



FIRE OFFICER II

PRODUCT PORTFOLIO DESCRIPTION

(NFPA Standard 1021, 2014 Edition)

**Department of Public Safety
Alaska Fire Standards Council
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AFSC FIRE OFFICER II PRODUCT PORTFOLIO DESCRIPTION

Alaska Fire Standards Council (AFSC) Fire Officer II Candidate:

Candidates for the Fire Officer II level of certification are generally in a supervisory/managerial position and the Fire Officer II takes orders from Chief Officer's and issues orders to subordinates. They counsel people within their department and are responsible to answer questions that the public, management team, and political authorities may have about the department's policies and procedures. They are involved in the development and implementation of policies and procedures.

Candidate's seeking qualification at the Fire Officer II level shall prepare a written/typed product portfolio with correct grammar, spelling, and punctuation (i.e. APA or MLA style). Documents or reports that support the core job performance requirements shall address the candidate's department operational policies and procedures with actual examples that meet the intent of the JPR's. A candidate shall package product portfolios in a three-ring binder or bound in an organized manner. A candidate should prepare the packet in a professional style that the potential Fire Officer II and his or her organization can take pride in displaying.

The JPR Performance Outcome is an example of what the demonstration of this skill should look like. This is a minimal example, and can be modified, as long as it meets or exceeds the intent of the Task(s). The AFSC designated Certifying Officer and members of the Fire Officer Committee will determine if the Fire Officer II JPR is met. Attached you will find a checklist of the minimum supporting documentation that the AFSC expect to see accompanying a Fire Officer II product portfolio packet. Please note that depending on the scenario that the candidate chooses to submit, the JPR may require additional supporting documentation beyond that outlined on the checklist.

The items on this checklist are not all-inclusive and a candidate may go above and beyond the checklist. Candidates must understand that your department head or designee signature on the skills sheets does not mean it will receive AFSC approval. The certification standard is the NFPA/AFSC criteria, NOT the department policy and procedure. Questions about the product/portfolio packet can be directed to the AFSC office and staff can answer question about the Fire Officer II Skill Packet process.

Candidates should eliminate all information in compliance with the Privacy Act and HIPAA guidelines. This packet may be reviewed outside of the AFSC office by Certifying Officers and members of the Fire Officer II committee. Once this packet has been submitted to AFSC, it becomes the property of AFSC and will NOT be returned. Please make sure you keep a copy for your records.

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FIRE OFFICER II PRACTICAL PERFORMANCE OUTCOME

Skill Sheet FOII-1 (5.2.1): *“Initiate actions to maximize member performance and/or to correct unacceptable performance ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the counseling session was planned and conducted
 - Notes from/about the session.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Written report

Skill Sheet FOII-2 (5.2.2): *“Evaluate the job performance of assigned members ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the interview session was planned and conducted
 - Notes from/about the session.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms, records, job description.
 - Written evaluation/report

Skill Sheet FO II-3 (5.2.3): *“Create a professional development plan for a member...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the development plan meeting was planned and conducted
 - Notes from/about the session.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms, records, job description.

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Skill Sheet FO II-4 (5.3.1): *“Explain the benefits to the organization of cooperating...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the problem was identified, analyzed, and a solution developed.
 - How the policy was researched, prepared and presented.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Written report

Skill Sheet FO II-5 (5.4.1): *“Develop a policy or procedure ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the problem was identified, analyzed, and a solution developed.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms and records.
 - Written report

Skill Sheet FOII-6 (5.4.2): *“Develop a project or divisional budget ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the capital, operating, and personnel costs were determined and justified.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable supporting data, forms, and records.
 - Written budget proposal

Skill Sheet FOII-7 (5.4.3): *“Describe the process of purchasing ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the bidding process was applied to the purchase.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable supporting data, forms, and records.
 - Written proposal/records

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Skill Sheet FOII-8 (5.4.4): *“Prepare a news release ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the news release was researched, prepared, and reviewed.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - The written news release

Skill Sheet FOII-9 (5.4.5): *“Prepare a concise report for transmittal to a supervisor ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the report was researched, prepared, and presented.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable supporting data, forms, and records.
 - Written report

Skill Sheet FO II-10 (5.4.6): *“Develop a plan to accomplish change in the organization...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - Explain reasons for changing the agency’s policy in a positive manner.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms and records.
 - Written report

Skill Sheet FOII-11 (5.5.1): *“Determine the point of origin and preliminary cause of a fire ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the investigation was completed, and documented.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms and records.
 - Written report with applicable photographs, diagrams, data, and sketches.

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Skill Sheet FOII-12 (5.6.1): *“Produce operational plans for a hazardous materials incident and another multi-unit emergency incident...”*

- Detailed narratives outlining the methods used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the operational plans were produced and implemented for each incident
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable written reports, tactical worksheets, ICS forms

Skill Sheet FOII-13 (5.6.2): *“Develop and conduct a post-incident analysis ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the post-incident analysis was prepared for, completed, and documented.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms and records.

Skill Sheet FOII-14 (5.6.3): *“Prepare a written report, given incident reporting data from the jurisdiction...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the report was prepared for, completed, and documented.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms and records.
 - Written report to supervisor with appropriate action plans and recommendations

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Skill Sheet FOII-15 (5.7.1): *“Analyze a member’s accident, injury, or health exposure history ...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the analysis was prepared for, completed, and documented.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Completed records, forms, drawings/pictures (if applicable)
 - Written report to supervisor with appropriate action plans and recommendations