

The background of the cover is a photograph of a forest fire. In the foreground, two firefighters in full gear, including helmets and jackets, are visible. One firefighter is on the left, and another is on the right, both looking towards the fire. The fire is in the middle ground, with bright orange and yellow flames rising from the forest floor and consuming some trees. The sky is hazy and grey. The overall scene is dramatic and emphasizes the importance of fire safety in the forest.

Minnesota Fire Department Red Card Manual

New this year: First edition of the Red Card Manual for Minnesota Fire Departments.

Minnesota DNR Fire Training

402 SE 11th St, Grand Rapids, MN 55744

[Minnesota Interagency Fire Center/MNICS?](#)

This guide was prepared by Minnesota Department Natural Resources

Division of Forestry

Fire Training Program

(updated April 2024)

Purpose

The purpose of this guidebook is to outline procedures for Minnesota fire department personnel in assisting them into obtaining and completing task books and receiving a Red Card in Minnesota. To clearly understand the roles and responsibilities for nonfederal agencies and cooperators of which National Wildfire Coordinating Group (NWCG) wildland firefighter positions require review by the Minnesota State Forestry Division, State Forester, Fire Section Manager and Fire Management staff, and which ones are done by the local fire chief. This guidebook also supplements the current PMS 310-1 Wildland Fire Qualifications Manual with additional requirements for certification of nonfederal agency and local fire department cooperators in Minnesota.

Minnesota Wildland Fire Qualifications: An Overview

The Minnesota DNR Division of Forestry Fire Management Section and those Minnesota Fire Departments that have adopted Minnesota IQSweb TERMS & CONDITIONS for Service agreement. The agreement requires FDs to comply with the NWCG task book procedures, per NWCG Wildland Fire Qualification System Guide, PMS 310-1. NWCG PMS 310-1 is a standard guide for wildland fire qualifications that allow cooperating agencies and fire departments in Minnesota to jointly agree upon meeting minimum requirements for training, experience, physical fitness level, and currency standards for wildland fire positions. It can be found on the web at: <https://www.nwcg.gov/publications>

In the performance-based Wildland Fire Qualification System, qualifications are based on completion of required training and demonstrated successful position performance by completing the applicable NWCG Position Task Book (PTB) on wildland fires, events, all-hazard incidents, job activities, and in simulated exercises or classroom activities.

To be used in conjunction with PMS 310-1 is the “Field Managers Course Guide” (FMCG) PMS 901-1. FMCG is designed to provide administrative information concerning the NWCG training curriculum.

To Obtain a Task Book – Task Book Initiation

A Trainee must be qualified in any prerequisite position before the next level PTB can be initiated. A Trainee cannot be assigned to an incident unless they are designated as a Trainee on their Red Card/Incident Qualification Card. To make a request for PTB initiation, the trainee asks his fire chief, supervisor, fire training officer to initiate the required PTB. Using the following chart, the PTB is either initiated at the local fire department level or is passed onto to MN DNR Fire Training with a recommendation to initiate or not initiate the requested PTB (**See position task book checklist below**).

The Minnesota Department of Natural Resources gives the following approval to Agency (Minnesota Fire Departments) to certify qualifications, initiate, extend, and approve position task books up to a certain level. Manage and enter agency (FD) staff into Minnesota Incident Qualification System (IQSweb). This approval is granted for the qualifications **listed below** up to the following listed levels. Any task books/qualifications for positions **not** listed below must be forwarded to the Minnesota Fire Training and Agency Certification Supervisor at the Minnesota Interagency Fire Center.

	<i>MN DNR - Fire Certification Supervisor or designated Fire Team Leader (FTL)</i>	<i>Local Fire Chief or designate</i>
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	ACDR – Area Commander	
	ACAC – Area Command Aviation Coord.	
	ACPC – Area Commander, Planning	
	ACLC – Area Command Logistics	

	<i>MN DNR - Fire Certification Supervisor or designated Fire Team Leader (FTL)</i>	<i>Local Fire Chief or designate</i>
Command and General Staff	ICT1 – Incident Commander Type 1/ICCI	ICT4 – Incident Commander Type 4
	ICT2 – Incident Commander Type 2	ICT5 – Incident Commander Type 5
	ICT3 – Incident Commander Type 3	
	SOF1 – Safety Officer Type 1/SOFI	
	SOF2 – Safety Officer Type 2	
	SOFR – Safety Officer, Line	
	PIO1 – Public Information Officer Type 1/PIOC	
	PIO2 – Public Information Officer Type 2	
	PIOF – Public Information Officer	
	PIOT – Public Information Officer Tech	
LOFR – Liaison Officer		
Operations	OSC1 – Operations Section Chief Type 1/OSCC	FFT2 – Firefighter Type 2
	OSC2 – Operations Section Chief Type 2	FFT1 – Firefighter Type 1
	OPS3 – Operations Section Chief Type 3	
	OPBD – Operations Branch Director	
	STPS – Structure Support Specialist	

