

RANCHO SANTA FE FIRE PROTECTION DISTRICT



RANCHO SANTA FE FIRE

TRAINING PLAN

2026 / 2027

Training for us, by us. Achieving greatness together.

REV. 10/2026

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THIS IS US • May 2026

SUMMARY

THE PLAN

The Rancho Santa Fe Fire Protection District Training Division advances the district's mission of providing professional, all-hazards emergency services. The Training Division's own mission is to support that effort by delivering exceptional, consistent training that fosters leadership, empowerment, competency, and safety at the highest level of professionalism. This plan establishes the framework for the training activities that carry the Training Division toward those objectives.

The plan covers the period of January 1, 2026 through December 31, 2027. Its content should be viewed as a pathway toward our training goals rather than a fixed schedule, and it is subject to change as departmental needs evolve.

The plan takes a balanced, all-hazards approach across every discipline the district responds to, including but not limited to: emergency medical services, fire suppression, technical rescue, hazardous materials, and employee development. This approach asks each member to build competency across all response disciplines while still allowing individuals to deepen their expertise in the areas that match their skills and interests. Training is organized around three tiers: mandated training that satisfies regulatory and certification requirements; task- and tactical-level training that sharpens the hands-on skills used on every call; and strategic-level training that develops the leadership and decision-making behind the district's succession planning.

Monthly in-house drills are developed in collaboration with the district's Training Committee. Through a guided process, our members have direct influence over and involvement in training and standardization. We rely on our subject matter experts to bring the most current safety and operational thinking into the training environment and to build meaningful, realistic scenarios for our personnel. This is training for us, by us, achieving greatness together as a team. Every training scenario takes careful planning, is vetted and cross-referenced against zone and industry standards, with the safety of our personnel always paramount.

Our goal is for the Rancho Santa Fe Fire Protection District to be recognized locally, regionally, and nationally as a powerhouse in training and high standards. We use multiple methods to deliver that training, including hands-on materials, online resources, learning-management platforms such as TargetSolutions, and industry-standard methodology and lessons. The training program meets the requirements of local, state, and federal organizations. It is in compliance with Insurance Services Office (ISO) and aligns with professional standards established by groups such as California Fire Chiefs Training Officers, San Diego County Training Officers, and North Zone Training Officers.

The goal of training is to keep our personnel safe while providing emergency services at the highest professional level. The life safety of our firefighters and of the public is our number-one priority.



DAVE MCQUEAD

FIRE CHIEF

Rancho Santa Fe Fire Protection District



A MESSAGE TO OUR PEOPLE

“The way we train and prepare today directly impacts our success tomorrow.”

Training is one of the most important investments we make as an organization. Our commitment is to provide meaningful training that brings value to how we serve both internally and externally. Every training opportunity should help us build and expand our knowledge, strengthen our experience, sharpen our skills, and enhance our professional development and leadership capabilities.

Whether we are operating on an emergency incident, managing complex challenges, or leading within fire administration, continuous learning prepares us to perform at the highest level. Training is not simply about meeting requirements, it is about creating a culture of excellence, accountability, and readiness.

The way we train and prepare today directly impacts our success tomorrow. By investing in our people and fostering a commitment to growth, we strengthen our ability to serve, protect, and meet the evolving needs of our communities. Together, we will continue to develop the knowledge, skills, and leadership necessary to ensure our organization remains prepared, professional, and ready to answer the call.

A handwritten signature in black ink, likely belonging to Dave McQuead.

Dave McQuead

Fire Chief

Rancho Santa Fe Fire Protection District

TRAINING DIVISION

The Rancho Santa Fe Fire Training Division exists to meet the needs of our personnel. Working in close collaboration with Operations, we use training standardization to support the operational needs of the district. We plan, schedule, and deliver training; maintain records; and, in coordination with Human Resources, implement and standardize new-hire, new-employee, and promotional processes. We also support the district through responsible financial planning for drills and training materials. Our budgeting cycle further supports higher education, including personnel pursuing advanced degrees and technical specialties, as well as specialized leadership and management courses for personal and career development.

The Training Division is committed to supporting every aspect of training in the district, including prevention, suppression, and administration. Our team is strengthened by a collective approach, one that recognizes and serves each member as a unique individual, with their own background, strengths, and goals. At the same time, we are one entity, each of us part of a greater whole and reliant on one another, united by a common goal: the success of the district in serving those in need. We are dedicated to helping our people pursue excellence and reach their career goals, and to delivering the robust, standardized training expected of a professional organization.



PAUL ROMAN · TRAINING CHIEF

A NEW CHAPTER IN TRAINING



KYLE CARRANZA · TRAINING CAPTAIN

The year 2026 represents a new chapter for the Rancho Santa Fe Fire Training Division. Building on the foundation laid by the chiefs who came before, a new training chief stepped into the role, accompanied by a newly created position, the training captain. With a second person now dedicated to the effort, the training chief is able to take on a more strategic role in planning, forecasting, and implementing training. The addition of the training captain expands the capacity of the Division and creates a more robust environment for supporting our personnel. The training captain focuses on facilitating training and placing the training vision into motion, and this collaboration has strengthened both the capabilities of the Training Division and the way training is delivered.

BUILT IN-HOUSE

TRAINING COMMITTEE

The Training Committee is where the Training Division meets the people who perform the work on every call, the personnel whose hands-on experience defines what effective training looks like. It is where collaboration happens, the place where the Division builds training not just for its suppression personnel but with them. This is training by us, for us.

As the vision for training moved forward, that collaboration deepened. The two groups met in December 2025, and from that meeting came a shared foundation: a document setting out the mission, vision, and committee values, developed in partnership among the Training Committee, the Training Division, and the Rancho Santa Fe Fire Chiefs, and released to the district on January 1, 2026. In that meeting, the two groups acknowledged their mutual reliance and that they ultimately operate with one common goal, and from that understanding they built a pathway for enhanced in-house training.

CONTINUOUS IMPROVEMENT

During the meeting, subject matter experts were identified, and each took one month of the calendar year to deliver a drill, together forming an annual in-house monthly training theme. Each drill carries defined learning points, summarized afterward, so that every session has a built-in mechanism for sharing constructive, quality feedback with the group.

The meeting also formed a subgroup of the committee, the Notable Call Review Team, which reviews notable calls each quarter, drawing growth and development from real in-house incidents with feedback from the personnel who were on scene. In the spirit of iron sharpening iron, these internal quality efforts sharpen us as self-reflective professionals in pursuit of excellence.



CAPTAIN NATHAN FRITCHLE · COMMITTEE CHAIR



CAPTAIN CURTIS BENZ · COMMITTEE CO-CHAIR

Training by us, for us.

THE COMMITTEE AT WORK

The committee meets quarterly to review the status of in-house training, discuss the effectiveness of programs, bring forward new ideas, and collaborate on future enhancements. Operating under the umbrella of the Training Division, it works as a collaborative entity: assisting with probationary manuals, in-house position task books, video training, and partnering with the EMS Committee on new-hire EMS testing.

The Training Committee is always open to new members; anyone interested can join at any time by contacting the committee chairs.

COMMITTEE MEMBERS

Alec Connelly	Justin Cloyd	Richard LaFleur
Blaine Nelson	Kyle Carranza	Scott Schieber
Chase Cantrell	Matthew Sivba	Sean Canfield
Garrett Hardin	Michael Soto	Sean Johnson
Ian O'Connor	Nick Vosdoganes	Tim Wood
Joshua Calsmer	Paul Roman	Tyler Ball
Joshua Guzman		

QUARTERLY MEETING SCHEDULE

WHEN	FOCUS
December 2025	Q1 Kickoff and Annual Planning
April 2026	Q2 Progress Review
July 2026	Q3 Planning Process
December 2026	Q4 Annual Review and Q1 Kickoff
April 2027	Q2 Progress Review
July 2027	Q3 Planning Process
December 2027	Q4 Annual Review and Q1 Kickoff



RANCHO SANTA FE FIRE TRAINING DIVISION

MISSION, VISION & COMMITTEE

"Training by us, for us, working together to achieve greatness."

MISSION

The Rancho Santa Fe Fire Training Division advances the overall mission of the district by delivering exceptional, consistent training that fosters leadership, empowerment, competency, and safety at the highest level of professionalism.

VISION

- We deliver exceptional, consistent training that develops leaders at all levels, empowers personnel, and resists apathy and complacency.
- We promote full engagement from all participants in every training exercise, encouraging resilience, a positive attitude, and a commitment to growth.
- We ensure that every team member enhances their skills and knowledge, ultimately preparing them to respond and perform at the highest level.
- We cultivate growth through competency and safety while upholding the highest standard within a culture of humility and professionalism.
- We provide a path for continuous improvement through constructive feedback.

COMMITTEE

- Our Training Division is supported by the members of the organization. The Training Committee creates and implements training by us, for us. Our overarching goal is to support performance and refine our craft to the highest possible standard.
- Our committee encourages feedback, comments, and suggestions at all times, during and after training. We maintain open communication, and we hold ourselves and others to the highest standards.
- Our goal is to provide our personnel with the training they need, prioritizing safety above all else, while ensuring we deliver meaning and value. We build upon our strengths, address our weaknesses, and work toward developing the most effective local and regional fire department training program.
- Our desire is to create an environment where learning can occur without ego or fear of failure, where experience builds confidence and facilitates growth. We are committed to training and coordination both within the district and through our North Zone and regional partners.

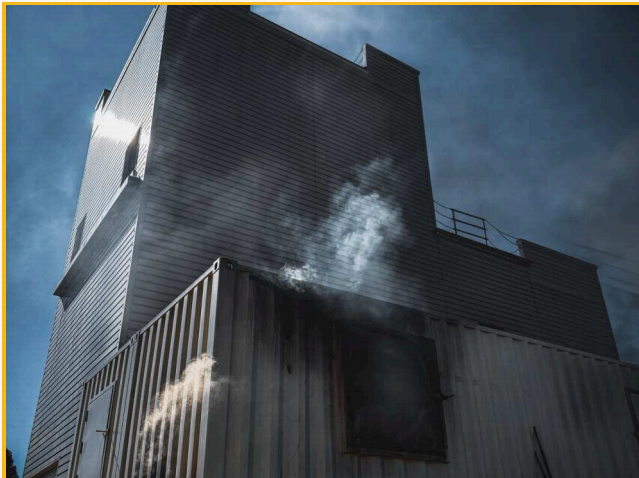
SELF-SUFFICIENT IN TRAINING

OUR TRAINING GROUNDS

The district operates its own training center. At our Training Facility at Rancho Santa Fe Fire Station 2, off Four Gee Road, a five-story fire and rescue drill tower and a full concrete drill ground let our crews run nearly any training evolution without leaving the district.

An attached environmental burn room hosts live fire, with modular changes for flow-path and

vent-limited fire behavior. The surrounding ground supports hose evolutions against a concrete backstop, ground-ladder work, residential and commercial vertical ventilation, and rescue and extrication drills. Hydrants and a recirculating drafting and pump-test pit allow full draft testing of engines up to 2,000 GPM, with runoff recirculated to limit impact on the environment and the municipal water supply.



The five-story drill tower and environmental burn room at the district training facility.



Live fire training at our drill tower, featured on the cover of this plan.

FACILITY FEATURES

FIVE-STORY DRILL TOWER

ENVIRONMENTAL BURN ROOM

WORKING STANDPIPE SYSTEM

DRAFTING & PUMP-TEST PIT

VENTILATION PROP

TECHNICAL RESCUE ANCHORS

FORCIBLE-ENTRY DOOR

BREACHING & RECONFIGURABLE WALLS

CLASSROOM

A REGIONAL RESOURCE

The facility is a regional resource that we share with our partners*. Outside fire agencies, including but not limited to various North Zone fire agencies, and the City of San Diego Fire & Rescue Department have used our training facility for routine training, zone drills, and testing, including pump testing and promotional engineer exams. Beyond the tower, each of our fire stations has its own designated training room, used regularly for State Fire Training courses offered through third-party vendors at our sites. These courses draw students from across the state. Hosting them in-house lets our own personnel attend State Fire Training without traveling outside the district.

* Fee schedule is applied to our shared use of the tower for outside agencies.

01

SECTION ONE

CAREER PATHWAY

- *The Hiring Process*
- *The Mini-Academy*
- *Career Development*
- *Promotions*
- *The Career Ladder*

THE HIRING PROCESS

The new hire process is one of the most important undertakings we take on. As we bring new members onto the team, we welcome them into the organization, ground them in our culture, and build them up. They represent the future of the fire district.

The process runs through close collaboration between the Training Division and Human Resources. Hiring is done through a combination of lateral and new-hire candidates. The lateral process is open recruitment, with application acceptance based on holding the right qualifications and time on the job. New hires are selected against a set standard of qualifications, together with current standing on the FCTC list and a valid CPAT.

Once an application is accepted, the in-house hiring process brings our personnel together to run

testing in both EMS and fire skills, leading into the interview process and final selection. The training captain coordinates the EMS and fire skills assessment portion of the new hire exam and forms a working group to lead the effort. The Training Committee leads the fire skills evaluation, and the EMS skills evaluation for new hires is carried out in coordination with the EMS Committee through the committee chair. The union president and the training chief jointly coordinate to select the captains who will be on the interview panel for the captain's interviews.

Personnel from across the ranks step forward to take part in the new hire process, and their involvement is essential to its success. We are grateful for the time and effort they give. The pride they take in helping choose the people we bring aboard is a reflection of the ownership our members feel in the district's future.

KEY PERSONNEL



**SANDRA REYES · HUMAN RESOURCES
ANALYST**



**CAPTAIN IAN O'CONNOR · UNION
PRESIDENT**



**FF / PARAMEDIC MICHAEL SOTO · EMS
COMMITTEE CHAIR**

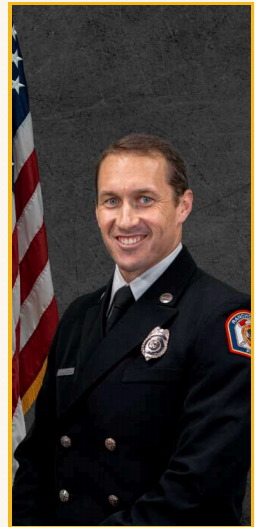
THE MINI-ACADEMY

Upon final selection, and once they start within the district, new hires move through an introductory new-hire mini-academy. The academy coordinator and the fitness and conditioning lead organize the daily activities, introducing each new hire to the way we operate.

Once the mini-academy is complete, each new hire is placed with a new captain and station on a quarterly rotating basis through the four quarters of probation, building the broad foundation of experience that carries them into their career.



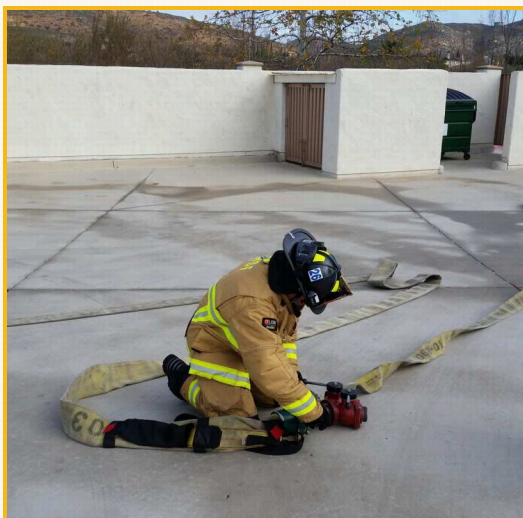
CAPT. CHASE CANTRELL ·
ACADEMY COORDINATOR



ENGINEER JUSTIN CLOYD ·
FITNESS & CONDITIONING

INSIDE THE ACADEMY *Curriculum at a glance*

01 ORIENTATION & WELLNESS	02 ROPE RESCUE	03 VENTILATION	04 HOSE & WATER SUPPLY
05 ENGINE EVOLUTIONS	06 FORCIBLE ENTRY & LADDERS	07 SEARCH & FF SURVIVAL	08 AUTO EXTRICATION
09 WILDLAND	10 LIVE FIRE	11 EMS & PARAMEDIC	PT DAILY PHYSICAL TRAINING, THROUGHOUT



A new hire drills on hose lays during the mini-academy.



Probationary turnouts and helmets, staged and ready for new hires to start their introductory mini-academy.

CAREER DEVELOPMENT

We support career development, leadership, and employee growth across the district, and specialty training is part of that commitment. Members looking to grow within their rank are encouraged to join committees, lead trainings, take on challenging and meaningful responsibilities, and pursue the training and education that builds their expertise and their career.

We support specialties across the full range of firefighting, including NWCG wildland courses and CICCIS qualifications. Captain Nick Chapin works with the Training Division to keep CICCIS qualifications relevant and current in IQS, ensuring that members seeking single-resource

and overhead deployment qualifications are supported and on track. We also support those who want to join regional specialty teams, in areas such as rescue and expanded incident management.

For members who want to give back, we support serving as adjunct instructors in local Firefighter 1 academies, such as the program at Palomar College.

If you are working to advance as a subject matter expert, the Training Division is your partner in reaching your educational and training goals. Reach out to Training, share your goals and the courses you want to take, and we will help.

PROFESSIONAL SPECIALTIES

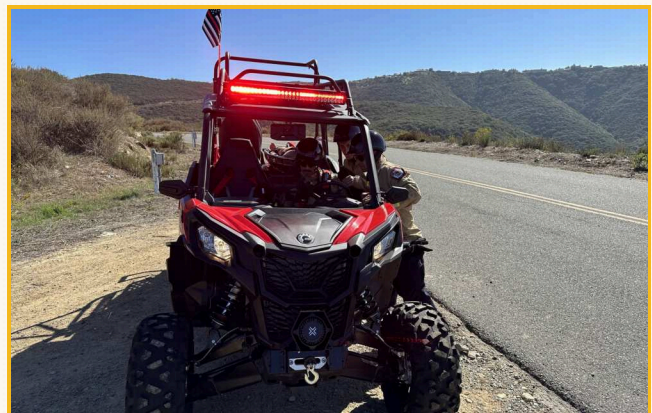
- / WILDLAND SINGLE RESOURCE & OVERHEAD
- / REGIONAL INCIDENT MANAGEMENT TEAMS
- / STATE INCIDENT MANAGEMENT TEAMS
- / REGIONAL RESCUE TEAMS
- / DRONE PROGRAM

- / ADJUNCT INSTRUCTING
- / REMS
- / ZONE BURN CADRE
- / ZONE TRAINING CADRE
- / SUBJECT MATTER EXPERT LEADS

Examples of specialties our members may pursue.



