



TASK BOOK FOR THE POSITION OF
SINGLE RESOURCE BOSS
CREW (CRWB)
ENGINE (ENGB)
DOZER (DOZB)
TRACTOR/PLOW (TRPB)
FIRING (FIRB)
FELLING (FELB)
HELICOPTER (HELB)

**(POSITION PERFORMANCE ON A
WILDLAND FIRE ASSIGNMENT REQUIRED)**

PMS 311-13

JUNE 2006

TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER
TASK BOOK INITIATED BY:
OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER
LOCATION AND DATE THAT TASK BOOK WAS INITIATED

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

**VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK
FOR THE POSITION OF**

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that _____

has performed as a trainee and should therefore be considered for certification in this position.

FINAL EVALUATOR'S SIGNATURE AND DATE

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

AGENCY CERTIFICATION

I certify that _____

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

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

Copies of this publication are available at the following website:

<http://www.nwcg.gov/pms/taskbook/taskbook.htm>

NATIONAL WILDFIRE COORDINATING GROUP POSITION TASK BOOK

Position Task Books (PTBs) have been developed for designated positions within the National Interagency Incident Management System (NIIMS). Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a Trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an Evaluator will result in a recommendation to the agency that the Trainee be certified in that position.

Evaluation and confirmation of the Trainee's performance of all the tasks may involve more than one Evaluator and can occur on incidents, in classroom simulations, and in other work situations. **Designated PTBs require position performance during which the majority of required tasks are demonstrated on a wildland fire. Wildland fire includes; wildfire, prescribed fire, and wildland fire use. Some positions require that specific tasks be performed on a wildfire. Performance of these tasks on other kinds of incidents is NOT qualifying.** It is important that performance be critically evaluated and accurately recorded by each Evaluator. All tasks must be evaluated before recommending certification. All bullet statements within a task which require an action (containing an action verb) must be demonstrated before that task can be signed off.

A more detailed description of this process, definitions of terms, and responsibilities are included in the PMS 310-1, NIIMS Wildland Fire Qualification System Guide. A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Home Unit/Certifying Official** is responsible for:
 - Selecting Trainees based on the needs of the Home Unit/Certifying Official and agreements with cooperators.
 - Ensuring individuals selected as Trainees are qualified in any prerequisite position and have successfully completed all Required Training prior to PTB initiation, task evaluation and/or position performance.
 - Initiating and explaining the purpose and proper use of the PTB, and the training, qualification and certification process.
 - Ensuring the Trainee has the opportunity to acquire the knowledge/skills necessary to perform the position.
 - Providing opportunities for non-incident ("O") task evaluation, for position performance assignments on local incidents, and/or make the Trainee available for assignments to larger incidents.
 - Tracking the progress of the Trainee.
 - Reviewing and confirming the completion of the PTB and making a determination of certification.
 - Issuing proof of certification as required by PMS 310-1.

2. The **Trainee** is responsible for:
- Reviewing and understanding instructions in the PTB.
 - Meeting with the Trainer/Coach and/or Evaluator and identifying desired goals and objectives for an assignment.
 - Ensuring readiness to perform the tasks of the position prior to undertaking a position performance assignment.
 - Providing background information (training and experience) to the Trainer/Coach and/or Evaluator.
 - Completing the PTB within the three-year time limit. If the PTB is not completed in three years from the date of the PTB initiation (or first task being evaluated), the PTB will no longer be valid. A new PTB may be initiated, but all current qualification standards will then apply.
 - Ensuring a qualified Evaluator completes the appropriate Evaluation Record, initials completed tasks, and enters a number in the Evaluation Record # column.
 - Providing a copy of the completed PTB to the Home Unit/Certifying Official.
 - Retaining the original PTB.
 - Providing proof of qualifications on an incident.

3. The **Evaluator** is responsible for:
- Being qualified in the position being evaluated.
 - Meeting with the Trainee and determining past experience and training, current qualifications, desired goals and objectives of the assignment.
 - Reviewing the tasks in the PTB with the Trainee and explaining the procedures that will be used in the evaluation and the objectives which should be met during the assignment.
 - Reaching an agreement with the Trainee on the specific tasks which can be performed and evaluated during the assignment.
 - Accurately evaluating and recording the demonstrated performance of tasks.
 - Completing the appropriate evaluation record in the back of the PTB.
 - Completing the verification statement inside the front cover of the PTB once all tasks in the PTB have been completed and signed off.

4. The **Trainer/Coach** is responsible for:
 - Being qualified in the position for which training is being provided.
 - Meeting with the Trainee and determining past experience and training, current qualifications, desired goals and objectives of the assignment.
 - Reviewing the tasks in the PTB with the Trainee and explaining the procedures that will be used in the training assignment and the objectives which should be met during the assignment.
 - Reaching an agreement with the Trainee of the specific tasks which can be performed during the assignment.
 - Documenting training assignment according to agency policy or Home Unit/Certifying Official procedures.

