

NFPA 1020: 2025 Edition, Chapter 9 Fire Officer I

Below please find what has been previously approved by the Committee on Accreditation (COA) for this level of certification. This example does not take into consideration “Document Review”, “Portfolio”, or “Other testing methods.”

If your agency selects completing their online Assessment Methodology Matrix (AMM) utilizing these test methods, our Technical Analysts may place your application under a COA meeting consent agenda bypassing the usual COA review.

The spaces identified below with an “X” must be replaced with the appropriate cognitive test item numbers (e.g. Questions 1,4,6,7,9, etc.) or the score sheet numbers under Product, Psychomotor/Process methods as score sheet numbers (e.g.- SS 101, 202, and 304, etc.).

If an asterisk (*) appears next to an **X**, this indicates the JPR, RK, or RS on that line may be fulfilled by either method.

	Knowledge-Based Assessments (graded after submission)		Performance-Based Assessments (graded in real-time as they are performed)	
Section	Cognitive (e.g. Multiple Choice, Short Answer, Discretionary Time with Resources)	Product (e.g., document or develop a budget, proposal, lesson plan)	Psychomotor (Primarily an observable physical task. e.g., don, doff)	Process (Primarily a mental or verbalized task. e.g., inspect)
For qualification at Fire Officer Level I, the candidate shall meet the requirements of Firefighter II as defined in NFPA 1010, the requirements of Fire and Emergency Services Instructor I, and the job performance requirements defined in Sections 9.3 through 9.8 .				
(FOR THIS LINE ONLY- PLEASE INPUT "ACKNOWLEDGE" IN THE "OTHER" COLUMN OF THE MATRIX.)				
9.3				
9.3.1	Direct the completion of assigned tasks and responsibilities by unit members, given an assignment at an emergency incident, so that the desired outcomes are conveyed.			
9.3.1				X

(A) Requisite Knowledge.

Oral communications during emergency incidents, characteristics of leadership, techniques used to make assignments under stressful situations, procedures and policies concerning communications at emergency incidents, departmental standard operating procedures, and methods of confirming understanding.

9.3.1 (A)

X

(B)* Requisite Skills.

The ability to condense and orally communicate complete, clear, and concise instructions for frequently assigned unit tasks based on training and standard operating procedures.

9.3.1 (B)

X

9.3.2*

Direct the completion of assigned tasks and responsibilities by members, given a list of tasks and responsibilities and the job requirements of subordinates in nonemergency situations, so that the assignments are prioritized and a plan for the completion of each assignment is developed.

9.3.2

X

(A) Requisite Knowledge.

Principles of human resource management, closed loop communication, and requirements for documentation and compliance.

9.3.2 (A)

X

(B) Requisite Skills.

The ability to issue instructions for frequently assigned unit tasks based on AHJ policy.

9.3.2 (B)

X

9.3.3

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.

9.3.3

X

(A) Requisite Knowledge.

Verbal communication techniques to facilitate learning.

9.3.3 (A)	X		
(B) Requisite Skills.			
The ability to issue directions to unit members during training evolutions.			
9.3.3 (B)			X
9.3.4			
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.			
9.3.4		X*	X*
(A)* Requisite Knowledge.			
The signs and symptoms of member-related problems (e.g., behavioral health issues), causes of stress in emergency services personnel, adverse effects of stress on the performance of emergency service personnel, and awareness of AHJ member assistance policies and procedures.			
9.3.4 (A)	X		
(B) Requisite Skills.			
The ability to recommend a course of action for a member in need of assistance.			
9.3.4 (B)		X*	X*
9.3.5*			
Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.			
9.3.5		X*	X*
(A) Requisite Knowledge.			
Human resource policies, procedures, applicable laws, progressive discipline, and legal concepts.			
9.3.5 (A)	X		
(B) Requisite Skills.			
The ability to communicate verbally human resource policies and procedures and relate interpersonally.			
9.3.5 (B)		X*	X*

9.4.1

Implement a CRR plan at the unit level, given an AHJ CRR plan, policies, and procedures, so that a community need is addressed.

