

Appendix E: Senior Coordinator Trainee Task Book

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The Fire Control 3A Senior Coordinator Trainee Task Book lists every performance requirement (task) in a format that allows the trainee to be evaluated against written guidelines. Successful performance of all tasks must be observed and recorded by **three different Fire Control 3A Senior Coordinators (Evaluator)**. Evaluation and confirmation of the trainee's **performance of all the tasks shall involve three separate evaluators on three separate Fire Control 3A training burns**. It is essential that a trainee's performance be critically evaluated and accurately recorded by each Evaluator.

After the Senior Coordinator Trainee has demonstrated competency in each area and the task book is complete, he or she may apply to become a registered Fire Control 3A Senior Coordinator with State Fire Training once the educational, course work, and experience criteria have been met.

QUALIFICATIONS

Senior Coordinator Trainee

- Be a registered Fire Control 3A Primary Coordinator in good standing with State Fire Training.

Evaluator

- Be a registered Fire Control 3A Senior Coordinator in good standing with State Fire Training.

RESPONSIBILITIES

Senior Coordinator Trainee

- Review and understand all site requirements, equipment standards, and the material in the Fire Control 3A Course Guide and the NFPA 1403: Standard on Live Fire Training Evolutions.
- Review and understand the process for completing a Senior Coordinator Trainee Task Book.
- Ensure the Senior Coordinator Trainee Task Book is accurately recorded and maintained.
- Successfully complete the Senior Coordinator Trainee Task Book within three (3) years of beginning the task book process.
- Retain a completed copy of his or her Senior Coordinator Trainee Task Book in the personal and/or career records.

Evaluator

- Be qualified and proficient.
- Explain to the Senior Coordinator Trainee the purpose of and process for completing the Fire Control 3A Senior Coordinator Trainee Task Book.
- Explain to the Senior Coordinator Trainee his or her responsibilities.
- Meet with the Senior Coordinator Trainee and determine past experiences, current qualifications, and desired objectives/goals.
- Confirm with the Senior Coordinator Trainee, prior to his or her performance, which tasks will be evaluated.



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- Accurately evaluate each task being performed by the Senior Coordinator Trainee.
- Document each task completed by the trainee on the Fire Control 3A Senior Coordinator Trainee Task Book.
 - Performance shall be documented by the evaluator directly on the task book.
 - SFT's assigned class code.
 - Date performance occurred.
 - Evaluator's initials.
- Document your final evaluation of the Senior Coordinator Trainee on the Evaluation Summary page.

INSTRUCTION FOR COMPLETING THE TASK BOOK

The Fire Control 3A Senior Coordinator Trainee Task Book allows the Evaluator to record a Senior Coordinator Trainee's performance for delivering the required aspects of a Fire Control 3A class. These evaluations are made by observing the senior Coordinator Trainee's skills, abilities, and techniques.

Task Book Headings

Senior Coordinator Trainee:	Enter the trainee's name.
Tasks:	Lists every component required of a Senior Coordinator in the Fire Control 3A Course Guide.
Code:	Lists when the task needs to be completed or performed.
Grade:	Area to record the Senior Coordinator Trainee's performance.
Section:	Lists the section referenced from the Fire Control 3A Course Guide.
Date Observed:	The Evaluator enters the date the Senior Coordinator Trainee was assessed.
Evaluator's Initials:	The Evaluator enters his or her initials.



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SENIOR COORDINATOR TRAINEE:

PERFORMANCE STANDARD: All tasks must be demonstrated by the Senior Coordinator Trainee and evaluated by a Fire Control 3A Senior Coordinator. Tasks graded "P" must be functional and safe according to the Fire Control 3A Course Guide.

CODE: "P" - Must be completed *prior* to the class.

"D" - Must be completed *during* the class.

GRADE: "P" - Successfully met the performance standard.

"F" - Did not meet the performance standard.

AFTER THE EXERCISES TASKS	§	Code	Date Observed			Grade (P/F) & Evaluator's Initials		
			E#1	E#2	E#3	E#1	E#2	E#3
ADMINISTRATION								
1. Demonstrates a working knowledge all site requirements	1	P						
2. Demonstrates a working knowledge of all equipment standards	1	P						
3. Utilizes the material in the FC 3A Course Guide	1	P						
4. Utilizes the information in NFPA 1403: Standard on Live Fire Training Evolutions	1	P						
5. Is familiar with the process for becoming a registered Fire Control 3A Senior Coordinator	App E	P						
STAFF ASSIGNMENTS								
1. Continuously met and conferred with the Primary Coordinator throughout the class planning and delivery	2	P,D						
2. Approved the staff assignments made by the Primary Coordinator	2	P						
3. Acted as liaison with State Fire Training	2	P						
4. Performed as a Technical Specialist to the Primary Coordinator when required	2	P						
QUALIFYING THE ACQUIRED STRUCTURE								
1. No performance required								
SURVEYING THE STRUCTURE								
1. Approved the survey of the structure	2	P						
DOCUMENTATION								
1. Approved Incident Action Plan (if listed as the IC)	2	P						
2. Verified the IAP provides adequate overhead, resources, and safety	2	P						
Received From the Property Owner								
3. Verified the signed liability release form for the property	2	P						
4. Verified the demolition permit from the jurisdiction's building department	---	P						
5. Verified the written notarized proof of cancellation of fire insurance	---	P						
6. Verified the submittal of the "Clearance Letter" and "Asbestos NESHAP Notification of Demolition and Renovation" form	---	P						
Received From the Primary Coordinator								
7. Verified the burning permit from the jurisdiction in which the training is taking place (may be obtained by the department hosting the class)	---	P						



