

# SAN LUIS OBISPO COUNTY FIRE CHIEFS ASSOCIATION

## TASK BOOK FOR THE POSITION OF

### COMPANY OFFICER



<b>TASK BOOK ASSIGNED TO:</b>
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER
<b>TASK BOOK INITIATED BY:</b>
OFFICIAL'S NAME, TITLE, DUTY STATION AND PHONE NUMBER
LOCATION AND DATE THAT TASK BOOK WAS 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.

Code:

- O = task can be completed in many situations (classroom, simulation, daily job, etc.)
- I = task must be performed on an incident, hot drill or on incident management situation (fire, storm/flood, technical rescue, hazmat, or multi-casualty)

**VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE  
POSITION OF**

**COMPANY OFFICER**

**FINAL EVALUATOR'S VERIFICATION**

I verify that all tasks have been performed and are complete with signatures. I also verify that \_\_\_\_\_ has performed as a trainee and should therefore be considered for certification in this position.

\_\_\_\_\_  
**EVALUATOR'S SIGNATURE**                      **DATE**    /    /

**AGENCY CERTIFICATION:**

I certify that \_\_\_\_\_ has met all requirements for qualification in this position and that such qualification has been issued

\_\_\_\_\_  
**CERTIFYING FIRE CHIEF'S SIGNATURE**                      **DATE**    /    /

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**CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE #**

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# SAN LUIS OBISPO COUNTY FIRE CHIEF'S POSITION TASK BOOK

Position task books (PTB) have been developed for designated positions within the San Luis Obispo County Fire mutual aid system following the process established by the National Interagency Incident Management System. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. 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 individual's performance of all tasks may involve more than one evaluator and can occur on incidents, in classroom simulations, and in other situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

## RESPONSIBILITIES:

### 1. The **Local Department** is responsible for:

- Selecting trainees based on the needs of the local department and geographic area.
- Ensuring that the trainee meets the training and experience requirements for the position.
- Issuing the position task books (PTB) to document performance.
- Explaining to the trainee 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.
- Determining certification per local policy.
- Issuing proof of certification.

### 2. The **individual** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.

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- Providing background information to an evaluator.
  - Satisfactorily demonstrating completion of all tasks for an assigned position.
  - Assuring the Evaluation Record is complete.
  - Notifying local department personnel 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. Dating and initialing completion of the task shall document satisfactory performance. 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.
  - Evaluator can use the same evaluation record for multiple sign-offs

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# QUALIFICATION RECORD

**POSITION:            COMPANY OFFICER**

TASK	CODE	EVALUATION RECORD #	EVALUATOR: Initial & date
<b>REQUIRED TRAINING</b>			
ICS 200	<b>O</b>		
Hazardous Materials First Responder Operations	<b>O</b>		
Title 22 EMS First Responder	<b>O</b>		
SLO County Fire Academy or Equivalent	<b>O</b>		
S-190 Basic Wildland Fire Behavior	<b>O</b>		
To be a Company Officer for a wildland strike team assignment, additional classes listed in Appendix B.4 in the San Luis Obispo County Mutual Aid Operational Plan are required.			
G-231 - Wildland Training for Structure Firefighters -or- S215 - Fire Operations in the WUI -and- S231- Engine Boss S230- Single Resource Boss -or-  <b><u>(Per CICCS, having completed Company Officer 2E fulfills all the above requirements).</u></b>	<b>O</b>  <b>O</b>  <b>O</b> <b>O</b>  <b>O</b>		
SFT Company Officer 2E - Wildland Incident Operations for Company Officers	<b>O</b>		
S-290 Intermediate Fire Behavior	<b>O</b>		
Annual Fireline Safety Refresher (RT130)	<b>O</b>		
Meets Arduous Fitness Requirement	<b>O</b>		
<b>RECOMMENDED TRAINING</b>			
S234 - Ignition Operations -or- S219 - Firing Operations -or- CA219 - Wildland Firefighter Firing Ops.  <b><u>(Any of the above courses fulfills the Recommended Education).</u></b>	<b>O</b>  <b>O</b>  <b>O</b>		
S270-Air Operations	<b>O</b>		

