



# Rogers Fire Department

QUALIFICATION TASK BOOK  
FOR

# Future Company Officer Certification

Concurrent with  
Agency Specific Requirements & NFPA 1021  
Revised 12/2009

**Task Book Assigned to:**

Individual's Name, Employee Number, Assigned Station, Platoon

**Date that Task Book was Initiated:**

## Time Lines and Requirements

This task book serves to prepare future company officers for the position(s) listed below:

Captain – Field Operations

### Minimum Requirements for certification:

POSITION	SERVICE TIME REQUIRED	PRE-REQUISITE WORK
<b>Captain</b>	5 years with the Rogers Fire Department	Hazardous Materials Technician, EMT-Basic, Instructor 1 or EMS Instructor,

# FUTURE COMPANY OFFICERS TASK BOOK (FCOTB)

## PURPOSE

The Position Task Book is a written record of the minimum required training and experience necessary to achieve a specific position or rank. Each task book will assist you by serving as a *road map* to guide you through the specific tasks you must perform and the training you must complete in order to be certified as eligible for a promotional examination. Completion of the entire task book will ensure that you have been evaluated in the critical tasks necessary to safely and adequately function in that position, without placing the public, your fellow firefighters, or you at unnecessary risk.

## DEFINITIONS

Codes:	The codes for this task book are:	
	CS - Company Standards Training	Company Standards Quarterly Training
	CT - Company Training	Informal Company Training
	ES - Emergency Scene	Operations at an Emergency Scene
	AF - Arkansas Fire Academy	Training Completed at Arkansas Fire Academy
	RF - Rogers Fire Training	Training Completed at RFD Training Center
	NF - National Fire Academy	Training Completed via National Fire Academy
	ST - Special Training	Training Not Covered Above
Completion:	Successful accomplishment of all requisite skills and knowledge.	
Conduct:	Lead and direct the major elements of the activity.	
Demonstrate:	Perform the manipulative skills and physical actions necessary for the task.	
Evaluator:	A person identified as an Evaluator by the department's Fire Chief or designee.	

## INITIATING A TASK BOOK

To initiate a task book and begin training to qualify for a specific position, follow these steps:

1. Meet with your supervisor to determine that you are eligible to begin a Position Task Book. To be eligible for the company officer's task book, you must have completed three (3) years of service. To be eligible for the chief officer's task book, you must have completed one (1) year as a Captain.
2. Obtain a blank task book for that position from the Deputy Fire Chief of Training and Support Services (DFC-TSS). Enter the start date on which you begin the required tasks in the book.
3. Obtain a list of current qualified evaluators from the Deputy Chief.

**\*\*Reminder – at any time before or after initiating a task book be sure to review any class you are planning to take with a Chief Officer to determine if it will meet the appropriate requirements.**

### **SIGNING OFF TASKS AND TRAINING**

When you perform a specified task competently and proficiently, the designated evaluator may sign off that task by entering the date of completion, the completion code, the evaluator's I.D. number, and the evaluator's signature.

Within 90 days of the date that you initiate your FCOTB, you must meet with the DFC-TSS and have your past accomplishments evaluated for use in the process. Any classes that you have previously taken will be reviewed and a determination will be made as to whether your classes can be used to sign off any of the required classes in the book. After the 90 day period, you will not be allowed to ask for class equivalencies to be awarded. Signing off education and certification requirements is accomplished by attaching a copy of your certificate verifying your certification and signing off those lines of the task book.

Upon completion of the task book, the member should make and retain a copy. The original will be sent to the Deputy Chief where it will be kept on file.

### **FUTURE COMPANY OFFICER, QUALIFICATION**

Candidate must have a minimum of three (3) years of full-time service with the Rogers Fire Department to start the FCOTB. Completion of the FCOTB is intended to ensure proficiency in all phases of a company officer. Candidate must demonstrate mastery of the tasks and skills listed in the task book in order to be signed off as completed. The member, who completes the FCOTB, has 5 years with the RFD, meets all prerequisites for the position and receives a passing evaluation for the past two years shall be eligible for civil service examination.

Completion of certain National Fire Academy courses may qualify for completion of some tasks, as approved by the DFC-TSS.

### **REVISION OF THE TASK BOOKS**

Task Books may be changed from time to time. To remain current, personnel may be required to complete new sections of the task book previously completed in order to maintain qualification.

The DFC-TSS shall review the book for completeness and accuracy. If it is correct, the DFC-TSS shall sign it and award the member written documentation that the member is qualified for that position. The member will be eligible for assignment to that position at the next available opening.

### **RETESTING AND RETRAINING**

When in the opinion of a supervisor, a member's performance does not demonstrate a competent ability of one or more tasks signed off in the Position Task Book, the member may be required to retrain and retest on those tasks.

At the discretion of the DFC-TSS, the member will be subject to corrective action until completion of any designated training requirements and satisfactory completion of those tasks.

