

Minnesota Fire Service Certification Fire Officer IV

NFPA 1021 Fire Officer IV - 2020 Edition

Prerequisite Fire Officer III

A completed application and payment plan are required one week before taking the Fire Officer IV certification test. The candidate must be certified as a Fire and Emergency Services Instructor II and Fire Officer III and have the knowledge outlined in NFPA 1021, 2020 Edition, Standard for Fire Officer Professional Qualifications. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews.

Standard

NFPA 1021, Standard for Fire Officer Professional Qualifications, 2020 Edition.

The questions and skills are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 1021 for Fire Officer IV. All questions have been referenced to a specific standard in NFPA 1021.

Reference List (V 10.0)

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the certification test. The candidate should have knowledge of the information contained in these books:

- NFPA 1021, Standard for Fire Officer Professional Qualifications, 2020 Edition
- IFSTA Fire Chief Officer, 3rd Edition
- Jones and Bartlett, Fire Officer, National Incident Management System, Principles and Practices, 2nd Edition, 1st Printing

Test

The written test is made up of 100 multiple-choice questions selected at random from a bank of 444 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to receive a passing score. The skills test will require the candidate to complete at least 6 of the fourteen skills to prove proficiency in the areas outlined in NFPA 1021, 2020 Edition.

Test Cost

\$170

Re-certification

- Every three years.
- Requires 24 hours of Fire Officer IV training and activity for each of the three years.
- Re-certification cost: \$25.00

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Fire Officer IV NFPA 1021 2020 Edition



Requirements:

1. Required prerequisite is Fire Officer III
2. Completed application form and fee of \$170 is covered.
3. Candidates will be assigned an evaluator prior to beginning the skill portion. Candidate and evaluator will meet for the purpose of reviewing the process. Skill stations will be assigned and completed at the candidates convenience within the guidelines provided. Upon completion, candidate will present the completed skill stations in a manner pre-determined by the evaluator.
4. Candidate will be required to complete 6 of the 14 skill stations. Skills will be chosen at random by the evaluator.
5. Candidate will have 60 days from the date of the written test to submit practical skills to MSFCB, 2704 County Highway 10, Mounds View, MN 55112. Where required, candidate shall meet with evaluator to demonstrate skill.

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SKILL STATION 1

HUMAN RESOURCE MANAGEMENT – HR APPRAISAL

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2020 Edition: 7.2.1(b)

Appraise the department's human resource demographics, given appropriate community demographic data, so that recruitment, selection, and placement of human resources is effective and consistent with law and current best practices.

Skill: The candidate shall prepare a written report detailing the following; community demographics and all state and federal laws applicable to public sector recruitment, selection, and placement; department demographics and an analysis of how that compares to the greater community, and a recruitment plan targeted to match the departments needs with strategies to ensure diversity and legal compliance.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Completed</u>	
	<u>Pass</u>	<u>Fail</u>
Ability to communicate effectively in writing	_____	_____
Ability to communicate orally	_____	_____
Demonstrate interpersonal skills	_____	_____
Show ability to delegate authority	_____	_____
Ability to conduct research and analyze data and complex issues	_____	_____
Ability to make recommendations that address specific problems	_____	_____

Candidate Score

Pass

Fail

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SKILL STATION 2

HUMAN RESOURCE MANAGEMENT – MANAGEMENT RELATIONS

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2020 Edition: 7.2.2

Initiate the development of a program, given current employee/management relations, so that a positive and participative member/management program exists.

Skill: Candidate shall develop/design a survey to determine current state of employee management relations. Candidate shall distribute the survey, collect responses and prepare a written report that includes the compilation of the data and an analysis of the findings. Based upon the survey results and analysis the candidate shall prepare a written plan that includes an action plan with specific recommendations to improve on areas of weakness identified in the survey. The plan must also contain a timeline and evaluative criteria to measure progress.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Completed</u>	
	<u>Pass</u>	<u>Fail</u>
Ability to communicate effectively in writing	_____	_____
Ability to communicate orally	_____	_____
Ability to conduct research and analyze data and complex issues	_____	_____
Ability to make recommendations that address specific problems	_____	_____
Ability to develop a survey instrument	_____	_____
Ability to analyze survey data and information	_____	_____
Candidate Score	Pass	Fail

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SKILL STATION 3

HUMAN RESOURCE - PROMOTIONS

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2020 Edition: 7.2.3

Evaluate the organization's education and in-service training program, given a summary of the job requirements for all positions within the department, so that all members can achieve and maintain required proficiencies.