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			E#1	E#2	E#3	E#1	E#2	E#3
8. Verified the written notification to AHJ and participating agencies	---	P						
Received From the Students' Department								
9. Verified the authorization to attend the training, including a statement of insurance for participant	---	P						
10. Verified current fit test documentation	---	P						
11. Verified each student's agency has provided the student with a minimum of Cal/OSHA compliant PPE in good repair	---	P						
Received From the Adjunct Instructors' Department								
12. Verified authorization to attend the training, including a statement of insurance for participant	---	P						
13. Verified current fit test documentation (if required for participation)	---	P						
14. Verified each Adjunct Instructor's agency has provided the adjunct instructor with a minimum of Cal/OSHA compliant PPE in good repair (if required for participation)	---	P						
Received From the Department Hosting the Class								
15. Established contact with the Chief Officer of the AHJ.	---	P						
16. Established contact with the Federal Environmental Protection Agency (EPA), California Air Resources Board (CARB), and local AQMD.	---	P						
17. Verified the burning permit from the jurisdiction in which the training is taking place (may be obtained by the Primary Coordinator)	---	P						
18. Verified confirmation that the owner has clear title to the property	---	P						
Notifications								
19. Established contact with the community college (if needed)	---	P						
20. Evaluated the AQMD notification	---	P						
21. Evaluated the CARB notification	---	P						
22. Evaluated the EPA notification	---	P						
23. Evaluated the neighboring properties notification	---	P						
Burn Site Mapping								
24. Approved map developed showing all pertinent information	---	P						



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			E#1	E#2	E#3	E#1	E#2	E#3
FIRE BEHAVIOR EXERCISE								
1. Established an appropriate visual position for viewing the exercise and communicating with the Primary Coordinator	--	D						
2. Performed a walk around of the exercise site	---	D						
3. Confirmed the possible hazards with the Primary Coordinator	---	D						
4. Reviewed the Fire Behavior Exercise Plan; determined any needs for amending the plan	---	D						
5. Approved the Fire Behavior Exercise Plan	---	D						
6. Directed the Fire Behavior Exercise Safety and Coordination Briefing	---	D						
VENTILATION TECHNIQUES EXERCISE								
1. Established an appropriate visual position for viewing the exercise and communicating with the Primary Coordinator	---	D						
2. Performed a walk around of the exercise site	---	D						
3. Confirmed the possible hazards with the Primary Coordinator	---	D						
4. Reviewed the Ventilation Techniques Exercise Plan; determined any needs for amending the plan	---	D						
5. Approved the Ventilation Techniques Exercise Plan	---	D						
6. Directed the Ventilation Techniques Exercise Safety and Coordination Briefing	---	D						
INTERIOR FIRE ATTACK EXERCISE								
1. Established an appropriate visual position for viewing the exercise and communicating with the Primary Coordinator	---	D						
2. Performed a walk around of the exercise site	---	D						
3. Confirmed the possible hazards with the Primary Coordinator	---	D						
4. Reviewed the Interior Fire Attack Exercise Plan; determined any needs for amending the plan	---	D						
5. Approved the Interior Fire Attack Exercise Plan	---	D						
6. Directed the Interior Fire Attack Exercise Safety and Coordination Briefing	---	D						
EXTERIOR FIRE ATTACK EXERCISE								
1. Conducted a Plans Briefing with the Primary Coordinator prior to the Exterior Fire Attack Exercise	---	D						
2. Established an appropriate visual position for viewing the exercise and communicating with the Primary Coordinator	---	D						
3. Performed a walk around of the exercise site	---	D						
4. Confirmed the possible hazards with the Primary Coordinator	---	D						



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			E#1	E#2	E#3	E#1	E#2	E#3
5. Reviewed the Exterior Fire Attack Exercise Plan; determined any needs for amending the plan	---	D						
6. Approved the Exterior Fire Attack Exercise Plan	---	D						
7. Directed the Exterior Fire Attack Exercise Safety and Coordination Briefing	---	D						
AFTER THE EXERCISES								
1. Approved the Post-incident Site Security Plan	---	D						
2. Performed a final walk around of the entire site	---	D						
3. Participated in the class critique	---	D						
4. Completed a final interview/critique with the Primary Coordinator	---	D						
5. Contacted the Chief Officer of the AHJ	---	D						



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◆ SENIOR COORDINATOR TRAINEE ◆ EVALUATOR #2 SUMMARY ◆

Senior Coordinator Trainee: _____

Department: _____

Contact Phone Number: _____

Evaluator _____ (Must be a Registered Senior Coordinator)

Department: _____

Contact Phone Number: _____

SFT Class Code: _____ Class Dates: _____

The above named Senior Coordinator Trainee performed Fire Control 3A tasks initialed and dated by me under my supervision. As a result, I verify that this Trainee:

- Successfully performed all tasks and should be considered for advancement.
- Did not successfully complete certain tasks (see below); additional supervision and training is required.

Evaluator's Signature: _____ Date: _____

Comments:
