

NEW HAMPSHIRE PRESCRIBED FIRE COUNCIL (NHPFC)

TASK BOOK FOR THE POSITION OF

NEW HAMPSHIRE P R E S C R I B E D FIRE BURN BOSS 3
(NHRXB3)

(POSITION PERFORMANCE ON A PRESCRIBED FIRE ASSIGNMENT REQUIRED)

JULY 2012

Task Book Assigned To:

Trainee's Name: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Task Book Initiated By:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Home Unit Address: _____

Date 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.

**Verification/Certification of Completed Task Book
for the Position of:**

(position title)

Final Evaluator's Verification

*To be completed **ONLY** when you are recommending the trainee for certification.*

I verify that (trainee name) _____ has successfully performed as a trainee by demonstrating all tasks for the position listed above and should be considered for certification in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: _____

Final Evaluator's Printed Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

Agency Certification

I certify that (trainee name) _____ has met all requirements for qualification in the above position and that such qualification has been issued.

Certifying Official's Signature: _____

Certifying Official's Printed Name: _____

Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

NEW HAMPSHIRE PRESCRIBED FIRE COUNCIL POSITION TASK BOOK

This Position Task Book (PTB) has been developed for the New Hampshire Prescribed Fire Council (NHPFC) designated position of Burn Boss 3(NHRXB3). A Burn Boss 3 may be used to execute a prescribed burn of low complexity on State or other non-Federal lands. The 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 division that the trainee be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a wildland or prescribed fire. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task which require an action (contain 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 NHPFC Prescribed Burn Guide and the Wildland and Prescribed Fire Qualification Subsystem Guide 310-1. A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The Local Office is responsible for:
 - Selecting trainees based on the needs of the local office and the geographic area.
 - Ensuring that the trainee meets the training and experience requirements included in the NHPFC Prescribed Burn Guide and the NWCG Wildland and Prescribed Fire Qualification Subsystem Guide 310-1 as applicable.
 - Issuing PTBs to document task performance.
 - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
 - Providing an evaluator for local assignments or coordinating with other council members for an evaluator to be available.
 - Tracking progress of the trainee.
 - Confirming PTB completion.
 - Determining certification per agency policy. (NHPFC Prescribed Burn Guide)
 - Issuing proof of certification.
2. The individual is responsible for:
 - Reviewing and understanding instructions in the PTB

- Identifying desired objectives/goals.
 - Providing background information to an evaluator.
 - Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
 - Assuring the Evaluation Record is complete.
 - Notifying local office personnel when the PTB is completed and providing a copy.
 - Keeping the original PTB in personal records.
3. The Evaluator is responsible for:
- Being qualified in the position being evaluated as specified in “Planning for Prescribed Burning in New Hampshire” or a higher position or equivalent Interagency or NWCG position or higher position.
 - Meeting with the trainee and determining past experience, current qualifications, and desired goals/objective.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing the Evaluation Record found at the end of each PTB.
 - Signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

QUALIFICATIONS:

The trainee must be qualified at the New Hampshire Advanced Prescribed Firefighter (RXFF2) or NWCG Firefighter Type 1 and must complete the following required training BEFORE a NHRXL1 task book can be issued to a trainee:

- S-234 Ignition Operations
- S-290 Intermediate Fire Behavior

The following training is recommended to support the trainee’s knowledge and skills

- S -230 Crew Boss (Single Resource)

Trainees must successfully complete all tasks. It is recommended that trainees work multiple assignments (prescribed burns) with an experienced New Hampshire Fire Leader 1 Fire Leader II or NWCG/interagency Burn Boss. Be sure to document the fuel types and complexity of the burn the trainee is being evaluated on.

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>GENERAL</u></p> <p>1. Review agency procedures, policies and regulations for prescribed fire as related to position through conversations with supervisor and/or reading of agency manuals and handbooks. Identify the relationship of the Fire Leader with other prescribed fire positions.</p>	O		
<p>2. Review the burn plan and ensure all burn plan requirements are met.</p> <ul style="list-style-type: none"> • Review the kind, number, type, and placement of equipment and personnel to meet burn plan/resource management objectives. • Review the availability of scheduled resources. • Combine different resources to effectively meet objectives. • Conduct documented (formal or informal) hazard analysis. • Understand the relationship between the proposed burn and the fire management plan and other appropriate planning documentation. • Ensure that holding/contingency plan adequately addresses expected fire behavior outside unit and the probability of containment of spot fires with available resources. • Verify qualifications of assigned personnel. 	O		

*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)
 RX = task must be performed on a prescribed fire incident