9.4.1

X**(A) Requisite Knowledge.**

Community demographics and service organizations, verbal and nonverbal communication, and the role and mission of the department and its CRR plan.

9.4.1 (A)

X***X*****(B) Requisite Skills.**

The ability to provide public relations and communicate the CRR plan with unit members.

9.4.1 (B)

X**9.4.2**

Determine a course of action to address 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 followed.

9.4.2

X***X*****(A) Requisite Knowledge.**

AHJ policies and procedures and interpersonal dynamics.

9.4.2 (A)

X**(B) Requisite Skills.**

The ability to investigate complaints, determine the actions required, prepare a response to the concern, and produce documentation in accordance with AHJ requirements.

9.4.2 (B)

X***X*****9.4.3**

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.

9.4.3

X***X*****(A) Requisite Knowledge.**

Verbal communication techniques, departmental and municipal operations and insurance requirements for governmental or private reimbursement, patient privacy rights, and data protection requirements.

[9.4.3 \(A\)](#)

X

(B) Requisite Skills.

The ability to relate interpersonally and respond to public inquiries.

[9.4.3 \(B\)](#)

X*

X*

9.5.1

Implement a departmental policy at the unit level, given a departmental policy, so that the policy is communicated to unit members and issues or concerns are addressed.

[9.5.1](#)

X*

X*

(A) Requisite Knowledge.

Policies and procedures, protocols, scope of practice, quality assurance, and performance improvement.

[9.5.1 \(A\)](#)

X

(B) Requisite Skills.

The ability to relate interpersonally and communicate change.

[9.5.1 \(B\)](#)

X*

X*

[9.5.2*](#)

Prepare a unit-level report, given forms, record-management systems, information, and incident narratives, so that the reports, records, and documents are complete and maintained in accordance with policies and procedures.

[9.5.2](#)

X

(A) Requisite Knowledge.

Federal, provincial, state, tribal, local, and departmental policies and procedures and records management.

[9.5.2 \(A\)](#)

X

(B) Requisite Skills.

The ability to develop a complete narrative and verbally communicate the contents of a report within the AHJ requirements.

[9.5.2 \(B\)](#)

X

9.5.3

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

[9.5.3](#)

X

(A) Requisite Knowledge.

Policies and procedures, AHJ requirements, and budget process.

[9.5.3 \(A\)](#)

X*

X*

(B) Requisite Skill.

The ability to perform an equipment and needs analysis, identify the key issues, and develop a complete narrative within the AHJ requirements.

[9.5.3 \(B\)](#)

X

9.5.4

Interpret 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.

[9.5.4](#)

X*

X*

(A) Requisite Knowledge.

The structure of the organization and the functions of management.

[9.5.4 \(A\)](#)

X

(B) Requisite Skills.

The ability to describe the roles and functions of the organizational structure and communicate verbally tasks and responsibilities of each level of supervision.

[9.5.4 \(B\)](#)

X*

X*

9.5.5

Collect incident data, given the goals and mission of the organization, so that incident data is accurate, protected, and available for interpretation.

[9.5.5](#)

X

(A) Requisite Knowledge.

Methods of data collection, relevant data elements, patient privacy rights, data protection requirements, goals and mission of the organizational data systems, report writing, and AHJ policies and procedures.

[9.5.5 \(A\)](#)

X

(B) Requisite Skills.

The ability to complete a report using appropriate data elements.

[9.5.5 \(B\)](#)

X

9.6.1

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

[9.6.1](#)

X*

X*

(A) Requisite Knowledge.

Inspection procedures; fire detection, alarm, and protection systems; identification of fire and life safety hazards; and marking and identification systems for hazardous materials.

9.6.1 (A)

X

(B) Requisite Skills.

The ability to communicate verbally elements of the cited code and approved actions for correction and apply the appropriate codes and standards.

