



Fire Officer II Certification

Skill # 2

Maximum Time Allowed: **120 min.**

INSTRUCTIONS TO THE CANDIDATE

The candidate, as an individual and given a scenario, will prepare recommendations for changes to an existing policy or procedure so that the recommendations identify the problem and propose of a solution, prepare a properly formatted budget request that is supported with data, and prepare a concise report for transmittal to a supervisor given fire department records and a specific request for details such as trends, variances, or other related topics.

CANDIDATE PERFORMANCE			1 st Attempt		2 nd Attempt	
			Yes	No	Yes	No
◆ Candidate has informed the evaluator that they have been trained in this skill			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IDENTIFY PROBLEM, PREPARE PROPOSAL, and IDENTIFY COST			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified the problem with the existing policy or procedure			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepared document proposing a new policy resolving the problem			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified the cost to fund a new policy resolving the problem			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PREPARE BUDGET REQUEST			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepared budget expansion/justification to request funding new policy change			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed form to request purchase			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IDENTIFY BENEFITS OF PROPOSED CHANGE			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified the benefits of the proposed change			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used available data to support claim			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total steps candidate must complete to pass:		6	Total		<input type="checkbox"/>	<input type="checkbox"/>

◆ **Critical Step** - Failure on this step results in failure of the entire skill.

Candidate Name _____

1st Evaluator Signature _____ Date _____

2nd Evaluator Signature _____ Date _____



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Objective(s): 5.4.1, 5.4.2, 5.4.4 NFPA Standard 1021 2003 Edition

INSTRUCTIONS TO THE PROCTOR/EVALUATOR

EQUIPMENT LIST: Skill 2 Scenario Packet, Pens/Pencils

Proctor/Candidate Comments

I was informed of the task steps missed that resulted in the failure of this skill and the OSU-FST re-test policies.

Candidate Signature

Date

Test Re-test Date: _____ Location: _____