



# Jackson Hole Fire/EMS

Task Book for the Position of

## Full-Active Member

(Probationary Task Book)

Version 1.1 July 2021

**TASK BOOK ASSIGNED TO:**

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INDIVIDUALS NAME

**TASKBOOK INITIATED BY:**

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BATTALION CHIEF OR CAPTAIN

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Date Task Book Initiated (Expiration in 2 Years)

This task book is approved for use as a pre-promotional career development guidebook and an Assignment Check-Sheet

## PREREQUISITES FOR PROMOTION

- BLS for Healthcare Provider (CPR)
- Emergency Vehicle Operator Course
- Wildland Firefighter Type 2 (Red Card)
- Emergency Medical Responder or EMT
- Structural Firefighter I
- Hazmat Awareness & Hazmat Operations
- ICS 100 & IS 700
- Maximum of 24 months
- Completion of Probationary Task Book
- Recommendation from Your Station Leadership

## INTRODUCTION

The probationary period is your chance to set a lasting impression of yourself and build fundamental skills in emergency response. Traditions are important and will be followed. Jackson Hole Fire/EMS continues to push the envelope on Professional delivery of services. We take pride in adopting and training at a cutting-edge level with the rest of the nation. We have extremely skilled members and soon you will be one of them. Take advantage of your fellow Fire/EMS members and ask questions.

Want to build TRUST with your fellow Fire/EMS members? Want to be a part of the TEAM?

Here are some tips.

- 1) Be the first one to start doing something and the last one to finish.
- 2) Review our dress code policy. Show up ready to go.
- 3) Walk around the firehouse and make sure things are in order. If you find a mess, clean it. If the trash is full, empty it.
- 4) If you see a senior member or Officer doing something, offer to help.
- 5) Introduce yourself to everyone you see.
- 6) Be respectful of ALL senior members and Officers.
- 7) Learn all the riding assignments, all the equipment and how to use it.
- 8) LEARN THE FIRST DUE AREA. Take some time to build yourself a map.
- 9) Be on time for training, this means ten minutes early.
- 10) Contribute as much as you can and get involved.
- 11) We are here to help you- ask for help or instructions where you need it.

**Life Priorities: FAMILY – WORK – FIRE DEPARTMENT**

**Fire Department Service Priorities: COMMUNITY – DEPARTMENT – SELF**



3. Explain the concept and importance of “chain of command “.

4. Identify the following abbreviations and explain what it is.

- AHJ-
- TVFD-
- ARFF-
- NWCG-
- NFPA.-
- ICS-
- ERG-
- LCES-

## **Section 2 – Medic Unit/First Response**

Purpose: To ensure that the probationer understands the responsibilities to operate Medic Unit, equipment placement, first response protocols.

1. Explain Systolic and Diastolic.

2. What is the definition of Shock?

3. What do the following EMD codes mean?
  - Alpha:
  - Bravo:
  - Charlie:
  - Delta:
  - Echo:
4. What is the rate of breaths provided to a 5-year-old who is apneic and with a pulse of 90 bpm?
5. What PPE do you wear/bring when responding to a Med Assist in an Engine/Rescue?
6. What is the current PPE required for COVID precautions when responding to a medical?
7. What is your role during a cardiac arrest? Who should you ask if you don't know?
8. At what pressure are the oxygen cylinders changed? Where are spare O2 cylinders located? How can you tell if they are full?

### **Section 3 – ENGINE COMPANY RESPONSE**

Purpose: To ensure probationer understands the functions of the engine company and is able complete assignments as given.

1. Describe Tank Attack versus Hydrant Attack.
2. Identify the Elements of RECO-VS.
3. Identify the Elements of SLICERS

4. List and identify the lengths and size of all hose carried on your engine.
  
5. Identify the type, rated GPM and essential features of the nozzles carried on your engine.
  
6. What size ladders are carried on your engine?
  
7. Describe a Courtyard Lay and where it would typically applications.
  
8. List the tools necessary for a Fire Alarm/Investigate Fire.
  
9. What is LCES?
  
10. What components make up a progressive hose pack?

## **Section 4 – TRUCK COMPANY**

Purpose: To ensure that the probationer understands the functions of the ladder truck company and is able to function with given assignments.