9.6.1 (B)

X*

X*

9.6.2

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 preincident plan for any of the following occupancies is developed:

- (1) Assembly
- (2) Educational
- (3) Institutional
- (4) Residential
- (5) Business
- (6) Industrial
- (7) Manufacturing
- (8) Storage
- (9) Mercantile
- (10) Special properties
- (11) Mixed occupancies

9.6.2

X*

X*

(A) Requisite Knowledge.

Fire behavior; building construction; inspection and incident reports; detection, alarm, and suppression systems; and applicable codes, ordinances, and standards.

9.6.2 (A)

X

(B) Requisite Skills.

The ability to use evaluative methods and to communicate verbally elements of the pre-incident plan.			
9.6.2 (B)		X*	X*
9.6.3			
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.			
9.6.3			X
(A) Requisite Knowledge.			
Types of evidence, the importance of fire scene security, and evidence preservation.			
9.6.3 (A)	X		
(B) Requisite Skills.			
The ability to issue instructions for securing an incident scene.			
9.6.3 (B)			X
9.7.1			
Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to mitigate the emergency.			
9.7.1			X
(A)* Requisite Knowledge.			
Elements of a size-up, standard operating procedures for emergency operations, fire dynamics, and fire behavior.			
9.7.1 (A)	X*	X*	
(B)* Requisite Skills.			
The ability to analyze emergency scene conditions; activate the local emergency plan, including localized evacuation procedures; allocate resources; and communicate orally.			
9.7.1 (B)			X
9.7.2*			
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.			

9.7.2			X
(A) Requisite Knowledge.			
Standard operating procedures, resources available for the mitigation of fire and other emergency incidents, an incident management system, scene safety, and a personnel accountability system.			
9.7.2 (A)	X		
(B) Requisite Skills.			
The ability to implement an incident management system, to communicate orally, to manage scene safety, and to supervise and account for assigned personnel under emergency conditions.			
9.7.2 (B)			X
9.7.3*			
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.			
9.7.3		X	X
(A)* Requisite Knowledge.			
Elements of a fire or rescue-related post-incident analysis; basic building construction; basic fire protection systems and features; basic water supply; basic fuel loading; fire growth and development; and departmental procedures relating to dispatch response tactics and operations; the source of any emergency operations controlling authority, if applicable; and customer service.			
9.7.3 (A)	X		
(B) Requisite Skills.			
The ability to write reports and communicate the critical elements of a post-incident analysis at the unit level.			
9.7.3 (B)		X	X
9.8.1			
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 member responsibilities are conveyed.			
9.8.1		X	X

(A) Requisite Knowledge.

The most common causes of personal injury and accident to members; safety policies and procedures; basic workplace safety; the components of an infectious disease control program; and the selection, care, and maintenance of personal protective equipment in accordance with NFPA 1851.

[9.8.1 \(A\)](#)

X

(B) Requisite Skills.

The ability to identify safety hazards and exposures, identify risks to behavioral and physical health, complete documentation necessary for exposure reporting and tracking, and communicate safety regulations in accordance with AHJ policy.

[9.8.1 \(B\)](#)

X

X

9.8.2

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.

[9.8.2](#)

X

X

(A) Requisite Knowledge.

Procedures for conducting an accident investigation and safety policies and procedures.

[9.8.2 \(A\)](#)

X

(B) Requisite Skills.

The ability to conduct interviews, document findings, and complete comprehensive accident reports.

[9.8.2 \(B\)](#)

X

X

9.8.3*

Advise the unit members of the AHJ's health and wellness program, given current trends, agency policies, and an AHJ health and wellness program, so that the need to participate in wellness and fitness programs is explained to members.

[9.8.3](#)

X

(A) Requisite Knowledge.

National death and injury statistics, suicide prevention initiatives, safety and wellness initiatives, and AHJ health and wellness policies.

9.8.3 (A)	X		
<p>(B) Requisite Skills.</p> <p>The ability to communicate verbally the need to participate in wellness and fitness programs and identify trends.</p>			
9.8.3 (B)		X*	X*