



**Fire Officer I
Certification Preparation Guide
June, 2016**

Acknowledgement

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Foreword

On May 23, 1978, the Wisconsin Board of Vocational, Technical and Adult Education (WBVTAE), since renamed the Wisconsin Technical College System Board (WTCSB), approved the provision of certification to the Wisconsin fire service. The WTCSB also adopted the Professional Qualifications for the Fire Service, National Fire Protection Association (NFPA) 1000 Series Standards, and any future standards of the series as those which shall be used for identifying training course content for the certification of Wisconsin fire service personnel.

Fire service certification in the state of Wisconsin is not mandated by the WTCSB or any other state agency. Certification is rather an endeavor to be undertaken voluntarily by individuals or by collective members of fire departments. Those who aspire to Wisconsin Fire Service Certification, however, must satisfy the program requirements which are based on the appropriate NFPA Standards, and be tested for competency.

Certification is not necessarily a means of determining who may participate in the vocation or avocation of fire fighting, but is rather a symbol of dedication and commitment by the certified individual. Certification also provides documentation that the individual has demonstrated a high level of proficiency established through national consensus.

The WTCS Fire Service Education Office (FSEO) is ready and able to assist motivated individuals and/or fire departments in achieving their training and certification goals.

Assistance in Preparing for Certification

The WTCS FSEO publishes a *Policy and Procedures Manual* which lists each category and level of certification offered. This manual contains pertinent information designed to assist candidates in preparing for the certification process. To obtain the WTCS FSEO *Policy and Procedures Manual*, please visit the WTCS FSEO website:

mywtcs.wtcsystem.edu/fire-service/wisconsin-fire-certification/wisconsin-fire-service-education-office-policy-and-procedures-manual/.

Entrance into the Wisconsin Fire Service Certification System

Qualified individuals may enter the certification system by contacting any of the 16 districts of the WTCS. Upon receipt of a request, appropriate information and application materials for any of the certification categories/levels available will be forwarded. A listing of WTCS districts and their respective fire service coordinators/supervisors can be accessed from the WTCS FSEO web page.

Self-Study Element

Some requirements of the NFPA standards cannot be adequately or fairly tested on the practical examination without completion of a self-study element. Such “homework” must be completed beforehand and candidates must bring the assignment(s) to the practical examination. Due to the random selection of the skills tested, candidates may or may not be required to use the self-study assignment during the examination.

Written Examination Element

Approved candidates will be allowed to write the state certification examination for the category and/or level chosen. The written examination will consist of 100 questions with a 90-minute time limit. Multiple choice and true/false questions can be expected. If the candidates successfully achieve a minimum score of 70 percent on the written examination, they will advance to the practical skills examination element of the process. Candidates who received their preparatory training through the state-approved training program and who fail their initial attempt at the written examination will be allowed up to 2 retests. If still unsuccessful after their second retest, these candidates are required to re-enroll in and complete the approved training program before being allowed to again take the examination. A variety of exams will be used to insure that no candidate is allowed to take the same exam more than once. Each exam will be based on the NFPA standard, current edition, and constructed from a bank of questions maintained by WTCS FSEO.

Individuals may be granted “Advanced Standing” through recognition of equivalent training from another state or agency. Individuals granted Advanced Standing will be allowed a one-time challenge of both the written and practical examinations for the requested certification level(s). A final score of 70 percent or greater satisfies the written examination element and all practical exams are graded on a pass/fail basis. Successful completion of both elements shall result in issuance of the certification by the WTCS FSEO. If an individual fails either the written or practical exam, they will then need to complete the appropriate certification course in order to be eligible for entry into the certification process.

Practical Skills Examination Element

Candidates who have passed the written examination element will be assigned to a practical skills examination at an approved WTCS test site on a date of their choosing (pending availability of openings). All candidates are required to pay the standardized statewide practical skills examination fee of \$80.00 (payable to the assigned WTCS test site).

Candidates will be responsible for all skills required by the appropriate NFPA standard, and must be prepared to perform any of the skills contained within the examination structure (a summary of the practical skills test stations is included in this document. Due to the large number of skills required by the standard, however, all skills cannot possibly be tested in a given examination. Rather, a number or series of skills will be selected for each exam through a random process. Skills to be tested will be selected to prevent prior knowledge by the candidates. The intent of this process is to insure that candidates are prepared to test on all of the skills required by the standard. Each candidate must perform a total of 6 evolutions contained within the Fire Officer I examination structure, all test stations are individual tests, no team tests.

Practical examinations are graded on a 100 percent pass/fail basis. Throughout the design of the evaluation checklists, critical components of the skills will be strictly evaluated. “Non-critical” components and many “local issue” components that vary from fire department to fire department will not be critically evaluated during the examination.

Candidates must successfully complete all skills stations of an examination to receive a passing grade. Candidates who fail up to 2 stations may retest on the same day at no additional cost. Such retests will be conducted only after all other candidates have completed their examinations. If, after retesting, the candidates fail the station(s) again, they must retake the entire examination at a later date. Candidates who fail 3 or more stations on their initial examination attempt must retake the entire examination at a later date as well. This requirement is necessitated by the random examination skills selection process. Such retakes also require payment of another examination fee.

