

Fire Fighter 1

(NFPA Fire Fighter I, HazMat/WMD FRA and FRO, and
Wildland Fire Fighter I)

Certification Task Book (2013)

Revised January 2020



California Department of Forestry and Fire Protection
Office of the State Fire Marshal
State Fire Training

Overview

Authority

This certification task book includes the certification training standards set forth in the Fire Fighter 1 Certification Training Standards Guide (2013), which is based on:

- NFPA 1001: Standard for Fire Fighter Professional Qualifications (2013)
- NFPA 1051: Standard for Wildland Firefighting Personnel Professional Qualifications (2016)
- NFPA 472: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents (2013)

Revised: January 2020

Published by: State Fire Training, 2251 Harvard Street, Suite 400, Sacramento, CA 95815
(916) 568-3800.

Cover photo courtesy of Dave Boyce, Almanac News.

Purpose

The State Fire Training certification task book is a performance-based document that identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required position, and has demonstrated the job performance requirements to obtain that certification.

Assumptions

State Fire Training holds the opinion that a Fire Fighter 1 or Fire Fighter 2 certification candidate may initiate a task book and obtain verification signatures for job performance requirements (JPR) demonstrated during training. A fire chief retains the option to require a candidate to repeat any JPR completed and signed off on during training and to document that performance with a second signature in the candidate's task book.

Each job JPR shall be evaluated after the candidate initiates the task book.

An evaluator may verify satisfactory execution of a JPR through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

State Fire Training task books do not count towards the NWCG task book limit. There is no limit

to the number of State Fire Training task books a candidate may pursue at one time if the candidate meets the initiation requirements of each.

It is the candidate's responsibility to routinely check the State Fire Training website for updates to an initiated task book. Any State Fire Training issued update or addendum is required for task book completion.

A candidate must complete a task book within five years its initiation date. Otherwise, a candidate must initiate a new task book using the certification's current published version.

Roles and Responsibilities

Candidate

The candidate is the individual pursuing certification.

Initiation

The candidate shall:

1. Complete all **Initiation Requirements**.
 - Please print or type.

Completion

The candidate shall:

1. Complete all **Job Performance Requirements**.
 - Ensure that an evaluator initials, signs, and dates each task to verify completion.
2. Complete all **Completion Requirements**.
3. Sign and date the candidate verification statement under **Review and Approval** with a handwritten signature.
4. Obtain their chief's handwritten (not stamped) signature on the fire chief verification section.
5. Create and retain a physical or high-resolution digital copy of the complete task book.

Submission

The candidate shall:

1. Submit a copy (physical or digital) of the completed task book and any supporting documentation to State Fire Training.
 - See **Submission and Review** below.

A candidate should not submit a task book until they have completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

Evaluator

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement (JPR).

An evaluator may verify satisfactory execution through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

A qualified evaluator is designated by the candidate's fire academy and holds an equivalent or higher-level certification. If no such evaluator is present, the fire academy shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements.

A task book evaluator may be, but is not required to be, a registered skills evaluator who oversees a State Fire Training certification exam.

A certification task book may have more than one evaluator.

All evaluators shall:

1. Complete a block on the **Signature Verification** page with a handwritten signature.
2. Review and understand the candidate's certification task book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more job performance requirements through observation or review.
 - Sign all appropriate lines in the certification task book with a handwritten signature or approved digital signature (e.g. Docusign or Adobe Sign) to record demonstrated performance of tasks.

Fire Chief

The fire chief is the individual who reviews and confirms the completion of a candidate's certification task book.

A fire chief may identify an authorized designee already on file with State Fire Training to fulfill any task book responsibilities assigned to the fire chief. (See *State Fire Training Procedures Manual*, 4.2.2: Authorized Signatories.)

Completion

The fire chief shall:

1. Confirm that the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
 - Ensure that all **Job Performance Requirements** were evaluated after the initiation date.
2. Confirm that the candidate meets the **Completion Requirements**.
3. Sign and date the Fire Chief verification statement under **Review and Approval** with a handwritten signature.
 - If signing as an authorized designee, verify that your signature is on file with State Fire Training.

