

Fire Service Officer III Certification Requirements

Entrance Requirements

The skill level for *Fire Service Officer III*, as determined by the New Mexico Firefighters Training Academy, is focused on meeting the needs of fire executive management personnel. ***It is recommended by NMFTA that student has a minimum of 5 years in the fire service and is currently a company officer, served as a company officer or has the experience equivalent of a leadership position within a fire department. Students may have difficulty with producing the required documentation of the portfolio if the above experience is not met.***

In order to certify in the New Mexico Firefighters Training Academy *Fire Service Officer III* program, departments/firefighters must fulfill the following requirements:

1. Hold a Certification as a , *Fire Officer II*.
2. Successfully complete *Fire Service Officer III* course and written examination.
3. Completion of this document will constitute the Certification Portfolio and Practical Examination.
4. Submit completed 2 year plan, Portfolio which will be due and reviewed by the lead instructors and course coordinator before the conclusion on the class and meet 100% of the JPR's listed below.
5. Portfolio will be approved by New Mexico Firefighters Training Academy.
6. Pass a 50 question multiple choice exam with a 70% or greater.

Training Courses

Due to the nature of the requirements for Fire Service Officer III, some training is received on the job and through practical experience. This is documented by completing the Fire Service Officer III requirements contained within the NFPA 1021 standard, which will lead to the development of a student based Portfolio.

Certification Process

Participants in the Fire Service Officer III portfolio program must successfully complete the Fire Service Officer III requirements as set forth by NFPA 1021. Documentation is required to provide proof that all requirements and skills are met.

This 2 year plan and Portfolio system is self-directing in what is being required by the New Mexico Firefighters Training Academy to become eligible to receive Fire Service Officer III certification. **Documentation** must accompany this form to provide the necessary proof that the candidate has met the requirements as outlined by NFPA 1021 (2014), chapter 6, as referenced in this document.

Once the Fire Service Officer III requirements have been met and appropriate documentation has been submitted to the New Mexico Firefighters Training Academy, it will be reviewed, and approved by the New Mexico Firefighters Training Academy. If deficiencies are found, the reviewer will work with the candidate to correct those areas, and after final review score at least 70%. Candidates must have completed the New Mexico Firefighters Training Academy's 40 hour Fire Service Officer III course and scored at least 70% on the written test.

Once the candidate has completed both the Portfolio and the written examination, they will be certified *Fire Service Officer III* by the New Mexico Firefighters Training Academy.

Fire officer III 2 year plan portfolio Minimum requirements.

Instructions:

Students will be given 22 objective in which to use to create there 2 year plan for their department. Within these objectives there are enabling objective that the student must meet to obtain full point for there their 2 year plan portfolio. All objective as well as the enabling objectives are listed below for the student to use as a guide to create there final project for Fire Officer III.

Students will have the option of either creating new documents for their Portfolio JPR's or you may use your departments existing SOP's, SOG's or policies. If you use an existing document to satisfy a JPR, you must write a brief explanation of the document (250 words or more) to validate that you understand the intent of the JPR. If you do make changes to an existing document you are also required to explain what you did and why you did it.

Pre-course work: (6.1.1) (6.1.2) (6.6.1) (6.6.2) you will also need a vision and mission statement for your department, and example of an RFP. You are required to bring departmental SOP's and SOG's.

Students will need to read the first 5 chapters before the start of the class and it is recommended that student read all 11 chapters due to the amount of work that the student will be request to do on their portfolio.

It is required that the student bring laptop, memory stick (flash drive or portable hard drive) the student will also need a 2 inch binder with tabs.

Objectives:

1. 6.1.1, 6.1.2 Student will use their ability to research, use evaluative methods, analyze data, communicate orally, and communicate in writing and ability to motivate members to create a 2 year plan for their departments.
2. 6.2.1 Establish personnel assignments to maximize efficiency, given knowledge, training, and experience of the members available in accordance with policies and procedures, so that human resources are used in an effective manner.
3. 6.2.2 Develop procedures for hiring members, given policies of the AHJ and legal requirements, so that the process is valid and reliable.
4. 6.2.3 Develop procedures and programs for promoting members, given applicable policies and legal requirements, so that the process is valid and reliable, job-related, and nondiscriminatory.
5. 6.2.4 Describe methods to facilitate and encourage members to participate in professional development, given a professional development model, so that members achieve their personal and professional goals.
6. 6.2.5 Develop a proposal for improving an employee benefit, given a need in the organization, so that adequate information is included to justify the requested benefit improvement.
7. 6.2.6 Develop a plan for providing an employee accommodation, given an employee need, the requirements, and applicable law, so that adequate information is included to justify the requested change(s).

