

## Pennsylvania Task Book for the Position of:

### FIRING BOSS (PA-FIRB)

February 2013

#### 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:  
FIRING BOSS (PA-FIRB)**

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**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: \_\_\_\_\_

Additional copies of this publication are available through:  
The Pennsylvania Prescribed Fire Council at <http://www.paprescribedfire.org>

## PENNSYLVANIA POSITION TASK BOOK

Position Task Books (PTBs) have been developed for each position listed in the Pennsylvania Prescribed Fire Qualifications Standards. Each PTB lists the competencies, behaviors and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

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 while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

### INCIDENT/EVENT CODING

Each task has a code associated with the type of training assignment where the task may be completed. The codes are: O = other, I = incident, W = wildfire, RX = prescribed fire, W/RX = wildfire OR prescribed fire and R = rare event. The codes are defined as:

- O = Task can be completed in any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).
- I = Task must be performed on an incident managed under the Incident Command System (ICS). Examples include wildland fire, structural fire, oil spill, search and rescue, hazardous material, and an emergency or non-emergency (planned or unplanned) event.
- W = Task must be performed on a wildfire incident.
- RX = Task must be performed on a prescribed fire incident.
- W/RX = Task must be performed on a wildfire OR prescribed fire incident.
- R = Rare events such as accidents, injuries, vehicle or aircraft crashes occur infrequently and opportunities to evaluate performance in a real setting are limited. The evaluator should determine, through interview, if the trainee would be able to perform the task in a real situation.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded W must be evaluated on a wildfire; tasks coded RX must be evaluated on prescribed fire and so on. Performance of any task on other than the designated assignment is not valid for qualification.

Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee; the bullets are not all-inclusive. Evaluate and initial ONLY the numbered tasks. DO NOT evaluate and initial each individual bullet.

## **RESPONSIBILITIES**

The responsibilities of the Home Unit/Agency, Trainee, and Evaluator are identified in the Pennsylvania Prescribed Fire Qualifications Standards. It is incumbent upon each of these individuals to ensure their responsibilities are met.

## **INSTRUCTIONS FOR THE POSITION TASK BOOK EVALUATION RECORD**

### **Evaluation Record #**

Each evaluator will need to complete an evaluation record. Each evaluation record should be numbered sequentially. Place this number at the top of the evaluation record page and also use it in the column labeled “Evaluation Record #” for each numbered task the trainee has satisfactorily performed.

### **Trainee Information**

Print the trainee’s name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

### **Evaluator Information**

Print the Evaluator’s name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

### **Incident/Event Information**

**Incident/Event Name:** Print the incident/event name.

**Reference:** Enter the incident code and/or fire code.

**Duration:** Enter inclusive dates during which the trainee was evaluated.

**Incident Kind:** Enter the kind of incident (wildfire, prescribed fire, search and rescue, flood, hurricane, etc.).

**Location:** Enter the geographic area, agency, and state.

**Management Type or Prescribed Fire Complexity Level:** Circle the ICS organization level (Type 5, Type 4, Type 3, Type 2, Type 1, Area Command) or the prescribed fire complexity level (Low, Moderate, High).

**Fire Behavior Prediction System (FBPS) Fuel Model Group:** Circle the Fuel Model Group letter that corresponds to the predominant fuel type in which the incident/event occurred.

**G = Grass Group** (includes FBPS Fuel Models 1 – 3):

1 = short grass (1 foot); 2 = timber with grass understory; 3 = tall grass (1½ - 2 feet)

**B = Brush Group** (includes FBPS Fuel Models 4 – 6):

4 = Chaparral (6 feet); 5 = Brush (2 feet); 6 = dormant brush/hardwood slash; 7 = Southern rough

**T = Timber Group** (includes FBPS Fuel Models 8 – 10)

8 = closed timber litter; 9 = hardwood litter; 10 = timber (with litter understory)

**S = Slash Group** (includes FBPS Fuel Models 11 – 13)

11 = light logging slash; 12 = medium logging slash; 13 = heavy logging slash

### **Evaluator's Recommendation**

For 1 – 4, initial only one line as appropriate; this will allow for comparison with your initials in the Qualifications Record.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

### **Evaluator's Signature**

Sign here to authenticate your recommendations.

### **Date**

Document the date the Evaluation Record is being completed.

### **Evaluator's Relevant Qualification (or agency certification)**

List your qualification or certification relevant to the trainee position you supervised.

