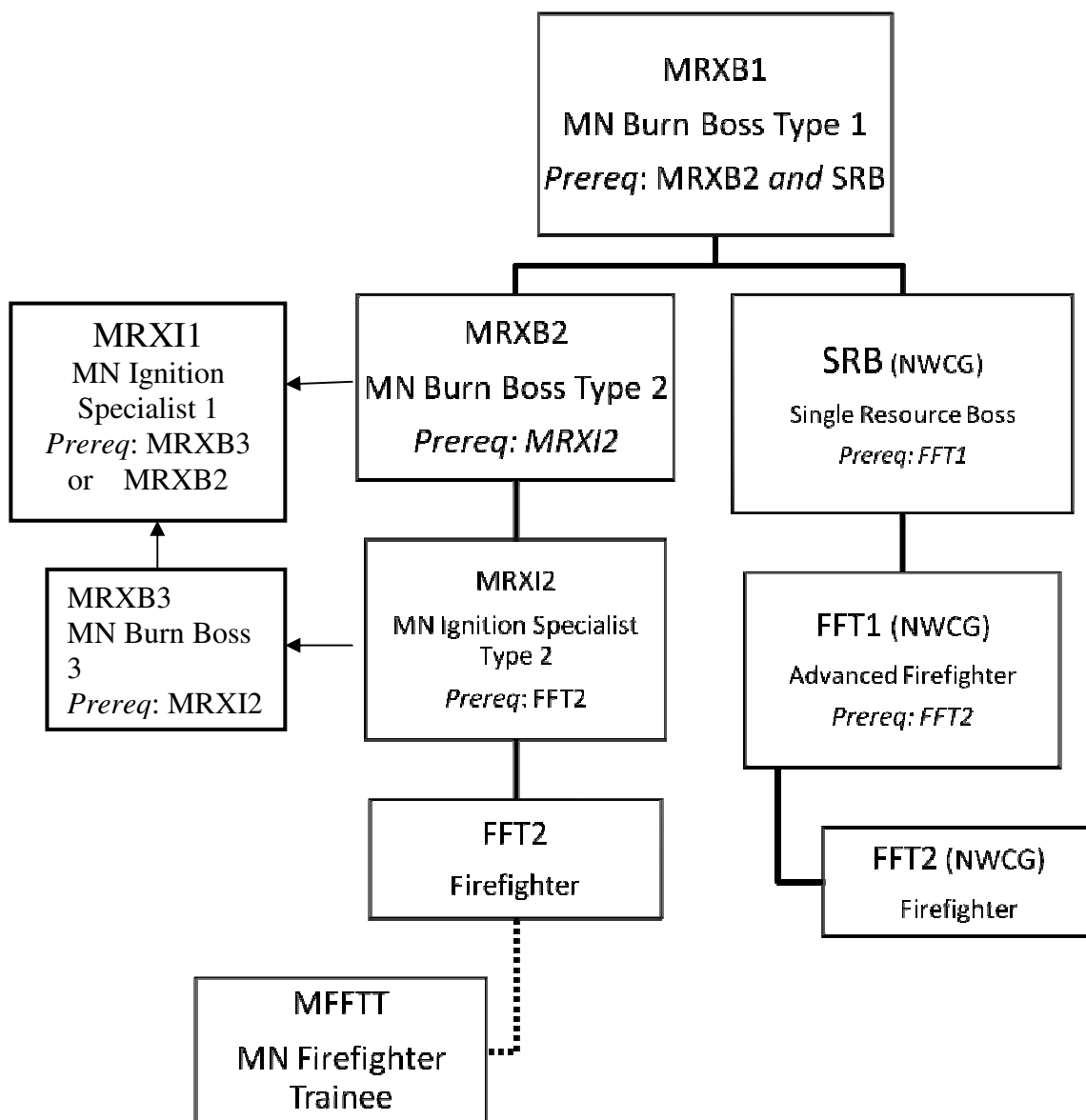


#### IV. Qualification and Training Requirements for Prescribed Burn Personnel

The Minnesota DNR adheres to a two-track system with regard to prescribed burn qualifications: the DNR Prescribed Burn Qualification track and the National Wildfire Coordinating Group (NWCG) track. The track chosen by the individual will depend upon the prescribed burn complexity and level of interagency cooperation the individual intends to work with. Interagency burns involve both DNR and federal agencies. All interagency prescribed burns will adhere to NWCG qualification standards unless local agreements dictate otherwise. Consult with your supervisor or a member of your statewide or Regional Prescribed Burn Committee to determine the track that will meet your needs.

##### A. Minnesota DNR Prescribed Burn Qualification Track



1. Principal DNR Prescribed Burn Positions

**Minnesota Firefighter Trainee (MFFT)**

Firefighter trainees may be used to assist in prescribed burn operations such as preparing line, holding line, assisting with water transport, traffic control etc. These individuals might include employees, volunteers and Sentence to Serve Crews.

Required training:

- Annual Firefighter Safety Refresher
- Personal Protective Equipment Briefing (see PPE a Short Guide for Wildland Firefighters)

Conditions for use:

- FFTT may be used only under the direct oral and visual control of a qualified firefighter (i.e. MFFT2 or higher)

DNR Volunteers must be signed up using the proper DNR procedures and are to be treated like employees when it comes to safety issues and training.

**Minnesota Firefighter Type 2 (FFT2)**

An individual who is qualified to the FFT2 level may be used in a variety of prescribed burn tasks including preparing, firing and holding lines. They may also perform duties in support of engines, pumps and other suppression equipment. They have no supervisory duties.

Required training:

- S-130 Firefighter Training
- S-190 Introduction to Fire Behavior
- L-180 Human Factors on the Fireline
- I-100 Introduction to Incident Command System (or IS-100) (On-line class Homeland Security requirement)
- IS-700 Overview of the National Incident Management System (On-line class Homeland Security requirement).
- RT-130 Annual Fireline Safety Refresher (completed annually beginning the year following completion of the Basic Firefighter Series)