### **LOSS OF QUALIFICATION**

When a previously qualified member repeatedly fails to demonstrate a competent ability of one or more tasks in the Position Task Book, the member's qualification may be revoked. The Fire Chief may require the member to re-qualify on all tasks in that section of the Position Task Book.

# Rogers Fire Department Future Company Officer Task Book

ACHIEVEMENT	DATE/CODE	EVALUATOR
Currently has three (3) years as a Rogers Firefighter		
Has completed a one day Future Company Officer's Management Course in the last three (3) years		
Holds IFSAC Certification for Fire Instructor 1 or Arkansas EMS Instructor		
HUMAN RESOURCES MANAGEMENT		
<u><b>Simulated emergency</b></u>  1. Direct crew, ensuring instructions are complete, clear and concise. 2. Address all safety considerations. 3. Desired outcomes are conveyed.		
<u><b>Develop a training drill with lesson plan and implement to crew</b></u>  1. Complete a lesson plan (attach a copy). 2. Direct crew, ensuring instructions are complete, clear and concise. 3. Address all safety considerations. 4. Desired outcomes are conveyed. 5. Review results of drill and correct any performance deficiencies.		
COMMUNITY AND GOVERNMENT RELATIONS (ROLE PLAY)		
Initiate action to a citizen's concern, ensuring proper policy and procedure are followed, and the concern is answered or properly referred to the appropriate individual. (Use Scenario 1) <b>Attach a written report of all your actions.</b>		
A non-fire government official has filed a complaint against you and your crew. (Use Scenario 2) <b>Attach a written report of your actions.</b>		

# Rogers Fire Department Future Company Officer Task Book

ACHIEVEMENT	DATE/CODE	EVALUATOR
<b>ADMINISTRATION DUTIES AND RESPONSIBILITIES</b>		
The candidate shall implement a new departmental policy at the fire company level, ensuring the policy is understood by all crewmembers. (Use Scenario 3, provided in the back of your FCOTB).		
Execute the following routine engine company level administrative functions, using the proper forms and record management systems, ensuring the reports, files, and logs are complete: <ol style="list-style-type: none"> <li>1. Properly enter a <b>FIRE</b> incident report in AEGIS Fire Reporting. Note report number: _____</li> <li>2. Properly enter an <b>EMS</b> incident report in AEGIS Fire Reporting. Note report number. _____</li> <li>3. Complete Worker's Compensation forms for an on-duty injury of a firefighter (simulated or actual) and explain the proper routing procedure.</li> <li>4. Complete a <b>Training Form 101</b> for a class conducted at the company level.</li> <li>5. Complete an <b>ICS Form 40 and 41</b> for a simulated Structure Fire and Hazardous Materials emergency. Attach worksheets.</li> <li>6. Complete a <b>Form 17</b> for a Predetermination Interview (Simulated).</li> <li>7. Complete a <b>Form 11</b> for a Written Reprimand (Simulated).</li> <li>8. Install a smoke detector for a citizen and complete a <b>Form 52</b>. Date of Installation: ___/___/____ Address: _____</li> <li>9. Complete a selected <b>Form 50</b> for a firefighter relief driver training process and proctor the training. Attach copy of form.</li> <li>10. Explain the Captain's role in the department's Infectious Disease Control Program.</li> <li>11. Explain the procedure for vacation, trade time, and overtime approval and paperwork submittal.</li> <li>12. Familiar with email system, RFD Website, and all aspects of AEGIS Incident</li> </ol>		
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
12		
<b>FACILITIES MANAGEMENT</b>		
Verbalize the Captain's role and responsibility to ensure that his/her crew and apparatus are prepared at the beginning of each shift.		
Describe the Captain's role and responsibility to ensure that his/her station and grounds are properly maintained.		
Supervise and delegate your crew to perform a station or department project, make assignments, and ensure the project is complete and accurate.		

# Rogers Fire Department Future Company Officer Task Book

ACHIEVEMENT	DATE/CODE	EVALUATOR
<b>OPERATIONS</b>		
Describe the Company Officer's role and responsibility in performing a basic life safety inspection and pre-incident plan. Include the proper procedure for setting up an inspection and what you would do if they refuse to let you inspect.		
Perform a routine business inspection, as if you were the Company Officer, using a <b>Form 10</b> , Company Inspection. Include a copy of the Form 10.		
Perform (if applicable) a re-inspection on the occupancy.		
Develop and complete a pre-incident plan, <b>Form 80</b> , as assigned to your fire company. Include a copy of the Form 80.		
Communications and Radio Procedures. (review Communications SOP's)		
Demonstrate the proper radio procedures for the duration of an emergency response.		
Demonstrate the operation of the mobile radios, including channel selection, setting to scan, and all control features.		
Demonstrate the operation of the portable radios, including channel selection, setting to scan, and all control features.		
Demonstrate an initial On-Scene Report at an emergency, and proper radio procedures for initial action assignments for incoming units.		