5. The **Training Specialist** is responsible for:
 - Meeting with the Trainee and determining the type of assignment necessary (position performance or on-the-job training).
 - Identifying opportunities for on-the-job training and position performance assignments which meet the Trainee's needs and objectives.
 - Working with the incident or Home Unit/Certifying Official to identify and assign qualified Evaluators.
 - Initiating a PTB after acquiring authorization from the appropriate agency official of the Home Unit.
 - Documenting all on-the-job training and position performance assignments.
 - Conducting periodic progress reviews to ensure assignments are proceeding as planned.
 - Conducting a close-out interview with the Trainee and Evaluator to ensure that the PTB has been properly completed.

QUALIFICATION RECORD

POSITION: SINGLE RESOURCE BOSS

This task book contains the required tasks for all Single Resource Boss positions. Tasks 1-45 are generic to each position listed and are required for all Single Resource Boss positions. Tasks 1-45 need to be completed only once. The trainee will need to complete position specific tasks listed after 1-45 to qualify for specific positions. If the trainee desires to qualify for more than one position covered in this task book, they will need to complete the position specific tasks for each position they are seeking.

The tasks required for each position are as follows:

Tasks 1-45 and 46	To qualify as Crew Boss (CRWB)
Tasks 1-45 and 47-59	To qualify as Engine Boss (ENGB)
Tasks 1-45 and 60-74	To qualify as Dozer Boss (DOZB)
Tasks 1-45 and 75-82	To qualify as Tractor/Plow Boss (TRPB)
Tasks 1-45 and 83-88	To qualify as Firing Boss (FIRB)
Tasks 1-45 and 89-97	To qualify as Felling Boss (FELB)
Tasks 1-45 and 98-107	To qualify as Helicopter Boss (HELB)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>GENERAL</u>			
1. <u>Obtain and assemble information and materials needed for kit.</u> The basic information and materials needed are: <ul style="list-style-type: none"> • Incident specific reference materials • PMS 410-1, Fireline Handbook • Documentation materials • PMS 461, Incident Response Pocket Guide (IRPG) 	O		

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QUALIFICATION RECORD

Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>2. <u>Apply PMS 410-1, Fireline Handbook and the PMS 461, IRPG contents data/information appropriately to:</u></p> <ul style="list-style-type: none"> • Determine fire assignments and personal equipment needs. • Explain incident command system (ICS) modular organizational development from initial attack to a multi-branch organizational level. • Communicate using clear text. • Explain reports and forms routinely used in the Single Resource Boss position. • Apply firefighting safety guides appropriately for Single Resource Boss position. • Explain the operations organization and Single Resource Boss duties within the organization. • Apply tactical and strategic guidelines required for your position in fireline location, line construction, back firing, burnout, equipment use, water use, mop-up. • Utilize guides as applicable regarding aircraft use. • Utilize planning guides as appropriate for Single Resource Boss position. • Explain the flow of personnel going on and off duty in base camp. • Explain the Wildland/Urban Interface (WUI) Guidelines. 	O		

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QUALIFICATION RECORD

Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
3. <u>Evaluate, train, and test assigned personnel to ensure they possess required skill and knowledge to perform assignment tasks.</u> <ul style="list-style-type: none"> • Maintain performance records. 	O		
4. <u>Organize assigned personnel into configurations which will meet incident/tactical objectives.</u>	I		
5. <u>Apply leadership and supervision skills to your assigned personnel.</u> <ul style="list-style-type: none"> • Assignments, standards, and time frames are met. • Control of assigned personnel is maintained on and off incident. <ul style="list-style-type: none"> – Communicate expectations of conduct and performance during assignment. • Problems encountered with inexperienced or poorly trained assigned personnel are resolved. 	I		
6. <u>Maintain assigned personnel in good mental and physical health.</u> <ul style="list-style-type: none"> • Assigned personnel are motivated to carry out assignments. • Morale problems are dealt with immediately. • Assigned personnel's physical health is maintained. • Fatigue producing conditions on incident are mitigated. 	I		

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Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>7. <u>Establish and maintain positive interpersonal and interagency working relationships.</u></p> <ul style="list-style-type: none"> • Create a work environment that provides diversity and equal opportunity for all personnel assigned to the incident. 	O		
<p>8. <u>Provide for the safety and welfare of assigned personnel during the entire period of supervision.</u></p> <ul style="list-style-type: none"> • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Control positions and function of resources. • Ensure that special precautions are taken when extraordinary hazards exist. • Ensure adequate rest and hydration is provided to assigned personnel. • Ensure agency work/rest guidelines are met. 	I		

