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

INCIDENT COMMANDER TYPE 4
(PA-ICT4)

December 2009

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:

INCIDENT COMMANDER TYPE 4
(PA-ICT4)

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: _____

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, WF = wildland fire, W = wildfire, RX = 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.

WF = Task must be performed on a wildland fire incident (the term *wildland fire* includes wildfire/W or prescribed fire/RX).

W = Task must be performed on a wildfire incident.

RX = Task must be performed on a 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 WFU must be evaluated on wildland fire use, 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.

A more detailed description of this process and definitions of terms are included in the *Wildland Fire Qualification System Guide*, PMS 310-1. This document can be found at http://www.nwcg.gov/pms/docs/docs.htm.

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.

Incident Commander Type 4 (ICT4)

Competency: Assume position responsibilities.

Description: Successfully assume role of Incident Commander and initiate position activities at the appropriate time according to the following behaviors.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure readiness for assignment.			
1. Obtain and assemble information and materials needed for kit. Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation (per National Interagency Mobilization Guide). Suggested items: • *Agency-specific forms appropriate to the function* • *PMS 461, Incident Response Pocket Guide (IRPG)* • *PMS 410-1, Fireline Handbook* • *ICS 201, Incident Briefing* • *ICS 202, Incident Objectives* • *ICS 214, Unit Log* • *List of local radio frequencies and pertinent phone numbers (telephone directory).* • *Belt weather kit and/or other weather monitoring devices.*	O		
2. Review agency policies relevant to this position.	O		
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
3. Ensure appropriate qualifications of incident personnel.	I		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
4. Using the Size-Up Report checklist in the IRPG, gather and prepare available information necessary to make appropriate decisions about immediate needs and actions.	W		

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

Incident Commander Type 4 (ICT4)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish effective relationships with relevant personnel.			
5. Establish and maintain positive interpersonal and interagency working relationships.	I		
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
6. Using the Fireline Handbook, organize assigned personnel into configurations which will meet incident/tactical objectives. • *Communicate by giving specific instructions and asking for feedback.* • *Supervise at the scene of action.* • *Anticipate and provide support needs.*	W		
7. Establish command and control. • *Announce presence as Incident Commander to incident personnel and dispatch.* • *Confirm resource and situation status.*	I		
Behavior: Understand and comply with ICS concepts and principles.			
8. Develop the organization structure necessary to manage the incident. • *Maintain appropriate span of control.*	I		
9. Recognize jurisdictional boundaries and which authorities/agencies should be involved. • *Mutual aid.* • *Initial attack agreements.* • *Fire management objectives.*	I		
10. Apply the ICS. • *Follow chain of command.* • *Use appropriate ICS forms.* • *Use appropriate ICS terminology.*	I		

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

Incident Commander Type 4 (ICT4)

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Model leadership values and principles.			
11. Exhibit principles of duty. • *Be proficient in your job, both technically and as a leader.* • *Make sound and timely decisions.* • *Ensure tasks are understood, supervised and accomplished.* • *Develop your subordinates for the future.*	I		
12. Exhibit principles of respect. • *Know your subordinates and look out for their well-being.* • *Keep your subordinates informed.* • *Build the team.* • *Employ your subordinates in accordance with their capabilities.*	I		
13. Exhibit principles of integrity. • *Know yourself and seek improvement.* • *Seek responsibility and accept responsibility for your actions.* • *Set the example.*	I		
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
14. Using the Risk Management Process in the IRPG, provide for the safety and welfare of assigned resources. • *Account for assigned resources.*	I		
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
15. Assign personnel to utilize skills and qualifications, and make adjustments as needed.	W		

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

Incident Commander Type 4 (ICT4)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
16. Ensure subordinates understand assignment for operational period. • *Provide clear, concise instructions and allow for feedback.*	I		
17. Continually evaluate performance. • *Communicate deficiencies immediately and take corrective action.* • *Provide training opportunities where available.* • *Complete personnel performance evaluations according to agency guidelines.*	I		

Behavior: Emphasize teamwork.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
18. Establish cohesiveness among assigned resources. • *Provide for open communication.* • *Seek commitment.* • *Set expectations for accountability.* • *Focus on the team result.*	I		

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

Incident Commander Type 4 (ICT4)

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
19. Brief and keep subordinates informed throughout the incident using the Incident IRPG briefing checklist.	I		
20. Provide status updates to supervisor and/or dispatch.	I		
21. Provide fire report information to supervisor and/or dispatch.	W		
22. Brief and maintain communication with specialized resources. • *Air operations* • *Tractor/plows* • *Dozers* • *Firing/ignition resources* • *Fire use modules*	I		
23. Conduct After Action Reviews (AARs) using the IRPG.	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
24. Initiate and maintain appropriate agency documentation.	O		
25. Submit complete documentation to supervisor, designated officer or dispatch as required or at end of incident. • *Employee time report* • *Accidents and injuries report* • *Fire report*	I		

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

Incident Commander Type 4 (ICT4)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
26. Communicate by giving specific instructions and asking for feedback. • *Acknowledge messages.* • *Ask if you don't know.*	O		
27. Ensure appropriate situation awareness.	I		
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
28. Develop a plan of action. • *Intent* • *Incident objective(s)* • *Strategy(ies)* • *Tactics* • *Logistical needs* • *Communications/Frequency management*	I		

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

Incident Commander Type 4 (ICT4)

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
29. Obtain incident objectives from designated officer, supervisor, or dispatch.	I		
30. Identify values to be protected.	I		
31. Considering incident objectives, set priorities, and implement appropriate tactics.	I		
32. Evaluate incident progress. • *Continually evaluate incident complexity.* • *Monitor tactical operations.* • *Compare actual progress to planned tactics.* • *Decide if plan will accomplish incident objectives.*	I		
Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.			
33. Comply with agency/area dispatch protocol. • *Complete agency initial attack fire size-up using IRPG.*	W		
34. Obtain, monitor, and document fire weather forecasts and other environmental factors to anticipate changes in fire behavior.	W		

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

Incident Commander Type 4 (ICT4)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Make appropriate decisions based on analysis of gathered information.			
35. Determine if incident complexity exceeds Incident Commander's skill level. • *Utilize an incident complexity analysis checklist.* • *Consult with supervisor, designated officer or dispatch.*	O		
36. Determine when incident objectives are met.	I		
Behavior: Take appropriate action based on assessed risks.			
37. Ensure the Risk Management Process is maintained.	I		
38. Implement appropriate tactics.	W		
39. Ensure the general area of fire origin is secured. • *Determine if there is a need for fire investigation.*	W		
Behavior: Modify approach based on evaluation of incident situation.			
40. Re-evaluate and adjust assignments based on changing conditions or situations.	I		
41. Re-evaluate the risk management process. • *Advise subordinates of changes.*	I		
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
42. Ensure safety information covering hazards and relevant safety principles is included in plan of action.	I		

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

Incident Commander Type 4 (ICT4)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure operations consider socio-economic, political and cultural aspects.			
43. Follow local direction to maintain environmental quality and avoid damage to social or cultural environment. • *Notify supervisor of historical/cultural resources found.*	I		
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
44. Using the Fireline Handbook, coordinate an efficient transfer of position duties when mobilizing/ demobilizing. • *No adverse impact on safety or productivity.* • *Inform subordinate staff and IC.* • *Document follow-up action needed and submit to supervisor.*	W		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
45. Ensure demobilization of resources. • *Brief subordinate staff on demobilization procedures and responsibilities.* • *Ensure incident and agency demobilization procedures are followed.*	I		

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

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):

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Evaluator's Signature: _____   Date: _____

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