Examination Results

Written exam scores will be sent to the District Coordinator via email for distribution to each candidate. Candidates will be notified of their practical examination results upon examination completion.

Certification

Upon successful completion of all elements of the certification process, the candidate's name will be entered into the WTCS FSEO Certification database. Individuals will also receive, at no additional cost, an individualized certificate from the WTCS FSEO.

Denial and Revocation of Certification

Fire Service certifications may be denied or revoked if an individual knowingly submits false information, cheats during class or an examination, fails to meet the certification criteria, engages in improper or criminal conduct or other actions that undermine the integrity of the Fire Service Education Office program(s).

Appeal Process

If certification is denied or revoked, the individual is entitled to due process, including appeal and hearing. The entire appeal process is listed in the WTCS FSEO *Policy and Procedures Manual*.

FIRE OFFICER I CERTIFICATION PREPARATION GUIDE

This document is provided to assist candidates as they ready themselves to enter the WTCS FSEO Fire Officer I Certification Process.

The NFPA 1021, Standard for Fire Officer Professional Qualifications, current edition, Fire Officer I JPRs are listed in the left column. The right column contains information that will help candidates identify study resources or other notes on how to prepare for the examination elements.

The primary reference materials for meeting certification requirements, and upon which the test bank questions are validated and correlated to the Jones and Bartlett, Fire Officer Principles and Practices, Enhanced 3rd Edition.(hereinafter referred to as J&B).

There are two online courses that must be completed before a candidate can become certified. These two courses are:

National Fallen Firefighters Foundation (NFFF)- LACK- Leadership, Accountability, Culture, and Knowledge - www.fireherolearningnetwork.com

Why Data? - www.nasfm-training.org

IMPORTANT!

Part of your practical examination is evaluated using the completed forms found in the Appendix of this document, or your own departments forms. The following items will make up the Portfolio you will be required to bring to the examination site:

- Completed Pre-Incident Planning Form
- Completed Budget Request Form
- Completed Vehicle Accident Investigation Form and Near-Miss Report
- Completed Basic NFIRS Form
- Fire Department Organizational Chart and Mission Statement
- A department policy you would like to see updated

Self-Study, Written and Practical Skills Requirements and Study Hints
NFPA 1021, Fire Officer I, 2014 Edition

JPR's	Chapter(s)	Page(s)
4.1 Meet the requirements of Fire Fighter II & Fire Instructor I	1	5
4.2.1 Assign task or responsibilities.	4, 5, 7, 16, 17	66-68, 86-99, 129-130, 132-134, 327-328, 342-344
4.2.1(A) <u>Requisite Knowledge.</u> Verbal communications during emergency situations.	4, 5, 7, 16, 17	66-68, 92-94, 130, 132-134, 327-328, 342-344
4.2.1(B) <u>Requisite Skills.</u> Condense instructions for frequently assigned unit tasks	4, 5, 7, 16, 17	66-68, 86, 89, 129-130, 132-134, 327-328, 342-344
4.2.2 Assign task or responsibilities.	3, 4, 7	42-43, 62-63, 65-66, 129-130
4.2.2(A) <u>Requisite Knowledge.</u> Verbal communications under nonemergency situations	3, 4, 7	42-43, 62-63, 65-66, 129-130
4.2.2(B) <u>Requisite Skills.</u> Instructions for frequently assigned unit tasks	3, 4, 7	42-43, 62-63, 65-66, 129-130
4.2.3 Direct unit members during a training evolution	5, 8	Page 95, 148, 150-151
4.2.3(A) <u>Requisite Knowledge.</u> Verbal communication techniques	5, 8	Page 95, 148, 150-151
4.2.3(B) <u>Requisite Skills.</u> Distribute issue-guided directions	5, 8	Page 95, 148, 150-151
4.2.4 Recommend action for member-related problems	9	166-169
4.2.4(A) <u>Requisite Knowledge.</u> Signs and symptoms of member-related problems	9	166-169
4.2.4(B) <u>Requisite Skills.</u> Recommend a course of action for a member in need of assistance	9	166-169

JPR's	Chapter(s)	Page(s)
4.2.5 Apply human resource policies and procedures	3, 6, 9, 10	54-55, 118-120, 166-169, 185-187, 189-190
4.2.5(A) <u>Requisite Knowledge.</u> Human resource policies and procedures	3, 6, 9, 10	54-55, 118-120, 166-169, 185-187, 189-190
4.2.5(B) <u>Requisite Skills.</u> Communicate verbally and in writing	3, 6, 9, 10	54-55, 118-120, 166-169, 185-187, 189-190
4.2.6 Coordinate the completion of assigned tasks	6, 7	113-118, 120-121, 129-130
4.2.6(A) <u>Requisite Knowledge.</u> Principles of supervision	6, 7	113-118, 120-121, 129-130
4.2.6(B) <u>Requisite Skills.</u> Plan and to set priorities	6, 7	120-121, 129-130
4.3.1 Initiate action on a community need	11	207-213
4.3.1(A) <u>Requisite Knowledge.</u> Community Demographics	11	204-206
4.3.1(B) <u>Requisite Skills.</u> Familiarity with public relations	11	204-206
4.3.2 Initiate action to a citizen's concern	12	235
4.3.2(A) <u>Requisite Knowledge.</u> Interpersonal relationships	12	235
4.3.2(B) <u>Requisite Skills.</u> Familiarity with public relations	12	235
4.3.3 Respond to public inquiry	11, 12	207-212, 235
4.3.3(A) <u>Requisite Knowledge.</u> Written and verbal communication techniques	11, 12	207-212, 235
4.3.3(B) <u>Requisite Skills.</u> Relate interpersonally and to respond to public inquiries	11, 12	207-212, 235
4.4.1 Recommend changes to a departmental policy	12, 19	234-235, 395

