



Standardized Curriculum Form Ontario, Canada

**Office of the Fire Marshal and Emergency Management
Curriculum based on
NFPA 1021, Chapter 4, 2014 Edition**

FIRE OFFICER I

**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 I are 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 I. This booklet is used by Provincial Examiners to evaluate Requisite Skill requirements for those voluntarily seeking certification to NFPA 1021, Chapter 4, 2014 Edition.

Suggested Readings

A total of 100 multiple choice questions in the Provincial Certification Exam for FIRE OFFICER I (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">Refer to Chapter 4 regarding Fire Officer I (pages 7 - 10)	NFPA 1021, 2014 Ed.
2. IFSTA, <i>Fire and Emergency Services Company Officer</i> , 5th Edition <ul style="list-style-type: none">Refer to Fire Officer I material from Chapters 1 to 11 (pages 1 - 348)	IFSTA FESCO, 5 th Ed.
OR	
3. Jones and Bartlett, <i>Fire Officer: Principles and Practice</i> , 3rd Edition <ul style="list-style-type: none">Refer to Fire Officer I material in appropriate chapters/sections of this textbook if not using IFSTA resource	J&B FOPP, 3 rd Ed.
AND	
4. Government of Ontario, <i>2012 Building Code Compendium</i> , Appendix A, MMAH <ul style="list-style-type: none">Refer to “A-3.1.2.1.(1) Major Occupancy Classification”	Building Code, 2012
5. Government of Ontario, <i>Occupational Health and Safety Act, R.S.O. 1990</i> <ul style="list-style-type: none">General knowledge is required on job safety and health standards in Ontario	OHSA, 1990

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 I.

Questions are validated by a Provincial Advisory Committee (PAC), and used for voluntary, knowledge-based testing of those seeking certification to NFPA 1021, Chapter 4, 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 I for those voluntarily seeking certification to NFPA 1021, Chapter 4, 2014 Edition.

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

NFPA 1021, Chapter 4, 2014 Edition

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OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



Course: FIRE OFFICER I

Standard: NFPA 1021, Chapter 4, 2014 Edition

NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
4.1* General					
For qualification at Fire Officer Level I, the candidate shall meet the requirements of Fire Fighter II as defined in NFPA 1001, Fire Instructor I as defined in NFPA 1041, and the job performance requirements defined in Sections 4.2 through 4.7 of this standard.					
4.1.1 General Prerequisite Knowledge					
	The organizational structure of the department Geographical configuration and characteristics of response districts Departmental operating procedures for administration, emergency operations, incident management system and safety Fundamentals of leadership Departmental budget process Information management and recordkeeping The fire prevention and building safety codes and ordinances applicable to the jurisdiction Current trends, technologies, and socioeconomic and political factors that impact the fire service Cultural diversity Methods used by supervisors to obtain cooperation within a group of subordinates The rights of management and members Agreements in force between the organization and members Generally accepted ethical practices, including a professional code of ethics		NFPA 1021, 2014 Ed. Chapter 4 IFSTA FESCO, 5 th Ed. Chapters 1 to 11 J&B FOPP, 3 rd Ed. Related Chapters to FO I Building Code, 2012 A-3.1.2.1.(1) OHSА, 1990	Covered by questions contained in 4.2.1 to 4.7.3 of test bank, based on material listed under "Suggested Readings"	



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
	Policies and procedures regarding the operation of the department as they involve supervisors and members				
4.1.2 General Prerequisite Skills					
		The ability to effectively communicate in writing utilizing technology provided by the AHJ Write reports, letters, and memos utilizing word processing and spreadsheet programs Operate in an information management system Effectively operate at all levels in the incident management system utilized by the AHJ	NFPA 1021, 2014 Ed. Chapter 4 IFSTA FESCO, 5th Ed. Chapters 1 to 11 J&B FOPP, 3rd Ed. Related Chapters to FO I Building Code, 2012 A-3.1.2.1.(1) OHSA, 1990		Skill Sheets #1, #7, #9, #11, #13
4.2 Human Resource Management					
This duty involves utilizing human resources to accomplish assignments in accordance with safety plans and in an efficient manner. This duty also involves evaluating member performance and supervising personnel during emergency and nonemergency work periods, according to the following job performance requirements.					
4.2.1					
Assign tasks or responsibilities to unit members, given an assignment at an emergency incident.	Verbal communications during emergency incidents	The ability to condense instructions for frequently assigned unit tasks based on training and standard operating procedures	IFSTA FESCO, 5th Ed. Chapter 5 J&B FOPP, 3rd Ed. Chapters 4, 5, 7, 16, 17	6% of questions	Skill Sheet #14
	Techniques used to make assignments under stressful situations Methods of confirming understanding				