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Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>9. <u>Utilize appropriate safety orders: Standard Fire Orders, Watch Out Situations, WUI Watch Out Situations, and agency policy.</u></p> <ul style="list-style-type: none"> • Develop plans based on safety guidelines. • Spot check tactical operations for compliance with safety guidelines. • Ensure all tactical operations comply with the principles of lookouts, communication, escape routes, safety zones (LCES). 	W/ RX/WFU		
<p><u>MOBILIZATION</u></p> <p>10. <u>Obtain resource order containing assignment information.</u></p> <ul style="list-style-type: none"> • Develop a Passenger/Cargo manifest if required by the Single Resource Boss position. • Inform subordinates of information contained on the resource order. 	O		
<p>11. <u>Assemble package of individual time reports for each crew member and start a Crew Time Report.</u></p> <ul style="list-style-type: none"> • Ensure reports are accurate and complete for assigned personnel. 	O		

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Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
12. <u>Assemble personnel.</u> <ul style="list-style-type: none"> • Notify crew members of fire assignment for timely mobilization. • Assemble assigned personnel at rendezvous point at time required. • Assign personnel into configurations which best meet incident objectives. 	O		
13. <u>Inspect personnel and equipment.</u> <ul style="list-style-type: none"> • Safety equipment and personal gear meet minimum requirements of agency and safety guidelines in PMS 410-1, Fireline Handbook • Condition of assigned personnel • Tools and equipment are ready for travel 	O		
14. <u>Travel to rendezvous or check-in point.</u> <ul style="list-style-type: none"> • Maintain communication with dispatch. 	I		
15. <u>Report to the designated official at the check-in point providing information for completion of ICS 211, Check-In List.</u>	I		

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Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>INCIDENT ACTIVITIES</u>			
<p>16. <u>Report to supervisor at rendezvous or check-in point.</u></p> <ul style="list-style-type: none"> • Receive organizational assignment from supervisor at rendezvous or check-in point. Acknowledge assignment. • Recheck readiness for assignment. Meet readiness requirements for assignment. • Brief supervisor about readiness of assigned personnel. Readiness assessment is accurate and understood by Strike Team/Task Force Leader. 	I		
<p>17. <u>Await assignment or further instructions.</u></p> <p>Maintain crew ready to move out on assignment.</p> <ul style="list-style-type: none"> • Make known assigned personnel status to supervisor. • Determine logistical needs and make them known. • Maintain equipment. • Recheck resources. 	I		
<p>18. <u>Receive tactical assignment from supervisor.</u></p> <ul style="list-style-type: none"> • Special considerations and hazards • Values to be protected • Refer to briefing check list to insure adequate briefing is received. 	I		

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Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
19. <u>Brief subordinates.</u> <ul style="list-style-type: none"> • Refer to briefing checklist. • Brief face-to-face. • Information is given periodically and with every change from planned work. <ul style="list-style-type: none"> – Communications – Chain-of-command – Overall incident information 	I		
20. <u>Receive previous operational period information from supervisor you are relieving.</u>	I		
21. <u>Evaluate fuels, topography, and weather factors throughout entire operational period.</u> <ul style="list-style-type: none"> • Utilize belt weather kit. • Communicate to subordinates and supervisor. <ul style="list-style-type: none"> – Update weather changes, fire weather forecasts, etc. • Document observations. 	W/ RX/WFU		
22. <u>Identify escape routes and safety zones.</u> <ul style="list-style-type: none"> • Make them known to assigned personnel. • Flag route to assure awareness when necessary. 	W/ RX/WFU		

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Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
23. <u>Recognize the need for and describe procedures to take for public evacuation.</u> <ul style="list-style-type: none"> • Immediate need • Planned action 	O		
24. <u>Take special precautions for downhill and/or indirect line construction.</u> <ul style="list-style-type: none"> • Refer to Downhill Checklist. 	W/ RX/WFU		
25. <u>Modify production standards and time frames for accomplishment of fireline construction tasks under various fuels, topographic, and weather conditions.</u>	W/ RX/WFU		
26. <u>Adjust fireline location to meet specific conditions and provide for safety of assigned personnel.</u>	W/ RX/WFU		
27. <u>Describe an effective air drop in terms of flame length and rate of spread. Describe line construction to take advantage of retardant.</u>	O		
28. <u>Keep supervisor informed about progress, changes in conditions, fire behavior, and special events. Inform face-to-face, if possible.</u>	W/ RX/WFU		