JPR's	Chapter(s)	Page(s)
4.4.1(A) <u>Requisite Knowledge.</u> Written and Oral Communication	12, 19	234-235, 395
4.4.1(B) <u>Requisite Skills.</u> Relate interpersonally	12, 19	234-235, 395
4.4.2 Execute routine unit-level administrative functions	3,	42-43
4.4.2(A) <u>Requisite Knowledge.</u> Administrative policies and procedures and records management	3,	42-43
4.4.2(B) <u>Requisite Skills.</u> Communicate verbally and in writing	3,	42-43
4.4.3 Prepare a budget request	14,	272-273, 276-277, 279
4.4.3(A) <u>Requisite Knowledge.</u> Policy and procedures	14,	272-273, 276-277, 279
4.4.3(B) <u>Requisite Skills.</u> Communicate orally and in writing	14,	272-273, 276-277, 279
4.4.4 Explain the purpose of each management component of the organization	7, 19	130, 132-134, 395
4.4.4(A) <u>Requisite Knowledge.</u> Organizational structure	19	395
4.4.4(B) <u>Requisite Skills.</u> Ability to communicate verbally	7, 19	130, 132-134, 395
4.4.5 Explain the needs and benefits of collecting incident response data	4	68-70
4.4.5(A) <u>Requisite Knowledge.</u> Agency's records management system.	4	68-70
4.4.5(B) <u>Requisite Skills.</u> Ability to communicate verbally	4	68-70
4.5.1 Describe the procedures of the AHJ for conducting fire inspections	13	252-256, 258-264
4.5.1(A) <u>Requisite Knowledge.</u> Inspection procedures	13	252-256, 258-264
4.5.1(B) <u>Requisite Skills.</u> Ability to communicate	13	252-256, 258-264

JPR's	Chapter(s)	Page(s)
4.5.2 Identify construction, alarm, detection, and suppression features	13	249-256
4.5.2(A) <u>Requisite Knowledge.</u> Fire behavior; building construction; inspection and incident reports	13	249-256
4.5.2(B) <u>Requisite Skills.</u> Ability to use evaluative methods	13	249-256
4.5.3 Secure an incident scene	18	366-368
4.5.3(A) <u>Requisite Knowledge.</u> Types of evidence	18	366-368
4.5.3(B) <u>Requisite Skills.</u> Ability to establish perimeters	18	367
4.6.1 Developing an initial action plan	7, 15, 16, 17	132-134, 293-294, 320-327, 330, 348-349
4.6.1(A) <u>Requisite Knowledge.</u> Elements of a size-up	7, 15, 16, 17	132-134, 293-294, 320-327, 330, 348-349
4.6.1(B) <u>Requisite Skills.</u> Ability to analyze emergency scene conditions	7, 15, 16, 17	132-134, 293-294, 320-327, 330, 348-349
4.6.2 Implement an action plan	15, 17	293-294, 296-297, 348-349
4.6.2(A) <u>Requisite Knowledge.</u> Standard operating procedures	17	348-349
4.6.2(B) <u>Requisite Skills.</u> Ability to implement an incident management system	15	293-294, 296-297
4.6.3 Developing and conduct a post-incident analysis	5, 15	99, 294-296
4.6.3(A) <u>Requisite Knowledge.</u> Elements of a post-incident analysis	5, 15	99, 294-296
4.6.3(B) <u>Requisite Skills.</u> Ability to write reports	5, 15	99, 294-296
4.6.2 Implement an action plan	15, 17	293-294, 296-297, 348-349

JPR's	Chapter(s)	Page(s)
4.6.2(A) <u>Requisite Knowledge</u>. Standard operating procedures	17	348-349
4.6.2(B) <u>Requisite Skills</u>. Ability to implement an incident management system	15	293-294, 296-297
4.7.1 Apply safety regulations at the unit level	5	95-99
4.7.1(A) <u>Requisite Knowledge</u>. Most common causes of personal injury and accident to members	5	87-89
4.7.1(B) <u>Requisite Skills</u>. Ability to identify safety hazards	5	99
4.7.2 Conduct an initial accident investigation	5	99
4.7.2(A) <u>Requisite Knowledge</u>. Procedures for conducting an accident investigation	5	99
4.7.2(B) <u>Requisite Skills</u>. Ability to communicate	5	99
4.7.3 Explain the benefits of being physically and medically capable	5	86-99
4.7.3(A) <u>Requisite Knowledge</u>. National death and injury statistics	5	86-99
4.7.3(B) <u>Requisite Skills</u>. Ability to communicate orally	5	86-99

Samples of Questions Used in the Written Examination Element

Rescue Operations

1. At a vehicle accident, stabilizing the vehicle with cribbing should be done?
 - A. Only if air bags are used.
 - B. Only if the vehicle is on its side.
 - C. If there is imminent danger of fire.
 - D. In order to prevent harm to the victim and rescuers.
 - E. None of the above.
2. Which of the following is NOT a source of power for pneumatic tools?
 - A. Air compressor.
 - B. SCBA cylinder.
 - C. Oxygen tanks.
 - D. Portable cascade systems.

