



## **Standardized Curriculum Form Ontario, Canada**

**Office of the Fire Marshal and Emergency Management  
Curriculum based on  
NFPA 1021, Chapter 5, 2014 Edition**

# **FIRE OFFICER II**

**National Fire Protection Association Standard for  
Fire Officer Professional Qualifications**

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## Components of the OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form

The OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Forms in Ontario, Canada, are based on internationally-recognized, competency-based, professional qualification standards through the National Fire Protection Association (NFPA). Columns within this form from pages 4 and onward are composed of:

### NFPA Objective

National Fire Protection Association Objectives are major competencies and Job Performance Requirements (JPR) within a professional qualifications standard that learners must acquire before successful completion of voluntary testing and certification. To attain these competencies, the OFMEM is offering flexible training delivery models centered on being accessible, attainable, and affordable.

### Requisite Knowledge

As defined in published NFPA Professional Qualifications Standards, Requisite Knowledge is “Fundamental knowledge one must have in order to perform a specific task”. This can be acquired by referring to the various suggested readings described below. Information used to construct multiple choice test questions in the Provincial Certification Exam for FIRE OFFICER II is derived from these materials.

### Requisite Skills

As defined in published NFPA Professional Qualifications Standards, Requisite Skills are “The essential skills one must have in order to perform a specific task”. This can be acquired by referring to the various suggested readings described below along with the latest version of the Office of the Fire Marshal and Emergency Management’s Skills Sheets Booklet for FIRE OFFICER II. This booklet is used by Provincial Examiners to evaluate Requisite Skill requirements for those voluntarily seeking certification to NFPA 1021, Chapter 5, 2014 Edition.

### Suggested Readings

A total of 50 multiple choice questions in the Provincial Certification Exam for FIRE OFFICER II (NFPA 1021-2014) will appear on the test, and are derived from the following suggested readings:

<u>Publisher/Title/Edition</u>	<u>Key Word Reference</u>
1. NFPA 1021, <i>Standard for Fire Officer Professional Qualifications</i> , 2014 Edition <ul style="list-style-type: none"><li>Refer to Chapter 5 regarding Fire Officer II (pages 10 - 11)</li></ul>	NFPA 1021, 2014 Ed.
2. IFSTA, <i>Fire and Emergency Services Company Officer</i> , 5th Edition <ul style="list-style-type: none"><li>Refer to Fire Officer II material from Chapters 12 to 17 (pages 346 - 461)</li></ul>	IFSTA FESCO, 5 <sup>th</sup> Ed.
<b>OR</b>	
3. Jones and Bartlett, <i>Fire Officer: Principles and Practice</i> , 3rd Edition <ul style="list-style-type: none"><li>Refer to Fire Officer II material in appropriate chapters/sections of this textbook if not using IFSTA resource</li></ul>	J&B FOPP, 3 <sup>rd</sup> Ed.

### Knowledge Test Weighting (Out of 100%)

This column references percentage of multiple choice questions that will appear on the Provincial Certification Exam for knowledge-based testing for FIRE OFFICER II.

Questions are validated by a Provincial Advisory Committee (PAC), and used for voluntary, knowledge-based testing of those seeking certification to NFPA 1021, Chapter 5, 2014 Edition through the Academic Standards and Evaluation Unit of the Office of the Fire Marshal and Emergency Management. A mark of 70% or better is required to receive a “Pass” on the knowledge test.

### Skill Sheet #

This column references skill objectives that will be evaluated by the Office of the Fire Marshal and Emergency Management, to test Requisite Skill requirements of FIRE OFFICER II for those voluntarily seeking certification to NFPA 1021, Chapter 5, 2014 Edition.

**Office of the Fire Marshal and Emergency Management  
Provincial Advisory Committee for FIRE OFFICER II**

**NFPA 1021, Chapter 5, 2014 Edition**

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This document has been reviewed and approved by the Manager of the Academic Standards and Evaluation Unit of the Office of the Fire Marshal and Emergency Management (OFMEM) in Ontario, Canada:

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**Date:** *April 28, 2017*

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# OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