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
4.2.2					
Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location.	Verbal communications under nonemergency situations	The ability to issue instructions for frequently assigned unit tasks based on department policy	IFSTA FESCO, 5th Ed. Chapter 5	2% of questions	Skill Sheet #5
	Techniques used to make assignments under routine situations		J&B FOPP, 3rd Ed. Chapters 3, 4, 7		
	Methods of confirming understanding				
4.2.3					
Direct unit members during a training evolution, given a company training evolution and training policies and procedures.	Verbal communication techniques to facilitate learning	The ability to distribute issue-guided directions to unit members during training evolutions	IFSTA FESCO, 5th Ed. Chapters 5, 8	3% of questions	Skill Sheet #5
			J&B FOPP, 3rd Ed. Chapters 5, 8		
4.2.4					
Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures.	The signs and symptoms of member-related problems	The ability to recommend a course of action for a member in need of assistance	IFSTA FESCO, 5th Ed. Chapter 4	3% of questions	Skill Sheet #6
	Causes of stress in emergency services personnel		J&B FOPP, 3rd Ed. Chapter 9		
	Adverse effects of stress on the performance of emergency service personnel				
	Awareness of AHJ member assistance policies and procedures				
4.2.5*					
Apply human resource policies and procedures, given an administrative situation requiring action.	Human resource policies and procedures	The ability to communicate orally	IFSTA FESCO, 5th Ed. Chapters 4, 5	3% of questions	Skill Sheet #6
		The ability to communicate in writing	J&B FOPP, 3rd Ed. Chapters 3, 6, 9, 10		
		The ability to relate interpersonally			
4.2.6					
Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates.	Principles of supervision	The ability to plan and to set priorities	IFSTA FESCO, 5th Ed. Chapters 3, 4	3% of questions	Skill Sheet #5
	Basic human resource management		J&B FOPP, 3rd Ed. Chapters 6, 7		



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
4.3 Community and Government Relations					
This duty involves dealing with inquiries of the community and communicating the role, image, and mission of the department to the public and delivering safety, injury, and fire prevention education programs, according to the following job performance requirements.					
4.3.1					
Initiate action on a community need, given policies and procedures.	Community demographics and service organizations	Familiarity with public relations	IFSTA FESCO, 5th Ed. Chapter 9	2% of questions	Skill Sheet #7
	Verbal and nonverbal communication An understanding of the role and mission of the department	Ability to communicate verbally	J&B FOPP, 3rd Ed. Chapter 11		
4.3.2					
Initiate action to a citizen's concern, given policies and procedures.	Interpersonal relationships	Familiarity with public relations	IFSTA FESCO, 5th Ed. Chapters 5, 9	3% of questions	Skill Sheet #7
	Verbal and nonverbal communication	Ability to communicate verbally	J&B FOPP, 3rd Ed. Chapter 12		
4.3.3					
Respond to a public inquiry, given policies and procedures.	Written communication techniques	The ability to relate interpersonally	IFSTA FESCO, 5th Ed. Chapters 5, 9	3% of questions	Skill Sheet #7
	Oral communication techniques	The ability to respond to public inquiries	J&B FOPP, 3rd Ed. Chapters 11, 12		
4.4 Administration					
This duty involves general administrative functions and the implementation of departmental policies and procedures at the unit level, according to the following job performance requirements.					
4.4.1					
Recommend changes to existing departmental policies and/or implement a new departmental	Written communication	The ability to relate interpersonally	IFSTA FESCO, 5th Ed. Chapters 5, 6	3% of Questions	Skill Sheet #1



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
policy at the unit level, given a new departmental policy.			J&B FOPP, 3rd Ed. Chapters 12, 19		
	Oral communication	Ability to communicate change in a positive manner			
4.4.2					
Execute routine unit-level administrative functions, given forms and record-management systems.	Administrative policies and procedures	The ability to communicate orally	IFSTA FESCO, 5th Ed. Chapter 6	3% of questions	Skill Sheet #2
	Records management	The ability to communicate in writing	J&B FOPP, 3rd Ed. Chapter 3		
4.4.3					
Prepare a budget request, given a need and budget forms.	Policies and procedures	The ability to communicate in writing	IFSTA FESCO, 5th Ed. Chapter 6	1% of questions	Skill Sheet #2
	Revenue sources Budget process		J&B FOPP, 3rd Ed. Chapter 14		
4.4.4					
Explain the purpose of each management component of the organization, given an organization chart.	Organizational structure of the department	The ability to communicate verbally in a clear and concise manner	IFSTA FESCO, 5th Ed. Chapter 4	2% of questions	Skill Sheet #3
	Functions of management		J&B FOPP, 3rd Ed. Chapters 7, 19		
4.4.5					
Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization.	The agency's records management system	The ability to communicate orally	IFSTA FESCO, 5th Ed. Chapter 6	3% of questions	Skill Sheet #4
		The ability to communicate in writing	J&B FOPP, 3rd Ed. Chapter 4		
4.5* Inspection and Investigation					
This duty involves conducting inspections to identify hazards and address violations, performing a fire investigation to determine preliminary cause, securing the incident scene, and preserving evidence, according to the following job					