General Knowledge Requirements

3. A concept of the incident command system that describes the number of units (persons, functions, etc.) that one individual is able to manage effectively at one time is known as:
 - A. Unity of command.
 - B. Functional responsibility.
 - C. Span of control.
 - D. Modular expansion.

Prevention Preparedness and Maintenance

4. Pre-incident planning does NOT include:
 - A. Gathering information about the facility.
 - B. Issuing citations for code violations.
 - C. Developing procedures for emergency responders.
 - D. Maintaining information resource systems.

Which of the following statements is incorrect?

- A. Bleeding the air out of hose is important only for testing large diameter hose.
- B. A hose test gate valve will prevent water from surging if a line bursts.
- C. Hoses should be thoroughly inspected prior to pressure testing.
- D. Personnel should wear protective equipment in the hose testing area.

Summary of Practical Skills Test Stations

General Fire Officer I Skills, Knowledge and Abilities

Test 1 - Human Resources Management

- 1A - Training Evolution (This station will not be tested at the practical exam as it is tested during the Emergency Services Instructor course which is a pre-requisite for certification)
- 1B - Member Related Problem
- 1C - Crew Management

Test 2 - Community and Government Relations

- 2A - Community Need
- 2B - Citizen Concern
- 2C - Respond to Public Inquiry

Test 3 - Administration

- 3A - Policy change
- 3B - Records management
- 3C - Budget Request
- 3D - Organizational Structure

Test 4 - Inspection and Investigation

- 4A - Fire Inspections
- 4B - Pre-Incident Planning
- 4C - Secure an Incident scene

Test 5 - Emergency Operations

- 5A(1) - Emergency Operations
- 5A(2) - Post-Incident Analysis

Test 6 - Health and Safety

- 6A - Accident Investigation
- 6B - Wellness and Safety

All test stations are individual tests, no team tests will be conducted.

General Test Information

The test evolutions are based on the *NFPA 1021 Job Performance Requirements*. Skills are evaluated in accordance with the *Jones & Bartlett Fire Officer Principles and Practice*, Enhanced, 3rd Edition curriculum and Skills Evaluation Checklists. Evolution times are designated by this document, not the J&B Skills Evaluation Checklist specifications.

Each candidate will perform a total of 6 of the possible evolutions (one from each of the six major areas). The tests will be selected randomly either by the state or by the evaluator. Candidates must be prepared to perform any of the skills listed.

Candidates waiting to test should be separated from the test stations. While a central staging/rehab area may be appropriate, there should be candidates in a nearby designated waiting areas (approximately 100 feet away) to keep the test flowing. Waiting areas should be clearly apparent (cones or signs). If reasonably possible, the waiting area should be out of view of the test. **Candidates should not be discussing with, or coaching other candidates about the testing stations between tests.**

Grading Schedule

The following criteria will be used to evaluate and determine the pass/fail status of a candidate. Each item in the performance test checklist is given a rating.

Critical **(C)** - This rating has been assigned to items, which, if omitted or performed incorrectly, would result in severe injury to, or death of, an individual. Should a candidate fail to perform any ONE item rated as critical **(C)**, the candidate would be unsuccessful in demonstrating the required proficiency level for that standard.

Major **(M)** - This rating refers to any item that is very important to the general safety of personnel and the successful completion of the evolution. Should a candidate fail to perform any TWO items rated as major **(M)**, the candidate would be unsuccessful in demonstrating the required proficiency level for that standard.

General - This rating, although there is no symbol, has been given to all remaining items that in combination are relevant to the successful completion of the evolution. Should a candidate fail to perform any THREE items rated as general, the candidate would be unsuccessful in demonstrating the required proficiency level for that standard.

Should a candidate fail to perform any combination of Major or General rated items resulting in a sum total of THREE, the candidate would be unsuccessful in demonstrating the required proficiency level for that standard.

Test 1A - Human Resource Management - Training Evolution

This station will not be tested at the practical exam as it is tested during the Emergency Services Instructor course which is a pre-requisite for certification.

Description

Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed.

Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.2.3, 4.7.1

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Directions to the Candidate

The candidate will direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed safely, efficiently, and as directed. Tasks should be developed based on the job performance requirements of the evolution, they should be prioritized, and a plan for completion should be established, specific task should be assigned with safety considerations and desired outcomes conveyed. Candidate will supervise the completion of tasks.