**Course: FIRE OFFICER II**

**Standard: NFPA 1021, Chapter 5, 2014 Edition**

NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
<b>5.1 General</b>					
For qualification at Level II, the Fire Officer I shall meet the requirements of Fire Instructor I as defined in NFPA 1041 and the job performance requirements defined in Sections 5.2 through 5.7 of this standard.					
<b>5.1.1 General Prerequisite Knowledge</b>					
	The organization of local government Enabling and regulatory legislation and the law-making process at the local, state/provincial, and federal levels The functions of other bureaus, divisions, agencies, and organizations and their roles and responsibilities that relate to the fire service		<b>IFSTA FESCO, 5<sup>th</sup> Ed.</b> <b>Chapters 12, 13</b>  <b>J&amp;B FOPP, 3<sup>rd</sup> Ed.</b> <b>Chapters 11, 13, 14</b>	<b>Covered by questions contained in 5.2.1 to 5.7.1 of test bank, based on material listed under "Suggested Readings"</b>	
<b>5.1.2 General Prerequisite Skills</b>					
		Intergovernmental and interagency cooperation	<b>IFSTA FESCO, 5<sup>th</sup> Ed.</b> <b>Chapters 12, 13</b>  <b>J&amp;B FOPP, 3<sup>rd</sup> Ed.</b> <b>Chapters 11, 13, 14</b>		<b>Skill Sheet #7</b>
<b>5.2 Human Resource Management</b>					
This duty involves evaluating member performance, according to the following job performance requirements.					
<b>5.2.1</b>					
Initiate actions to maximize member performance and/or to correct unacceptable performance, given	Human resource policies and procedures	The ability to communicate	<b>IFSTA FESCO, 5<sup>th</sup> Ed.</b> <b>Chapters 12, 13</b>	<b>10% of questions</b>	<b>Skill Sheet #5</b>



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NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
human resource policies and procedures.			<b>J&amp;B FOPP, 3<sup>rd</sup> Ed. Chapters 6, 7, 9</b>		
	Problem identification	The ability to communicate in writing			
	Organizational behavior	The ability to solve problems			
	Group dynamics	The ability to increase team work			
	Leadership styles	The ability to counsel members			
	Types of power				
	Interpersonal dynamics				
<b>5.2.2</b>					
Evaluate the job performance of assigned members, given personnel records and evaluation forms.	Human resource policies and procedures	The ability to communicate orally	<b>IFSTA FESCO, 5<sup>th</sup> Ed. Chapters 12, 13</b>	<b>4% of questions</b>	<b>Skill Sheet #6</b>
	Job descriptions	The ability to communicate in writing			
	Objective of a member evaluation program	The ability to plan and conduct evaluations	<b>J&amp;B FOPP, 3<sup>rd</sup> Ed. Chapter 9</b>		
	Common errors in evaluating				
<b>5.2.3</b>					
Create a professional development plan for a member of the organization, given the requirements for promotion.	Development of a professional development guide	The ability to communicate orally	<b>IFSTA FESCO, 5<sup>th</sup> Ed. Chapters 12, 13</b>	<b>6% of questions</b>	<b>Skill Sheet #6</b>
	Job shadowing	The ability to communicate in writing			
			<b>J&amp;B FOPP, 3<sup>rd</sup> Ed. Chapter 8</b>		
<b>5.3 Community and Government Relations</b>					
This duty involves dealing with inquiries of allied organizations in the community and projecting the role, mission, and image of the department to other organizations with similar goals and missions for the purpose of establishing strategic partnerships and delivering safety, injury, and fire prevention education programs, according to the following job performance requirements					
<b>5.3.1</b>					
Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community.	Agency mission and goals	The ability to develop interpersonal relationships	<b>IFSTA FESCO, 5<sup>th</sup> Ed. Chapter 12</b>	<b>6% of questions</b>	<b>Skill Sheet #7</b>



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NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
	The types and functions of external agencies in the community	The ability to communicate orally	<b>J&amp;B FOPP, 3<sup>rd</sup> Ed. Chapter 11, 13, 14</b>		
		The ability to communicate in writing			
<b>5.4 Administration</b>					
This duty involves preparing a project or divisional budget, news releases, and policy changes, according to the following job performance requirements					
<b>5.4.1</b>					
Develop a policy or procedure, given an assignment.	Policies and procedures	The ability to communicate in writing	<b>IFSTA FESCO, 5<sup>th</sup> Ed. Chapters 12, 14</b>  <b>J&amp;B FOPP, 3<sup>rd</sup> Ed. Chapter 9</b>	<b>4% of questions</b>	<b>Skill Sheet #1</b>
	Problem identification	The ability to solve problems			
<b>5.4.2</b>					
Develop a project or divisional budget, given schedules and guidelines concerning its preparation.	The supplies and equipment necessary for ongoing or new projects	The ability to allocate finances	<b>IFSTA FESCO, 5<sup>th</sup> Ed. Chapters 12, 14</b>  <b>J&amp;B FOPP, 3<sup>rd</sup> Ed. Chapter 14</b>	<b>6% of questions</b>	<b>Skill Sheet #2</b>
	Repairs to existing facilities	The ability to relate interpersonally			
	New equipment	The ability to communicate orally			
	Apparatus maintenance	The ability to communicate in writing			
	Personnel costs				
	Appropriate budgeting system				
<b>5.4.3</b>					
Describe the process of purchasing, including soliciting and awarding bids, given established specifications in order to ensure competitive bidding.	Purchasing laws	The ability to use evaluative methods	<b>IFSTA FESCO, 5<sup>th</sup> Ed. Chapters 12, 14</b>  <b>J&amp;B FOPP, 3<sup>rd</sup> Ed. Chapter 14</b>	<b>4% of questions</b>	<b>Skill Sheet #2</b>
	Policies and procedures	The ability to communicate orally			
		The ability to communicate in writing			
<b>5.4.4</b>					
Prepare a news release, given an event or topic.	Policies and procedures	The ability to communicate orally	<b>IFSTA FESCO, 5<sup>th</sup> Ed. Chapter 12</b>  <b>J&amp;B FOPP, 3<sup>rd</sup> Ed.</b>	<b>2% of questions</b>	<b>Skill Sheet #3</b>
	Format used for news releases	The ability to communicate in writing			



