

Tennessee Commission of Fire Fighting Personnel Standards and Education

Fire Officer II Practical Assessment Guide

The Commission on Fire Fighting Personnel Standards and Education has created this document to assist fire professionals in successfully completing the Fire Officer II Practical Examination.

Common Attributes and Clarifications for all Activities:

- Read and follow instructions completely.
- Proper punctuation, correct spelling, and grammar using word processing software.
- Answers and supporting documentation presented in a logical and well-organized manner.
- Provide coversheet for each separate section to be answered.
- Practical workbook submitted should follow the numbering/naming scheme as the workbook provided by the Commission on Fire Fighting Personnel Standards and Education.
- Have someone review your project before submitting to Fire Fighting Commission.
- All activities and associated work must be completed by candidate.
- Should the candidate have any questions concerning completing the practical, contact the Commission Coordinator for guidance.

Personal Data Form

- Submit a fully completed Fire Officer II (FOII) Personal Data Form with required signatures

Resume

- Resume is required to be presented in a professional format. It is recommended that the candidate use the “Elements of a Resume” provided by the Commission as a guide when developing their resume.

Activity 1

Activity 1.1

- Clearly describe the functions of each agency listed and the relationship with the local (your) fire department.
- Fully identify each agency/organization by spelling out the name of the associated acronym.

Activity 1.2

- Provide the appropriate chart accurately describing your organization

Activity 1.3

- Refer to “Common Attributes” above.

Activity 2

Activity 2.1

- Explain the law making process completely from inception to conclusion for the specific level of government (state or federal) as indicated in the activity instructions.
- Explanation of the law making process shall be in a logical sequence.
- A submission of a flow chart is recommended to support the documentation.

Activity 3

Activity 3.1

- Address the “root cause” of the performance/behavioral problem.
- Define what caused the problem to begin with and what type(s) of measures can be taken to correct the problem from reoccurring in the future.
- Professional Development Plan:
 - Address the current performance/behavior problem(s) to prevent reoccurrence. Use the SMART Method (Specific, Measurable, Achievable, Realistic and Time-Related) to set goals.
 - Set professional goals and benchmarks for the future using the SMART Method. Challenge the employee to become a more valued employee for the organization.
 - This plan is a separate part of Activity 3.
- Performance Evaluation must be completed as a separate part of Activity 3.
 - Accurately review the employee’s performance as related to the scenario.
 - Provide written justification for all ratings.

Activity 4

Activity 4.1

- Put the response in memo format to a supervisor.
- Fully describe the benefits of the new policy over the existing policy.
- Fully describe the plans you will make and actions you will take during the policy development/revision process through the policy implementation phase.
- Provide supportive facts and figures, standards, laws, etc. to support changing the policy.

Activity 5

Activity 5.1

- Provide local purchasing ordinances,
- Provide state level purchasing requirements,
- List the various levels of purchasing/spending and the requirements for each in their organization.

Activity 5.2

- Include an assessment of the existing department which is to be merged.
- Include an implantation plan to include the following with justifications and budget:
 - Capital
 - Equipment/Apparatus
 - Operational /Personnel

Activity 6

Activity 6.1

- Utilizing the Fire Department Public Information Worksheet provided, create a detail press release/news articles which includes the following:
 - Presented on department letterhead
 - Information Contained:
 - Event Name
 - Date of Activity
 - Location of Activity
 - Contact Person
 - Any area of importance / specialization - example NFPA Fire Prevention

Activity 7

Activity 7.1

- Utilize departmental data in a report that will:
 - Justify in detail utilizing departmental policies and national standards as references for your responses.
 - References departmental data.
- Attach supportive documentation.

Activity 8

Activity 8.1

- Described in detail how to conduct a fire inspection that identified all hazards.
 - Attach departmental inspections forms.
- Described in detail how violations are handled.

Activity 8.2

- Conduct a fire inspection and attach the inspection record.

Activity 9

Activity 9.1

- Answer specific question completely, concisely, and stay on topic.
- Provide supporting sources and cite references.

Activity 9.2

- Research various textbooks and reference material, document findings, and cite references.

Activity 9.3

- Reference NFPA 921 and complete a proper fire investigation using NFPA 921 as a guide.
- Research completed NFPA 921 fire investigations and use as a guide.
- Provide all required data in a logical and clearly laid out order.

Activity 10

Activity 10.1

- Use real data or in not available use fictional data to address each question asked in the activity. Make sure data used is consistent throughout the activity.
- Identify the specific top cause for fire department service to include total number of calls and percentage of total calls for service.
- Use demographic and/or geographic information for planning purposes.

Activity 10.2

- Complete attached/included hazardous materials incident related forms.

Activity 10.3

- Provide specific fire incident data and complete a post incident analysis addressing each point in the directions completely and concisely.

Activity 11

Activity 11.1

- Provide a policy/procedure/best practice that addresses the issue referenced.
- Take necessary steps to follow the policy/procedure/best practice provided completely as outlined in the referenced policy (write memo, letter, employee coaching, etc.).

Conclusion:

After completing your entire project, please follow all submission instructions.

Good luck and if the Fire Fighting Commission can be of assistance, please contact us.