

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that describes in detail the development of a divisional or departmental budget.

Skill FO3 – 8 – NFPA 1021, 6.4.1, 6.4.6, IFSTA Chief Officer 4th Edition	1st	2nd
1. Develop a five-year operation budget.		
2. Shows total requested amount in each category.		
3. Creates line-item budgeting for costs associated with training an individual.		
4. Creates line-item budgeting for costs associated with training a lieutenant.		
5. Provide justification for each sub-category.		
6. Develop a budget code sheet for each year.		
7. Creates line-item budget for salaries and benefits.		
8. Provides justification for each budget.		
9. Summarizes fifth-year.		
10. Presents plan to supervisor or in group setting.		
11. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 9/11		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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Retest Evaluator 1: _____ _____

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Retest Evaluator 2: _____ _____

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NFPA Standard 1021, 2020 Edition – **6.4.1, 6.4.6**

IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION
FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-9: Budget Management System Development

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that describes in detail the development of a budget management system.

Skill FO3 – 9 – NFPA 1021, 6.4.2, IFSTA Chief Officer 4th Edition	1st	2nd
1. Provide fiscal and financial policy.		
2. Show and record revenue to date.		
3. Indicate anticipated revenue.		
4. Show and record expenditures to date.		
5. Show and record encumbered amount.		
6. Provide detailed report regarding the overall budget management system.		
7. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 5/7		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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Retest Evaluator 2: _____ _____
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NFPA Standard 1021, 2020 Edition – **6.4.2**
IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION
FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-10: Request for Proposal (RFP) and Bids

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that describes in detail the development of a Request for Proposal (RFP) and the solicitation and awarding of bids.

Skill FO3 – 10 – NFPA 1021, 6.4.3, IFSTA Chief Officer 4th Edition	1st	2nd
1. Describe departmental policy, procedures, and process for developing a RFP.		
2. Prepare an announcement concerning the acceptance of sealed bids.		
3. Research and prepare specifications for specific item.		
4. Describe solicitation process to ensure competitive bid.		
5. Describe the bid awarding process.		
6. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 5/6		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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Retest Evaluator 1: _____ _____
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Retest Evaluator 2: _____ _____
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NFPA Standard 1021, 2020 Edition – **6.4.3**
IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION
FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-11: Departmental Record Management System Development

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that describes in detail the development of a departmental record and management system.

Skill FO3 – 11 – NFPA 1021, 6.4.4, IFSTA Chief Officer 4th Edition	1st	2nd
1. Create a departmental policy on given needs.		
2. Create a method for documenting training, testing/maintenance, and PPE.		
3. Design a management system that will be used to create a computer program.		
4. Communicate orally and with other members of the group.		
5. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 4/5		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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Retest Evaluator 1: _____ _____
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Retest Evaluator 2: _____ _____
Print Name Signature

NFPA Standard 1021, 2020 Edition – **6.4.4**
IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION
FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-12: Continuous Improvement Plan

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that describes in detail the development of a continuous improvement plan for a fire department.

Skill FO3 – 12 – NFPA 1021, 6.4.5, 6.4.6, IFSTA Chief Officer 4th Edition	1st	2nd
1. Acquire a current copy of a departmental continuous improvement plan.		
2. Identify a survey method (Group problem-solve, interview, data collection)		
3. Identify an area where utilization of resources may be maximized.		
4. Evaluate the area to determine if resources could be used more effectively.		
5. Set quantifiable goal for increasing resources used in that area.		
6. Develop a plan to increase resource allocation.		
7. Identify a verification method for evaluation of the plan once implemented.		
8. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 6/8		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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Test Date: _____ Pass: _____ Fail: _____

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Evaluator: _____ _____
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Retest Evaluator 1: _____ _____
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Retest Evaluator 2: _____ _____
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NFPA Standard 1021, 2020 Edition – **6.4.5, 6.4.6**
IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION
FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-13: Fire Inspection Program Evaluation

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that describes in detail the evaluation of a fire inspection program.

Skill FO3 – 13 – NFPA 1021, 6.4.5, 6.5.1, IFSTA Chief Officer 4th Edition	1st	2nd
1. Describe priority of inspection program.		
2. Evaluate number of inspectors needed to meet local and state mandates.		
3. Prepare organizational memo with recommendations for improvement.		
4. Identify cost of hiring additional inspectors.		
5. Present summary of findings.		
6. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 5/6		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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NFPA Standard 1021, 2020 Edition – **6.4.5, 6.5.1**
IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION
FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-14: Incident Action Plan (IAP) Preparation

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that describes in detail the preparation of an Incident Action Plan (IAP).

Skill FO3 – 14 – NFPA 1021, 6.6.1, 6.6.2, IFSTA Chief Officer 4th Edition	1st	2nd
1. Conduct an incident size-up.		
2. Develop strategy and tactics to mitigate the incident.		
3. Delegates authority.		
4. Demonstrate effective communications to members of the group.		
5. Utilize appropriate Federal Emergency Management Agency (FEMA) forms.		
6. Make company assignments.		
7. Identify and request needed resources.		
8. Develop and conduct post-incident analysis.		
9. Identify and communicate critical elements.		
10. Develop an organizational chart.		
11. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 9/11		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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NFPA Standard 1021, 2020 Edition – **6.6.1, 6.6.2**
IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION

FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-15: Unmet Resources Plan

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that describes in detail the development of an unmet resources plan.

Skill FO3 – 15 – NFPA 1021, 6.6.3, IFSTA Chief Officer 4th Edition	1st	2nd
1. Conduct a needs assessment.		
2. Evaluate internal and external resources.		
3. Research and evaluate information regarding the unmet resources of the agency.		
4. Develop a list of items which focuses on contingency planning.		
5. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 4/5		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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NFPA Standard 1021, 2020 Edition – **6.6.3**

IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION
FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-16: Injury Prevention Program Development

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that describes in detail the development of an injury prevention program.

Skill FO3 – 16 – NFPA 1021, 6.7.1, IFSTA Chief Officer 4th Edition	1st	2nd
1. Evaluate current departmental safety and health program.		
2. Identify budgetary impacts for full compliance with state and federal regulations.		
3. Identify timeframe for full compliance.		
4. Determine specific steps needed for full compliance.		
5. Present findings in a report which will be presented to a small group.		
6. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 5/6		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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NFPA Standard 1021, 2020 Edition – **6.7.1**
IFSTA Chief Officer 4th Edition

KENTUCKY COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION

FIRE OFFICER 3 COMPETENCY EVALUATION

Skill FO3-17: Interagency Planning and Coordination Plan

Candidate Name: _____

INSTRUCTIONS TO THE CANDIDATE

Using the provided scenario, prepare a written report that describes in detail the development of an interagency planning and coordination plan.

Skill FO3 – 17 – NFPA 1021, 6.8.1, IFSTA Chief Officer 4th Edition	1st	2nd
1. Acquire a copy of local emergency operations plan.		
2. Define role of the fire service in the emergency operations plan.		
3. Define role of fire service in preparedness planning.		
4. Describe the role of the department at the local Emergency Operations Center (EOC).		
5. Organize information so that it can be presented orally in a small group setting.		
6. Appropriate report format utilized with minimal grammar, punctuation, and spelling errors.		
YELLOW BOLD indicate a CRITICAL step and any unsafe act constitutes a failure of skill.		
Points needed: 5/6		
Performed Safely	**Y/N**	**Y/N**

Evaluator comments:

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NFPA Standard 1021, 2020 Edition – **6.8.1**

IFSTA Chief Officer 4th Edition