

Chanhasen Fire Department



Fire Officer 2 Practical Exam

**MINNESOTA FIRE SERVICE CERTIFICATION BOARD
FIRE OFFICER 2 EXAM**

NAME _____ **Examiner:** _____

PERSONNEL EVALUATION **Practical- ONE**
Tested Standard NFPA 1021 3.2, (1997)

The candidate shall evaluate the job performance of assigned members, given personnel records and evaluation forms, so that each member’s performance is evaluated accurately and reported according to human resource policies and procedures.

Given the following form complete the performance evaluation.

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Minnesota Fire Service Certification Board Officer Evaluation Form

Date: _____

Name of Candidate: _____

Instructions: Circle a number for each question. Circle “N/A” if you think you can not accurately evaluate the candidate in that area. This will have **no** effect on the final outcome. Evaluate each candidate against the entire regular membership including other candidates.

Criteria: 1 = Poor, 2 = Below Average, 3 = Average, 4 = Above Average, 5 = Expert

Fire Fighting Skills:

1.) Demonstrates knowledge of fire fighting vehicles & equipment.	1	2	3	4	5	N/A
2.) Demonstrates knowledge of fire fighting tactics and techniques.	1	2	3	4	5	N/A
3.) Demonstrates ability to follow orders.	1	2	3	4	5	N/A
4.) Demonstrates ability to recognize fire/life safety hazards.	1	2	3	4	5	N/A
5.) Communicates and reacts effectively in stressful situations:	1	2	3	4	5	N/A

Interpersonal/People Skills

6.) Verbal communication skills.	1	2	3	4	5	N/A
7.) Willingness to help others succeed.	1	2	3	4	5	N/A
8.) Ability to develop respect from peers.	1	2	3	4	5	N/A

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9.) Demonstrates behavior consistent with a level of ethics.	1	2	3	4	5	N/A
10.) Demonstrates an ability to develop a cooperative relationship with supervisors.	1	2	3	4	5	N/A
11.) Works effectively within a group or team environment	1	2	3	4	5	N/A

Dedication/Commitment:

12.) Conforms to current rules and regulations of the Fire Department.	1	2	3	4	5	N/A
13.) Demonstrates a favorable representation of the Fire Department to outsiders.	1	2	3	4	5	N/A
14.) Has a positive attitude.	1	2	3	4	5	N/A
15.) Member actively participates in non-emergency fire department activities (committees, projects, fire prevention, etc.)	1	2	3	4	5	N/A
16.) Has demonstrated the ability to meet the time demands of the position.	1	2	3	4	5	N/A

Management Skills

17.) Written communication skills	1	2	3	4	5	N/A
18.) Demonstrates ability to direct the work of others.	1	2	3	4	5	N/A
19.) Demonstrates the ability to develop a cooperative work relationship with subordinates.	1	2	3	4	5	N/A
20.) Demonstrates the ability to command effectively in stressful situations.	1	2	3	4	5	N/A
21.) Demonstrates ability to delegate duties and responsibilities.	1	2	3	4	5	N/A

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PERSONNEL REVIEW

Practical- TWO

Tested Standard NFPA 1021 3.2, (1997)

The candidate shall initiate action to maximize member performance and or correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.

Use the attached policy for the review.

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Fire Department Policy-General Conduct

2.12.1 General Conduct Guidelines

The Fire Department has established these general guidelines for member behavior in an effort to protect its members and the interests of the fire department and the City. The Fire Department expects that members:

- Display professional conduct in behavior, during performance of duties, in appearance, with communications, during public contact and with security of information.
- Project a positive image.
- Maintain integrity.
- Follow the policies and procedures of the Fire Department.
- Keep any problems or matters within the Fire Department internal to the Department and not communicated outside it without following the chain of command.
- Shall not use obscene, uncivil or boisterous language and/or improper conduct at calls or while engaged in activities in which the Fire Department is participating.
- Shall carry out all orders from their superior officers to the best of their ability.

When any firefighter receives an order which is in conflict with a previous order, he/she shall so inform the officer who issued the conflicting order and be governed by his/her instructions.

2.12.2 Sexual Harassment

The Fire Department prohibits sexual harassment in any form including verbal or physical harassment. A member who believes he/she has been harassed by a co-worker, supervisor, subordinate or agent of the City should notify the Fire Chief, City Manager, or City Attorney. Any member who is found to have been the perpetrator of sexual harassment will be subject to appropriate disciplinary action up to and including dismissal. Any member found to have made a false complaint of sexual harassment will also be subject to disciplinary action up to and including dismissal.