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QUALIFICATION RECORD

Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
29. <u>Complete fireline construction assignment.</u> <ul style="list-style-type: none"> • Determine type of line construction. • Locate fireline. • Reevaluate LCES as conditions change and work progresses. • Construct fireline based on principles of fireline construction, including burnout and backfiring. • Supervise portable pump/hose lay delivery system for tactical work assignment. 	W/ RX/WFU		
30. <u>Patrol a fire.</u> <ul style="list-style-type: none"> • Look for spots across lines. • Observe downwind areas utilizing sight and sound. • Frequently check dangerous areas on both sides of line. • Notify supervisor of slopovers. • Patrol until the fire is completely safe to leave or you are relieved. 	W/ RX/WFU		
31. <u>Brief relief forces.</u> <ul style="list-style-type: none"> • Brief relief forces, fully describing current status/conditions/concerns regarding assignment. • Refer to briefing checklist. 	I		
32. <u>Conduct After Action Review (AAR).</u> <ul style="list-style-type: none"> • Refer to checklist. 	I		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
33. <u>Travel to and from assignment.</u> <ul style="list-style-type: none"> • Have assigned personnel ready at specified location on time. • Arrange tool transport. • Manifest assigned personnel for helicopter, if needed. • Use time effectively during delays; e.g., critique assignment. • Take head count prior to departure. • Ensure driver/operator is alert, qualified and has had required rest. 	O		
34. <u>Check in after operational period.</u> <ul style="list-style-type: none"> • Report status. • Check tools, supplies, and radios. • Complete timekeeping. • Obtain needed medical attention. • Ensure personnel and equipment are ready for next operational period. • Debrief supervisor on activities during operational period. 	I		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>35. <u>Demonstrate that, in the event that sickness, injury, or accident occurs during the operational period, the Single Resource Boss can:</u></p> <ul style="list-style-type: none"> • Ensure scene safety for responders and victim. • Maintain focus on incident objectives. <ul style="list-style-type: none"> – Delegate responsibilities as needed. • Ensure first aid treatment on the fireline. • Arrange for medical treatment and evacuation from the fireline. Know the difference between critical/non-critical fireline evacuations and the correct procedure for each. • Notify supervisor of fireline assigned personnel injury/sickness. • Complete agency medical and compensation for injury reports. • Consider critical/stress debriefing procedures. 	O		
<p>36. <u>Arrange for logistical support needs during out-of-service period.</u></p> <ul style="list-style-type: none"> • Follow appropriate channels. 	I		
<p>37. <u>Brief subordinates on rest area and camp layout.</u></p> <ul style="list-style-type: none"> • Use map of camp area and identify rest area and camp layout. 	I		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
38. <u>Complete out-of-service assignment.</u> <ul style="list-style-type: none"> • Provide for personnel welfare. • Review standards of conduct during out-of-service periods. • Communicate to the Facilities Unit Leader location of assigned personnel. • Ensure crew accountability. • Contact agency representative and inform of situation, status, personnel problems, and location while in camp. • Ensure low impact camping standards are practiced, where appropriate. 	O		
39. <u>Complete personnel evaluations.</u> <ul style="list-style-type: none"> • Complete to agency requirements. • Review with individual personnel prior to leaving incident. • Document training completed by subordinates. 	I		
40. <u>Complete ICS 214, Unit Log.</u> <ul style="list-style-type: none"> • Complete as required. 	I		

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Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>DEMOBILIZATION</u>			
41. <u>Demobilize and check out.</u> <ul style="list-style-type: none"> • Receive demobilization instructions from incident supervisor. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure incident and agency demobilization procedures are followed. • If required, complete ICS 221, Demobilization Checkout and submit completed form to the appropriate person. 	I		
42. <u>Arrange/provide for en route logistical needs and check points in demobilization from incident.</u> <ul style="list-style-type: none"> • Arrangements are made similar to incident dispatch requirements. 	I		
43. <u>Assemble assigned personnel for departure from incident and brief supervisors/subordinate personnel.</u> <ul style="list-style-type: none"> • Standards are similar to departure for incident actions. 	I		