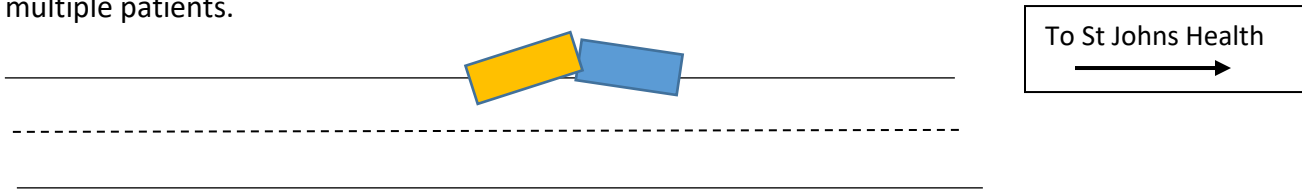
1. Describe horizontal and vertical ventilation.

2. Describe where a water can could be utilized instead of a charged hose line.
  
3. Describe key difference in commercial personnel doors and residential personnel doors.
  
4. Describe techniques used to force entry into both doors.
  
  
  
  
  
  
  
  
  
  
5. Describe proper carry techniques for ground ladders.
  
  
  
  
  
  
  
  
  
  
6. Describe placement of ground ladders for each of the following instances.
  - A. Roof operations
  - B. Ventilation
  - C. Rescue
  
  
  
  
  
  
  
  
  
  
7. Describe how to shut off the following Utilities.
  - a. Electricity-
  
  
  - b. Natural Gas-
  
  
  - c. Propane-
  
  
  - d. Solar Panels-
  
  
  
  
  
  
  
  
  
  
8. When searching in a dark environment, describe orientation methods.

## Section 5 – RESCUE COMPANY

Purpose: To ensure that the probationer understands the functions of the rescue company and is able to function as a competent crew member.

1. What is dispatched to an MVC?
2. Describe how to remove Tempered Glass. Where is Tempered Glass normally located in a vehicle?
3. Describe how to remove Laminated Glass. Where is Laminated Glass normally located in a vehicle?
4. Draw proper placement of a Rescue, Engine and Medic Unit at an MVC given the scenario below. 2 Vehicles involved in a collision on Hwy 22. Speed limit is 50 mph. Extrication needed on the blue vehicle, multiple patients.



5. What are the 4 gases measured by your 4-gas detector? List alarm thresholds for each gas.
6. According to the JHFEMS policy and the ERG, what is the appropriate initial isolation distance from a gas leak involving natural gas?
7. Two RERT #8 members will be entering the hot zone of a chlorine leak. They have requested color metric tubes. What are color metric tubes? Does JHFEMS have color metric tubes for chlorine gas? If so, where can you find them?



8. Using the WISER App, what gases are created when you mix muriatic acid with sodium hypochlorite (bleach)?
  
9. Draw a picture to specify the differences between an MC306/406 and an MC 307/407.
  
10. What is the vapor density of Propane? Will it rise or sink?

## Section 6 – EVALUATION RECORD

### Administrative

Area of Review	Date	Officer/Mentor Signature
<b>New Member Orientation</b>		
<b>IamResponding App</b> – Access and Use when responding and gathering information from the map		
<b>Aladtec</b> – Access, Use, Vehicle Inspection Forms, Resources, etc.		
<b>Review Membership Policy</b> (Div. 5-1)		

### Station Orientation

Area of Review	Date	Officer/Mentor Signature
<b>Station Access</b> – Door Code/Personal 4-Digit Code		
<b>Parking at the Station</b>		
<b>Introduction to Station Members</b>		
<b>Station Locker Assigned</b>		
<b>Cleaning Equipment and Apparatus</b>		
<b>Bunker Gear Washing</b>		
<b>Response Area Boundaries</b>		
<b>Water Supplies</b>		
<b>Station Association Membership Explained</b>		