	DIVS – Division Supervisor	
	TFLD – Task Force Leader	
	STL – All Strike Team Leader Positions	
	SRB – Single Resource Bosses	ENGB -Engine Boss
	FAL1 – Advanced Faller	FAL3 – Basic Faller
	FAL2 - Intermediate Faller	
		STAM – Staging Manager
Air Operations	AOBD – Air Operations Branch Director	
	ASGS – Air Support Group Supervisor	
	ATGS – Air Tactical Group Supervisor	
	HEBM – Helibase Manager	
	RTCM – Retardant Crewmember	
	HMGB – Helicopter Manager	
	HLCO – Helicopter Coordinator	
	SEMG – Seat Manager	
	RAMP – Ramp Manager	
	DECK – Deck Coordinator	
	MXMS – Mixmaster	
	FWPT – Fixed Wing Parking Tender	
	HECM – Helicopter Crew Member	
Air Operations (Continued)	ABRO – Aircraft Base Radio Operator	
	ATIM – Aircraft Timekeeper	
	ATBM – Airtanker Base Manager	
	FWBM – Fixed Wing Base Manager	

	<i>MN DNR - Fire Certification Supervisor or designated Fire Team Leader (FTL)</i>	<i>Local Fire Chief or designate</i>
<i>Planning</i>	PSC1 – Planning Section Chief Type 1/ PSCC	
	PSC2 – Planning Section Chief Type 2	
	PSC3 – Planning Section Chief Type 3	
	IARR – Interagency Resource Rep	
	IRIN – Infrared Interpreter	
	FEMO – Fire Effects Monitor	
	DPRO – Display Processor	
	GISS – Geographic Information Spe.	
	TNSP – Incident Training Specialist	
	HRSP – Human Resource Specialist	
	PSC3 – Planning Section Chief Type 3	
	SOPL – Strategic Operational Planner	
	FBAN – Fire Behavior Analyst	
	LTAN – Long Term Fire Analyst	
FOBS – Field Observer		
<i>Planning (Continued)</i>	SITL – Situational Unit Leader	SCKN – Status/Check-In Recorder
	DMOB – Demobilization Unit Leader	
	RESL – Resources Unit Leader	
	DOCL – Documentation Unit Leader	
	<i>MN DNR - Fire Certification Supervisor or designated Fire Team Leader (FTL)</i>	<i>Local Fire Chief or designate</i>
	LSC1 - Logistics Section Chief Type 1/LSCC	

Logistics	LSC2 – Logistics Section Chief Type 2	.
	LSC3 – Logistics Section Chief Type 3	BCMG – Base Camp Manager
	SVBD – Service Branch Director	
	SUBD – Support Branch Director	
	FACL – Facilities Unit Leader	EQPM – Equipment Manager
	GSUL – Ground Support Unit Leader	
	SPUL – Supply Unit Leader	ORDM – Ordering Manager RCDM – Receiving Distribution Mgr.
	COML – Communications Unit Leader	RADO – Radio Operator INCM -Com Mngr.
	FDUL – Food Unit Leader	
	MEDL – Medical Unit Leader	
	EMS - EMT, Paramedic, Fireline EMT ETC.	
	SECM – Security Manager	
	COMT – Incident Com. Technician	
	Finance/Adm	FSC1 – Finance Section Chief Type 1/FSCC
Finance/ Administration	FSC2 – Finance Section Chief Type 2	
	FSC3 – Finance Section Chief Type 3	
	INBA – Incident Business Advisor	
	TIME – Time Unit Leader	EQTR – Equip Time Recorder PTRC – Personnel Time Recorder
	PROC – Procurement Unit Leader	INJR – Comp. for Injury Specialist
	COMP – Compensation/Claims Unit Lead.	CLMS – Claims Specialist

