



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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Date: February 20, 2020

To: **State Board of Fire Services**

From: Chris Fowler, Deputy State Fire Marshal III, Supervisor
Mark Bisbee, Battalion Chief

SUBJECT/AGENDA ACTION ITEM:
State Certified Prescribed Fire Burn Boss Curriculum

Recommended Actions:
Information Only

Background Information:

This course was developed in response to Senate Bill 1260, Jackson (2018). The legislation directed State Fire Training (SFT) to develop curriculum and continuing education requirements to support a statewide burn boss training and certification program. The curriculum development cadre convened in August 2019, followed by a pilot course delivery and validation cadre in September 2019.

The curriculum aligns with the minimum federal standards for NWCG prescribed fire burn boss, as well as CALFIRE Prescribed Fire Incident Commander and CA-219 Wildland Ignition Operations-Firing Boss.

The cadre members are: Chris Fowler, *SFT*, Mark Bisbee, *SFT*, Laura Garwood, *CSUS*, Jeremy Bailey, *The Nature Conservancy*, Sasha Berleman, *Firepoppy Consulting*, Matt Brown, *Santa Clara County Fire Department*, Mark Brunton, *CAL FIRE*, Nick Bunch, *US Forest Service*, Jeffrey Crandall, *US Forest Service*, Phil Dye, *Prometheus Fire Consulting*, Tadashi Matsuoka, *Yocha Dehe Fire Department*, Seth Mitchell, *US Forest Service*, Brian Newman, *CAL FIRE*, Frank Padilla, Jr., *California State Parks*, Lenya Quinn-Davidson, *University of California ANR Cooperative Extension*,

Analysis/Summary of Issue:

1) The 40-hour course is designed for prescribed fire practitioners, private prescribed fire contractors, non-profit prescribed fire organizations, and landowners with a special interest in fire ecology and range improvement.

The Course Plan includes the following Learning Objectives:

- Fire history and prescribed fire laws
- Fire behavior concepts relating to prescribed fire
- Developing a burn plan
- Describing and demonstrating the approval process
- Implementing a prescribed-fire operation

PACE VI

The PACE VI Committee shall review an equivalency request for the course prerequisites for the State-Certified Prescribed Fire Burn Boss course. With the implementation of the State Certified Prescribed Fire Burn Boss Curriculum and Certification, SFT determined there was a need to form a specific PACE committee to review equivalency requests for persons who met the course prerequisites by means of other than taking the specific courses. Reference draft Procedure Changes for the (2019) State Fire Training Procedures Manual §2.6 and §9.1.3.4.

2) Instructor Requirements..... Effective July 1, 2020

Current Registered Instructors

Current registered SFT instructors who meet all course prerequisite requirements and successfully complete the new CA-RX course will be authorized to teach the course.

New Instructors

A New Registered (CA-RX) Burn Boss Instructor must meet the SFT requirements for a Registered Instructor including the experience requirement.

3) Potential Agency Impacts

Accredited Regional Training Programs (ARTP), Accredited Local Academies (ALA), community colleges, and all other local delivery venues need to review the curriculum and seek approval from their curriculum committee/program sponsor, as appropriate.

NOTE: Special attention should be paid to this new CFSTES course, as it is NOT included in any current SFT certification track.



STATE-CERTIFIED PRESCRIBED-FIRE (CA-RX) BURN BOSS (2020) Implementation Plan

Issued: TBD

OVERVIEW

This document is intended to provide information for all State Fire Training (SFT) stakeholders on the new State-Certified Prescribed-Fire (CA-RX) Burn Boss (2020) curriculum, which meets the directive within Senate Bill 1260, Jackson (2018).

This course provides information about and develops the skills required for planning and managing prescribed fire on state or private lands. This course contains instructor-led training, including simulation exercises and a task book. Students are required to complete the prerequisites (coursework, firing, and leadership requirements) prior to taking the instructor-led training and completing the task book.

IMPLEMENTATION

The (CA-RX) Burn Boss and courses are new to the California State Fire Training and Education System. As such, this new certification does not require the phase out of any existing certifications or curriculum. The implementation plan represents a schedule designed to make the certification available by July 1, 2020.

New (2020) Curriculum Available July 1, 2020

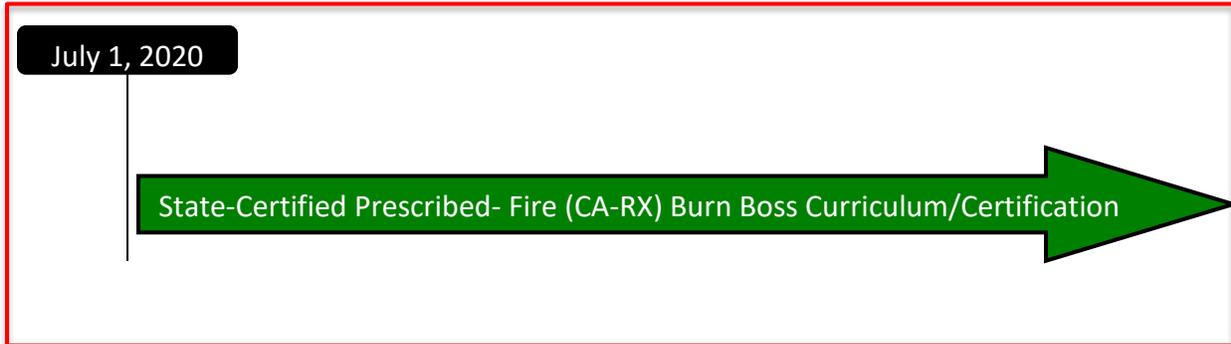
New Curriculum	Hours
State-Certified Prescribed-Fire Burn Boss	40 Hours

Course Prerequisite Historical Recognition

Historical recognition provides a path for experienced prescribed-fire practitioners to satisfy the coursework prerequisite requirements. Historical recognition is only available up to one year from implementation date and retires on July 1, 2021.

A letter of recommendation on agency/department letterhead, signed by the authorized signatory (a unit chief or his/her designee) and documentation of prescribed-fire experience and training shall be submitted to the CA-RX Burn Boss registered instructor prior to attending the course. The historical recognition documents shall be maintained by the registered instructor as verification of course prerequisites. It is recommended that the student also maintain a copy.

New (2020) Certification Available July 1, 2020



Task Books/Application Form:

Implementation of the new (CA-RX) Burn Boss requires that candidates complete a comprehensive task book. This task book covers all of the job performance requirements contained in the aforementioned professional qualification standards and CTS. Occupational experience will be verified by the Fire Chief or designee on file signing the task book upon completion. In addition, a new application form will be implemented.

Certification Testing:

In response to Blueprint 2020 stakeholder comments, certification examinations will become a standardized process statewide.

INSTRUCTOR REQUIREMENTS

Instructor Registration Available July 1, 2020

Instructor registration begins on July 1, 2020.

Current Registered Instructors

Current registered SFT instructors who meet all course prerequisite requirements and successfully complete the new (CA-RX) Burn Boss course and have submitted a PACE IV application for review of their instructor qualifications, including appropriate education and practical experience relating to course content may be authorized to teach this course.

New Instructors

New Registered (CA-RX) Burn Boss Instructor must meet the SFT requirements for a Registered Instructor including the experience requirement.

Evaluator Requirements..... Available July 1, 2020

A task-book evaluator is an individual who verifies that the candidate can satisfactorily execute a job performance requirement. A qualified evaluator shall possess an equivalent or higher-level certification:

- California State-Certified Prescribed-Fire Burn Boss (CA-RX) **OR**
- A California State-Certified Prescribed-Fire Burn Boss instructor **OR**
- NWCG/CICCS Prescribed Fire Burn Boss Type 1 (current or previous qualification) **OR**
- NWCG/CICCS Prescribed Fire Burn Boss Type 2 (current or previous qualification) **OR**
- CAL FIRE Prescribed Fire Incident Commander Type 1 or Type 3

POTENTIAL AGENCY IMPACTS

Accredited Regional Training Programs (ARTP), Accredited Local Academies (ALA), community colleges, and all other local delivery venues need to review the curriculum and seek approval from their curriculum committee/program sponsor, as appropriate.

NOTE: Special attention should be paid to this new CFSTES course, as it is NOT included in any current SFT certification track.

State-Certified Prescribed-Fire Burn Boss

Certification Training Standards Guide

Published Month Year



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

State-Certified Prescribed-Fire Burn Boss

Certification Training Standards Guide

Publication Date: Month Year

State Fire Training coordinated the development of this CTS guide. Before its publication, the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS) recommended this CTS guide for adoption by the Office of the State Fire Marshal (OSFM).