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44. <u>Depart incident for home or disassemble point if part of strike team/task force.</u> <ul style="list-style-type: none"> • Actions are similar to original dispatch to incident. 	I		
45. <u>Check-in with agency dispatcher prior to disassembly of crew at home location.</u> <ul style="list-style-type: none"> • Short critique with assigned personnel • Ensure that all assigned personnel have transportation to subsequent home base from point of mobilization. • Complete agency reports and records. 	I		
ADDITIONAL SPECIFIC TASKS FOR CREW BOSS, ENGINE BOSS, DOZER BOSS, TRACTOR/PLOW BOSS, FIRING BOSS, FELLING BOSS, OR HELICOPTER BOSS.			
<u>CREW BOSS</u>			
46. <u>Supervise a 16 person crew meeting NWCG standards for the particular crew type on a Type 1, 2, or 3 incident.</u> <ul style="list-style-type: none"> • Multiple shifts 	I		
<u>ENGINE BOSS</u>			
47. <u>Identify tactical capability and limitations of an engine.</u>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
48. <u>Identify capabilities and limitations of assigned engine personnel.</u>	O		
49. <u>Compare engine attack method alternatives to type of assignment.</u> <ul style="list-style-type: none"> • Apply different types of indirect and direct engine tactics. • Know the capabilities, characteristics, and application techniques of the various fire suppressant agents used, (e.g., wet water, foam, gel, blankets, etc.) in engine operations. 	O		
50. <u>Make specific tactical assignments for engine.</u> <ul style="list-style-type: none"> • Make assignments based on specific instructions from supervisor 	W/ RX/WFU		
51. <u>Develop alternatives to primary plan based on the possibility of engine/equipment breakdown or failure.</u>	W/ RX/WFU		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
52. <u>Make specific assignments to protect structures (residences, barns, garages, outbuildings).</u> <ul style="list-style-type: none"> • Placement of engine, personnel, hose • Evaluate and triage structures. • Identify special hazards (propane tanks, power lines, hazardous materials). • Structure preparation • Application of chemical agents (foam, gel) • Defensible space • Escape/emergency evacuation (cut and run) • Refuge/shelter considerations (fire shelter, vehicle, structure) • Entrapment avoidance • Water source availability 	O		
53. <u>Check engine communications systems. Ensure compatibility and operation.</u>	O		
54. <u>Locate water sources and check for volume, cleanliness, and permission from owner to use water source in engine re-supply.</u>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>55. <u>Sustain water and chemical agent supply for engine assignment.</u></p> <p>Maintain a supply of water to the fire, particularly on critical areas of the line.</p> <ul style="list-style-type: none"> • Static supply (lakes, hydrants, creeks, fold-a-tanks, etc.) • Mobile supply (water tender shuttle) 	O		
<p>56. <u>Obtain engine maintenance schedule and ensure engine is maintained.</u></p>	O		
<p>57. <u>Coordinate and communicate with various fireline and support personnel required for engine assignment.</u></p>	W/ RX/WFU		
<p>58. <u>Identify and correct performance deficiencies regarding equipment maintenance, mopup, driving, retardant operations, water source, and supply system.</u></p> <ul style="list-style-type: none"> • Complete assignment within time frame established by incident action plan. 	W/ RX/WFU		
<p>59. <u>Direct engine operations in accordance with agency/unit standard operating procedures.</u></p>	I		

