

VDOF Task Book for the Position of:



Basic Prescribed Burner (BPB)

(POSITION PERFORMANCE REQUIRED ON A PRESCRIBED FIRE ASSIGNMENT)

VDOF 001-17

APRIL 2017

Task Book Assigned To:

Trainee's Name: _____

Work Area: _____

Agency Phone Number: _____

Task Book Initiated By:

Official's Name: _____

Title: _____

Work Area: _____

Phone Number: _____

Agency Address: _____

Date Initiated: _____

**Verification/Certification of Completed Task Book
for the Position of:**

Basic Prescribed Burner (BPB)
(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: _____

Final Evaluator's Title: _____

Work Area: _____

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: _____

Work Area: _____

Phone Number: _____ Date: _____

POSITION TASK BOOKS

This Task Book is modeled after the NWCG Position Task Books. NWCG Position Task Books (PTBs) have been developed for designated National Interagency Incident Management System (NIIMS) 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.

This Position Task Book (PTB) has been developed for the Virginia Department of Forestry (VDOF) designated position of entry level "Basic Prescribed Burner". Entry level practitioners are authorized to assist (not managing) with any RX Burn managed by a VA Certified Prescribed Burn Manager, with proper S-130, S-190 and I-100 training having been completed.

Upon completion of this task book, the VA Certified Prescribed Burn Managers program AND having been mentored on 3 burns they will be approved to direct/manage a VDOF prescribed burn.

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 and W/RX = wildfire OR prescribed fire. The codes are defined as:

- O = Task can be completed in any situation (classroom, simulation, daily job, etc.).
- I/RX/W = Task must be performed on a PRESCRIBED BURN managed by a VA Certified Prescribed Burn Manager or a wildfire event.

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.

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:

1. The supervisor (Senior Area Forester) is responsible for:

Ensuring that the trainee meets the training and experience requirements included in the VDOF guidelines.

Issuing PTBs to document task performance.

Explaining to the individual the purpose and processes of the PTB as well as the trainee's responsibilities.

Providing opportunities for evaluation and/or making the trainee available for evaluation.

Providing an evaluator for local assignments.

Tracking progress of the trainee.

Confirming PTB completion.

2. The individual is responsible for:

Reviewing and understanding instructions in the PTB

Identifying desired objectives/goals.

Providing background information to an evaluator.

Satisfactorily demonstrating completion of all tasks for an assigned position within three years.

Assuring the Evaluation Record is complete.

Notifying Regional Staff when the PTB is completed and providing a copy.

Keeping the original PTB in personal records.

3. The Evaluator is responsible for:

Being qualified and proficient in the position being evaluated.

Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.

Reviewing tasks with the trainee.

Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.

Identifying tasks to be performed during the evaluation period.

Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.

Completing the Evaluation Record found at the end of each PTB.

Signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

QUALIFICATIONS:

The trainee must be qualified at the VDOF FFT2 or VFF2 level (Basic Firefighter) BEFORE a BPB task book can be issued to a trainee:

Trainees must successfully complete all tasks. It is recommended that trainees work multiple assignments (prescribed burns) with an experienced Certified Prescribed Burn Managers. Be sure to document the fuel types and complexity of the burn the trainee is being evaluated on. Prescribed Burn Plans can be attached to this task book as a means of documentation of performance.

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, and the home agency address and phone number.

Evaluator Information

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

Incident/Event Information

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

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

Incident Kind: Enter the kind of incident (wildfire or prescribed fire).

Location: County and work unit.

Management Type or Prescribed Fire Complexity Level: Circle 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 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	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
1. Review VDOF procedures, policies and regulations as related to prescribed burning.	O		
2. Describe or illustrate the different types of fire spread, e.g., head, flank, backing.	O/W/ RX		
3. Identify environmental elements that may affect the firing operations.	O/W/ RX		
4. Identify fire behavior characteristics that may affect the firing operations.	O/W/ RX		
5. Identify duties and responsibilities of the Burn Boss and other key personnel involved in a burning operation.	O/RX		
6. Attend a briefing for a prescribed burn. <ul style="list-style-type: none"> • <i>Tactical assignment.</i> • <i>Special considerations and hazards.</i> • <i>Values to be protected</i> 	RX		
7. Identify critical factors to assess during prescribed burn.	O/RX		
8. Identify the importance of a test fire.	RX		
9. Identify what issues could affect a prescribed burn and the GO NO GO decisions. <ul style="list-style-type: none"> • <i>Assist in/make the "Go/No-Go" decision based on current and expected fire behavior and ability to meet plan objectives.</i> • <i>Adjust ignition plan to meet plan objectives using on-site fuel, weather, and available resources.</i> 	RX		
10. Describe the difference between types of firing operations (burning out, backfire, wildfire and prescribed fire.	O/W/ RX		
11. Describe and complete the basic elements of a prescribed burn plan. Including Risk Analysis.	O/RX		

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
12. Describe the difference between the types of firing techniques (strip/head, spot, flanking, ring, chevron backing).	O/W/ RX		
13. Identify and mitigate complex burning situations safely and effectively.	O/W/ RX/I		
14. Define Risk and how would you mitigate that risk.	O/W/ RX/I		
15. Identify various hand tools used on a prescribed burn and demonstrate how to use safely and properly.	W/RX /I		
16. Demonstrate the use of the Stars portable, Bendix-King portable and vehicle radios.	O/W/ RX/I		
17. Demonstrate the use of the trucks portable pump.	W/RX /I		
18. Identify the required PPE and its care.	W/RX /I		
19. Identify safety concerns and how you would mitigate those.	W/RX I		
20. What are the health risks associated with prescribed burning for the practitioner.	O/RX		
21. Conduct self in a professional manner. Respectful and courteous. Respectful of public and private property. Establish and maintain positive interpersonal and interagency working relationships.	W/RX /I		

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
22. Maintain communications with operational supervisor, ignition crew members, and any adjacent personnel.	W/RX /I		
23. Review prescribed fire plan, and recon unit/area prior to implementation. <ul style="list-style-type: none"> • <i>Review type, number and placement of resources to meet incident objectives.</i> • <i>Consult with supervisor on resource needs; suggest adjustments as necessary.</i> • <i>Review priorities, hazards, and fire sensitive areas.</i> • <i>Evaluate use of alternative ignition devices (e.g., fuses, drip-torch, aerial).</i> • <i>Identify Safety Zone(s) and Escape Route(s)</i> 	RX		
24. Conduct ignition operations according to implementation plan and agency specific policies and standards (e.g., Standard Firefighting Orders, Watch Out Situations, and LCES principles). <ul style="list-style-type: none"> • <i>Ensure safety guidelines are followed.</i> • <i>Advise Burn Boss of potential/impending safety hazards and appropriate mitigation actions.</i> 	W/RX		
25. Describe how to handle a serious injury.	O/RX/ W		

Trainee Information

Printed Name:
 Trainee Position on Incident/Event:
 Work Area:
 Work Area Address and Phone Number:

Evaluator Information

Printed Name:
 Evaluator Position on Incident/Event:
 Work Area:
 Work Area Address and Phone Number:

Incident/Event Information

Incident/Event Name:
 Duration:
 Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify):
 Location (include the county and work area):
 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:
 Work Area:
 Work Area Address and Phone Number:

Evaluator Information

Printed Name:
 Evaluator Position on Incident/Event:
 Work Area:
 Work Area Address and Phone Number:

Incident/Event Information

Incident/Event Name:
 Duration:
 Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify):
 Location (include county and work area):
 Management Type (circle one):
 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)

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Evaluator's Signature: _____ Date: _____

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