



MFR Task Book for the Position of:

Lieutenant/OIC

(Lieutenant)

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 Lieutenant/OIC 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 Lieutenant/OIC and has met the requirements of this position.

Signature: _____

Printed Name: _____

Title: Captain | 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 on the last page of the task book. 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 demonstrated the required skill in a controlled environment (i.e. apparatus check, formal evaluation, etc.)
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)
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.

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.

Lieutenant/OIC

TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
Behavior: The trainee shall demonstrate assumption of command as 1st officer on scene of a Structure Fire. Must complete 3 scenarios; supervised by Captain and/or Chief Officer		
1. Assume command on assigned tactical channel <ul style="list-style-type: none"> • Building Description (stories, construction, occupancy, roof) • Fire/Smoke Conditions • <i>Strategic mode of Operation</i> • Actions (hose line deployment etc.) • Conducting a 360 • Direction for other companies (if not covered by SOG) 	D S	
2. Follow Up Radio Report – 360 Complete/Not Complete <ul style="list-style-type: none"> • 360 complete/Not complete • Additions or corrections to size-up from initial radio report. • Actions/directions if different from radio report 	D S	
3. Entry Report <ul style="list-style-type: none"> • Entry Location • Heat condition (with TIC) • Smoke/Visibility conditions • Outside Team established (or reason for not) 	D	
4. Properly identifies correct use of fire/emergency Channels	D	

TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
Behavior: The trainee shall demonstrate assumption of command as 1st officer on scene of a Wildland Fire. Must complete 2 x Scenarios; Supervised by a Captain and/or Chief Officer		
1. Assume command on assigned tactical channel <ul style="list-style-type: none"> • Description of size and type of topography, fuel • Fire/smoke conditions • Actions taken • Direction for other companies • Head of fire location • Known exposures • Access points • Weather conditions 	D	

5. Follow Up Radio Report – 360 Complete/Not Complete <ul style="list-style-type: none"> • 360 complete/Not complete • Additions or corrections to size-up from initial radio report. • Actions/directions if different from radio report • Identify possible exposures 	D S	
2. Trainee shall demonstrate how to establish and operate water supply using tender operations. <ul style="list-style-type: none"> • Selecting location • Placement of dump tank 	D S	
	D S	

TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
Behavior: The trainee shall demonstrate assumption of command as 1st officer on scene of a Vehicle Rescue. Must complete 2 x Scenarios; Supervised by a Captain and/or Chief Officer		
1. Assume command on assigned tactical channel <ul style="list-style-type: none"> • Size-Up • Number of vehicles/Description of vehicle(s) position • Actions taken (Stabilization, bumper line, tools, patient care) • Patient update to ATCEMS • Request Starflight (If necessary) • 	A	
2. Trainee explains the following terms and how they affect Operations: <ul style="list-style-type: none"> • Landing Zone • Pin-in vs entrapment • Under-ride • Velocity (speed) 	D	

Behavior: The trainee shall demonstrate knowledge and application of Officer administrative role		
1. Policies <ul style="list-style-type: none"> • Staffing • Shift Duties • Handbook 	A	
2. Reports <ul style="list-style-type: none"> • Fire • Medical • Journal • FF INJURY REPORT 	D S	
3. PSTRAX <ul style="list-style-type: none"> • Access • Posting Alerts 	D S	
4. ESO <ul style="list-style-type: none"> • Calendar check • Adjusting times • PTO requests 	D S	
5. Chain of Command <ul style="list-style-type: none"> • Resolution of issues • Maintains division of labor 	D S	

TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
Behavior: The trainee shall demonstrate the use of MDC, ACTIVE 911		
<ul style="list-style-type: none"> • MDC: Locate • Hydrants • Maps • Preplan 	D S	
<ul style="list-style-type: none"> • ACTIVE 911 • Alerting system 	D S	

INITIAL CONFIRMATION

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