



Fire Officer III

Skills Evaluation Sheets 2020 Edition

STATE OF CONNECTICUT
COMMISSION ON FIRE PREVENTION AND CONTROL
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State of Connecticut

COMMISSION ON FIRE PREVENTION AND CONTROL



Fire Officer III Evaluation Skill Sheet

SS#	Skill Sheets Title	NFPA 1021 Objectives Addressed
		2020 Edition
FO3-1	Establish Personnel Assignments	6.2.1
FO3-2	Develop Hiring Procedures	6.2.2
FO3-3	Develop Procedures for Promotion Process	6.2.3
FO3-4	Professional Development Participation	6.2.4, 6.2.4, 6.2.5
FO3-5	Employee Accommodation Plan	6.2.6
FO3-6	Develop an Education Training Program	6.2.1, 6.2.7
FO3-7	Develop CRR Program	6.3.1, 6.5.2
FO3-8	Develop Divisional or Department Budget	6.4.1, 6.4.6
FO3-9	Develop a Budget Management System	6.4.2
FO3-10	Develop RFP, Soliciting, and Awarding Bids	6.4.3
FO3-11	Dept. Record and Management System Development	6.4.4
FO3-12	Model Plan for Continuous Improvement	6.4.5, 6.4.6
FO3-13	Evaluate an AHJ Inspection Program	6.4.5, 6.5.1
FO3-14	Prepare an Action Plan	6.6.1, 6.6.2
FO3-15	Develop a Plan for Unmet Resources	6.6.3
FO3-16	Develop Injury Prevention Program	6.7.1
FO3-17	Emergency Interagency Planning and Coordination	6.8.1
FO3-18	Oral Reports	6.2.2, 6.2.3, 6.2.5, 6.2.6, 6.2.7, 6.3.1, 6.8.1

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-1	Primary Task: Establish Personnel Assignments	
Objective(s) : 6.2.1, 6.2.1(A)(B)	NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet		
Tasks:		
	1st	2nd
1. Describes department policies and procedures pertaining to assignments	<input type="text"/>	<input type="text"/>
2. Develops personnel assignment roster for department	<input type="text"/>	<input type="text"/>
3. Identifies shortcomings of minimum staffing when providing additional services	<input type="text"/>	<input type="text"/>
4. Recommends solutions for providing additional service with existing personnel	<input type="text"/>	<input type="text"/>
5. Communicates orally and relates to other members of the group interpersonally	<input type="text"/>	<input type="text"/>
* Critical Task Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 4

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-2	Primary Task: Develop Procedures for Hiring Process	
Objective(s) : 6.2.2, 6.2.2(A)(B)	NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet		
Tasks:		
	1st	2nd
1. *Writes a task analysis and/or job description	<input type="text"/>	<input type="text"/>
2. Identifies and justifies criteria used to evaluate job applicants	<input type="text"/>	<input type="text"/>
3. Prescribes physical agility test and relative information associated to testing	<input type="text"/>	<input type="text"/>
4. Develops a reading or reference list applicable to the hiring procedure	<input type="text"/>	<input type="text"/>
5. Develops a means for developing or acquiring a written examination	<input type="text"/>	<input type="text"/>
6. Develops or acquires a series of oral interview evaluation questions with scoring instrument	<input type="text"/>	<input type="text"/>
7. *Develops a method for evaluation, ranking and selection	<input type="text"/>	<input type="text"/>
8. Communicates orally and in writing with other members of the group	<input type="text"/>	<input type="text"/>
* Critical Task Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 6

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-3	Primary Task: Develop Procedures for Promotion Process	
Objective(s) : 6.2.3, 6.2.3(A)(B)	NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet		
Tasks:		
	1st	2nd
1. Develops eligibility requirements	<input type="text"/>	<input type="text"/>
2. Develops educational and certification requirements	<input type="text"/>	<input type="text"/>
3. Develops a means for acquiring a written examination	<input type="text"/>	<input type="text"/>
4. * Develops or acquires a series of oral interview evaluation questions with scoring instrument	<input type="text"/>	<input type="text"/>
5. * Develops a method for evaluation, and ranking process	<input type="text"/>	<input type="text"/>
6. Establishes a mentoring program	<input type="text"/>	<input type="text"/>
* Critical Task Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 5

