



MFR Task Book for the Position of:

PROBATIONARY FIREFIGHTER (VOL/PT/FT)
(PFF)

TASK BOOK INITIATION

Trainee's Name: _____

Task Book Initiated By: _____

Date Initiated: _____

TASK BOOK COMPLETION

I verify that the above named trainee has successfully demonstrated all tasks for the position of PFF according to the requirements listed in this task book. All tasks listed have been documented and initialed. The trainee has reached a state of competence to be able to operate independently at this position.

Final Evaluator's Signature: _____

Final Evaluator's Printed Name: _____

Position: _____

Date Completed: _____

VERIFICATION OF QUALIFICATIONS

I verify that the above named trainee possesses a properly completed task book and has been evaluated by persons qualified at the position of PFF and has met the requirements of this position.

Signature: _____

Printed Name: _____

Title: | Battalion Chief | Chief of Department | (circle one)

Date Cleared for Position: _____

This task book lists the competencies, behaviors, and tasks required for successful performance in the designated position. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this task book.

Trainees are evaluated by an individual that is currently qualified in the position for which the trainee is being evaluated. The evaluator will document competent completion of a task by initialing and dating the given task. The trainee should ensure that the evaluator has also filled out the initial confirmation page so one's initials can be identified. Competent completion of a task is defined as the trainee performing the task properly and in the appropriate context without prompting or guidance from the evaluator. The evaluator may order a task to be performed in certain conditions and then evaluate its proper execution, but the evaluator should not have to guide the trainee through a task. Completion of a task in a task book is an evaluation process, not a training process.

Evaluation and confirmation of the trainee's performance may occur over the course of multiple incidents and shifts. Likewise, sign-off of tasks may involve multiple evaluators over the course of the task book completion period.

Each task has a code associated with it indicating the type of activity in which the task may be completed. The codes are:

CODES		DESCRIPTION
I	Incident	The task must be completed during an incident or while interacting with live conditions
D	Demonstration	The task must be completed by demonstrating the required skill in a controlled environment (i.e. apparatus check, formal evaluation, etc.)
E	Exam	This task is evaluated through a written, oral, or formal skills exam
A	Any	This task can be completed under any situation (Classroom discussion outside of initial training, simulation, actual incidents, daily job duties, etc.)
R	Rare Event	Rare events are those that have limited opportunities to evaluate performance in a real-world setting. Evaluators should determine through interview, demonstration, and/or simulation how the trainee would handle the task if they have not had the opportunity to deal with the task under actual conditions.
S	Simulation	The task can be demonstrated through a simulated condition that requires interaction with actual systems used for that task (i.e. working with the pump, radio equipment, or tools on the apparatus during a drill or evolution)

While tasks can be performed in any situation, they must be completed on the specific type of event for which they are coded. Tasks within the task book are numbered sequentially; however, the tasks do not need to be completed in sequential order.

The bullet points 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 each task based only on the trainee's mastery of the various aspects of the numbered tasks.

Probationary Firefighter – Vol/PT/FT

MODULE 1		
Behavior: The trainee shall demonstrate knowledge of expectations, access to department systems, and basic skills regarding PPE, SCBA, and radio use.		
TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
1. The trainee can access and understands the use of electronic support systems. <ul style="list-style-type: none"> • Members only web site • When to Work scheduling system 	A	
2. The trainee has been instructed on the expectations of a firefighter in the organization.	E	
3. The trainee has been instructed in the department’s and the individual’s role as an Auto Aid partner organization.	A	
4. The trainee demonstrates an understanding of the importance of practicing safety as a member of the organization	A	
5. The trainee shall demonstrate proficiency as a backing guide <ul style="list-style-type: none"> • Maintain contact with driver • Use appropriate hand signals • Maintain safe separation from the apparatus • Properly observe for hazards and clearances • Safely direct the apparatus 	D	
6. Can demonstrate proper use and understanding of the functions of the portable and mobile radios used at MFR.	E	
7. Can demonstrate proper donning of Firefighter’s structural PPE in 60 seconds or less	E	
8. Can demonstrate proper donning of Firefighter’s wildland PPE in 60 seconds or less	E	
9. Can properly demonstrate operation of SCBA in accordance with TCFP skills standards: <ul style="list-style-type: none"> • Replacing a Spent Cylinder • Operational Inspection of SCBA and PASS Device • Don SCBA (Overhead or Coat Method) • Don SCBA Using Seat Mounted Method 	E	
10. The trainee has access to and understands the following documents: <ul style="list-style-type: none"> • ESD5 Personnel Handbook • MFR Station/Apparatus Weekly Chores List • Policies and Best Practices: A101 A104 A105 A110 A201 A202 A610 A708 A711 B104 B401 B402 B403 • Clinical Operating Guidelines • Book: The Station Ready Rookie 	E	

MODULE 2

Behavior: The trainee shall become familiar with the tools and equipment of the engine company and demonstrate proper use, inspection, and documentation of equipment checks.

TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
1. The trainee shall conduct an inventory of all tools and equipment carried on the front line engine. <ul style="list-style-type: none"> • Conduct a written inventory of the apparatus • Be able to identify all items on the apparatus 	D	
2. The trainee shall be able to retrieve 20 items from the engine by request. <ul style="list-style-type: none"> • The item will be retrieved by going directly to the item's storage location on the first attempt and without guidance. 	D	
3. The trainee shall be able to perform an inventory and function check of medical equipment carried on the engine.	D	
4. The trainee shall be able to perform a functional check of the RIT pack carried on the engine	D	
5. The trainee shall be able to perform a functional check of all powered equipment carried on the apparatus <ul style="list-style-type: none"> • Saws, PPV Fans, Generators, Rescue Tools, Air Bags • Other fuel, air, or electrically powered equipment 	D	
6. The trainee shall be able to identify each hose load by common name, use, load, line size and length <ul style="list-style-type: none"> • Wet (preconnected) attack lines • Dry (not preconnected) attack lines • Supply hose loads • Pony section sizes and lengths 	D	
7. The trainee shall identify each nozzle used on attack lines and the flow range for each.	D	
8. The trainee shall demonstrate proper deployment of attack lines and reloading technique. <ul style="list-style-type: none"> • Highway lines • Racklines • Bundles • 2.5" attack line 	D	
9. The trainee shall demonstrate proper documentation of equipment inventories and equipment checks.	A	
10. The trainee has access to and understands the following documents: <ul style="list-style-type: none"> • ESD5 Personnel Handbook • Policies and Best Practices: A102 A103 A106 A107 A108 A301 A302 A303 A401 A402 A403 A404 A405 B315 • Clinical Operating Guidelines • Book: The Station Ready Rookie 	E	

MODULE 3

Behavior: The trainee shall demonstrate knowledge of water supply operations and operating CAFS hoselines.

TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
1. The trainee shall demonstrate proper use of a CAFS attack line <ul style="list-style-type: none"> • Understanding of the use and application of wet, medium, and dry CAFS <ul style="list-style-type: none"> ○ Identify nozzle changes needed for various qualities of CAFS • Identify signs and cause of slug flow • Demonstrate proper handling of the CAFS handline 	D	
2. The trainee shall demonstrate proper technique to establish a water supply <ul style="list-style-type: none"> • Hydrant procedures for forward lay (prepped for maximizing) • Hydrant procedures for reverse lay with engine tied in at hydrant (maximized) • Second engine nursing to attack engine • Tender nursing the attack engine 	D	

Behavior: The trainee shall become familiar with wildfire operations and the tools and equipment of the brush truck. The trainee shall also demonstrate proper use, inspection, and documentation of equipment checks for the brush truck.

3. The trainee shall conduct an inventory of all tools and equipment carried on the brush truck. <ul style="list-style-type: none"> • Conduct a written inventory of the apparatus • Be able to identify all items on the apparatus 	D	
4. The trainee shall be able to retrieve 20 items from the brush truck by request. <ul style="list-style-type: none"> • The item will be retrieved by going directly to the item's storage location on the first attempt and without guidance. 	D	
5. The trainee shall be able to perform a functional check of the equipment carried on the brush truck.	D	
6. The trainee shall be able to identify each hose load by common name, use, load, line size and length <ul style="list-style-type: none"> • Apparatus hose loads and preconnects • Hose rolls and bundles 	D	
7. The trainee shall demonstrate proper deployment of the department's wildland hose bundle and the repacking of the wildland hose bundle.	D	
8. The Trainee has access to and understands the following documents: <ul style="list-style-type: none"> • ESD5 Personnel Handbook • Policies and Best Practices: A109 A713 A801 B101 B102 B103 B303 B319 E101 E102 E301 • Clinical Operating Guidelines • Book: The Station Ready Rookie 	E	