Crews train on the district's drone (UAS) program.



REMS training on the off-road response unit.

PROMOTIONS

The district supports our employees' career goals when it comes to promotion and growth through the career ladder. We are committed to investing in succession planning and to preparing our personnel for future opportunities to increase their rank and responsibility. All employees are encouraged to take the education and training courses that move them along their path to promotion, and to work with their crews on career development. This includes completing in-house position task books to gain qualified experience and taking part in promotional testing. Qualified employees who meet the minimum standard for promotion are encouraged to enter the process through North Zone or in-house exams when they feel ready.

In an effort to support our people, we recently held two in-house position preparation academies. In

2026 we ran an engineers academy and a captains academy, both facilitated by the Training Committee, with Engineer Alec Connelly leading the engineers academy and Captain Kyle Carranza leading the captains academy. North Zone also offers position academies on a rotating basis, cycling through engineer, captain, and battalion chief every other year, and our employees are encouraged to take part in them.

Through the Training Committee, and in coordination with Operations, our in-house task books are being updated and evaluated to meet the current standard and to reflect changes taking place at the state level. We work to consistently prepare our employees, and we are committed to their growth and development as their careers progress and evolve within the fire district.



Captains academy training, 2026.



Engineers academy: pump and hydraulics work at the panel.



North Zone captains examination.

THE CAREER LADDER

From entry or lateral hire to the office of Fire Chief.

GETTING HIRED

PATH A · ENTRY-LEVEL

FIREFIGHTER / PARAMEDIC

CA Paramedic License with San Diego County accreditation · Firefighter 1 (CSFM, CSFM-accredited academy, or IFSAC/Pro Board SFT Equivalency) · current FCTC Statewide Eligibility List · current CPAT · valid driver's license · age 18+

· OR ·

PATH B · LATERAL

LATERAL FIREFIGHTER / PARAMEDIC

Currently employed full-time FF/PM (or higher) at a municipal, county, state, district, federal, or tribal all-risk agency · 24 months continuous full-time experience and completed probation · CA Paramedic License · CPAT highly desirable.

SELECTION PROCESS

EXAMINATION & SELECTION

Application screening and selection → FF skills assessment and paramedic medical simulation → captain's interview → fire chief's interview → North Zone agility test (if lateral with no current CPAT) → ranked eligibility list → background, medical, and psychological exams → conditional offer.

HIRED · PROBATION

12-MONTH PROBATION

New-hire mini-academy · quarterly performance evaluations · all four quarters of the probationary task book and checkoff sheets · quarterly written and practical exams (80%+) · OSFM Firefighter 1 & 2 submitted within 1 year · Class B or C license with firefighter endorsement within 18 months · maintain Paramedic license.

CLIMBING THE RANKS

TOP OF THE ORGANIZATION

FIRE CHIEF

Fire Board-appointed position. B.A./B.S. or higher in leadership, management, administration, or relevant field. Desirable: 5 years as a Chief Officer, meets all Deputy Chief requirements, and an M.A./M.S. in a relevant field.

DEPUTY CHIEF

3 years as a Chief Officer at RSF · meets all Battalion Chief requirements · OSFM Executive Chief Officer or Fire Officer 4 track · B.A./B.S. or higher from an accredited college. Preferred in leadership, management, administration, or relevant field.

BATTALION CHIEF

3 years as a Captain at RSF · meets all Captain requirements · OSFM Chief Officer, Chief Fire Officer, or Fire Officer 3 track · L-954 or S-404 Safety Officer · RSF BC Task Book Complete · CICC STEN.

CAPTAIN

5 years FF/PM or Engineer at RSF · passed the NZ or RSF Engineer's exam · accredited A.A./A.S. degree or higher · S-230 & S-231 Crew and Engine Boss · HazMat IC (CSTI) · OSFM Fire Officer, Company Officer, or Fire Officer 2 track · RSF Engineer Task Book Complete · RSF Captain Task Book Complete · CICC STEN within 1 year of promotion.

ENGINEER

3 years FF/PM at RSF · OSFM Firefighter 1 & 2 · LARRO & Rescue Systems 1, or Rope Rescue Awareness/Operations · S-215 · S-290 Intermediate Wildland Fire Behavior (classroom required) · Core Fire Science classes: Building Construction, Fire Behavior and Combustion · RSF Engineer Task Book Complete.

THE PROMOTION PROCESS*

01

Meet the minimum qualifications

02

Pass a promotional assessment (70%+ on each component)

03

Earn a place on the eligibility list

04

Complete the department group review and the fire chief's interview

05

Serve a 12-month probation

*This represents a glance at the career pathway. Refer to the policy, task book, and guiding documents for full requirements.

* The promotion process may include any or all of the steps outlined above.

02

SECTION TWO

IN-HOUSE TRAINING

- *Vector Solutions*
- *Fire 98 & Cal-JAC*
- *Lexipol*
- *Quarterly Probationary Training*
- *Monthly Training Drill*
- *EMS Training*
- *Video Training*
- *Acquired Structures*

VECTOR SOLUTIONS

Through Vector Solutions, the district uses the TargetSolutions Records Management System (RMS) to assign, deliver, and log training across the fire district. The platform keeps our personnel aligned with NFPA professional-qualification standards and delivers the training required under California state law, Cal/OSHA, and federal regulations. It also tracks credentials, provides proof of training, and maintains the compliance records that support our standing under the Insurance Services Office (ISO) Fire Suppression

Rating Schedule. Because ISO scores how well a department trains, our training performance directly affects the district's ISO rating.

Specific mandated trainings and credential assignments are issued through TargetSolutions, and members are required to complete them. Finishing these assignments on time keeps our credentials, RMS records, and required trainings current. Members are also responsible for entering their own training into TargetSolutions so that every hour is captured.

MANDATED MINIMUM TRAINING HOURS

Company & Incident Training	192 hours / year
Driver Training	12 hours / year
Officer Training	12 hours / year
Training Facility (Drill Tower & Training Grounds)	18 hours / year
HazMat Training	6 hours / year
Physical Fitness	1 hour / shift
Safety Training	1 hour / month
Fire 98	81 hours / semester
Cal-JAC	12 hours / month *

* Cal-JAC sets a minimum of 12 hours per month with no maximum; up to 12 hours may be applied to a single day.

It is each Captain's responsibility to ensure that they and their crew have the proper training hours entered into the RMS.

REIMBURSEMENT PROGRAMS

FIRE 98

Fire 98 is an Instructional Service Agreement (ISA) between the Rancho Santa Fe Fire Protection District and Palomar College. Through this partnership, our suppression personnel earn college credit for the annually mandated training they already complete on duty. Each member is enrolled at Palomar College for Fall and Spring semesters, and as they log their required training hours throughout the year, they build toward course fulfillment.

At the end of each semester, personnel who meet the minimum hours receive a passing credit, which is recorded at Palomar College. Because the course delivers state-recognized instruction, the college

claims state apportionment for the training and shares a portion of those funds back with the district. This revenue helps offset our training and equipment costs and supports the district's overall budget.

For this reason, it is important that every member completes their training hours on time and in full. Hours that are not logged and certified by the deadline cannot be claimed, which directly affects the funding the district collects. Fire 98 turns the training our crews already perform into both college credit for the member and meaningful financial support for the district.

FIRE 98 · WHEN TO LOG TRAINING HOURS			
Training hours may be logged on any day within the semester, including weekends. The only days that do not count toward Fire 98 are the official Palomar College holidays below.			
FALL SEMESTER 2026 · AUG 24 TO DEC 19		SPRING SEMESTER 2027 · FEB 1 TO MAY 29	
Labor Day	Sep 7	Lincoln's Day	Feb 12
Native American Day	Sep 25	Washington's Day	Feb 15
Veterans' Day	Nov 9	Spring Break (campus closed)	Mar 29-Apr 2
Thanksgiving	Nov 26-27		
† BEST PRACTICE Captains should log training hours every shift, for themselves and their crew, and maintain awareness of crew totals so that no member falls behind.			
Weekends count toward Fire 98; only the official Palomar College holidays above are excluded. Hours logged outside the semester windows do not count.			

CAL-JAC

Cal-JAC, the California Firefighter Joint Apprenticeship Committee, is a statewide, standards-based apprenticeship program created through a partnership between the Office of the State Fire Marshal and California Professional Firefighters.

The Rancho Santa Fe Fire Protection District registers its new firefighters and newly promoted personnel through Cal-JAC. As apprentices complete the required training and experience, the district earns financial reimbursement that supports our training program. When the district collects Cal-JAC funds, they go directly into an account

whose use is governed by an agreement with the Rancho Santa Fe Cal-JAC subcommittee, formed through the union board and the fire chief. This means these funds go only toward agreed-upon training.

As with Fire 98, reimbursement depends on accurate records. Every required training hour must be logged completely and on time, because only documented, certified hours can be claimed. When our members keep their training records current and complete, the district collects the full reimbursement the program provides.

LEXIPOL

Lexipol is the district's policy and procedure management system. Delivered through an online platform and mobile app, it gives our personnel a single, always-current home for district policy, with content that is continuously updated to reflect legislative changes and evolving best practices, and built-in tracking that confirms when a policy has been issued and acknowledged.

District policy and procedure is approved by the fire chief. Once approved, the deputy chief of operations works with the Training Division to release each policy through Lexipol and

assign it for member review, whether that is a mandated annual review, a newly issued policy, or an update to an existing one. The Training Division takes part because reviewing policy is itself a form of training, so these assignments are tracked alongside our other training records.

Beyond assigned reviews, every policy is available at any time for personnel to read on their own. A strong, shared understanding of our policies and procedures keeps the district consistent, accountable, and aligned with the standards and requirements we operate under.



POLICY & PROCEDURE MANAGEMENT SYSTEM

Online platform and mobile app, with 24/7 access for every member of the district.

**CONTINUOUSLY
UPDATED CONTENT**

**ISSUANCE &
ACKNOWLEDGEMENT TRACKING**

**MANDATED
ANNUAL REVIEWS**



Our home for district policy, moving toward a single source for all policy and procedure.

QUARTERLY PROBATIONARY TRAINING

Probationary firefighters are assigned to a new captain and engineer on a quarterly rotating basis. Each quarter centers on its own set of specialty focus areas, with crew-level training required to complete that section of the probationary task book. At the close of every quarter, the probationary firefighter completes a written examination, takes part in a graded EMS medical simulation, and performs a quarterly skills examination.

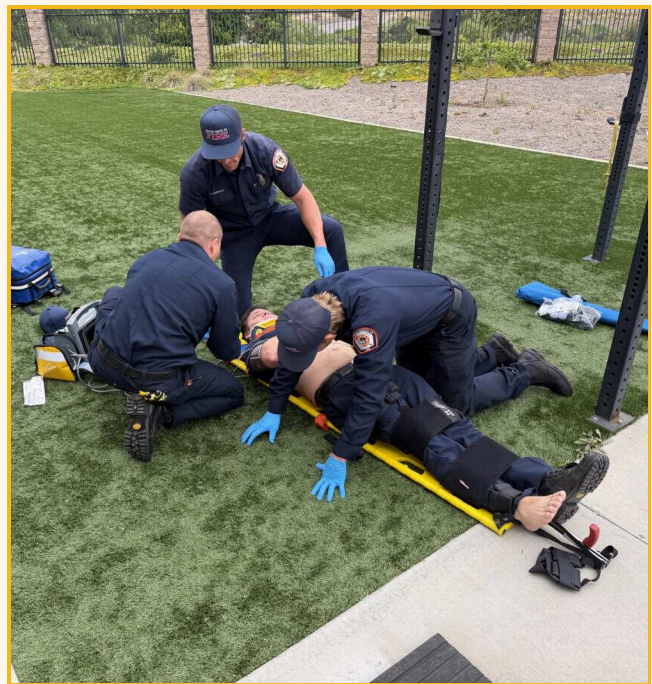
Each quarter asks real work of our probationary firefighters, and they put it in. By the time the testing process arrives, it is as much a showcase as it is an evaluation. Probation is a proving ground, but the examinations are also the moment our

firefighters get to put their skills on display and show what they have built alongside their crews. That investment from our crews is critical to their development, and we take real pride in how our probationary firefighters perform.

As probationary firefighters move from one quarter into the next, skills retention is built in. By the final examination, they have the opportunity to demonstrate a full year of skill and ability: their focus for that quarter, and everything carried forward from the quarters before it. Once they complete probation, they leave with a foundation that sets them up for success across their entire career with the district.



Quarterly skills examination.

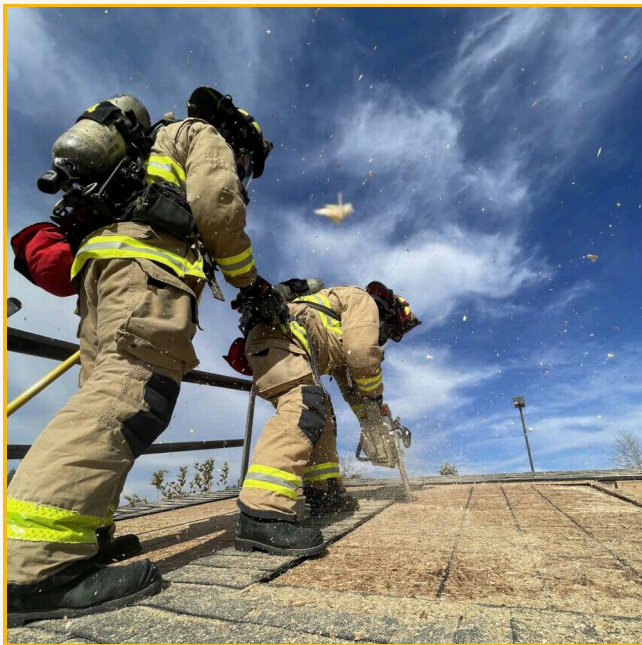


Graded EMS medical simulation.

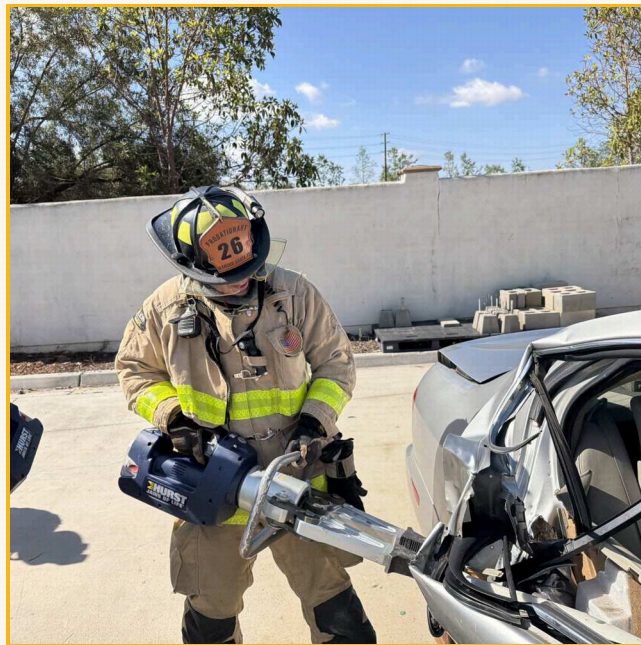
SECTION TWO • IN-HOUSE TRAINING

SKILLS ON DISPLAY

Probationary firefighters at work across quarterly training.



Vertical ventilation on roof prop.



Vehicle extrication removing a door.



Rope rescue training with training manikin victim.



Doll house fire behavior burn demonstration.

MONTHLY TRAINING DRILL

In partnership with the Training Committee, the Training Division develops a one-year internal training plan. This is training built by us, for us. Committee members serve as the leads for these drills, drawing on their experience as subject matter experts to design each session, organize the materials and personnel, and deliver it in accordance with Cal/OSHA safety requirements, North Zone standards, and NFPA, along with State Fire Training and local practices.

The training chief lays out the plan to meet annual training standards, and the Training Committee expands it from there. The program is prepared well in advance and adapted through the year as necessary if district needs change. This is a point of real pride and a genuine strength, where our own members lead the district in training with the

newest and most current practices, developing leaders at all levels, empowering personnel, and resisting apathy and complacency, all while upholding the highest standard of professionalism.

Every drill calls for full engagement from all participants and closes with a set of learning points. These capture what went well and, just as importantly, where we can grow, providing a path for continuous improvement through constructive feedback. It is the foundation of a culture of accountability, one approached with humility, where feedback is welcomed rather than feared and is always meant to build us up, never to single anyone out. We learn from one another and come away more resilient and committed to growth. The plan remains a living document, subject to change as those needs evolve.

2026 DRILL SCHEDULE & LEADS

MONTH	DRILL FOCUS	LEAD	CO-LEAD
JANUARY	Firefighter Rescue / Vent	GUZMAN	HARDIN
FEBRUARY	Prevention / Jerome's Preplan	CARRANZA	KRUEGER ROMAN
MARCH	Large Animal Rescue	CARRANZA	ROMAN
APRIL	RT-130	BENZ	NELSON
MAY	EV / Lithium-Ion Fires / Auto Extrication	CLOYD	LAFLEUR
JUNE	Hose Lays	CANTRELL	SOTO SIVBA
JULY	MCI	FRITCHLE	GUZMAN
AUGUST	Large & Small Area Search / VES / TIC	CANFIELD	NELSON
SEPTEMBER	High Angle Rescue	BALL	FRITCHLE
OCTOBER	Forcible Entry / Ladders	CANFIELD	LAFLEUR
NOVEMBER	Ventilation	O'CONNOR	CLOYD
DECEMBER	Live Fire (Night Fire) / VES	SIVBA	CARRANZA

MONTHLY TRAINING DRILL

2027 DRILL SCHEDULE & LEADS

MONTH	DRILL FOCUS	LEAD	CO-LEAD
JANUARY	Hodges Dam Failure	VOSDOGANES	GUZMAN
FEBRUARY	Prevention / Fire in Estate Homes	TBD	CARRANZA
MARCH	Elfin Forest Trail Rescue Drill / UTV	TBD	TBD
APRIL	RT-130	BENZ	TBD
MAY	Mayday / FF Survival	TBD	TBD
JUNE	Hose Lays	CANTRELL	SOTO SIVBA
JULY	MCI	FRITCHLE	GUZMAN
AUGUST	EV / Lithium-Ion Fires / Auto Extrication	CLOYD	TBD
SEPTEMBER	Technical Rescue	FRITCHLE	TBD
OCTOBER	Forcible Entry / Ladders	TBD	TBD
NOVEMBER	Ventilation	O'CONNOR	CLOYD
DECEMBER	Live Fire	CARRANZA	TBD

HOW TO READ IT The filled nameplate marks the drill lead; outlined nameplates mark the co-leads who help plan and deliver each drill alongside the lead. Entries marked TBD are still being assigned.