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POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>DOZER BOSS</u>			
60. <u>Identify capability of equipment and operator.</u> <ul style="list-style-type: none"> • Examine the protective equipment of dozer and operator for serviceability. • Complete inspection forms and note all unsafe items. • Determine dozer readiness for fireline duty, either day or night. • Check against agency specific guidelines. 	O		
61. <u>Inspect dozer and transport prior to and immediately after completing assignment, using dozer inspection checklist.</u> <ul style="list-style-type: none"> • Determine if any parts are worn, out of adjustment, or otherwise unacceptable. • Examine the protective equipment of dozer and operator for serviceability. • Complete inspection forms and note all unsafe items. • Determine dozer readiness for fireline duty, either day or night. • Check against agency specific guidelines. 	O		
62. <u>Notify supervisor of corrective action needed for dozer readiness.</u>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
63. <u>Assure clear communications by review and training of hand signals with operators, swampers, and spotters before they try to use them.</u>	O		
64. <u>Identify and mitigate hazards associated with dozer operations.</u>	O		
65. <u>Complete size-up in determining what tactics will be used, decisions, and actions required before beginning attack.</u> <ul style="list-style-type: none"> • Single machine • Multiple dozers • Multiple types of equipment 	W/ WFU		
66. <u>Locate and construct safety zones using dozer.</u> Safety zones are of adequate size according to fuel type, terrain, and burning conditions.	W/ RX/WFU		
67. <u>Locate and flag fireline for dozers to construct, given a portion of fire perimeter and general instructions as to fireline location and standards, using clinometer, compass, map, or global position system (GPS).</u>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>68. <u>Consider constructed improvements in dozer use.</u></p> <ul style="list-style-type: none"> • Take the necessary precautions to prevent dozer damage to fences, underground utilities, above ground utilities, archaeological and historical sites, paved roads, railroad tracks, structures, and other constructed improvements. • Recognize the safety hazards to dozer and personnel when using dozer around constructed improvements and take necessary precautions. • Determine appropriate actions based on property ownership. 	O		
<p>69. <u>Use dozers tactically.</u></p> <ul style="list-style-type: none"> • Construct fireline safely, effectively, and to established standards. • Meet assignment objectives. • Identify environmental concerns and recommend mitigation measures. 	W/ RX/WFU		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>70. <u>Keep supervisor advised of progress, problems, and potentially dangerous situations in dozer use.</u></p> <p>Advise supervisor regarding:</p> <ul style="list-style-type: none"> • Availability of equipment • Dozer availability and location • Standards of line completed • Status of dozer progress in area of assignment • Dozer lines, waterbarred or not • Logistic needs, e.g., fuel, parts, relief operator • Down time per dozer 	I		
<p>71. <u>Receive feedback from supervisor in dozer use.</u></p> <p>Receive feedback regarding:</p> <ul style="list-style-type: none"> • Overall incident status • New assignment • Disposition and estimated time of arrival (ETA) of any equipment/supplies/personnel ordered • Evaluation of work accomplished • Special instructions • Safety considerations 	I		
<p>72. <u>Follow fueling of equipment precautions as necessary.</u></p>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
73. <u>Ensure operator follows safe loading and unloading procedures and parks dozer in secure area.</u>	O		
74. <u>Keep and record equipment and personnel time in dozer use.</u>	I		
<u>TRACTOR/PLOW BOSS</u>			
75. <u>Identify significant fuel models in assigned work area.</u> PMS 435-1, "Aids to Determine Fuel Models for Estimating Fire Behavior" Anderson, H.E., April '82 USDA FS	O		
76. <u>Describe expected fire in each fuel model, when given simulated weather conditions.</u> • Correctly determine chains per hour when creeping, running, and spotting.	O		
77. <u>Identify capabilities of various types of tractor/plows.</u>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>78. <u>Utilize direct attack on downwind flank, head, and upwind flank.</u></p> <ul style="list-style-type: none"> • Describe burning conditions when direct attack may be safely used. • Describe plowing conditions when direct attack may be safely used. • Describe actions to take when suppressing a wildland fire using direct attack. 	W		
<p>79. <u>Make indirect head attack with or without firing and not using a barrier.</u></p> <ul style="list-style-type: none"> • Describe conditions desirable for using an indirect head attack with and without firing and using a barrier. • Describe the proper method of constructing plowed lines when making an indirect head attack without firing and not using a barrier. 	O		
<p>80. <u>Make indirect head attack using a barrier with and without firing.</u></p> <ul style="list-style-type: none"> • List steps required in making an indirect head attack using a barrier and firing. 	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
81. <u>Make indirect flank attack using one or two tractors, separate, in pairs, or tandem.</u> <ul style="list-style-type: none"> • Identify the steps necessary in making an indirect downwind flank attack with one tractor. • Identify additional critical steps using two paired tractors. • Identify additional critical steps using two tandem tractors. • Identify additional critical steps using two tractors, one on each flank. • Identify critical steps involved with flank secured and when two tractors are making an indirect head attack and meeting from opposite directions. • Identify the steps necessary in making an upwind indirect flank attack with head secured with one tractor. • Identify additional steps with two tandem tractors. 	O		
82. <u>Identify capability of equipment and operator.</u>	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>FIRING BOSS</u></p> <p>83. <u>Review the prescribed burn or incident action plan, and recon the unit/area prior to implementation. Based on complexity:</u></p> <ul style="list-style-type: none"> • Recon burn unit/area of assigned responsibility. • Review the type, number and placement of resources needed to successfully meet the incident objectives. • Review and consult with supervisor on resource needs and suggest adjustments as necessary. • Review and refine the ignition/firing plan utilizing predicted fuel and weather conditions and expected fire behavior. • Review priorities, hazards, and fire sensitive areas described in the burn/firing plan. • Evaluate the use of alternative ignition devices; e.g., aerial, terra torch. • Insure that planned ignition responsibilities will comply with safety standards (LCES, Standard Orders). 	W/ RX/WFU		
<p>84. <u>Conduct pre-burn readiness assessment and briefing.</u></p> <ul style="list-style-type: none"> • Consult with supervisor on “GO/NO-GO” decision. • Review and adjust the ignition plan in view of current conditions. • Instruct crew on ignition operations. 	W/ RX/WFU		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>85. <u>Evaluate initial firing activities and modify as needed.</u></p> <ul style="list-style-type: none"> • Make or assist with making the “GO/NO-GO” decision based on current and expected fire behavior and the ability to meet the plan objectives. • Adjust the ignition plan to meet plan objectives utilizing the on-site fuel, weather, and available resources. 	W/ RX/WFU		
<p>86. <u>Conduct ignition operations in a safe manner according to the implementation plan and agency specific policies and standards including the Standard Firefighting Orders, Watch Out Situations, and LCES principles.</u></p> <ul style="list-style-type: none"> • Review ignition operations to ensure compliance with safety guidelines. • Inspect mechanical equipment and ignition devices for safety. • Advise ignition crew members of potential or impending safety hazards. Inform of appropriate mitigation actions such as posting of look-outs, and identification of safety zones and escape routes. 	W/ RX/WFU		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>87. <u>Maintain communications with operational supervisor, ignition crew members, and any adjacent personnel.</u></p> <ul style="list-style-type: none"> • Keep burn personnel informed of ignition process, conditions affecting fire behavior, equipment problems, and safety of assigned personnel. • As needed, request assistance from burn boss or other personnel to meet ignition objectives. 	W/ RX/WFU		
<p>88. <u>Use firing tactically and complete assignment.</u></p> <ul style="list-style-type: none"> • Complete a firing operation within the time frames established by operations action plan and supervisor. Firing objectives are met. 	W/ RX/WFU		
<u>FELLING BOSS</u>			
<p>89. <u>Assess sawyer capabilities prior to fireline assignment.</u></p>	I		
<p>90. <u>Examine felling saw, tools, and supplies for completeness, serviceability, and safety.</u></p> <p>Saw is typical of the type used by industry fellers. Inspection forms are complete and all unsafe items noted.</p>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
91. <u>Initiate corrective action needed to ready felling crew for task assignment.</u> <ul style="list-style-type: none"> • Correct deficiencies based on inspection of saw, tools, and supplies and analysis of need to complete task or assignment. 	O		
92. <u>Adjust felling crew organization to meet changing considerations within guideline constraints from supervisor.</u>	W/ RX/WFU		
93. <u>Ensure the proper use, safety, servicing, and maintenance of saws.</u>	O		
94. <u>Keep the supervisor advised of felling crew progress, problems, and potentially dangerous situations.</u> <ul style="list-style-type: none"> • Follow coordination/ communication guidelines. 	W/ RX/WFU		
95. <u>Coordinate felling and bucking progress with other supervisors in area.</u> <ul style="list-style-type: none"> • Coordinate according to directions/instructions from supervisor. 	W/ RX/WFU		

