

**CICCS Task Book for the Positions of:
FIREFIGHTER TYPE 1 (FFT1)**

August 2010
Version 1.1

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 materials contained in this book accurately define 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:

FIREFIGHTER TYPE 1

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: _____

POSITION TASK BOOK

CICCS Position Task Books (PTB's) have been developed for designated Incident Qualification Systems (IQS) positions. 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.

ALL HAZARD TRAINING

CICCS is committed to transitioning from wildland specific training mandates to all hazard training mandates. Utilizing the relationship between State Fire Training (SFT) and CICCS will allow for unneeded duplication of training requirements. The CICCS Firefighter Type 1 taskbook is primarily wildland based utilizing the all hazard training mandates already being required by the SFT Firefighter 1 program. In training to the all hazard standard for the Firefighter Type 1 position the CICCS committee recommends utilizing the SFT Firefighter 1 training mandates in cohesion with the CICCS Firefighter Type 1 taskbook. If it is not an agencies desire to meet all hazard training mandates for the Firefighter Type 1 position, it is the recommendation of the CICCS committee to qualify as a Firefighter Type 2 NWCG and complete the CICCS Firefighter Type 1 taskbook. For a complete breakdown of required experience in the Firefighter Type 1 position refer to the CICCS 2010 positions guide.

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.

A more detailed description of this process and definitions of terms are included in the *CICCS Administrative Guide*. This document can be found at <http://www.firescope.org/specialist-groups/ciccs/ciccs.htm>

RESPONSIBILITIES

The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official are identified in the *CICCS Administrative Guide*. 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, and Area Command) or the prescribed fire complexity level (Low, Moderate, and 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 either qualified in the position being evaluated or supervise the trainee; Final Evaluators must be qualified in the trainee position they are evaluating.

TASK	C O D E	EVALUATION RECORD NUMBER	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure readiness for assignment			
<p>1. Bring adequate personal gear and effects according to agency policy.</p> <ul style="list-style-type: none"> • Have available personal protective equipment (PPE). Demonstrate the care and use of PPE utilizing or obtaining items as required by agency policy. • Bring other adequate personal gear and effects according to agency policy. Report with complete personal gear and effects for extended assignment • Maintain good personal hygiene and fitness 	O		
<p>2. Follow safety procedures for transporting personnel and equipment.</p> <ul style="list-style-type: none"> • Follow safety procedures for loading, riding, and unloading personnel and equipment in: <ul style="list-style-type: none"> - Vehicles. - Boats. - Helicopters. - Large transport aircraft. - Small fixed-wing aircraft. • Identify agency policy and practice safety procedures appropriate to conditions. • Follow safety procedures for foot travel and supervisor's instructions. 	O		
<p>3. Check condition of assigned tools, equipment, and gear; maintain or replace as appropriate (cutting tools, scraping tools, smothering tools, backpack pump, head lamp).</p> <ul style="list-style-type: none"> • Inspect the condition of hand tools and equipment for serviceability. Check the condition of each tool and identify those which need replacement or repair. • Safely sharpen and field maintain commonly used hand tools or replace as appropriate. Sharpen to standards specified for selected tool, in field or shop, in a safe manner. 	O		
<p>4. Inspect hose and accessories for type, size, and condition.</p> <ul style="list-style-type: none"> • Inspect hose for holes, mildew, rot, damaged threads, and inoperative valves. Correctly recognize and describe each item. • Recognize and describe the use of tools: spanner wrench, hose clamp, hose mender, couplings. 	O		