This is training built by us, for us, where our own members lead the district in training.

RANCHO SANTA FE FIRE PROTECTION DISTRICT

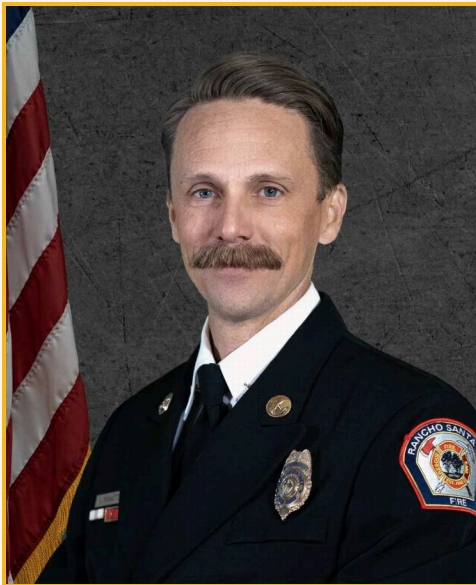
EMS TRAINING

EMS training is coordinated between the EMS Chief and the EMS Coordinator, who build an Annual Training Plan (ATP) for EMS a full year in advance. The plan is developed in cooperation with all CSA-17 agencies, keeping our training in harmony with the member departments so there is consistency and cohesion. The Training Division helps place these sessions on the Activity Calendar, but EMS owns the program and is responsible for the training.

The EMS ATP carries a baseline standard. Routine drills may be adapted to include an EMS component, but that is separate from and additional to the ATP. At minimum, each year's

plan includes a protocol update for new protocols, a minimum standard of annual continuing education (CE) hours, and any training required for new equipment or for skills subject to degradation.

Training combines in-person instruction with an online component, usually delivered through TargetSolutions. RQI training, provided through the American Heart Association (AHA), is a separate, routine course for BLS and ALS CPR, and PALS training, including AHA PALS certification, is provided every two years. The EMS Committee supports the EMS Coordinator in developing the topics that make up the ATP agenda.



EMS CHIEF
Battalion Chief Luke Bennett



EMS COORDINATOR
Valery Graham · CSA-17 / AMR

EMS TRAINING

2026 EMS ANNUAL TRAINING PLAN

MONTH	EMS TRAINING TOPIC
JANUARY	Stroke
FEBRUARY	PALS JOINT
MARCH	Trauma
APRIL	IMCI / MCI Review
MAY	Summer Exposures
JUNE	Protocol Update
JULY	IMCI Drill JOINT
AUGUST	Infection Control ONLINE
SEPTEMBER	OB / GYN
OCTOBER	DARK
NOVEMBER	DARK
DECEMBER	DARK

NOTES Joint drills are conducted with CSA-17 partner agencies; the February PALS session is held jointly with Ranch and Encinitas. Online sessions are delivered through TargetSolutions. Months marked Dark have no scheduled ATP drill.

EVERY EMS ATP INCLUDES, AT MINIMUM

PROTOCOL UPDATE

Training on new and revised protocols.

ANNUAL CE HOURS

A minimum standard of continuing education hours.

EQUIPMENT TRAINING

New equipment and skills subject to degradation.

SECTION TWO · IN-HOUSE TRAINING

VIDEO TRAINING

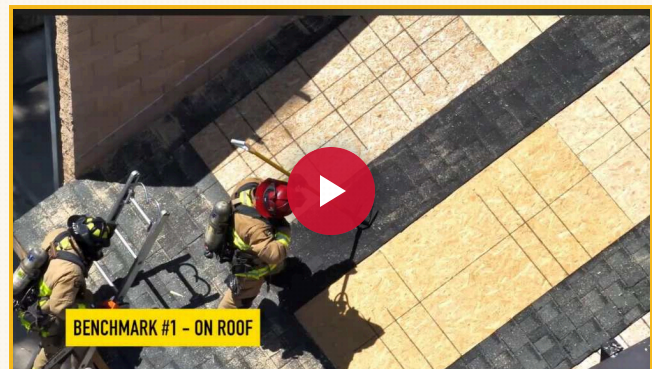
We run a robust and ongoing video training program. For over a decade, we have produced training materials for the district, North Zone, and San Diego Fire Chiefs. Our district YouTube channel has drawn attention from across the fire service. The videos span a wide range of subjects, have gathered tens of thousands of views, and have been used for training throughout the state.

We continue to work with our teams to develop useful training and public outreach videos, and we are always looking for skilled people to join the effort as we keep producing new and improved content.



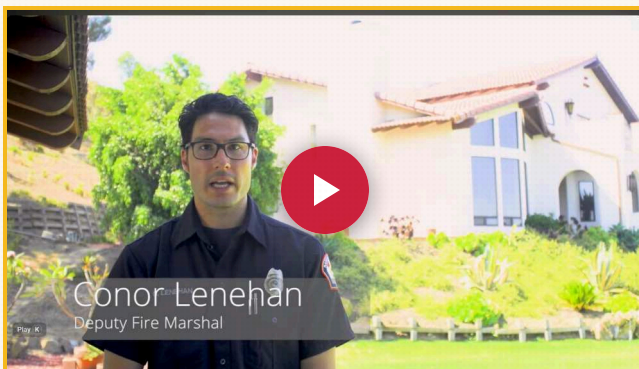
SALVAGE COVER COMPREHENSIVE TRAINING

38K views



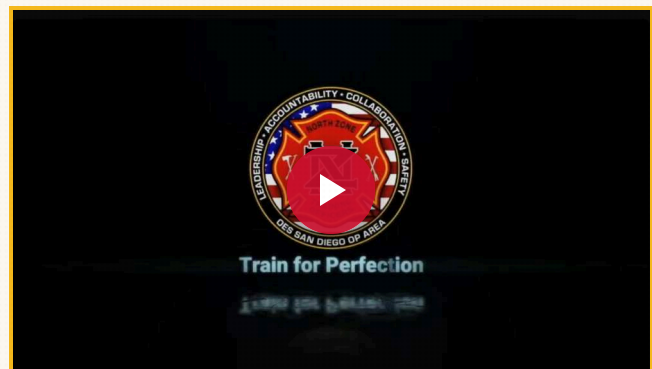
RESIDENTIAL VERTICAL VENTILATION FUNDAMENTALS

28K views



INNER ZONE: DEFENSIBLE SPACE

Produced for San Diego County Fire Chiefs



PRECONNECTS/STRUCTURE BUNDLE HOSE LOADS & DEPLOYMENTS

Produced for San Diego North Zone Departments

OPEN TO THE FIRE SERVICE

Every video is published openly and free for any agency to use and train on. The view counts are proof in themselves: technical training content is watched to learn, not for entertainment, so the numbers reflect real use across the region and beyond.

165K+

COMBINED VIEWS

10+ years of production · 38K on our top video

ACQUIRED STRUCTURES



El Arco Iris acquired structure live fire training.

We are committed to providing opportunities to train in structures the district acquires for training. These opportunities come mainly through our relationship with Prevention, which is the nexus that brings us offers from local builders who are preparing to demolish a structure. Training in an unfamiliar building puts our firefighters in a new environment, working a layout they have not seen before. As each opportunity arises, we adapt our schedule to the window between acquiring the structure and its demolition by the builder. In that window we run company drills up to and including structure operations, rescue, drills under theatrical smoke, and live fire, all in accordance with fire control training standards and local ordinances.



Making entry for fire attack in an acquired structure.



Firefighters open a roof for vertical ventilation during a drill on an acquired structure.

03

SECTION THREE

NORTH ZONE & COUNTY TRAINING

- *North Zone Training*
- *North Zone Training Plan*
- *County Training*

NORTH ZONE TRAINING



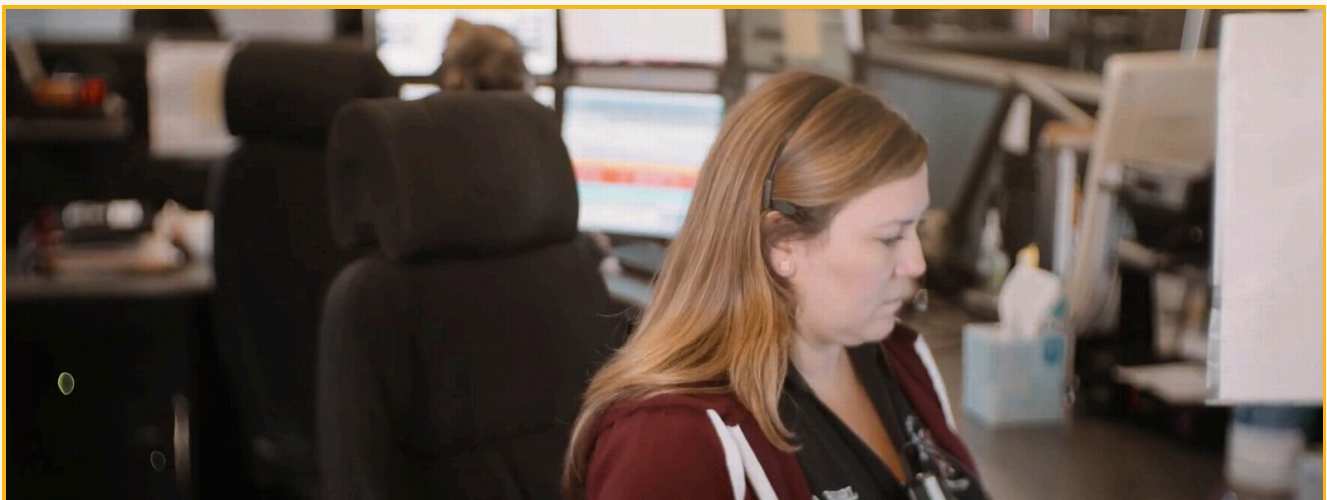
San Diego County is divided into several operational areas. Ours is the North Zone, where the agencies of the northern region operate as one, and it is widely regarded as the model for multi-agency cooperation, recognized well beyond our own boundaries.

Across the North Zone we share automatic aid and boundary drops, dispatching the closest available unit regardless of jurisdiction. Rancho Santa Fe Fire is committed to this partnership and to coordinating with our partner agencies as we continue to grow, integrate our response, and standardize across our portion of the San Diego region. Our commitment to regionalizing both response and training standards is, in that respect, unique.

Through a centralized dispatch center, NorthComm, North Zone agencies operate under

common Standard Operating Guidelines (SOG) for responses, shared resources, and cooperation. The North Zone training group is where these entities come together for training and standardization. Training Officers (TOs) from North Zone fire agencies, CAL FIRE, NorthComm, Palomar College, and SDG&E meet in person once a month to coordinate and discuss training, collaboration, and cooperation, ensuring we operate safely, share common response standards, and stay aligned on operational training expectations.

The North Zone Emergency Operations Manual (EOM) is the baseline document that guides us through our SOGs. Common radio and communications, common size-ups through Blue Card North Zone Command and Control, and common response criteria are all defined within this group.



Dispatchers at NorthComm, the North Zone's centralized communications center.



North Zone agencies train side by side; here, crews from different departments work a hose load together.

As agencies, we acknowledge that we are stronger together than on our own. The public we serve deserves the best response possible, and our shared commitment to common North Zone training and response standards strengthens every agency in the region. Dispatching the closest unit puts a first responder in front of the public sooner, and when every responder is trained to the same standard and the same expectations, the public can have confidence in who arrives. This is service delivered at the highest level, without regard to jurisdictional boundaries, to those we are sworn to protect. We do it with no ego, in a spirit of seamless, multi-jurisdictional operations, so that the public can expect a response as if we are one, even though we are not a single agency.

Rancho Santa Fe Fire takes an active part in this work. We participate in North Zone testing, which provides promotional exams from engineer all the way to battalion chief, and our members help deliver training by serving on the North Zone training cadre, testing cadre, and rescue committee,

and contributing to North Zone BESS and lithium-ion emergency response. Our people are encouraged to take an active role in the North Zone.

Throughout the year, our district is committed to participating in North Zone drills. The North Zone Annual Training Plan (ATP) is laid out to cover a calendar year and includes projected dates for North Zone promotional examinations, promotional academies, and training drills. Drills are multi-agency efforts trained to EOM SOGs, and they take place by splitting into East and West trainings based on an agency's geographic location. We also send battalion chiefs to take part in command and control training on these drills. Rancho Santa Fe participates in both East and West side trainings based on station location. Trainings are posted to the Activity Calendar in advance, and training materials and course instruction are coordinated through the North Zone training group. The North Zone ATP for 2026 is outlined on the following page.

NORTH ZONE TRAINING PLAN

2026 NORTH ZONE ANNUAL TRAINING PLAN

MULTI-AGENCY BOUNDARY DRILLS

MONTH	DRILL TOPIC & LEAD AGENCIES	
FEBRUARY	Haz-Mat / SDG&E	LEAD: SMC · NCF
MAY	Cross Border Exchange Drill	LEAD: VTA · OCS
SEPTEMBER	Rope Rescue	LEAD: MCP · NCF
NOVEMBER	Confined Space	LEAD: CBD · RSF

PROMOTIONAL TESTING & ACADEMIES

MONTH	TESTING & ACADEMY	
MARCH	Engineer's Testing	
APRIL	Captain's Testing	
MAY	Battalion Chief's Testing	
NOVEMBER	Battalion Chief's Preparation Academy	2026 ROTATION

NOTES Each boundary drill runs on both the East and West sides, grouped by an agency's geographic location; the lead agency coordinates materials, sites, and cadre, with a Chief Officer present. The North Zone preparation academy rotates every year among Engineer, Captain, and Battalion Chief, with 2026 the Battalion Chief's Academy. The District may also run in-house academies to supplement the rotation and fill the years it leaves open. Our agency participates in the promotional process as needed, based on established lists and anticipated openings. The academies are optional and taken for career growth.

If you are interested in taking part in North Zone training, whether that means helping put on drills, building standardization documents, or contributing in any other way, reach out to the

Training Division. Your involvement carries forward the foundation of cooperation and the standardization of skills, abilities, and guidance within the zone, now and into the future.

NORTH ZONE TRAINING PLAN

2027 NORTH ZONE ANNUAL TRAINING PLAN

MULTI-AGENCY BOUNDARY DRILLS

MONTH	DRILL TOPIC & LEAD AGENCIES	
FEBRUARY	TBD	LEAD: TBD
MAY	TBD	LEAD: TBD
SEPTEMBER	Rescue (TBD)	LEAD: TBD
NOVEMBER	Confined Space	LEAD: TBD

PROMOTIONAL TESTING & ACADEMIES

MONTH	TESTING & ACADEMY	
MARCH	Engineer's Testing	
APRIL	Captain's Testing	
MAY	Battalion Chief's Testing	
NOVEMBER	Engineer Preparation Academy	2027 ROTATION

NOTES Each boundary drill runs on both the East and West sides, grouped by an agency's geographic location; the lead agency coordinates materials, sites, and cadre, with a Chief Officer present. The North Zone preparation academy rotates every year among Engineer, Captain, and Battalion Chief, with 2027 the Engineer Preparation Academy. The District may also run in-house academies to supplement the rotation and fill the years it leaves open. Our agency participates in the promotional process as needed, based on established lists and anticipated openings. The academies are optional and taken for career growth.

COUNTY TRAINING

Our organization also takes part in county-level training. As the North Zone's representative on the County Fire Chiefs, we take an active role in cooperation and coordination, and there are multiple training opportunities at the county level. This coordination is critical to a healthy operating region, particularly for relationships, standardization, and professional response expectations on large-scale emergencies.

One of the common drills we take part in is the San Diego County Wildland Drill. It is a true countywide effort: geographic and jurisdictional barriers come down, and we work across the region for a safe, successful drill each year. We are

committed to the County Wildland Drill both as adjunct instructors and as active participants. Most recently, Chief Bennett led the size-up, communications, and sand table portion, taking charge of that entire section for the county. Our participants in 2026 included multiple Strike Team Leader Trainees, Type 3 Engines, Fireline Paramedics, and Safety Officers. The drill challenges participants to sharpen their skills, brings everyone back into an operational mindset in early spring as fire season approaches, and gives our subject matter experts strong exposure as instructors and adjuncts. If you are interested in taking part in the 2027 County Wildland Drill as an adjunct, reach out to the Training Division.



A Rancho Santa Fe chief officer is evaluated in an extended-attack Incident Commander role at the County Wildland Drill.

Camp Pendleton puts on a live-fire wildland drill whenever conditions allow. It runs with a full incident command structure, including an incident command post and a training trailer, and draws agencies from across the region. Departments from as far as Orange County, Riverside, and Los



Live fire at Camp Pendleton (not a drill).

Angeles often take part, alongside resources from local, state, federal, and tribal jurisdictions. When the drill is held, our organization is committed to participating. The experience, relationships, and training it offers are distinctive among wildfire drills, given that live firing operations take place.

04

SECTION FOUR

PREVENTION & ADMIN

- *Prevention & Admin*
- *The Prevention Pathway*

PREVENTION & ADMIN



Administration, Prevention, admin captain, and chief officers of the Rancho Santa Fe Fire Protection District.

The Administration and Prevention divisions are the district's support divisions, each with a distinct role in keeping the organization running. Fire Prevention works to reduce the risk of fire before it starts. Working with builders and the community, Prevention enforces the fire code, reviews construction plans and fire protection systems, inspects new and existing occupancies, oversees weed abatement and defensible space, and investigates the origin and cause of fires that do occur. Administration keeps the district running day to day, spanning the executive assistant/board clerk, human resources, finance, and IT. Finance handles payroll and check runs, administers grant funds, and manages the district's budget and financial reporting, keeping the district fiscally protected and solvent so our people are paid. IT keeps our systems running and our network secure.

In the office environment, both divisions have their own training needs. Standardized onboarding requirements, such as department policy and procedure, along with position-specific requirements such as purchasing and driving, vary across divisions. The Training Division assigns the required items in coordination with the department leads. State and local requirements also include legally mandated training for all government employees, which we deliver through TargetSolutions on an annual basis.

The way these functions sit within a fire district is different from a city. In a city, administration is part of the larger municipal government: finance, human

resources, and IT may serve every department from a centralized building, at a distance from the people who respond, and fire prevention may sit apart as well. In our district, administration works only for the fire department, which keeps our support staff close to the operation: support is accessible, questions get answered directly, and the district runs efficiently.