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QUALIFICATION RECORD

Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
96. <u>Evaluate any felling and bucking problems relating to personnel, equipment maintenance, fire activity, and hazards.</u> <ul style="list-style-type: none"> • Take positive action to correct or avoid felling and bucking problems. Felling and bucking is accomplished safely, effectively, and to desired standards. 	W/ RX/WFU		
97. <u>Keep and record felling equipment and personnel time for each operational period.</u> <ul style="list-style-type: none"> • Forms are complete and accurate to the satisfaction of the Equipment Time Recorder, supervisor, and agency requirements. 	I		
<u>HELICOPTER BOSS</u>			
98. <u>Assemble Helicopter Manager kit.</u>	O		

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QUALIFICATION RECORD

Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>99. <u>Administer helicopter contracts/agreements and agency policy.</u></p> <ul style="list-style-type: none"> • Conduct pre-use inspection of helicopter and fuel service vehicle to ensure compliance with contract/agreement specifications as related to mission required equipment, systems, and operation. Document as per agency policy. • Ensure that required documents are current and onboard the aircraft, such as: Transportation of Hazardous Materials Guide and Department of Transportation (DOT) exemption, copy of contract/agreement, helicopter flight manual, aircraft logbook, agency aircraft data card. • Maintain communication with appropriate agency aircraft contracting/ administrative personnel. • Establish daily work schedules for pilots, mechanics, and fuel truck drivers. • Complete daily diary, agency flight use summary, and appropriate cost summaries. • Complete agency incident/accident reports. 	O		

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QUALIFICATION RECORD

Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>100. <u>Provide helicopter and helicopter personnel tactical capabilities to incident supervisor.</u></p> <ul style="list-style-type: none"> • Identify missions that aircraft and pilot are approved to perform; passenger, cargo and water dropping capabilities, etc. • Identify qualifications and special capabilities of assigned helicopter personnel. • Identify helicopter accessories and equipment available in support vehicle and order additional equipment when needed. 	I		
<p>101. <u>Continuously monitor and document flight and/or duty hours of pilots, mechanics and fuel service vehicle drivers to ensure that agency limitations are not exceeded.</u></p> <ul style="list-style-type: none"> • Schedule and manage flight and duty times to meet current and projected work objectives. • Ensure that relief pilots, mechanics, etc., are scheduled and assigned when required. 	O		

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QUALIFICATION RECORD

Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>102. <u>Ensure that flight planning, flight following, and resource tracking requirements are met.</u></p> <ul style="list-style-type: none"> • Obtain Resource Order, Flight Request, or other mission information. • Work with pilot to develop agency and/or Federal Aviation Administration (FAA) flight plans. • Obtain appropriate radio frequencies, phone numbers, transponder codes, and area and hazard maps for mission. • Conduct or ensure that radio check-ins are accomplished at established intervals. 	I		
<p>103. <u>Conduct pre-flight and post-flight briefings with flight, support, and helicopter crews.</u></p> <ul style="list-style-type: none"> • Establish mission objectives, time frames, reporting locations, travel routes • Identify and discuss performance, safety, and/or efficiency problems encountered. • Identify adjustments in future operations. 	I		