**Note:** Evaluators must be qualified in the position being evaluated.

### **Task Book Completion Timeframes**

The position task book (PTB) is valid for three years from the day it is initiated. Upon documentation of the first task in the PTB, the three-year time limit is reset from that new date.

If the PTB is not completed in three years from the date of the PTB (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.

**Competency: Assume position responsibilities.**

*Description: Successfully assume role of Single Resource Boss and initiate position activities at the appropriate time according to the following behaviors.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Ensure readiness for assignment.</b>			
1. Obtain and assemble information and materials needed for kit. Suggested items: <ul style="list-style-type: none"> <li>• <i>PMS 461, Incident Response Pocket Guide (IRPG)</i></li> <li>• <i>PMS 410-1, Fireline Handbook</i></li> <li>• <i>Incident specific reference materials</i></li> <li>• <i>Documentation materials</i></li> </ul>	O		
2. Obtain complete information from dispatch upon assignment. <ul style="list-style-type: none"> <li>• <i>Incident name</i></li> <li>• <i>Incident order number</i></li> <li>• <i>Request number</i></li> <li>• <i>Incident phone number</i></li> <li>• <i>Reporting time</i></li> <li>• <i>Reporting location (drop point)</i></li> <li>• <i>Transportation arrangements/travel routes</i></li> <li>• <i>Contact procedures during travel (telephone/radio)</i></li> <li>• <i>Authorization for use of equipment (laptops, cell phones, rental vehicle)</i></li> </ul>	O		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
3. Travel to and from assignment. <ul style="list-style-type: none"> <li>• <i>Have assigned personnel ready at specified location on time.</i></li> <li>• <i>Arrange tool transport.</i></li> <li>• <i>Manifest assigned personnel for helicopter, if needed.</i></li> <li>• <i>Use time effectively during delays (e.g., critique assignment).</i></li> <li>• <i>Take head count prior to departure.</i></li> <li>• <i>Ensure driver/operator is qualified and has had required rest.</i></li> <li>• <i>Ensure safety procedures are followed for transporting personnel and equipment.</i></li> </ul>	O		
4. Arrive at incident and check in. <ul style="list-style-type: none"> <li>• <i>Arrive properly equipped at assigned location within acceptable time limits.</i></li> <li>• <i>Notify dispatch of any time delays.</i></li> </ul>	I		

**Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.**

5. Assemble personnel. <ul style="list-style-type: none"> <li>• <i>Notify crew members of assignment for timely mobilization.</i></li> <li>• <i>Assemble assigned personnel at rendezvous point at time required.</i></li> </ul>	O		
6. Inspect personnel and equipment. <ul style="list-style-type: none"> <li>• <i>Verify qualifications.</i></li> <li>• <i>Ensure safety equipment and personal gear meet minimum requirements in the Fireline Handbook.</i></li> <li>• <i>Assess capabilities of personnel to safely complete assignment.</i></li> <li>• <i>Ensure tools and equipment are ready for travel.</i></li> </ul>	O		
7. Determine assignments and personal equipment needs. <ul style="list-style-type: none"> <li>• <i>Check tools, supplies, and radios.</i></li> </ul>	O		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Gather, update, and apply situational information relevant to the assignment.**

8. Obtain initial briefing from supervisor. <ul style="list-style-type: none"> <li>• <i>Tactical assignment.</i></li> <li>• <i>Special considerations and hazards.</i></li> <li>• <i>Values to be protected.</i></li> </ul>	I		
9. Brief supervisor about readiness of assigned personnel.	I		

**Behavior: Establish effective relationships with relevant personnel.**

10. Conduct self in a professional manner. <ul style="list-style-type: none"> <li>• <i>Respectful and courteous.</i></li> <li>• <i>Respectful of public and private property.</i></li> </ul>	I		
11. Establish and maintain positive interpersonal and interagency working relationships.	I		

**Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.**

12. Organize assigned resources into configurations which will meet incident/tactical objectives.	I		
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**Behavior: Understand and comply with ICS concepts and principles.**

13. Apply the ICS. <ul style="list-style-type: none"> <li>• <i>Follow chain of command.</i></li> <li>• <i>Maintain appropriate span of control.</i></li> <li>• <i>Use appropriate ICS forms.</i></li> <li>• <i>Use appropriate ICS terminology.</i></li> </ul>	I		
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*



**Competency: Lead assigned personnel.**

*Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Model leadership values and principles.**