Submission and Review

A candidate should not submit a task book until they have completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

To submit a completed task book, please send the following to the address below:

- A copy of the completed task book (candidate may retain the original)
- All supporting documentation
- Payment

State Fire Training

Attn: Cashier

PO Box 997446

Sacramento, CA 95899-7446

State Fire Training reviews all submitted task books.

- If the task book is complete, State Fire Training will authorize the task book and retain a digital copy of the authorized task book in the candidate's State Fire Training file.
- If the task book is incomplete, State Fire Training will return the task book with a notification indicating what needs to be completed prior to resubmission.

Completion of this certification task book is one step in the certification process. Please refer to the *State Fire Training Procedures Manual* for the complete list of qualifications required for certification.

January 2020 Update: The Fire Fighter 1 (2013) Certification requirements for task book, position, and experience have been revised to be in alignment with the Fire Fighter 1 (2019) Certification. This allows applicants who have completed the Fire Fighter 1 (2013) academic training and the required certification exams to be eligible for Fire Fighter 1 (2013) Certification. The Fire Fighter 1 (2013) Certification Task Book will be required to be submitted at time of application for Fire Fighter 2 (2013) Certification.

Initiation Requirements

Candidate Information

Name: _____

SFT ID Number: _____

Fire Agency: _____

Initiation Requirements

The following requirements must be completed prior to initiating this task book.

Prerequisites

State Fire Training confirms that there are no prerequisites for initiating this certification task book.

Education

State Fire Training confirms that there are no education requirements for initiating this certification task book.

Position

State Fire Training confirms that there are no position requirements for initiating this certification task book.

Fire Chief Approval

State Fire Training confirms that a Fire Chief's approval is not required to initiate this task book.

Signature Verification

The following individuals have the authority to verify portions of this certification task book using the signature recorded below.

Please print except for the Signature line where a wet-ink signature is required. Please add additional signature pages as needed.

Name: _____
Job Title: _____
Organization: _____
Signature: _____

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Organization: _____
Signature: _____

Job Performance Requirements

The candidate must complete each job performance requirement (JPR) in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

All job performance requirements (JPR) must be completed within a California fire agency or Accredited Regional Training Program (ARTP).

For job performance requirements (JPR) that are not part of a candidate's regular work assignment or are a rare event, the evaluator may develop a scenario or interview that supports the required task and evaluate the candidate to the stated standard.

Each job performance requirement (JPR) shall be evaluated after the candidate's fire chief initiates the task book.

Fire Fighter 1: Structure

General

1. **OSFM** Operate at a confined space or permit-required confine space and identify when a confined space is present, hazards are recognized and mitigated, equipment is secured, procedures are followed, and Cal/OSHA position are utilized.

Evaluator Signature: _____ Date Verified: _____

2. **OSFM** Operate within the Incident Command System on an incident, given an incident and an incident action plan so that organizational elements are recognized, positions and responsibilities are identified, facility needs are met, and the incident is managed.

Evaluator Signature: _____ Date Verified: _____

Fire Department Communications

3. **5.2.1** Initiate the response to a reported emergency, given the report of an emergency, fire department SOPs, and communications equipment, so that all necessary information is obtained, communications equipment is operated correctly, and the information is relayed promptly and accurately to the dispatch center.

Evaluator Signature: _____ Date Verified: _____

4. **5.2.2** Receive a telephone call, given a fire department phone, so that procedures for answering the phone are used and the caller's information is relayed.

Evaluator Signature: _____ Date Verified: _____

5. **5.2.3** Transmit and receive messages via the fire department radio, given a fire department radio and operating procedures, so that the information is accurate, complete, clear, and relayed within the time established by the AHJ.

Evaluator Signature: _____ Date Verified: _____

6. **5.2.4** Activate an emergency call for assistance, given vision-obscured conditions, PPE, and department SOPs, so that the fire fighter can be located and rescued.

