

**STATE FIRE COMMISSION  
WV FIRE OFFICER 2 EQUIVALENT CERTIFICATION  
SUBMISSION FORM**

**NAME:** \_\_\_\_\_ **RANK:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE NUMBERS:** \_\_\_\_\_

**DEPARTMENT AFFILIATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **COUNTY** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**CHIEF:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**YEARS OF FIRE SERVICE EXPERIENCE:** \_\_\_\_\_

**FIRE OFFICER EXPERIENCE (list all ranks obtained and time held):**

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**ATTACH COPIES OF THE FOLLOWING PRE-REQUISITE CERTIFICATES:**

**FIRE OFFICER 1** \_\_\_\_\_

**FIRE SCIENCES DEGREE: YES** \_\_\_\_\_ **NO** \_\_\_\_\_ (If yes attach copy, stop here.  
If no, continue application.)

## **FIRE OFFICER 2 JOB PERFORMANCE REQUIREMENTS:**

### **HUMAN RESOURCE MANAGEMENT**

**JPR-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.**

Attach copy of LEADERSHIP 4 3 or equivalent certificate, or detailed description of your experience and ability to identify problems and organizational behavior and to communicate orally and in writing, to solve problems, increase team work, and to council members.

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

Provide a detailed description of your experience and ability to communicate orally and in writing to plan and conduct member evaluations given departmental policies and procedures.

**JPR-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, abilities and skills to be qualified for the position.**

Provide a detailed description of your experience and ability to communicate orally and in writing to assist a member of the organization in the implementation of a professional development guide and to provide job shadowing. Provide a professional plan for promotion that identifies the necessary knowledge, skills and abilities to be eligible for promotion within your department.

### **COMMUNITY AND GOVERNMENT RELATIONS**

**JPR-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, are clearly explained.**

Attach copy of NIMS 400 or equivalent certificate, or a detailed description of your experience and ability to develop interagency cooperation and communicate your efforts effectively to your organization.

## ADMINISTRATION

**JPR-5.4.1: Develop a policy or procedure, given an assignment, so that it identifies the problem and proposes a solution.**

Provide a detailed description of your experience and ability to identify and solve problems, develop a policy for the problem, and communicate your findings in writing.

**JPR-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.**

Attach copy of National Fire Academy Fire Department Financial Management Course or equivalent certificate, preparation and submittal of a Fire Act Grant, or a detailed description of your experience and ability to project expenses, allocate funds, relate interpersonally, present requests and communicate your findings orally and in writing.

**JPR-5.4.3: Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding.**

Attach copy of National Fire Academy Fire Department Financial Management Course or equivalent certificate, or a detailed description of your experience and ability to execute a purchase in accordance with purchasing laws, policies and procedures and prepare a report of purchasing activity.

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

Attach copy of Public Information Officer Course or equivalent certificate, or a detailed description of your experience and ability to prepare a news release given policies and procedures governing news releases and communicate information orally and in writing.

**JPR-5.4.5: Prepare a concise report for transmittal to a supervisor, given fire department records, and a specific request for details such as trends, variances, or other related topics.**

Provide a detailed description of your experience and ability to interpret data using departmental records and processing systems, and prepare a written report of your findings.

**JPR-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.**

Attach copy of Leadership 1 or equivalent certificate, or a detailed description of your experience and ability to plan, prepare and present your plan to your organization clearly and effectively.

## **INSPECTION AND INVESTIGATION**

**JPR-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.**

Attach copy of Arson 2 or equivalent certificate, or a detailed description of your experience and ability to determine common causes of fire, methods used by arsonists, fire growth and development and documentation procedures to prepare a written report accurately using applied knowledge and deductive skills.

## **EMERGENCY SERVICE DELIVERY**

**JPR-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 AHJ approved safety procedures resulting in the mitigation of the incident.**

Attach copy of ICS-300 or equivalent certificate, or a detailed description of your experience and ability to write reports, communicate orally, and evaluate skills while preparing a pre-incident plan.

**JPR-5.6.2: Develop and conduct a post-incident analysis, given a 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.**

Provide a detailed description of your experience and ability to conduct a post incident analysis of an incident using departmental policies and procedures so that all critical elements are presented clearly and accurately.

**JPR-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.**

Provide a detailed description of your experience and ability to interpret response data correctly and identify the reasons for service demands and clearly present findings in a written report.

## HEALTH AND SAFETY

**JPR-4.7.1: 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.**

Attach copy of Health and Safety Officer and Incident Safety Officer or equivalent certificate, or a detailed description of your experience and ability to identify causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths and to accurately prepare a written report for a supervisor.

### VERIFICATION OF SUBMITTED INFORMATION

**All statements and attachments submitted within this document are accurate and true.**

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**INDEPENDENT REVIEW**

**All applications for equivalent certification must have a completed verification of an independent review. The Chief of Department must verify the application of all subordinate officers. If applicant is Chief of Department, the Board President or Mayor must sign verification.**

**I have reviewed the above statements and attachments and confirm that all information submitted is true and accurate to the best of my knowledge.**

**Chief of Department:** \_\_\_\_\_

**or**

**Board President / Mayor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RETURN COMPLETED APPLICATION TO:**

**STATE FIRE COMMISSION  
STANDARDS EVALUATION COMMITTEE  
1207 QUARRIER STREET, 2<sup>ND</sup> FLOOR  
CHARLESTON, WV 25301**

**FIRE COMMISSION APPROVAL**

**COMMITTEE RECCOMENDATION: YES \_\_\_\_\_ NO \_\_\_\_\_**

**COMMITTEE CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_