Total Station Time: 60 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Training Evolution		
	1. (C) Gives understandable verbal directions		
	2. Follows policies and procedures for given evolution		
	3. (C) Ensures evolution is performed in a safe and efficient manner		
	4. Successfully completes the training evolution		
	(C) Completed task within listed time limits with no safety violations		

Test 1B - Human Resource Management - Member Related Problem

Description

Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.2.4, 4.2.5

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Evaluation Considerations

Evaluation should include but is not limited to:

- Problem Analysis Skills
 - Problem solving process
 - Fact/information gathering
- Develop various options
 - Review of applicable Rules and SOGs
 - Review of applicable laws and regulations
 - Identify persons and factors relevant to problems
- Interpersonal Skills
 - Communication skills
 - Approach & confrontation of employees
- Temperament –Tact- Attitude
- Resolution of problem
 - Notification/involvement of superiors
 - Offer union representation
 - Application of SOPs/SOGs
 - Confidentiality
 - Documentation
 - Positive reinforcement

Directions to the Candidate

The candidate will recommend action for member-related problems, given a member with a situation requiring assistance and assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures of your fire department.

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Member Related Problem		
	1. (M) Explains the need for privacy of the conversation with the subordinate		
	2. Demonstrates an appropriate interpersonal approach with the caring, mature and responsible attitude		
	3. (C) Identifies a member problem		
	4. (C) Recommends and formulates a course of action utilizing appropriate policies and procedures		
	5. (M) Properly documents the counseling in accordance with set policies		
	(C) Completed task within listed time limits with no safety violations		

Test 1C - Human Resource Management - Crew Management

Description

Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments.

Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.2.2, 4.7.1

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Equipment Needed

Task list for candidates

Directions to the Candidate

Using the following task list, prioritize the tasks and assign to a crew of two fire fighters with instructions that are complete, clear, and concise. Candidate must ensure safety considerations and desired outcomes are conveyed. **(Candidates will be provided with a copy of the task list).**

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Crew Management		
	1. (C) Gives instructions that are complete, clear and concise, following appropriate policies and procedures		
	2. (C) Addresses any safety considerations thoroughly		
	3. Desired outcomes are conveyed		
	4. (C) Formulates a plan		
	5. (C) Prioritizes tasks		
	6. (C) Assign specific tasks to crew members		
	(C) Completed task within listed time limits with no safety violations		

Test 2A - Community and Government Relations - Community Need

Description

Initiate action on a community need, given policies and procedures, so that the need is addressed.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.3.1

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Evaluation Considerations

Asks questions about the need (how many people, when, where, who)

Discusses their available department resources

Directions to the Candidate

The candidate will initiate an action plan for one of the following community needs, based on their own department policies and procedures so that the need is addressed and appropriate resources are identified. (List of needs will be provided at test site)

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Community Need		
	1. (C) Gathers specific information on the community need		
	2. (C) Determines if the need is consistent with the department mission and policies		
	3. (M) Determines if the department has the resources to fulfill the need		
	4. (M) Documents request or need and/or forwards to appropriate department personnel		
	(C) Completed task within listed time limits with no safety violations		

Test 2B - Community and Government Relations - Citizen Concern

Description

Initiate action to a citizen's concern, based on candidates own department 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.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.3.2

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Evaluation Considerations

Interviews all parties involved including the citizen and accused personnel
Assures citizen that action will be taken to alleviate his or her concern

Directions to the Candidate

The candidate will initiate action to one of the following citizen's concerns, based on their own department policies and procedures, so that the concern is answered or referred to the appropriate individual for action and all policies and procedures are complied with. (List of citizens concerns will be provided at the test site)

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Community Need		
	1. (C) Gives serious and immediate attention to the citizen's concern		
	2. (C) Documents citizen's complaint		
	3. (C) Acts in a respectful, professional and courteous manner		
	4. (C) Gathers information from involved parties		
	5. (C) Follows up with citizen		
	6. (C) Forwards results to appropriate supervisory personnel		
	<i>(C) Completed task within listed time limits with no safety violations</i>		

Test 2C - Community and Government Relations - Respond to Public Inquiry

Description

Respond to a public inquiry so that the inquiry is answered accurately, courteously, and based on their department policies and procedures.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.3.3

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Directions to the Candidate

The candidate will respond to one of the following public inquiries, based on your department policies and procedures, so that the inquiry is answered accurately and courteously. (List of citizens concerns will be provided at the test site)

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Respond to Public Inquiry		
	1. (C) Gives serious and immediate attention to the citizen's inquiry		
	2. (C) Acts in a respectful, professional and courteous manner		
	3. (C) Gives an appropriate and complete explanation to the inquiry		
	(C) Completed task within listed time limits with no safety violations		

Test 3A - Administration - Policy Change

Description

Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.4.1

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Evaluation Considerations

Asks questions about the need (how many people, when, where, who)

Discusses their available department resources

Directions to the Candidate

(Student shall bring a policy they would like to see changed from their department.) The candidate will explain why the policy needs to be changed and identify a plan to communicate and implement the policy changes.

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Policy Change		
	1. (C) Policy is written in format according to their department policies and procedures		
	2. (C) Identifies the plan to communicate and implement the new policy in a positive manner		
	(C) Completed task within listed time limits with no safety violations		

Test 3B - Administration - Records Management

Description

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.

Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.4.2, 4.4.5

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Evaluation Considerations

Value of NFIRS

Major Components of the NFIRS

Response times

Breakdown of call types

Identifies monetary losses

Identifies most commonly served areas

Identifies trends

Directions to the Candidate

(Student must bring a completed Basic NFIRS form to the exam) - The candidate will identify the major components of the NFIRS form and explain how the timely and accurate collection of incident response data supports the mission of the organization.

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Records Management		
	1. (C) Identifies the major components of the NFIRS Form		
	2. (C) Explains how timely and accurate collection of incident response data supports the mission of the organization		
	(C) Completed task within listed time limits with no safety violations		

Test 3C - Administration - Budget Requests

Description

Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.4.3

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Directions to the Candidate

(Student must bring a completed budget request form). The candidate will prepare a new or replacement budget item request, using their departments, or provided budget request form, so the request is in the proper format and supported with data.

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Budget Request		
	1. (C) Determines a need for a budget request within their own fire department		
	2. (C) Thoroughly explains item(s) requested		
	3. (C) Justifies budget request with supporting documentation		
	4. (C) Request form is complete and accurate		
	(C) Completed task within listed time limits with no safety violations		

Test 3D - Administration - Organizational Structure

Description

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.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.4.4

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Directions to the Candidate

(Student must bring their department organizational chart and mission statement. If none exist, students will need to create one). The candidate will identify the mission of the organization and accurately describe the purpose of each of the management components on the chart.

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Organizational Structure		
	1. (C) Explains the mission of the organization		
	2. (C) Lists three job responsibilities for each management component in the organizational chart provided		
	(C) Completed task within listed time limits with no safety violations		

Test 4A - Inspection and Investigation - Fire Inspections

Description

Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated.

- (1) Assembly
- (2) Educational
- (3) Health care
- (4) Detention and correctional
- (5) Residential
- (6) Mercantile
- (7) Business
- (8) Industrial
- (9) Storage
- (10) Unusual structures
- (11) Mixed occupancies

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.5.1

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Evaluation Considerations:

Means of Egress	HVAC	Plot Plan (outside dimensions)
Alarm panel locations	Floor Plan	Daily occupancy
Hazardous Materials	Sprinklers/Standpipes	Local Building Codes
Fire Protection Systems	Building history	
Utilities		

Directions to the Candidate

The candidate will list three elements required to be inspected in two of the occupancy classifications as identified by the evaluator. Candidate cannot use the same elements for both occupancies.

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Citizen Concern		
	1. (C) Determines three elements required to be inspected in the occupancy classifications identified by the evaluator		
	(C) Completed task within listed time limits with no safety violations		

Test 4B - Inspection and Investigation - Pre-Incident Planning

Description

Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, given an occupancy, and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed

- (1) Public assembly
- (2) Educational
- (3) Institutional
- (4) Residential
- (5) Business
- (6) Industrial
- (7) Manufacturing
- (8) Storage
- (9) Mercantile
- (10) Special properties

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.5.2

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Directions to the Candidate

(Student must bring a completed pre-incident plan using the provided form on one of the 10 listed occupancy types). The candidate will develop a pre-incident plan, given an assigned facility, pre-planning policies, procedures, and forms, so that, 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 are identified, and the appropriate forms are completed and processed in accordance with company policies and procedures.

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Pre-Incident Planning		
	1. (C) Produced a complete plan and facility diagram using the forms provided		
	2. (C) Identifies and explains construction, alarm, detection, and suppression features that contribute to or prevents the spread of fire, heat, and smoke throughout the building or from one building to another		
	(C) Completed task within listed time limits with no safety violations		

Test 4C - Inspection and Investigation - Secure an Incident Scene

Description

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.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.5.3

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Directions to the Candidate

The candidate will determine the methods by which the scene must be secured and potential evidence must be protected.

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Secure an Incident Scene		
	1. (C) Adequately secures the fire scene to protect evidence		
	2. (C) Establishes a perimeter using rope, barrier tape or barriers		
	3. (C) Describes procedures to monitor entry and exit		
	4. (C) Diagrams scene security measures		
	5. (C) Describes how evidence is to be protected		
	6. (C) Describes how evidence locations are to be documented		
	(C) Completed task within listed time limits with no safety violations		

Test 5A(1) - Emergency Operations

Description

This station is designed to evaluate a candidate's ability to perform various first line fire officer management skills commonly required at an emergency structure fire incident. The candidate will be assigned a randomly selected incident to test those skills. Each station will be completed independently.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.2.1, 4.6.1, 4.6.2

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Test 5A.1 Emergency Operations Individual Test

- 1a – Split Level Single Family
- 1b – 2-story Balloon Frame Single Family
- 1c – Single story single family
- 1d – Farm structure fire
- 1e- Deleted
- 1f – 3-story multi-family assisted living
- 1g – Vacant 2-story single family
- 1h – 2-story multi-family

Evaluation Considerations

Evaluation should include but is not limited to:

Life Safety	Command Mode	Tactical Objectives
Hazards to responders	Other communications	Rescue
Rescue or extrication of victims	Communications	Exposures
Scene Isolation	First in report	Confinement
Incident Stabilization	Transfer of command	Extinguishment
Building Construction	Call for additional resources	Overhaul
Resources	Other communications	Ventilation
Water Supply	Action Plan	Salvage
Property Conservation	Offensive or Defensive	Tactical Safety
Exposures-“Contents”	Operation	Considerations
Incident Command	Apparatus Placement	Scene Safety
Assumes Command	Staging Area	Rapid Intervention Crews
Transfer Command		Personnel Accountability

Directions to the Candidate

The candidate shall assume the role of the company officer and supervise the first due Fire Company at an emergency incident. The candidate may use their department standard response resources or the list of resources listed below. The candidate will assign tasks or responsibilities in a complete, clear, and concise manner so that safety considerations are addressed and desired outcomes are conveyed.