Position Task Book:

- None.

The FFT2 must be at least 18 years of age.

Physical fitness

- Moderate as per condition of employment
- Supervisory determination where no employment condition exists

### **Minnesota Ignition Specialist Type 2 (MRXI2)**

MRXI2 are qualified to direct the ignition of low to moderate complexity (as per the NWCG Complexity Rating Guide NFES 2474) burns under the supervision of a Burn Boss. The Minnesota Ignition Specialist Type 2 typically directs a group of 3-5 igniters and/or holding crewmembers and may be responsible for use of a variety of ground ignition devices. They may also be responsible for monitoring weather and burning conditions to meet the desired fire effects and necessary level of control.

#### **Required Training**

- S-130 Firefighter Training
- S-190 Introduction to Fire Behavior
- L-180 Human Factors on the Fireline
- I-100 (or IS-100a) Introduction to Incident Command System (Homeland Security requirement)
- IS-700a Overview of the National Incident Management System (Homeland Security requirement)
- I-200 (or IS-200a) Basic Incident Command System (Homeland Security requirement)
- S-234 Ignition Operations
- S-290 Intermediate Fire Behavior
- RT-130 Annual Fireline Safety Refresher

#### **Recommended training to support knowledge and skills:**

- S-131 Firefighter Type 1
- S-133 Look Up, Look Down, Look Around

#### **Position Task Books**

- MRXI2 Minnesota Ignition Specialist Type 2

#### **Physical Fitness**

- Moderate as per condition of employment
- Supervisory determination where no employment condition exists

#### **Other Positions that Maintain Currency**

- MRXB3/2/1 Minnesota Burn Boss Type 3, 2 or 1
- MRXI2/1 Minnesota Ignition Specialist Type 2 or 1
- FIRB NWCG Firing Boss
- RXB2/1 NWCG Prescribed Fire Burn Boss Type 2 or 1

### **Minnesota Ignition Specialist Type 1 (MRXI1)**

An MRXI1 is qualified to design and implement ignition operations on high complexity burns under the supervision of a Minnesota Burn Boss Type 1 (MRXB1). The Minnesota Ignition Specialist Type 1 typically supervises a group of 5 or more persons involved in igniting or holding and may be responsible for use of both ground and aerial ignition devices. They are also responsible for monitoring weather and burning conditions to achieve the desired fire effects and necessary level of control.

#### **Required Training**

- S-130 Firefighter Training
- S-131 Firefighter Type 1

- S-133 Look Up, Look Down, Look Around
- S-190 Introduction to Fire Behavior
- L-180 Human Factors on the Fireline
- S-234 Ignition Operations
- S-270 Basic Air Operations
- S-290 Intermediate Fire Behavior
- I-100 (or IS-100a) Introduction to Incident Command System (Homeland Security requirement)
- IS-700a Overview of the National Incident Management System (Homeland Security requirement)
- I-200 (or IS-200a) Basic Incident Command System (Homeland Security requirement)
- RT-130 Annual Fireline Safety Refresher

Recommended training to support knowledge and skills:

- RX-341 Prescribed Burn Plan Development
- RX-301 Prescribed Burn Implementation

Position Task Books

- MRXI2 Minnesota Ignition Specialist Type 2 AND
- MRXB3 Minnesota Burn Boss 3 or MRXB2 Minnesota Burn Boss 2
- MRXI1 Minnesota Ignition Specialist Type 1

Physical Fitness

- Moderate as per condition of employment
- Supervisory determination where no employment condition exists

Other Positions that Maintain Currency

- MRXI2 Minnesota Ignition Specialist Type 2
- MRXB3/2/1 Minnesota Burn Boss Type 3, Type 2 or Type 1
- FIRB NWCG Firing Boss
- RXB1/2 NWCG Prescribed Fire Burn Boss Type 1 or 2

### **Minnesota Burn Boss Type 3 (MRXB3)**

Minnesota Burn Boss Type 3's (MRXB3) are qualified to direct 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, oak savanna or hardwood understory burns.

Required Training

- S-130 Firefighter Training
- S-190 Introduction to Fire Behavior
- L-180 Human Factors on the Fireline
- I-100 (or IS-100a) Introduction to Incident Command System (Homeland Security requirement)
- IS-700a Overview of the National Incident Management System (Homeland Security requirement)
- I-200 (or IS-200a) Basic Incident Command System (Homeland Security requirement)

- S-234 Ignition Operations
- S-290 Intermediate Fire Behavior
- RT-130 Annual Fireline Safety Refresher

Recommended training to support knowledge and skills:

- S-131 Firefighter Type 1
- S-133 Look Up, Look Down, Look Around
- RX-341 Prescribed Burn Plan Development
- RX-301 Prescribed Burn Implementation

Position Task Books

- MRXI2 Minnesota Ignition Specialist Type 2 AND
- MRXB3 Minnesota Burn Boss 3

Physical Fitness

- Moderate as per condition of employment
- Supervisory determination where no employment condition exists

Other Positions that maintain Currency

- MRXI2/1 Minnesota Ignition Specialist Type 2 or Type 1
- MRXB2/1 Minnesota Burn Boss Type 2 or Type 1
- RXB2/1 NWCG Prescribed Fire Burn Boss Type 2 or Type 1
- FIRB NWCG Firing Boss

### **Minnesota Burn Boss Type 2 (MRXB2)**

Minnesota Burn Boss Type 2's (MRXB2) are qualified to direct a prescribed burn of moderate or lower complexity (as per the NWCG Complexity Rating Guide NFES 2474) on DNR or private lands. They have demonstrated proficiency in the fuel type(s) they are burning. Typically a MRXB2 would handle medium to large grassland, oak savanna or hardwood understory burns, small to medium slash and small pine under story burns.

Required Training

- S-130 Firefighter Training
- S-190 Introduction to Fire Behavior
- L-180 Human Factors on the Fireline
- I-100 (or IS-100a) Introduction to Incident Command System (Homeland Security requirement)
- IS-700a Overview of the National Incident Management System (Homeland Security requirement)
- I-200 (or IS-200a) Basic Incident Command System (Homeland Security requirement)
- S-234 Ignition Operations
- S-290 Intermediate Fire Behavior
- S-390 Fire Behavior Calculations
- RX-341 Prescribed Fire Plan Preparation
- RX-301 Prescribed Fire Implementation
- RT-130 Annual Fire Safety Refresher

Recommended training to support knowledge and skills:

- L-280 Followership to Leadership or equivalent such as DOER Basic Supervision course

- RX-310 Introduction to Fire Effects
- S-131 Firefighter Type1
- S-133 Look Up, Look Down, Look Around

#### Position Task Books

- MRXI2 Minnesota Ignition Specialist Type 2 AND
- MRXB2 Minnesota Burn Boss 2

#### Physical Fitness

- Moderate as per condition of employment
- Supervisory determination where no employment condition exists

#### Other Positions that will Maintain Currency

- MRXI2/1 Minnesota Ignition Specialist Type 2 or Type 1
- MRXB3/1 Minnesota Burn Boss Type 3 or Type 1
- RXB2 NWCG Prescribed Fire Burn Boss Type 2
- FIRB NWCG Firing Boss

### **Minnesota Burn Boss Type 1 (MRXB1)**

Minnesota Burn Boss Type 1's (MRXB1) are qualified to direct a prescribed burn of high or lower complexity (based on the NIIMS Complexity Rating Guide) on DNR or private lands. They have demonstrated proficiency in the fuel type(s) they are burning. Typically they would handle large grass/brush, oak woods/savanna, hardwood under story, large slash and medium to large pine under story burns. MRXB1 must meet the prerequisite qualifications of both an MRXB2 and an NWCG single resource boss (engine, crew etc).

#### Required Training

- S-130 Firefighter Training
- S-131 Firefighter Type 1
- S-190 Introduction to Fire Behavior
- L-180 Human Factors on the Fireline
- I-100 (or IS-100a) Introduction to Incident Command System (Homeland Security requirement)
- IS-700a Overview of the National Incident Management System (Homeland Security requirement)
- I-200 (or IS-200a) Basic Incident Command System (Homeland Security requirement)
- S-230 Crew Boss
- S-234 Ignition Operations
- S-290 Intermediate Fire Behavior
- S-390 Fire Behavior Calculations
- S-490 Advanced Fire Behavior
- RX-341 Prescribed Fire Plan Preparation
- RX-301 Prescribed Fire Implementation

#### Recommended training to support knowledge and skills:

- I-300 Intermediate ICS
- L-280 Followership to Leadership or equivalent such as DOER Basic Supervision course

- RX-310 Introduction to Fire Effects
- RX-410 Smoke Management
- S-211 Portable Pumps and Water Use
- S-212 Power Saws
- S-215 Fire Operations in the Urban Interface
- S-231 Engine Boss
- S-270 Basic Air Operations

#### Position Task Books

- MRXI2 Minnesota Ignition Specialist Type 2 AND
- MRXB2 Minnesota Burn Boss 2 AND
- MRXB1 Minnesota Burn Boss 1 AND
- FFT1 Advanced Firefighter/Squad Boss AND
- Any Single Resource Boss (ENGB or CRWB or FIRB or DOZB)

#### Physical Fitness

- Moderate as per condition of employment
- Supervisory determination where no employment condition exists

#### Other Positions that will maintain Currency

- MRXB2 Minnesota Burn Boss Type 2
- MRXI 1 Minnesota Ignition Specialist Type 1
- RXB1/2 NWCG Prescribed Fire Burn Boss Type 1 or Type 2
- FIRB NWCG Firing Boss

## 2. Transition

Personnel qualified and current in a position prior to the issuance of this handbook shall remain qualified unless their Division certification process recommends the completion of additional training or experience.

