



Fire Officer 1
NFPA 1021, 2014 Edition

Candidate: _____

Date: _____

Fire Department: _____

1021-JPR-06
Evaluation Format
Project

STANDARD: NFPA 1021, 4.4.1 and 4.4.1(B)

TOPIC: Community and Government Relations, changes to or development of a department policy or operating guideline

TASK: The candidate will recommend changes to existing departmental policies or operating guideline or implement a new departmental policy or operating guideline. Given a new departmental policy, so that the policy is communicated to, and understood by, unit members.

PERFORMANCE OUTCOME: The candidate will write a recommendation of changes to existing departmental policies and/or implement a new departmental policy at the unit level, so that the policy is communicated to and understood by unit members.

Conditions: See attached assignment instructions

No.	TASK STEPS	Task Value	Project Score
1.	Assignment # 1: Complete Implementation Action Plan	Pass/Fail	
2.	Outline how policy will be communicated and how understanding by unit members will be verified	2	
3.	Provide an effective implementation method	2	
4.	Address issues identified by Fire Chief	2	
5.	Assignment # 2: Complete Memorandum to the Chief	Pass/Fail	
6.	Use correct sentence structure and paragraphing	2	
7.	Give clear recommendations	2	
	Total	10	

Total Points Possible = 10
Points Needed to Pass = 7
Points Scored = _____
 Pass **Fail**

Evaluator/Candidate Comments: _____

Evaluator (sign)

Candidate (sign)



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JPR #FOI - #6

Instructions for completing Assignment JPR 6:

While acting as the Captain for the Highlands Fire/Rescue Department, you receive the following memorandum:

Highlands Fire and Rescue Service Memo

To: All Station Captains
From: Fire Chief Watkins
Date: November 1, 2013
Subject: Use of new 4500 Scott Air Pack Self-Contained Breathing Apparatus (SCBA)

Effective December 1st, the Highlands Fire/Rescue Department will be switching from utilizing the current 2216 Scott Air Pack SCBA to the 4500 Scott Air Pack. Each station Captain will be expected to develop a plan for the implementation of inspection and safety regulations involving the use of these devices. Further to this, the implementation of the Scott 4500 Inspection Checklist is to be conveyed to members.

Issues to be addressed should include:

- Identification of difference in use from the 2216 to the 4500
- Maintenance and inspection procedures
- Proper cleaning techniques
- Situations when device will be used
- Proper completion of the Scott 4500 Inspection Checklist
- All other issues you feel are pertinent

You should forward your implementation plan to my office in the form of an internal memorandum no later than Monday morning.

Attachment: Scott SCBA Inspection Checklist



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SCOTT 4500 SCBA INSPECTION CHECKLIST

Date of Inspection: _____
Name: (Print Clearly) _____ Shift: _____

Please complete Inspection of the following items:

SCBA 4500 ASSIGNED NUMBER:	Indicate if checked	Comments / Deficiencies
Low Pressure Alarm Activation		
Straps		
Clips		
Manual Activation of PASS Device		
Automatic Activation of PASS Device		
Main Line condition		
O-Ring is present		
Heads Up Display		
Lights working properly:		
Is battery replacement required at this time?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4500 Cylinders		
Cylinder Amount indicated on Gauge		
Cylinder Condition		
Hydrostatic Test Date		

Signature of inspecting Firefighter/Officer: _____

If deficiencies are noted, please complete the proper "Deficiency Reporting Form". This form and the device must be brought to the Fire Chief's office immediately.

INSPECTING MEMBER TO COMPLETE:

Please indicate what maintenance/repairs were completed to this Unit:

Was this unit sent to the manufacturer or outside supplier for maintenance?: _____

Signature of Fire Department Member: _____

Date Completed: _____

Date Unit was returned to Active Service: _____



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Assignment # 1:

After reading this memorandum, produce an action plan on how to properly implement the new SCBA and the Inspection Form into the department. This should include procedures for ensuring the issues identified are properly addressed.

Assignment # 2:

Once you produce your action plan, using the internal memorandum format, provide the information to the Fire Chief. Be sure to outline how you will conduct in-service training, communicate the policy and how understanding by unit members will be verified.