TASK	C O D E	EVALUATION RECORD NUMBER	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, update, and apply situational information relevant to the assignment			
<p>5. Obtain initial briefing from supervisor.</p> <ul style="list-style-type: none"> • Task/assignment (instructions may be written and/or oral). • Incident situation or conditions. 	I		
<p>6. Participate in organized and coordinated crew tactical actions.</p> <ul style="list-style-type: none"> • Identify parts of a fire, including head, perimeter, flank, rear, anchor point, finger, and spot. • Identify safety islands and planned escape routes. Describe blackline concept. • Demonstrate at least two coordinated crew techniques such as one-lick, leapfrog, and bump-up. • Describe procedures for direct attack, indirect attack, and parallel attack and when each procedure would be used. • Describe seven variations of natural and constructed fire control line. • Demonstrate a thorough familiarity of commonly used terms to describe what the fire is doing and how it affects fire control tactics in ground fuels, surface fuels, and aerial fuels. • Recognize threats to control lines and counter by appropriate line practices. • Describe and/or identify hazards to firefighters. • Describe dozer or tractor plow follow-up procedures. Clean up or break up machine piles and berms, fireproof needed areas, limb trees, prepare and burn out control line, mop-up the interior, patrol the control line. 	O		
<p>7. List fire weather factors involved in fire suppression.</p> <ul style="list-style-type: none"> • List elements of weather that concerned firefighters use to predict fire behavior. • List daily weather processes that can occur in mountainous terrain that will affect wildland fires. • Name sources of unusually strong winds which can occur on wildland fires. • Give weather situations which can cause rapid shifts in wind direction. • Give visual indicators that suggest the weather is changing. • List visible parts of cloud development to indicate it is a thunderhead. • Describe the safest area around a fire threatened by an approaching thunderhead. 	O		

TASK	C O D E	EVALUATION RECORD NUMBER	EVALUATOR: Initial & date upon completion of task
<p>8. List life threatening situations on wildland fires.</p> <ul style="list-style-type: none"> • Describe the dangerous conditions that can develop in a box canyon or a steep narrow canyon. • Describe fuel situations which could produce explosive fire behavior. • List six dangerous situations that call for posting a lookout. • Give four alternatives which could be available to escape a threatening fire situation. • Given several work situations, identify which of the Standard Fire Orders and Watch Out Situations, and/or Urban Interface Watch Out Situations, apply to each situation. Accurately identify each situation. • List the four major common denominators of fire behavior on tragedy fires. • Identify the four components of LCES. • Describe potential hazards associated with well involved improved properties. 	O		
<p>9. Identify environmental factors of fire behavior which affect the start and spread of wildland fire.</p> <ul style="list-style-type: none"> • Describe the fire triangle. • Define methods of heat transfer. • Identify principle environmental factors affecting fire behavior. • Explain how fuel size affects fire behavior. • Explain how the arrangement of fuels affects fire behavior. • Describe how wind affects fire spread. • Give weather factors which affect fuel moisture. • Describe how topography affects fire spread. • Describe how building construction and arrangement affect fire spread. 	O		
<p>10. Describe how fire suppression may be used to break the fire triangle.</p> <ul style="list-style-type: none"> • Describe ways of breaking the fire triangle. • Give ways in which constructed fireline can be threatened by fire remaining inside of fireline. • Define the blackline concept and how it is used. • Describe benefits of defensible space around improved properties 	O		

TASK	C O D E	EVALUATION RECORD NUMBER	EVALUATOR: Initial & date upon completion of task
Behavior: Establish effective relationships with personnel.			
11. Conduct self in a professional manner. <ul style="list-style-type: none"> • Respectful and courteous as an organized crew member. • Respectful of public and private property 	I		
12. Establish and maintain positive interpersonal and interagency working relationships.	O		
Behavior: Ensure ability to use tools and knowledge necessary to complete assignment			
13. Accurately navigate to an assigned destination. <ul style="list-style-type: none"> • Properly use maps and compass (e.g., verify location by comparing topographic features or street references with map; describe location in terms of coordinates or other acceptable description; accurately compute distance and bearing). • Properly use Global Positioning System (GPS), if available. 	O		
14. Participate in reducing the threat of fire exposure to improved properties. <ul style="list-style-type: none"> • Describe procedures to re-arrange/reduce fuels. • Describe or identify procedures to secure hazards. • Describe procedures to prepare building/structure. • Describe the application of pre-treatment agents (water, foam, gel, and blanket). 	O		
15. Follow established procedures in securing the fireline. <ul style="list-style-type: none"> • Continually inspect condition of tools, equipment, and gear. Maintain or replace as appropriate. • Follow established safety procedures when working around fireline equipment. • Identify hazards and safety procedures when working around fireline machinery. • Identify hazards to other firefighters and supervisor. 	O		
16. Extend charged hose lay by properly clamping, disconnecting, inserting, and recoupling hose.	O		