## 3. Position Task Books

Becoming qualified for most positions in the DNR Prescribed Burn Qualification Track requires completing a position task book. Task books are a means of evaluating the performance of an individual who is in training for a new position or for recertifying individuals whose currency in the position has lapsed. They contain critical tasks that are required to perform the job. The task book can be used as a teaching and/or mentoring tool for trainees to learn job skills under the guidance of qualified individuals. The trainee must perform each task while being observed by an evaluator or person who is already qualified in that position. It is strongly recommended that each task book have more than one evaluator and more than one assignment. See the NWCG Wildland and Prescribed Fire Qualifications System Guide PMS 310-1 for more detailed information.

Trainees must complete all prerequisite experience/qualifications **prior** to obtaining and initiating a position task book.

Some of the positions found under the MN DNR Prescribed Fire Track will use existing NWCG Task Books as a means of evaluating an individual's performance in a position. It should be noted that completion of such a task book does not make the individual nationally qualified in that position unless

that individual has also met the NWCG requirements for training, experience and physical fitness.

#### 4. Training

Each prescribed burn position has identified required training and recommended training to support knowledge and skills. Required training must be completed prior to final certification in that position. Training that is recommended to support knowledge and skills is not required; however, if the training is not completed the employee must be able to demonstrate they have the knowledge and skills contained in the recommended coursework.

#### 5. Physical Fitness

Physical fitness requirements will be specified by an individual's condition of employment or determined by their supervisor where no employment condition exists.

***Employees are responsible for informing their supervisor of any condition that may preclude them from performing a job on a wildfire or prescribed fire.***

In addition, it is the responsibility of the employee's supervisor/lead worker to take preventative action in situations where an employee appears physically incapable of performing without risk of physical injury due to work demands. It is *recommended* that anyone functioning on the fireline (prescribed burn or wildfire) meet a moderate fitness standard. Those staff assigned as traffic control, water tenders, or weather collectors, etc. would not need to meet such a standard. We recommend requiring one of three means in which to satisfy this level: 1) Field Test of walking 2 miles carrying a 25 pound pack in 30 minutes or less or; 2) Perform and pass a Step Test with a score of 40 to 44 or; 3) Capable of running a 1.5 mile course in 12 minutes and 55 seconds or less. Refer to the MN DNR Supplement to the NWCG Wildland and Prescribed Fire Qualification Guide (PMS 310-1) for additional information.

#### 6. Certification and Re-certification

Certification in a position is based on completion of required training and experience and the evaluation of the certifier that the individual is capable of performing in that specific position. The certifier needs to evaluate the quality as well as the quantity of the experience the individual has in a specific prescribed fire position. The quality of experience an individual receives in a position relates to the size of the burn in terms of acreage and equipment and personnel resources on the burn, the number of fuel types the individual has experienced and the complexity of the burn. The certifier has the latitude of recommending that an individual complete additional training or acquire additional experience in different fuel types or incident complexity.

Task books should not be certified with only one incident evaluation record unless the length of the assignment and the complexity of the assignment were able to provide the trainee a firm grasp of the position responsibilities.



Evaluation records that are labeled Misc. ABC Fires or Misc. ABC Rx Fires should have accompanying documentation on the specific incidents the trainee completed.

The certifier should verify that all required course work has been completed prior to certification. The certifier should verify what additional training that supports position development has been completed. If the trainee does not have the knowledge and skills contained in the additional training listed for that position, the certifier should consider recommending completion of that training prior to certification.

If the final evaluator for a position task book also happens to be the certifier for the Division, they should forward the task book to the next higher level for certification.

All Division certifiers are responsible for maintaining qualification records for their personnel. The Division of Forestry will maintain a centralized record keeping system for those persons needing to be “red-carded”.