Cover photo courtesy of Lenya Quinn-Davidson.

Published by State Fire Training.

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- Thom Porter, Director
- Mike Richwine, Acting State Fire Marshal
- Andrew Henning, Chief of State Fire Training
- Ron Coleman, Chair, Statewide Training and Education Advisory Committee (STEAC)

Cadre – 2019 Publication

Leadership

- Chris Fowler, Cadre Lead and Deputy State Fire Marshal III, Supervisor; CAL FIRE – Office of the State Fire Marshal and State Fire Training
- Mark Bisbee, Cadre Lead and Battalion Chief; CAL FIRE – Office of the State Fire Marshal and State Fire Training
- Laura Garwood, Cadre Editor, California State University, Sacramento

Members

- Jeremy Bailey, Director, The Nature Conservancy (Development)
- Sasha Berleman, Owner, Firepoppy Consulting (Development and Validation)
- Matt Brown, Fire Captain, Santa Clara County Fire Department (Development)
- Mark Brunton, Battalion Chief, Battalion 4 CAL FIRE, Amador- El Dorado Uni (Validation)
- Nick Bunch, Fire Management Officer Division 1, US Forest Service (Development)
- Jeffrey Crandall, Battalion Chief, US Forest Service (Development and Validation)
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- Tadashi Matsuoka, Engineer, Auburn Fire Department and Firefighter Medic, Yocha Dehe Fire Department (Validation)
- Seth Mitchell, District Fire Management Officer, Division 3, Forest Service (Validation)
- Brian Newman, Battalion Chief, CAL FIRE (Development)
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- Matt Thau, Engineer, Livermore-Pleasanton Fire Department (Validation)
- Chris Waters, Battalion Chief, CAL FIRE (Development)

How to Read a CTS Guide

Overview

A certification training standard (CTS) guide lists the requisite knowledge, skills, and job performance requirements an individual must complete in order to become certified in a specific job function.

It also documents and justifies the OSFM-approved revisions to the certification's NFPA standard, and identifies where each certification training standard is taught (course plan), tested (skill sheets), and validated (task book).

Individuals aspiring to meet State Fire Training's certification training standards must do so in accordance with the codes, standards, regulations, policies, and standard operating procedures applicable within their own agency or jurisdiction.

Format

Each certification training standard is comprised of eight sections.

Section Heading

Training standards are grouped by section headings that describe a general category. For example, the Fire Fighter 1 CTS guide includes the following section headings: NFPA Requirements, Fire Department Communications, Fireground Operations, and Preparedness and Maintenance.

Training Standard Title

The training standard title provides a general description of the performance requirement contained within the individual standard.

Authority

The CTS guide references each individual standard with one or more paragraphs of the corresponding National Fire Protection Association (NFPA) Professional Qualifications. This ensures that each fire service function within California's certification system meets or exceeds NFPA standards.

When California requirements exceed the NFPA standard, the CTS guide cites the Office of the State Fire Marshal as the authority and prints the corresponding information in *italics*.

Job Performance Requirements

This segment includes a written statement that describes a specific job-related task, the items an individual needs to complete the task, and measurable or observable outcomes.

Requisite Knowledge

This segment lists the knowledge that an individual must acquire in order to accomplish the job performance requirement.

Requisite Skills

This segment lists the skills that an individual must acquire in order to accomplish the job performance requirement.

Content Modification

This table documents and justifies any revisions to the NFPA standard that the development or validation cadres make during the development of a CTS guide.

Cross Reference

This table documents where each training standard is taught (course plan), tested (skill sheets), and validated (task book).

Section 1: Fire History and Prescribed-Fire Laws

1-1: Describing the History and the Role of Fire

Authority

1. Office of the State Fire Marshal

Job Performance Requirement

Describe the history and the role of fire in the State of California, given current and historical conditions, so that important history, impacts, and usage of fire are described.

Requisite Knowledge

1. Describe basic fire adaptations in California ecosystems
2. Describe the human relationship with fire and impacts to the ecosystem
3. Define prescribed fire
4. Describe the usage and types of prescribed fire

Requisite Skills

1. None

Content Modification

Block	Modification	Justification
CTS	Added new standard	No standard

Cross Reference

Course Plan	Skill Sheet(s)	Task Book
CA-RX Burn Boss, Topic 2-1, Describing the History and the Role of Fire	N/A	N/A

1-2: Identifying Laws and Regulations Governing Prescribed Fire

Authority

1. Office of the State Fire Marshal

Job Performance Requirement

Identify laws and regulations governing prescribed fire in the State of California, given a list of applicable laws and regulations and a variety of projects, so that all applicable local, state, and federal laws and regulations pertaining to prescribed fires are identified.

Requisite Knowledge

1. Identify all applicable and current federal, state, and local laws and regulations
2. Describe the role and responsibilities of a prescribed-fire burn boss
3. Describe liability considerations and due diligence

Requisite Skills

1. None

Content Modification

Block	Modification	Justification
CTS	Added new standard	No standard

Cross Reference

Course Plan	Skill Sheet(s)	Task Book
CA-RX Burn Boss, Topic 2-2: Identifying Laws and Regulations Governing Prescribed Fires	N/A	N/A

Section 2: Burn Plans, Permits and Approvals, and Operations

2-1: Describing How Fire-Behavior Concepts Relate to Prescribed-Fire Implementation

Authority

1. Office of the State Fire Marshal

Job Performance Requirement

Describe how fire-behavior concepts relate to prescribed-fire implementation, given a project, so that fire-behavior factors can be incorporated into the burn plan.

Requisite Knowledge

1. Identify general fire-behavior factors that influence prescribed fire

Requisite Skills

None

Content Modification

Block	Modification	Justification
CTS	Added new standard	No standard

Cross Reference

Course Plan	Skill Sheet(s)	Task Book
CA-RX Burn Boss, Topic 3-1: Describing How Fire-Behavior Concepts Relate to Prescribed-Fire Implementation	N/A	N/A

2-2: Developing a Burn Plan

Authority

1. Office of the State Fire Marshal

Job Performance Requirement

Develop a burn plan, given a project area, so that competency is demonstrated and the plan can mitigate risk and achieve desired objectives.

Requisite Knowledge

1. Identify common elements of a burn plan

Requisite Skills

1. Develop goals and objectives for the prescribed fire
2. Establish a prescription to meet the identified goals and objectives
3. Develop a burn plan

Content Modification

Block	Modification	Justification
CTS	Added new standard	No standard

Cross Reference

Course Plan	Skill Sheet(s)	Task Book
CA-RX Burn Boss, Topic 3-2: Developing a Burn Plan	N/A	JPR 1

2-3: Describing and Demonstrating the Permitting and Approval Process

Authority

1. Office of the State Fire Marshal

Job Performance Requirement

Describe and demonstrate the permitting and approval process for prescribed fire, given a prescribed-fire project and local permitting requirements, so that all requirements are met.

Requisite Knowledge

1. Describe different options for implementing prescribed fires on private lands
2. Describe state and local permitting processes
3. Describe smoke-management reporting systems, including PFIRS

Requisite Skills

1. Demonstrate use of smoke-management reporting systems, including PFIRS

Content Modification

Block	Modification	Justification
CTS	Added new standard	No standard

Cross Reference

Course Plan	Skill Sheet(s)	Task Book
CA-RX Burn Boss, Topic 3-3: Describing and Demonstrating the Permitting and Approval Process	N/A	JPR 2

2-4: Implementing a Prescribed-Fire Operation

Authority

1. Office of the State Fire Marshal

Job Performance Requirement

Implement a prescribed-fire operation in accordance with the burn plan, given a prescribed-fire burn plan, a project, and required permits and approvals, so that objectives are addressed, risk is mitigated, and safety is maintained.

Requisite Knowledge

1. Describe methods of monitoring fire behavior and managing resources to meet objectives
2. Describe the day-of-burn notification process
3. Identify logistical support needs
4. Describe the process of ensuring logistical support needs are met
5. List examples of required documentation

Requisite Skills

1. Develop an incident action plan (IAP)
2. Conduct an operational briefing using the IAP
3. Simulate the implementation of postburn procedures

Content Modification

Block	Modification	Justification
CTS	Added new standard	No standard

Cross Reference

Course Plan	Skill Sheet(s)	Task Book
CA-RX Burn Boss, Topic 3-4: Implementing a Prescribed-Fire Operation	N/A	JPR 3

Section 3: Continuing Education

3-1: Describing Best Management Practices for Prescribed-Fire Operations

Authority

1. Office of the State Fire Marshal

Job Performance Requirement

Describe best management practices for prescribed-fire operations, given current issues, developments, and laws, so that currency is maintained.