Administrative and prevention staff are welcome to observe our training, including specialized and large-scale evolutions, at a safe distance and with a Chief Officer or designated safety attendant. The more they see of the operation, the better they understand the work they support; and the more our firefighters understand what Administration and Prevention do, the better informed they are about how the district runs. Each division is independent in its own role and, to a degree, dependent on the others. Knowledge in both directions, and the working relationships that come with it, are part of how a healthy organization functions.

Each February, the district holds a prevention and suppression drill, reflected in the monthly drill schedule earlier in this document. It is a working session: suppression and prevention coordinate on inspections at the start of the year, and Prevention shares what it knows about buildings, plans, and built-in fire protection as it relates to firefighter response. That exchange gives crews better information about the structures they may operate in.

THE PREVENTION PATHWAY

From Fire Prevention Specialist to Fire Marshal.

Prevention differs from Administration in one important way: based on their position and job performance requirements (JPRs), many prevention personnel follow a State Fire Training path and meet the applicable state and department training standards. The pathway below maps the courses and certifications associated with each position, from Fire Prevention Specialist through Fire Marshal, as a reference for their development. Actual requirements are set by State Fire Training and district policy; this is a descriptive guide. Prevention also includes personnel whose JPRs are purely administrative and who do not follow the State Fire Training track or its requirements.

TOP OF THE PREVENTION TRACK

FIRE MARSHAL

All Deputy Fire Marshal requirements · ICC Fire Inspector II · OSFM Fire Marshal Certification (or open task book upon promotion) · Chief Fire Officer 3A or Fire Officer 3A · Instructor I or FESI 1 · SFT Statutes & Regulations · G290 Basic Public Information Officer · B.A./B.S. or higher in leadership, management, administration, or relevant field · 5 years full-time as Deputy Fire Marshal, Acting Fire Marshal, or Fire Marshal.

DEPUTY FIRE MARSHAL

All FPS II requirements · OSFM Certified First Responder Inspector, Fire Inspector (2024), and Fire Plans Examiner · RSF Qualified Fire Investigator* · Fire Marshal 1A, 1B, 1C, 1D, 1E · A.A./A.S. in a fire-related field or B.A./B.S. or higher from an accredited institution · 3 years full-time as a Fire Inspector II.

FIRE PREVENTION SPECIALIST II

All FPS I requirements · OSFM Certified First Responder Inspector (Fire Inspector I) · Fire Inspector (Fire Inspector II) 2A, 2B, 2C, 2D · Fire Plans Examiner (Plan Examiner) 1A, 1B, 1C · CA Statutes & Regulations (SFT FSTEP) · 2 years full-time as a Fire Inspector or Fire Prevention Officer.

ENTRY

FIRE PREVENTION SPECIALIST I

CA Class C Driver's License · First Responder Inspector (Fire Inspector I) 1A, 1B, 1C, 1D · Hazardous Materials First Responder Awareness.

A valid CA Class C Driver's License is maintained, and a 12-month probationary period is served, at every level. Refer to the policy, task books, and guiding documents for full requirements.

***TO BECOME A RANCHO SANTA FE FIRE (RSF) QUALIFIED FIRE INVESTIGATOR:** Fire Investigator 1A, 1B, 1C · POST PC 832 Course · NWCG FI-210 · Meet the requirements in Appendix B of the MOU.

**This represents a glance at the career pathway. Refer to the policy, task book, and guiding documents for full requirements.*

05

SECTION FIVE

HIGHER EDUCATION & CONFERENCES

- *Advanced Degrees*
- *Conferences & Symposiums*

DEGREES & CONFERENCES

ADVANCED DEGREES

We support career development through knowledge, higher education, and degrees. Our personnel are encouraged to pursue their career and educational aspirations by earning advanced degrees. We support associate's, bachelor's, and master's degrees through our Training Division. Our personnel are encouraged to earn degrees that would give them the confidence, knowledge, and education to follow their career goals. Through Columbia Southern University, our employees can gain a degree that is institutionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), a

recognition widely respected across professional and academic institutions.

Anyone interested in obtaining their degree should contact the college of their choice, register, and submit their course enrollment request to the Training Division once they receive their supervisor's support. Refer to district policy, and consult the Training Division for specifics on reimbursement for a specific preferred educational institution. This opportunity is available to anyone from prevention, administration, and suppression. Learning is a lifelong endeavor, and we support the growth of our personnel through their educational goals.

DEGREES SUPPORTED

ASSOCIATES · BACHELORS · MASTERS

Offered through Columbia Southern University, institutionally accredited by SACSCOC.

CONFERENCES & SYMPOSIUMS

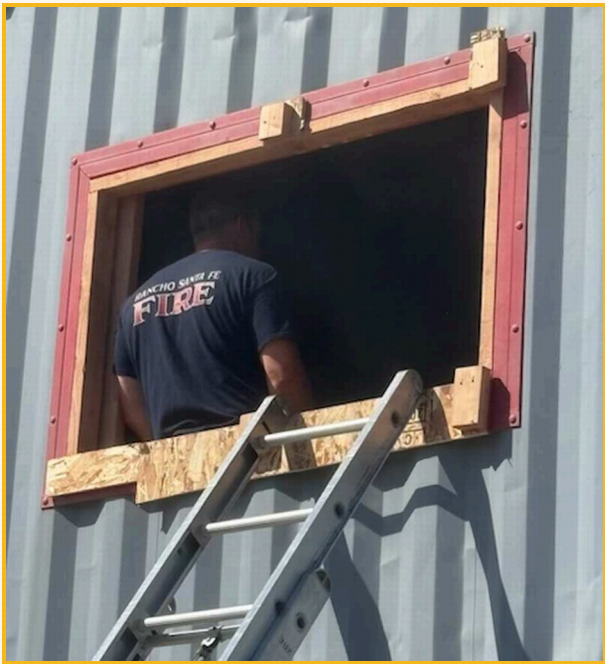
Our district regularly has many personnel who participate in the Fresno Training Symposium. This annual training conference is highly encouraged. It is a great opportunity to learn new knowledge, skills, and abilities and bring them back to the district. Funding for the symposium varies based on the Urban Area Security Initiative (UASI) or other grant fund availability, but at minimum we support travel in a department ground vehicle, hotel, and course registration for those looking to attend.

We encourage our personnel to attend conferences and symposiums. The networking, knowledge, and information gained from these conferences helps our district grow. These include events such as CFED, FDIC, and leadership and management symposiums, among many others. As much as possible, we intend to support our personnel by using UASI and other applicable grants to their fullest extent. When funds are available, we support individuals or groups of individuals as much as the budgetary environment allows.

SECTION FIVE · HIGHER EDUCATION & CONFERENCES
FROM THE FRESNO SYMPOSIUM



Rancho Santa Fe firefighters during live fire training at the Fresno Training Symposium.



A Rancho Santa Fe crew member works a window prop at the symposium.

CONFERENCES WE SUPPORT INCLUDE

- FRESNO TRAINING SYMPOSIUM
- CFED
- FDIC
- LEADERSHIP & MANAGEMENT SYMPOSIUMS

... and many others, as opportunities and funding allow.

06

SECTION SIX

COMMUNITY RISK REDUCTION

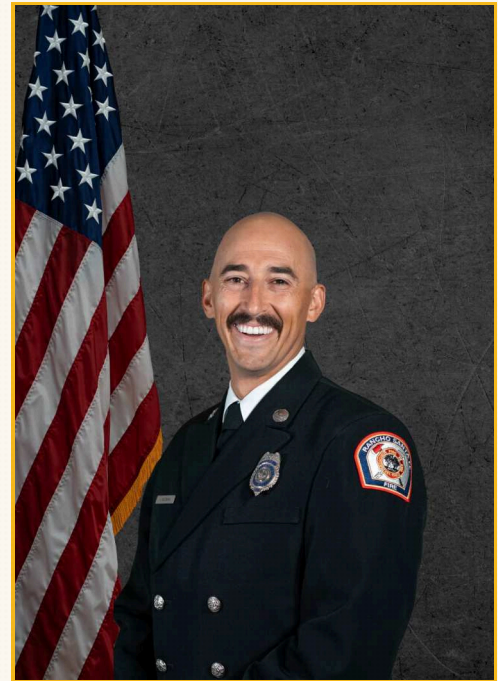
- *CERT*
- *Public Outreach*
- *Fire Safety Month*

CERT

The district operates a Community Emergency Response Team, or CERT, led by Captain Josh Guzman. As partners in the North Zone CERT effort, we deliver CERT-level training and ongoing engagement to the community members who take part in the program.

CERT is built on a nationally recognized model: when a major disaster strikes, professional resources are stretched thin, and in those first critical hours neighbors are often the ones helping neighbors. The program prepares residents to act safely and effectively until first responders arrive. Training introduces the basics of fire safety and small fire suppression, light search and rescue, disaster medical operations and triage, and how to organize as a team under a common command structure.

We face real wildfire and disaster risk, and CERT extends our reach into the neighborhoods we protect. Trained volunteers become a force multiplier: better prepared to care for themselves and their families, to support their streets and workplaces, and to work alongside our crews when it matters most. The result is a more resilient community, and a stronger partnership between the people who respond and the people they serve.



CAPTAIN JOSH GUZMAN
CERT Program Lead



CERT volunteers train on live fire extinguishment at the district training center, supervised by Rancho Santa Fe Fire personnel.

PUBLIC OUTREACH

Throughout the year, public outreach is a steady part of what we do. We interact with the public regularly through planned meetings, town halls, and community forums, where our prevention and suppression personnel take part alongside the fire chief, deputy chief, and battalion chiefs. Some of the most important work happens long before an emergency, and day to day we are committed to sharing safety information and lowering the risk of emergencies through community involvement.

We work with the public and our partners to coordinate on preparedness, including defensible

space, home hardening, and readiness for Red Flag conditions. Alongside that, public education helps residents and business owners become empowered partners in safety for themselves and their neighbors.

On the suppression side, we schedule station tours throughout the year and visit local schools to teach fire safety. Our commitment to community involvement and outreach to the public is our community risk reduction put into action.



Fire Chief Dave McQuead addresses residents at a wildfire preparedness town hall.



Rancho Santa Fe Deputy Fire Marshal Conor Lenehan and regional partners at a community wildfire forum.



Station and apparatus tours.

WORKING WITH LOCAL BUSINESSES

Our prevention personnel work with local businesses across the district on fire safety. They identify target hazards, share best safety practices, and inspect fire protection systems to confirm a business is operating safely and up to code. The aim is for each business to be safe for itself and its employees, for the surrounding community, and for the responders who would arrive if an emergency occurred.

We have also formed professional partnerships with local businesses on fire safety, and our relationship with Qualcomm, a San Diego company, is a good example. Over time it worked both ways: their teams came out to our facility several times, and our crews visited their campus as well. Each visit was a chance to coordinate on fire safety and help them understand firefighter operations and fire behavior deeply enough to build that understanding into their technology.

Together we worked through a range of areas where their technology meets our operations: how communications and radios can perform better during an emergency, how drones can support the response to fires and other emergency operations, how to track and locate a downed firefighter, and how augmented reality can bring patient information and vital signs to responders during a medical response, among other things. That work can reach the chips that power firefighter products, and in time the consumer products that help keep the public safer. Because many Qualcomm employees live in and around our district, that partnership protects our own neighbors as much as anyone, and we welcome the chance to work the same way with any local business or partner, since reducing risk in the community reaches far beyond any single call.



Rancho Santa Fe Fire works with a team of Qualcomm engineers and government liaison employees at the Qualcomm campus in San Diego.



A firefighter demonstrates thermal imaging equipment for Qualcomm technology executives.



A custom shield marking the collaboration between Rancho Santa Fe Fire and Qualcomm.



A joint drill with Rancho Santa Fe Fire and our coastal partners for Qualcomm.

COMMUNITY RISK REDUCTION

FIRE SAFETY MONTH

October is recognized as Fire Safety Month, and much of our more prominent public outreach is built around it. Each year we host a community pancake breakfast that opens the firehouse to the public, with safety booths, the chance for the public

to meet members from across the entire agency, and hands-on involvement in fire safety.

We dedicate the month to sharing community fire safety information, with public safety tours for schools, businesses, and anyone with an interest in learning more.



Young helpers lend a hand at the pancake breakfast.



Helpers serving breakfast during Fire Safety Month.



Community CPR instruction.



Fire safety in the classroom.

07

SECTION SEVEN

TRAINING METRICS

- *Learning Points*
- *Standards & Benchmarks*

LEARNING POINTS

We measure training in more than hours. Across drills, notable calls, apparatus accidents, and medical aid, the Training Division captures what is working and where we can improve, and feeds those learning points back into the next round of training.

DRILL LEARNING POINTS

At every drill, our lead instructors make observations on what is going well and on any challenges crews and personnel encounter. Notes are logged, and at the end of the drill we develop learning points from them. The learning points include both strengths and challenges, written constructively so we recognize what is working and point out where we can improve. Over time they give us a view of the trends and patterns that may need attention. We discuss any overall patterns at Training Committee meetings and, where one is identified, develop future training to address it.

NOTABLE CALL REVIEW TEAM

Within the Training Committee is a subgroup called the Notable Call Review Team. The team identifies calls that do not rise to the complexity of a formal after-action review but still hold some useful learning points: high-risk, low-frequency incidents, calls of advanced complexity, or routine calls that caught the group's attention. The team pulls the audio from the call and works with the crews who ran it. On a peer-to-peer basis, they build a snapshot of learning points, what went well, what proved challenging, and what could have gone better, from each rank on each unit, including the BC. It is meant to be self-reflective, with the information gathered peer to peer rather than handed down. The learning points are then assembled into a Notable Call Review document, with any relevant photos and video attached, and

released alongside the audio once each calendar quarter for crews to review together. These reviews contain no patient information and are conducted in accordance with HIPAA.

Beyond the individual learning points, the team looks for trends we can train on: unique situations worth adapting into drills, or behavioral patterns worth building into future training. Those findings are discussed at the Training Committee and worked into our drills.

ACCIDENT REVIEW BOARD

Any time an apparatus is involved in an accident, an Accident Review Board is convened. The board analyzes what happened, what can be learned from it, and how a similar accident could be avoided. Out of this process there may be training and development opportunities to prevent a repeat. These learning points may be incorporated into our training and task books, and into promotional exam material where relevant. The focus is always on safe and professional operations, not on any specific incident.

EMS QA

Medical aid calls go through both internal and external quality assurance review. EMS QA confirms that we are operating to the standard and surfaces one-off learning points as well as patterns across calls. These are addressed in a group QA session during a medic continuing education (CE), and the learning points are carried into future EMS training as appropriate.

STANDARDS & BENCHMARKS



Ground ladders and vertical ventilation.



An example of crew training with a hose lay.



Rapid intervention team firefighter rescue.

EVALUATIONS PLUS

Vector Solutions includes a module called Evaluations Plus, a set of performance evaluations we use in training. They are routine in probationary training, where crews are evaluated each quarter, and they also run in company training and drills to confirm that we are performing to a satisfactory baseline standard. As we develop our benchmarks, we can build things such as NFPA training standards into our company evolutions to ensure we are meeting the benchmark standard.

NFPA 1400 / 1410

Our Annual Training Plan (ATP) for 2026 / 2027 is built to address the components of NFPA 1400, so that the district meets the standard's benchmarks for annual training. The relevant components, and the benchmarks laid out within the standard, are our expectations for training. Through Vector Solutions we meet the minimum training

requirements on an annual basis, logged by our company officers, which is one way we document that the district meets the industry benchmarks NFPA establishes.

The evolutions described in NFPA 1410 are already part of our drills, run regularly as company evolutions. We do not yet keep formal times against the standard's clock, but by performing these evolutions routinely, the district already meets the spirit of the benchmark. We are working through a plan to fully implement NFPA 1410, including the clock-timed standard. This plan will be developed through the Training Committee, using Evaluations Plus.

TRAINING GOAL

Our training goal is straightforward: every active suppression member is expected, at a minimum, to meet the required training hours, and is encouraged to exceed them.

90%

The Training Division's goal is to complete at least 90% of the Annual Training Plan year over year.

LOOKING AHEAD

TRAINING FOR WHAT COMES NEXT

A clear understanding of where we are, and where we are headed, helps define the pathway we are on. This plan is a comprehensive view of training across the district for the next two years, meant as a guide toward our goals rather than a plan set in stone. As we move forward, we stay adaptable to the unknowns that will surely come, ready to adjust for new technologies, evolving standards, and the changing needs of the organization.

Some of that adaptability is already in motion. Although not formally part of the current Annual Training Plan, areas such as expanded leadership and management development, Rapid Extrication Module Support (REMS) for vegetation fire incidents, truck company operations and standardization, and swift water rescue teams and response are all examples of training the Division is already taking on, or is prepared to take on should the need arise.

What carries this plan is not any single policy or procedure, but the people who build and deliver it. Our training is shaped by the professionals in our organization. Through our subject matter experts, leaders at all ranks, and the members of our various working groups and committees, we prepare to respond to any kind of emergency, keeping the safety of our firefighters and the public our number-one priority. It is training for us, by us, planned and delivered to the highest professional standard.

Thank you for taking the time to review the Rancho Santa Fe Fire Training Plan: the highest level of training, by us, for us, achieving greatness together.



PAUL ROMAN

Battalion Chief, Training Division
Rancho Santa Fe Fire Protection District

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APPENDIX

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DISTRICT LEADS CONTACTS

Command staff, administrative leads, and key contacts for the Rancho Santa Fe Fire Protection District.

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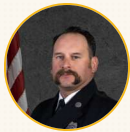
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ADMIN CAPTAIN · CSA-17 EMS COORDINATOR · PREVENTION



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ADMIN LEADS · LOCAL 4349



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ADMIN FRONT OFFICE LINE
District main line
Main 858-756-5971

FIREFIGHTER POSITION FLOW SHEET

Qualification and promotional requirements for each suppression rank, Firefighter through Fire Chief, drawn from Policy 1002 and the District position task books. Numbered markers are ranks; check and triangle markers are task-book qualifications held on the way up.

