

# TASK BOOK FOR THE POSTION OF **ACTING BATTALION CHIEF**



Task Book Assigned To:		
<i>Officer's Name</i>	<i>Duty Station</i>	<i>Title</i>
Task Book Initiated By:		
<i>Chief's Name</i>	<i>Duty Shift</i>	<i>Title</i>
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.*

**VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF**

**Acting Battalion Chief**

**FINAL EVALUATOR'S VERIFICATION**

*I verify that all tasks have been performed and are complete with signatures. I also verify that*

\_\_\_\_\_ has performed as a candidate and should therefore be considered for certification in this position.

\_\_\_\_\_  
Immediate Chief's Signature and Date

\_\_\_\_\_  
Immediate Chief's Printed Name and Title

**Agency Certification:**

I certify that

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

\_\_\_\_\_  
Certifying Official's Signature and Date

\_\_\_\_\_  
Certifying Official's Name, Title

# SPRINGDALE FIRE DEPARTMENT

## Acting Battalion Chief Certification Program

### Task book – Examiners Evaluation Record

	<b>Task</b>	<b>Reference</b>	<b>Code</b>	<b>Evaluator Comments</b>	<b>Evaluator</b> Initial And Date Upon Task Completion
	<b>Prerequisites</b>				
1.	Successful completion of Driver Operator Program	SFD Training Policy	<b>O</b>		
2.	Successful completion of Acting Captain Program				
	<b>Orientation Interview:</b> Conducted by Training BC with Candidate and Candidates Chief. Reviews process, expectations, confirms prerequisites are met and issues Acting Battalion Chief Task book	NFPA 1021, IFSTA Company Officer ABCTB			
	<b>Education:</b> SFD course requirements may be completed after meeting all other requirements at the discretion of the Training BC. Acting Battalion Chief Certification will be given when all SFD Fire Officer Completion Certificates are presented to the Training Division		<b>O</b>		
3.	<b>AFA Courses:</b>	AFA ADEM NFA	<b>O</b>		
	Officer II				
	Incident Safety Officer				
	<b>ADEM Course:</b>				
	Hazardous Materials Technician				

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Code		=	Tasks pertaining to tactical decision making and safety. Require a position performance on an incident.

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	<b>FEMA Courses:</b>	FEMA			
	NIMS 300		<b>O</b>		
	NIMS 400		<b>O</b>		
	<b>Reading List:</b>				
	IFSTA Chief Officer, 2 <sup>nd</sup> Edition		<b>O</b>		
	Street Smart Firefighting		<b>O</b>		
	IFSTA Fire and Emergency Services Company Officer, 4 <sup>th</sup> Edition		<b>O</b>		
4.	IFSTA Fire Inspection and Code Enforcement, 7 <sup>th</sup> Edition		<b>O</b>		
	IFSTA Safety Officer, 1 <sup>st</sup> edition		<b>O</b>		
	IFSTA Pumping Apparatus Driver/Operator Handbook, 2 <sup>nd</sup> edition		<b>O</b>		
	IFSTA Aerial Apparatus Driver Operator, 1 <sup>st</sup> edition		<b>O</b>		

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	<b>Human Resources Management</b>	NFPA 1021 Sec. #4.2, 5.2, 6.2			
5.	Complete “Reaching for Stellar Service” Class if available		<b>O</b>		
6.	Project Development Design and implement a <b>departmental project or program</b> that enhances the Springdale Fire Department. The assignment should benefit the department, and the results should be measurable. Examples: Pumping Manual, Updating two S.F.D. S.O.P.’s, etc. This project will be identified by the candidates Chief and approved by Training B/C		<b>O</b>		
7.	Under guidance of shift commander manage a <b>shift project</b> utilizing personnel from the shift. Project identified by the candidate’s Chief and approved by Training B/C. <i>This is a different project than item assigned in prior task</i>		<b>O</b>		