Requisite Knowledge

1. Identify changes to law, policy, or practice
2. Describe the elements of a burn plan
3. Describe the permitting and approval process
4. Describe the implementation of a prescribed-fire operation in accordance with the burn plan
5. Describe contemporary safety considerations for prescribed-fire operations

Requisite Skills

1. None

Content Modification

Block	Modification	Justification
CTS	Added new standard	No standard

Cross Reference

Course Plan	Skill Sheet(s)	Task Book
CA-RX Burn Boss Refresher, Topic 2-1: Describing Best Management Practices for Prescribed-Fire Operations	N/A	N/A



State-Certified Prescribed-Fire Burn Boss

Course Plan

Course Details

- Certification:** State-Certified Prescribed-Fire Burn Boss
- CTS Guide:** State-Certified Prescribed-Fire Burn Boss
- Description:** This course provides information about and develops the skills required for planning and managing prescribed fire on state or private lands. The curriculum includes the minimum standards of National Wildland Fire Training (NWCG) RX301 Prescribed Fire Implementation, RX341 Prescribed Fire Plan Preparation, and RX410 Smoke Management Techniques course qualifications. This course contains instructor-led training, including simulation exercises and a task book. Students are required to complete the prerequisites (coursework, firing, and leadership requirements) prior to taking the instructor-led training and completing the task book. As detailed in the course plan, this course was developed and formatted into the SFT curriculum development model. Stakeholders are encouraged to study this information carefully and seek clarification from SFT if questions arise. Certified persons may act as contractors with the Department of Forestry and Fire Protection or State Responsibility Area (SRA).
- Designed For:** Persons seeking certification as prescribed-fire burn bosses in accordance with SB 1260, Jackson (2018).
- Prerequisites:** **Coursework Requirements**
- IS-100 Introduction to the Incident Command System
 - S-190 Introduction to Wildland Fire Behavior
 - S-130 Firefighter Training
 - S-290 Intermediate Wildland Fire Behavior (in-person recommended)
- Firing Requirements**

CA-RX Burn Boss

Qualified NWCG/CICCS Firing Boss (FIRB)

or

both equivalent firing experience *and*

one of the following courses: S-219 Firing Operations, CA-219 Wildland Firefighting – Firing Operations, C-234 Ignition Operations, or S-234 Ignition Operations

Leadership Requirements

S-131 Advanced Firefighter

or

L-280 Followership to Leadership

or

Qualified NWCG/CICCS Firefighter Type 1 (FFT1)

or

Equivalent leadership experience

Standard: Complete all activities and formative tests.

Complete all summative tests with a minimum score of 80%.

Hours: Lecture: 15:15

Activities: 22:45

Testing: 2:00

Hours (Total): 40:00

Maximum Class Size: 24

Instructor Level: Primary

Instructor/Student Ratio: 1:12 lecture, 1:6 activities

Restrictions: None

SFT Designation: CFSTES

Required Resources

Instructor Resources

To teach this course, instructors need:

- SB 1260, Jackson (2018)
- Incident Response Pocket Guide (IRPG) NFES 001077
- Title 17 of the California Code of Regulations: Smoke Management Guidelines for Agricultural and Prescribed Burning
- Health and Safety Code
- Public Resources Code
- Access to Prescribed Fire Information Reporting System (PFIRS)
- National Weather Service Fire Weather Forecast
- Administrative access to PFIRS training platform
- Field Operations Guide (FOG) ICS 420-1
- Burn plan examples of varying complexity
- ICS 201 template
- Incident within an Incident (IWI) Form or agency equivalent
- 8-Line/Medical Incident Report (MIR) Form or agency equivalent
- “California Codes Related to Rx Fire” document
- Case study on Klamath River watershed ecology and fire
- Fireline Handbook Appendix B
- Behave Plus Fire Modeling Software
- Behave Plus Fire Modeling User’s Guide
- Wildland Fire Incident Management Field Guide (PDF available online)
- California Code of Regulations, Title 8, § 3395
- Examples of National Incident Management System Incident Action Plan (IAP)
- “Working with CAL FIRE Inmate Fire Crews”
- “Permitting and Approval Flow Chart”
- “Options for Prescribed Fire on Private Lands Flow Chart”
- “PFIRS Instruction Sheet”

To teach this course, instructors may use:

- Fire Weather: A Guide for Application of Meteorological Information to Forest Fire Control Operations
- Learning Fire Weather: A Self-Study Course
- The Fire Environment Concept (1972, Countryman)
- Firefighter Math Self-Paced Math Course

Online Instructor Resources

The following instructor resources are available online at <http://osfm.fire.ca.gov/training/instructorscorner.php>:

- Prescribed Fire Information Reporting System (PFIRS):
<https://ssl.arb.ca.gov/pfirs/request.php>
- SB 1260, Jackson (2018)
(https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB1260)
- Title 17 of the California Code of Regulations: Smoke Management Guidelines for Agricultural and Prescribed Burning
(<https://www.arb.ca.gov/smp/regs/RevFinRegwTOC.pdf>)
- Health and Safety Code
- Public Resources Code
- Incident Response Pocket Guide (IRPG) NFES 001077:
<https://www.nwcg.gov/sites/default/files/publications/pms461.pdf>
- “We’re Not Doing Enough Prescribed Fire in the Western United States to Mitigate Wildfire Risk” (2019, C. Kolden)
- Fireline Handbook Appendix B, PMS 410-2, NWCG
(<https://www.nwcg.gov/sites/default/files/products/appendixB.pdf>)
- Fire Weather: A Guide for Application of Meteorological Information to Forest Fire Control Operations: https://training.nwcg.gov/pre-courses/S390/FireWeatherHandbook/pms_425_Fire_Wx_ch_01.pdf
- The Fire Environment Concept (1972, Countryman):
https://www.frames.gov/documents/behaveplus/publications/Countryman_1972_TheFireEnvironmentConcept_ocr.pdf
- Field Operations Guide (FOG) ICS 420-1:
https://www.usfa.fema.gov/downloads/pdf/publications/field_operations_guide.pdf
- Various burn plan examples
- “Permitting and Approval Flow Chart”
- Behave Fire Modeling Software: <https://www.frames.gov/behaveplus/software-manuals>
- “PFIRS Instruction Sheet”
- “California Codes Related to Rx Fire” document
- “Working with CAL FIRE Inmate Fire Crews”
- ICS 201 template
- [Wildland Fire Incident Management Field Guide \(PDF available online\)](#)
- Incident within an Incident (IWI) Form
- 8-Line/Medical Incident Report (MIR) Form

Student Resources

To participate in this course, students need:

- Laptop computer with internet capability
- Laptop cord/power supply
- Hard hat
- Boots
- Incident Response Pocket Guide (IRPG) NFES 001077 (provided by instructor)
- Login information for PFIRS (granted by instructor in class)
- Fireline Handbook Appendix B, PMS 410-2, NWCG
(<https://www.nwcg.gov/sites/default/files/products/appendixB.pdf>)
- ICS 201 template
- Incident within an Incident (IWI) Form or agency equivalent
- 8-Line/Medical Incident Report (MIR) Form or agency equivalent
- "California Codes Related to Rx Fire" document
- Case study on Klamath River watershed ecology and fire
- Fireline Handbook Appendix B
- Wildland Fire Incident Management Field Guide (PDF available online)
- California Code of Regulations, Title 8, § 3395
- California Code of Regulations, Title 17
- Examples of National Incident Management System IAP
- "Working with CAL Fire Inmate Fire Crews"
- "Permitting and Approval Flow Chart"
- "Options for Prescribed Fire on Private Lands Flow Chart"
- Behave Plus Fire Modeling Software

Facilities, Equipment, and Personnel

The following facilities, equipment, or personnel are required to deliver this course:

- Classroom with internet access
- Projector and screen

The following facilities, equipment, or personnel are optional:

- Air district representative
- Fire Behavior Analyst (FBAN) or Incident Meteorologist (IMET)
- Local unit CAL FIRE representative
- Local fire district representative
- Local tribal representative
- Representative from community-based prescribed-fire group
- Sand table
- Simulation software
- Outdoor site for simulated burn

Unit 1: Introduction

Topic 1-1: Orientation and Administration

Terminal Learning Objective

At the end of this topic, a student will be able to identify facility and classroom requirements and identify course objectives, events, requirements, assignments, activities, resources, evaluation methods, and participation requirements in the course syllabus.

Enabling Learning Objectives

1. Identify facility requirements
 - Restroom locations
 - Food locations
 - Smoking locations
 - Emergency procedures
2. Identify classroom requirements
 - Start and end times
 - Breaks
 - Electronic device policies
 - Special needs and accommodations
 - Other requirements as applicable
3. Review course syllabus
 - Course objectives
 - Calendar of events
 - Course requirements
 - Student evaluation process
 - Assignments
 - Activities
 - Required student resources
 - Class participation requirements

Discussion Questions

1. What is a formative test? What is a summative test?

Activities

1. To be determined by the instructor.

Instructor Notes

1. The instructor should guide students through the process of applying for PFIRS accounts on day 1. (<https://ssl.arb.ca.gov/pfirs/request.php>)

Topic 1-2: State-Certified Prescribed Fire Burn Boss Certification Process

Terminal Learning Objective

At the end of this topic, a student will be able to identify different levels in the State-Certified Prescribed-Fire Burn Boss certification track, the courses and requirements for Level 1 certification, and be able to describe the task book and testing process.

Enabling Learning Objectives

1. Identify the different levels of certification in the State-Certified Prescribed-Fire Burn Boss certification track
 - Level 1
2. Identify the courses required for Level 1
 - State-Certified Prescribed-Fire Burn Boss
3. Identify any other requirements for Level 1
4. Describe the task book process
 - Complete all prerequisites and course work
 - Submit application to request task book
 - Complete all job performance requirements included in the task book
 - Must have identified evaluator verify individual task completion via signature

Discussion Questions

1. How many levels are there in the State-Certified Prescribed-Fire Burn Boss certification track? What are they?

Activities

1. To be determined by the instructor.

Unit 2: Fire History and Prescribed-Fire Laws

Topic 2-1: Describing the History and the Role of Fire

Terminal Learning Objective

At the end of this topic, given current and historical conditions, a student will be able to describe the history and the role of fire in the State of California.

Enabling Learning Objectives

1. Describe basic fire adaptations in California ecosystems
2. Describe the human relationship with fire and impacts to the ecosystem
 - Historical
 - Contemporary
3. Define prescribed fire
4. Describe the use of prescribed fire to meet various management goals, including local examples

Discussion Questions

1. What is the history of prescribed fire in your community?
2. How have humans shaped fire regimes in California over time?

3. What are some basic ecological fire adaptations?

Activities

1. To be determined by the instructor.

Instructor Notes

1. Instructor should cover traditional ecological knowledge (TEK).
2. Instructor should refer to reference reading in the Instructor's Corner.

CTS Guide Reference: CTS 1-1

Topic 2-2: Identifying Laws and Regulations Governing Prescribed Fire

Terminal Learning Objective

At the end of this topic, given a list of applicable laws and regulations and a variety of projects, a student will be able to identify laws and regulations governing prescribed fire in the State of California.

Enabling Learning Objectives

1. Identify all applicable and current federal, state, and local laws and regulations, including but not limited to:
 - Public Resources Code, including changes made via SB 1260, Jackson (2018) and SB 901, Dodd (2018)
 - Health and Safety Code
 - California Environmental Quality Act (CEQA)
 - National Environmental Policy Act (NEPA)
 - Title 17 of the California Code of Regulations: Smoke Management Guidelines for Agricultural and Prescribed Burning
 - California Code of Regulations, Title 8 § 3395
 - Air quality management district rules
2. Describe the role and responsibilities of a prescribed-fire burn boss
3. Describe liability considerations and due diligence

Discussion Questions

1. Why is it important to be familiar with laws and regulations governing prescribed fire in California?
2. When do CEQA and NEPA apply?
3. What are some ways you can mitigate liability for prescribed-fire users?

Activities

1. The instructor may choose to have students research their local air quality management district's rules.

Instructor Notes

1. The instructor should refer to the current version of SB 1260's coverage of liability and due diligence and to current versions of Public Resources Code and Health and Safety Code.
2. The instructor may refer to "California Codes Related to Rx Fire," but must verify the most current laws and regulations.

3. This topic needs to cover the current interpretation of the laws, including permits, the shared liability model, cooperative agreements, and relationships with stakeholders.

CTS Guide Reference: CTS 1-2

Unit 3: Burn Plans, Permits and Approvals, and Operations

Topic 3-1: Describing How Fire-Behavior Concepts Relate to Prescribed-Fire Implementation

Terminal Learning Objective

At the end of this topic, given a project, a student will be able to describe how fire-behavior concepts relate to prescribed-fire implementation, so that they can incorporate fire-behavior factors into the burn plan.

Enabling Learning Objectives

1. Identify general fire-behavior factors that influence prescribed fire
 - Relationship between fuels, weather, and topography
 - Weather factors such as diurnal winds, inversions, and microclimates
 - Fuel factors such as burn-down times and fuel moisture

Discussion Questions

1. Why is it important to predict fire behavior during and after a prescribed fire?
2. What local weather or other influences can you identify that might impact your prescribed fire?

Activities

1. To be determined by instructor

Instructor Notes

1. The instructor must bring in case studies to demonstrate and discuss how fire-behavior concepts relate to prescribed fire.
2. The instructor may choose to incorporate a Fire Behavior Analyst (FBAN) or Incident Meteorologist (IMET).

CTS Guide Reference: CTS 2-1

Topic 3-2: Developing a Burn Plan

Terminal Learning Objective

At the end of this topic, given a project area, a student will be able to develop a burn plan, so that competency is demonstrated and the plan can mitigate risk and achieve desired objectives.

Enabling Learning Objectives

1. Identify common elements of a burn plan
 - Site or project description
 - Fuel
 - Local weather patterns

- Topography
 - Vicinity and project maps
 - Goals and objectives
 - Prescription parameters
 - Environmental
 - Fire behavior
 - Preburn considerations, including on- and off-site requirements
 - Ignition, holding, and contingency plan
 - Minimum resource requirements
 - Go/no-go checklists
 - Test fire
 - Wildfire conversion plan
 - Management action points
 - Risk-management considerations
 - Postburn criteria
2. Develop goals and objectives for the prescribed fire
 3. Develop a prescription to meet the identified goals and objectives
 4. Develop a burn plan that includes common elements

Discussion Questions

1. Why is it important to have clearly identified goals and objectives?
2. What cultural and ecological criteria should be considered when developing burn goals and objectives?
3. When should a burn plan be reviewed?
4. When should a burn plan be amended?
5. What tools can be used in the development of a prescription and for determining holding resource requirements?

Activities

1. The instructor must create an activity directing students to develop and present a burn plan.
2. The instructor must create an activity directing students to use modeling tools to develop prescription parameters, such as Behave Fire Modeling System or Appendix B.

Instructor Notes

1. It is recommended that the instructor take the students to a potential burn site, perform an assessment, and develop their burn plans based on that. The instructor may have students work in small groups to develop and present the burn plan.
2. Since this can be a lengthy lecture, the instructor must weave the activities in with the instruction, directing students to complete the portions of the activity that they have just been instructed on rather than waiting until the end of the topic.
3. The instructor may bring in examples of burn plan amendments.
4. The instructor should have students consider locally relevant cultural and ecological factors in the goals and objectives.

CTS Guide Reference: CTS 2-2

Topic 3-3: Describing and Demonstrating the Permitting and Approval Process

Terminal Learning Objective

At the end of this topic, given a prescribed-fire project and local permitting requirements, a student will be able to describe and demonstrate the permitting and approval process for prescribed fire, so that all requirements are met.

Enabling Learning Objectives

1. Describe different options for implementation of prescribed fires on private lands
 - Agency-led programs
 - Community-based programs
 - Landowner-led options
 - Private contractors
2. Describe state and local permitting processes
 - Authority having jurisdiction (AHJ)
 - Federal, state, local
 - Air quality management district
3. Describe smoke-management reporting systems, including PFIRS
4. Demonstrate use of smoke-management reporting systems, including PFIRS

Discussion Questions

1. How do you determine the AHJ?
2. How do permit requirements vary at different times of year and by location?
3. Why is a smoke-management plan important?
4. How does burn-day status affect your ability to implement prescribed fire?
5. Why is it important to build trust and relationships with your federal, state, and local partners?

Activities

1. The instructor must direct students to use PFIRS to create a smoke-management plan.

Instructor Notes

1. The instructor can have the students role-play going through the permitting process.
2. Ensure that the students are using the PFIRS training platform for ELO #4.
3. The instructor must use "PFIRS Instruction Sheet"
4. If the region doesn't use PFIRS, instructors should also guide students in the use of their local smoke-management reporting system.
5. The instructor should refer to the flow chart when discussing the options for implementation of prescribed fires on private lands.
6. It is highly recommended that the instructor invite the local Vegetation Management Program (VMP) coordinator as well as representatives from community-based prescribed-fire groups to speak.

CTS Guide Reference: CTS 2-3

Topic 3-4: Implementing a Prescribed-Fire Operation

Terminal Learning Objective

At the end of this topic, given a prescribed-fire burn plan, a project, and required permits and approvals, a student will be able to implement a prescribed-fire operation in accordance with the burn plan, so that objectives are addressed, risk is mitigated, and safety is maintained.

Enabling Learning Objectives

1. Develop an incident action plan (IAP)
 - Management and control objectives
 - Safety considerations
 - Communications plan
 - Prescribed burn organization
 - Resource management and coordination
 - Operational leadership
 - Interagency cooperation
 - Medical plan
 - Operational map
 - Weather forecast
2. Conduct an operational briefing that addresses all components of the IAP
3. Describe methods of monitoring fire behavior and managing operational resources to meet objectives
4. Describe the notification process
 - Preburn
 - Day of
 - Postburn
5. Identify logistical support needs
6. Describe the process of ensuring logistical support needs are met
7. List examples of required documentation
8. Simulate the implementation of postburn procedures
 - After-action review (AAR)
 - Postburn notifications
 - Mop-up and patrol
 - Transfer of responsibility

Discussion Questions

1. Who should be notified on the day of the burn?
2. What are the benefits of a thorough briefing?
3. Why is it important to monitor and recognize changes in the fire environment?
4. What are common logistical support resources needed for prescribed fires?
5. Why is radio discipline on the fireline important?
6. Why is it important to continue patrol and mop up after the day of ignitions?

7. Why is it important to conduct an AAR?

Activities

1. The instructor must create an activity directing groups of students to develop an IAP, including identifying logistical support needs, and present an operational briefing using the IAP.
2. The instructor must create an activity simulating a student-led prescribed-fire operation, including an AAR.

Instructor Notes

1. Since this can be a lengthy lecture, the instructor must weave the activities in with the instruction, directing students to complete the portions of the activity that they have just been instructed on rather than waiting until the end of the topic.
2. Simulations can use sand tables, software, or table-top exercises or be in the field.
3. The instructor must cover communication of leader's intent.
4. It is recommended that the instructor have the students simulate fireline communications.
5. The instructor should cover fire weather forecasts, including how to submit, retrieve, and interpret an NWS Spot Weather Forecast.
6. During IAP development, the instructor may need to review basic ICS terminology.

CTS Guide Reference: CTS 2-4

Time Table

Segment	Lecture Time	Activity Time	Total Unit Time
Unit 1: Introduction			
Topic 1-1: Orientation and Administration			
Lecture	0:30		
Activity 1-1: To be determined by instructor		0:00	
Topic 1-2: State-Certified Prescribed Fire Burn Boss Certification Process			
Lecture	0:30		
Activity 1-2: To be determined by instructor		0:00	
Unit 1 Totals	1:00	0:00	1:00
Unit 2: Fire History and Prescribed-Fire Laws			
Topic 2-1: Describing the Role and History of Fire			
Lecture	1:30		
Activity 2-1: To be determined by the instructor		0:00	
Topic 2-2: Identifying Laws and Regulations Governing Prescribed Fire			
Lecture	1:30		
Activity 2-2: Recommended by SFT		0:45	
Unit 2 Totals	3:00	0:45	3:45
Unit 3: Burn Plans, Permits and Approvals, and Operations			
Topic 3-1: Describing How Fire-Behavior Concepts Relate to Prescribed-Fire Implementation			
Lecture	3:00		
Activity 3-1: To be determined by instructor		0:00	
Topic 3-2: Developing a Burn Plan			
Lecture	5:00		
Activity 3-2a: Developing and Presenting a Burn Plan		8:00	
Activity 3-2b: Using Modeling Tools to Develop Prescription Parameters		4:00	

CA-RX Burn Boss

Segment	Lecture Time	Activity Time	Total Unit Time
Topic 3-3: Describing and Demonstrating the Permitting and Approval Process			
Lecture	1:30		
Activity 3-3: Using PFIRS to Create a Smoke-Management Plan		1:30	
Topic 3-4: Implementing a Prescribed-Fire Operation			
Lecture	2:15		
Activity 3-4a: Developing an IAP and Presenting an Operational Briefing		4:00	
Activity 3-4b: Prescribed-Fire Operations		4:00	
Unit 3 Totals	11:45	21:30	33:15
Lecture, Activity, and Unit Totals:	15:75	22:15	38:00

Course Totals

Total Lecture Time (LT)	15:15
Total Activity Time (AT)	22:45
Total Testing Time (TT)	2:00
Total Course Time	38:00



State-Certified Prescribed-Fire Burn Boss Refresher

Course Plan

Course Details

Certification:	State-Certified Prescribed-Fire Burn Boss
CTS Guide:	State-Certified Prescribed-Fire Burn Boss
Description:	This course meets the continuing education requirements for State-Certified Prescribed-Fire Burn Boss.
Designed For:	State-Certified Prescribed-Fire Burn Boss
Prerequisites:	State-Certified Prescribed-Fire Burn Boss
Standard:	Complete all activities with 100% attendance.
Hours:	Lecture: 3:00 Activities: 1:00
Hours (Total):	4:00
Maximum Class Size:	30
Instructor Level:	Primary
Instructor/Student Ratio:	1:30
Restrictions:	None
SFT Designation:	CFSTES

Required Resources

Instructor Resources

To teach this course, instructors need:

- SB 1260, Jackson (2018)
- Health and Safety Code
- Public Resources Code
- Access to Prescribed Fire Information Reporting System (PFIRS)
- Administrative access to PFIRS training platform
- National Weather Service Fire Weather Forecast
- Incident Response Pocket Guide (IRPG) NFES 001077
- California Code of Regulations, Title 8, § 3395
- California Code of Regulations, Title 17

To teach this course, instructors may use:

- Field Operations Guide (FOG) ICS 420-1
- [Fire Weather: A Guide for Application of Meteorological Information to Forest Fire Control Operations](#)
- Learning Fire Weather: A Self-Study Course
- The Fire Environment Concept (1972, Countryman)
- Burn plan examples of varying complexity
- ICS 201 template
- Incident within an Incident (IWI) Form or agency equivalent
- 8-Line/Medical Incident Report (MIR) Form or agency equivalent
- ["California Codes Related to Rx Fire" document](#)
- [Case study on Klamath River watershed ecology and fire](#)
- [Fireline Handbook Appendix B](#)
- [Wildland Fire Incident Management Field Guide \(PDF available online\)](#)
- Examples of National Incident Management System Incident Action Plan (IAP)
- ["Working with CAL FIRE Inmate Fire Crews"](#)

Online Instructor Resources

The following instructor resources are available online at

<http://osfm.fire.ca.gov/training/instructorscorner.php>:

- The Wildland Fire Lessons Learned Center website: www.wildfirelessons.net
- Prescribed Fire Information Reporting System (PFIRS):
<https://ssl.arb.ca.gov/pfirs/request.php>
- SB 1260, Jackson (2018)
(https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB1260)

CA-RX Burn Boss Refresher

- Title 17 of the California Code of Regulations: Smoke Management Guidelines for Agricultural and Prescribed Burning (<https://www.arb.ca.gov/smp/regs/RevFinRegwTOC.pdf>)
- Health and Safety Code
- Public Resources Code
- Incident Response Pocket Guide (IRPG) NFES 001077: <https://www.nwcg.gov/sites/default/files/publications/pms461.pdf>
- Field Operations Guide (FOG) ICS 420-1: https://www.usfa.fema.gov/downloads/pdf/publications/field_operations_guide.pdf
- “California Codes Related to Rx Fire” document
- “Working with CAL FIRE Inmate Fire Crews”
- ICS 201 template
- Wildland Fire Incident Management Field Guide (PDF available online)
- Incident within an Incident (IWI) Form
- 8-Line/Medical Incident Report (MIR) Form

Student Resources

To participate in this course, students need:

- Laptop computer with internet capability
- Laptop cord/power supply
- IRPG (provided by instructor)
- Login information for PFIRS (granted by instructor in class)
- Fireline Handbook Appendix B, PMS 410-2, NWCG (<https://www.nwcg.gov/sites/default/files/products/appendixB.pdf>)

Facilities, Equipment, and Personnel

The following facilities, equipment, or personnel are required to deliver this course:

- Classroom with internet access
- Projector and screen

The following facilities, equipment, or personnel are optional:

- Air district representative
- Fire Behavior Analyst (FBAN) or Incident Meteorologist (IMET)
- Local unit CAL FIRE representative
- Local fire district representative
- Local tribal representative
- Representative from community-based prescribed-fire group

Unit 1: Introduction

Topic 1-1: Orientation and Administration

Terminal Learning Objective

At the end of this topic, a student will be able to identify facility and classroom requirements and identify course objectives, events, requirements, assignments, activities, resources, evaluation methods, and participation requirements in the course syllabus.

Enabling Learning Objectives

1. Identify facility requirements
 - Restroom locations
 - Food locations
 - Smoking locations
 - Emergency procedures
2. Identify classroom requirements
 - Start and end times
 - Breaks
 - Electronic device policies
 - Special needs and accommodations
 - Other requirements as applicable
3. Review course syllabus
 - Course objectives
 - Calendar of events
 - Course requirements
 - Student evaluation process
 - Assignments
 - Activities
 - Required student resources
 - Class participation requirements

Discussion Questions

1. None

Activities

1. To be determined by the instructor.

Unit 2: Best Management Practices

Topic 2-1: Describing Best Management Practices for Prescribed-Fire Operations

Terminal Learning Objective

At the end of this topic, a student, given current issues, developments, and laws, will be able to describe best management practices for prescribed-fire operations, so that currency is maintained.

Enabling Learning Objectives

1. Identify changes and updates to law, policy, or practice
2. Describe the elements of a burn plan
3. Describe the permitting and approval process
4. Describe the implementation of a prescribed-fire operation in accordance with the burn plan
5. Describe contemporary safety considerations for prescribed-fire operations

Discussion Questions

1. What successes and challenges have you encountered when managing prescribed-fire projects?
2. Identify safety challenges or situations that you have experienced on a prescribed burn. What were the mitigations? What was the outcome?

Activities

1. The instructor must create an activity directing students to review examples of prescribed fires and determine lessons learned.

Instructor Notes

1. ELOs 2–4 are reviews of State-Certified Prescribed-Fire Burn Boss
2. The instructor should refer to the Wildland Fire Lessons Learned Center website.
3. The instructor may refer to “California Codes Related to Rx Fire” document but must verify the most current laws and regulations.

CTS Guide Reference: CTS 3-1

Time Table

Segment	Lecture Time	Activity Time	Total Unit Time
Unit 1: Introduction			
Topic 1-1: Orientation and Administration			
Lecture	0:30		
Activity 1-1: To be determined by instructor		0:00	
Unit 1 Totals	0:30	0:00	0:30
Unit 2: Best Management Practices			
Topic 2-1: Describing Best Management Practices for Prescribed-Fire Operations			
Lecture	2:30		
Activity 2-1: Determining Lessons Learned		1:00	
Unit 2 Totals	2:30	1:00	3:30
Lecture, Activity, and Unit Totals:	3:00	1:00	4:00

Course Totals

Total Lecture Time (LT)	3:00
Total Activity Time (AT)	1:00
Total Course Time	4:00

State-Certified Prescribed-Fire Burn Boss Certification

Certification Task Book [Month Year]



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

State-Certified Prescribed-Fire Burn Boss Certification Task Book [Month Year]

Candidate:

SFT ID Number:

Fire Agency:

Issued By:

Issue Date:

This Certification Task Book includes the certification training standards included in State-Certified Prescribed-Fire Burn Boss ([Month Year]).

Published by:
State Fire Training, 1131 S Street, Sacramento, CA 95811
(916) 445-8200

Cover photo courtesy of Lenya Quinn-Davidson.

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Draft

Purpose and Process

The State Fire Training certification task book is a performance-based document. It lists the Experience, Rank or Position, and Job Performance requirements for certification.

Purpose

Each certification task book focuses on a single State Fire Training job function certification. A certification task book 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 rank or position, and has demonstrated the job performance requirements necessary to obtain that certification.

Responsibilities

Candidate Responsibilities

The candidate is the individual pursuing certification.

All candidates shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.
- Complete the Experience, Rank, and Job Performance Requirements.
- Accurately record and maintain the certification task book.
- Sign and date the Candidate verification statement under the Authorities with an original wet-ink signature.
- Retain a copy of the completed certification task book.
- Submit the completed certification task book to State Fire Training.

Evaluator Responsibilities

An evaluator is an individual who verifies that the candidate can satisfactorily execute a job performance requirement. A qualified evaluator shall possess the equivalent or higher-level certification:

- California State-Certified Prescribed-Fire Burn Boss (CA-RX)
- A California State-Certified Prescribed-Fire Burn Boss instructor
- NWCG/CICCS Prescribed Fire Burn Boss Type 1 (current or previous qualification)
- NWCG/CICCS Prescribed Fire Burn Boss Type 2 (current or previous qualification)
- CAL FIRE Prescribed Fire Incident Commander Type 1 or Type 3

A certification task book may have more than one evaluator.

All evaluators shall:

Purpose and Process

- Complete a block on the Signature Verification page with an original wet-ink signature.
- Review and understand the candidate's certification task book requirements and responsibilities.
- 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 an original wet-ink signature to record demonstrated performance of tasks.

Certifying Agency

The director (or authorized designee) is the individual who reviews and confirms the completion of a candidate's certification task book.

The director (or authorized designee) shall:

- Designate qualified evaluators.
- Complete a block on the Signature Verification page with an original wet-ink signature.
- Review the candidate's certification task book requirements and responsibilities.
- Verify the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
- Sign the fire chief verification statement under Authorities with an original wet-ink signature. If signing as an authorized designee, verify that your signature is on file with State Fire Training.

Completion Process

When you receive your certification task book:

1. Thoroughly review the Job Performance Requirements segments to make sure that you understand them.
2. Confirm who will evaluate your job performance requirements.
3. Complete each requirement in the Job Performance Requirements segment and ensure that an evaluator provides feedback and signs and dates each one to verify completion.
4. Ask your director (or authorized designee) to verify certification task book completion by signing the appropriate paragraph under Authorities.
5. Make a copy of the completed certification task book to retain with your personal records.
6. Mail the original certification task book to State Fire Training (see address below).

After receipt and review of your completed certification task book, State Fire Training will authorize the certification task book and mail your certificate to you. State Fire Training retains the completed, authorized original certification task book in your career file.

Purpose and Process

If State Fire Training determines that your certification task book is incomplete State Fire Training will return your certification task book with a checklist indicating what needs to be completed.

Do not submit this certification task book until you have:

- **Completed Job Performance Requirements**
- **Obtained all required signatures**

State Fire Training Mailing Address

Office of the State Fire Marshal
State Fire Training
Attn: Certification Section
1131 S Street
Sacramento, CA 95811

Completion Timeframe

State Fire Training aims to update certification task books on a five-year cycle. A certification task book in process is valid until State Fire Training issues a new certification task book for the same job function certification.

If a candidate does not complete a certification task book before the release of a new version, State Fire Training will send the candidate a task book revision supplement identifying any revisions or new requirements. The candidate must fulfill all requirements included in the revision supplement and submit the revision supplement with the original task book.

Task Book Requirements

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

Draft

Job Performance Requirements

All job performance requirements must be performed in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

Burn Plans, Permits and Approvals, and Operations

The final evaluation will only take place after the individual demonstrates all competencies and skills for the position, which will include at least one but may require more demonstrations of each Job Performance Requirement.

1. Develop a burn plan, so that competency is demonstrated and the plan can mitigate risk and achieve desired objectives. (Topic 3-2)

Evaluator Comments (or attach a completed ICS-225):

Date Completed

Evaluator Verification

Evaluator Comments (or attach a completed ICS-225):

Date Completed

Evaluator Verification

Draft

- 2. Complete the permitting and approval process for prescribed fire, so that all requirements are met. (Topic 3-3)

Evaluator Comments (or attach a completed ICS-225):

Date Completed

Evaluator Verification

Evaluator Comments (or attach a completed ICS-225):

Date Completed

Evaluator Verification

- 3. Implement a prescribed-fire operation in accordance with the burn plan, so that objectives are addressed, risk is mitigated, and safety is maintained. (Topic 3-4)

Evaluator Comments (or attach a completed ICS-225):

Date Completed

Evaluator Verification

Evaluator Comments (or attach a completed ICS-225):

Date Completed

Evaluator Verification

Final Evaluation

Final evaluator's verification to be completed ONLY when you are recommending the candidate for certification.

