



TASK BOOK FOR THE POSITION OF MINNESOTA BURN BOSS TYPE 3 (MRXB3)

(POSITION PERFORMANCE ON A WILDLAND OR PRESCRIBED FIRE ASSIGNMENT REQUIRED)

TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER
TASK BOOK INITIATED BY:
OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER
LOCATION AND DATE THAT TASK BOOK WAS INITIATED

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

EVALUATOR

**DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR
CERTIFICATION**

VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF

FINAL EVALUATOR'S VERIFICATION

I that all tasks have been performed and are documented with appropriate initials.

I also verify that _____

has performed as a trainee and should therefore be considered for certification in this position.

FINAL EVALUATOR'S SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

AGENCY CERTIFICATION

I certify that _____

has met all requirements for qualification in this position and that such qualification has been issued.

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

POSITION TASK BOOK

This Position Task Book (PTB) has been developed for the MN DNR designated position of Minnesota Burn Boss Type 3. Minnesota Burn Boss Type 3's (MRXB3) are capable of directing a prescribed burn of **low complexity** on DNR or non-DNR lands. They have demonstrated proficiency in the fuel type(s) they are burning. Typically a MRXB3 would execute small to medium grassland, brushland, oak savanna or hardwood understory burns with roads or plowed breaks around them. The PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the division that the trainee 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 on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on an incident. It is important that performance be critically evaluated and accurately recorded by each evaluator. **All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.**

A more detailed description of this process, definitions of terms, and responsibilities are included in the MN DNR Prescribed Burn Handbook and the National Incident Management System: Wildland Fire Qualification System Guide 310-1. A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Local Office** is responsible for:
 - Selecting trainees based on the needs of the local office and the geographic area.
 - Ensuring that the trainee meets the training and experience requirements included in the MN DNR Prescribed Burn Handbook and National Incident Management System: Wildland Fire Qualification System Guide 310-1.
 - Issuing PTBs to document task performance
 - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
 - Providing an evaluator for local assignments.
 - Tracking progress of the trainee.
 - Confirming PTB completion.
 - Determining certification per DNR Division policy. (See DNR Prescribed Burn Handbook)
 - Issuing proof of certification.

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 three years.
 - Assuring the Evaluation Record is complete.
 - Notifying local office personnel when the PTB is completed and providing a copy.
 - Keeping the original PTB in personal records.

3. The **Evaluator** is responsible for:
- Being qualified and proficient in the position being evaluated.
 - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing the Evaluation Record found at the end of each PTB.
 - Signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

QUALIFICATIONS:

Refer to the MN DNR Prescribed Burn Handbook for current training and experience requirements needed prior to initiating or completing this position task book.

Trainees must successfully complete all tasks. It is recommend that trainees work **multiple** assignments (prescribed burns) with an experienced Burn Boss. Be sure to document the fuel types and complexity of the burn the trainee is being evaluated on. Prescribed Burn Unit Plans can be attached to this task book as a means of documentation of performance.

QUALIFICATION RECORD

POSITION: MINNESOTA BURN BOSS TYPE 3 (MRXB3)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>GENERAL</u></p> <p>1. Review DNR procedures, policies and regulations for prescribed burning as related to position.</p> <ul style="list-style-type: none"> • Read DNR Operational Order 47 and the MN DNR Prescribed Burn Handbook. • Discuss prescribed burn policies with supervisor. • Identify the relationship of the Minnesota Burn Boss Type 3 with other prescribed burn positions. • 	O		
<p>2. Review the burn plan and burn unit prior to implementation. Ensure all burn plan requirements are met:</p> <ul style="list-style-type: none"> • Review the kind, type, number and placement of equipment and personnel to meet burn plan/ resource management objectives. • Review availability of scheduled resources. • Combine different resources to effectively meet objectives. • Ensure prescription parameters are appropriate to meet burn objectives. • Identify and document safety concerns and determine how to mitigate them. • Review appropriate site-related planning documents such as fire ecology of various vegetation types and ecosystems and fire management plans. • Ensure that holding/contingency plan adequately addresses expected fire behavior outside the unit and the probability of containment of spot fires with available resources. • Verify qualifications and physical fitness of assigned personnel. 	RX		

