

Pennsylvania Task Book for the Positions of:

PRESCRIBED FIRE BURN BOSS TYPE 2 (PA-RXB2)

PRESCRIBED FIRE BURN BOSS TYPE 1 (PA-RXB1)

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:**

(position title)

Final Evaluator's Verification

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

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

Final Evaluator's Signature: _____

Final Evaluator's Printed Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

Agency Certification

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

Certifying Official's Signature: _____

Certifying Official's Printed Name: _____

Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

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, 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. 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.

RXB2 and RXB1

Competency: Assume position responsibilities.

Description: Successfully assume role of Prescribed Fire Burn 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
Behavior: Ensure readiness for assignment.			
1. Review agency policies, procedures, and regulations for prescribed fire as related to position. <ul style="list-style-type: none"> • <i>Demonstrate a working knowledge of the Pennsylvania Prescribed Fire Standards.</i> 	O		
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
2. Verify resources identified in the prescribed fire plan are on-site. <ul style="list-style-type: none"> • <i>Verify resources are adequate to execute the prescribed fire (e.g., equipment, ignition, holding, monitoring).</i> • <i>Confirm availability of scheduled and contingency resources to effectively meet objectives.</i> • <i>Follow local policy when ordering additional resources.</i> • <i>Verify qualifications of assigned personnel.</i> • <i>Verify personal protective equipment (PPE) meets appropriate standards.</i> 	RX		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
3. Obtain initial briefing from local fire management organization. <ul style="list-style-type: none"> • <i>Regional and local implementation policies</i> • <i>Agency and personal liability issues</i> • <i>Smoke management issues</i> • <i>Social/political issues</i> 	RX		
4. Ensure prescribed fire plan addresses requirements and objectives prior to implementation. <ul style="list-style-type: none"> • <i>Review other specific agency guidelines, requirements and/or supporting documents.</i> 	RX		

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

RXB2 and RXB1

TASK	C O D E	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. Establish the organizational role of the Burn Boss in relation to other prescribed fire positions, local fire management organization and Agency Administrator.	O		
7. Ensure compliance with organizational structure and reporting requirements identified in the prescribed fire plan.	RX		
Behavior: Understand and comply with ICS concepts and principles.			
8. Apply the ICS. <ul style="list-style-type: none"> • <i>Follow chain of command.</i> • <i>Maintain appropriate span of control.</i> • <i>Use appropriate ICS forms.</i> • <i>Use appropriate ICS terminology.</i> 	I		

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

RXB2 and RXB1

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
Behavior: Model leadership values and principles.			
9. Exhibit principles of duty. <ul style="list-style-type: none"> • <i>Be proficient in your job, both technically and as a leader.</i> • <i>Make sound and timely decisions.</i> • <i>Ensure tasks are understood, supervised and accomplished.</i> • <i>Develop your subordinates for the future.</i> 	I		
10. Exhibit principles of respect. <ul style="list-style-type: none"> • <i>Know your subordinates and look out for their well-being.</i> • <i>Keep your subordinates informed.</i> • <i>Build the team.</i> • <i>Employ your subordinates in accordance with their capabilities.</i> 	I		
11. Exhibit principles of integrity. <ul style="list-style-type: none"> • <i>Know yourself and seek improvement.</i> • <i>Seek responsibility and accept responsibility for your actions.</i> • <i>Set the example.</i> 	I		
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
12. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> • <i>Recognize, mitigate and communicate potentially hazardous situations during tactical operations.</i> • <i>Monitor condition of assigned resources.</i> • <i>Account for assigned resources.</i> • <i>Review and implement public and personnel safety described in the prescribed fire plan.</i> 	I		