Evaluator Signature: _____ Date Verified: _____

Fireground Operations

7. **5.1.2** The ability to don personal protective clothing, doff personal protective clothing and prepare for reuse, hoist tools and equipment using ropes and the correct knot, and locate information in departmental documents and standard or code materials.

Evaluator Signature: _____ Date Verified: _____

8. **5.3.1** Use self-contained breathing apparatus (SCBA) during emergency operations, given SCBA and other personal protective equipment, so that the SCBA is correctly donned, the SCBA is correctly worn, controlled breathing techniques are used, emergency procedures are enacted if the SCBA fails, all low-air warnings are recognized, respiratory protection is not intentionally compromised, and hazardous areas are exited prior to air depletion.

Evaluator Signature: _____ Date Verified: _____

9. **5.3.2** Respond on apparatus to an emergency scene, given personal protective clothing and other necessary personal protective equipment, so that the apparatus is correctly mounted and dismounted, seat belts are used while the vehicle is in motion, and other personal protective equipment is correctly

Evaluator Signature: _____ Date Verified: _____

10. **5.3.3** Establish and operate in work areas at emergency scenes, given protective equipment, traffic and scene control devices, structure fire and roadway emergency scenes, traffic hazards and downed electrical wires, an assignment, and SOPs, so that procedures are followed, protective equipment is worn, protected work areas are established as directed using traffic and scene control devices, and the fire fighter performs assigned tasks only in established, protected work areas.

Evaluator Signature: _____ Date Verified: _____

11. **5.3.4** Force entry into a structure, given personal protective equipment, tools, and an assignment, so that the tools are used as designed, the barrier is removed, and the opening is in a safe condition and ready for entry.

Evaluator Signature: _____ Date Verified: _____

12. **5.3.5** Exit a hazardous area as a team, given vision-obscured conditions, so that a safe haven is found before exhausting the air supply, others are not endangered, and the team integrity is maintained.

Evaluator Signature: _____ Date Verified: _____

13. **5.3.6** Set up ground ladders, given single and extension ladders, an assignment, and team members if needed, so that hazards are assessed, the ladder is stable, the angle is correct for climbing, extension ladders are extended to the necessary height with the fly locked, the top is placed against a reliable structural component, and the assignment is accomplished.

Evaluator Signature: _____ Date Verified: _____

14. **5.3.7** Attack a passenger vehicle fire operating as a member of a team, given personal protective equipment, attack line, and hand tools, so that hazards are avoided, leaking flammable liquids are identified and controlled, protection from flash fires is maintained, all vehicle compartments are over-hauled, and the fire is extinguished.

Evaluator Signature: _____ Date Verified: _____

15. **5.3.8** Extinguish fires in exterior Class A materials, given fires in stacked or piled and small unattached structures or storage containers that can be fought from the exterior, attack lines, hand tools and master stream devices, and an assignment, so that exposures are protected, the spread of fire is stopped, collapse hazards are avoided, water application is effective, the fire is extinguished, and signs of the origin area(s) and arson are preserved.

Evaluator Signature: _____ Date Verified: _____

16. **5.3.9** Conduct a search and rescue in a structure operating as a member of a team, given an assignment, obscured vision conditions, personal protective equipment, a flashlight, forcible entry tools, hose lines, and ladders when necessary, so that ladders are correctly placed when used, all assigned areas are searched, all victims are located and removed, team integrity is maintained, and team members' safety — including respiratory protection — is not compromised.

Evaluator Signature: _____ Date Verified: _____

17. **5.3.10** Attack an interior structure fire operating as a member of a team, given an attack line, ladders when needed, personal protective equipment, tools, and an assignment, so that team integrity is maintained, the attack line is deployed for advancement, ladders are correctly placed when used, access is gained into the fire area, effective water application practices are used, the fire is approached correctly, attack techniques facilitate suppression given the level of the fire, hidden fires are located and controlled, the correct body posture is maintained, hazards are recognized and managed, and the fire is brought under control.