START · ENTRY INTO RANCHO SANTA FE FIRE

1

PROBATIONARY FIREFIGHTER / PARAMEDIC

ENTRY · 12-MONTH PROBATION

MEETS ALL HIRING PREREQUISITES AND CERTIFICATIONS

Current California Paramedic license, San Diego County accreditation

Orientation and Mini-Academy

In house mini-academy

DURING THE 12-MONTH PROBATION

PASS ALL QUARTERLY TESTING AT 80% OR BETTER

4 District Written Exams + Map Test

3 IFSTA Written Exams

4 Manipulative Skills Exams (EMS and Fire)

COMPLETE THE FOLLOWING CLASSES (WILDLAND) *

S-130 Firefighter Training

S-190 Introduction to Wildland Fire Behavior

S-290 Intermediate Wildland Fire Behavior (online or classroom)

L-180 Human Factors on the Fireline

COMPLETE THE FOLLOWING CLASSES (ICS / NIMS) *

ICS-100 Introduction to ICS

ICS-200 Basic ICS

NIMS IS-700 Introduction to NIMS

NIMS IS-800 National Response Framework

ALSO REQUIRED DURING PROBATION

Performance evaluations satisfactory or above

Probationary task book and checkoff sheets: all four quarters complete

SUBMIT WITHIN ONE YEAR OF HIRE

OSFM Firefighter 1 Certification

OSFM Firefighter 2 Certification

If not already held: submit the academy cert, application, position task book, and fee schedule for each certificate within one year of hire. State or college delays are not held against the member; status is checked on the first- and second-quarter checkoff sheets.

AT THE END OF THE PROBATIONARY PERIOD

CICCS Firefighter Type 1 (Red Card)

Red Card via IQS; see the current CICCS requirements for Firefighter Type 1

PROBATIONARY PERIOD COMPLETE

FIREFIGHTER / PARAMEDIC

AFTER PROBATION · REQUIRED WITHIN 18 MONTHS OF HIRE



CLASS C FIREFIGHTER ENDORSEMENT

RSF PROCESS, THEN DMV

RSF Firefighter Driver Endorsement Task Book



All District vehicle policies (Target Solutions)



Training Officer final evaluation (Pass/Fail)



DMV Firefighter Endorsement



Class C License with Firefighter Endorsement

Module 1: 14+ hours supervised behind-the-wheel driving (Pre-trip, Rodeo, Road Test), Captain sign-off. DMV: Firefighter Employment and Training Verification letter (NFPA 1002), written endorsement test, Health Questionnaire DL 546.

ENGINEER, CAPTAIN, BATTALION CHIEF, DEPUTY CHIEF, AND FIRE CHIEF TO FOLLOW, ONE RANK AT A TIME ▼

* If the certification is already held, providing a copy of the current certificate as proof of completion meets the requirement.

Refer to Department Policy 1002 for full requirements, and Policy 1037 for driver's license requirements.

APPENDIX · SUPPRESSION

ENGINEER POSITION FLOW SHEET

The Engineer Position Task Book is the hinge: it qualifies an Acting Engineer and, once policy qualifications are met, opens the Engineer exam, a Captain PTB, and Captain Trainee.

CONTINUED FROM FIREFIGHTER / PARAMEDIC



ENGINEER TRAINEE

ENGINEER POSITION TASK BOOK OPEN · WORKS
UNDER THE DIRECT SUPERVISION OF THE CAPTAIN

TO OPEN THE ENGINEER PTB

OSFM Firefighter 1 and 2 Certification

Complete Firefighter/Paramedic probation

SFT Fire Apparatus Driver Operator (FADO) 1A

RSF Firefighter Driver Endorsement Task Book

Endorsement Task Book: Modules 1-4 for a new Firefighter Class C endorsement; Modules 2-4 if the endorsement is already held.



OPEN THE ENGINEER PTB (MUST BE COMPLETED WITHIN THREE (3) YEARS OF OPENING TO REMAIN VALID)



COMPLETE THE ENGINEER PTB (SHIFT CAPTAIN VERIFIES, TRAINING BATTALION CHIEF CERTIFIES)



ACTING ENGINEER

QUALIFIED UPON COMPLETION OF THE ENGINEER'S POSITION TASK BOOK

May fill Engineer vacancies when no other qualified candidate is available. Hire order: Engineers, the Engineer's promotional list, then qualified Acting Engineers. The completed PTB is also required for the Engineer promotional exam and to open a Captain PTB.



PROMOTE TO ENGINEER

2

ENGINEER

Meets all Firefighter / Paramedic requirements

EXPERIENCE · AT THE APPLICATION FILING DEADLINE

3 years full-time paid Firefighter/Paramedic with RSF

HOLD

Class B or Class C with Firefighter Endorsement

Completed RSF Engineer's Position Task Book

EDUCATION

S-215 Fire Operations in the Wildland/Urban Interface

S-290 Intermediate Wildland Fire Behavior (classroom required)

Core Fire Science classes: Building Construction, Fire Behavior and Combustion

LARRO & Rescue Systems 1, or Rope Rescue Awareness/Operations



ENGINEER PROMOTIONAL EXAM: WRITTEN AT 70%, THEN MANIPULATIVE AT 70% EACH COMPONENT

District DO and Hydraulic

Written Examination

Map Test

Driving Practical

Mechanical and Fluid ID

Type 1 Pumping

Type 3 Pumping

Technical Skill

Oral Interview



ELIGIBILITY LIST (24 MONTHS), DEPARTMENT REVIEW, CHIEF'S INTERVIEW, FIRE CHIEF RANKING, THEN A 12-MONTH PROBATION UPON PROMOTION

ENGINEER

Desirable: A.A./A.S. degree or higher from an accredited college.

CAPTAIN TRAINEE, ACTING CAPTAIN, AND CAPTAIN CONTINUE NEXT ▼

CAPTAIN POSITION FLOW SHEET

CONTINUED FROM ENGINEER



CAPTAIN TRAINEE

CAPTAIN POSITION TASK BOOK OPEN • WORKS UNDER THE DIRECT SUPERVISION OF THE CAPTAIN IN CHARGE

TO OPEN THE CAPTAIN PTB

Meets all Firefighter / Paramedic requirements

3 years full-time paid suppression with RSF

30 college units (1 year equivalent)

Completed Engineer PTB

50% of the Fire Officer 2 track, or OSFM Fire Officer Certification, or OSFM Company Officer Certification

S-290 Intermediate Wildland Fire Behavior (classroom required)

CSTI Hazardous Materials Incident Commander

Blue Card Certification

OPEN THE CAPTAIN PTB (MUST BE COMPLETED WITHIN THREE (3) YEARS OF OPENING TO REMAIN VALID)

COMPLETE THE CAPTAIN PTB (SHIFT CAPTAIN VERIFIES, TRAINING BATTALION CHIEF CERTIFIES)



ACTING CAPTAIN

QUALIFIED UPON COMPLETION OF THE CAPTAIN'S POSITION TASK BOOK

May fill Captain vacancies when no other qualified candidate is available. Hire order: Captains, the Captain's promotional list, then qualified Acting Captains. Held for three (3) years from sign-off; renew by re-qualifying Section 8 (structured simulations).

PROMOTE TO CAPTAIN

3

CAPTAIN

Meets all Engineer requirements

EXPERIENCE • AT THE APPLICATION FILING DEADLINE

5 years full-time paid suppression (FF/PM or Engineer) with RSF

ENGINEER'S EXAM

Taken and passed the North Zone or RSF Engineer's exam

HOLD

Class B or Class C with Firefighter Endorsement

Completed Engineer PTB

Completed Captain PTB

EDUCATION

S-230 Crew Boss

S-231 Engine Boss

Instructor 1: Instructor Methodology

OSFM Fire Officer or Company Officer Certification, or Fire Officer 2 Track Complete

A.A./A.S. degree or higher from an accredited college

Fire Officer 2 track courses: see page vii.

CAPTAIN PROMOTIONAL EXAM: WRITTEN AT 70% TO ADVANCE, THEN THE ASSESSMENT AT 70% EACH COMPONENT

Written Examination

Command and Control Incident Simulations

In-Basket Exercise

Manager / Supervisor / Subordinate Counseling

Technical Interview

Oral Interview

ELIGIBILITY LIST (24 MONTHS), DEPARTMENT REVIEW, CHIEF'S INTERVIEW, FIRE CHIEF RANKING, THEN A 12-MONTH PROBATION UPON PROMOTION

CAPTAIN

CICCS Engine Boss (ENGB) within 1 year after promotion. Fire Officer 2 task book within 1 year after promotion (Fire Officer 2 course track). Extensions may be granted while the member is actively working a task book. Once promoted, must maintain a State of California EMT or Paramedic license with San Diego County accreditation. Desirable: B.A./B.S. or higher from an accredited college.

BATTALION CHIEF, DEPUTY CHIEF, AND FIRE CHIEF CONTINUE ON THE NEXT PAGES ▼

BATTALION CHIEF POSITION FLOW SHEET

CONTINUED FROM CAPTAIN



BATTALION CHIEF TRAINEE

BATTALION CHIEF POSITION TASK BOOK OPEN

TO OPEN THE BATTALION CHIEF PTB

Meet all RSFFPD Captain requirements (including the education requirement)

2 years paid Captain with RSF

SFT Chief Officer, OSFM Chief Fire Officer, or 50% of the Fire Officer 3 track

Qualified CICCIS Engine Boss (ENGB)

Pre-Task Book interview with the Fire Chief



OPEN THE BATTALION CHIEF PTB (MUST BE COMPLETED WITHIN THREE (3) YEARS OF OPENING TO REMAIN VALID)



COMPLETE THE BATTALION CHIEF PTB (SHIFT BATTALION CHIEF VERIFIES, OPERATIONS CHIEF CERTIFIES)



ACTING BATTALION CHIEF

QUALIFIED UPON COMPLETION OF THE
BATTALION CHIEF POSITION TASK BOOK

May fill Battalion Chief vacancies when no other qualified candidate is available. Hire order: Battalion Chiefs, the Battalion Chief's promotional list, then qualified Acting Battalion Chiefs. Held for three (3) years from sign-off; renew by re-qualifying Task One (structured simulations).



PROMOTE TO BATTALION CHIEF

4

BATTALION CHIEF

Meets all Captain requirements

EXPERIENCE · AT THE APPLICATION FILING DEADLINE

3 years full-time paid Captain with RSF

HOLD

Current California Class C driver's license

Completed RSF Battalion Chief PTB

EDUCATION

OSFM Chief Officer or Chief Fire Officer Certification, or Fire Officer 3 Track Complete

ICS I-300 Intermediate ICS

L-954 All-Hazards Safety Officer or S-404 Safety Officer

AH-330 Strike Team / Task Force Leader

Fire Officer 3 track courses: see page viii.



BATTALION CHIEF PROMOTIONAL ASSESSMENT: 70% OR BETTER ON EACH COMPONENT

Command and Control Incident Simulations

In-Basket Exercise

Sell-Yourself PowerPoint Presentation

Technical Exercise



MANAGEMENT INTERVIEW, THEN A 12-MONTH PROBATION UPON PROMOTION

BATTALION CHIEF

Highly Desirable: B.A./B.S. or higher in leadership, management, administration or relevant field from an accredited college. Fire Officer 3 task book within 1 year after promotion (Fire Officer 3 course track). Blue Card Train the Trainer within 1 year after promotion. Once promoted, maintain a State of California EMT or Paramedic license with San Diego County accreditation.

WITHIN 2 YEARS OF PROMOTION MUST BECOME · CICCIS STRIKE TEAM LEADER ENGINE (STEN)

STEN PREREQUISITE COURSES

I-300 Intermediate ICS

S-219 Firing Operations

S-270 Basic Air Operations

S-290 Intermediate Wildland Fire Behavior (classroom required)

AH-330 All-Risk Task Force / Strike Team Leader

Maintain CICCIS STEN qualification and participate in the North Zone STEN rotation. The current San Diego Operational Area CICCIS list presides. An extension may be granted while actively working the STEN task book.

DEPUTY CHIEF AND FIRE CHIEF CONTINUE ON THE NEXT PAGE ▼

DEPUTY CHIEF & FIRE CHIEF POSITION FLOW SHEET

CONTINUED FROM BATTALION CHIEF



5 DEPUTY CHIEF

Meets all Battalion Chief requirements

EXPERIENCE · AT THE APPLICATION FILING DEADLINE

3 years full-time paid Chief Officer with RSF

EDUCATION

ICS-400: Advanced Incident Command System for Command and General Staff-Complex Incidents

Fire Service Labor/Management Relations

OSFM Executive Chief Officer Certification, or Fire Officer 4 Track Complete

B.A./B.S. or higher from an accredited college

*The degree may be completed within three (3) years after promotion if enrolled. A degree in leadership, management, administration or relevant field is preferred.
Fire Officer 4 track courses: see page viii.*



MANAGEMENT INTERVIEW, THEN A 12-MONTH PROBATION UPON PROMOTION

DEPUTY CHIEF

Fire Officer 4 task book within 1 year after promotion (Fire Officer 4 course track).



THE FIRE CHIEF IS A FIRE BOARD APPOINTED POSITION

6 FIRE CHIEF

**THE FIRE BOARD DETERMINES THE NECESSARY EXPERIENCE
AND EDUCATION REQUIRED FOR THE POSITION**

REQUIRED

B.A./B.S. or higher in leadership, management, administration or relevant field from an accredited college

DESIRABLE

Five (5) years full-time paid experience as a Chief Officer with a recognized fire agency

Meet all requirements for the Deputy Chief position

M.A./M.S. in leadership, management, administration or relevant field from an accredited college



FIRE BOARD APPOINTMENT

FIRE CHIEF

COURSE AND EDUCATION REQUIREMENTS FOR EVERY RANK

A quick reference for anyone looking to promote: check off each course, certification and degree as it is completed. Each item is listed once, at the rank where it is first required. Gold items are certifications.

1 FIREFIGHTER / PARAMEDIC

HIRE THROUGH THE FIRST 18 MONTHS • HIRED WITH A CALIFORNIA PARAMEDIC LICENSE AND FIREFIGHTER 1

COMPLETED ON PROBATION

- ☐ S-130 Firefighter Training
- ☐ S-190 Introduction to Wildland Fire Behavior
- ☐ S-290 Intermediate Wildland Fire Behavior (online)*
- ☐ L-180 Human Factors on the Fireline
- ☐ ICS-100 Introduction to ICS
- ☐ ICS-200 Basic ICS
- ☐ NIMS IS-700 Introduction to NIMS
- ☐ NIMS IS-800 National Response Framework
- ☐ OSFM Firefighter 1 Certification
- ☐ OSFM Firefighter 2 Certification

COMPLETED WITHIN 18 MONTHS OF HIRE

- ☐ California Class C Driver's License with Firefighter Endorsement

2 ENGINEER

BUILDS ON FIREFIGHTER / PARAMEDIC • 3 YEARS FULL-TIME PAID FIREFIGHTER/PARAMEDIC WITH RSF TO PROMOTE

- ☐ SFT Fire Apparatus Driver Operator (FADO) 1A
- ☐ S-215 Fire Operations in the Wildland/Urban Interface
- ☐ S-290 Intermediate Wildland Fire Behavior (classroom)
- ☐ Fire Science - Building Construction
- ☐ Fire Science - Fire Behavior and Combustion
- ☐ LARRO & Rescue Systems 1 or Rope Rescue Awareness/Operations

3 CAPTAIN

BUILDS ON ENGINEER • 5 YEARS FULL-TIME PAID SUPPRESSION WITH RSF AND A PASSED ENGINEER'S EXAM TO PROMOTE

- ☐ CSTI Hazardous Materials Incident Commander
- ☐ Blue Card Certification
- ☐ S-230 Crew Boss
- ☐ S-231 Engine Boss
- ☐ Holds OSFM Fire Officer or Company Officer Certification, or Fire Officer 2 Track Complete
- ☐ Instructor 1
- ☐ A.A./A.S. degree or higher from an accredited college

FIRE OFFICER 2 TRACK

- ☐ Fire Officer 2A: Human Resource Management (2020)
OR Company Officer 2A: Human Resource Management for Company Officers (2014)
- ☐ Fire Officer 2B: Administration and Community Risk Reduction (2020)
OR Company Officer 2B: General Administrative Functions for Company Officers (2014)
AND Company Officer 2C: Fire Inspections and Investigations for Company Officers (2014)
- ☐ Fire Officer 2C: Initial Incident Command (2020)
OR Company Officer 2D: All-Risk Command Operations for Company Officers (2014)
AND Company Officer 2E: Wildland Incident Operations for Company Officers (2014)
AND S-200 Initial Attack Incident Commander (NWCG)
- ☐ Behavioral Health and Cancer Awareness 2A (SFT)

BATTALION CHIEF, DEPUTY CHIEF, AND FIRE CHIEF CONTINUE ON THE NEXT PAGE ▼

* S-290 classroom meets this requirement and is preferred.

COURSE AND EDUCATION REQUIREMENTS FOR EVERY RANK

Continued from Captain. Each rank builds on everything listed for the ranks before it. Gold items are certifications.

CONTINUED FROM CAPTAIN

4

BATTALION CHIEF

BUILDS ON CAPTAIN · 3 YEARS FULL-TIME PAID CAPTAIN WITH RSF TO PROMOTE

- ☐ ICS-300 Intermediate ICS
- ☐ AH-330 Strike Team/Task Force Leader
- ☐ L-954 All-Hazards Safety Officer or S-404 Safety Officer

☐ Holds OSFM Chief Officer or Chief Fire Officer Certification, or Fire Officer 3 Track Complete

FIRE OFFICER 3 TRACK

- ☐ Fire Officer 3A: Human Resource Management (2020)
OR CFO 3A: Human Resource Management for the Chief Fire Officer (2014)
- ☐ Fire Officer 3B: Finance and Administration (2020)
OR CFO 3B: Budget and Fiscal Responsibilities for Chief Fire Officers (2014)
AND CFO 3C: General Administration Functions for Chief Fire Officers (2014)
- ☐ Fire Officer 3C: Command of Expanding Incidents (2020)
OR CFO 3D: Command of Expanding All-Hazard Incidents (2014)

WITHIN ONE YEAR OF PROMOTION IF NOT ALREADY HELD

- ☐ S-219 Firing Operations
- ☐ S-270 Basic Air Operations
- ☐ Blue Card Train the Trainer

5

DEPUTY CHIEF

**BUILDS ON BATTALION CHIEF · 3 YEARS FULL-TIME
PAID CHIEF OFFICER WITH RSF TO PROMOTE**

- ☐ ICS-400: Advanced Incident Command System for Command and General Staff-Complex Incidents
- ☐ Fire Service Labor/Management Relations

☐ Holds OSFM Executive Chief Officer Certification, or Fire Officer 4 Track Complete

FIRE OFFICER 4 TRACK

- ☐ Fire Officer 4A: Human Resource Management (2020)
OR ECFO 4A: Human Resource Management for the Executive Chief Fire Officer (2014)
AND ECFO 4E: Health and Safety for the Executive Chief Fire Officer (2014)
- ☐ Fire Officer 4B: Community Leadership and Strategic Planning (2020)
OR ECFO 4B: Community and Government Relations for the Executive Chief Fire Officer (2014)
AND ECFO 4C: Administration for the Executive Chief Fire Officer (2014)
- ☐ Fire Officer 4C: Emergency Services Management (2020)
OR ECFO 4D: Emergency Services Delivery for the Executive Chief Fire Officer
- ☐ Holds B.A./B.S. or higher from an accredited college
OR Enrolled in one and completes it within three (3) years after promotion

6

FIRE CHIEF

FIRE BOARD APPOINTED · THE BOARD SETS THE EXPERIENCE AND EDUCATION REQUIRED

- ☐ Holds B.A./B.S. or higher in leadership, management, administration or relevant field from an accredited college

Refer to Department Policy 1002, the position flow sheets and the position task books for full requirements.