	COST – Cost Unit Leader	
	ICPI – Incident Contract Project Insp 1	
Prescribed Fire	RXM – Prescribed Fire Manager	
	RXB1 – Prescribed Fire Burn Boss Type 1	
	RXB2 – Prescribed Fire Burn Boss Type 2	
Prevention and Investigation	INVF – Wildland Fire Investigator	
	INTM – Fire Invest. Team Member	
	PETL – Fire Prev. Edu. Team Leader	
	PETM – Fire Prev. Ed. Team Member	
Dispatch	EDSP – Exp. Disp. Supervisor Dispatcher	
	EDSD – Exp. Disp. Supp. Dispatcher	
	EDRC – Expanded Dispatch Recorder	
	CORD – Expanded Dispatch Coordinator	
	ACDP – Aircraft Dispatcher	
	IADP – Initial Attack Dispatcher	

Requests to initiate PTB by individuals themselves to MNDNR will be denied and the appropriate agency official will be contacted.

Those task books that need to be sent to MNDNR for initiation must have the front cover containing all the completed PTB initiation. PTB must be sent to MIFCTraining.dnr@state.mn.us by the person initiating the task book.

Position Task Book Checklist, Evaluation and Certification

Use this checklist to ensure that **your** Position Task Book (PTB) will be completed timely, and ultimately certified, by your Agency fire department. During certification, **your** Task Book is to be reviewed by your supervisor. If recommended for approval, the issuing agency will then certify the Task Book, and **you** will be fully qualified for the position. **Inadequate or incomplete documentation in, or required with, your Task Book, will delay or halt the entire process.** Task Books, and all supplement documentation, must be complete. Signatures and other omissions may be difficult or impossible to obtain after returning from the field. **Proper, and timely initiation, completion, and certification of the Task Book is your responsibility.**

Prior to Initiation

Before initiation of a Position Task book (PTB) consult with your fire department supervisor, regarding course experience, prerequisites, and training opportunities to meet PTB time constraints.

- Consult PMS 310-1 for position requirements on required training and prerequisite positions.
- Trainee can have a maximum of 2 PTBs in a function area and 6 total PTBs open at any time.
- Request task book initiation through your FD supervisor.

Initiating Your Task Book

- Once the request is approved PTB will be initiated by the appropriate agency official.
- Position Task Books (PTB) are valid for 3 years from initiation. Upon documentation of the first task in the PTB, the 3-year time limit is reset from that new date.
- Remember to take PTB on all assignments, training, projects, and simulations.

Completing Your Task Book

On Type 1 and 2 fires checking with the *Incident Training Specialist*, if staffed, will help you with your training assignment as well as ensuring your PTB is filled out correctly. Incident training specialist will also send the home unit a letter with recommendations. While on assignment a Trainee should ensure that each evaluation record includes the following information:

Evaluator Information

- Evaluator Name, Title, Phone #,

Incident Information

- Incident Name, Incident Location
- Ensure Incident/Event coding used matches the incident you are on.
 - O = other, I = incident, W = wildfire, RX = prescribed fire, W/RX = wildfire OR prescribed fire and R = rare event.
- Certain positions require managing resources. Make sure to specify the number and type of resources that are relevant to the position.
- Dates including year, especially duration. This should match operational periods for that position evaluation and should be chronological with the other assignments and initiation dates.

Evaluator Recommendation

- Recommendations and tasks accurately reflect your assignment and ability to perform the job.

Tasks

- Tasks are initialed and dated accurately upon completion, or prior to a different evaluator or record.
- Request an Individual Performance Evaluation for each evaluation record including local assignments.

- Make a copy of the evaluation record and send to the Fire Program Specialist (IQS) after each evaluation for incident entry.

If Evaluator is recommending trainee for certification

- Ensure they also fill out the Final Evaluator Verification block on page 2 completely. Phone number should be current and valid.
- Throughout the life of the PTB, make copies for yourself in case of loss or damage.

Prior to Submitting your PTB for Review and Certification ensure PTB meets approved agency standards.

- Most positions will need **several** quality assignments to demonstrate competence, regardless of experience outside or prior to the particular Position Task Book. **As a minimum, all task books should have at least 2 different evaluators with tasks signed to be certified.**
- Diversity, duration, and quality assignments are subjective. Off unit/type 1, 2,3 or all-hazard assignments may be needed for certain trainee positions.
- Additional training and previous task book entries will be considered but will not minimize the standard and completeness of the PTB being considered.
- Review PTB, ensure all blocks are filled out properly, and consult with supervisor if unsure.
- Confirm evaluators have completed their pages and initialed blocks correctly.
- Refer to PMS 310-1 for changes or additions in position requirements on required training and prerequisite position.
- When PTB is completed and ready for certification, review it with your FD supervisor.