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

RXB2 and RXB1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
13. Make tactical assignments and ensure their completion. <ul style="list-style-type: none"> • <i>Ignition (ground, aerial)</i> • <i>Holding</i> • <i>Mopup and patrol</i> • <i>Monitoring</i> 	RX		
14. Ensure subordinates understand assignment for operational period. <ul style="list-style-type: none"> • <i>Provide clear, concise instructions and allow for feedback.</i> 	RX		
15. Continually evaluate performance. <ul style="list-style-type: none"> • <i>Communicate deficiencies immediately and take corrective action.</i> • <i>Provide training opportunities where available.</i> • <i>Complete personnel performance evaluations according to agency guidelines.</i> 	I		
Behavior: Emphasize teamwork.			
16. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> • <i>Provide for open communication.</i> • <i>Seek commitment.</i> • <i>Set expectations for accountability.</i> • <i>Focus on the team result.</i> 	I		

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

RXB2 and RXB1

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
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
17. Conduct pre -ignition briefing according to interagency and/or local policy. <ul style="list-style-type: none"> • Objectives • Operations • Communications • Safety 	RX		
18. Conduct an After Action Review (AAR).	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
19. Ensure and maintain documentation as appropriate. <ul style="list-style-type: none"> • ICS 214, Unit Log • Post-burn report • Smoke monitoring • Checklists (e.g., Agency Administrator, Go-No Go, Briefing) • Time and equipment records • Reports • Injury forms • Personnel evaluation • Cost analysis 	O		
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
20. Ensure notifications are made in accordance with the prescribed fire plan. <ul style="list-style-type: none"> • Adjacent landowners, agencies, stakeholders and local media. 	RX		

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

RXB2 and RXB1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
21. Ensure portions of prescribed fire plan are distributed to relevant personnel. <ul style="list-style-type: none"> • <i>Maps</i> • <i>Ignition plan</i> • <i>Holding plan</i> • <i>Safety and medical procedures</i> • <i>Prescription</i> 	RX		

Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.

22. Communicate operational activities among resources (ignition, holding, monitoring) to safely achieve prescribed fire plan objectives. <ul style="list-style-type: none"> • <i>Smoke, ignition patterns, fire behavior, and tactics</i> • <i>Appropriate ignition tactics to protect or enhance areas of special concern</i> • <i>Effectiveness of the holding operation relative to smoke, ignition patterns and fire behavior</i> • <i>On-site prescription variables</i> 	RX		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

RXB2 and RXB1

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: Administer and/or apply agency policy, contracts and agreements.

23. Ensure regulatory environmental compliance and mitigation. <ul style="list-style-type: none"> • <i>Smoke</i> • <i>Threatened and Endangered Species</i> • <i>Heritage resources</i> 	RX		
24. Ensure the smoke management plan meets agency requirements. <ul style="list-style-type: none"> • <i>Pennsylvania Prescribed Fire Standards</i> • <i>State</i> • <i>Local</i> 	RX		
25. Review criteria for declaring a wildfire per agency policy.	O		
26. Ensure applicable contracts and agreements are administered. <ul style="list-style-type: none"> • <i>Aviation contracts</i> • <i>Engine and crew contracts</i> • <i>Tribal contracts</i> • <i>Mutual aid agreements</i> 	RX		

Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

27. Review the prescribed fire plan for completeness. <ul style="list-style-type: none"> • <i>Ensure prescription parameters are appropriate to meet prescribed fire objectives.</i> • <i>Ensure the plan addresses project risks, hazards and their mitigation actions.</i> • <i>Ensure the prescribed fire plan complies with safety standards.</i> 	O		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

RXB2 and RXB1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
28. Recon burn unit(s) to validate prescribed fire plan elements, including areas of special concern and hazard/risk analysis. <ul style="list-style-type: none"> • <i>Review the ignition and holding plan.</i> • <i>Review the prescribed fire complexity analysis summary.</i> • <i>Validate mitigation measures (safety, resource protection).</i> • <i>Ensure applicability of Lookouts, Communications, Escape Routes, Safety Zones (LCES).</i> 	RX		
29. Ensure on-site and off-site pre-burn considerations are completed. <ul style="list-style-type: none"> • <i>Ensure informational and hazard warning signs are posted and maintained.</i> 	RX		
30. Monitor prescription parameters. <ul style="list-style-type: none"> • <i>Document local fire weather and fuel moisture.</i> • <i>Document on -site weather and fire behavior observations to validate prescription compliance.</i> • <i>Obtain smoke dispersal forecasts and analyze against the prescription.</i> 	RX		
31. Obtain current weather forecasts. <ul style="list-style-type: none"> • <i>Request and review spot (or other appropriate level) weather forecasts.</i> • <i>Provide feedback to forecasters as appropriate.</i> 	RX		
32. Ensure Agency Administrator Pre-ignition Approval is obtained. <ul style="list-style-type: none"> • <i>Ensure that approval is documented and current.</i> 	RX		