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PUBLIC EDUCATION PROGRAM
Tested Standard NFPA 1021 3.3, (1997)

Practical- THREE

The candidate shall deliver a short public education program on the importance of smoke detectors in the home. The candidate shall give a 5- 10 minute program and answer any questions that might arise.

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POLICY CHANGE **Practical- FOUR- A**
Tested Standard NFPA 1021 3.4, (1997)

The candidate, given the following policy(s), shall demonstrate the proper steps for making a change in the attached policy.

The change shall be to add language that would identify requirements for responding to a Hazardous Materials incident. The change shall be in writing with the proposed language and justification.

Policy Change

- Identifies the proper policy to change. 20
- Drafts a proposed change 20
- Identifies the problem with the current policy 20

Policy Implementation

- Provides a clear implementation plan for the new policy. 20
- Properly communicates the intent of the policy 20
- Answers any questions 20

Deductions _____ **SCORE** _____ (100)

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NAME _____ **Examiner:** _____

POLICY CHANGE **Practical- FOUR- B**
Tested Standard NFPA 1021 3.4, (1997)

The candidate, given the following policy(s), shall demonstrate the proper steps for making a change in the attached policy.

The change shall be to add language that would identify requirements for responding to a Technical Rescue incident. The change shall be in writing with the proposed language and justification.

Policy Change

- Identifies the proper policy to change. 20
- Drafts a proposed change 20
- Identifies the problem with the current policy 20

Policy Implementation

- Provides a clear implementation plan for the new policy. 20
- Properly communicates the intent of the policy 20
- Answers any questions 20

Deductions _____ **SCORE** _____ (100)

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NAME _____ **Examiner:** _____

POLICY CHANGE **Practical- FOUR- C**
Tested Standard NFPA 1021 3.4, (1997)

The candidate, given the following policy(s), shall demonstrate the proper steps for making a change in the attached policy.

The change shall be to add language that would identify requirements for responding to a Water Rescue incident. The change shall be in writing with the proposed language and justification.

Policy Change

- Identifies the proper policy to change. 20
- Drafts a proposed change 20
- Identifies the problem with the current policy 20

Policy Implementation

- Provides a clear implementation plan for the new policy. 20
- Properly communicates the intent of the policy 20
- Answers any questions 20

Deductions _____ **SCORE** _____ (100)

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Fire Department Policy- Responding to Callouts

8.1 General Response

8.1.1 Responding to Callouts

All members responding to Fire Department call outs shall drive with caution and obey all traffic rules and regulations of the State of Minnesota.

All members shall report directly to the nearest and/or assigned station unless the incident is in the direct line to the station. Members responding directly to the scene/incident is to be avoided when practical, and as such, is discouraged by these procedures.

8.1.2 Fire Callouts

All members shall respond to the closest station for assignment.

8.1.3 Rescue/Medical Callouts

All first aid qualified members shall respond to the nearest and/or assigned station for assignment.

8.1.4 Personal Injury Accident Callouts

All members shall respond to the closest station for assignment. First aid qualified members shall have complete priority over non-qualified members when manning the responding apparatus. Non first aid qualified members shall only fill apparatus positions as lack of personnel may dictate and then only under the direction of the officer in charge.

8.1.5 Miscellaneous Callouts (Weather Watch, Mutual Aid, etc.)

All members shall respond directly to the closest station for assignment without exception.

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Budget Proposal
Tested Standard NFPA 1021 3.4, (1997)

Practical- FIVE

The candidate shall prepare a budget proposal for a piece of firefighting equipment.

The budget proposal shall include a justification narrative, cost estimate, and any funding options.

Budget Justification- 20 Pts

Budget proposal- 40 Pts

Presentation for the budget proposal- 40 Pts

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NEWS RELEASE

Practical- SIX- A

Tested Standard NFPA 1021 3.4, (1997)

Given a situation, the candidate must put together a written news release. The candidate must also present the information to a simulated news media agency. The candidate must also respond to any questions relating to the news release.

Your department has responded to a structure fire. There was no injuries or deaths. The residence has sustained heavy damage and the cause appears to be arson however, is still under investigation.

Prepare a written news release.

