

# Southwest Idaho Fire Service Organization

## Red Card/ Training Documentation

### FFT2 Job Aid

- ✓ Still being developed. Once developed it will be required. In the mean time follow the **Skills Crosswalk** training requirements developed by US Fire Administration.

### FFT1 Position Task Book (PTB)

- ✓ PTB is initiated by the Fire Chief or their designee.
- ✓ Final Evaluator – Evaluator on final assignment where final tasks are completed. (Refer to Page 26 of PMS310-1; See **Attachment 1**)
- ✓ Agency Certification Block: Certifying Official – Fire Chief or their designee.

### ENGB Position Task Book (PTB)

- ✓ PTB is initiated by the Fire Chief or their designee.
- ✓ Final Evaluator – Evaluator on final assignment where final tasks are completed. (Refer to Page 26 of PMS310-1; See **Attachment 1**)
- ✓ Upon completion of ENGB Task Book submit the following to the IDL Training Coordinator: 1) completed ENGB task book, 2) copies of the front cover, inside cover and evaluations from certified FFT1 task book, 3) copies of all wildland training certificates/completion memos, 4) copies of other applicable evaluations, and 5) If necessary to supplement; a letter from the Fire Chief describing experience, training, and years in each position.
- ✓ Agency Certification Block: This must be completed by the Idaho Department of Lands Fire Bureau. **PLEASE DO NOT WRITE IN THIS BLOCK.**
- ✓ Once certified the original task book will be returned to the FSO for their permanent records.

### STEN Position Task Book (PTB)

- ✓ PTB is initiated by the Fire Chief or their designee.
- ✓ At the time the PTB is initiated a copy of the cover page must be sent to IDL Training Coordinator in order for STEN(t) to be added to red card.
- ✓ Final Evaluator – Evaluator on final assignment where final tasks are completed. (Refer to Page 26 of PMS310-1; See **Attachment 1**)
- ✓ Upon completion of STEN Task Book submit the following to the IDL Training Coordinator: 1) completed STEN task book, 2) copies of training certificates or

completion memos not previously submitted, and 3) copies of all wildland fire experience evaluations not previously submitted.

- ✓ Agency Certification Block: This must be completed by the Idaho Department of Lands Fire Bureau. **PLEASE DO NOT WRITE IN THIS BLOCK.**

## Red Cards

- ✓ FFT2 & FFT1 are issued by the Fire Chief.
- ✓ ENGB Trainee can be added by the Fire Chief once PTB is initiated.
- ✓ ENGB Qualified must be issued by IDL [once qualified at this level all future red carding must be done by IDL].
- ✓ STEN Trainee must be issued by IDL when the PTB is initiated.
- ✓ STEN Qualified must be issued by IDL.
- ✓ Save all red cards. These are valuable if ever questioned about assignments. The individual should document the assignments obtained on the bottom portion of the individual's red card.
- ✓ To maintain qualification currency, **assignment evaluations** must be submitted to IDL Training Coordinator upon return from assignment.
  - Please ensure that the CORRECT evaluation forms are used and that they are CORRECTLY filled out, or they will NOT be entered into the IQS system. Individual Performance Rating, ICS Form #225 (prefilled). It can be found at <http://www.nwccg.gov/pms/forms/ics225.pdf> . (See **Attachment 2**)
- ✓ Red cards are not issued without proof of annual refresher and work capacity test.
- ✓ Red Cards can be printed on white card stock.

## Use of IDL's version of the PMS310-1

- ✓ IDL version of the PMS310-1 is the version to be used by FSO's. IDL is more conservative in its implementation of this publication. A copy of the IDL version is available on our public website at <http://www.idl.idaho.gov/> . From this link it is the first document under "handbooks/rules/manuals/videos section in the left hand column.

Direct link to the document:

[http://www.idl.idaho.gov/bureau/FireMgt/pms\\_310-1\\_may2008/PMS\\_310-1\\_May\\_2008\\_FINAL.pdf](http://www.idl.idaho.gov/bureau/FireMgt/pms_310-1_may2008/PMS_310-1_May_2008_FINAL.pdf)

## Final Evaluator – Statement from PMS310-1

- ✓ “While Evaluators must be either qualified (meaning qualified with currency) in the position being evaluated or supervise the Trainee, a **Final Evaluator must be qualified in the Trainee position they are evaluating.**

Only the Evaluator on the final position performance assignment (the assignment in which all remaining tasks have been evaluated and initialed) will complete the Final Evaluator’s Verification statement inside the front cover of the PTB recommending certification.”

## Training Records

- ✓ **KEEP ALL ORIGINALS**
- ✓ Make sure you are keeping accurate, organized training records
- ✓ Fire Chief/Training Officer: Keeping a record of individual assignments to include Fire Name, Fire Number, Dates on assignment, and Position .
- ✓ In the event of an audit orderly records must be kept. Audits may occur in the event of an injury, death or questions as to one’s qualifications.
- ✓ Refresher RT-130 must be completed annually. If you are already receiving your red cards from IDL an annual training completion memo (RT130) must be completed by April 30. Red cards cannot be issued until that roster is received at the IDL Fire Bureau. (See sample, **Attachment 3**). The completion memo should be mailed to IDL Training Coordinator (CDA) with a copy sent to the IDL Southwest Training Officer.

## Work Capacity Test and documentation

- ✓ Be sure to document each individual’s Work Capacity Test result on a completion memo (See sample, **Attachment 4**). This memo must be submitted to IDL Training Coordinator by April 30.

## Other

- ✓ Attachments 5, 6, 7 & 8 are samples of documents, forms and policy used for IDL personnel.
- ✓ Pink Book – revised annually and available on IDL Home Page.
- ✓ Red Card Template – available for FSO red cards.

If you have questions please contact Matt Hicks Training Officer at 208-334-3488 or email [mhicks@idl.idaho.gov](mailto:mhicks@idl.idaho.gov).