14. Exhibit principles of duty. <ul style="list-style-type: none"> <li>• <i>Be proficient in your job, both technically and as a leader.</i></li> <li>• <i>Make sound and timely decisions.</i></li> <li>• <i>Ensure tasks are understood, supervised and accomplished.</i></li> <li>• <i>Develop your subordinates for the future.</i></li> </ul>	I		
15. Exhibit principles of respect. <ul style="list-style-type: none"> <li>• <i>Know your subordinates and look out for their well-being.</i></li> <li>• <i>Keep your subordinates informed.</i></li> <li>• <i>Build the team.</i></li> <li>• <i>Employ your subordinates in accordance with their capabilities.</i></li> </ul>	I		
16. Exhibit principles of integrity. <ul style="list-style-type: none"> <li>• <i>Know yourself and seek improvement.</i></li> <li>• <i>Seek responsibility and accept responsibility for your actions.</i></li> <li>• <i>Set the example.</i></li> </ul>	I		

**Behavior: Ensure the safety, welfare, and accountability of assigned personnel.**

17. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> <li>• <i>Recognize, mitigate and communicate potentially hazardous situations.</i></li> <li>• <i>Monitor condition of assigned resources.</i></li> <li>• <i>Account for assigned resources.</i></li> <li>• <i>Provide for care of assigned resources and notify supervisor in event of sickness, injury, or accident.</i></li> <li>• <i>Utilize Risk Management Process.</i></li> </ul>	I		
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
18. Follow safety guidelines. <ul style="list-style-type: none"> <li>• <i>Inform subordinates of hazards.</i></li> <li>• <i>Develop plans based on safety guidelines.</i></li> <li>• <i>Ensure tactical operations maintain the principles of Lookouts, Communication, Escape Routes, Safety Zones (LCES).</i></li> <li>• <i>Ensure work/rest guidelines are met.</i></li> </ul>	I		

**Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.**

19. Complete daily review of staffing requirements.	I		
20. Develop schedule/assignments based on Incident Action Plan (IAP) or relevant plan.	I		
21. Ensure subordinates understand assignment for operational period. <ul style="list-style-type: none"> <li>• <i>Provide clear, concise instructions and allow for feedback.</i></li> </ul>	I		
22. Continually evaluate performance. <ul style="list-style-type: none"> <li>• <i>Communicate deficiencies immediately and take corrective action.</i></li> <li>• <i>Provide training opportunities where available.</i></li> <li>• <i>Complete personnel performance evaluations according to agency guidelines.</i></li> </ul>	I		

**Behavior: Emphasize teamwork.**

23. Establish crew cohesiveness. <ul style="list-style-type: none"> <li>• <i>Provide for open communication.</i></li> <li>• <i>Seek commitment.</i></li> <li>• <i>Set expectations for accountability.</i></li> <li>• <i>Focus on the team result.</i></li> </ul>	I		
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TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Coordinate interdependent activities.**

24. Coordinate tactical operations with adjoining resources and supervisor.	I		
25. Communicate changes with adjoining resources and supervisor. <ul style="list-style-type: none"> <li>• <i>Movement of resources</i></li> <li>• <i>Tactical decisions</i></li> <li>• <i>Logistical needs</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## Competency: Communicate effectively.

*Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Ensure relevant information is exchanged during briefings and debriefings.</b>			
26. Brief and keep subordinates informed and updated. <ul style="list-style-type: none"> <li>• <i>Operational assignments and changes.</i></li> <li>• <i>Readiness for next operational period.</i></li> <li>• <i>Work/rest guidelines.</i></li> <li>• <i>Camp layout.</i></li> </ul>	I		
27. Exchange information with resources from previous operational period.	I		
28. Brief relief forces. <ul style="list-style-type: none"> <li>• <i>Current status/conditions/concerns regarding assignment.</i></li> </ul>	I		
29. Attend briefings and meetings as directed. <ul style="list-style-type: none"> <li>• <i>Provide information as requested.</i></li> <li>• <i>Keep supervisor informed of issues and potential problems.</i></li> </ul>	I		
30. Participate in functional area briefings and conduct After Action Reviews (AARs).	I		
<b>Behavior: Ensure documentation is complete and disposition is appropriate.</b>			
31. Complete time reports for assigned personnel. <ul style="list-style-type: none"> <li>• <i>Ensure reports are accurate and submitted in a timely manner.</i></li> <li>• <i>Include justifications and authorizations as needed.</i></li> </ul>	O		
32. Complete personnel evaluations. <ul style="list-style-type: none"> <li>• <i>Review with individual personnel prior to leaving incident.</i></li> <li>• <i>Provide copy of review to individual.</i></li> </ul>	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
33. Complete ICS 214, Unit Log.	O		
34. Complete necessary medical forms in event of an injury.	O		

**Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.**

35. Obtain additional sources of information to perform operational assignment. <ul style="list-style-type: none"> <li>• <i>Local maps</i></li> <li>• <i>Local safety concerns</i></li> <li>• <i>Pocket cards</i></li> <li>• <i>IRPG</i></li> <li>• <i>Fireline Handbook</i></li> </ul>	O		
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**Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.**

36. Communicate using clear text.	O		
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**Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.**

37. Ensure tactical plans conform to incident objectives.	I		
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

**Competency: Ensure completion of assigned actions to meet identified objectives.**

*Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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**Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.**

38. Evaluate fuels, topography, and weather factors throughout entire operational period. <ul style="list-style-type: none"> <li>• <i>Monitor and ensure documentation of weather observations (e.g., identify trends).</i></li> <li>• <i>Communicate to subordinates and supervisor (e.g., update weather changes, fire weather forecasts).</i></li> </ul>	W/RX		
39. Request, direct, and provide feedback for aerial resources through established chain of command.	R		
40. Recon area of assigned responsibility, consult with supervisor on resource needs and suggest adjustments as necessary.	I		
41. Identify road systems and limitations. <ul style="list-style-type: none"> <li>• <i>Bridge load and road limits</i></li> <li>• <i>Ingress/egress</i></li> <li>• <i>Effects of weather</i></li> </ul>	I		

**Behavior: Take appropriate action based on assessed risks.**

42. Apply the Risk Management Process found in the IRPG and Fireline Handbook. <ul style="list-style-type: none"> <li>• <i>Step 1: Situation Awareness</i></li> <li>• <i>Step 2: Hazard Assessment</i></li> <li>• <i>Step 3: Hazard Control</i></li> <li>• <i>Step 4: Decision Point</i></li> <li>• <i>Step 5: Evaluate</i></li> </ul>	I		
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*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
43. Develop strategy and apply appropriate tactics for the assignment. <ul style="list-style-type: none"> <li>• <i>Fireline type, location, and construction</i></li> <li>• <i>Ignition operations</i></li> <li>• <i>Equipment use</i></li> <li>• <i>Water use</i></li> <li>• <i>Mop-up, hold, and patrol</i></li> </ul>	W/RX		
44. Recognize situation requiring public evacuation and communicate to supervisor. <ul style="list-style-type: none"> <li>• <i>Immediate need</i></li> <li>• <i>Planned action</i></li> </ul>	R		
<b>Behavior: Modify approach based on evaluation of incident situation.</b>			
45. Maintain situation awareness and adjust tactics as necessary. <ul style="list-style-type: none"> <li>• <i>Develop contingency plans.</i></li> </ul>	W/RX		
46. Recognize and adapt to an incident within an incident. <ul style="list-style-type: none"> <li>• <i>Ensure scene safety for responders and victim.</i></li> <li>• <i>Preserve site.</i></li> <li>• <i>Maintain focus on incident objectives.</i></li> <li>• <i>Delegate responsibilities as needed.</i></li> <li>• <i>Determine if incident is critical or non-critical.</i></li> <li>• <i>Ensure first aid treatment on the fireline.</i></li> <li>• <i>Notify supervisor of incident.</i></li> <li>• <i>Arrange for medical treatment and evacuation from fireline.</i></li> </ul>	R		
<b>Behavior: Anticipate, recognize, and mitigate unsafe situations.</b>			
47. Identify and correct unsafe actions or conditions.	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Follow established procedures and/or safety procedures relevant to given assignment.</b>			
48. Identify escape routes and safety zones. <ul style="list-style-type: none"> <li>• <i>Make them known to assigned personnel.</i></li> <li>• <i>Flag routes to ensure awareness when necessary.</i></li> </ul>	W/RX		
<b>Behavior: Provide logistical support as necessary.</b>			
49. Arrange for logistical support needs. <ul style="list-style-type: none"> <li>• <i>Establish ordering procedures for assigned resources.</i></li> <li>• <i>Follow established incident ordering procedures.</i></li> <li>• <i>Communicate location of assigned personnel to Facilities Unit Leader.</i></li> </ul>	I		
<b>Behavior: Effectively advise and assist in resolving human resource issues that occur during the incident or event.</b>			
50. Resolve conflict/conduct issues. <ul style="list-style-type: none"> <li>• <i>Recognize and address inappropriate conduct issues.</i></li> <li>• <i>Coordinate with appropriate personnel.</i></li> </ul>	O		
51. Evaluate the need for critical incident stress management (CISM) when a stressful or traumatic event occurs. <ul style="list-style-type: none"> <li>• <i>Notify supervisor.</i></li> </ul>	R		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*



TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Plan for demobilization and ensure demobilization procedures are followed.</b>			
52. Ensure demobilization of resources. <ul style="list-style-type: none"> <li>• <i>Brief subordinates on demobilization procedures and responsibilities.</i></li> <li>• <i>Ensure incident and agency demobilization procedures are followed.</i></li> <li>• <i>Ensure work/rest and driving standards are followed.</i></li> </ul>	I		
53. Arrange/provide for en route logistical needs and check points in demobilization from incident.	I		
54. Ensure assigned personnel have transportation to subsequent home base from point of mobilization.	I		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## FIRB Tasks

### Competency: Communicate effectively.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.</b>			
55. Maintain communications with operational supervisor, ignition crew members, and any adjacent personnel. <ul style="list-style-type: none"> <li>• <i>Instruct crew on ignition operations.</i></li> <li>• <i>Keep burn personnel informed (e.g., ignition process, conditions affecting fire behavior, equipment problems, safety of assigned personnel).</i></li> <li>• <i>Request assistance from Burn Boss or other personnel to meet ignition objectives as needed.</i></li> </ul>	W/RX		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## FIRB Tasks

**Competency: Ensure completion of assigned actions to meet identified objectives.**

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.</b>			
56. Review prescribed fire plan or IAP, and recon unit/area prior to implementation. <ul style="list-style-type: none"> <li>• <i>Review type, number and placement of resources to meet incident objectives.</i></li> <li>• <i>Consult with supervisor on resource needs; suggest adjustments as necessary.</i></li> <li>• <i>Review priorities, hazards, and fire sensitive areas.</i></li> <li>• <i>Evaluate use of alternative ignition devices (e.g., aerial, terra torch).</i></li> </ul>	RX		
<b>Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.</b>			
57. Conduct pre-burn readiness assessment. <ul style="list-style-type: none"> <li>• <i>Consult with supervisor on “Go/No-Go” decision.</i></li> </ul>	W/RX		
<b>Behavior: Take appropriate action based on assessed risks.</b>			
58. Complete a firing operation within time frames established by operations action plan and supervisor.	RX		
<b>Behavior: Modify approach based on evaluation of incident situation.</b>			
59. Evaluate initial firing activities and modify as needed. <ul style="list-style-type: none"> <li>• <i>Assist in/make the “Go/No-Go” decision based on current and expected fire behavior and ability to meet plan objectives.</i></li> <li>• <i>Adjust ignition plan to meet plan objectives using on-site fuel, weather, and available resources.</i></li> </ul>	W/RX		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

## FIRB Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<b>Behavior: Follow established procedures and/or safety procedures relevant to given assignment.</b>			
60. Conduct ignition operations according to implementation plan and agency specific policies and standards (e.g., Standard Firefighting Orders, Watch Out Situations, and LCES principles). <ul style="list-style-type: none"> <li>• <i>Ensure safety guidelines are followed.</i></li> <li>• <i>Inspect mechanical equipment and ignition devices.</i></li> <li>• <i>Advise ignition crew members of potential/impending safety hazards and appropriate mitigation actions (e.g., posting look-outs, identifying safety zones and escape routes).</i></li> </ul>	W/RX		

*Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.*

**Trainee Information**

Printed Name:  
 Trainee Position on Incident/Event:  
 Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Evaluator Information**

Printed Name:  
 Evaluator Position on Incident/Event:  
 Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Incident/Event Information**

Incident/Event Name: Reference (Incident Number/Fire Code): Duration:  
  
 Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify):  
 Location (include Geographic Area, Agency, and State):  
 Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command  
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High  
 FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

**Evaluator's Recommendation**

(Initial only one line as appropriate)

- \_\_\_\_\_ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- \_\_\_\_\_ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- \_\_\_\_\_ 3) The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- \_\_\_\_\_ 4) The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Relevant Qualification (or agency certification): \_\_\_\_\_

Additional Evaluation Record Sheets can be downloaded at [www.paprescribedfire.org](http://www.paprescribedfire.org)

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Printed Name:  
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 Home Unit/Agency:  
 Home Unit /Agency Address and Phone Number:

**Evaluator Information**

Printed Name:  
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Printed Name:  
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