8. 6.2.7 Develop an ongoing education training program, given organizational training requirements, so that members of the organization are given appropriate training to meet the mission of the organization.

9. 6.3.1 Develop a community risk reduction program, given risk assessment data, so that program outcomes are met.

10. 6.4.1 Develop a divisional or departmental budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.

11. 6.4.2 Develop a budget management system, given fiscal and financial policies, so that the division or department stays within the budgetary authority.

12. 6.4.3 Describe the agency's process for developing requests for proposal (RFPs) and soliciting and awarding bids, given established specifications and the agency's policies and procedures, so that competitive bidding is ensured.

13. 6.4.4 Direct the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved.

14. 6.4.5 Analyze and interpret records and data, given a fire department records system, so that validity is determined and improvements are recommended.

15. 6.4.6 Develop a model plan for continuous organizational improvement, given resources for an area to be protected, so that resource utilization is maximized.

16. 6.5.1 Evaluate the inspection program of the AHJ, given current program goals, objectives, performance data, and resources so that the results are evaluated to determine effectiveness.

17. 6.5.2 Develop a plan, given an identified fire safety problem, so that the approval for a new program, piece of legislation, form of public education, or fire safety code is facilitated.

18. 6.6.1 Prepare an action plan, given an emergency incident requiring multiple agency operations, so that the required resources are determined and the resources are assigned and placed to mitigate the incident.

19. 6.6.2 Develop and conduct a post-incident analysis, given a multi-agency incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the appropriate forms are completed and processed in accordance with policies and procedures.

20. 6.6.3 Develop a plan for the agency, given an unmet need for resources that exceed what is available in the organization, so that the mission of the organization is capable of being performed in times of extraordinary need.

21. 6.7.1 Develop a measurable accident and injury prevention program, given relevant local and national data, so that the results are evaluated to determine effectiveness of the program.

22. 6.8.1 Develop a plan for the integration of fire services resources in the community's emergency management plan, given the requirements of the community and the resources available in the fire department, so that the role of the fire service is in compliance with local, state/provincial, and national requirements.

Fire Service Officer IV

Entrance Requirements

The skill level for ***Fire Service Officer IV***, as determined by the New Mexico Firefighters Training Academy, is focused on meeting the needs of fire executive management personnel. ***It is recommended by NMFTA that student has a minimum of 5 years in the fire service and is currently a company officer, served as a company officer or has the experience equivalent of a leadership position within a fire department. Students may have difficulty with producing the required documentation of the portfolio if the above experience is not met.***

The objective of this course is to develop the chief officer for the administrative and operational challenges of the fire service in the 21st century.

Upon successful completion of this course, the student will be able to qualify for certification at the Fire Officer level IV (NFPA 1021) and function as a participant in the day-to-day administrative/ operationally focused process of fire service organizational community outreach programming, central record/data repository systems, budgeting planning with multi-agency involvement. (NFPA 1021, Fire Officer Professional Qualifications).

The Fire Service Officer 3 candidate must meet the following entrance requirements before certification can be issued:

- Candidate must be a minimum of 18 years of age.
- Candidate must possess a nationally recognized certification to the Fire Service Officer 3 in accordance with NFPA 1021, through IFSAC.
- Candidate will need to obtain Jones and Bartlett Chief Officer text book.
- This Class is an 8 hour Refresher class so that a student will have a chance to ask any question regarding their portfolios which will need to be completed within 1 year of the refresher course and submitted to the course coordinator. At which time the course coordinator along with one of the Officer 4 adjunct instructors will review the portfolio within the year and depending on its accuracy will be accepted or sent back for review.
- When the student's portfolio has been completed and accepted by NMFTA the student will then be allowed to sign up for the Officer 4 test at any open test site which will need to be requested by the student.