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
performance requirements.					
4.5.1					
Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies: (1) Assembly (2) Educational (3) Health care (4) Detention and correctional (5) Residential (6) Mercantile (7) Business (8) Industrial (9) Storage (10) Unusual structures (11) Mixed occupancies	Inspection procedures	The ability to communicate in writing	IFSTA FESCO, 5th Ed. Chapters 9, 10 J&B FOPP, 3rd Ed. Chapter 13 Building Code, 2012 A-3.1.2.1.(1)	8% of questions	Skill Sheet #8
	Fire detection, alarm, and protection systems	The ability to apply the appropriate codes and standards			
	Identification of fire and life safety hazards				
	Marking and identification systems for hazardous materials				
4.5.2					
Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, given an occupancy, and the policies and forms of the AHJ so that a pre-incident plan for any of the following occupancies is developed: (1) Public assembly (2) Educational (3) Institutional (4) Residential (5) Business (6) Industrial	Fire behavior	The ability to use evaluative methods	IFSTA FESCO, 5th Ed. Chapters 9, 10, 11 J&B FOPP, 3rd Ed. Chapter 13	8% of questions	Skill Sheet #9



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
(7) Manufacturing (8) Storage (9) Mercantile (10) Special properties					
	Building construction	The ability to communicate orally			
	Inspection and incident reports	The ability to communicate in writing			
	Detection, alarm, and suppression systems				
	Applicable codes, ordinances, and standards				
4.5.3					
Secure an incident scene, given rope or barrier tape.	Types of evidence	The ability to establish perimeters at an incident scene	IFSTA FESCO, 5th Ed. Chapter 11	2% of questions	Skill Sheet #10
	The importance of fire scene security		J&B FOPP, 3rd Ed. Chapter 18		
	Evidence preservation				
4.6* Emergency Service Delivery					
This duty involves supervising emergency operations, conducting pre-incident planning, and deploying assigned resources in accordance with the local emergency plan and according to the following job performance requirements.					
4.6.1					
Develop an initial action plan, given size-up information for an incident and assigned emergency response resources.	Elements of a size-up	The ability to analyze emergency scene conditions	IFSTA FESCO, 5th Ed. Chapters 10, 11	12% of questions	Skill Sheet #13
	Standard operating procedures for emergency operations	Activate the local emergency plan, including localized evacuation procedures	J&B FOPP, 3rd Ed. Chapter 7, 16, 17		
	Fire behavior	Allocate resources			
		Communicate orally			
4.6.2*					
Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan.	Standard operating procedures	The ability to implement an incident management system	IFSTA FESCO, 5th Ed. Chapters 2, 7, 11	10% of questions	Skill Sheet #14
	Resources available for the mitigation of fire and other emergency incidents	The ability to communicate orally	J&B FOPP, 3rd Ed. Chapters 15, 17		



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
	An incident management system	The ability to manage scene safety			
	Scene safety	Supervise and account for assigned personnel under emergency conditions			
	Personnel accountability system				
4.6.3					
Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms.	Elements of a post-incident analysis	The ability to write reports	IFSTA FESCO, 5th Ed. Chapters 6, 11	5% of questions	Skill Sheet #15
	Basic building construction	The ability to communicate orally	J&B FOPP, 3rd Ed. Chapters 5, 15		
	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 tactics and operations				
	Customer service				
4.7* Health and Safety					
This duty involves integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene, including the donning of appropriate levels of personal protective equipment to ensure a work environment that is in accordance with health and safety plans for all assigned members, according to the following job performance requirements					
4.7.1					
Apply safety regulations at the unit level, given safety policies and procedures.	The most common causes of personal injury and accident to members	The ability to identify safety hazards	IFSTA FESCO, 5th Ed. Chapter 7	7% of questions	Skill Sheet #11
	Safety policies and procedures	The ability to communicate orally	J&B FOPP, 3rd Ed. Chapters 5		
	Basic workplace safety	The ability to communicate in writing			
	The components of an infectious disease control program				
			OHSA, 1990		



OFMEM Academic Standards and Evaluation Unit Standardized Curriculum Form



NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Sheet #
4.7.2					
Conduct an initial accident investigation, given an incident and investigation forms.	Procedures for conducting an accident investigation	Ability to communicate orally	IFSTA FESCO, 5th Ed. Chapter 7 J&B FOPP, 3rd Ed. Chapters 5	5% of questions	Skill Sheet #11
	Safety policies and procedures	Ability to communicate in writing			
		Ability to conduct interviews			
4.7.3					
Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies.	National death and injury statistics	The ability to communicate orally	IFSTA FESCO, 5th Ed. Chapter 7 J&B FOPP, 3rd Ed. Chapters 5	3% of questions	Skill Sheet #12
	Fire service safety and wellness initiatives				
	Agency policies				