

## **Fire Officer I Mentoring Project**

### **To the Mentor-**

This Mentoring experience is designed to familiarize the fire officer 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 4 of NFPA 1021. It is focused on an individual who is a firefighter today and by various processes becomes a supervisor tomorrow. Very often this transition takes place with little, if any, exposure to the big picture of incident management and how this individual functions within the system.

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 candidate. The mentoring project requirement may be conducted over the time period encompassing the Fire Officer I program. There are many variables that affect the time needed to accomplish the specific goals. The mentors shall determine the amount of time needed, taking into account 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 23 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 command experience, with a first-hand exposure to the thinking process that goes into commanding an initial response to an actual emergency incident. 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.

The Mentor shall complete the Mentoring Evaluation Checklist form and legibly sign and date the JPR in ink. The student shall write a three page report on the mentoring experience and on ONE JPR of their choosing from the 23 listed. ***This is a required component for completion of the Fire Officer 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 what their chosen JPR covers and why they think it is important for a Fire Officer to understand and comply with the JPR. 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 I 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 organizational structure of a department.
- Geographical configuration and characteristics of response districts.
- Departmental operating procedures for administration, emergency operations, incident management system, and safety.
- Departmental budget process.
- Informational management and record keeping.
- Fire prevention and building safety codes and ordinances applicable to the jurisdiction.
- Current trends, technologies, and socioeconomic and political favors that affect 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.
- Policies and procedures regarding the operation of a department as they involve supervisors and members.

### **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 23 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)

**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, so the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.2.2 Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location, so the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.2.3 Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so the evolution is performed in accordance with safety plans, efficiently, and as directed.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.2.4 Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so the situation is identified and actions taken are within the established policies and procedures.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.2.5 Apply human resource policies and procedures, given an administrative situation requiring action, so policies and procedures are followed.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.2.6 Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and job requirements of subordinates, so the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during; and held accountable for the completion of the assignments.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

**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, so the need is addressed.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.3.2 Initiate action to a citizen's concern, given policies and procedures, so the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.3.3 Respond to a public inquiry, given policies and procedures, so the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

**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 department policy or procedure at the unit level, given a new departmental policy, so the policy is communicated to and understood by the unit members.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.4.2 Execute routine unit-level administrative functions, given forms and record- management systems, so the reports and logs are complete and files are maintained in accordance with policies and procedures.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.4.3 Prepare a budget request, given a need and budget forms, so the request is in the proper format and supported with data.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.4.4 Explain the purpose of each management component of the organization, given an organizational chart, so the explanation is current, accurate, and clearly identifies the purpose and mission of the organization.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.4.5 Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so the incident response reports are timely and accurate.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

**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 performance requirements:

4.5.1 Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated:

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

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

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 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
7. Manufacturing
8. Storage
9. Mercantile
10. Special Properties

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.5.3 Secure an incident scene, given a rope or barrier tape, so unauthorized persons can recognize the perimeters of the scene, are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

**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, so resources are deployed to control the emergency.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.6.2 Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so resources are deployed to mitigate the situation.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.6.3 Develop and conduct a post-incident analysis, given a single unit incident, and post-incident analysis policies, procedures, and forms, so all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

**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, so required reports are completed, in-service training is conducted, and member responsibilities are conveyed.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.7.2 Conduct an initial accident investigation, given an incident and investigation forms, so the incident is documented and reports are processed in accordance with policies and procedures of the AHJ.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_

4.7.3 Explain the benefits of being physically and medically capable of performing assigned duties and effectively function during peak physical demand activities, given current fire service trends and agency policies, so the need to participate in wellness and fitness programs is explained to members.

The student has completed this JPR. Date \_\_\_\_\_  
Mentor Title/Name \_\_\_\_\_ Mentor Signature \_\_\_\_\_