MODULE 4**Behavior: The trainee shall demonstrate knowledge tender and drafting operations.**

TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
1. The trainee shall conduct an inventory of all tools and equipment carried on the tender. <ul style="list-style-type: none"> Conduct a written inventory of the apparatus Be able to identify all items on the apparatus 	D	
2. The trainee shall be able to retrieve 20 items from the tender by request. <ul style="list-style-type: none"> The item will be retrieved by going directly to the item's storage location on the first attempt and without guidance. 	D	
3. The trainee shall be able to perform a functional check of the equipment carried on the tender.	D	
4. The trainee shall be able to identify the hose loads on the tender and their status as wet or dry loads.	D	
5. The trainee shall demonstrate proper deployment of the dump tank for water shuttle and drafting operations.	D S	
6. The trainee shall demonstrate, under the direction of the Driver Operator, how to set up an apparatus for drafting from the dump tank.	D S	
7. The trainee shall demonstrate how to guide and direct tenders in a shuttle operation at the dump site. <ul style="list-style-type: none"> Guide tenders to be positioned to utilize the dump chute Properly operate the dump chute and advise the tender driver when they can depart 	D S	
8. The trainee shall demonstrate how to refill a tender utilizing the direct fill connection. <ul style="list-style-type: none"> Identifies the direct fill and the difference between it and the pump intake Performs the evolution without creating a water hammer 	D S	
9. With assistance, the trainee shall demonstrate the correct procedure for draining the dump tank and stowing it on the tender.	D S	
10. The Trainee has access to and understands the following documents: <ul style="list-style-type: none"> ESD5 Personnel Handbook Policies and Best Practices: F101 F102 F201 F301 Clinical Operating Guidelines Book: The Station Ready Rookie 	E	

MODULE 5		
TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
Behavior: The trainee shall demonstrate proper use of the departments RMS and MDC systems.		
1. The trainee shall log in to the RMS system and document patient information and a narrative from their role as a lead medic at an incident.	D	
2. The trainee will demonstrate their ability to perform basic functions on the Mobile Data Computer (MDC) <ul style="list-style-type: none"> • Status a unit responding, onscene, clear, available local area, at station, reserve status • Access the map and routing features and give direction to a driver to reach a destination • Access and identify an incident screen, including the address, cross streets, units responding, and the incident comments 	D	
Behavior: The trainee shall demonstrate the proper deployment and use of master stream devices.		
3. The trainee shall, in coordination with the Driver Operator, operate the deck gun on a target and identify the GPMs available from the nozzles and tips available.	D S	
4. The trainee shall demonstrate how to remove the deck gun and utilize it as a ground monitor.	D S	
5. The trainee shall demonstrate how to deploy and utilize the rapid attack monitor (BlitzFire).	D S	
6. The trainee shall demonstrate how to deploy a 2½" attack line and flow it alone from a seated position.	D S	

MODULE 6		
TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
Behavior: The trainee shall demonstrate proper use of ground ladders.		
1. Demonstrates use of ground ladders <ul style="list-style-type: none"> • Deploys and raises straight and extension ladders as part of a 2-person team • Deploys and raises straight and extension ladders in a 1-person operation 	D S	
Behavior: The trainee demonstrates knowledge of department regulations, expectations, best practices, COGs, and the Chores schedule.		
2. The trainee passes a written evaluation covering the topic areas listed below. The minimum passing score is 70%: <ul style="list-style-type: none"> • ESD5 Personnel Handbook • MFR Station/Apparatus Weekly Chores List • Policies and Best Practices: • Clinical Operating Guidelines • Book: The Station Ready Rookie 	E	
3. The trainee passes a written exam covering the department's clinical operating guidelines. The minimum passing score is 80%.	E	
4. The trainee demonstrates proficiency in the following medical skills: <ul style="list-style-type: none"> • Oxygen delivery and cylinder change • Blood glucose assessment • CPAP assembly, use and dosages • AED and pit crew CPR (adult and pediatric) • Use of iGel airway • Proper BVM management • Utilization of nebulizer treatments and dosages • Use of Draw and Shoot epi and proper dosages • Utilization of medication cross check procedure • Use of suction equipment • Use of tourniquet • Technique for Direct Vascular Occlusion (wound packing) • Dosages and administration of medications carried by MFR 	E	