TASK	C O D E	EVALUATION RECORD NUMBER	EVALUATOR: Initial & date upon completion of task
<p>17. Under supervision select proper nozzle setting and appropriate agent for the job.</p> <ul style="list-style-type: none"> • Describe fire situation when each of the following will be used: water, foam, gel. Select proper agent and nozzle setting for the job: fog/spray, straight stream, on/off. Describe each method. 	O		
<p>18. Adapt to changing work environment.</p> <ul style="list-style-type: none"> • Accept changes in work assignments and conditions due to stages of the fire. Follow supervisor’s instructions and standards for line construction and mop-up. 	I		
<p>19. Use safe and effective procedures when utilizing all assigned tools and equipment (cutting tools, scraping tools, smothering tools, backpack pump, head lamp, firing tools, power tools, weather monitoring devices).</p> <ul style="list-style-type: none"> • Carry hand tools properly. • Load hand tools safely in vehicles. • Use hand tools properly. Correct techniques will be used for each tool assigned or selected according to fireline condition or requirement. • Assemble, fill, and operate backpack pump. Use safe and efficient techniques during operation. Store properly. • Assemble, fill, and operate power equipment. Use safe and efficient techniques during operation. Store properly • Assemble, fill, and operate firing tools / ignition devices. Use safe and efficient techniques during operation. Store properly. • Properly utilize weather monitoring devices 	O		
<p>20. Properly use fire shelter.</p> <ul style="list-style-type: none"> • Describe the correct procedure to select and prepare a site for deployment, and demonstrate the proper deployment and use of the fire shelter. 	O		

TASK	C O D E	EVALUATION RECORD NUMBER	EVALUATOR: Initial & date upon completion of task
21. Properly use portable or mobile multichannel radio. <ul style="list-style-type: none"> • Use clear text. • Correctly prepare radio for operation. • Successfully complete radio check. • Select proper channel. • Change location to improve reception/transmission (as needed). • Protect radio from damage. • Use proper radio procedures and techniques. • Exercise proper radio discipline. • Describe agency procedures for emergency notification (emergency traffic). • Describe limitations of radio communications. 	O		
22. Identify and mark items which are not serviceable.	O		
23. Use the Incident Response Pocket Guide (IRPG) and Fireline Handbook.	O		
Behavior: Understand and comply with ICS concepts and principles			
24. Apply the ICS. <ul style="list-style-type: none"> • Discuss in correct terminology the ICS organization. • Follow chain-of-command. Identify two supervisory positions above level of FFT1 that would be contacted if the Engine Boss (ENGB) or Crew Boss (CRWB) is not available. 	O		
Behavior: Model leadership values and principles			
25. Exhibit principles of duty. <ul style="list-style-type: none"> • Be proficient in your job, both technically and as a leader. • Make sound and timely decisions. • Ensure tasks are understood, supervised and accomplished. 	O		
26. Exhibit principles of respect. <ul style="list-style-type: none"> • Know your peers and look out for their well-being. • Keep your peers informed. • Build the team. • Employ your peers in accordance with their capabilities. 	O		

TASK	C O D E	EVALUATION RECORD NUMBER	EVALUATOR: Initial & date upon completion of task
27. Exhibit principles of integrity. <ul style="list-style-type: none"> • Know yourself and seek improvement. • Seek responsibility and accept responsibility for your actions. • Set the example. 	O		
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
28. Provide for the safety and welfare of self and other crew members and immediately report any threat to their safety. <ul style="list-style-type: none"> • Recognize, mitigate and communicate potentially hazardous situations during tactical operations. • Monitor condition of assigned resources. • Provide for care of crew and notify supervisor in event of sickness, injury, or accident. • Identify agency policy and practice safety procedures appropriate to conditions. • Maintain situational awareness • Knowledge of incident safety message and all communicated risk management priorities 	I		
29. Serve as lookout. <ul style="list-style-type: none"> • Establish/maintain communications with assigned resources. • Choose position with good view of all aspects of hazard, values to be protected, and personnel. • Provide updates on any changes that may compromise the safety of fireline personnel. • Ensures escape routes and safety zones are maintained for lookout. 	W		
Behavior: Emphasize teamwork			
30. Assist in crew cohesiveness. <ul style="list-style-type: none"> • Provide for open communication. • Seek commitment. • Focus on the team result. 	O		
Behavior: Ensure relevant information is exchanged during briefings and debriefings			
31. Obtain tactical assignment from supervisor following the IRPG briefing checklist. <ul style="list-style-type: none"> • Special considerations and hazards. • Values to be protected. 	I		

