



# Jackson Hole Fire/EMS

Task Book for the Position of

## BATTALION CHIEF

**Version 1.1   October 2020**

### **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 8 years, or similar work experience
- \*Wyoming Fire Officer 2
- Emergency Medical Technician (WY)
- \*IC Type 4 NWCG
- \*All-Hazards Task Force Leader
- Wyoming Class B Driver's License
- Emergency Vehicle Driving Course Certificate with Annual Refresher
- ICS 100, ICS 200, ICS 300, \*ICS 400, IS 700, IS 800
- Completion of Battalion Chief Task Book

\*Specific certifications/licensure must be obtained within 24 months of opening a BC task book.

## Logistics for Acting Duty Officer Coverage

- Must initiate a BC task book by Fire Chief.
- Acting DO would have a response vehicle and all applicable equipment.
- A back-up chief officer would be available by phone and in person should the situation require it.
  - A response by the back-up chief would not necessarily require that the chief takes over an incident or situation. It could be in an advisory role as needed.
  - Total of 4 tours as a Duty Officer with a Chief Officer back-up would be required prior to being the sole Duty Officer without back-up.
- During a tour, the acting DO would work from Admin between 8-5 and then move back to the station.
  - Duties may include: work on the BC task books, attending meetings with various chiefs, projects as assigned, chief level training/site visits, etc.)
- In the absence of the Captain who has moved up, a FF with an open Captain's task book would move into the Acting Captain.
- The remaining hole in the crew would be backfilled to remain at full strength.

## EVALUATION RECORD

### Administrative Knowledge

Area of Review/Task	Comments	Evaluator Signature
<b>Admin Duty Assignment –</b> Participate in a 6-Month Admin Position		
<b>Ascentis Timekeeper –</b> Review and approve employee timecard. Insert employee missed punch. Approve employee time off request and integrate with Aladtec. Edit comp time.		

Area of Review/Task	Comments	Evaluator Signature
<b>Aladtec Website</b> ( <i>Vacation Approval, Staffing according to Ops Shift Guidelines, Member database Mgt.</i> )		
<b>IamResponding Website</b> ( <i>Responders en route, Incident Mapping, establish Preplans/Hydrant locations</i> )		
<b>MIR3 Paging</b> – Ability to access and initiate paging from mobile device		
<b>Ops Shift Personnel Guidelines</b> – Understanding and ability to implement		
<b>County Policies</b> – Understanding and ability to implement all that apply to JHFEMS		
<b>JHFEMS Policies/Guidelines</b> – Understanding and ability to implement		
<b>Accident/Injury Prevention</b> – Post Accident Analysis and implement new procedure/equipment to prevent accidents		
<b>Budget CIP Process</b> – Request, follow purchasing guidelines, submit Staff Report to Chief (if needed) and execute purchase		
<b>Budget Process</b> – Review and approval of station budgets		
<b>BCC Staff Report</b> – Submit to Chief and present a Staff Report to BCC		
<b>Data Collection &amp; Analysis</b> – Provide data and interpretation to Chiefs on an operational function		
<b>Press Release</b> – Develop a PR for an incident or public education topic		
<b>Manage a Wildland Deployment</b> – Project Fire or Prescribed Fire		

Administrative Knowledge Chief Officer Signature \_\_\_\_\_

## Strategies & Tactics

Material	Comments	Evaluator Signature
<b>Instruct a Strategies and Tactics Course for JHFEMS Leadership –</b> Minimum 4-hours (Examples: STICO, PICO, S-200, S-215, etc.)		
<b>Blue Card Online Training Program –</b> 40-50 Hour Online Course (must pass with a 70%)		
<b>Blue Card Simulation Evaluation Session</b> – 3-Day Manipulative Skills at a Command Training Center OR approved on campus NFA Command Course		

Strategies & Tactics Chief Officer Signature \_\_\_\_\_

## Leadership & Management

Material	Comments	Evaluator Signature
<b>FLSA for Fire Departments by Curt Varone (or like training)</b>		
<b>Direct and Oversee a Captain's Task Book Project</b>		
<b>Propose, Draft and Implement a New Policy</b>		
<b>Annual Evaluation</b> – Review a Captain's evaluation for a line level firefighter and provide a PE for a Captain.		
<b>Lead Hiring/Promotional Process</b> – volunteer or paid position		
<b>Plan, Coordinate and Lead and Interagency Meeting</b> (e.g. WUI Field Trip)		

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

## Incident Types and Roles

Material	Code**	Comments	Evaluator Signature
<b>Residential Fire Alarm Response</b> – Investigate, coordinate with responsibles and report if nuisance	I		
<b>Commercial Fire Alarm Response</b> – Investigate, coordinate with responsibles and report if nuisance	I		
<b>Multi-Agency All-Hazards IC</b> – Manage an All-Hazards Incident involving multi-agency response	I		
<b>Multi-Operational Period All-Hazards IC</b> – Manage a multi-operational period incident	I, SbT		
<b>Wildland Fire IC for an Incident Requiring Evacuation</b>	I, SbT		
<b>HazMat Requiring RERT</b>	I, SbT		
<b>AAR for a Multi-Company Incident</b> – Provide for a written AAR, presented to the Organization	N/A		

\*\*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

Incident Types/Roles Chief Officer Signature \_\_\_\_\_

## Protocols Review\*\*\*

Protocol (Division, Article)	Comments	Evaluator Signature
LODD (5-9)		
Vehicle Accident (7-2)		
Workers Comp (7-3)		
Response for Aircraft Emergencies (14-2)		
Staging (14-4)		
RIC (14-5)		
PAR (14-6)		
Command Incident Management (15-2)		
Fire Investigation (12-10)		
Fire Watch Procedure		
Risk Assessment and Decision Making (16-1)		
Rural Water Supply (16-5)		
Carbon Monoxide Emergencies (16-9)		
WUI Ops (16-6.1)		
MCI (20-1)		
Patient Privacy Notice (17-5.1)		
Bodily Fluids Exposure (17-5.7)		
Breaches of Unsecured PHI (17-5.11)		
Interfacility Transfers (17-5.10)		
Confined Space (18-4)		
Decon (19-2)		

\*\*\*Each policy is to be reviewed with a Chief Officer prior to sign off.

## Protocol Review Chief Officer Signature

# **Jackson Hole Fire/EMS**

Task Book for the Position of

## **Battalion Chief**

### **Final Completion/Approval Signatures**

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

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

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