Optional Resource List:

Not yet on scene and also responding on the initial alarm are:

Engine 2 with three personnel

Truck 3 with three personnel

Ambulance 15 with a paramedic and an EMT

Battalion Chief

Two police cars with two officers

(If your local area is not hydranted, three 4,000 gallon water tenders are available)

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Emergency Operations		
	1. (C) Evaluates initial dispatch information and available resources		
	2. (C) Conducts and reports the initial size-up via radio		
	3. (C) Conducts or assigns a 360 degree walk around		
	4. (C) Develops an initial action plan		
	5. (C) Assigns tasks to all responding units using clear, concise, and complete instructions		
	6. (C) Maintains supervision and accountability for personnel		
	7. (C) Safety policies and/or procedures are followed		
	(C) Completed task within listed time limits with no safety violations		

Test 5A(2) - Emergency Operation - Post-Incident Analysis

Description

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.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.6.3

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Directions to the Candidate

The candidate shall review the details of the incident they just completed (5A(1)). The evaluator will then choose three sections of the Post Incident Analysis form. Candidate will describe how they would complete the chosen sections.

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Post-Incident Analysis		
	1. (C) Describes the building occupancy conditions on arrival and action taken		
	2. (C) Describes the effectiveness of operation		
	3. Describes any special considerations in the operation		
	4. Describes the salvage/overhaul operations		
	5. (C) Describes the condition of scene for investigator or occupant		
	6. Lists any items needing attention from the incident		
	7. Identifies what operations should be changed		
	8. Identifies what operations worked well and why		
	<i>(C) Completed task within listed time limits with no safety violations</i>		

Test 6A - Health and Safety - Accident Investigation

Description

Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.7.2

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Directions to the Candidate

(Students will choose one Near-Miss report and fill out their department's accident/ injury report using the information found in the Near-Miss report. Student must bring completed accident/injury report and Near-Miss document to the practical exam). The candidate will conduct an initial accident investigation using the information found in the chosen Near-Miss report so that the incident is documented and reports are processed in accordance with their department policies and procedures.

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Accident Investigation		
	1. (C) Describes acts, failures to act, and/or conditions most directly related to this accident		
	2. (C) Describes the basic or fundamental reasons for the existence of these acts and/or conditions		
	3. (C) Describes what actions have or will be taken to prevent reoccurrences		
	(C) Completed task within listed time limits with no safety violations		

Test 6B - Health and Safety - Wellness and Safety

Description

Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.

Performance Evaluation Guidelines

NFPA 1021, 2014 – JPR 4.7.3

Jones and Bartlett Fire Officer Principles and Practice, Enhanced 3rd Edition

Directions to the Candidate

The candidate shall identify three benefits of being physically capable and three benefits of being medically capable of performing assigned duties and effectively functioning during firefighting activities. Based on these benefits, the candidate will explain the need to participate in wellness and fitness programs.

Total Station Time: 15 Minutes

Passing Criteria (Failures): 1 Critical, 2 Major, 3 General or combination of 3 Major/General

ELEMENTS/STEPS	STANDARDS	NO	YES
	A. Accident Investigations		
	1. (C) Lists three benefits of being physically capable of performing assigned duties and effectively functioning during firefighting activities		
	2. (C) Lists three benefits of being medically capable of performing assigned duties and effectively functioning during firefighting activities		
	3. (C) Explains the need to participate in wellness and fitness programs		
	(C) Completed task within listed time limits with no safety violations		

Fire Officer I Portfolio Checklist

PORTFOLIO REQUIREMENTS		INSTRUCTOR INITIALS
Budget Request Form		
Department Policy Change Recommendation		
Departmental Organizational Chart and Mission Statement		
NFIRS Report		
Pre-Incident Planning Report		
Vehicle Accident Investigation Report and Near-Miss Report		
Mentoring Project		
LACK Online Course (completion certificate)		
Why Data? Online Course (complete certificate)		
Instructor (please print):	Signature:	Date:

Pre-Incident Planning Report

Building Utilities	
Street Address:	Phone:
Contact Person:	Phone:
Site access and restrictions:	
Life Safety and Occupant Considerations	
Hours of operation:	Number of occupants:
Handicapped/Special needs:	
Emergency contact:	
Occupancy or Special Hazards	
Type of hazard and location:	
Special shutdown procedures:	
Exposures:	
Environmental concerns:	
Building Construction	
Building access:	
Size:	Levels:
Construction Type:	
Walls:	
Floors:	
Roof and roof covering:	