TASK	C O D E	EVALUATION RECORD NUMBER	EVALUATOR: Initial & date upon completion of task
32. Participate in an After Action Review (AAR)	I		
Behavior: Ensure documentation is complete			
33. Complete required documentation. <ul style="list-style-type: none"> • Employee time report • Accidents and injuries reports • ICS 214, Unit Log 	O		
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas			
34. Keep crew members and supervisor informed on a continuing basis about pertinent information.	I		
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities			
35. Properly size up fire. <ul style="list-style-type: none"> • Hazards and escape routes/safety zones. • Point of origin and cause. • Size of fire. • Location of head. • Values to be protected (e.g., improved properties, agricultural, recreational). • Weather conditions (current/forecasted). • Fuel group (may also include building materials and arrangement of improved properties). • Topography • Time of day. • Current and expected fire behavior/intensity. 	W / R X		
36. Monitor, document, and report weather observations.	O		

TASK	C O D E	EVALUATION RECORD NUMBER	EVALUATOR: Initial & date upon completion of task
Behavior: Take appropriate action based on assessed risks			
<p>37. Apply the Risk Management Process found in the IRPG and Fireline Handbook.</p> <ul style="list-style-type: none"> • Situation Awareness • Hazard Assessment • Hazard Control • Decision Point • Evaluate 	I		
<p>38. Develop strategy and apply appropriate tactics for the assignment.</p> <ul style="list-style-type: none"> • Evaluate relevant plans. • Use appropriate fire suppression strategy. • Develop appropriate tactics based on selected strategy, values to be protected and expected fire behavior. • Maintain status reporting (ICS 201, Incident Briefing). • Properly locate fireline. • Use appropriate fireline construction methods. • Request additional resources as needed. 	I		
<p>39. Demonstrate proficiency on a low complexity firing operation.</p> <ul style="list-style-type: none"> • Review priorities, hazards, and fire sensitive areas. • Review and refine the ignition/firing plan (verbal or written) utilizing fuel and predicted weather conditions and fire behavior. • Explain use of appropriate ignition devices and ensure those devices are adequate and operational. • Consult with supervisor on “Go/No-Go” decision. • Implement a test fire and coordinate with supervisor to ensure that objectives can be met. • Evaluate ignition/firing activities and modify as needed. 	O		
<p>40. Patrol Fireline.</p> <ul style="list-style-type: none"> • Look for spots across lines. • Observe downwind areas utilizing sight and sound. • Frequently check dangerous areas on both sides of line. • Notify supervisor of spot fires or slopovers. • Patrol until the fire is completely safe to leave or you are relieved. 	W / R X		

TASK	C O D E	EVALUATION RECORD NUMBER	EVALUATOR: Initial & date upon completion of task
Behavior: Modify approach based on evaluation of incident situation			
41. Maintain situation awareness and adjust tactics as necessary.	I		
Behavior: Anticipate, recognize, and mitigate unsafe situations			
42. Identify and correct unsafe actions or conditions.	O		
Behavior: Follow established procedures and/or safety procedures relevant to given assignment			
43. Identify escape routes and safety zones. <ul style="list-style-type: none"> • Make them known to assigned personnel. • Flag route to assure awareness when necessary. 	W / R X		
Behavior: Plan for demobilization and ensure demobilization procedures are followed			
44. Demobilize and check out. <ul style="list-style-type: none"> • Receive demobilization instructions from supervisor. 	I		

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): _____