POSITION, COURSE & REQUIREMENT ALGORITHM

Prerequisite courses and certifications for each prevention position, Fire Prevention Specialist I through Fire Marshal. Gold markers are certifications; the labeled arrows show what each one opens.

START • ENTRY INTO FIRE PREVENTION

▼ NO PRIOR CERTIFICATION REQUIRED TO BEGIN

1 FIRE PREVENTION SPECIALIST I

ENTRY

ENTRY REQUIREMENTS (NO PREREQUISITE)

CA Class C License HazMat First Responder Awareness

FIRST RESPONDER INSPECTOR (FIRE INSPECTOR I)

1A → 1B → 1C → 1D → **First Responder Inspector certification**

▼ FIRST RESPONDER INSPECTOR CERTIFICATION REQUIRED TO BEGIN FIRE INSPECTOR II

2 FIRE PREVENTION SPECIALIST II

FIRE INSPECTOR (FIRE INSPECTOR II)

2A → 2B → 2C → 2D → **Fire Inspector certification**

FIRE PLANS EXAMINER (PLAN EXAMINER)

1A → 1B → 1C → **Fire Plans Examiner certification**

PLUS, AT THIS LEVEL

CA Statutes & Regulations (SFT FSTEP) 2 years full-time as a Fire Inspector or Fire Prevention Officer

▼ BOTH CERTIFICATIONS ABOVE ARE REQUIRED FOR DEPUTY FIRE MARSHAL

FIRE INVESTIGATOR • REQUIRED BEFORE DEPUTY FIRE MARSHAL

FIRE INVESTIGATOR

1A → 1B → 1C → **RSF Qualified Fire Investigator**

PLUS

POST PC 832 Course NWCG FI-210 Meet Appendix B of the MOU

▼ FIRE INSPECTOR, PLANS EXAMINER, AND QUALIFIED FIRE INVESTIGATOR REQUIRED

3 DEPUTY FIRE MARSHAL

FIRE MARSHAL

1A → 1B → 1C → 1D → 1E → **OSFM Fire Marshal certification**

PLUS, AT THIS LEVEL

A.A./A.S. in a fire-related field or B.A./B.S. or higher 3 years full-time as a Fire Inspector II

▼ OSFM FIRE MARSHAL CERTIFICATION (OR AN OPEN FIRE MARSHAL TASK BOOK UPON PROMOTION) PLUS EXPERIENCE REQUIRED

4 FIRE MARSHAL

TOP OF THE TRACK

PLUS, AT THIS LEVEL

ICC Fire Inspector II Chief Fire Officer 3A or Fire Officer 3A Instructor I or FESI 1 SFT Statutes & Regulations

G290 Basic Public Information Officer B.A./B.S. or higher in leadership, management, administration, or relevant field

5 years full-time as Deputy Fire Marshal, Acting Fire Marshal, or Fire Marshal

FIRE MARSHAL

A valid CA Class C Driver's License is maintained, and a 12-month probationary period is served, at every level. This is a quick-reference flow; refer to the policy, task books, and guiding documents for full requirements.

TRAINING DIVISION & COMMITTEE

Who carries the Training Division's work and who sits on the Training Committee, the members who lead the in-house drill program described earlier in this plan.

TRAINING DIVISION

TRAINING BATTALION CHIEF Paul Roman

ADMIN TRAINING CAPTAIN Kyle Carranza

CERT MANAGER Josh Guzman

ENGINEERS MANUAL / ACADEMY Alec Connelly

NEW HIRE ACADEMY COORDINATOR Chase Cantrell, Justin Cloyd (PT)

PROBATIONARY MANUAL UPDATES Kyle Carranza

PUBLIC EDUCATION / OUTREACH Ian O'Connor

VECTOR SOLUTIONS Kyle Carranza, Sandra Reyes

AREAS OF RESPONSIBILITY

Blue Card Command / NZ IMT

CERT Program

Education Approval

Incident Qualification System (iQS)

NZ / SD County Training

Testing: New Hire, Probationary & Promotional

Training Facility

Training Schedule

Vector Solutions

TRAINING COMMITTEE

CHAIR

Capt. Nathan Fritchle

CO-CHAIR

Capt. Curtis Benz

MEMBERS

- Alec Connelly
- Blaine Nelson
- Chase Cantrell
- Garrett Hardin
- Ian O'Connor
- Joshua Calsmer
- Joshua Guzman
- Justin Cloyd
- Kyle Carranza
- Matthew Sivba
- Michael Soto
- Nick Vosdoganes
- Paul Roman
- Richard LaFleur
- Scott Schieber
- Sean Canfield
- Sean Johnson
- Tim Wood
- Tyler Ball

VIDEO TRAINING

Paul Roman (SME) • Tyler Ball • Justin Cloyd • Troy Duncan

TRAINING CALENDARS & SCHEDULES

The working schedules that put this plan into practice across 2026 and 2027, reproduced as the Division uses them and color-coded by zone and shift. They carry the promotional-testing windows, NFPA drill rotation, EMS continuing education, and zone logistics described earlier in this plan.

-
- | | | |
|--|--|-----------------|
| <div style="background-color: #002060; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">1</div> | <p>RSF Training Calendar – 2026</p> <p>Monthly in-house drill rotation, promotional-testing windows, and EMS continuing education across the District.</p> | <p>SCHEDULE</p> |
| <div style="background-color: #002060; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">2</div> | <p>RSF Training Calendar – 2027</p> <div style="background-color: #c00000; color: white; padding: 2px 5px; font-weight: bold; margin: 2px 0;">IN DEVELOPMENT · MOSTLY TBD</div> <p>The second-year plan; zone logistics carried as TBD pending the 2027 schedule.</p> | <p>SCHEDULE</p> |
| <div style="background-color: #002060; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">3</div> | <p>EMS Annual Training Plan – 2026</p> <p>Month-by-month EMS topics, joint sessions with CSA-17 partner agencies, and online delivery.</p> | <p>SCHEDULE</p> |
| <div style="background-color: #002060; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">4</div> | <p>North Zone Training Calendar – 2026</p> <p>Zone-wide boundary drills, lead-agency rotation, and county training days.</p> | <p>SCHEDULE</p> |
| <div style="background-color: #002060; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">5</div> | <p>North Zone Chief Officer Assignments – 2026</p> <p>Chief-officer rotation supporting North Zone training throughout the year.</p> | <p>SCHEDULE</p> |
| <div style="background-color: #002060; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">6</div> | <p>North Zone Training Calendar – 2027</p> <p>Zone-wide boundary drills, lead-agency rotation, and county training days.</p> | <p>SCHEDULE</p> |
| <div style="background-color: #002060; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">7</div> | <p>North Zone Chief Officer Assignments – 2027</p> <p>Chief-officer rotation supporting North Zone training throughout the year.</p> | <p>SCHEDULE</p> |
| <div style="background-color: #002060; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">8</div> | <p>Zone Training Unit Split</p> <p>How zone resources divide across the shared training calendar.</p> | <p>SCHEDULE</p> |

2026 RANCHO SANTA FE FIRE PROTECTION DISTRICT TRAINING CALENDAR

APPENDIX · SCHEDULES

MONTHS	January	February	March	April	May	June	July	August	September	October	November	December
NORTH ZONE TESTING / PREP			Engineer Promotional Testing	Captain Promotional Testing	Battalion Chief Promotional Testing						Battalion Chief Zone Prep Academy	
ZONE TRAINING (BOUNDARY DRILLS)	OFF	SDG&E / Haz-Mat	OFF	OFF	Interagency Collaboration	OFF	OFF	OFF	Rope	OFF	Confined Space	OFF
ZONE TRAINING LEAD AGENCY		OCS/VTa	SMC/NCF	VTa/OCS	TBD/TBD				MCP/NCF		CBD/RSF	
WEST · ZONE	OFF	10,11,17,25,26,27	Coastal	OCS	1,4,6,20,21,22	OFF		OFF	2,3,14,28,29,10/5		2,5,9,12,13,23	OFF
WEST · RSF EMS CE'S	13,14,28	16,18,20	3,5,19	21,23,24	5,6,15	22,23,25	2,6,9	OFF	14,15,17	12,13,15	OFF	OFF
EAST · ZONE	OFF	2,3,6,9,12,19	RSF/VTa/NCF /SMC/VCF	NCF/VTa/RSF	5,8,13,14,18,28	OFF			1,4,8,11,15,18		3,4,16,19,24,12/2	
LEXIPOL												
RSF COMMITTEE DRILLS	Firefighter Rescue / Vent	Prevention / Jerome's Preplan	Large Animal Rescue	RT-130	EV / Lithium-Ion Fires / Auto Extrication	Hose Lays	MCI	Large & Small Area Search / VES / TIC	High Angle Rescue	Forcible Entry / Ladders	Ventilation	Live Fire (Night Fire) / VES
VECTOR SOLUTIONS				RT-130 Target Solutions Assignment					Water Rescue (pre-course work)		Confined Space (pre-course work)	
ZONE / COUNTY DRILLS	A Shift VHF Day	B Shift VHF Day	Fresno Symposium / C Shift VHF Day	A Shift VHF Day	XSD WL Drill / CFED West / B Shift VHF Day	MCP Fire School / C Shift VHF Day	A Shift VHF Day	B Shift VHF Day	C Shift VHF Day	A Shift VHF Day	B Shift VHF Day	C Shift VHF Day

Zone Training – 1st Session 0900–1200 · 2nd Session 1330–1630. Committee drill focus matches the monthly drill schedule in this plan.

Drafted 01/01/2026

2027 RANCHO SANTA FE FIRE PROTECTION DISTRICT TRAINING CALENDAR

APPENDIX · SCHEDULES

MONTHS	January	February	March	April	May	June	July	August	September	October	November	December
NORTH ZONE TESTING / PREP			Engineer Promotional Testing (TBD)	Captain Promotional Testing (TBD)	Battalion Chief Promotional Testing (Rancho Santa Fe to participate)							
ZONE TRAINING (BOUNDARY DRILLS)	TBD	TBD	TBD	TBD	TBD	OFF	OFF	OFF	Rescue Drill TBD	OFF	Rescue Drill TBD	OFF
ZONE TRAINING LEAD AGENCY	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
WEST · ZONE	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
WEST · RSF EMS CE'S	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
EAST · ZONE	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
LEXIPOL												
RSF COMMITTEE DRILLS	Hodges Dam Failure	Prevention / Fire in Estate Homes	Elfin Forest Trail Rescue Drill / UTV	RT-130	Mayday / FF Survival	Hose Lays	MCI	EV / Lithium-Ion Fires / Auto Extrication	Technical Rescue	Forcible Entry / Ladders	Ventilation	Live Fire
VECTOR SOLUTIONS	HIPAA	AB 1234		RT-130 Target Solutions Assignment								
ZONE / COUNTY DRILLS	VHF Day	VHF Day	VHF Day	VHF Day	VHF Day	VHF Day	VHF Day	VHF Day	VHF Day	VHF Day	VHF Day	VHF Day

Zone Training – 1st Session 0900–1200 · 2nd Session 1330–1630. Committee drill focus matches the monthly drill schedule in this plan.

Drafted 01/01/2026

2026 RANCHO SANTA FE FIRE PROTECTION DISTRICT EMS ANNUAL TRAINING PLAN

APPENDIX · SCHEDULES

MONTHS	January	February	March	April	May	June	July	August	September	October	November	December
EMS TRAINING TOPIC	Stroke	PALS	Trauma	IMCI / MCI Review	Summer Exposures	Protocol Update	IMCI Drill	Infection Control	OB / GYN	Dark	Dark	Dark
DELIVERY	In-Person	Joint · Ranch & Encinitas	In-Person	In-Person	In-Person	In-Person	Joint	Online · TargetSolutions	In-Person	Dark	Dark	Dark

Joint drills are conducted with CSA-17 partner agencies; the February PALS session is held jointly with Ranch and Encinitas. Online sessions are delivered through TargetSolutions. Months marked Dark have no scheduled ATP drill.

Drafted
01/01/2026

NORTH ZONE TRAINING CALENDAR 2026

APPENDIX · SCHEDULES

MONTHS	January	February	March	April	May	June	July	August	September	October	November	December
NORTH ZONE TESTING			Engineer's Testing	Captain's Testing	BC Test (TBD)							
ZONE TRAINING (BOUNDARY DRILLS)	OFF	SDG&E / Haz-Mat	OFF	OFF	TBD	OFF	OFF	OFF	Rope	OFF	Confined Space	OFF
ZONE TRAINING LEAD AGENCY		OCS/VTA	SMC/NCF	VTA/OCS	TBD/TBD				MCP/NCF		CBD/RSF	
WEST · ZONE	OFF	10,11,17,25,26,27	Coastal	OCS	1,4,6,20,21,22	OFF		OFF	2,3,14,28,29,10/5		2,5,9,12,13,23	OFF
WEST · EMS												
EAST · ZONE	OFF	2,3,6,9,12,19	RSF/VTA/NCF /SMC/VCF	NCF/VTA/RSF	5,8,13,14,18,28	OFF			1,4,8,11,15,18		3,4,16,19,24,12/2	
EAST · EMS												
DEPARTMENT AOR	Residential/Apt s. Sets & Reps		RT-130 Class Manipulative Skills	RT-130 Class Manipulative Skills	Wildland Sets/Reps.			Strips/Big Box Sets/Reps.		"FF Maydays" Sets/Reps.		
VECTOR SOLUTIONS	SDG&E Pre-course work			RT-130 Target Solutions Assignment				Rope Pre-course work		Confined Space Pre-course work		
ZONE / COUNTY DRILLS	A Shift VHF Day 1/2	B Shift VHF Day 2/15	Fresno Symposium 3/16-3/20 / C Shift VHF 3/14	A Shift VHF Day 4/8	XSD WL Drill 5/6-5/8 / CFED 5/17-5/21 / B Shift VHF 5/5	MCP Fire School (TBD) / C Shift VHF 6/18	A Shift VHF Day 7/13	B Shift VHF Day 8/2	C Shift VHF Day 9/22	A Shift VHF Day 10/17	B Shift VHF Day 11/6	C Shift VHF Day 12/3

Zone Training Lead Agency coordinates materials, sites and cadre. Department AOR = Agency's Own Responsibility.

Drafted 01/21/2026

NORTH ZONE TRAINING CHIEF OFFICER ASSIGNMENTS 2026

Topic: HAZ-MAT/SDG&E	Date	Kelly	48/96	0900-1200	1330-1630
EAST LOCATION TBD	2/2/2026	B	A	ESC	SMC
	2/3/2026	C	B	ESC	NCF
	2/6/2026	A	C	VCF/RIN/PAL/SPI	ESC
	2/9/2026	B	B	SMC	VCF/RCR/PAL/SPI
	2/12/2026	C	C	NCF	SMC
	2/19/2026	A	A	NCF	VCF/RCR/PAL/SPI
WEST LOCATION TBD	2/10/2026	A	B	RSF	CBD
	2/11/2026	B	C	ENC/SOL/DMR	RSF
	2/17/2026	A	C	OCS	ENC/SOL/DMR
	2/25/2026	C	A	ENC/SOL/DMR	RSF
	2/26/2026	B	A	CBD	OCS
	2/27/2026	C	B	CBD	OCS
Topic: TBD	Date	Kelly	48/96	0900-1200	1330-1630
EAST LOCATION TBD	5/5/2026	B	B	VCF/RCR/PAL/SPI	SMC
	5/8/2026	C	A	SMC	NCF
	5/13/2026	A	C	VCF/RCR/PAL/SPI	NCF
	5/14/2026	C	A	VCF/RCR/PAL/SPI	ESC
	5/18/2026	B	C	ESC	SMC
	5/28/2026	A	B	NCF	ESC
WEST LOCATION TBD	5/1/2026	C	C	VTa	ENC/SOL/DMR
	5/4/2026	A	B	CBD	VTa
	5/6/2026	A	C	ENC/SOL/DMR	OCS
	5/20/2026	B	A	VTa	ENC/SOL/DMR
	5/21/2026	C	A	OCS	CBD
	5/22/2026	B	B	OCS	CBD
Topic: Rope Rescue	Date	Kelly	48/96	0900-1200	1330-1630
EAST LOCATION TBD	9/1/2026	A	B	ESC	NCF
	9/4/2026	B	C	ESC	SMC
	9/8/2026	A	B	VCF/RCR/PAL/SPI	SMC
	9/11/2026	C	A	SMC	ESC
	9/15/2026	B	C	NCF	VCF/RCR/PAL/SPI
	9/18/2026	C	A	VCF/RCR/PAL/SPI	NCF
WEST LOCATION TBD	9/2/2026	B	B	RSF	VTa
	9/3/2026	A	C	RSF	VTa
	9/14/2026	A	B	CBD	OCS
	9/28/2026	B	C	CBD	OCS
	9/29/2026	C	A	VTa	RSF
	10/5/2026	C	A	OCS	CBD
Topic: Confined Space	Date	Kelly	48/96	0900-1200	1330-1630
EAST LOCATION TBD	11/3/2026	C	C	ESC	NCF
	11/4/2026	B	A	SMC	ESC
	11/16/2026	C	A	VCF/RCR/PAL/SPI	NCF
	11/19/2026	A	B	NCF	ESC
	11/24/2026	B	B	VCF/RCR/PAL/SPI	SMC
	12/2/2026	A	C	SMC	VCF/RCR/PAL/SPI
WEST LOCATION TBD	11/2/2026	B	C	VTa	RSF
	11/5/2026	C	A	VTa	RSF
	11/9/2026	C	C	OCS	ENC/SOL/DMR
	11/12/2026	A	B	RSF	VTa
	11/13/2026	B	B	OCS	ENC/SOL/DMR
	11/23/2026	A	A	ENC/SOL/DMR	OCS

*Agency listed for the day/slot has ownership for the scheduled class day (Must ensure there is a Chief Officer present)

*Agencies may swap dates/times as needed to accommodate agency needs

*Agency may send actors (those who passed a BC exam). May send a candidate for BC WITH agency supervision

*Nothing limits an agency from sending any Chief (Chief, DC, AC, etc.) on non-assigned dates and is highly encouraged

*Bold/Italic date represents a Friday

10/23/2025

NORTH ZONE TRAINING CALENDAR 2027

APPENDIX · SCHEDULES

MONTHS	January	February	March	April	May	June	July	August	September	October	November	December
NORTH ZONE TESTING			Engineer's Testing	Captain's Testing	BC Test (TBD)							
ZONE TRAINING (BOUNDARY DRILLS)	OFF	TBD	OFF	OFF	TBD	OFF	OFF	OFF	Rescue TBD	OFF	Confined Space	OFF
ZONE TRAINING LEAD AGENCY		TBD	TBD	TBD	TBD				TBD		TBD	
WEST · ZONE	OFF	1, 2, 4, 5, 9, 19	TBD	TBD	4, 5, 11, 19, 20, 21	OFF			1, 2, 8, 13, 16, 22		2, 10, 15, 18, 19, 29	
WEST · EMS												
EAST · ZONE	OFF	3, 10, 16, 24, 26, 3/2	TBD	TBD	3, 6, 10, 13, 14, 17	OFF			3, 9, 10, 23, 24, 30		1, 3, 8, 9, 17, 24	
EAST · EMS												
DEPARTMENT AOR	Residential/Apt s. Sets & Reps			RT 130 Class Manipulative Skills	RT 130 Class Manipulative Skills	Wildland Sets/Reps.		Strips/Big Box Sets/Reps.		"FF Maydays" Sets/Reps.		
VECTOR SOLUTIONS				RT-130 Target Solutions Assignment				TBD Pre-course work		Confined Space Pre-course work		
ZONE / COUNTY DRILLS	A Shift VHF Day TBD	B Shift VHF Day TBD	Fresno Training Symposium TBD / C Shift VHF Day TBD	A Shift VHF Day TBD	XSD WL Drill TBD / CFED TBD / B Shift VHF Day TBD	MCP Fire School TBD / C Shift VHF Day TBD	A Shift VHF Day TBD	B Shift VHF Day TBD	C Shift VHF Day TBD	A Shift VHF Day TBD	B Shift VHF Day TBD	C Shift VHF TBD

Zone Training Lead Agency coordinates materials, sites and cadre. Department AOR = Agency's Own Responsibility. Zone Training: 1st Session 0900-1200, 2nd Session 1330-1630.