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<b>REQUIRED DEPARTMENTAL INSTRUCTION</b>			
<b>Communications</b>			
Simplex vs. Duplex	<b>O</b>		
Handheld and Mobile radio familiarization	<b>O</b>		
UHF vs. VHF	<b>O</b>		
PL tones	<b>O</b>		
Commonly used frequencies	<b>O</b>		
Tactical vs. Command frequencies	<b>O</b>		
Countywide radio procedures and practices	<b>O</b>		
<b>Safety</b>			
Personnel Accountability System (Passport System)	<b>O</b>		
Standardized Evacuation Signal (identified in FOG)	<b>O</b>		
Two in Two Out Policy	<b>O</b>		
“Emergency Traffic” identified in ICS 420 FOG	<b>O</b>		
Building Collapse Recognition	<b>O</b>		
Hazard Recognition Review <ul style="list-style-type: none"> <li>a. Fires (all types)</li> <li>b. Traffic Accidents</li> <li>c. Hazmat Incidents</li> <li>d. EMS Incidents</li> <li>e. Cliffside Rescue</li> <li>f. Confined Space Rescue</li> <li>g. Water Related Incident</li> </ul>	<b>O</b>		
<b>Leadership and Management</b>			
Leadership, supervision, and decision making	<b>O</b>		
<u>IFSTA COMPANY OFFICER</u> self-study program. Tests proctored by Chief Officer or Department Training Officer			
Complete chapter quizzes	<b>O</b>		
Successfully pass final exam with a minimum score of 80	<b>O</b>		
<b>SUCCESSFUL COMPLETION OF COMPANY OFFICER 2D AND 2E IS COURSE EQUIVALENT</b>			
<b>Strategy and Tactics</b>			
Engine company operations	<b>O</b>		
Truck company operations	<b>O</b>		
Size-up considerations	<b>O</b>		
RECEOS/REVAS	<b>O</b>		
Risk analysis	<b>O</b>		

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Incident Action Plan	O		
Resource needs	O		
Building Construction	O		
Structure Fire	O		
Vehicle Fire	O		
Wildland Fire	O		
Practice in providing size-up statements and condition reports	O		
<b>SUCCESSFUL COMPLETION OF COMPANY OFFICER 2D AND 2E or CDF INCIDENT MANAGEMENT 1 ARE COURSE EQUIVALENTS</b>			
<b>Rapid Intervention Crew</b>			
Tactics	O		
Required equipment	O		
Manipulative skills	O		
<b>SUCCESSFUL COMPLETION OF SFM RIC TACTICS IS COURSE EQUIVALENT</b>			
<b>Fire Scene Preservation</b>			
Cause and origin preservation techniques	O		
<b>SUCCESSFUL COMPLETION OF COMPANY OFFICER 2C IS COURSE EQUIVALENT</b>			
<b>Ventilation</b>			
Hazards/Safety	O		
Natural	O		
Positive Pressure	O		
Fog Pattern	O		
Horizontal	O		
Vertical	O		
Backdraft recognition	O		
Tools and Equipment	O		
<b>FIRE CONTROL III IS COURSE EQUIVALENT</b>			
<b>Fire Behavior</b>			
Fire behavior	O		
Flashover, time/temperature curve	O		
Live fire training or proctored incident	O		
<b>FIRE CONTROL III IS COURSE EQUIVALENT</b>			
<b>Emergency Incidents</b>			
Communicate with dispatch and other units	I		
Locate incident on map/preplan	I		
Note incident type, weather, location, and structure type	I		
Provide appropriate size-up or obtain briefing from command	I		
Request additional resources as needed	I		
Utilize personnel accountability system	I		

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Understand and implement Incident Action Plan	I		
Assign tasks to engine company	I		
Monitor subordinate work performance	I		
Adapt to changes in situation	I		
Anticipate and forecast needs and potential for incident	I		
Immediately report hazardous, life threatening situation to appropriate incident personnel	I		
Document activities	I		
Demobilize	I		
Participate in key decision- making process	I		
Establish Incident Command	I		
Provide Leadership and Supervision	I		
<b>Rescue Task Force Response</b>			
Operate as a Rescue Task Force with LE Force Protection	O		
Communicate with dispatch and other units	O		
Locate incident on map/preplan	O		
Provide appropriate size-up or obtain briefing from command	O		
Request additional resources as needed	O		
Don appropriate PPE and EMS equipment	O		
Utilize personnel accountability system	O		
Understand and implement Incident Action Plan	O		
Assign tasks to engine company	O		
<b>County Policy Review</b>			
Review and understand all SLO County Policies, per County Fire Chief's website: <a href="http://SLOCountyFireChiefs.org">SLOCountyFireChiefs.org</a>	O		
<b>County Policy Review</b>			

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# EVALUATION RECORD

**TRAINEE NAME** \_\_\_\_\_

**TRAINEE POSITION** \_\_\_\_\_

**EVALUATION #** \_\_\_\_\_

**ATTEMPT #** \_\_\_\_\_

**TRAINING TYPE:**

\_\_\_ ACTUAL INCIDENT

\_\_\_ CLASSROOM/TABLE-TOP

\_\_\_ CERTIFIED CLASS

\_\_\_ FIELD SIMULATION

\_\_\_ OTHER \_\_\_\_\_

**DESCRIPTION OF TRAINING/INCIDENT:** (i.e., location, hazards, specifics, etc.)



**CANDIDATE:**

\_\_\_ MET OR EXCEEDED REQUIRED COMPETENCE

\_\_\_ FAILED TO MEET REQUIRED COMPETENCE

**COMMENTS/RECOMMENDATIONS:**

Check Box if additional evaluation/notes page attached.

**EVALUATOR:**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGN NAME

\_\_\_\_\_  
DATE

**Make additional copies of this form as needed.**

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