I verify that (candidate name) _____ has successfully demonstrated all tasks for the position listed above and should be considered for certification in this position. All tasks are documented with appropriate signatures.

_____ Date _____

Final Evaluator's Signature

Date

Final Evaluator's Name

Final Evaluator's Phone Number

Final Evaluator's Email Address

Review and Approval

This section is for State Fire Training use only.

State Fire Training Review

I have reviewed this certification task book and verify that it is:

Complete

Incomplete

(See attached form for required revisions or corrective action.)

State Fire Training Representative's Signature

Date

Certification Issued

I verify that the candidate has met all requirements for this job function certification.

State Fire Training Representative's Signature

Date

Signature Verification

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

Name: _____ (print)

Job Title: _____ (print)

Organization: _____ (print)

Signature: _____ (sign)

Name: _____ (print)

Job Title: _____ (print)

Organization: _____ (print)

Signature: _____ (sign)

Name: _____ (print)

Job Title: _____ (print)

Organization: _____ (print)

Signature: _____ (sign)

Name: _____ (print)

Job Title: _____ (print)

Organization: _____ (print)

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Signature Verification

Name: _____ (print)

Job Title: _____ (print)

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Job Title: _____ (print)

Organization: _____ (print)

Signature: _____ (sign)

Name: _____ (print)

Job Title: _____ (print)

Organization: _____ (print)

Signature: _____ (sign)

Signature Verification

Name: _____ (print)

Job Title: _____ (print)

Organization: _____ (print)

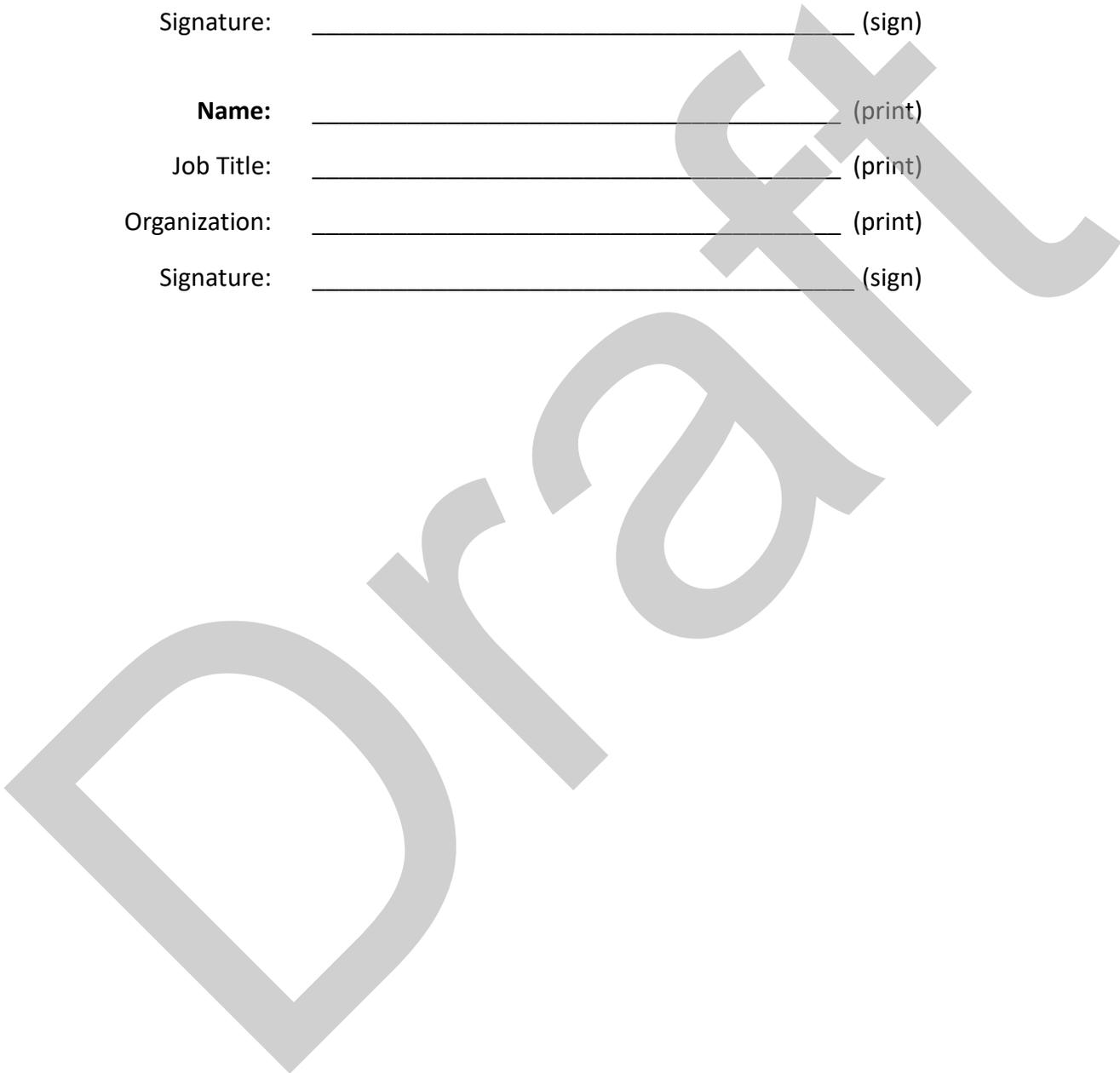
Signature: _____ (sign)

Name: _____ (print)

Job Title: _____ (print)

Organization: _____ (print)

Signature: _____ (sign)





STATE-CERTIFIED PRESCRIBED- FIRE BURN BOSS Interim Procedures

Issued: **DRAFT**

Procedure Changes

- Edition** January 2019 edition of the State Fire Training Procedures Manual
- Effective Date:** **DRAFT**
- Section Change:** Add section 2.6 and 9.1.3.4
- Justification:** With the implementation of the State Certified Prescribed Fire Burn Boss Curriculum and Certification, SFT determined there was a need to form a specific PACE committee to review equivalency requests for persons who met the course prerequisites by means of other than taking the specific courses.
- SFT Contact** [Contact SFT Staff](#) assigned to the specific certification.
- Note:** All new text appears in underline. All deleted text appears in ~~strikeout~~

7.13: STATE-CERTIFIED PRESCRIBED- FIRE BURN BOSS

7.13.1: STATE-CERTIFIED PRESCRIBED- FIRE BURN BOSS

7.13.1.1: Overview

1. State-Certified Prescribed-Fire Burn Boss includes instruction on how to perform essential and advanced-prescribed fire tasks without supervision; including site inspections and prescribed fire planning, obtaining approval and permits, developing and implementing a burn plan, monitoring fire effects and maintaining prescriptive requirements, and conducting an after-action review. Certified persons may act as contractors with the Department of Forestry and Fire Protection.

7.13.1.2: History

- A. Established
 - January 1, 2021
- B. Revised
 - Not applicable



STATE-CERTIFIED PRESCRIBED- FIRE BURN BOSS Interim Procedures

7.13.1.3: Prerequisites

A. Coursework Requirements

1. IS-100 Introduction to the Incident Command System
2. S-190 Introduction to Wildland Fire Behavior
3. S-130 Firefighter Training
4. S-290 Intermediate Wildland Fire Behavior (in-person recommended)

B. Firing Requirements

1. Qualified FIRB; or
2. S-219 Firing Operations; or
3. CA-219 Wildland Firefighting – Firing Operations; or
4. C-234 Ignition Operations; or
5. S-234 Ignition Operations; and
6. Equivalent experience

C. Leadership Requirements

1. S-131 Advanced Firefighter; or
2. L-280 Followership to Leadership; or
3. Qualified NWCG FFT1; and
4. Equivalent experience

7.13.1.4: Education

- A. State-Certified Prescribed- Fire Burn Boss

7.13.1.5: Certification Exam

- A. Not applicable

7.13.1.6: Certification Task Book

- A. State-Certified Prescribed-Fire Burn Boss Certification Task Book

7.13.1.7: Experience



STATE-CERTIFIED PRESCRIBED- FIRE BURN BOSS Interim Procedures

A. Not applicable

7.13.1.8: Position

A. Not applicable

7.13.1.9: Application

A. See 7.2.4: Application Process – With a Certification Task Book.

B. Supporting Documentation

1. Copies of course completion certificates from for each educational requirement

7.13.1.10: Maintenance

A. State-Certified Prescribed- Fire Burn Boss certification is valid for one year from the date of issuance

7.13.1.11: Recertification

A. State-Certified Prescribed- Fire Burn Boss recertification is designed-for an individual currently certified as a State-Certified Prescribed- Fire Burn Boss

B. The candidate shall successfully complete at least one the following requirements annually to maintain certification:

1. Successfully complete State-Certified Prescribed- Fire Burn Boss
2. Successfully complete State-Certified Prescribed- Fire Burn Boss Refresher
3. Be the Primary Instructor for a State-Certified Prescribed- Fire Burn Boss SFT registered course
4. Be the Primary Instructor for a State-Certified Prescribed- Fire Burn Boss Refresher SFT registered course

C. SFT will reissue State-Certified Prescribed- Fire Burn Boss certification valid for one year from date of certification expiration.

