



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## ***PRACTICAL SKILLS EXAMINATION REPORT***

Skill Sheet #

**FO4-11**

Certification title

**Fire Officer 4**  
**ADMINISTRATION**  
***CAPITAL IMPROVEMENT PLAN***

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021,**  
**2020 Edition**  
**7.4.4**

**Task**

Develop a plan for a capital improvement project or program, given an unmet need in the community, so that there is adequate information to educate citizens about the needs of the department.

**Conditions and Outcome**

Given strategic planning, capital improvement planning and budgeting, and facility planning, the student shall demonstrate the ability to conduct a needs assessment, to effectively communicate in writing, and to problem solve.

**The candidate will complete this task with a minimum of 5 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Define the demographics for the community, its population, and its potential hazards.						
2	Identify any customer and/or community, its populations, and its potential hazards.						
3	Define the specific capital improvement project or program and assign objectives and budget proposal.						
4	Design an assessment tool and analysis for the present program or project.						
5	Define how the jurisdiction will fund the capital project or program.						
6	Present a summary of findings.						
<b>Final Test Result for Entire Task</b>							

Evaluator signature & comments, Test #1

Evaluator signature & comments, Retest #1

Evaluator signature & comments, Retest #2

Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
<b>Candidate signature &amp; acknowledgement, Test #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #2</b>	
By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments	
Candidate signature	Date	Candidate signature	Date	Candidate signature	Date