It is your responsibility to keep a file of all documentation associated with the PTB process.

Once a trainee has successfully completed a PTB and a final evaluator has recommended them for certification, they will turn the PTB into their fire chief, fire supervisor or fire training officer. The PTB will be passed onto whoever initiated it for agency certification and documentation of successful position performance (completion of the PTB). For those PTBs that are initiated by MNDNR Fire Training, the PTB will be sent to MIFCTraining.dnr@state.mn.us by the agency (FD) supervisor with the local recommendation of to certify or not certify.

Successful completion of position tasks and training courses does not guarantee an individual will be qualified to perform in a position. The quality of experience should be closely evaluated when making a determination for advancement to the next higher position or to a different position. The quality of experience may relate to the variety of fuel types in which an individual has performed, the size and complexity of the incident or event in terms of personnel, equipment, and operations, and the number of assignments.

Once the PTB has been agency certified, a copy of the front cover and certification page needs to be sent to the MN DNR fire training if initiated by MNDNR. Fire chief must enter PTB into IQS for record of documentation. Experience from a completed task book needs to be entered into IQS. If it's a level that the FD can certify, they will need to do it. If it's a level that needs to get sent in to MIFC Fire Training, we will enter the experience as part of our process.

Agency-equivalent courses and courses that are interchangeable as identified by the NWCG Training Branch may be substituted for required courses. For information on interchangeable courses and course equivalency guidelines, see the Field Manager's Course Guide, PMS 901-1, available at: [NWCG Standards for Course Delivery, PMS 901-1 | NWCG](#)

To Obtain a Red Card / Incident Qualification Card



Step 1**

The first step to acquire a red card/incident qualification card is to contact your fire chief to see if the department has signed the IQS terms and agreement with MNDNR. If your FD is a IQS sponsor, you may obtain basic wildland fire fighter training from several sources. Possible sources include local fire departments, federal agencies (USFS) or MNDNR Fire training See the attached link <https://www.dnr.state.mn.us/forestry/fire/training/index.html>.

**If previously Red Carded by another State or agency, inform your FD sponsor, so that they can have MIFC Fire Training transfer your previous qualification and training records into Minnesota IQS.

Step 2**

Once sponsored by an approved FD. To obtain a "Red Card" or Incident Qualification Card you are required to complete the 310-1 NWCG requirements and MNDNR supplemental requirements for your position qualification.

In addition to classroom, field training, and position training task book (PTB) completion, you also must pass a physical work-capacity test for your position (If required) to prove that you are able to perform physically the tasks for your position.

Step 3**

Your sponsored Fire Chief, Fire Training Officer or designated person will have you complete a MNDNR IQS Data Entry sheet and enter information into MN IQS. Once application is approved. All information is entered into IQS and you have completed all the NWCG requirements for the position you seek to be red carded. Your red card/incident qualification card will need to be printed and signed by your fire chief or designated person.

Red Card Disbursement**

Your sponsoring fire department will send all red cards/incident qualification cards to the staff they are sponsoring. All FD Red cards will be signed by the fire chief or designated person before disbursement.

Red Card Maintenance **

All Red Carded personnel requiring an Annual Fireline Safety Refresher (RT-130), per PMS 310-1, shall do so every 12 months from the date of red card/incident qualification card issuance.

Additionally, an individual must perform in their position as required by 310-1 to avoid a position expiring. Keep in mind, several positions also maintain currency for other positions.

To ensure the accuracy of red cards/incident qualification cards and to annually update IQS master records, the fire chief or designated person will send out IQS Master Records to participating FD staff during the months of January and February. The participating FD personnel receiving these IQS Master Records should ensure accuracy and update all pertinent information on the master record so it will reflect on their red card/incident qualification card. The deadline to submit and enter final updates related to the IQS Master Records is April 1 annually. Any updates submitted after April 1 can be accepted, however the changes to the Master Records may not be applied until time allows.

**** For those entities that have a MOU/agreement with MNDNR for IQS management steps 1-3, red card distribution, and red card maintenance will follow the MOU/agreements policy that are currently in place.**

Training records

The Agency (FD) will be responsible to handle, store, enter (IQS) and maintain department personnel training certificates, training rosters, RT-130, Work Capacity Testing (WCT) records and other private data from IQSweb data sheets. For any training course(s) taken outside of the State a copy of certificate or completed roster will need to be sent to be submitted to MNDNR MIFCTraining.dnr@state.mn.us as proof of the completed course. The fire chief must ensure that a proper course credit will be given and added to the IQS training record.

