CANDIDATE TASK BOOK ASSIGNED TO:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed or Typed: Candidate’s Name, Agency, Phone Number, And Date)

TASK BOOK INITIATED BY DEPARTMENT TRAINING CHIEF:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed or Typed: Agency or Fixed Facility Training Chief, Name, Phone Number)

**TASK BOOK MUST BE COMPLETED WITHIN 1 YEAR OF INITIATION**

The material contained in this book defines the performance expected of the position for which it was developed to qualify personnel for the intended position.

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| Verification/Certification Of Completed Task BookFor The Position Of Live Fire Training Evolution – Instructor |
| **CANDIDATE’S VERIFICATION**I verify that all information that I have provided is true and accurate to the best of my ability.Candidate’s Signature And Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **TRAINING CHIEF or FIRE CHIEF VERIFICATION**I verify that all tasks have been performed and are complete with signatures. I also verify that Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has performed all of the functions necessary to be considered for certification in this position. Training or Fire Chiefs Signature And Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Training or Fire Chiefs Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **EVALUATOR, RECOMMENDATION FOR CERTIFICATION**I certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has met all requirements for qualification in this position and that such qualification has been issued. Evaluator Signature And Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Evaluator Printed Name & Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **MAAC ACADEMY DIRECTOR VERIFICATION**I verify that all tasks have been performed and are complete with signatures. I also verify that Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has performed all of the functions necessary to be considered for certification in this position. Director Signature And Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Director Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Live Fire Training Evolution – Fixed Facility Instructor**

Position Task Books (PTB) were developed for designated positions within the National Incident Management System (NIMS). PTB’s have been accepted by agencies nationwide to document experience and verify competencies. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a candidate to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a Live Fire Instructor - Fixed Facility (LFIFF) Proctor, will result in a recommendation to the MAAC that the candidate be certified in that position.

Evaluation and confirmation of the individual’s performance of all the tasks may involve more than one evaluator and can occur during Live Fire Instructor – Fixed Facility (LFI-FF) classes, Firefighter I or II courses, or in service training involving live fires. It is important that performance be critically evaluated and accurately recorded by each evaluator.

DIRECTIONS:

Task Book “tasks” are under the direct supervision of the Proctor. The intent is to verify capabilities and quality of instruction.

All LFI-FF candidates must be State of Indiana certified Firefighter II, Instructor I (minimum).

With the approval of the MAAC Academy Director or his/her designee, evaluations can include evolutions under the auspices of other training centers.

Qualifications must indicate ability and preparedness to train and safely operate in a live fire environment in permanent interior fixed burn props fueled by class “A” combustibles.

The intent of this certification is for MAAC FIXED FACILITIES only.

It is important to emphasize that candidates need to clearly understand the requirements of NFPA 1403 and the MAAC Procedures for live fire training and as such represent their department during any training event.

Unsatisfactory performance must be noted on the designated forms, and the task repeated until satisfactory performance is demonstrated.

Each candidate must understand the need for additional “prop specific” requirement or qualifications for any live fire training props.

Failure to comply with any training procedures or requirements could include a suspension of any ability for conducting Live Fire Training until such time as a resolution is agreed to by the MAAC and the Departments Chief.

RESPONSIBILITIES:

1. The Sponsoring Organization is responsible for:

* Ensuring that the candidate meets the training, certification and experience requirements included in this document and those of the Department.
* Initiating the PTB to document task performance and tracking candidate progress.
* Explaining to the candidate the purpose and processes of the PTB as well as the candidate’s responsibilities.
* Providing opportunities for evaluation and/or making the candidate available for evaluation.
* Confirming PTB completion and submitting a copy to MAAC for review.

2. The individual is responsible for:

* Reviewing and understanding instructions in the PTB.
* Identifying desired objectives/goals.
* Providing background information to an evaluator.
* Satisfactorily demonstrating completion of all tasks for an assigned position within 12 months.
* Assuring the Evaluation Record is complete.
* Notify supervisor when the PTB is completed and providing them a copy.
* Keeping the original PTB in personal records.
* Following all MAAC rules and procedures.