Pre-Incident Planning Report

Building Utilities		
Electric company:		Phone:
Emergency power supplies:		
Gas Company:		Phone:
Gas shut-off location:		
Water shut-off location:		
Fire Protection Systems		
Sprinkler system type:		
Riser(s) location:		
Fire Department Connection:		
Fire extinguishers:		
Special protection systems:		
Wet chemical hood system:		
System maintenance co.:		Phone:
Hydrants:		
Fire Alarm and Communication Systems		
Fire alarm panel location:		
Detection system:		
Occupant notification:		On-site communication system:
System maintenance co.:		Phone:
Plan prepared by:		Date:

Pre-Incident Planning Report

Facility Diagram

Vehicle Accident Investigation Report

AGENCY INFORMATION		
Name of Agency:	Date Report Filed	
Address of Agency		
Name of Person Filling Report	Title	
DETAILS OF ACCIDENT		
Date of Accident	Time of Accident	Location of Accident
Head-On	Rear-end	Broadside
Pedestrian Struck	Vehicle vs. object	Roll-over
Roadway	Parked	Intersection
Responding to emergency call	Driver Training	On Scene
Responding to non-emergency	Not on assignment	
VEHICLE INFORMATION		
Vehicle Number	License Plate Number	VIN Number
Vehicle Out of Service? Yes No If Yes,		
Emergency Lights On? Yes No		Was Siren On? Yes No
Driver Yes No	Officer Yes No	Staff Yes No
SUMMARY OF ACCIDENT		
Police Report: Yes No If No,		
Injured Staff: Yes No		Other Injuries: Yes No

Accident Investigation Task Analysis

**What acts, failures to act, and/or conditions contributed most directly to this accident?
(Immediate Cause)**

**What are the basic or fundamental reasons for the existence of these acts and/or conditions?
(Fundamental Cause)**

What actions have or will be taken to prevent reoccurrence?

Department Budget Request Form

Unit #:	Station #:
Item(s) Requested:	
Approximate Cost:	
Justification/Description:	
Is this a new item or is it going to replace an existing item?	
Any pertinent description of the item:	

Fire Control Post-Incident Analysis

Incident Date:	Incident Location:
<input type="checkbox"/> Offensive <input type="checkbox"/> Defensive <input type="checkbox"/> Marginal <input type="checkbox"/> Working Fire <input type="checkbox"/> Smoke Condition	
Other:	
Describe building occupancy conditions on arrival and action taken:	
Describe effectiveness of operation:	
Describe special considerations (hazardous materials, rescue, welfare efforts, injuries):	

Fire Control Post-Incident Analysis

Describe salvage/overhaul operations:

Describe condition of scene for investigator or occupant:

ITEMS REQUIRING ATTENTION:

- | | | | |
|--|---|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Procedures | <input type="checkbox"/> Dispatch/Response | <input type="checkbox"/> Apparatus | <input type="checkbox"/> Training |
| <input type="checkbox"/> Equipment | <input type="checkbox"/> General Operations | <input type="checkbox"/> Evaluations | <input type="checkbox"/> Command |
| <input type="checkbox"/> Protective Clothing | | | |

What operations would you change?

What operations worked well? Why?

APPENDIX

Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

Firefighter Code of Ethics Background

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

Developed in response to the publication of the [Fire Service Reputation Management White Paper](#), the purpose of this National Firefighter Code of Ethics is to establish criteria that encourages fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

Ethics comes from the Greek word ethos, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured. As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all that we do, all of the time.

We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution, and at the same time ensure that we leave the Fire Service in better condition than when we arrived.





The mission of the Wisconsin Technical College System is to provide citizens with comprehensive technical and adult education that

- Enables individuals to acquire the occupational education necessary for full participation and advancement in the workforce;
- Provides remedial and basic skills education to enable individuals to function as literate members of society;
- Fosters economic development through on-site training and technical assistance to business, industry, and labor.



<https://mywtcs.wtcsystem.edu/fire-service>

The mission of Wisconsin Fire Service Education Office is to provide the state's fire service personnel with

- A comprehensive education and training program in fire prevention and protection;
- Certification according to standards established by the National Fire Protection Association.

The Wisconsin Technical College System is in full compliance with state and federal equal opportunity non-discrimination laws and regulations including Title VII of the 1964 Civil Rights Act, Age Discrimination in Employment Act, Title VI of the 1964 Civil Rights Act, Equal Pay Act, Title IX of the 1972 Education Amendments, and Section 504 of the 1973 Rehabilitation Act, Wisconsin Fair Employment Law, Wisconsin Civil Service Law and Executive Orders, the Carl D. Perkins Vocational and Technical Education Act, Adult Education and Family Literacy Act, Workforce Investment Act, the Office of Civil Rights Guidelines for the Elimination of Discrimination in Vocational Education, the Americans with Disabilities Act (ADA), and/or other applicable state or federal legislation. It is the policy of the WTCS not to illegally discriminate on the basis of race, color, creed, national origin, religion, sex, age, disability, arrest record, conviction record, political affiliation, marital status, sexual orientation, and membership in the National Guard, state defense force or any other reserve component of the military forces of the United States, or this state. Inquiries regarding equal opportunity may be directed to the Wisconsin Technical College System, Attention Human Resources Officer, P.O. Box 7874, Madison, Wisconsin 53707-7874, telephone (608) 267-9745 or call the Wisconsin Relay System at 711.