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NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
			<b>Chapter 4</b>		
<b>5.4.5</b>					
Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics.	The data processing system	The ability to communicate in writing	<b>IFSTA FESCO, 5<sup>th</sup> Ed. Chapter 12</b>  <b>J&amp;B FOPP, 3<sup>rd</sup> Ed. Chapter 4</b>	<b>2% of questions</b>	<b>Skill Sheets #1, #2</b>
		The ability to interpret data			
<b>5.4.6</b>					
Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures.	Planning and implementing change	The ability to clearly communicate orally	<b>IFSTA FESCO, 5<sup>th</sup> Ed. Chapters 12, 14</b>  <b>J&amp;B FOPP, 3<sup>rd</sup> Ed. Chapter 19</b>	<b>2% of questions</b>	<b>Skill Sheet #1</b>
		The ability to clearly communicate in writing			
<b>5.5 Inspection and Investigation</b>					
This duty involves conducting fire investigations to determine origin and preliminary cause, according to the following job performance requirements					
<b>5.5.1</b>					
Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data, and/or sketches, to determine if arson is suspected.	Methods used by arsonists	The ability to communicate orally	<b>IFSTA FESCO, 5<sup>th</sup> Ed. Chapters 12, 15</b>  <b>J&amp;B FOPP, 3<sup>rd</sup> Ed. Chapter 18</b>	<b>16% of questions</b>	<b>Skill Sheet #8</b>
	Common causes of fire	The ability to communicate in writing			
	Basic origin and cause determination	The ability to apply knowledge using deductive skills			
	Fire growth and development Documentation of preliminary fire investigative procedures				
<b>5.6 Emergency Service Delivery</b>					
This duty involves supervising multi-unit emergency operations, conducting pre-incident planning, and deploying assigned resources, according to the following job requirements.					



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NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
<b>5.6.1</b>					
Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600, and AHJ-approved safety procedures.	Standard operating procedures	The ability to implement an incident management system	<b>IFSTA FESCO, 5<sup>th</sup> Ed. Chapters 12, 16</b>  <b>J&amp;B FOPP, 3<sup>rd</sup> Ed. Chapters 13, 15, 17</b>	<b>12% of questions</b>	<b>Skill Sheet #9</b>
	National, state/provincial, and local information resources available for the mitigation of emergency incidents	The ability to communicate orally			
	An incident management system	The ability to supervise and account for assigned personnel under emergency conditions			
	A personnel accountability system	The ability to serve in command staff and unit supervision positions within the Incident Management System			
<b>5.6.2</b>					
Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms.	Elements of a post-incident analysis	The ability to write reports	<b>IFSTA FESCO, 5<sup>th</sup> Ed. Chapters 12, 16</b>  <b>J&amp;B FOPP, 3<sup>rd</sup> Ed. Chapter 15</b>	<b>8% of questions</b>	<b>Skill Sheet #10</b>
	Basic building construction	The ability to communicate orally			
	Basic fire protection systems and features	The ability to evaluate skills			
	Basic water supply				
	Basic fuel loading				
	Fire growth and development				
	Departmental procedures relating to dispatch response				
	Strategy tactics and operations				
	Customer service				
<b>5.6.3</b>					
Prepare a written report, given incident reporting data from the jurisdiction.	Analyzing data	The ability to write clearly	<b>IFSTA FESCO, 5<sup>th</sup> Ed. Chapters 12, 16</b>  <b>J&amp;B FOPP, 3<sup>rd</sup> Ed. Chapter 4</b>	<b>6% of questions</b>	<b>Skill Sheet #11</b>
		The ability to interpret response data correctly to identify the reasons for service demands			





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NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
<b>5.7 Health and Safety</b>					
This duty involves reviewing injury, accident, and health exposure reports, identifying unsafe work environments or behaviors, and taking approved action to prevent reoccurrence, according to the following job requirements					
<b>5.7.1</b>					
Analyze a member's accident, injury, or health exposure history, given a case study.	The cause of unsafe acts, health exposures or conditions that result in accidents, injuries, occupational illnesses or death.	The ability to communicate in writing	<b>IFSTA FESCO, 5<sup>th</sup> Ed. Chapters 12, 17</b>	<b>12% of questions</b>	<b>Skill Sheet #4</b>
		The ability to interpret accidents, injuries, occupational illnesses, or death reports.	<b>J&amp;B FOPP, 3<sup>rd</sup> Ed. Chapter 5</b>		