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	<b>Human Resources Management</b>				
8.	<p>Perform Functions of Shift Commander: Under guidance of Shift Commander, duties to be performed for 5 shifts</p> <ul style="list-style-type: none"> <li>• Evaluate Shift Readiness</li> <li>• Create and organize daily Schedule</li> <li>• Use Cooper Alert System to arrange overtime</li> <li>• Coordinate activities of companies</li> <li>• Keep all companies informed of daily activities</li> <li>• Conduct or Coordinate Training Activities as necessary</li> <li>• Coordinate maintenance activities</li> </ul> <p>Under guidance of Shift Commander perform the duties and responsibilities of a Shift Commander for five shifts. (120 hours) A “shift” is 24 hours, from 0700 – 0700 hours. (Number of shifts may be extended due to low volume of alarm incidents or as needed for experience.) This will be monitored, overseen and approved by the candidates Shift Commander</p>	<p>NFPA 1021 Sec. 4.2 IFSTA Co. Officer, Chs. 4, 5 &amp; 13</p>	<p><b>I</b></p> <div style="background-color: red; width: 20px; height: 20px; margin: 0 auto;"></div>		

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9.	Demonstrate the ability to handle citizen concerns, public inquiries and issues	NFPA 1021 Sec. 4.3 IFSTA Co. Officer, Ch. 15	<b>O</b>		
10.	Demonstrate knowledge of: <ul style="list-style-type: none"> <li>• Human Relations,</li> <li>• Conflict Resolution</li> <li>• Coaching and Counseling</li> </ul>	NFPA 1021 Sec. 4.3 IFSTA Co. Officer, Ch. 13, 26	<b>O</b>		
<b>Administrative</b>					
11.	Attend morning Staff meetings	NFPA 1021 SFD Policy	<b>F</b>		
12.	Attend one Battalion Chiefs Meeting (Have DC initial task completion)		<b>F</b>		
13.	Demonstrate the knowledge, skills and abilities to accurately quality control NFIRS reports	IFSTA Co. Officer, Ch. 16 SFD Policy	<b>O</b>		
14.	Demonstrate the knowledge, skills and abilities to accurately quality control an EMS PCR	SFD Policy	<b>O</b>		

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	<b>Inspection and Investigation</b>				
15.	Demonstrate the knowledge, skills and abilities to determine: <ul style="list-style-type: none"> <li>• Preliminary cause and origin of a fire</li> <li>• Interviewing witnesses and first-arriving members</li> <li>• Securing the scene</li> <li>• Preserving evidence</li> <li>• Policies and Procedures relating to requesting a Fire Investigator</li> </ul>	NFPA 1021 IFSTA Co. Officer Ch. 29 SFD Policies	<b>O</b>		
	<b>Instructor:</b> Conduct multi-company training (This involves leading and instructing during drills.)	NFPA 1021 Sec. 4.1 IFSTA Co. Officer Ch. 7, 12 Fire Instructor			
16.	Specialized Rescue drill				
17.	NFPA 1410 evaluations		<b>O</b>		

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	<b>Radio and Computer Communications</b>				
18.	Demonstrate correct communication procedures using mobile and portable radios when responding to the following: <ul style="list-style-type: none"> <li>• SFD Communications policies for dispatch, assignments, tactical channels, and benchmark phrases</li> <li>• Mutual and Automatic Aid Policies and Procedures</li> <li>• Operation and Channel Plans of:               <ul style="list-style-type: none"> <li>• Hospital and Trauma Radios</li> <li>• FFD Radios</li> <li>• Airport Radios</li> </ul> </li> </ul>	SFD Comm. Policies SFD Dispatch Policies	<b>O</b>		
19.	Demonstrate the knowledge and ability to utilize RIT and MAYDAY Policies, Radio Emergency Activation button.	SFD Policy	<b>O</b>		

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	<b>Emergency Operations/ Strategy and Tactics: Simulator Training</b> The candidate will Demonstrate the knowledge, skills and abilities necessary to function in a variety of fire and emergency scenarios, utilizing the Incident Command System (ICS), (Including but not limited to the following :)		<b>O</b>		
20.	Demonstrate the knowledge, skills and abilities to initiate the Incident Command System (ICS), and work within the ICS	NFPA Sec. 4.6 . Officer Ch. 19 - 21, SFD Operational Policies			
21.	Demonstrate the knowledge, skills and abilities to function in the Command Role in the following types of structure fires:				
22.	Single Family Residential				
23.	Multi Family Residential				
24.	Apartment or Condominium complexes		<b>O</b>		
25.	Grass and brush				
26.	Business/Industrial complexes				
27.	High Rise buildings				
28.	Buildings under construction				
29.	Strip Malls				