3. The Evaluator is responsible for:

* Being qualified and proficient in the position being evaluated.
* Meeting with the candidate and determining past experience, current qualifications, and desired objectives/goals and explaining to the candidate the evaluation procedures.
* Accurately evaluating and recording demonstrated performance of tasks in the PTB.
* Completing the Evaluation Record found at the end of each PTB.
* Signing the verification statement on the front cover of the PTB when all tasks have been initialed and completion of necessary paperwork to the MAAC Academy Director.

4. The Training or Fire Chief and MAAC Academy Director is responsible for:

* Identifying evaluation opportunities.
* Identifying and assigning an evaluator that can provide a positive experience for the candidate, and make an accurate and honest appraisal of the candidate’s performance.
* Conducting progress reviews.
* Conducting a close-out interview with the candidate and evaluator and assuring that documentation is proper and complete.
* Signing the verification statement on the front cover of the PTB when all tasks have been initialed and completed.
* The entire PTB is then copied and maintained at the MAAC and the original is maintained in the candidate’s training file.

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| **MAAC Burn Building** | EVALUATOR: Initial & date upon completion of task |
| **I. PREREQUISITES** |
| Successfully completed 16 Hour Course on the requirements of NFPA 1403 | (Instructor’s Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Certificate Attached Y N |
| Current State of Indiana Firefighter I/II, Instructor I as a minimum. | (Instructor’s Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Certificates Attached Y N |
| **II. ENTRIES AS INSTRUCTOR** |
| Serve in an Instructor capacity for multiple rotations with crews as the instructor. (3 minimum entries)Entry 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Entry 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Entry 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (Instructor’s Signature/Date)1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **III. BACKUP / IGNITION TEAM** |
| Serve in following capacities for multiple rotations. (3 minimum entries):1. Back-up Team

Entry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Fire Control Team (Ignition Officer)

Entry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Fire Control Team (Ignition Officer Observer / Backup)

Entry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (Instructor’s Signature/Date) Circle “y” for yes, “n” for not observed)1. \_\_\_\_\_\_\_\_\_\_\_\_\_ Y N
2. \_\_\_\_\_\_\_\_\_\_\_\_\_ Y N
3. \_\_\_\_\_\_\_\_\_\_\_\_\_ Y N
 |
| **IV. SAFETY OFFICER (Primary)** |
| During planning, preparation and during multiple crew rotations. (2 minimum entries)Entry 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Entry 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (Instructor’s Signature/Date) Circle “y” for yes, “n” for not observed)1. \_\_\_\_\_\_\_\_\_\_\_\_\_ Y N
2. \_\_\_\_\_\_\_\_\_\_\_\_\_ Y N
 |
| **V. REHAB** |
| During planning, preparation and during multiple crew rotations. (2 minimum entries)Entry 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (Instructor’s Signature/Date) Circle “y” for yes, “n” for not observed)1. \_\_\_\_\_\_\_\_\_\_\_\_\_ Y N
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| **VI. INSTRUCTOR – IN – CHARGE (I.I.C.)** |
| Serve as the I.I.C. during the planning, preparation and entire live fire training exercise under direct supervision. (2 minimum entries)Entry 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Entry 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Entry 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (Instructor’s Signature/Date) Circle “y” for yes, “n” for not observed)1. \_\_\_\_\_\_\_\_\_\_\_\_\_ Y N
2. \_\_\_\_\_\_\_\_\_\_\_\_\_ Y N
3. \_\_\_\_\_\_\_\_\_\_\_\_\_ Y N
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| **VII. Verification of Class A Fixed Facility Burns** |
| Candidates must participate in a minimum of three (3) Training Events under live fire conditions in a Class A facility.Event 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Event 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Event 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\* Training Event is defined as a single day (4 or 8 hour block) at the MAAC Training Center actively participating in Live Fire Training in the Burn Building. | (Instructor’s Signature/Date) Circle “y” for yes, “n” for not observed)1. \_\_\_\_\_\_\_\_\_\_\_\_\_ Y N
2. \_\_\_\_\_\_\_\_\_\_\_\_\_ Y N
3. \_\_\_\_\_\_\_\_\_\_\_\_\_ Y N
 |