



Jackson Hole Fire/EMS

Task Book for the Position of

BATTALION CHIEF

Version 1.1 October 2020

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 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
Admin Duty Assignment – Participate in a 6-Month Admin Position		
Ascentis Timekeeper – 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
Aladtec Website (<i>Vacation Approval, Staffing according to Ops Shift Guidelines, Member database Mgt.</i>)		
IamResponding Website (<i>Responders en route, Incident Mapping, establish Preplans/Hydrant locations</i>)		
MIR3 Paging – Ability to access and initiate paging from mobile device		
Ops Shift Personnel Guidelines – Understanding and ability to implement		
County Policies – Understanding and ability to implement all that apply to JHFEMS		
JHFEMS Policies/Guidelines – Understanding and ability to implement		
Accident/Injury Prevention – Post Accident Analysis and implement new procedure/equipment to prevent accidents		
Budget CIP Process – Request, follow purchasing guidelines, submit Staff Report to Chief (if needed) and execute purchase		
Budget Process – Review and approval of station budgets		
BCC Staff Report – Submit to Chief and present a Staff Report to BCC		
Data Collection & Analysis – Provide data and interpretation to Chiefs on an operational function		
Press Release – Develop a PR for an incident or public education topic		
Manage a Wildland Deployment – Project Fire or Prescribed Fire		

Administrative Knowledge Chief Officer Signature _____

Strategies & Tactics

Material	Comments	Evaluator Signature
Instruct a Strategies and Tactics Course for JHFEMS Leadership – Minimum 4-hours (Examples: STICO, PICO, S-200, S-215, etc.)		
Blue Card Online Training Program – 40-50 Hour Online Course (must pass with a 70%)		
Blue Card Simulation Evaluation Session – 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
FLSA for Fire Departments by Curt Varone (or like training)		
Direct and Oversee a Captain's Task Book Project		
Propose, Draft and Implement a New Policy		
Annual Evaluation – Review a Captain's evaluation for a line level firefighter and provide a PE for a Captain.		
Lead Hiring/Promotional Process – volunteer or paid position		
Plan, Coordinate and Lead and Interagency Meeting (e.g. WUI Field Trip)		

Leadership & Management BC Signature _____

Incident Types and Roles

Material	Code**	Comments	Evaluator Signature
Residential Fire Alarm Response – Investigate, coordinate with responsible and report if nuisance	I		
Commercial Fire Alarm Response – Investigate, coordinate with responsible and report if nuisance	I		
Multi-Agency All-Hazards IC – Manage an All-Hazards Incident involving multi-agency response	I		
Multi-Operational Period All-Hazards IC – Manage a multi-operational period incident	I, SbT		
Wildland Fire IC for an Incident Requiring Evacuation	I, SbT		
HazMat Requiring RERT	I, SbT		
AAR for a Multi-Company Incident – 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 _____

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Task Book for the Position of

Battalion Chief

Final Completion/Approval Signatures

Trainee _____ Date _____

Battalion Chief _____ Date _____

Fire Chief _____ Date _____