## Call Types/Dispatch Protocols/Required PPE

Call Type	Date	Officer/Mentor Signature
Fire Alarm		
Structure Fire		
Wildland Fire		
HazMat		
Medical Call		
Mass/Multiple Casualty Incident		
Vehicle Over the Edge		
Extrication/Rescue		

## Communications & Radio Use

Area of Review	Date	Officer/Mentor Signature
Important Phone Numbers (Admin, Officers, Mentor)		
Pager Issued and Understood		
Contacting Jackson Dispatch		
BK and Harris Radio Functions (Scan, Priority, Volume, Change Groups)		
Review Important Radio Channels and Groups		
Repeated Channel Vs. Tactical Channel		
Radio Etiquette		
Closed Loop Communication		
Communication of En Route, On Scene and Clear		
Incident Arrival Report		
Demonstrate Correct Use of Radio		

## Response to the Station

Area of Review	Date	Officer/Mentor Signature
Seatbelt Required		
Turn On Emergency Flashers		
Follow Rules of the Road		
Do Not Speed		
Stop at ALL Red Lights Until Green		
Stop at ALL Stop Signs		

## Response in Apparatus

Area of Review	Date	Officer/Mentor Signature
Officer or Mentor Must be Present, Seat Available and Appropriate Call to Ride in Apparatus		
Don Bunker Gear Prior to Entering Apparatus		
Seat Belt Use Required		
Review Apparatus Operations Driving Policy (Div. 9-2)		

## Working On Scene

Area of Review	Date	Officer/Mentor Signature
Probationary Member Must be Assigned to Officer Or Mentor. If Safety Concerns, Probationary Member Will Stay in Vehicle.		
Responding to the Incident Command Post with All PPE and Tools for an Assignment		
Required Use of Traffic Vests When Working in/along Roadway		
Review Personnel Accountability Report Policy (Div 14-6)		

## Command/Coordination On Scene

Area of Review	Date	Officer/Mentor Signature
Incident Command System		
Group vs. Division		
Task Force vs. Strike Team		
Crew Cohesion Explained		
Common Benchmarks (i.e. Making entry, Fire Control, Primary All Clear, Stop Loss, etc.)		

## Self-Contained Breathing Apparatus

Area of Review	Date	Officer/Mentor Signature
Fit Test Performed (FF1 Academy)		
Donning & SCBA Familiarity		
Pass Alarm Use		
Weekly Inspection/Test		

<b>Cleaning/Inspecting Pack and Bottle</b>		
<b>Replacing a Bottle</b>		
<b>Review Survival and RIC Policy (Div. 14-5)</b>		
<b>Review Air Management Policy (Div. 16-16)</b>		
<b>Review Use of SCBA Policy (Div. 16-18)</b>		

## **Following a Call**

<b>Area of Review</b>	<b>Date</b>	<b>Officer/Mentor Signature</b>
<b>Apparatus Fuel and Water</b>		
<b>Fill Air Bottles – Station Cascade System Review/Safety</b>		
<b>Clean PPE and Equipment as Directed</b>		
<b>Inventory/Report Missing and Damaged Equipment</b>		
<b>Fill Out a JH Fire/EMS Incident Report</b>		

## **Health and Safety**

<b>Area of Review</b>	<b>Date</b>	<b>Officer/Mentor Signature</b>
<b>Gloves/Shields/Gowns for Body Substance Isolation – Location in apparatus</b>		
<b>Medical Physical Frequency</b>		
<b>Annual Blood Draw Procedures</b>		
<b>Station Gym Access and Town Gym</b>		
<b>Teton Interagency Peer Support (TIPS) - What is it and how to Access</b>		
<b>Review Accident/Incident Report Procedures (Div. 7-1)</b>		
<b>Review Workers Compensation Reporting Policy (Div. 7-3)</b>		

## Section 7 – STATION APPARATUS FAMILIARIZATION

For each apparatus at your station, answer the following questions and take a picture of each exterior compartment. Memorize and list items in each compartment. Attach Compartment Inventories to the completed task book.