When recertification is necessary due to a lack of currency in the position, it is recommended that the individual experience a minimum of three burns under the supervision of a qualified evaluator before recertification is granted. This can be documented using a position task book. The Division certifier has the latitude of also recommending the completion of additional training for the individual if qualification standards have changed since the individual was originally qualified.

### **Certifiers – Division of Ecological Resources**

Division of Ecological Resources, Prairie Biologist or designee has the authority to certify an individual’s qualifications for prescribed burning positions. The Prairie Biologist can forward task books for certification to MIFC for verification and certification if they do not feel comfortable certifying in a position.

The Prairie Biologist or designee has the authority to certify an individual’s qualifications for suppression positions up through single resource boss. Any task books for positions above single resource boss must be forwarded to the Fire Training/Certification Coordinator at the Minnesota Interagency Fire Center for certification.

Two copies should be made of the task book, one for the Prairie Biologist or designee and one for MIFC. The original signed and certified position task book should be returned to the individual.

To be a certifier, the Prairie Biologist or designee must have completed training in performance based qualification systems and task book administration.

### **Certifiers – Division of Forestry**

Division of Forestry, Area and Region Fire Team Leaders have the authority to certify an individual's qualifications up to the following levels:

Command and General Staff: ICT5, ICT4, PIOF, SOFR  
Operations: FFT2, FFT1, ENOP, DOZ1, TVOP, CRWB, ENGB, DOZB, FIRB, STAM, RXI2, MRXI2  
Air Operations: none (all task books must be sent to MIFC)  
Plans: SCKN, DPRO, RESL, SITL, DOCL, DMOB  
Logistics: RADO, ORDM, RCDM, BCMG, EQPM  
Finance: EQTR, PTRC,  
Dispatch: EDRC, ARDP

Any task books for positions not listed above must be forwarded to the Fire Training/Certification Coordinator at Minnesota Interagency Fire Center for certification.

Fire Team Leaders can forward task books for certification to the Fire Training/Certification Coordinator for verification and certification if they do not feel comfortable certifying a position. The original signed and certified task book should be returned to the individual. Two copies should be made of the task book one for the local Fire Team Leader's records and one for the records at MIFC.

To be a certifier, the Forestry Fire Team Leaders must have completed training in performance based qualification systems and task book administration.

### **Certifiers – Division of Parks and Trails**

Division of Parks and Trails, Regional Resource Management Specialists, or their designee, has the authority to certify an individual's qualifications for prescribed burning positions. Regional Resource Management Specialists can forward task books for certification to the Division of Parks Resource Management Consultant for verification and certification if they do not feel comfortable certifying in a position.

Regional Resource Management Specialists, or their designees, have the authority to certify individual's qualifications for suppression positions up through single resource boss. Any task books for positions above single resource boss must be forwarded to the Fire Training/Certification Coordinator at Minnesota Interagency Fire Center for certification.

Two copies should be made of the task book, one for the Regional Resource Specialist or designee and one for MIFC. The original signed and certified position task book should be returned to the individual.

### **Certifiers – Division of Fish and Wildlife, Section of Wildlife**

Section of Wildlife Regional Managers or their designee have the authority to certify an individual's qualifications. Two copies should be made of the

task book, one for the Regional Wildlife Manager or designee and one for Minnesota Interagency Fire Center. The original signed and certified position task book should be returned to the individual.

#### 7. Position Currency

The maximum time allowed for maintaining currency of prescribed burn positions is 5 years.

Currency can be maintained in the following ways:

- Performance in the position qualified for within the 5-year period.
- Performance in a higher position for which that position is a prerequisite within the 5-year period.
- Position identified as “Other position assignments that will maintain currency” in the Minnesota Supplement to the Wildland and Prescribed Fire Qualification Guide.

For example, currency as a MRXI2 Minnesota Ignition Specialist Type 2 would be maintained by either performing as a MRXI2 once in a 5-year period or performing as a MRXB3 or MRXB2 (if qualified) in a five-year period. If currency has expired, refer to page 24 Section IV A 6 for recertification recommendations.

## Qualification and Certification Flow Chart