7.13.1.12: Lapsed Certification



STATE-CERTIFIED PRESCRIBED- FIRE BURN BOSS Interim Procedures

- A. A State-Certified Prescribed- Fire Burn Boss certification candidates who did not meet the recertification requirements by the expiration date, is considered to be lapsed.
 1. All recertification requirements must be completed by the expiration date.

- B. For lapsed certification, you can regain SFT Certification by completing additional education courses and other listed requirements. The continuing education hours are in addition the 36 hours required for recertification. Once these requirements are met, certification candidates can apply for recertification.
 1. For lapses less than 6 months: reapply for certification (See 7.2.4: Application Process – With a Certification Task Book.)
 - i. Candidates are not required to submit task book or copies of course completion certificates
 2. For lapses 6 months to less than 12 months:
 - i. S-130 Refresher
 3. For lapses of 12 months to 24 months:
 - i. State-Certified Prescribed- Fire Burn Boss
 4. For lapses greater than 24 months:
 - i. Complete entire State-Certified Prescribed- Fire Burn Boss education courses (see 7.13.1.4: Education) and Certification Task Book (see 7.13.1.6: Certification Task Book)

- C. For lapsed certification, you must reapply to for certification
 1. See 7.2.4: Application Process – With a Certification Task Book.



STATE-CERTIFIED PRESCRIBED- FIRE BURN BOSS INSTURCTOR Interim Procedures

Issued: **DRAFT**

Procedure Changes

- Edition** January 2019 edition of the State Fire Training Procedures Manual
- Effective Date:** **DRAFT**
- Section Change:** Add section 6.7.26
- Justification:** With the implementation of the State Certified Prescribed Fire Burn Boss Curriculum and Certification, SFT determined there was a need to form a specific PACE committee to review equivalency requests for persons who met the course prerequisites by means of other than taking the specific courses.
- SFT Contact** [Contact SFT Staff](#) assigned to the specific certification.
- Note:** All new text appears in underline. All deleted text appears in ~~strikeout~~

6.7.26: STATE-CERTIFIED PRESCRIBED- FIRE BURN BOSS INSTRUCTOR

6.7.26.1: Eligible Courses

Table 6.7.26.1: State-Certified Prescribed- Fire Burn Boss Instructor Eligible Courses

<u>CFSTES Courses</u>	<u>FSTEP Courses</u>
<ul style="list-style-type: none"> • <u>State-Certified Prescribed- Fire Burn Boss</u> • <u>State-Certified Prescribed- Fire Burn Boss Refresher</u> 	<ul style="list-style-type: none"> • <u>None</u>

6.7.26.2: General Qualifications

- A. A Registered Primary Instructor for a California Fire Service Training and Education System (CFSTES) State-Certified Prescribed- Fire Burn Boss course shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
- 1. See 6.2.1: Qualifications.

6.7.26.4: Professional Experience

- A. A Registered Primary Instructor for a CFSTES State-Certified Prescribed- Fire Burn Boss course shall meet the professional experience qualifications listed below.



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Table 6.7.6.4(A): Instructor Professional Experience for CFSTES Courses

<u>CFSTES Courses</u>	<u>Experience</u>
<ul style="list-style-type: none">• <u>State-Certified Prescribed- Fire Burn Boss</u>• <u>State-Certified Prescribed- Fire Burn Boss Refresher</u>	<ul style="list-style-type: none">• <u>Three years' experience as a prescribed fire practitioner</u>

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PACE VI COMMITTEE Interim Procedures

Issued: **DRAFT**

Procedure Changes

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- Effective Date:** **DRAFT**
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- Justification:** With the implementation of the State Certified Prescribed Fire Burn Boss Curriculum and Certification, SFT determined there was a need to form a specific PACE committee to review equivalency requests for persons who met the course prerequisites by means of other than taking the specific courses.
- SFT Contact** [Contact SFT Staff](#) assigned to the specific certification.
- Note:** All new text appears in underline. All deleted text appears in ~~strikeout~~

2.6.1: SCOPE

- A. The PACE VI Committee shall review Equivalency Request for the course prerequisites for the State-Certified Prescribed- Fire Burn Boss course Review (See 9.1.3.4: Equivalency for State-Certified Prescribed- Fire Burn Boss Course Prerequisites).

2.2.2: MEMBERSHIP

- A. The Chief of State Fire Training (SFT) shall appoint the committee chair.
- B. The committee chair shall be responsible for:
1. Interpretation and decision-making
 2. Evaluating sensitive or ambiguous issues
- C. The Chief of State Fire Training shall appoint committee members.
- D. The committee shall include one individual from each of the following fields:
1. CAL FIRE Northern Region
 2. CAL FIRE Southern Region
 3. SFT Registered Instructor for the State-Certified Prescribed- Fire Burn Boss course
- E. The Chief of State Fire Training may appoint technical advisors based on a specific need.
- F. Committee members shall consistently participate at the meetings during their two-year term.



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- G. Committee members shall maintain confidentiality and respect the rights of privacy for those applications reviewed. Failure to maintain confidentiality shall be cause for terminating committee membership.

2.2.3: MEETINGS

- A. The committee shall meet quarterly at the SFT office in Sacramento or through a virtual platform.
- B. The committee may ask the applicant to provide additional information or documentation.

9.1.3.4: Equivalency for State-Certified Prescribed- Fire Burn Boss Course Prerequisites

- A. To obtain equivalency for the State-Certified Prescribed- Fire Burn Boss course prerequisites a course, the applicant shall submit the following items to SFT:
1. A justification letter that includes:
 - i. A request for Course Equivalency Review
 - ii. A list of the SFT State-Certified Prescribed- Fire Burn Boss course prerequisites for which he or she seeks equivalency
 - iii. A corresponding list of the courses he or she wishes to have SFT approve as equivalent
 2. Course materials that demonstrate course content and learning objectives, including but not limited to:
 - i. Syllabus
 - ii. Course description
 - iii. Course outline
 - iv. Textbook table of contents
 3. Course completion verification
 - i. A copy of a certificate, credential, and/or transcript for each equivalent course requested
 - ii. SFT may request validation with an original document during the evaluation process
 4. A completed SFT Fee Schedule (including Course Equivalency Review section)
 5. A nonrefundable Course Equivalency Review fee
- B. SFT shall acknowledge receipt of the application.
- C. The PACE VI Committee reviews the applicant's request.
1. The committee may contact the applicant to address questions.



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2. The committee may require the applicant to participate in a phone or in-person interview to address any unresolved concerns.
 3. Applicants are responsible for their own costs related to attendance, travel, and miscellaneous expenses.
- D. SFT shall notify the applicant in writing of the committee's decision.
1. The committee's decision is final.

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State-Certified Prescribed-Fire Burn Boss

Firing Boss and Leadership Experience Equivalency Application

This is an application for:

- Firing Boss Experience Equivalency (fill out section A)
- Leadership Experience Equivalency (fill out section B)
- Both (fill out sections A and B)

Candidate Information

Name _____

Contact information _____

A. Firing Boss Experience Equivalency

Prescribed-Fire Experience

How many prescribed-fire projects have you been involved with? (Attach any supporting documents.)

Firing-Operations Projects

In order to qualify for the firing experience equivalency, you must demonstrate that you have significant experience supervising firing operations.

Candidate: _____

Candidate's Printed Name

I, the undersigned, am the person applying for certification. I hereby certify under penalty of perjury under the laws of the State of California, that all information provided 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.

Candidate's Signature

Date

Candidate's Phone Number

For the Instructor

The student's experience should demonstrate familiarity with the concepts covered in prerequisite course work.

Approval

Instructor: _____

Instructor's Printed Name

I hereby approve _____ do not approve _____ the above candidate's experience equivalency.

Comments: _____

Instructor's Signature

Date