### Engine \_\_\_\_\_

Number of seats

Riding/Seat Assignments

Water Tank Capacity

Pump Capacity (Flow in GPM's)

Height (you may need a ladder and tape measurer, be careful!)

Weight (GVWR)

### Rescue \_\_\_\_\_

Number of Seats

Extrication eDraulic Tools Carried

Low/Steep Angle Rescue – Quick Patient Access Equipment Carried

Scene Lighting Capabilities

Height

Weight (GVWR)

**Tender \_\_\_\_\_**

Number of Seats

Water Tank Capacity

Pump Capacity (Flow in GPM's)

Height

Weight (GVWR)

**Brush \_\_\_\_\_**

NWCG Engine Type

Number of seats

Water Tank Capacity

Number of Progressive Hose Lays

Height

Weight (GVWR)

**Medic \_\_\_\_\_ (If assigned to Station)**

ALS or BLS Ambulance

Number of seats

Power Load Gurney or Powered Gurney Only

LUCAS Device Location

Height

Weight (GVWR)

**Truck 16** (If assigned to Station 1)

Number of seats

Aerial Ladder Length

Platform Max Weight with Water Flow and Without Water Flow

Ground Ladders Carried

Height

Weight (GVWR)

**Section 8 – IN-STATION COMPETENCE**

The Following Will Be Completed By Every Probationary Member At their Assigned Station (not included in the Firefighter 1 Academy).

**Document 5 Appropriate Responses to Emergency Call-outs**

<u>Incident Location</u>	<u>Date</u>	<u>Officer/Mentor Signature</u>
1.		
2.		
3.		
4.		
5.		

**Document 5 PPE Drills (2-Minute Drills)**

<u>Date</u>	<u>Officer/Mentor Signature</u>
1.	
2.	
3.	

4.

5.

**Document 5 Driving Experiences (Appropriate Apparatus, Driven Safely, Following all procedures/guidelines) Officer/Mentor must feel comfortable with your driving skill prior to gaining a signature.**

**Date                      Officer/Mentor Signature**

1.

2.

3.

4.

5.

**Demonstrate the Following:**

**Date                      Officer/Mentor Signature**

1. Unload Gurney and Change Battery

2. Turn On Module in Medic Unit

3. Set up a Courtyard Lay

4. Tag a Hydrant

5. Set up equipment to draft from Engine

6. Tie a Clove Hitch

7. Tie a Figure 8 on a Bight

8. Fresh Air/Zero Calibrate Gas Detector

9. Set up a 24-foot extension ladder

10. Low Angle Rappel with a Rescue 8



## Section 9 – COMPREHENSIVE KNOWLEDGE BASE SCENARIOS

Given a scenario, Probationary Member shall define and demonstrate functions, tactics and responsibilities in the following categories.

<u>Scenario</u>	<u>Date</u>	<u>Officer/Mentor Signature</u>
1. RIC		
2. Vent Limited Fire Attack		
3. Transitional Fire Attack		
4. Chimney Fire		
5. Car Fire		
6. Wildland Fire		

# Jackson Hole Fire/EMS

Task Book for the Position of

## FULL-ACTIVE MEMBER

### Final Completion/Approval Signatures

Trainee \_\_\_\_\_ Date \_\_\_\_\_

Captain \_\_\_\_\_ Date \_\_\_\_\_

Battalion Chief \_\_\_\_\_ Date \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

*\*Station Captain will inform you of your membership status. You are a Probationary Member until the Station Captain has notified you of any change.*

*\*\*Station Captain will return completed task books to the Battalion Chief of Training.*