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QUALIFICATION RECORD

Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>104. <u>Ensure that helicopter pilot accurately completes and approves helicopter load calculation, reflecting current aircraft configuration, appropriate flight manual performance charts, and environmental conditions.</u></p> <ul style="list-style-type: none"> • Flight crew weights • Fuel quantity on board • Elevations at takeoff and landing sites • In-ground or Out-of-ground landing sites • Density altitude 	O		
<p>105. <u>Verify that helicopter is maintained to FAA and agency standards.</u></p> <ul style="list-style-type: none"> • Review aircraft logbook entries to ensure that scheduled maintenance inspections are completed at required intervals. • Contact agency maintenance specialist during unscheduled maintenance or major component replacement. • Facilitate return-to-service process. • Inform supervisor of current or future helicopter maintenance/unavailability. 	O		

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QUALIFICATION RECORD

Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
106. <u>Ensure that turbine power assurance checks are conducted and documented as required by agency.</u> <ul style="list-style-type: none"> • Contact agency maintenance specialist if trend analysis indicates sub-par engine performance. 	O		

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QUALIFICATION RECORD

Continuation Sheet

POSITION: SINGLE RESOURCE BOSS

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>107. <u>Ensure helicopter safety policies are adhered to.</u></p> <ul style="list-style-type: none"> • Utilize risk management techniques and GO/NO-GO Checklist prior to each flight, to include airspace deconfliction, aerial hazard map, weather assessment, radio communications, etc. • Evaluate heli-spots and unimproved landing sites with Pilot in Charge (PIC); ensure that agency landing site standards are met. • Ensure that actual helicopter payloads do not exceed the calculated allowable payload. • Ensure that pre-flight briefings are conducted and the appropriate personal protective equipment (PPE) is utilized for all missions. • Ensure crash rescue/response procedures and equipment are established and communicated to all helicopter personnel. • Comply with all requirements in the Aviation Transport of Hazardous Materials Guide. • Follow all special mission agency safety requirements, such as heli-rappel, aerial ignition. 	W/ RX/WFU		

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INSTRUCTIONS FOR EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulations in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's name, incident/office title, and agency: List the name of the Evaluator, his/her incident position or office title, and agency.

Evaluator's home unit address and phone: Self-explanatory

#: The number in the upper left corner of the Evaluation Record identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Kind: Enter kind of incident; e.g., wildfire, prescribed fire, wildland fire use, search and rescue, flood, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Type of Resources: Enter the number of resources and types assigned to the incident pertinent to the Trainee's task book position.

Duration: Enter inclusive dates during which the Trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the Trainee has been evaluated on that basis; e.g., several initial attack wildfires in similar fuel types.

Management Level or Prescribed Fire Complexity Level: Indicates ICS organization level; i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command or prescribed fire complexity level (low, moderate, high).

NFFL Fuel Model: For wildfire, prescribed fire and wildland fire use experience enter number (1-13) of the fuel model(s) in which the incident occurred and under which the Trainee was evaluated.

- | | | | |
|--------------|---------------------------------|---------------|--------------------------------|
| Grass | 1. Short Grass (1 foot) | Timber | 8. Closed Timber Litter |
| Group | 2. Timber (grass & understory) | Group | 9. Hardwood Litter |
| | 3. Tall Grass (2-1/2 feet) | | 10. Timber (litter understory) |
| Brush | 4. Chaparral (6 feet) | Slash | 11. Light Logging Slash |
| Group | 5. Brush (2 feet) | Group | 12. Medium Logging Slash |
| | 6. Dormant Brush-Hardwood Slash | | 13. Heavy Logging Slash |
| | 7. Southern Rough | | |

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant red card rating: List your certification relevant to the Trainee position you supervised.

Evaluation Record

TRAINEE NAME

TRAINEE POSITION

#1	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildfire, prescribed fire, wildland fire use, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee. Recommendations: _____ _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____					

#2	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildfire, prescribed fire, wildland fire use, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
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**Evaluation Record
(Continuation Sheet)**

TRAINEE NAME		TRAINEE POSITION			
#3	Evaluator's name: Incident/office title & agency:				
Evaluator' home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildfire, prescribed fire, wildland fire use, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
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#4	Evaluator's name: Incident/office title & agency:				
Evaluator' home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildfire, prescribed fire, wildland fire use search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
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