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>3. Safety: Ensure that all phases of the prescribed fire operation, stress the safety of all personnel. Some of the following bullet statements for this task will be repeated throughout the task book. This is intentional.</p> <ul style="list-style-type: none"> • Conduct documented hazard analysis. • Verify qualifications of assigned personnel. • Recognize critical safety issues and insure that hazards and risks are mitigated prior to beginning the burn. • During the pre-ignition briefing, communicate safety issues to burn crew. Ensure that burn crew is aware of all hazards and risks, and mitigation measures, including but not limited to PPE, safety zones, escape routes, and lookouts. • During the burn, recognize changing weather, fire behavior or other conditions which may affect personnel safety. Communicate this information to necessary personnel and provide appropriate actions to ensure continued safe operations. 	RX		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>PRESCRIBED FIRE ACTIVITIES</u></p> <p>4. Recon burn unit.</p> <ul style="list-style-type: none"> • Determine and evaluate the placement of needed control line. • Recognize critical safety issues. • Identify fuel characteristics which affect fire behavior. • Verify burn plan components, such as staffing and equipment, resources, prescription parameters, contingency plan, mitigation techniques for air quality, etc. 	RX		
<p>5. Obtain and interpret current fire environment conditions, such as weather, fuel moisture, and soil moisture.</p> <ul style="list-style-type: none"> • Collect local and regional weather observations. • Make precise weather observations on the fire site. • Collect fuel and soil moisture data, such as fuel moisture stick readings and various drought indices. • Describe procedures for requesting and receiving spot weather forecasts. • Ensure that needed spot weather and smoke dispersal forecasts are in hand and have been analyzed against the prescription. 	RX		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>6. Given current and predicted environmental conditions (such as weather, smoke management forecasts, fuel moisture), air quality clearance, resource status (staffing and equipment), and national, regional and local preparedness levels, make "Go/No-Go" decision.</p> <ul style="list-style-type: none"> • Analyze operational situations/factors to determine if burn plan can be implemented. • Evaluate fire behavior and weather conditions. • If appropriate, evaluate test fire results, including smoke impacts, current versus desired fire effects, observed versus predicted fire behavior, etc. • Describe consequences of "Go/No-Go" decision and notify appropriate personnel • Complete the "Go/No-Go" checklist and sign as appropriate. 	RX		
<p>7. Conduct operations according to agency-specific policies and standards, emphasizing safety and meeting of plan objectives.</p> <ul style="list-style-type: none"> • Ensure burn site perimeters and special areas of concern have been identified and marked. 	RX		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<ul style="list-style-type: none"> • Ensure public information and hazard warning signs are posted and maintained. • Protect cultural and natural resources and capital improvements. • Ensure on-site prescription variables are measured. • Validate fire behavior predictions. • Recognize fire behavior which endangers personnel, identify alternative tactics, and implement chosen mitigation alternatives. • If necessary, apply appropriate tactics for sensitive areas and threatened and endangered (T&E) species. • Ensure safety of personnel, observers, and the public. • Terminate burn if smoke, resource, and fire management objectives are not being met. • Know when to declare prescribed fire a wildland fire per agency policy. • Declare prescribed fire out per agency policy. • Identify safety hazards and use precautions for various procedures. 	RX		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>8. Direct specific resources to complete operational assignments.</p> <ul style="list-style-type: none"> • Identify additional staffing needs. • Adhere to local policy for ordering, use, and release of additional resources. • Verify resource needs are on-site, and then make tactical assignments. • Conduct pre-ignition briefing, to include burn objectives, operational procedures, and safety issues. • Ensure tactical assignments are completed. • Complete any subordinate task for an unfilled position. • Demonstrate communication skills as they relate to supervision. • Articulate performance requirements to subordinates. • Lead and direct the actions of subordinates. • Evaluate the performance of subordinates and take appropriate action. 	RX		
<p>9. Provide for monitoring of smoke emissions for health, safety, vista impairment, and fire behavior effects.</p> <ul style="list-style-type: none"> • Identify mitigation measures when smoke emissions create safety hazards. Implement as needed. 	RX		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
10. Remain in communication with crew members, assigned supervisor, and adjoining forces. <ul style="list-style-type: none"> • Advise crew members of potential or impending safety hazards. Inform of appropriate mitigation actions, such as posting of lookouts and identification of safety zones and escape routes. • Demonstrate communication skills appropriate to the burn organization, and situations encountered. • Ensure that radios and communication hardware are in place, and that frequencies are posted and known by all. 	O		
11. Ensure pre-burn coordination and communication is maintained between the burn organization(s) and other offices, agencies, air quality authorities, news media, transportation agencies, safety officials, and interested public. <ul style="list-style-type: none"> • Obtain permits or clearances as required by agency policy or local, state or federal regulation. • Notify appropriate people of the intent to burn (such as dispatcher, fire staff, cooperators, and landowners). • Coordinate with resource specialist(s). • Provide for internal and external communication as necessary. 	RX		

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**New Hampshire Prescribed Fire Council
Prescribed Fire Burn Boss 3 Task Book**

July 2012

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>POST- BURN OPERATIONS</u></p> <p>12. Evaluate and document the accomplishment of fire objectives, operational procedures, and assigned personnel.</p> <ul style="list-style-type: none"> • Collect, analyze, and summarize immediate post-burn fire effects and fire behavior evaluation data as specified in prescribed fire plan. • Compare results to original fire objectives and submit as part of prescribed fire report. • Complete all required documentation for the burn plan. • Complete personnel evaluations. • Conduct an After Action Review (AAR) and recommend changes for incorporation in future burn plans. 	RX		
<p>13. Ensure the post-burn narrative, time and equipment records, reports, cost summaries, and unit logs are completed as necessary.</p>	RX		
<p>14. Monitor implementation costs and make the appropriate notifications.</p> <ul style="list-style-type: none"> • Describe desired cost limits set by the burn plan. 	O		

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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., wildland fire, prescribed fire, 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 fires 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 wildland fire and prescribed fire experience, enter number (1-13) of the fuel model(s) in which the incident occurred and under which the trainee was evaluated.

Grass Group	1. Short Grass (1 foot)	Timber Group	8. Closed Timber Litter
	2. Timber (grass & understory)		9. Hardwood Litter
	3. Tall Grass (2-1/2 feet)		10. Timber (litter understory)
Brush Group	4. Chaparral (6 feet)	Slash Group	11. Light Logging Slash
	5. Brush (2 feet)		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' home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, 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' home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, 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: _____					

**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 (wildland fire, 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		
<p>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.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ 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.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

#4	Evaluator's name: Incident/office title & agency:				
Evaluator' home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, 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		
<p>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.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ 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.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					