

Fire Officer II Mentoring Project

To the Mentor-

This Mentoring experience is designed to familiarize the Fire Officer II candidate with first-hand involvement in communications, pre-planning, incident management system, tactical decision making, resource utilization, incident critiques, and the evaluative process found in the Job Performance Requirements (JPR's) addressed in Chapter 5 of NFPA 1021. It is focused on an individual who is a current company officer today and by various processes becomes a chief officer or manager tomorrow.

As a Mentor, you will be expected to conduct a learning process for the candidate and provide an honest and objective overview of their performance while fulfilling the JPR obligation. You have the flexibility to supplement actual activities, if none are available, with an informal discussion format that is conducive to achieving the objectives of each JPR.

The reality is that some geographical areas inherently have periods of inactivity. The candidates would then have the option of traveling to other jurisdictions to accomplish this training and experience as their time allows. The candidate may also utilize instructors or other qualified professionals to fulfill their obligations involved with the learning experience. The goal is to provide a meaningful and educational learning experience that produces a better-rounded officer who will address the challenges that lie ahead. This mentoring experience requirement is designed to be conducted under a higher-ranking officer or other qualified professionals. It is intended to be as close to a "real life experience" as possible.

We sincerely hope that you, as a Mentor, will view this assignment with the seriousness and professionalism that will ultimately impact on the operational effectiveness of incident scene management. You also have an opportunity to make a major contribution to the development of an officer's training by imparting your background and expertise to a new class of fire officers.

This guide is structured to incorporate a certain degree of flexibility that may be exercised in the absence of responses for the Fire Officer II candidate. The mentoring project requirement may be conducted over the time period encompassing the program. There are many variables that affect the time needed to accomplish the specific goals. The mentors shall determine the amount of time needed, considering the ability or background of the candidate.

Ideally, the officer candidate would be evaluated during an actual emergency response by a higher-ranking officer. In areas of low activity, the officer candidate may exercise the option of traveling to another jurisdiction to ride within a more active environment, taking this mentoring evaluation guide with them. It should be emphasized that no candidate is required to travel outside their jurisdiction to accomplish this assignment. In the absence of actual responses, the Mentor may conduct a classroom session with the candidate to provide an informational exchange. The mentoring experience itself is a required component of the successful course completion and is not optional. It is preferable that the candidate remain in their area and meet with a higher-ranking officer to work out scheduling details, but how the candidate fulfills the obligation of a JPR is very flexible and open to meet the needs and schedule of the candidate and their mentor.

While there are 15 JPR's, it is understood that not all will be able to be accomplished due to time or logistical constraints. It is requested the mentor work with the student to complete as many of these skills as possible.

The goal of this mentoring project is to provide a candidate who has little or no managerial experience, with a first-hand exposure to the thinking process that goes into budgeting, discipline, evaluations, Incident Command, and other managerial skills. It is hoped that the individual(s) conducting this training experience will pass on their knowledge to the candidate in an informal or formal setting as necessary to accomplish this task.

Mentoring Project Instructions

To the Student-

Select a higher-ranking officer or a qualified professional who has a variety of experience and education as a Mentor, but more importantly, someone who is willing to help you with your education. If you are already a company officer, select an officer with a higher rank. (*Should you not be a member of a fire department your course instructor will assist you in making arrangements with a fire department that works cooperatively with the technical college system in completing fire service training activities.*)

Provide the Mentor with the written materials listed above, so they are familiar with the intent of the program and accommodate your training needs. Select a time and place to work on this project. It may take more than one session to complete the assignment.

Some objectives may not be feasible to accomplish under actual conditions and may need to be performed using training and simulation sessions. In such cases, the Mentor may opt not to complete the objective if an alternative method to meet it can be achieved, for instance, a table top discussion versus an actual hands-on activity.

While this document lists the base level of each JPR, you should find NFPA 1021- Standard for Fire Officer Professional Qualifications online www.nfpa.org and review the required knowledge and skill requirements.

The Mentor shall complete the Mentoring Evaluation Checklist form and legibly sign and date the JPR in ink. ***The student shall write a five-page report on the mentoring experience and at least two JPR's addressed during the mentoring experience. This is a required component for completion of the Fire Officer II Course and Certification program.*** The report must include what the candidate learned from the experience and how it will benefit them and their department in the future and how at least two of the JPR's will assist them in their duties. The report must be completed in a PDF or Word document format using a 12 pt. font, one-inch margins, double-spaced with correct spelling, grammar, and punctuation.

The student shall provide the completed Mentoring Checklist and the Written Report to their instructor for evaluation prior to the end of the course. This is a requirement of the course and must be fulfilled before you, the student, can take the practical skills test. Once the student has successfully completed the Mentoring Project, provides the completed checklist and written report to the instructor, the instructor shall sign off on the Fire Officer II State Summary Form that the student has completed the Mentoring Project outside of class.

Knowledge Needed To Fulfill the Obligations of This Mentoring Experience

- The organization of local government and functions of other bureaus, divisions, and agencies
- Evaluating member performances.
- Dealing with allied organizations in the community.
- Departmental budget process.
- Determining point of origin and preliminary causes of fire.
- Supervising multi-unit emergency operations.
- Reviewing injury, accident, and health exposures reports.

Skills Needed To Fulfill the Obligations of This Mentoring Experience

- The ability to effectively communicate in writing utilizing technology provided by an Authority Having Jurisdiction (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 an AHJ.

Mentoring Evaluation Checklist

The Fire Officer Student must demonstrate an awareness and practical demonstration of minimum proficiency relating to the following JPR's. The JPR's that are successfully completed by the candidate shall be signed by the Mentor. **While there are 15 JPR's, it is understood that not all will be able to be accomplished due to time or logistical constraints. It is requested the mentor work with the student to complete as many of these skills as possible.**

Job Performance Requirements (JPR's)

5.2-HUMAN RESOURCE MANAGEMENT -This duty involves evaluating member performance, according to the following job performance requirements:

5.2.1 Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.

The student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____

5.2.2 Evaluate the job performance of assigned members, given personnel records and evaluation forms, so that each member's performance is evaluated accurately and reported according to human resource policies and procedures.

The student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____

5.2.3 Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.

The student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____

5.3- Community and Government Relations- 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:

5.3.1 Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.

The student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____

5.4 Administration- This duty involves preparing a project or divisional budget, news releases, and policy changes, according to the following job performance requirements:

5.4.1 Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.

The student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____

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

The student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____

5.4.3 Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding so that the needs of the organization are met within the applicable federal, state/provincial, and local laws and regulations.

The student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____

5.4.4. Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly

The student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____

5.4.5 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 student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____

5.4.6 Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that effective change is implemented in a positive manner

The student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____

5.5-INSPECTION AND INVESTIGATION - This duty involves conducting fire investigations to determine origin and preliminary cause, according to the following job performance requirements:

5.5.1 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 so that law enforcement action is taken.

The student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____

5.6-EMERGENCY SERVICE DELIVERY - This duty involves supervising multi-unit emergency operations, conducting pre-incident planning, and deploying assigned resources, according to the following job requirements:

5.6.1 Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600, and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident

The student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____

5.6.2 Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed.

The student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____

5.6.3 Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.

The student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____

5.7-HEALTH AND SAFETY -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:

5.7.1 Analyze a member’s accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor.

The student has completed this JPR. Date _____

Mentor Title/Name _____ Mentor Signature _____