# Rogers Fire Department Future Company Officer Task Book

TRAINING AND EDUCATION REQUIREMENTS	DATE	DFC-TSS
NIMS ICS Courses: <ul style="list-style-type: none"> <li>• ICS-100</li> <li>• ICS-200</li> <li>• ICS-300</li> </ul>		
Transfer of previous training records by the DFC-TSS		
Work out-of-classification as a Fire Captain for a minimum of five (5) shifts. Shift 1: ___/___/___ Station: ___ Shift 2: ___/___/___ Station: ___ Shift 3: ___/___/___ Station: ___ Shift 4: ___/___/___ Station: ___ Shift 5: ___/___/___ Station: ___		
Candidate has been tested and graded by his/her Captain and/or Battalion Chief on two randomly chosen simulated incident evolutions: As the first due Captain, the candidate assumes the initial IC position on a 1 <sup>st</sup> Alarm assignment. <ul style="list-style-type: none"> <li>• Knowledge of the ICS, size up</li> <li>• Tactics and Strategy</li> <li>• All resources assigned by memory using Standing Fireground Orders</li> </ul>		
The candidate's Captain and Battalion Chief have reviewed the candidate's performance and training records to indicate that he / she is competent to fill the position of Relief Captain as needed.		

RFD COMPANY OFFICER WRITTEN TEST STUDY MATERIAL
RFD SOP'S
IFSTA Company Officer (Latest Edition)
IFSTA Command and Control
IFSTA Fire Department Safety Officer

# Rogers Fire Department Future Company Officer Task Book

## COMMUNITY AND GOVERNMENT RELATIONS

### Scenario 1

A citizen came to your station with the following complaint:

I live just up the road from the fire station on Walnut, and I am tired of you guys speeding down the road in your fire engine everyday. It is not only the fire engine but also you guys in your personal vehicles, and I know who you are. I thought I would come to you first before I go talk to the Mayor, who is a friend of mine. If it doesn't stop, I will go speak with him, and file a formal complaint.

---

---

---

---

### Scenario 2

Battalion Chief Huff just handed you a letter from Lee Nidess, a City Council member, and he has instructed you, as the Captain of Firefighter Smith, to handle the matter. (Firefighter Smith is the one who yelled at the lady).

#### **The letter reads:**

Chief Huff,

On October 3, 2002, while watching your "brave" firefighters fight a fire down my street, I witnessed a member of your fire department yelling at a citizen who ran over one of your hoses. This person happens to be my next door neighbor and she is very upset about the matter. She said the firefighter was very rude and threatened to have the police give her a ticket.

Is this the way our firefighters are taught to treat the general public? What is so wrong about running over a fire hose anyway? I am very embarrassed over this situation and I would like this firefighter, and whoever is responsible for him, to apologize to my neighbor. I also want the name of these firefighters and I expect to see some disciplinary action taken.

Sincerely,

Lee Nidess

---

---

---

---

---

# Rogers Fire Department Future Company Officer Task Book

## ADMINISTRATION DUTIES AND RESPONSIBILITIES

### Scenario 3

**Implement the following (simulated) policy to your crew:**

Date: October 18, 2002  
To: All Fire Department Personnel  
From: Chief Nozzle  
Subject: Mandatory and Random, Drug and Alcohol Testing  
Effective: January 1, 2010

To All RFD Personnel,

I will be implementing a new policy for mandatory and random drug and alcohol testing, effective Jan. 1, 2010. On and from this date forward, any fire department employee may be tested, at random, for drug use at the request of any Chief or Company Officer.

In addition to random testing, it will be mandatory that any personnel involved in a motor vehicle accident on their off-duty time to be tested immediately following accident.

I ask that Company Officers speak with their crewmembers to inform them of this upcoming policy. I will be holding shift meetings in November to fully implement this new policy, and I ask that all supervisors support my decision.

Thank you,

Chief Nozzle

---

---

---

---

---

---

---

---

---

---



**VERIFICATION OF COMPLETED TASK BOOK  
FOR PROMOTION CANDIDACY FOR THE POSITION OF:**

**CAPTAIN**

**FINAL EVALUATOR'S VERIFICATION**

I verify that all tasks have been performed and are complete with signatures.

I also verify that

\_\_\_\_\_

has performed as a trainee and should be considered for qualification in the position of

**CAPTAIN**

\_\_\_\_\_

SUPERVISOR'S SIGNATURE AND DATE

\_\_\_\_\_

SUPERVISOR'S PRINTED NAME, TITLE, DUTY STATION AND PHONE NUMBER

**AGENCY CERTIFICATION**

I certify that

\_\_\_\_\_

has met all requirements and that qualification for this position has been issued.

\_\_\_\_\_

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

\_\_\_\_\_

CERTIFYING OFFICIAL'S PRINTED NAME AND TITLE