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-4	Primary Task: Professional Development Participation		
Objective(s) : 6.2.4, 6.2.4(A)(B), 6.2.5, 6.2.5(A)(B)	NFPA Standard: 1021	Candidate No.	
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1. * Develops a list of professional development models			
2. Identifies classes that should be obtained before consideration for promotion and time frame for completion			
3. Develops an employee benefit plan that will provide a pay incentive			
4. Presents employee benefit plan			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-5	Primary Task: Plan for Employee Accommodation	
Objective(s) : 6.2.6, 6.2.6(A)(B)	NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet		
Tasks:		
	1st	2nd
1. Identifies a concern or issue related to reasonable accommodations	<input type="text"/>	<input type="text"/>
2. Researches information relevant to solving the circumstance	<input type="text"/>	<input type="text"/>
3. Selects action that is most appropriate for circumstance that is consistent with state and federal laws and regulations	<input type="text"/>	<input type="text"/>
4. * Designs evaluation tool to collect information appropriate to assess results of accommodations	<input type="text"/>	<input type="text"/>
* Critical Task Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-6	Primary Task: Develop an Education Training Program								
Objective(s) : 6.2.1, 6.2.1(A)(B), 6.2.7, 6.2.7(A)(B)	NFPA Standard: 1021								
Candidate No.									
Performance Evaluation Sheet									
Tasks :									
	<table border="1"> <thead> <tr> <th style="width: 50px;">1st</th> <th style="width: 50px;">2nd</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	1 st	2 nd						
1 st	2 nd								
1. Acquires organization's mission statement and training goals									
2. Develops an ongoing education training program given organizational training requirements									
3. * Develops a list of personnel and recommended training courses									
* Critical Task Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT								
Total number tasks candidate must complete to pass 3									

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-7	Primary Task: Develop CRR Plan	
Objective(s) : 6.3.1, 6.3.1(A)(B), 6.5.2, 6.5.2(A)(B)	NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet		
Tasks:		
	1st	2nd
1. Prepares a community awareness program	<input type="text"/>	<input type="text"/>
2. Analyzes given data to determine major fire and burn hazards	<input type="text"/>	<input type="text"/>
3. Identifies high risk locations	<input type="text"/>	<input type="text"/>
4. * Develops a plan for an identified fire safety problem	<input type="text"/>	<input type="text"/>
5. Chooses a specific and quantifiable goal of the program	<input type="text"/>	<input type="text"/>
6. Determines the specific steps and develops an implementation plan	<input type="text"/>	<input type="text"/>
7. * Develops evaluation instrument to evaluate community awareness program	<input type="text"/>	<input type="text"/>
8. Presents awareness program and fire safety plan	<input type="text"/>	<input type="text"/>
* Critical Task Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 6

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Fire Officer III Skill Sheets

Skill Sheet No.	FO3-8	Primary Task:	Develop a Divisional or Department Budget	
Objective(s) :	6.4.1, 6.4.1(A)(B), 6.4.6, 6.4.6(A)(B)	NFPA Standard:	1021	Candidate No.
Performance Evaluation Sheet				
Tasks:				
			1st	2nd
1.	Develops a five year operating budget			
2.	Shows total requested amount in each category			
3.	Uses line item budgeting to show how much cost for an individual to be trained			
4.	Uses line item budgeting to show how much it will cost to train a Lieutenant			
5.	Provides justification for each sub-category			
6.	Purchases books for training facility at each fire station.			
7.	Develops a budget code sheet for each year			
8.	Uses a line item budget for salaries and benefits for each year			
9.	Provides a justification for each budget			
10.	Summarizes fifth year			
11.	Gives presentation regarding the proposal			
* Critical Task		Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	
			Total number tasks candidate must complete to pass	8

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-9	Primary Task: Develop a Budget Management System	
Objective(s) : 6.4.2(A)(B)	NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet		
Tasks:		
	1st	2nd
1. Provides fiscal and financial policy		
2. Records revenue to date		
3. Indicates anticipated revenue		
4. Records expenditures to date		
5. Records encumbered amount		
6. Gives presentation regarding the budget management system		
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT
		Total number tasks candidate must complete to pass 5

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-10		Primary Task: Developing RFP, Soliciting and Awarding Bids	
Objective(s) : 6.4.3, 6.4.3(A)(B)	NFPA Standard: 1021	Candidate No. 	
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1.	* Describes department's policies, procedures, and the process for developing requests for proposal		
2.	Prepares an announcement concerning the acceptance of sealed bids for hose		
3.	Researches and prepares specifications for specific item		
4.	Describes solicitation process to ensure competitive bid		
5.	* Describes the bid awarding process		
* Critical Task Failure of this task mandates failure on the entire objective		Safety is PARAMOUNT	
		Total number tasks candidate must complete to pass 4	