Skill: Candidate shall prepare and deliver a PowerPoint or similar presentation on the departments training goals and educational requirements **to achieve them** for each of the emergency response ranks, administrative personnel and command staff for their department. Presentation should include a list of all ranks and positions, goals for each and educational requirements for each position. The presentation shall be no longer than 30 minutes including up to 5 minutes for a question and answer period.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Completed</u>	
	<u>Pass</u>	<u>Fail</u>
Ability to communicate effectively in writing	_____	_____
Ability to communicate orally	_____	_____
Presentation included all major categories and within time allocated	_____	_____
Ability to conduct research and analyze data	_____	_____
Ability to organize data and information	_____	_____
Candidate Score	Pass	Fail

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SKILL STATION 4

HUMAN RESCOURCES – MEMBER ASSISTANCE PROGRAM

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2020 Edition: 7.2.4

Appraise the member-assistance program, given data, so that the program, when used, produces stated program outcomes.

Skill: Candidate shall conduct an analysis of the organizations member assistance program and prepare an administrative report suitable for presentation to the City Manager. Report shall include detail on methodology used to conduct the analysis, components of assistance program, findings, analysis of the findings and recommendations based upon the research and analysis.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Completed</u>	
	<u>Pass</u>	<u>Fail</u>
Ability to communicate effectively in writing	_____	_____
Ability to communicate orally	_____	_____
Report includes all components as detailed in skill	_____	_____
Ability to conduct research and analyze data	_____	_____
Ability to organize data and information	_____	_____
Candidate Score	Pass	Fail

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SKILL STATION 5

HUMAN RESOURCES – INCENTIVE PROGRAM EVALUATION

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2020 Edition: 7.2.5

Evaluate an incentive program, given data, so that a determination is made regarding achievement of the desired results, and modify as necessary.

Skill: Candidate shall prepare an administrative report specific to one of the organizations employee incentive programs as agreed upon between the candidate and evaluator. The report shall describe the incentive, its intended goals and expectations and an analysis as to the success of the program as measured against the stated goals.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Completed</u>	
	<u>Pass</u>	<u>Fail</u>
Ability to communicate effectively in writing	_____	_____
Ability to communicate orally	_____	_____
Report includes all components as detailed in skill	_____	_____
Ability to conduct research and analyze data	_____	_____
Ability to organize data and information	_____	_____
Candidate Score	Pass	Fail

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SKILL STATION 6

COMMUNITY & GOVERNMENT RELATIONS – COMMUNITY EVENT

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2020 Edition: 7.3.1

Attend, participate in, and assume a leadership role in community functions, given community needs, so that the image of the organization is enhanced.

Skill: The candidate must identify a community event in which they assume the top leadership role. This event must be pre-approved by the lead evaluator. Upon completion of the event, the candidate shall prepare a report that includes the following; background information, resources and staffing requirements, planning process, analysis of the event including success and areas in need of improvement, and a letter/document from the candidates supervisor containing their analysis and opinion of the event. Example events include community festival, parade, open house, safety camp, etc.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Completed</u>	
	<u>Pass</u>	<u>Fail</u>
Ability to communicate effectively in writing	_____	_____
Ability to communicate orally	_____	_____
Demonstrated ability to interact with members of the community	_____	_____
Ability to plan, organize and lead a community event	_____	_____
Report includes all components as detailed in skill	_____	_____
Ability to organize data and information	_____	_____
Candidate Score	Pass	Fail

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SKILL STATION 7

COMMUNITY & GOVERNMENT RELATIONS – MEDIA RELATIONS

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2020 Edition 7.3.2

Develop and administer a media relations program, given AHJ policies and procedures, so that the dissemination of information is accurate and accessible.

Skill:

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SKILL STATION 8

ADMINISTRATION – COMPREHENSIVE LONG RANGE PLAN

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2020 Edition: 7.4.1

Develop a comprehensive long-range plan, given community requirements, current department status, and resources, so that the projected needs of the community are met.

Skill: The candidate shall prepare a report on a long range plan based on the host department. The plan shall include mid and long term goals (10 and 20 years).

Did the candidate, as instructed, demonstrate competency in the following: **Pass** **Fail**

Develop and explain the organization statement

Show and explain current organizational structure

Show and explain proposed organizational structure

Develop and explain the mission statement

Develop and explain the vision statement

Develop and explain a cost analysis and budget impact of goals

Identified risks that need to be addressed

Identified and explained mid and long term goals

Created a timeline for completion of each goal

Created an evaluation project measuring effectiveness of the goal

The ability to communicate orally

The ability to communicate in writing

The ability to perform a needs assessment

Clearly explained and defended report

Candidate Score Pass Fail

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SKILL STATION 9

ADMINISTRATION – LONG RANGE PLANNING TRAINING NEEDS

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2020 Edition: 7.4.2

Evaluate and forecast training requirements, facilities, and building needs, given data that reflect community needs and resources, so that departmental training goals are met.