EMS Positions

In Minnesota, for a Paramedic, EMT, etc., positions to be added to one's red card/incident qualification card, a current copy of a Minnesota State issued EMT license card is ***required***. To keep current on this position and/or whenever there is a recertification, it is the individual's responsibility to supply MNDNR a current copy of a state issued EMT license card.

NREMT - State Reciprocity

The National Registry of EMTs is an independent, not-for-profit organization. National EMS Certification card is **not a license to practice**, but it is the process utilized to validate competent practice by EMS professionals. Therefore, only a Minnesota state issued EMT license card will be accepted. Currently, Minnesota licensed EMT Red Carded personnel are **only** dispatched in the State and not nationally due to reciprocity.

If an individual that is Red Carded as a MN Licensed EMT is ordered to a national incident, we encourage them to bring their state issued card, National Registry card, and any other documentation that support their position. Each state has different EMS certification and license standards, so you will need to conform to new requirements. *(That's not to say*

EMS providers practice independently - EMTs and Paramedics are authorized to work under the medical license of a Local medical director as their respective employer.) See NWCG

Supplemental Requirements for Qualification

These are supplements to the PMS 310-1 standards. The requirements included provide additional minimum standards required for Red Carded positions for nonfederal agencies and county cooperators in Minnesota.

NWCG positions that require annual fire line safety refresher are required to participate in an Annual Fireline Safety Refresher Training, RT-130 every 12 months.

Anyone wishing to have ATV/UTV operator (ATVO OR UTVO), Driver (DRIV), or Forklift Operator (FLOP) placed on their red card /incident qualification card will need to submit a certificate and a skills request form signed by the proper Authority Having Jurisdiction (AJH) to the MNDNR Fire Training. Certificates that are accepted: any skills based/MN State accredited ATV/UTV training. Those not accepted: online certificates, classroom only certificates, and certificates issued by non-certified instructors.

Work Capacity Test

The Work Capacity Test (WCT) is a test to ensure a person is physically capable of meeting the minimum fitness requirement associated with being assigned wildfire or prescribed fire duties as described in the NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1. Below are the three defined duty levels with examples of associated essential functions:

Arduous- Arduous duty field work requires above-average endurance and superior conditioning. Duties may include an occasional demand for extraordinarily strenuous activity in emergency situations under adverse environmental conditions over extended periods. The pace of work typically is set by the emergency condition. Essential functions include, but are not limited to running, walking, or hiking, climbing, jumping, twisting, bending, lifting more than 50 pounds, and carrying 45 pounds or more for extended periods over difficult terrain.

Moderate- Moderate duty field work requires the average endurance and conditioning of an individual who possesses complete control of all their physical faculties. Occasional demands may be required for moderately strenuous activities in emergencies over long periods. The pace of work is usually set by the current environmental conditions. Essential functions include but are not limited to considerable walking over irregular ground, standing for long periods, lifting 25 to 50 pounds, climbing, bending, stooping, squatting, twisting, and reaching.

Light- Light duty mainly involves office-type work with occasional field activity characterized by light physical exertion requiring basic good health. Individuals almost always can govern the extent and pace of their physical activity. Essential functions include, but are not limited to climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting.

The WCT consists of three separate levels of tests which correspond with the three duty types. The tests are defined as follows:

Pack Test - This is a job-related test to determine an individual's ability to perform the minimum standards of arduous duty. It consists of completing a 3-mile walk over level terrain in 45 minutes or less while carrying a 45-pound pack.

Field Test (Moderate) This is a job-related test to determine an individual ability to perform the minimum standards of moderate duty. It consists of completing a 2-mile walk over level terrain in 30 minutes or less while carrying a 25-pound pack.

Walk Test (Light) This is a job-related test to determine an individual ability to perform the minimum standards of light duty. The test consists of completing a 1-mile walk over level terrain in 16 minutes or less with no load.

For more information about the Work Capacity Test consult the Work Capacity Test Administrator Guide, PMS 307.

[Work Capacity Test Administrator Guide, PMS 307](#)

**FD personnel whose red card/incident qualifications require a WCT. Please consult with your sponsoring fire chief or fire training officer.