Evaluator Signature: _____ Date Verified: _____

18. **5.3.11** Perform horizontal ventilation on a structure operating as part of a team, given an assignment, personal protective equipment, ventilation tools, equipment, and ladders, so that the ventilation openings are free of obstructions, tools are used as designed, ladders are correctly placed, ventilation devices are correctly placed, and the structure is cleared of smoke.

Evaluator Signature: _____ Date Verified: _____

19. **5.3.12** Perform vertical ventilation on a structure as part of a team, given an assignment, personal protective equipment, ground and roof ladders, and tools, so that ladders are positioned for ventilation, a specified opening is created, all ventilation barriers are removed, structural integrity is not compromised, products of combustion are released from the structure, and the team retreats from the area when ventilation is accomplished.

Evaluator Signature: _____ Date Verified: _____

20. **5.3.13** Overhaul a fire scene, given personal protective equipment, attack line, hand tools, a flashlight, and an assignment, so that structural integrity is not compromised, all hidden fires are discovered, fire cause evidence is preserved, and the fire is extinguished.

Evaluator Signature: _____ Date Verified: _____

21. **5.3.14** Conserve property as a member of a team, given salvage tools, equipment and an assignment, so that the building and its contents are protected from further damage.

Evaluator Signature: _____ Date Verified: _____

22. **5.3.15** Connect a fire department pumper to a water supply as a member of a team, given supply or intake hose, hose tools, and a fire hydrant or static water source, so that connections are tight and water flow is unobstructed.

Evaluator Signature: _____ Date Verified: _____

23. **5.3.16** Extinguish incipient Class A, Class B, and Class C fires, given a selection of portable fire extinguishers, so that the correct extinguisher is chosen, the fire is completely extinguished, and correct extinguisher-handling techniques are followed.

Evaluator Signature: _____ Date Verified: _____

24. **5.3.17** Illuminate the emergency scene, given fire service electrical equipment and an assignment, so that designated areas are illuminated and all equipment is operated within the manufacturer's listed safety precautions.

Evaluator Signature: _____ Date Verified: _____

25. **5.3.18** Turn off building utilities, given tools and an assignment, so that the assignment is safely completed.

Evaluator Signature: _____ Date Verified: _____

26. **5.3.20** Tie a knot appropriate for hoisting tool, given personnel protective equipment, tools, ropes, and an assignment, so that the knots used are appropriate for hoisting tools securely and as directed.

Evaluator Signature: _____ Date Verified: _____

Preparedness and Maintenance

27. **5.5.1** Clean and check ladders, ventilation equipment, SCBA, ropes, salvage equipment, and hand tools, given cleaning tools, cleaning supplies, and an assignment, so that equipment is clean and maintained according to manufacturer's or departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise.

Evaluator Signature: _____ Date Verified: _____

28. **5.5.2** Clean, inspect, and return fire hose to service, given washing equipment, water, detergent, tools, and replacement gaskets, so that damage is noted and corrected, the hose is clean, and the equipment is placed in a ready state for service.

Evaluator Signature: _____ Date Verified: _____

Fire Fighter 1: Wildland

29. **4.3.2** Maintain assigned personal protective equipment, given the standard equipment issue, so that the equipment is serviceable and available for use on the fireline and defects are recognized and reported to the supervisor.

Evaluator Signature: _____ Date Verified: _____

30. **4.3.3** Maintain assigned suppression hand tools and equipment, given tools and equipment and agency maintenance specifications, so that assigned equipment is maintained and serviceable and defects are recognized and reported to the supervisor.

Evaluator Signature: _____ Date Verified: _____

31. **4.5.2** Assemble and prepare for response, given an assembly location, an assignment, incident location, mode of transportation, and the time requirements, so that arrival at the incident with the required personnel and equipment meets agency guidelines.

Evaluator Signature: _____ Date Verified: _____

32. **4.5.3** Recognize hazards and unsafe situations given a wildland or wildland/urban interface fire and the standard safety policies and procedures of the agency, so that the hazard(s) and unsafe condition(s) are communicated to the supervisor and appropriate action is taken.

Evaluator Signature: _____ Date Verified: _____

33. **4.5.4** Construct a fireline, given a wildland fire, agency line construction standards, suppression tools, water or other suppression agents, and equipment, so that the fireline conforms to the construction standard.

