

POSITION TASK BOOK MANAGEMENT

Task Book Initiation

All task books will be initiated, managed, and certified in accordance with National Wildfire Coordinating Group (NWCG) standards found in the Wildland Fire Qualification System Guide (PMS 310-1). The Division Director, Chief of Operations, or Training and Aviation Program Manager are the only ones permitted to initiate task books for all positions in the Incident Command System (ICS). Though there are all hazard task books, the only documents allowed for use are the official NWCG task books found at www.nwcg.gov. For those wishing to pursue all hazard qualifications not covered by NWCG, please contact the SD Office of Emergency Management.

Per the PMS 310-1, task books must be completed within three years from the initiation date. Upon documentation of the first task in the task book (first assignment), the three-year time limit is reset from that new date. If the task book is not completed within three years of the first assignment, the task book will expire. If the Training and Aviation Program Manager is notified prior to expiration, the task book may be extended for one more year. Only one extension is allowed. If the task book expires, a new task book may be initiated. Prior experience documented in the expired task book may be considered in completion of the new task book at the discretion of the task book committee.

Requirements

- An individual may only have three task books open at any time.
- As a minimum, all task books should have at least two different evaluators with tasks signed to be certified.
- It is recommended that all trainees have at least 10 operational periods before submitting the task book.
- A “crew” is defined as at least 16 firefighters.
- Type 1 and 2 or out of local area assignments may be needed for certain trainee positions such as Task Force Leader (TFLD) or Division Group Supervisor (DIVS), etc.
 - Other positions including Single Resource Bosses (ENGB, CRWB, HEQB) and STEN will require time on extended attack or type 3 fires.
- Trainees may only work on one position and have one evaluator per operational period.
 - They will have no more than two evaluators per incident/assignment.
- At least one incident performance evaluation will be attached with the task book, with one for every assignment preferred.
 - At a minimum the certifying performance evaluation will be attached.

Initiation Process

1. Prior to initiation, consult with your supervisor or the Training and Aviation Program Manager regarding course experience, prerequisites, and training opportunities to meet task book time constraints.

- a. Consult the PMS 310-1 for position requirements on required training and prerequisites.
2. Ensure that you have performed at least two times as a fully qualified on an incident before opening the next higher position task book.
3. With your supervisor's or fire chief's approval, contact the Training and Aviation Program Manager to request your task book be initiated.
4. The Training and Aviation Program Manager will complete the documentation and update IQS to reflect the new task book.

Task Book Certification

Task books recommended for certification will be reviewed by the Task Book Review Committee who will decide whether it should be recommended for agency certification. Only the Training and Aviation Program Manager, Chief of Operations, or Director can sign the agency certification portion on the inside front cover.

Certification Process

1. Ensure the task book has been correctly filled out with the proper signatures and information.
2. Consult the PMS 310-1 to confirm you have completed the required training.
3. Submit the task book to the Training and Aviation Program Manager for review via email or postal mail. Task books need to be submitted by immediate supervisor for state employees or fire chief/training officer from fire departments.
4. The task book will be submitted to the Task Book Review Committee for their next scheduled meeting.
5. Task books are reviewed on the following criteria:
 - a. Completeness of task book (incomplete task books WILL NOT BE ACCEPTED so delays in certification may arise).
 - b. Completion of required courses and prerequisites.
 - c. Depth of experience.
 - d. Duration of task book (number/length of assignments/time from initiation to completion).
6. Once a determination has been made, the following will happen:
 - a. If it is recommended, the Training and Aviation Program Manager will complete the documentation, update IQS, and let the individual know the status.
 - b. If it is not recommended, the Training and Aviation Program Manager will contact the individual with a letter recommending what is still needed for successful certification.

De-certification

De-certification is the process of rescinding or reducing an individual's incident qualifications, usually due to a lapse in experience for currency, demonstrated performance deficiencies, changed physical condition, or by personal choice of the employee. An individual who has been de-certified may be re-certified according to the procedures below.

De-certification of qualifications based on performance must be supported by appropriate documentation, including incident performance evaluation(s) completed by qualified fire job supervisor/evaluator and discussed with employee.

As an individual, or as a member of a module, crew, or team, if an employee performs actions that violate recognized standard operational procedures or identified safety procedures that are determined to have been instrumental in the endangerment of fire management personnel or the public, their position/s may be suspended or revoked by SDWF. Examples of instances that could warrant such actions include:

1. Inability to perform job duties or unprofessional conduct that led to unsafe conditions.
2. Deliberately disregarding identified safety protocols.
3. Intentionally misrepresenting fire qualifications.
4. Taking actions that led to unsafe conditions.

If you have identified any of the actions above in a firefighter, please report it to the Training and Aviation Program Manager.

Recertification

If a task book is less than three years expired, it is possible to do a recertification assignment without having to redo the entire task book. For those wishing to pursue a recertification, the Qualification Recertification Evaluation form will need to be filled out by a qualified evaluator and submitted to the Training and Aviation Program Manager with a completed personnel evaluation form. Once submitted it will be reviewed by the Task Book Review Committee. Please email the Training and Aviation Program Manager for a copy of this form.

TASK BOOK REVIEW COMMITTEE

Membership

This committee will be comprised of individuals who have working knowledge of Incident Management and Prescribed Fire responsibilities. The committee will operate with a quorum of at least seven members which consist of the following:

- Division Director – Does not count towards quorum, but will vote on higher level task books such as ICT3 and above, TFLD and above, RXB2, etc.
- Chief of Operations
- Training and Aviation Program Manager
- District Office Manager
- Handcrew Program Manager
- SDWF Division Member at Large
- Fire Management Officer from:
 - Hot Springs District Office
 - Custer District Office
 - Rapid City District Office
 - Lead District Office

Timing

The committee will meet to review task books at 0900 on the second Wednesday of every month unless the following is in place:

- The planning level for Great Plains Dispatch or the Rocky Mountain Geographic Area is at a 3 or higher. The committee will try to schedule a meeting as quickly as operational duties allow.

Process

Task books will be collected by the Training and Aviation Program Manager and disseminated to the committee at least a week prior to meeting. This may be done through Microsoft Teams or the online platform.

Unanimous vote by the committee must be obtained before a task book is fully certified. Members may not vote on their own qualifications and may not be present during decisions regarding their task book.

Members may be asked to disengage from the discussion if that task book is regarding one of their employees or personnel that works on their district.

If any member has issues or wants information from specific evaluators, they will contact the Training and Aviation Program Manager with their intent to gather more information. The Training and Aviation Program Manager will ensure the evaluator isn't being contacted multiple times and will obtain the call information to disseminate to the committee.

If the task book is denied the committee must state in writing the reason for non-approval. The Training and Aviation Program Manager will be responsible for disseminating this information to the trainee.