

NEW HAMPSHIRE PRESCRIBED FIRE COUNCIL (NHPFC)

TASK BOOK FOR THE POSITION OF

NEW HAMPSHIRE ADVANCED PRESCRIBED
FIREFIGHTER (RXFF2)

(POSITION PERFORMANCE ON A WILDLAND OR PRESCRIBED FIRE
ASSIGNMENT REQUIRED)

February 22, 2012

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

NEW HAMPSHIRE PRESCRIBED FIRE COUNCIL POSITION TASK BOOK

This Position Task Book (PTB) has been developed for the NHPFC designated position of New Hampshire Advanced Prescribed Firefighter. New Hampshire Advanced Prescribed Firefighter (RXFF2) may be used in a variety of prescribed burn tasks including preparing, firing and holding lines. They may also perform duties in support of engines, pumps and other suppression equipment. They may provide leadership for 3 to 5 firefighters. 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.
 - 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 and proficient in the position being evaluated.
 - Meeting with the trainee and determining past experience, current qualifications, and Desired objectives/goals.
 - 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 Basic Prescribed Firefighter (RXFF1) or NWCG Firefighter type II and must complete the following required training **BEFORE** a RXFF2 task book can be issued to a trainee:

- S-131 Advanced Firefighter/Squad Boss
- S-133 Look Up, Look Down, Look Around
- S-211 Portable Pumps and Water Use or S-231 Engine Boss

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

- S-211 Portable Pumps and Water Use or S-231 Engine Boss, whichever one is not originally taken.

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

QUALIFICATION RECORD

POSITION: NEW HAMPSHIRE ADVANCED PRESCRIBED FIREFIGHTER (RXFF2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>1. <u>Review Agency procedures, policies and regulations for prescribed burning as related to position.</u></p> <ul style="list-style-type: none"> • Read NHPFC Prescribed Burn Guide. • Discuss prescribed burn policies with supervisor. • Identify the relationship of the NH RXFF2 with other prescribed burn positions. 	O		
<p>2. <u>Arrive at Prescribed burn and check in with Fire Leader or other designated person.</u></p> <ul style="list-style-type: none"> • Arrive properly equipped at assigned location within acceptable time limits. Check in according to agency guidelines. 	RX		
<p>3. <u>Properly use portable or mobile multi-channel radio.</u></p> <ul style="list-style-type: none"> • Use correct nomenclature. • Correctly prepare radio for operation. • Successfully complete radio check. • Select proper channel. • Make proper adjustments (squellch/volume). • Change location to improve reception/transmission (as needed). • Protect radio from damage at all times. • Use proper radio procedures and techniques. • Exercise proper radio discipline. • Describe agency procedures for emergency notification (emergency traffic). • Describe limitations of radio communications. 	RX		

*Codes: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)
 I = task must be performed on an incident (flood, fire prescribed fire, search & rescue, planned event, etc.)
 W = task must be performed on a wildland fire incident
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance.
 The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.
 RX = task must be performed on a prescribed fire incident

QUALIFICATION RECORD
Continuation Sheet

POSITION: NEW HAMPSHIRE ADVANCED PRESCRIBED FIREFIGHTER (RXFF2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>4. <u>Properly use maps and compass.</u></p> <ul style="list-style-type: none"> • Accurately determine local declination. • Use compass to point true north. • Accurately orient map using compass, landmarks, improved properties, streets, access roads, and topographic features. • Accurately identify current location by determining back azimuths to two identifiable landmarks or topographic features. • Verify location by comparing topographic features or street references with map. • Describe location in terms of coordinates or other acceptable description. • Accurately read map symbols • Accurately compute distance and bearing. • Navigate from point to point using map, compass and pacing. • Accurately navigate to an assigned destination. • Utilize available property improvement maps to identify areas of concern. 	O		

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Continuation Sheet

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>5. <u>Properly set up, operate and maintain agency pump..</u> <u>(Note: only 1 task of tasks 5 or 6 need to be completed)</u></p> <ul style="list-style-type: none"> • Plan pumping operation (appropriate agent, water source, type of pump, and accessories). • Obtain correct pump and accessories. • Correctly lay out pump and accessories. • Prime, start and warm up pump. • Determine correct application rate and pump engine pressure (in pounds per square inch (PSI) and gallons per minute (GPM) to provide requested nozzle pressure (head pressure and flow) for a specific hose lay. • Operate pump engine at desired PSI and GPM. • Refuel and maintain pump for continuous operation. • Correctly stop pump. • Provide correct field maintenance to engine and pump in accordance with maintenance guidelines. • Recognize and describe the use of hose lay appliances: pressure relief valves, bleeder valves, fittings, plain and in-line tee-valves, plain and gated wyes and in-line shut-off (Gizmo) nozzles. • Recognize and describe the use of various kinds and 	O		