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	<b>Emergency Operations/ Strategy and Tactics continued</b>					
30.	Demonstrate the knowledge, skills and abilities to function in the Command Role of a Hazardous Materials/WMD incident. Completing all documentation.	NFPA Sec. 4.6 IFSTA Co. Officer Ch. 18 - 21, SFD Operational Policies	<b>O</b>			
31.	Demonstrate the knowledge, skills and abilities to function in the Command Role of vehicle extrications and physical rescues					
32.	Demonstrate the knowledge, skills and abilities to initiate command and initial priorities of a USAR response	NFPA Sec. 4.6 IFSTA Co. Officer Ch. 18 - 21, SFD Operational Policies	<b>O</b>			
33.	Demonstrate the knowledge, skills and abilities to initiate command and initial priorities during a Multiple Casualty Incidents					
34.	Define the seven tactical priorities identified by RECEO VS			IFSTA Co. Officer Ch 20		
35.	Demonstrate a working knowledge of the NWCG Incident Response Pocket Guide			NWCG Incident Response Pocket Guide		
36.	Demonstrate a working knowledge of the D.O.T. E.R.G.			DOT ERG		
37.	Demonstrate a working knowledge of Roadway Operations	SFD Policies				

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	<b>Emergency Operations/ Strategy and Tactics continued</b>				
38.	Demonstrate a working knowledge of the City Airport Emergency Plan	SFD Policies			
	<b>Health and Safety</b>				
39.	Demonstrate knowledge of procedures and proper forms to be completed for the following: <ul style="list-style-type: none"> <li>• On-duty injury</li> <li>• Vehicle accident involving a city vehicle</li> <li>• Employee exposure to hazardous material or blood borne pathogen</li> </ul>	NFPA #1500 and #1021 IFSTA Co. Officer Ch. 10 SFD Policy Springdale City Policy	<b>O</b>		
40.	Discuss and Demonstrate knowledge of the appropriate levels of PPE's that are to be worn by personnel on emergency incidents	SFD Policy	<b>O</b>		

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Task book – Examiners Evaluation Record

## Training Division Final Evaluation

	<b>Task</b>	<b>Reference</b>	<b>Code</b>	<b>Evaluator Comments</b>	<b>Evaluator Initial And Date Upon Task Completion</b>
53.	<b>Written Evaluation</b>				
	<b>Final Manipulative Evaluation</b> (Administered by Training B.C. or his designee) At the discretion of the Training B.C. the candidate will demonstrate any or all of the following skills:		<b>O</b>		
	<b>Strategy and Tactics</b>				
54.	Simulation: <ul style="list-style-type: none"> <li>• Conducted by candidate's Battalion Chief and two captains.</li> <li>• Candidate will be evaluated by using the simulation grade sheet.</li> <li>• Candidate will go through two command scenarios and one management scenario.</li> <li>• Command scenarios will involve two of the following: brush fire, structure fire, hazardous materials incident and/or extrication incident.</li> <li>• The management scenario will involve one of the following:</li> <li>• Interaction between employee's or interaction with management or interaction with public</li> </ul>	NFPA Sec. 4.6 IFSTA Co. Officer Ch. 18 - 21, SFD Operational Policies	<b>O</b>		

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## Training Division Final Evaluation

	<b>Task</b>	<b>Reference</b>	<b>Code</b>	<b>Evaluator Comments</b>	<b>Evaluator</b> Initial And Date Upon Task Completion
	<b>Oral Interview</b>				
55.	<p>To be taken at completion of task booklet. To prepare for the oral interview the Candidate will need to be well versed in all areas of a shift commander's duties and responsibilities.</p> <p>The Candidate must also have extensive knowledge in the following:</p> <ul style="list-style-type: none"> <li>• Springdale Fire Department Policy and Procedures</li> <li>• Springdale Personnel Manual</li> <li>• Civil Service Manual</li> <li>• Personnel Staffing Procedures</li> <li>• Alarm Responses</li> <li>• Pre Assigned Tasks</li> <li>• Mutual Aid Plan</li> </ul>	<p>NFPA 1021 IFSTA Co. Officer SFD Policies City of Springdale Personnel and Procedures Manual Civil Service Manual</p>	<b>O</b>		

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