



## CMCB ODP HOST AGENCY COURSE CHECK-OFF LIST

6 months in advance	<ul style="list-style-type: none"> <li><input type="checkbox"/> Set the date for the course</li> <li><input type="checkbox"/> Notify the CMCB ODP workgroup and CMCB Director of the date and location</li> <li><input type="checkbox"/> Create a roster for the course to include the names, agency affiliation, email and phone numbers</li> <li><input type="checkbox"/> Solicit instructors for the course</li> </ul>
3 months in advance	<ul style="list-style-type: none"> <li><input type="checkbox"/> Re-send an email about the course to all agencies and the CMCB Director</li> <li><input type="checkbox"/> Create a syllabus of the course, assign chapters and associated CMCB Skill Sheets to instructors</li> <li><input type="checkbox"/> Finalize the instructors (preferably no less than two chapters per instructor (1/2 a day))</li> <li><input type="checkbox"/> Send a copy of the syllabus to the CMCB Director to be placed on the CMCB website</li> </ul>
1 month in advance	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send out a final email notification for students for the course</li> <li><input type="checkbox"/> Send an email to the students listing the course requirements <ul style="list-style-type: none"> <li>➤ The review questions from the course material</li> <li>➤ The CMCB Skill Sheets</li> <li>➤ The prerequisite sign-off sheet</li> <li>➤ The written exam reading list</li> <li>➤ Local details</li> <li>➤ What is being provided and what is not by host agency (material, etc.)</li> </ul> </li> <li><input type="checkbox"/> Send to the instructors which chapters and CMCB Skill Sheets they are responsible for</li> </ul>
1 week in advance	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send out an email on the final details of the course to students <ul style="list-style-type: none"> <li>➤ Facility location, syllabus, reminder of pre-course assignments, details of food, parking, etc.</li> </ul> </li> </ul>

## **FIRE INSTRUCTOR I EVALUATION FORM**

It is recommended the Fire Instructor I Evaluation Form be completed as a simulated exercise during the instructor training program. If not completed as a part of the instructor training program, it must be completed prior to certification.

## FIRE OFFICER I SKILL SHEETS

It is recommended that the Skill Sheets listed below be completed as a simulation during an officer development program. Any Skill Sheets not completed as a part of an officer development program must be completed in a simulated or actual situation by the AHJ prior to certification.

Skill Sheet 3	Applying human resource policies and procedures involving employee counseling (simulated)
Skill Sheet 4	Coordinating and completing assigned tasks and projects (actual or simulated)
Skill Sheet 5	Initiating action on a community need (actual or simulated)
Skill Sheet 6	Initiating action to a citizen concern/complaint (actual or simulated) or responding to a public inquiry (simulated)
Skill Sheet 7	Preparing recommendations for changing an existing policy or procedure (simulated) or implementing new department policy at the unit level (simulated)
Skill Sheet 8	Filling out employee injury, exposure, and a vehicle accident reports and records management (simulated)
Skill Sheet 9	Preparing a budget request (actual or simulated)
Skill Sheet 10	Explaining the purpose of each management component of the organization
Skill Sheet 11	Explaining the needs for collecting incident response data
Skill Sheet 13	Developing a pre-incident plan for occupancies based upon the construction, alarm, detection, and suppression features (actual or simulated)
Skill Sheet 14	Developing and implementing an initial action plan for a fire or other emergency incident; assigning tasks and responsibilities during emergency situation (actual or simulated)
Skill Sheet 15	Conducting a post-incident analysis (actual or simulated)
Skill Sheet 16	Conducting an initial accident investigation (simulated)
Skill Sheet 17	Explaining benefits of being physically and medically capable of performing duties and effectively functioning during peak physical demand activities

## FIRE OFFICER II SKILL SHEETS

It is recommended that the Skill Sheets listed below be completed as a simulation during an officer development program. Any Skill Sheets not completed as a part of an officer development program must be completed in a simulated or actual situation by the AHJ prior to certification.

Skill Sheet 1	Maximizing performance and/or correcting unacceptable performance (simulated)
Skill Sheet 2	Conducting performance appraisal/Interview with employee (simulated role play)
Skill Sheet 3	Creating a professional development plan (PDP) for an employee (simulated)
Skill Sheet 4	Explaining the benefits of cooperative external agency relationships
Skill Sheet 5	Initiating action on a community need
Skill Sheet 6	Developing a project or program budget
Skill Sheet 7	Preparing a news release (actual or simulated)
Skill Sheet 8	Preparing a report for a supervisor based on records
Skill Sheet 9	Developing a plan to accomplish change in the organization in a positive manner (actual or simulated)
Skill Sheet 11	Producing Operational Plan/Incident Action Plan (IAP) for a multiple-unit emergency (actual or simulated)
Skill Sheet 13	Preparing a written report given incident response data which identifies service delivery demands for a specific planning area for the AHJ (actual or simulated)
Skill Sheet 14	Analyze a member's accident, injury, or health exposure history (simulated)