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-11 Primary Task: Dept. Record & Management System Development			
Objective(s) : 6.4.4, 6.4.4(A)(B)	NFPA Standard: 1021	Candidate No.	
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1. Creates a department policy on given needs			
2. Creates a method for documenting testing and maintenance			
3. Designs a management system that will be used to create a computer program			
4. Communicates orally and with other members of the group			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-12	Primary Task: Model Plan for Continuous Improvement	
Objective(s) : 6.4.5, 6.4.5(A)(B), 6.4.6, 6.4.6(A)(B)	NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet		
Tasks:		
	1st	2nd
1. Acquires a current copy of the fire department's continuous improvement plan	<input type="checkbox"/>	<input type="checkbox"/>
2. * Identifies a survey method (group problem-solve, interview, data collection)	<input type="checkbox"/>	<input type="checkbox"/>
3. Identifies an area where utilization of resources may be maximized at this time	<input type="checkbox"/>	<input type="checkbox"/>
4. Evaluates the area to determine if resources could be used more effectively	<input type="checkbox"/>	<input type="checkbox"/>
5. Sets a quantifiable goal for increasing resources used in that area	<input type="checkbox"/>	<input type="checkbox"/>
6. Develops a plan to increase resource utilization	<input type="checkbox"/>	<input type="checkbox"/>
7. Identifies a method of verifying that the resource utilization has been increased after the planned implementation	<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 5

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-13	Primary Task: Evaluate an AHJ Inspection Program	
Objective(s) : 6.4.5, 6.4.5(A)(B), 6.5.1, 6.5.1(A)(B)	NFPA Standard: 1021	Candidate #
Performance Evaluation Sheet		
Tasks:		
	1st	2nd
1. Describes priority of inspection program		
2. Evaluates and reports number of inspectors needed to meet local and state mandates		
3. * Writes a organizational memo with recommendations for improving the inspection program		
4. Identifies cost of hiring additional inspectors		
5. Presents summary of findings		
* Critical Task Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 4

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-14		Primary Task: Prepare an Action Plan	
Objective(s) : 6.6.1, 6.6.1(A)(B), 6.6.2, 6.6.2(A)(B)		NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
Given an emergency incident requiring multiple agency operations:			
1.	Conduct an incident size up		
2.	Develop strategy and tactics to mitigate the incident		
3.	Delegates authority		
4.	Communicate orally the other members of the group		
5.	Utilizes FEMA forms to complete written reports		
6.	Makes company assignments		
7.	Identifies and requests needed additional resources		
8.	* Develops and conducts and post-incident analysis		
9.	All critical elements are identified and communicated		
10.	* Develops an organizational chart		
* Critical Task Failure of this task mandates failure on the entire objective		Safety is PARAMOUNT	
		Total number tasks candidate must complete to pass 7	

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-15	Primary Task: Develop a Plan for Unmet Resources	
Objective(s) : 6.6.3, 6.6.3(A)(B)	NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet		
Tasks:		
	1st	2nd
1. Develops a plan for unmet agency resources	<input type="text"/>	<input type="text"/>
2. Researches and evaluates information regarding agency's unmet resources	<input type="text"/>	<input type="text"/>
3. Selects and submits in writing a list of items related to meeting the agency's plan for unmet resources focusing on a contingency planning	<input type="text"/>	<input type="text"/>
4. Communicates orally with other members of the group	<input type="text"/>	<input type="text"/>
* Critical Task Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-16	Primary Task: Develop Injury Prevention Program	
Objective(s) : 6.7.1, 6.7.1(A)(B)	NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet		
Tasks:		
	1st	2nd
1. Evaluates current department health and safety program	<input type="text"/>	<input type="text"/>
2. Identifies budget impact to be fully compliant with state and federal codes and regulations	<input type="text"/>	<input type="text"/>
3. Identifies time frame to become fully compliant	<input type="text"/>	<input type="text"/>
4. * Determines specific steps needed to become fully compliant – equipment purchase, SOP development, training, etc	<input type="text"/>	<input type="text"/>
5. Presents findings	<input type="text"/>	<input type="text"/>
* Critical Task Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 4

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-17	Primary Task: Emergency Interagency Planning and Coordination		
Objective(s) : 6.8.1, 6.8.1(A)(B)	NFPA Standard: 1021	Candidate No. 	
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1. Acquires a current copy of the Local Emergency Planning Community (LEPC) Plan			
2. Defines role of fire service in community's LEPC plan			
3. * Defines role of fire service in preparedness planning			
4. Describes how fire department's role at the EOC is integrated to comply with federal, state and local regulations			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Fire Officer III Skill Sheets

Skill Sheet No. FO3-18	Primary Task: Oral Reports	
Objective(s) : 6.2.2, 6.2.3, 6.2.5, 6.2.6, 6.2.7, 6.3.1, 6.8.1	NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet		
Tasks:		
	1st	2nd
Candidate presents a summation of all class projects to include the following subjects:		
1. Hiring Process (6.2.2)		
2. Promotion Process (6.2.3)		
3. Benefits Program (6.2.5)		
4. Employee Accommodations (6.2.6)		
5. Agency Needs Assessment (6.2.7)		
6. Community and Government Relations (6.3.1)		
7. Emergency Interagency Planning (6.8.1)		
* Critical Task Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 7

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