*Codes: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)
 I = task must be performed on an incident (flood, fire prescribed fire, search & rescue, planned event, etc.)
 W = task must be performed on a wildland fire incident
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance.
 The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.
 RX = task must be performed on a prescribed fire incident

QUALIFICATION RECORD

Continuation Sheet

POSITION: MINNESOTA BURN BOSS TYPE 3 (MRXB3)

TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>3. SAFETY: Ensure that all phases of the prescribed burn operation, from burn plan preparation to final mopup and declaration of the prescribed burn as “out”; stress safety of all personnel. Some of the following bullet statements for this task will be repeated throughout the task book. This is intentional.</p> <ul style="list-style-type: none"> • Conduct documented safety analysis. • Verify qualifications and physical fitness of assigned personnel. • Within the planning phase of the burn, recognize critical safety issues and insure that hazards and risks are mitigated prior to beginning the burn. • During the pre-ignition briefing, communicate safety issues to burn crew. Ensure that burn crew is aware of all hazards and risks, and mitigation measures, including but not limited to PPE, safety zones, escape routes and lookouts. • During the burn recognize changing weather, fire behavior or other conditions that may affect personnel safety. Communicate this information to necessary personnel and provide appropriate actions to ensure continued safe operations. 	RX		
<p><u>PRESCRIBED BURN ACTIVITES</u></p> <p>4. Recon burn unit to validate burn plan elements, including areas of special concern.</p> <ul style="list-style-type: none"> • Determine and evaluate the placement of needed control line. • Recognize critical safety issues. • Identify fuel characteristics that affect fire behavior. • Verify burn plan components such as staffing and equipment, resources, prescription parameters, contingency plan, mitigation techniques for air quality etc. 	RX		

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TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>5. Obtain and interpret current fire environment conditions such as weather, fuel moisture and soil moisture.</p> <ul style="list-style-type: none"> • Collect local and regional weather observations. • Make precise weather observations on the fire site. • Collect fuel and soil moisture data such as fuel moisture stick readings and various drought indices. • Describe procedures for requesting and receiving spot weather forecasts. • Ensure that needed spot weather and smoke dispersal forecasts are in hand and have been analyzed against the prescription. 	RX		
<p>6. Given current and predicted environmental conditions (such as weather, smoke management forecasts, fuel moisture) air quality clearance, resource status (staffing and equipment) and national regional and local preparedness levels, make go/no-go decision.</p> <ul style="list-style-type: none"> • Analyze operational situations/factors to determine if burn plan can be implemented. • Evaluate fire behavior and weather conditions. • If appropriate, evaluate test fire results, including smoke impacts, current versus desired fire effects, observed versus predicted fire behavior etc. • Describe the consequences of go/no go decision and notify appropriate personnel. 	RX		

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TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>7. Conduct operations according to agency specific policies and standards, emphasizing safety and meeting of plan objectives.</p> <ul style="list-style-type: none"> • Ensure burn site perimeters and special areas of concern have been identified and marked. • Ensure public information and hazard warning signs are posted and maintained. • Protect cultural and natural resources and capital improvements. • Ensure on site prescription variables are measured. • Ensure timely fire behavior predictions are made. • Recognize fire behavior which endangers personnel, identify alternative tactics and implement chosen mitigation alternatives • If necessary, apply appropriate tactics for sensitive areas and threatened and endangered species. • Ensure safety of personnel, observers and the public. • Terminate burn if smoke, resource and fire management objectives are not being met. • Know when to declare a prescribed burn a wildland fire per DNR policy. • Know when to declare prescribed burn out. • Identify safety hazards and use precautions for various procedures. 	RX		

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TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>8. Direct specific resources to complete operational assignments.</p> <ul style="list-style-type: none"> • Identify additional staffing needs. • Adhere to local policy for ordering, use, and release of additional resources. • Verify resource needs are on-site, and then make tactical assignments. • Conduct pre-ignition briefing to include burn objectives, operational procedures and safety issues. • Ensure tactical assignments are completed. • Coordinate ignition resources to safely achieve burn objectives. Evaluate and adjust ignition operations as appropriate. • Coordinate holding resources to safely achieve burn plan objectives. Evaluate and adjust holding operations as appropriate. • Complete any subordinate task for an unfilled position. • Demonstrate communication skills as they relate to supervision. • Articulate performance requirements to subordinates. • Lead and direct the actions of subordinates. • Evaluate the performance of subordinates and take appropriate action. 	RX		
<p>9. Provide for the monitoring of smoke emissions for health safety, vista impairment and fire behavior effects.</p> <ul style="list-style-type: none"> • Identify acceptable emission levels for a given situation and implement mitigation as needed. 	RX		