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Continuation Sheet

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>6. <u>Properly start, operate and maintain engine in accordance with agency procedures, manufacturer's recommendations and safety requirements. (Note: only 1 task of tasks 5 or 6 need to be completed)</u></p> <ul style="list-style-type: none"> • Use correct fueling and starting procedure including pump priming. • Demonstrate Safe Driving and Back-up Procedures. • Refill Water Tank. • Utilize engine for line holding operations • Provide Holding crew support. • Set up hose lay and protection line. • Use correct stopping and refueling procedures. • Inspect engine for potential operational issues 	O		
<p>7. <u>Receive task/assignment and briefing from Fire Leader or Burn Boss.</u> Instructions from Fire Leader/burn boss may be written and/or oral. Information provided includes Burn unit to be executed, Prescription parameters Contingency plan and fire weather forecast. Receive task assignment and briefing face-to- face with supervisor.</p> <ul style="list-style-type: none"> • Ask necessary questions to clarify information provided by supervisor. Task/assignment from supervisor is clearly understood. All pertinent information available is provided. • Take written notes when necessary. Record pertinent information when receiving assignment/briefing. Information recorded is accurate as conveyed by supervisor. 	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>8. <u>Review the burn plan and burn unit 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. • Review and consult with burn boss on resources and suggest adjustments as necessary. • Review and refine the ignition plan in light of current fuel and weather conditions and expected fire behavior. • Review priorities set in the burn plan. • Conduct documented (formal or informal) hazard analysis in multiple resource type situations. • Consider the use of alternative ignition devices; e.g., aerial, terra torch. • Insure that planned ignition responsibilities will comply with safety standards (LCES, Standard Orders). 	RX		
<p>9. <u>Demonstrate the ability to develop strategy and apply appropriate tactics.</u></p> <p>Take appropriate action to safely initiate prescribed fire tasks.</p> <ul style="list-style-type: none"> • Evaluate Initial Firing and holding tactics. • Direct tactical operations which provide safety to the firefighter. • Use appropriate fire suppression strategy. • Develop appropriate tactics based on selected strategy, values to be protected, and expected fire behavior. • Request additional resources as needed. 	RX		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>10. <u>Participate in ignition activities.</u></p> <p>Take appropriate actions ton to ignite prescribed burn according to plan.</p> <ul style="list-style-type: none"> • Set up and fuel drip torch or other firing devices. • Implement various ignition patterns. • Modify ignition to address changing weather and unexpected hazards. 	RX		
<p>11. <u>Serve as a Fire Behavior Monitor.</u></p> <ul style="list-style-type: none"> • Establish/maintain communication with assigned resources. • Choose position with good view of all aspects of hazard, values to be protected, and personnel. • Carry proper equipment (watch, map, radio/batteries, weather Kit). • Provide updates on any changes that may compromise the safety of fireline personnel. • Provide appropriate warnings and direction for hazardous conditions and/or indications of extreme fire behavior. <p>Record periodic spot weather measurements and fire behavior information.</p>	RX		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>12. <u>Maintain effective communications with adjoining resources.</u></p> <ul style="list-style-type: none"> • Communicate utilizing various methods such as portable radios, person to person, messenger. • Coordinate holding line and ignition activities. 	RX		
<p>13. <u>Brief subordinates or assigned relief.</u></p> <p>The following information is given periodically and with every change from planned work:</p> <ul style="list-style-type: none"> • Communications • Chain of command • Overall incident information 	I		
<p>14. <u>Keep assigned crew members informed on a continuing basis about all pertinent information.</u></p> <p>This includes:</p> <ul style="list-style-type: none"> • Fire location • Fire size • Fuel types • Values to be protected • Transportation arrangements (modes and routes) • Predicted fire behavior • Safety • Equipment • Potential hazards • Agency policy and procedures • Supervisor's instructions 	W/ RX		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>15. <u>Inspect squad members and their personal protective equipment (PPE).</u></p> <ul style="list-style-type: none"> • Check crewmembers' qualifications. Assure crewmembers meet agency qualification requirements for tasks/assignments. • Examine members' PPE. Assure agency standards and assignment requirements are met. • Notify supervisor of corrective action needed. All personnel and equipment will meet agency requirements, conditions of hire, and supervisor's instructions. 	O		
<p>16. <u>Inspect assigned equipment and supplies.</u></p> <ul style="list-style-type: none"> • Examine tools, equipment and supplies required to complete assigned task for amount, serviceability, and safety. • Notify supervisor of corrective action needed to reconcile deficiencies noted. 	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>17. <u>Provide leadership and supervision for members assigned to squad.</u></p> <ul style="list-style-type: none"> • Take action to correct unsafe actions or conditions. • Solve problems through analysis and decisive action. • • Provide for the care of squad members in the event that sickness, injury or accident occurs. • Notify supervisor of crewmember injury/illness as soon as possible. 	RX		
<p>18. <u>Direct and control squad throughout the incident. Continually evaluate incident against the Standard Fire Orders and Watch Out Situations and Wildland/Urban Interface (WUI) Watch Out Situations for compliance.</u></p> <ul style="list-style-type: none"> • Demonstrate understanding of how to apply LCES. 	W/RX		
<p>19. <u>Participate in After Action Review.</u></p> <ul style="list-style-type: none"> • Review assigned position and tasks • Discuss what worked and didn't work. • Request input from subordinates and make suggestions for future burns. 	RX		

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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, simulation 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 & agency: List the name of the evaluator, his/her incident position (on incidents) or office title, and agency.

Evaluator=s home unit address & phone: self-explanatory

#: The number in the upper left corner of the experience block 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 Type: Enter type of incident, e.g., wildfire, 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 individual 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, i.e., several initial attack fires in similar fuel types.

Management Level or Prescribed Fire Complexity Level: Indicate 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	1. Short Grass (1 foot)	Timber	8. Closed Timber Litter
Group	2. Timber (grass & understory)	Group	9. Hardwood Litter
	3. Tall grass (2 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 (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's 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		
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Evaluation Record

TRAINEE NAME

TRAINEE POSITION

#3	Evaluator's name: Incident/office title & agency:				
Evaluator's 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		
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#4	Evaluator's name: Incident/office title & agency:				
Evaluator's 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		
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