

**Pennsylvania Task Book for the
Position of:**

PRESCRIBED FIRE BURN BOSS TYPE 3 (PA-RXB3)

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:**

PRESCRIBED FIRE BURN BOSS TYPE 3 (PA-RXB3)

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.

QUALIFICATION RECORD

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

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.</p> <ul style="list-style-type: none"> • Identify the relationship of the Burn Boss with other prescribed fire positions. 	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. • 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. 	RX		

QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

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		

QUALIFICATION RECORD

Continuation Sheet

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

TASK	C O D E	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>PRESCRIBED FIRE ACTIVITIES</u>			
4. Recon burn unit. <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		
5. Obtain and interpret current fire environment conditions, such as weather, fuel moisture, and soil moisture. <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		

QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

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 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. <ul style="list-style-type: none"> ○ 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		

QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

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		

QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

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		

QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

TASK	C O D E	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>10. Remain in communication with crew members, assigned supervisor, and adjoining forces.</p> <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. 	RX		
<p>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.</p> <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		

QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

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. 	RX		

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): _____

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:

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Evaluator’s Signature: _____ Date: _____

Evaluator’s Relevant Qualification (or agency certification): _____

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

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- _____ 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.

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Evaluator’s Signature: _____ Date: _____

Evaluator’s Relevant Qualification (or agency certification): _____