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TASK	CODE*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>10. Remain in communication with crewmembers, assigned supervisor and adjoining forces.</p> <ul style="list-style-type: none"> • Advise crewmembers of potential or impending safety hazards. Inform of appropriate mitigation actions, such as posting of lookouts and identification of safety zones and escape routes. • Demonstrate communication skills appropriate to the burn organization, and situations encountered. • Ensure that radios and communication hardware are in place, and that frequencies are posted and known by all. 	RX		
<p>11. Ensure pre-burn coordination and communication is maintained between the burn organization(s) and other offices, agencies, air quality authorities, news media, transportation agencies, safety officials and interested public.</p> <ul style="list-style-type: none"> • Obtain permits or clearances as required by agency policy or local, state or federal regulation. • Notify appropriate people of the intent to burn (such as dispatcher, fire staff, cooperators and landowners). • Coordinate with resource specialist(s). • Recognize information and public information needs at appropriate level; respond productively and effectively. 	RX		
<p>12. Terminate burn if prescription parameters or burn objectives can no longer be met and implement contingency plan.</p>	/R		

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TASK	CODE*	EVALUATIONRECORD #	EVALUATOR: Initial & date upon completion of task
13. Ensure tactical assignments, including mop up and/or patrol, meet standards identified in the burn plan and as conditions warrant.	RX		
14. Declare prescribed burn out.	RX		
<u>POST -BURN OPERATIONS</u>	RX		
15. Evaluate and document the accomplishment of fire objectives, operational procedures and assigned personnel. <ul style="list-style-type: none"> • Collect, analyze and summarize immediate post-burn fire effects and fire behavior evaluation data as specified in prescribed burn plan. • Compare results to original fire objectives and submit as part of Prescribed Burn Unit Report. • Complete all required documentation for the burn plan. • Complete personnel evaluations. • Recommend changes for incorporation in future burn plans. 			
16. Ensure the post burn narrative, time and equipment records, reports, cost summaries and unit logs are completed as necessary.	RX		
17. Monitor implementation costs and make appropriate notifications. <ul style="list-style-type: none"> • Described desired cost limits set by the burn plan. 	RX		

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INSTRUCTIONS for EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's name, incident/office title & agency: List the name of the evaluator, his/her incident position (on incidents) or office title, and agency.

Evaluator's home unit address & phone: Self- explanatory

#: The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Type: Enter type of incident, e.g., wildfire, prescribed fire, search and rescue, flood, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Type of Resources: Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: Enter inclusive dates during which the individual was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis, i.e., several initial attack fires in similar fuel types.

Management Level or Prescribed Fire Complexity Level: Indicate ICS organization level, i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command or prescribed fire complexity level (low, moderate, high).

NFFL Fuel Model: For wildland fire and prescribed fire experience, enter number (1-13) of the fuel model (s) in which the incident occurred and under which the trainee was evaluated.

NFFL Fuel Model table.

Grass Group	Brush Group	Timber Group	Slash Group
1. Short Grass (1 foot)	4. Chaparral (6 feet)	8. Closed timber litter	11. Light logging slash
2. Timber (grass, understory)	5. Brush (2 feet)	9. Hardwood litter	12. Medium logging slash
3. Tall grass (3 feet)	6. Dormant brush-hardwood slash	10. Timber (litter understory)	13. Heavy logging slash
	7. Southern rough		

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant red card rating: List your certification relevant to the trainee position you supervised.

Evaluation Record

TRAINEE NAME

TRAINEE POSITION

#1	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, rx, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p> <p>_____</p>					

#2	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, rx, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
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Evaluation Record

TRAINEE NAME

TRAINEE POSITION

#3	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, rx, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
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#4	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, rx, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
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