Drafted 09/15/2026

NORTH ZONE TRAINING CHIEF OFFICER ASSIGNMENTS 2027

Topic: TBD	Date	Kelly	48/96	0900-1200	1330-1630
EAST LOCATION TBD	2/3/2027	A	A	VCF/SPI/RCR/PAL	NCF
	2/10/2027	B	B	NCF	VCF/SPI/RCR/PAL
	2/16/2027	A	B	SMC	RSF
	2/24/2027	C	C	VCF/SPI/RCR/PAL	NCF
	2/26/2027	C	A	ESC	SMC
	3/2/2027	B	C	RSF	ESC
WEST LOCATION TBD	2/1/2027	A	C	OCS	VTa
	2/2/2027	C	A	VTa	OCS
	2/4/2027	B	B	OCS	VTa
	2/5/2027	A	B	CBD	ENC
	2/9/2027	C	A	SOL/DMR	CBD
	2/19/2027	B	C	ENC	SOL/DMR
Topic: TBD	Date	Kelly	48/96	0900-1200	1330-1630
EAST LOCATION TBD	5/3/2027	C	A	NCF	SMC
	5/6/2027	A	B	SMC	ESC
	5/10/2027	A	A	VCF/SPI/RCR/PAL	RSF
	5/13/2027	B	C	ESC	SMC
	5/14/2027	C	C	RSF	VCF/SPI/RCR/PAL
	5/17/2027	B	B	RSF	NCF
WEST LOCATION TBD	5/4/2027	B	A	OCS	VTa
	5/5/2027	C	B	VTa	CBD
	5/11/2027	B	B	CBD	ENC
	5/19/2027	A	C	OCS	CBD
	5/20/2027	C	C	ENC	SOL/DMR
	5/21/2027	A	A	SOL/DMR	ENC
Topic: TBD	Date	Kelly	48/96	0900-1200	1330-1630
EAST LOCATION TBD	9/3/2027	A	B	ESC	VCF/SPI/RCR/PAL
	9/9/2027	A	B	NCF	RSF
	9/10/2027	B	C	ESC	NCF
	9/23/2027	B	C	VCF/SPI/RCR/PAL	SMC
	9/24/2027	C	A	SMC	NCF
	9/30/2027	C	A	RSF	VCF/SPI/RCR/PAL
WEST LOCATION TBD	9/1/2027	B	A	OCS	VTa
	9/2/2027	C	B	VTa	OCS
	9/8/2027	B	B	CBD	SOL/DMR
	9/13/2027	C	A	SOL/DMR	ENC
	9/16/2027	A	C	VTa	CBD
	9/22/2027	A	C	ENC	SOL/DMR
Topic: Confined Space	Date	Kelly	48/96	0900-1200	1330-1630
EAST LOCATION TBD	11/1/2027	B	B	NCF	SMC
	11/3/2027	A	C	ESC	RSF
	11/8/2027	B	B	RSF	VCF/SPI/RCR/PAL
	11/9/2027	A	C	SMC	NCF
	11/17/2027	C	A	RSF	ESC
	11/24/2027	C	A	VCF/SPI/RCR/PAL	SMC
WEST LOCATION TBD	11/2/2027	C	B	OCS	VTa
	11/10/2027	B	C	VTa	OCS
	11/15/2027	C	C	SOL/DMR	CBD
	11/18/2027	A	A	OCS	CBD
	11/19/2027	B	B	CBD	ENC
	11/29/2027	A	A	ENC	SOL/DMR

*Agency listed for the day/slot has ownership for the scheduled class day (Must ensure there is a Chief Officer present)

*Agencies may swap dates/times as needed to accommodate agency needs

*Agency may send actors (those who passed a BC exam). May send a candidate for BC WITH agency supervision

*Nothing limits an agency from sending any Chief (Chief, DC, AC, etc.) on non-assigned dates and is highly encouraged

***Bold/Italic** date represents a Friday

10/06/2026

EAST SIDE TRAINING

	Escondido			San Marcos			Rincon/San Pasqual/VCFPD/Pala/Pauma			North County			Vista			Rancho Santa Fe			MCP			Totals		
	Eng	Trk	Amb	Eng	Trk	Amb	Eng	Trk	Amb	Eng	Trk	Amb	Eng	Trk	Amb	Eng	Trk	Amb	Eng	Trk	Amb	Eng	Trk	Amb
Day 1																								
AM	E132		RA132	E142	T141	RA142	E181	S162		E114			E124			E261			E271		R271	8	1.5	3
	E136																							
PM	E131		RA131	E141		RA141	E161	T171		E112						E262			E279		RA271	8	1	4
	E134					RA145	E151																	
Day 2																								
AM	E137	T131	M137	E143		RA143	E171			E111			E122		RA124	E264				T274		8	2	3
							E191																	
							E163																	
PM	E133		RA135	E144		RA144	E162	T181	RA181	E113						E265			E273			7	1	4
	E135		RA133																					
																					Eng	Trk	RA/MA	
																					30	5.5	14	

WEST SIDE TRAINING

	Carlsbad			Coastal			North County			Vista			Oceanside			Rancho Santa Fe			MCP			Totals		
	Eng	Trk	Amb	Eng	Trk	Amb	Eng	Trk	Amb	Eng	Trk	Amb	Eng	Trk	Amb	Eng	Trk	Amb	Eng	Trk	Amb	Eng	Trk	Amb
Day 1																								
AM	E101		RA103	E237	T235					E123			E216			PT266			E272		RA277	8	1	4
			RA107										E214								R270			
													PT219											
PM	E104		RA106	E238			E115				T126	RA123	E213		RA216				E275		RA270	9	1	4
	E106			E231									E215						E278					
Day 2																								
AM	E105		RA102	E233	T237					E125		RA126	E212		RA213	E263			E276		RA275	8	1.5	5
	E107				PT236								E217		RA211									
PM	E103		RA101	E232						E121		RA121	E211	T217	RA214					T277		7	2	4
	E102			E234									E218		RA217									
																					Eng	Trk/Sq	RA/MA	
																					31	5.5	18	

1/13/2026

POSITION CHECKOFF SHEETS & TASK BOOKS

The position task books and check-off sheets that document each member's progression through the ranks. Organized by position; as the program grows, each rank's task books and sheets are added here.

FIREFIGHTER / PARAMEDIC

- 1 **Probationary Firefighter Paramedic Checkoff Sheet** CHECKOFF SHEET
Quarterly testing, required wildland and ICS/NIMS classes, OSFM Firefighter 1 and 2 certification, and CICCFS Firefighter Type 1, across the 12-month probation.
- 2 **Firefighter Class C Endorsement Checkoff Sheet** CHECKOFF SHEET
The RSF Firefighter Driver Endorsement Task Book (Module 1) and the DMV firefighter endorsement, required within 18 months of hire.

ENGINEER

- 1 **Engineer Trainee Checkoff Sheet** CHECKOFF SHEET
To open the RSF Engineer's PTB: OSFM Firefighter 1 and 2, probation, SFT Fire Apparatus Driver Operator (FADO) 1A, and the RSF Firefighter Driver Endorsement Task Book.
- 2 **Engineer's Position Task Book** TASK BOOK
The complete EPTB: policies and SOGs, radios and reference materials, apparatus systems and maintenance, pumping and hydraulics, and practical exercises. SAMPLE for reference.
- 3 **Acting Engineer Checkoff Sheet** CHECKOFF SHEET
Qualified upon completion of the Engineer's Position Task Book; may fill Engineer vacancies when no other qualified candidate is available. Required for the promotional exam.

CAPTAIN

- 1 **Captain Trainee Checkoff Sheet** CHECKOFF SHEET
Requirements to open the RSF Captain's Position Task Book. Work is performed under the direct supervision of the Captain in Charge; completed within three (3) years of opening.
- 2 **Captain's Position Task Book** TASK BOOK
The complete CPTB: District policies, EOM knowledge, company activities and record management, mutual aid and strike team operations, communications, fire prevention, performance evaluations, and simulations. SAMPLE for reference.
- 3 **Acting Captain Checkoff Sheet** CHECKOFF SHEET
Qualified upon completion of the Captain's Position Task Book; may fill Captain vacancies when no other qualified candidate is available. Held for three (3) years from sign-off.

Continued on the next page: Battalion Chief and Deputy Chief.

POSITION CHECKOFF SHEETS & TASK BOOKS

Continued: Battalion Chief and Deputy Chief.

BATTALION CHIEF

- 1

Battalion Chief Trainee Checkoff Sheet
Requirements to open the RSF Battalion Chief Position Task Book: RSFFPD Captain requirements including the education requirement, two (2) years as a Captain with RSFFPD, 50% of the Fire Officer 3 track, CICCENGB, and the pre-task book interview with the Fire Chief.

CHECKOFF SHEET
- 2

Battalion Chief Position Task Book
The complete BCPTB: certifications, orientation, skills and duties with incident/event coding, per-shift discussion sign-offs, mentoring hours, and trainee records. SAMPLE for reference.

TASK BOOK
- 3

Acting Battalion Chief Checkoff Sheet
Qualified upon completion of the Battalion Chief Position Task Book; may fill Battalion Chief vacancies when no other qualified candidate is available. Held for three (3) years from sign-off.

CHECKOFF SHEET

DEPUTY CHIEF

- 1

State Fire Officer 4 Certification Application (Candidate Reference)
Page 1 of the OSFM Fire Officer 4 Certification Application: the FO4 module series, prerequisites, education, the FO4 Certification Task Book, and the application process.

REFERENCE

Deputy Chief task books and checkoff sheets are added here as each is finalized.



Rancho Santa Fe Fire Protection District

Probationary Firefighter Paramedic

Name:	
Date:	

Training and Testing Requirements for Probationary Firefighter Paramedic.

- ☐ Pass ALL Probationary Quarterly Testing with an 80% or Better
 - 4 – District Written Exams and Map Test
 - 3 – IFSTA Written Exams (1st, 2nd, and 3rd Quarter)
 - 4 – Manipulative Skills Exams (EMS and FIRE)
- ☐ Complete the following Classes
 - **S-130** Firefighter Training
 - **S-190** Introduction to Wildland Fire Behavior
 - **S-290** Intermediate Wildland Fire Behavior (online or classroom)
 - **L-180** Human Factors on the Fire line
 - **ICS-100** Introduction to ICS
 - **ICS-200** Basic ICS
 - **NIMS IS-700** Introduction to NIMS
 - **NIMS IS-800** National Response Framework
- ☐ Completed Performance evaluations are to be satisfactory or above established standards and expectations.

State Firefighter Training (OSFM) - Firefighter 1 Certification.

- ☐ Submit the following documents to the Training Officer within one year of hire.
 - Firefighter 1 Accredited Academy Cert. or Certification of completion of the SFT Capstone Testing at an Accredited Regional Training Program (ARTP)
 - Completed SFT Firefighter 1 Certification Application
 - Completed SFT Firefighter 1 Position Task Book (PTB)
 - Completed SFT Fee Schedule (OSFM website)

The District pays for the SFT Fee required for your Firefighter 1 Certificate.

State Firefighter Training (OSFM) - Firefighter 2 Certification.

- ☐ Submit the following documents to the Training Officer within one year of hire.
 - Completed SFT Firefighter 2 Certification Application
 - Completed SFT Firefighter 2 Position Task Book (PTB)
 - Copy of your SFT Firefighter 1 Certificate
 - Completed SFT Fee Schedule (OSFM website)

The District pays for the SFT Fee required for your Firefighter 2 Certificate.

Please reference: [Fire Fighter 1 | OSFM](#) · [Fire Fighter 2 | OSFM](#)

CICCS Firefighter Type 1 (Red Card Status in IQS)

- ☐ Submit the following documents to the Training Officer at end of Probationary Period.
- ☐ See Current CICCS Requirements for Firefighter Type 1

The Training Officer will submit the IQS ADD Form to North Comm.

Firefighter 1 and 2: certification delays at the state or college level will not be held against the employee. Certification status is checked on the first- and second-quarter probationary checkoff sheets.



Rancho Santa Fe Fire Protection District

Firefighter Class C Endorsement

Name:	
Date:	

Firefighter Class C Endorsement. (Required within 18 months of hire date)

All applicants for Firefighter Class C Endorsement must:

- ☐ Contact the Training Officer to initiate the RSF Firefighter Driver Endorsement Task Book
- ☐ Complete Module 1 of the RSF Firefighter Driver Endorsement Task Book – Captain(s) sign off
 - The PTB includes a practical portion of at least 14 hours, which includes directly supervised behind-the-wheel driver training. (Pre-trip, Rodeo, and Road Test)
- ☐ Submit the completed Module 1 of the RSF Firefighter Driver Endorsement Task Book to the Training Officer when completed.
 - The Completed PTB will be placed in the Personnel Training File.

Firefighter trainees are not required to obtain a firefighter endorsement prior to training as long as the Trainer/Supervisor is properly licensed and is an authorized fire district employee.

AND

- ☐ Complete ALL District policies required to operate district vehicles (Target Solutions)
- ☐ Final evaluation by the Training Officer or designee (Pre-trip, Rodeo, and Road Test) - Pass/Fail
- ☐ Submit for Class C Firefighter Endorsement to the Training Officer (See Below)

All applicants must apply in person at a local DMV office, meet all licensing requirements, and must:

- ☐ Submit an "Original Firefighter Employment and Training Verification" letter, on fire department letterhead containing: **Contact the Training Officer**
 - Certification of employment as a paid firefighter or proof of registration as a volunteer firefighter.
 - Certification of completion of fire equipment operator training (NFPA 1002)
 - Signature of the Fire Chief or designee
- ☐ Successfully pass the DMV written firefighter endorsement test(s).
- ☐ Submit a completed Health Questionnaire (DL 546) form

Please reference: [Firefighter Endorsement Training Requirements – California DMV](#)

10/2026



Rancho Santa Fe Fire Protection District

Engineer Trainee

Work is performed under the direct supervision of the Captain.

Name:	
Date:	

Complete this sheet and bring it to your meeting with the Training Chief to open the task book.

The following items are required to OPEN the RSF Engineer's Position Task Book.

Requirements to Open the Task Book:

- ☐ OSFM State Firefighter 1 & 2 Certifications
- ☐ Successful completion of probation as a Firefighter Paramedic with the RSFFPD
- ☐ SFT Fire Apparatus Driver Operator (FADO) 1A
- ☐ RSF Firefighter Driver Endorsement Task Book: Modules 1-4 for a new Firefighter Class C endorsement, or Modules 2-4 if the endorsement is already held (see the Firefighter Class C Endorsement checkoff sheet)

Initiating:

- ☐ Confirm with your Captain that you meet the minimum qualifications and that you intend to open the task book
- ☐ Send an email of intent to the Training Chief
- ☐ Meet with the Training Chief to receive the task book and bring this completed sheet; the Training Chief enters the date initiated, signs, and prints his/her name on the front cover, and you print, sign, and date the Candidate Acknowledgment at the end of the task book introduction

After Opening:

- The task book must be completed within three (3) years of opening to remain valid.
- The requirements of this task book are subject to change. If the task book is revised while this book is open and unfinished, the revised requirements apply. All signatures already obtained carry over.
- Upon completion, the candidate is qualified as an "Acting Engineer" and may work out of class to fill Engineer vacancies (see the Acting Engineer sheet).

Rev. 10/2026

Rancho Santa Fe Fire Protection District



Engineer's Position Task Book

"Acting Engineer"

TASK BOOK ASSIGNED TO:	
TASK BOOK INITIATED BY:	
DATE INITIATED:	
TASK BOOK COMPLETED:	VERIFIED BY:

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

**VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK
FOR THE POSITION OF
ACTING ENGINEER****FINAL EVALUATOR'S VERIFICATION**

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that _____

Has performed as a trainee and should therefore be considered for certification in this position.

FINAL EVALUATOR'S PRINTED NAME (ASSIGNED SHIFT CAPTAIN)_____
FINAL EVALUATOR'S SIGNATURE (ASSIGNED SHIFT CAPTAIN) AND DATE**AGENCY CERTIFICATION**

I certify that _____

has met all requirements for qualification in this position and that such qualification has been issued.