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

RXB2 and RXB1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.			
33. Ensure completion of formal and informal hazard analysis in multiple resource type situations. <ul style="list-style-type: none"> • <i>Incident safety analysis</i> • <i>Special circumstances</i> 	O		
Behavior: Make appropriate decisions based on analysis of gathered information.			
34. Make “Go/No-Go” decision using collected data. <ul style="list-style-type: none"> • <i>Analyze operational situations/factors to determine if prescribed fire plan can be implemented.</i> • <i>Prior to ignition, complete and sign the Prescribed Fire Go/No-Go Checklist.</i> • <i>Proceed with test fire if questions were answered yes.</i> 	RX		
35. Complete test fire according to the prescribed fire plan. <ul style="list-style-type: none"> • <i>Evaluate expected fire behavior, smoke dispersal, weather conditions, and ability to meet objectives.</i> • <i>Document and evaluate test fire results.</i> 	RX		
36. Evaluate and document the results of the prescribed fire. <ul style="list-style-type: none"> • <i>Summarize fire behavior and immediate post-burn fire effects data.</i> • <i>Compare results to prescribed fire plan prescriptions and objectives.</i> • <i>Recommend changes to be considered when developing future prescribed fire plans.</i> 	RX		
Behavior: Take appropriate action based on assessed risks.			
37. Apply the Risk Management Process found in the IRPG and Fireline Handbook. <ul style="list-style-type: none"> • <i>Step 1: Situation Awareness</i> • <i>Step 2: Hazard Assessment</i> • <i>Step 3: Hazard Control</i> • <i>Step 4: Decision Point</i> • <i>Step 5: Evaluate</i> 	I		

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

RXB2 and RXB1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
38. Implement prescribed fire plan.	RX		
39. Implement contingency plan if necessary.	R		
40. Declare prescribed fire out per agency policy.	RX		

Behavior: Modify approach based on evaluation of incident situation.

41. Evaluate and adjust operations as appropriate. <ul style="list-style-type: none"> • <i>Ignition</i> • <i>Holding</i> • <i>Monitoring</i> 	RX		
42. Review and follow the prescribed fire plan amendment process as necessary. <ul style="list-style-type: none"> • <i>Consider feedback (to Agency Administrator) for possible amendments or adjustments.</i> 	RX		
43. Terminate prescribed fire according to agency policy and the Pennsylvania Prescribed Fire Standards if necessary.	R		

Behavior: Anticipate, recognize and mitigate unsafe situations.

44. Identify risks and hazards which could endanger personnel. <ul style="list-style-type: none"> • <i>Review job hazard analysis.</i> • <i>Identify alternative tactics.</i> • <i>Implement mitigation measures.</i> 	RX		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

RXB2 and RXB1

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
45. Conduct operations in a safe manner according to the Standard Fire Orders, Watch Out Situations, LCES principles, prescribed fire plan, and agency-specific policies and standards. <ul style="list-style-type: none"> • <i>Communicate with crew members, assigned supervisor, and adjoining forces.</i> • <i>Spot check tactical operations to ensure safety guidelines are followed.</i> • <i>Take actions to prevent personnel fatigue (e.g., rotating duties, adjusting rest periods).</i> 	RX		
46. Ensure assignments meet standards identified in the prescribed fire plan and as conditions warrant. <ul style="list-style-type: none"> • <i>Tactical</i> • <i>Mop-up</i> • <i>Patrol</i> 	RX		
Behavior: Ensure operations consider socio-economic, political and cultural aspects.			
47. Protect capital improvements and heritage/natural resources.	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): _____

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:

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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.
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Evaluator's Signature: _____ Date: _____

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