

NFPA 1021: 2020 Edition, Chapter 4 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		Performance-Based Assessments	
	(graded after submission)		(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)
4.2.1 Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.				
4.2.1				X
4.2.1(A) Requisite Knowledge. Verbal communications during emergency incidents, characteristics of leadership, techniques used to make assignments under stressful situations, and methods of confirming understanding.				
4.2.1 (A)	X			
4.2.1(B) Requisite Skills.The ability to condense instructions for frequently assigned unit tasks based on training and standard operating procedures.				

4.2.1 (B)			X
4.2.2 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.			
4.2.2			X
4.2.2(A) Requisite Knowledge. Verbal communications under nonemergency situations, characteristics of leadership, techniques used to make assignments under routine situations, and methods of confirming understanding.			
4.2.2 (A)	X		
4.2.2(B) Requisite Skills. The ability to issue instructions for frequently assigned unit tasks based on department policy.			
4.2.2 (B)			X
4.2.3 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.			
4.2.3			X
4.2.3(A) Requisite Knowledge. Verbal communication techniques to facilitate learning.			
4.2.3 (A)	X		
4.2.3(B) Requisite Skills. The ability to distribute issue-guided directions to unit members during training evolutions.			
4.2.3 (B)			X
4.2.4 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.			
4.2.4			X
4.2.4(A)* Requisite Knowledge. The signs and symptoms of member-related problems (such as 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.			
4.2.4 (A)*	X		
4.2.4(B) Requisite Skills.The ability to recommend a course of action for a member in need of assistance.			
4.2.4 (B)			X
4.2.5* Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.			
4.2.5			X
4.2.5(A) Requisite Knowledge.Human resource policies, procedures, applicable laws, and legal concepts.			
4.2.5 (A)	X		
4.2.5(B) Requisite Skills.The ability to communicate and to relate interpersonally.			
4.2.5 (B)			X
4.2.6 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.			
4.2.6			X
4.2.6(A) Requisite Knowledge.Principles of supervision, leadership, and basic human resource management.			
4.2.6 (A)	X		
4.2.6(B) Requisite Skills.The ability to plan and to set priorities.			
4.2.6 (B)			X
4.3.1 Implement a community risk reduction (CRR) plan at the unit level, given an AHJ CCR plan, and policies and procedures, so that a community is addressed.			

4.3.1			X
4.3.1(A) Requisite Knowledge.Community demographics and service organizations, as well as verbal and nonverbal communication, and an understanding of the role and mission of the department and its CRR plan.			
4.3.1 (A)	X		
4.3.1(B) Requisite Skills.Familiarity with public relations and the ability to communicate.			
4.3.1 (B)			X
4.3.2 Initiate action to a citizen’s concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.			
4.3.2			X
4.3.2(A) Requisite Knowledge.Interpersonal relationships and verbal and nonverbal communication.			
4.3.2 (A)	X		
4.3.2(B) Requisite Skills.Familiarity with public relations and the ability to communicate.			
4.3.2 (B)			X
4.3.3 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.			
4.3.3			X
4.3.3(A) Requisite Knowledge.Written and oral communication techniques.			
4.3.3 (A)		X	X
4.3.3(B) Requisite Skills.The ability to relate interpersonally and to respond to public inquiries.			
4.3.3 (B)			X

4.4.1 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.

[4.4.1](#)

X

4.4.1(A) Requisite Knowledge.Written and oral communication.

[4.4.1 \(A\)](#)

X

4.4.1(B) Requisite Skills.The ability to relate interpersonally and to communicate change in a positive manner.

[4.4.1 \(B\)](#)

X

4.4.2 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.

[4.4.2](#)

X

4.4.2(A) Requisite Knowledge.Administrative policies and procedures and records management.

[4.4.2 \(A\)](#)

X

4.4.2(B) Requisite Skills.The ability to communicate.

[4.4.2 \(B\)](#)

X

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

[4.4.3](#)

X

4.4.3(A) Requisite Knowledge.Policies and procedures and the revenue sources and budget process.

[4.4.3 \(A\)](#)

X

4.4.3(B) Requisite Skill.The ability to communicate.

[4.4.3 \(B\)](#)

X

4.4.4 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.

4.4.4

X

4.4.4(A) Requisite Knowledge.Organizational structure of the department and functions of management.

4.4.4 (A)

X

4.4.4(B) Requisite Skills.The ability to communicate verbally in a clear and concise manner.

4.4.4 (B)

X*

X*

4.4.5 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.

4.4.5

X

4.4.5(A) Requisite Knowledge.The agency's records management system.

4.4.5 (A)

X

4.4.5(B) Requisite Skills.The ability to communicate.

4.4.5 (B)

X

4.5.1 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

[4.5.1](#)

X

4.5.1(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.

[4.5.1 \(A\)](#)

X

4.5.1(B) Requisite Skills. The ability to communicate and to apply the appropriate codes and standards.

[4.5.1 \(B\)](#)

X

4.5.2 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 pre-incident 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

4.5.2		X	
4.5.2(A) Requisite Knowledge. Fire behavior; building construction; inspection and incident reports; detection, alarm, and suppression systems; and applicable codes, ordinances, and standards.			
4.5.2 (A)	X		
4.5.2(B) Requisite Skills. The ability to use evaluative methods and to communicate.			
4.5.2 (B)		X	

4.5.3 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.			
4.5.3			X
4.5.3(A) Requisite Knowledge.Types of evidence, the importance of fire scene security, and evidence preservation.			
4.5.3 (A)	X		
4.5.3(B) Requisite Skills.The ability to issue instruction for securing an incident scene.			
4.5.3 (B)			X
4.6.1 Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.			
4.6.1			X
4.6.1(A)*Requisite Knowledge.Elements of a size-up, standard operating procedures for emergency operations, and fire behavior.			
4.6.1 (A)*	X		
4.6.1(B)*Requisite Skills.The ability to analyze emergency scene conditions; to activate the local emergency plan, including localized evacuation procedures; to allocate resources; and to communicate orally.			
4.6.1 (B)*			X
4.6.2* 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.			
4.6.2			X
4.6.2(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.			
4.6.2 (A)	X		

4.6.2(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.			
4.6.2 (B)			X
4.6.3 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.			
4.6.3		X	X
4.6.3(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, including EMS protocols, if application, and customer service.			
4.6.3 (A)	X		
4.6.3(B) Requisite Skills.The ability to write reports, to communicate, and to evaluate skills.			
4.6.3 (B)		X	X
4.7.1 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.			
4.7.1		X	X
4.7.1(A) Requisite Knowledge.The most common causes of personal injury and accident to members, safety policies and procedures, basic workplace safety, and the components of an infectious disease control program; and the selection, care, and maintenance of personal protective equipment in accordance with Chapter 7 of NFPA 1851.			
4.7.1 (A)	X		
4.7.1(B) Requisite Skills.The ability to identify safety hazards and exposures, communicate, and complete documentation necessary for exposure reporting and tracking.			

4.7.1 (B)		X	X
4.7.2 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.			
4.7.2		X	X
4.7.2(A) Requisite Knowledge.Procedures for conducting an accident investigation and safety policies and procedures.			
4.7.2 (A)	X		
4.7.2(B) Requisite Skills.The ability to communicate and to conduct interviews.			
4.7.2 (B)		X	X
4.7.3 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.			
4.7.3			X
4.7.3(A) Requisite Knowledge.National death and injury statistics, suicide prevention initiatives, fire service safety and wellness initiatives, and agency policies.			
4.7.3 (A)	X		
4.7.3(B) Requisite Skills.The ability to communicate.			
4.7.3 (B)			X