News Release Review- 20 Pts

Dealing with media- 40 Pts

Responding back to questions- 40 Pts

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NEWS RELEASE

Practical- SIX- B

Tested Standard NFPA 1021 3.4, (1997)

Given a situation, the candidate must put together a written news release. The candidate must also present the information to a simulated news media agency. The candidate must also respond to any questions relating to the news release.

Your department has responded to a car accident. There were 3 injuries and 1 death. The fire department had to extricate two (2) of the victims and the fatality is still on scene. The accident appears to be caused by a drunk driver however, the incident is still under investigation.

Prepare a written news release.

News Release Review- 20 Pts

Dealing with media- 40 Pts

Responding back to questions- 40 Pts

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ADMINISTRATION REPORT

Practical- SEVEN

Tested Standard NFPA 1021 3.4, (1997)

The candidate shall prepare an administration report on call trends for their fire department, or other fire service subject. The report shall include statistical data of the calls for the past 5 years.

The candidate shall present the data and interpret future trends in the call response for their fire department.

Report Review- 20 Pts

Data source review - 40 Pts

Presentation- 40 Pts

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FIRE INVESTIGATION **Practical- EIGHT**
Tested Standard NFPA 1021 3.5, (1997)

The candidate responds to a structure fire. The examiner will set up a simulated fire scene for the examination. All interviews have been completed, observations made, and a preliminary cause has been determined.

The candidate shall, secure the scene, and protect all potential evidence from further disruction.

Scene Evaluation

- **Scene is secured with a physical barrier** _____ **FAIL**
- **Overall scene is evaluated** _____ **20**
- **All potential evidence is identified** _____ **20**
- **Evidence is identified and protected** _____ **20**
- **Evidence is excessively moved** _____ **20**
- **A report is completed for investigators** _____ **20**
- **Evidence is damaged during examination .** _____ **FAIL**

Deductions _____ **SCORE** _____ **(100)**

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FIRE GROUND COMMAND- Hazmat Incident Practical- NINE
Tested Standard NFPA 1021 3.6, (1997)

The candidate will produce operational plans, given a hazardous materials incident or another emergency requiring multi-unit operations, so that resources, their assignments, and safety considerations for successful control of the incident are identified.

Completes Science officer Sheet. 20 pts

Completes Hazardous Materials Incident Action plan. 20 pts

- **Include an Decontamination Plan**
- **Include an Air Monitoring Plan**
- **Include an Incident Mitigation Plan**

Completes an Incident Command Chart for the incident. 20 pts

Completes Site Safety Action plan. 20 pts

Completes the proper NFIRS- Hazardous Materials Incident paperwork. 20 pts

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Accident Investigation **Practical- TEN- A**
Tested Standard NFPA 1021 2.2, (1997)

The candidate has been assigned to investigate an accident involving a Firefighter. The candidate must evaluate how the accident occurred and develop a plan to prevent future accidents similar.

A Firefighter has an eye injury from an overhaul operation. There was no SCBA or eye protection worn during the operation. The department does not currently provide any approved eye protection to its members.

Accident Investigation

- Identifies accident cause and all parties involved ... ____ 10
- Identifies issues causing the accident ____ 20
- Interviews all parties involved and witnesses ____ 10
- Completes a report on the investigation ____ 20
- Ensures that all injury reports are completed ____ 10

Accident Prevention

- Identifies prevention for the hazard ____ 10
- Completes an action plan to correct the hazard ____ 10
- Communicates the accident prevention plan ____ 20

Deductions _____ **SCORE** _____ (100)

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Accident Investigation **Practical- TEN- B**
Tested Standard NFPA 1021 2.2, (1997)

The candidate has been assigned to investigate an accident involving a Firefighter. The candidate must evaluate how the accident occurred and develop a plan to prevent future accidents similar.

A Firefighter has sustained an accidental exposure from blood. The Firefighter did not originally report the exposure. However, now the patient has been identified with a blood borne pathogen disease.

Accident Investigation

- Identifies accident cause and all parties involved ... ____ 10
- Identifies issues causing the accident ____ 20
- Interviews all parties involved and witnesses ____ 10
- Completes a report on the investigation ____ 20
- Ensures that all injury reports are completed ____ 10

Accident Prevention

- Identifies prevention for the hazard ____ 10
- Completes an action plan to correct the hazard ____ 10
- Communicates the accident prevention plan ____ 20

Deductions _____ **SCORE** _____ (100)