



Jackson Hole Fire/EMS

Task Book for the Position of

CAPTAIN

Version 1.1 January 2019

TASK BOOK ASSIGNED TO:

INDIVIDUALS NAME, CERTIFICATION LEVEL

TASKBOOK INITIATED BY:

FIRE CHIEF

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

National Fire Academy - Online Course: Components of the Incident Command and Control Simulation Series II: Townhouse (Q0325)	MM		
National Fire Academy - Online Course: Principles of Building Construction (Q0751)	MM		
NIMS ICS 300	MM		
NWCG Engine Boss Cert	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
Chief/Captain Directed Project	A		
Propose and Draft a Policy Improvement	A		
Read an Approved Leadership Book and Write an Essay articulating 1 to 3 aspects from it that you can apply in your role as a leader in this organization.**	A		
Hiring/Promotional Interviewer for volunteer or paid position	A		
Function as a Mentor to a new volunteer member	A		
Take Appropriate Action following a Citizen Complaint	A, SbT		
Take Appropriate Disciplinary Action 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
Structure Fire: Group Sup or higher	I, SbT		
Wildland Fire: Single Resource Boss or higher	I, SbT		
Chief's Aid	I, SbT		
HazMat	I, SbT		
Mass/Multiple Casualty Incident: Unit Leader or Higher	I, SbT		
Vehicle Over the Edge: Group Sup or higher	I, SbT		
Extrication	I, SbT, MP		
Coordinate Station Fire Training	A		
Coordinate Station EMS Training	A		
Fire Inspection: Performed with Prevention Staff	I		

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Incident Types/Roles BC Signature _____

Protocols Review***

Protocol (Division, Article)	Comments	Evaluator Signature
Crew Leader Guidelines (D5, A10)		
Membership Policy (D5, A1)		
Aircraft Emergencies (D14, A2)		
Survival & RIC Policy (D14, A5)		
On Scene Radio Comms (D14, A1)		
Command, Incident Management (D15, A2)		
Bodily Fluids Exposure Protocol (D17, A5.7)		
Behavioral Emergencies (D17, A4.26)		
Helicopter Usage (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
Aladtec Website (Schedule changes, Forms, Extra Shifts, Member database)		
IamResponding Website (Responders en route, Incident Mapping, Preplans, Hydrant locations)		
County Policies – Section 6 Work Ethics and Expectations		
Budget Process – Involvement in both the development and purchase orders		
Accident/Injury Reporting – procedure review for both an accident and an injury		

Administrative Knowledge BC Signatures _____

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CAPTAIN

Final Completion/Approval Signatures

Trainee _____ Date _____

Captain _____ Date _____

Battalion Chief _____ Date _____

Fire Chief _____ Date _____