- Officer 4 JPR portfolio criteria will be as follows- students will be given up to 2 years from completion on the fire officer 3 course to register for the Officer 4 class, at that time the student will have 1 year to turn in a portfolio based on the JPR listed for officer 4 (students will receive this documentation only after they register for this class through NMFTA). Upon written confirmation from NMFTA that portfolio is complete student will have the opportunity to take the written test at an open test site in which they will need to score a minimum of 70% to receive their fire officer 4 IFSAC certification.
NOTE: The Officer 4 class will be listed twice a year on the NMFTA web site.
- If candidate surpasses the 3 year mark criteria listed the student will be required to attend a 40 class that will be held at NMFTA in which their portfolio will need to be completed and graded by the end of that class as well as pass the written exam with at least a 70% to receive their Officer 4 certification.
- Minimum number of 6 and a Maximum not to exceed 14 students.

To obtain Certification as a Fire Service Officer IV, please complete the following form. You must provide documentation as required. If using material already created, it cannot be older than five (5) years old. Please address each requirement in the standard and how you fulfill each one. Your documentation to the New Mexico Firefighters Training Academy should be in a binder. Your material should be well organized with the NFPA reference number listed on each document you submit.

Pre-requisites for certification as Fire Service Officer IV: ***Fire Service Officer III.***

These requirements are based on ***NFPA 1021.***

Objectives

Description of skill and/or knowledge

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

Criteria to meet standard

Provide documentation of departmental and response area demographics and how this data is used to determine recruitment hiring and promotional policies. If no current policy exists candidate should develop one and describe how it should be implemented within the department.

7.2.2

Description of skill and/or knowledge

Evaluate current employee/management relations and initiate the development of a process that supports a positive and participative employee/management program.

Criteria to meet standard

Provide a written explanation of current employee/management relations, identifying any problems or areas for improvement. Create a detailed plan for correcting or improving identified deficiencies.

7.2.3

Description of skill and/or knowledge

Establish and evaluate a list of education and in-service training goals, given a summary of the job requirements for all positions within the department, so that all members can achieve and maintain required proficiencies.

Criteria to meet standard

Provide a list of professional development goals for all positions in the department. Give an explanation of the need for the determined training goals and how these goals are to be achieved.

7.2.4

Description of skill and/or knowledge

Appraise a member-assistance program, given data, to determine if the program, when used, produces the desired results and benefits.

Criteria to meet standard

Provide an in-depth assessment of the member assistance program and identify any deficiencies found and actions that have been taken to correct these areas. If no member assistance program exists the candidate should develop one and describe how it should be implemented within the department.

7.2.5

Description of skill and/or knowledge

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

Criteria to meet standard

Provide an in-depth assessment of an incentive program and identify any deficiencies found and actions that have been taken to correct these areas. If no incentive program exists the candidate should develop one and describe how it should be implemented within the department.

- 7.3.1 Description of skill and/or knowledge
Attend, participate in, and assume a leadership role in given community events in order to understand and respond to community needs and enhance the image of the fire department
- Criteria to meet standard
Provide a detailed report on participation in a community event and how the candidate's leadership benefited the event.
- 7.4.1 Description of skill and/or knowledge
Develop a comprehensive long-range plan, given community requirements, current department status, and resources, so that the projected needs of the community are met.
- Criteria to meet standard
Create a long range plan based on community needs and current departmental conditions then detail how the identified needs will be met by the department.
- 7.4.2 Description of skill and/or knowledge
Evaluate and project training requirements, facilities, and buildings needs, given data that reflect community needs and resources, to meet departmental training goals.
- Criteria to meet standard
Conduct a training needs assessment that includes training programs infrastructure and capital outlay considerations and how these needs might be met.
- 7.4.3 Description of skill and/or knowledge
Complete a written comprehensive risk, hazard, 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.
- Criteria to meet standard
Provide a comprehensive risk, hazard, and value analysis. Include any conclusions made that will improve the response/service capabilities of the department.

7.4.4 Description of skill and/or knowledge

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.

Criteria to meet standard

Based on a community need develop a capital improvement project including revenue sources and projected up keep costs over the life of the project.

7.6.1 Description of skill and/or knowledge

Develop a comprehensive disaster plan that integrates other agencies' resources, given data, in order to rapidly and effectively mitigate the impact on a community.

Criteria to meet standard

Show documentation that the plan was used either in a mass casualty drill or an actual incident. Critique any deficiencies or adjustments that needed to be made in the plan.

7.6.2 Description of skill and/or knowledge

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

Criteria to meet standard

Show documentation that the plan was used either in a mass casualty drill or an actual incident. Critique any deficiencies or adjustments that needed to be made in the plan.

7.7.1 Description of skill and/or knowledge

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

Criteria to meet standard

Provide leadership in a risk management program, if no program exists create and implement one.