Skill: The candidate shall evaluate training needs, current training facilities, and buildings based on the host department. The candidate shall prepare a report explaining what was found in the evaluation and prepare a report outlining any changes or additions needed to the training curriculum, facilities and buildings.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Completed</u>	
	<u>Pass</u>	<u>Fail</u>
Described analysis completed on training, facilities and buildings	_____	_____
Additional training needed	_____	_____
New or updated needs to training facilities and buildings	_____	_____
Justification for new or additional training	_____	_____
Justification for new or updated facilities and buildings	_____	_____
Cost analysis for any changes	_____	_____
Budget and possible funding sources for suggested changes	_____	_____
Timeline for proposed changes	_____	_____
The ability to communicate orally	_____	_____
The ability to communicate in writing	_____	_____
The ability to relate interpersonally	_____	_____
Clearly explained and defended report	_____	_____
Candidate Score	Pass	Fail

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SKILL STATION 10

ADMINISTRATION – RISK ANALYSIS

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2020 Edition: 7.4.3

Complete a written, comprehensive, all-hazard risk and value analysis of the community, given the appropriate features of the service area of the organization, so that an accurate evaluation is made for service delivery decision making.

Skill: Skill 9 shall be done in conjunction with Skill 7. As part of the long rang plan the candidate shall conduct a comprehensive risk and hazard analysis for their community.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Completed</u>	
	Pass	Fail
The ability to conduct a comprehensive needs assessment	_____	_____
The ability to communicate in writing	_____	_____
Recommend changes needed based on assessment and analysis	_____	_____
Clearly explained and defended report	_____	_____

Candidate Score	Pass	Fail
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SKILL STATION 11

ADMINISTRATION – CAPITAL BUDGET PROGRAM

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2020 Edition: 7.4.4

Develop a plan for a capital improvement project or program, given an unmet need in the community, so that there is adequate information to educate citizens about the needs of the department.

Skill: The candidate shall identify an unmet capital need for their department. Upon approval by the assigned evaluator, the candidate shall prepare a written plan to complete the capital improvement plan.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Completed</u>	
	<u>Pass</u>	<u>Fail</u>
Identified a need within the community	_____	_____
Prepared a budget for initial cost	_____	_____
Prepared a cost analysis for annual cost based on life cycle	_____	_____
Prepared a cost analysis for annual maintenance cost	_____	_____
Described a procedure for identifying specifications	_____	_____
Training needs and costs (initial and ongoing)	_____	_____
Funding plan (initial and ongoing costs)	_____	_____
The ability to communicate orally	_____	_____
The ability to communicate in writing	_____	_____
The ability to relate interpersonally	_____	_____
The ability allocate finances	_____	_____
Clearly explained and defended report	_____	_____

Candidate Score: Pass Fail

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SKILL STATION 12

EMERGENCY SERVICES – DEVELOP DISASTER PLAN

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2020 Edition: 7.6.1

This duty involves developing plans for major disasters, according to the following job performance requirements. Develop a comprehensive disaster plan that integrates other agencies' resources, given risk vulnerability, and capability data, so that the organization can mitigate the impact to the community.

Skill: Candidate shall develop an emergency action plan for either a tornado, flood, or blizzard specific to their organization and the community they protect.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Completed</u>	
	<u>Pass</u>	<u>Fail</u>
Ability to communicate effectively in writing	_____	_____
Ability to communicate orally	_____	_____
Ability to create an organized disaster plan	_____	_____
Ability to conduct research and analyze data	_____	_____
Ability to organize data and information	_____	_____
Ability to work with other agencies	_____	_____

Candidate Score

Pass

Fail

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SKILL STATION 13

EMERGENCY SERVICES – HOSTILE EVENT

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2020 Edition: 7.6.2

Develop a comprehensive plan, given data (including agency data), so that the agency operates at a hostile event, integrates with other agencies' actions, and provides for the safety and protection of members.

Skill: Candidate shall develop an emergency action plan to address civil disobedience specific to their organization and the community they protect.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Completed</u>	
	<u>Pass</u>	<u>Fail</u>
Ability to communicate effectively in writing	_____	_____
Ability to communicate orally	_____	_____
Report includes all components as detailed in skill	_____	_____
Ability to conduct research and analyze data	_____	_____
Ability to organize data and information	_____	_____
Candidate Score	Pass	Fail

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SKILL STATION 14

HEALTH AND SAFETY – RISK MANAGEMENT PROGRAM

Candidate Name _____

Evaluator: _____

Reference: NFPA 1021 2020 Edition: 7.7.1

Maintain, develop, and provide leadership for a risk management program, given specific data, so that injuries and property damage incidents are reduced.

Skill: Candidate shall develop a risk management program for their organization using five year historical data for injuries and accidents as well as state and national statistics. Program shall include specific policies and procedures required to minimize the occurrence of accidents, injuries and property damage to personnel, equipment and structures.

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Completed</u>	
	<u>Pass</u>	<u>Fail</u>
Ability to communicate effectively in writing	_____	_____
Ability to communicate orally	_____	_____
Report includes all components as detailed in skill	_____	_____
Ability to conduct research and analyze data	_____	_____
Ability to organize data and information	_____	_____
Ability to use variety of evaluation tools to measure levels of success	_____	_____

Candidate Score	Pass	Fail
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