



# Jackson Hole Fire/EMS

Task Book for the Position of

## CAPTAIN

Version 1.1 January 2019

**TASK BOOK ASSIGNED TO:**

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INDIVIDUALS NAME, CERTIFICATION LEVEL

**TASKBOOK INITIATED BY:**

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FIRE CHIEF

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Date Task Book Initiated (Expiration in 2 Years)

This task book is approved for use as a pre-promotional career development guidebook and an Assignment Check-Sheet

## PREREQUISITES FOR PROMOTION

- Member in good standing for 5 years (preferred)
- Fire Officer 1 (ProBoard)
- Firefighter II (ProBoard)
- Emergency Medical Responder (WY)
- Apparatus Driver/Operator (ProBoard)
- Completion of Captain Task Book

## EVALUATION RECORD

### Strategies & Tactics / Prevention

Material	Code*	Comments	Evaluator** Signature
<b>Chief Hansen</b> – Command and Control Video	MM		
<b>NYU Fire Research Group</b> A.L.I.V.E. Tactical Considerations for Residential Structure Fires: <u>Four Scenarios</u>	MM		
<b>Dave Dodson</b> - Complete Review of "Reading Smoke" (3 DVD set)	MM		
<b>UL Firefighter Safety Research Institute</b> Video: <i>LAcFD – Exterior Water Application</i>	MM		
<b>UL Firefighter Safety Research Institute - Online</b> Course: <i>Residential Attic &amp; Exterior Fire Hazards</i>	MM		
<b>UL Firefighter Safety Research Institute - Online</b> Course: <i>Basement Fires – Collapse Hazards &amp; Fire Dynamics</i>	MM		
<b>IFSTA</b> Course: <i>Community Risk Reduction</i> <a href="http://strategicfire.org/community-risk-reduction/ifstavisision-2020-training/">http://strategicfire.org/community-risk-reduction/ifstavisision-2020-training/</a>	MM		
<b>National Fire Academy - Online</b> Course: <i>Awareness of Command and Control Decision-Making (Q0297)</i>	MM		

<b>National Fire Academy - Online</b> Course: Components of the Incident Command and Control Simulation Series II: Townhouse (Q0325)	MM		
<b>National Fire Academy - Online</b> Course: Principles of Building Construction (Q0751)	MM		
<b>NIMS ICS 300</b>	MM		
<b>NWCG Engine Boss Cert</b>	A, MM		

\*Code A = Task can be completed in any appropriate situation (classroom, daily job, discussion, incident response, etc.)  
I = Task may be performed on an incident  
MP = Task completion must include manipulative performance  
MM = Task requires utilization of a multimedia resource (DVD, streamed video, computer-based scenario, etc.)  
SbT = Task may be performed during Scenario-based Training

\*\*Evaluator is a Captain or Chief Officer.

Strategies & Tactics/Prevention BC Signature\_\_\_\_\_

### Leadership & Management

Material	Code *	Comments	Evaluator Signature
<b>Chief/Captain Directed Project</b>	A		
<b>Propose and Draft a Policy Improvement</b>	A		
<b>Read an Approved Leadership Book and Write an Essay</b> articulating 1 to 3 aspects from it that you can apply in your role as a leader in this organization.**	A		
<b>Hiring/Promotional Interviewer</b> for volunteer or paid position	A		
<b>Function as a Mentor</b> to a new volunteer member	A		
<b>Take Appropriate Action following a Citizen Complaint</b>	A, SbT		
<b>Take Appropriate Disciplinary Action</b> for a volunteer or paid member	A, SbT		

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\*\* This Essay will be written for distribution to the Chief Officers. You may propose a book that is not on the approved list with the expectation that it be a book you have not read. This is to reinforce the value placed on continual learning as a leader. Essays will be measured for quality of insight, self reflection and effort invested into them.

Approved Books: First In, Last Out; Strength Based Leadership; Extreme Ownership; Leadership and Self-Deception; Difficult Conversations; How to Discuss What Matters Most; Turn the Ship Around; Five-Star Leadership; Essentials of Fire Department Customer Service; others can be approved at the Chief Officer level

Leadership & Management BC Signature \_\_\_\_\_

### Incident Types and Roles

Material	Code*	Comments	Evaluator Signature
<b>Structure Fire:</b> Group Sup or higher	I, SbT		
<b>Wildland Fire:</b> Single Resource Boss or higher	I, SbT		
<b>Chief's Aid</b>	I, SbT		
<b>HazMat</b>	I, SbT		
<b>Mass/Multiple Casualty Incident:</b> Unit Leader or Higher	I, SbT		
<b>Vehicle Over the Edge:</b> Group Sup or higher	I, SbT		
<b>Extrication</b>	I, SbT, MP		
<b>Coordinate Station Fire Training</b>	A		
<b>Coordinate Station EMS Training</b>	A		
<b>Fire Inspection:</b> Performed with Prevention Staff	I		

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Incident Types/Roles BC Signature \_\_\_\_\_

## Protocols Review\*\*\*

Protocol (Division, Article)	Comments	Evaluator Signature
<b>Crew Leader Guidelines</b> (D5, A10)		
<b>Membership Policy</b> (D5, A1)		
<b>Aircraft Emergencies</b> (D14, A2)		
<b>Survival &amp; RIC Policy</b> (D14, A5)		
<b>On Scene Radio Comms</b> (D14, A1)		
<b>Command, Incident Management</b> (D15, A2)		
<b>Bodily Fluids Exposure Protocol</b> (D17, A5.7)		
<b>Behavioral Emergencies</b> (D17, A4.26)		
<b>Helicopter Usage</b> (D14, A7)		

\*\*\*Be prepared to deliver a crew training on 3 of these topics as selected by a Chief Officer or your Captain

## Administrative Knowledge

Area of Review	Comments	Evaluator Signature
<b>Aladtec Website</b> ( <i>Schedule changes, Forms, Extra Shifts, Member database</i> )		
<b>lamResponding Website</b> ( <i>Responders en route, Incident Mapping, Preplans, Hydrant locations</i> )		
<b>County Policies – Section 6 Work Ethics and Expectations</b>		
<b>Budget Process</b> – Involvement in both the development and purchase orders		
<b>Accident/Injury Reporting</b> – procedure review for both an accident and an injury		

Administrative Knowledge BC Signatures \_\_\_\_\_

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Task Book for the Position of

## CAPTAIN

### Final Completion/Approval Signatures

Trainee \_\_\_\_\_ Date \_\_\_\_\_

Captain \_\_\_\_\_ Date \_\_\_\_\_

Battalion Chief \_\_\_\_\_ Date \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_