Evaluator Signature: _____ Date Verified: _____

34. **5.3.19 (NFPA 1001)** Combat a ground cover fire operating as a member of a team, given protective clothing, SCBA (if needed), hose lines, extinguishers or hand tools, and an assignment, so that threats to property are reported, threats to personal safety are recognized, retreat is quickly accomplished when warranted, and the assignment is completed

Evaluator Signature: _____ Date Verified: _____

35. **4.5.5** Secure the fireline, given a wildland fire and suppression tools, water or other suppression agents, and equipment, so that burning materials and unburned fuels that threaten the integrity of the fireline are located and abated.

Evaluator Signature: _____ Date Verified: _____

36. **4.5.6** Describe the methods to reduce the threat of fire exposure to improved properties given a wildland/urban interface fire, suppression tools, and equipment so that improvements are protected.

Evaluator Signature: _____ Date Verified: _____

37. **4.5.7** Mop up fire area, given a wildland fire, suppression tools, and water or other suppression agents and equipment, so that burning fuels that threaten escape are located and extinguished.

Evaluator Signature: _____ Date Verified: _____

38. **4.5.8** Patrol the fire area, given a wildland fire, suppression tools, and equipment, so that control of the fire area is maintained.

Evaluator Signature: _____ Date Verified: _____

Fire Fighter 1: Hazardous Materials/WMD

39. **OSFM** Recognize the presence of hazardous materials and the indicators of a hazardous materials incident, given a hazardous materials/WMD incident, the DOT Emergency Response Guidebook or equivalent guide, shipper/manufacturer papers and contacts, material safety data sheets, and an assignment, to correctly identify the materials involved, take personal protective actions, initiate the appropriate notification process, and secure the area.

Evaluator Signature: _____ Date Verified: _____

40. **OSFM** Protect persons, property, and the environment from further harm, given a hazardous materials incident, recognized hazardous materials, fire department standard operating procedures, equipment readily available to personnel, and an assignment, to initiate the appropriate communications process, and secure the area.

Evaluator Signature: _____ Date Verified: _____

41. **OSFM** Perform emergency decontamination procedures, given a hazardous material incident, an individual contaminated by a hazardous material that can be decontaminated by fire fighters in personal protective equipment, equipment readily available to fire fighters, standard operating procedures, and an assignment, to use appropriate personal protective equipment based on the hazard, protect exposures, avoid hazards, decontaminate victims and responders, and identify contaminated items and products of contamination for subsequent control.

Evaluator Signature: _____ Date Verified: _____

42. **OSFM** Perform basic control, containment, and confinement techniques, given a hazardous materials incident, recognized hazardous materials, department standard operating procedures, equipment readily available to personnel, an assignment, and personal protective equipment, to control hazardous materials release, and protect fire fighters from contamination.

Evaluator Signature: _____ Date Verified: _____

Experience and Position Requirements

Experience

State Fire Training confirms that there are no experience requirements for this job function certification.

Position

State Fire Training confirms that there are no position requirements for this job function certification.

Updates

The candidate has completed and enclosed all updates to this certification task book released by State Fire Training since its initial publication.

Number of enclosed updates: _____

Completion Timeframe

The candidate has completed all requirements documented in this certification task book within five years of its initiation date.

Review and Approval

Candidate

Candidate (please print): _____

I, the undersigned, am the person applying for Fire Fighter 1 (2013) Certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection or revocation.

Signature and Date: _____

Fire Chief

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's qualifications for Fire Fighter 1 certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature and Date: _____

January 2020 Update: The Fire Fighter 1 (2013) Certification requirements for task book, position, and experience have been revised to be in alignment with the Fire Fighter 1 (2019) Certification. This allows applicants who have completed the Fire Fighter 1 (2013) academic training and the required certification exams to be eligible for Fire Fighter 1 (2013) Certification. The Fire Fighter 1 (2013) Certification Task Book will be required to be submitted at time of application for Fire Fighter 2 (2013) Certification.