TRAINING BATTALION CHIEF PRINTED NAME_____
TRAINING BATTALION CHIEF SIGNATURE AND DATE

PURPOSE:

Becoming a Fire Engineer is a process that requires the acquisition of many skills and educational specialties. It also brings along added responsibility for the safe operation, maintenance, and positioning of District apparatus, all of which require self-motivation and the desire to continually enhance one's knowledge through education, training, and experience.

The Engineer's Position Task Book (EPTB) was created to assist employees who are interested in obtaining the rank of Fire Engineer. The EPTB will aid in obtaining the required level of knowledge, professionalism, and exposure to the position of Fire Engineer. It is also a tool to identify the minimum training requirements and the demonstration of knowledge, skills, and abilities required for a candidate to successfully function at the level of a Fire Engineer.

Upon completion of the EPTB, candidates will be qualified to act as an "Acting Engineer". Candidates should keep in mind that the intent of this program is designed for mentorship and to lay the foundation of knowledge necessary to become a Fire Engineer. Completing this task book will better prepare a candidate for the Engineer promotional process.

Engineer Trainee: a member with an open Engineer's Position Task Book; able to act under supervision.

Acting Engineer: a member whose completed Engineer's Position Task Book has been certified by the Training Battalion Chief; able to act independently.

MINIMUM QUALIFICATIONS:

Prior to opening an EPTB, the candidate must meet the following certification and educational requirements. This requirement is designed to ensure that the candidate has the necessary foundation to perform the skills within the EPTB.

1) Possess OSFM State Firefighter 1 and Firefighter 2 Certifications
2) Successful completion of probation as a Firefighter Paramedic with the RSFFPD
3) Complete SFT Fire Apparatus Driver Operator (FADO) 1A
4) Complete the RSF Firefighter Driver Endorsement Task Book: Modules 1-4 for a new Firefighter Class C endorsement, or Modules 2-4 if the Firefighter Class C endorsement is already held

HIGHLY DESIRED QUALIFICATIONS:

The following are recommended for career development and not required for promotion.

1) Emergency Vehicle Operations Course (EVOC)
2) FADO 1B: Pumping Apparatus Operations
3) FADO 1E: Wildland Fire Apparatus Operations
4) FADO 1F: Water Tender Operations
5) California Fire Mechanics Academy - Knowing Your Apparatus
6) RSF Engineers Prep Academy
7) North Zone Engineers Prep Academy
8) A.A./A.S. degree or higher from an accredited college
9) Blue Card 50 Hour On-Line
10) OSFM Company Officer or Fire Officer Certification or completion of Fire Officer 2 Track

INITIATING THE TASK BOOK:

A candidate who meets the minimum qualifications may request to open an Engineer's Position Task Book. To initiate the task book, follow these steps:

- | |
|---|
| 1) Confirm with your Captain that you meet the minimum qualifications and that you intend to open the task book. |
| 2) Send an email of intent to the Training Chief. You will receive the Engineer's Position Task Book Opening Packet by email; it includes the Engineer Trainee Checkoff Sheet. |
| 3) Meet with the Training Chief to receive the task book and bring the completed Engineer Trainee Checkoff Sheet. The Training Chief enters the date initiated, signs, and prints his/her name on the front cover, and the candidate prints, signs, and dates the Candidate Acknowledgment at the end of this introduction. |

When you enter the program, candidates may work only under the **DIRECT supervision of a Fire Captain**.

After Opening:

- **The task book must be completed within three (3) years of the date it is opened. A task book not completed within three (3) years of opening is no longer valid.**
- The requirements of this task book are subject to change. If the task book is revised while this book is open and unfinished, the revised requirements apply. All signatures already obtained carry over.
- Upon completion, the candidate is qualified as an "Acting Engineer" and may work out of class to fill Engineer vacancies (see the Acting Engineer status section of this book).

CODE 3 (EMERGENCY) DRIVING AUTHORIZATION:

A trainee may not operate District apparatus Code 3 until all of the following are met:

1. Holds a Class B license, or a Class C license with Firefighter Endorsement.
2. Has completed SFT Fire Apparatus Driver Operator (FADO) 1A.
3. Has completed the RSF Firefighter Driver Endorsement Task Book Modules 2-4.
4. Has completed all policy and procedure portions of this task book.

Until authorized, the trainee drives non-Code 3 only. Driving apparatus must fall in line with policy. Driving apparatus must be done under the supervision of a Captain.

SIGNING OFF SKILLS AND TRAINING:

Candidates are responsible for coordinating through their Company Officers the training activities as required to accomplish identified tasks in the EPTB. When you demonstrate proficiency for a specified task, a Captain or higher (unless specified) may sign off on that task by entering the date of completion under Date and initialing under Evaluator. For any skill being evaluated, the candidates are encouraged to demonstrate proficiency multiple times to exhibit depth of training and competency in that skill. The expectation is that you should be proficient to receive a signature for a given task.

COMPLETED POSITION TASK BOOK:

Before the task book is completed and a candidate is allowed to work as an “Acting Engineer”, the additional requirements must be met:

☐	Low Angle Rope Rescue Operational (LARRO) and Rescue Systems 1, or Rope Rescue Awareness/Operations
☐	S-215 Fire Operations in the Wildland/Urban Interface
☐	S-290 Intermediate Wildland Fire Behavior (classroom required)
☐	Core Fire Science class: Building Construction
☐	Core Fire Science class: Fire Behavior and Combustion

When the EPTB is completed, the candidate will submit it to the Training Officer for verification. **This task book must be completed within three (3) years of the date it is opened. A task book not completed within three (3) years of opening is no longer valid.**

Once the review process is completed, the Training Officer will notify the candidate of the results. If successful, a completed EPTB will qualify a candidate to work as an “Acting Engineer” under the following circumstances:

1. In lieu of a force-hire where no other qualified candidates are available. Hire rules will be in the following order: Engineers, Engineer promotional list, qualified “Acting Engineers”.
2. Working temporarily until a relief Engineer can be notified and they report to duty. Examples are personnel unexpectedly having to go home, emergency deployment backfill, immediate up staffing, etc.

An EPTB certification may be revoked for the following reasons:

1. Incompetency or failing to meet the job requirements of the Engineer.
2. Failing a promotional test for the position of Engineer.

In the event of a revoked EPTB for incompetency or failing to meet the job requirements of the Engineer, the candidate can no longer work as an “Acting Engineer”. The candidate may reopen a new EPTB and go through a retraining process for requalification.

A completed Engineer’s Position Task Book is required for the following:

1. To be listed as an “Acting Engineer” in CrewSense for District needs.
2. To be eligible to participate in the Engineer’s Promotional Exam.
3. To be eligible to initiate a Captain’s Position Task Book.

To take the Engineer’s Promotional Exam, the candidate must also have:

1. Three (3) years full-time paid Firefighter/Paramedic with RSFFPD

ACTING ENGINEER STATUS, EXAM RESULTS, AND REMEDIATION:

Once completed, the task book qualifies the employee as Acting Engineer. As an Acting Engineer, the employee is updated in CrewSense accordingly and holds Acting Engineer status for overtime, trades, and working out of class. If the employee takes an Engineer exam and is unsuccessful, any failed portions of the exam that correlate with sections of the task book are no longer valid in the task book. The employee returns to Engineer Trainee status, is no longer authorized to act up as an Acting Engineer,

and CrewSense is updated to reflect this. The employee will be required to remediate the affected portion of the task book. Remediation is completed on the current task book in effect at the time of remediation.

Upon successful remediation, the employee is again qualified as an Acting Engineer, and CrewSense is updated accordingly.

Example: An employee takes the Engineer exam and fails Type I pumping. They return to Engineer Trainee status and are removed from CrewSense as Acting Engineer. They redo the Type I pumping section on the current task book and obtain their supervisor's signatures. This is presented to the Training Chief, and upon successful completion, the employee is updated in CrewSense again as Acting Engineer.

The Engineer's Position Task Book lists every requirement that will be evaluated. Each trainee's performance will be observed and recorded by the evaluating Company Officer. The final evaluation will determine if the trainee has successfully met the performance standards and should be recommended as an Acting Engineer. When this Task Book has been successfully completed, it needs to be submitted to the Training Battalion Chief who will then validate all completions before approval. After approval, the Trainee will be authorized to function as an "Acting Engineer".

Responsibilities

(A) The **Engineer Trainee** is responsible for:

- (1) Being currently qualified and proficient and must meet all minimum requirements for eligibility as an Engineer Trainee / Candidate.
- (2) Reviewing and understanding material in the orientation training guide and the position task book.
- (3) Satisfactorily completing all tasks for the assigned position before they are considered qualified to function as an Acting Engineer.
- (4) Ensuring their Engineer's Position Task Book is accurately recorded and maintained.
- (5) Filing and keeping their Engineer's Position Task Book with their other personal or career records and providing a copy to the District.

(B) The **Evaluating Officer** is responsible for:

- (1) Being currently qualified and proficient as a Captain.
- (2) Explaining to the trainee the purpose of and process for completing the Engineer's Position Task Book.
- (3) Explaining to the trainee their responsibilities.
- (4) Accurately evaluating and recording demonstrated performance. Dating and initialing completion of the task will document satisfactory performance. Unsatisfactory performance will be documented in the evaluation record.

(C) The **Agency Certification Officer** is responsible for:

- (1) Being currently qualified and proficient as the Training Battalion Chief.
- (2) Ensuring that evaluating candidates understand and perform satisfactorily in their role in the Engineer Trainee process.
- (3) Conducting a review with all Evaluating Officers to ensure that all facets of the qualification process have been met.
- (4) Accurately recording that the trainee has met all requirements for the position by dating and signing completion of the agency Certification portion of the Position Task Book.

STUDY REFERENCES:

- RSFFPD APP and SOG Manual (Target Solutions - RSF File Center)
- RSFFPD Driver Operator Manual
- RSFFPD Hydraulics Manual
- RSFFPD Street Map
- Field Operations Guide (FOG) - current
- IRPG - current
- North Zone EOM & Training Manuals (Target Solutions - NZ Training File Center)
- NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications (2017)
- IFSTA Pumping Apparatus Driver/Operator Handbook - current edition
- IFSTA Essentials of Fire Fighting - current edition

CANDIDATE ACKNOWLEDGMENT		
By signing below, I acknowledge that I have read and understand the introduction to this task book (Purpose through Study References, every page before the sign-off sections) and agree to it.		
CANDIDATE PRINTED NAME:	CANDIDATE SIGNATURE:	DATE:

ENGINEER PREP & CODE 3 DRIVING AUTHORIZATION

The individual must attend and complete SFT Fire Apparatus Driver Operator (FADO) 1A. They must also complete the RSF Firefighter Driver Endorsement Task Book with all signatures in Modules 2-4 and validation from the Training Chief.

TASK	EVALUATOR	DATE
1) Holds a Class B license, or a Class C license with Firefighter Endorsement		
2) Completed SFT Fire Apparatus Driver Operator (FADO) 1A		
3) Completed the RSF Firefighter Driver Endorsement Task Book, all signatures in Modules 2-4		
4) Completed all policy and procedure portions of this task book		

SECTION 1**ADMINISTRATIVE POLICIES, PROCEDURES & STANDARD OPERATING GUIDELINES**

The individual must perform or demonstrate they can complete the following areas of responsibility:

This section must be completed before Code 3 (Emergency) driving is authorized.

TASK	EVALUATOR	DATE
1) Policy 301: Emergency Response		
2) Policy 304: Response Time Standards		
3) Policy 311: Performance of Duties		

ENGINEER

POSITION TASK BOOK

TASK	EVALUATOR	DATE
4) Policy 313: Traffic Collisions Involving District Apparatus and Vehicles		
5) Policy 600: Fire Equipment Driver/Operator Training		
6) Policy 701: Communication Devices		
7) Policy 702: Vehicle/Apparatus Inspections and Maintenance		
8) Policy 703: Use of District Vehicles		
9) Policy 706: Knox-Box Access		
10) Policy 904: High Visibility Safety Vests		
11) Policy 906: Apparatus/Vehicle Backing		
12) Policy 911: Vehicle Safety Belts		
13) Policy 918: Roadway Incident Safety		
14) Policy 1037: Driver License Requirements		
15) Procedure 300: Operational Readiness		
16) Procedure 305: Response Procedures		
17) Procedure 306: Roadway Incident Safety		
18) Procedure 307: Emergency Driving		
19) S100.06 Universal Waste Disposal Policy		
20) S300.02 B - Routine		
21) S300.03 C - Routine		
22) S300.04 D - Routine		
23) S300.05 E - Routine		
24) S300.06 Vehicle Repair Notification		
25) S300.07 Staff Vehicle Maintenance		
26) S300.08 Equipment Identification		
27) S300.09 Apparatus Inventory System		
28) S300.10 Vehicle Records Management		
29) S500.01 Facilities and Equipment Inspection		

SECTION 2

RADIOS

The individual must demonstrate an understanding of the following radios:

TASK	EVALUATOR	DATE
1) Demonstrates a working knowledge of VHF frequencies/tones and associated grouping		
2) Understands and effectively operates VHF mobile and portable radios		
3) Demonstrates a working knowledge of the 800-MHz fleet map		
4) Understands and effectively operates 800-MHz mobile and portable radios		
5) Understands mutual aid / automatic aid radio procedures		
6) Understands how to initiate and cancel an 800-MHz "emergency call"		

SECTION 3

EMERGENCY REFERENCE MATERIALS

The individual must demonstrate knowledge of the following:

TASK	EVALUATOR	DATE
1) Familiarization and navigation of RSF wall maps		
2) Basic knowledge of the "Field Operations Guide" (FOG)		
3) Ability to use the Emergency Response Guidebook (ERG)		
4) Basic knowledge and navigation of the RSF Wildland Pre-plans (Tablet Command)		
5) North Zone Emergency Operations Manual		
6) North Zone Training Manual (Engine and Truck)		
7) Forms folder - content review		
8) Tablet Command Operation: Routing, Structural Pre-plans, Use of different maps and layers		

SECTION 4

STATION RECORDS

The individual must demonstrate knowledge of the following:

TASK	EVALUATOR	DATE
1) Generator Logbook at the Generator and Captain's Office		
2) Fuel Inventory Logbook		
3) Quarterly Station Safety Inspection		

SECTION 5
ICS FORMS

The individual must demonstrate knowledge of the following:

TASK	EVALUATOR	DATE
1) ICS 201		
2) ICS 204		
3) ICS 205		
4) ICS 206		
5) ICS 213		
6) ICS 214		
7) ICS 221		
8) S#		
9) OES MARS		

SECTION 6
FLEET MAINTENANCE

The individual must demonstrate knowledge of the following:

TASK	EVALUATOR	DATE
1) Fleet Maintenance Calendar		
2) Understands the process of how to submit the OES Fleet Maintenance Form (F-161)		
3) Check It: Daily log/Pre-trip, Inventory, Equipment Transfer, Fuel Log, Work Order (create ticket)		

SECTION 7

PRE-TRIP, MECHANICAL, FLUIDS, PUMPING & HYDRAULICS

The individual must be able to identify and/or operate the following components of fire apparatus:

TASK	EVALUATOR	DATE
1) Demonstrates a Pre-trip inspection		
2) Engine Start-up and Brake Check		
3) Discuss general fire apparatus components and their function: a. Starter Motor b. Turbocharger c. Radiator d. CAFS Compressor e. CAFS Oil Reservoir f. Foam Pump g. Manual Pump Shift h. Fire Pump PTO i. Alternator j. Safety Valve Checks on Air Tanks		
4) Identify apparatus operating fluids: a. Engine Oil b. Transmission Fluid c. Radiator Fluid d. Gear Oil e. Engine oil contaminated with water f. Class A (Fire Aid)		
5) Discuss general specifications for all RSFFPD Fire Apparatus		
6) Discuss the different types of pumps and their characteristics		
7) Explain how a relief valve works (based on the diagram in the D/O Manual and/or IFSTA Pumping Apparatus Driver/Operator Handbook)		
8) Discuss the following pump operating procedures: a. Reverse Lays b. Forward Lays c. Dual pumping d. Tandem pumping e. Relay pumping f. Series/Parallel operation		
9) Demonstrate estimation of static pressure		
10) Demonstrate knowledge of and theory for how CAFS works		
11) Discuss the principles of lift		

TASK	EVALUATOR	DATE
12) Discuss the procedures for drafting		
13) Demonstrates the ability to troubleshoot pump and/or water supply issues		
14) Demonstrates knowledge of the safety issues and fire ground pumping		
15) Teach a class on the Principles of Hydraulics to your crew		
16) Complete the entire Hydraulics Manual with all sample problems		

SECTION 8 FIRE PUMP

The individual must be able to identify and/or operate the following fire pump components of fire apparatus:

TASK	EVALUATOR	DATE
1) Fire pump manufacturer / type / capacity		
2) Location of pump PTO, oil type/capacity		
3) Manual pump engagement procedures		

SECTION 9 PUMP OPERATIONS

The individual must be able to pump the following hose lines and demonstrate the ability to pump all pre-connects immediately at the standard GPM settings. Demonstrate proficiency in the additional items.

TASK	EVALUATOR	DATE
1) 1 ½" Pre-connect		
2) 1 ¾" Pre-connects		
3) 2 ½" Pre-connect		
4) Deck gun and ground-based portable monitor		
5) Changeover (+ or - 10 PSI)		
6) Pumping a Sprinkler system and use of sprinkler stops (J-Stop is preferred)		
7) Standpipe system with structure pack (at standard setting)		
8) Class A foam / Fire Aid		
9) Pump and roll on a brush engine		
10) Pump Brush Engine and Water Tender from draft		
11) Deploy the Water Point operation and use of the jet siphon		
12) Reverse and Forward Lays		

SECTION 10 FIRE HYDRAULICS

The individual will demonstrate proficient knowledge of the following fire hydraulics concepts:

TASK	EVALUATOR	DATE
1) CQ ² Method for Friction Loss / GPM formula		
2) Field hydraulics		
3) Coefficients for all RSFFPD hose diameters		

SECTION 11 PRIMING PUMP

The individual must be able to operate the priming pump and identify the following on the District apparatus:

TASK	EVALUATOR	DATE
1) Type of priming pumps for the RSF apparatus		
2) Discharge point		
3) Appropriate run times based on pump capacity		

SECTION 12 PRESSURE CONTROL DEVICES

The individual must be able to operate the following pressure control devices:

TASK	EVALUATOR	DATE
1) Pressure Relief Valve operations		
2) How the pressure relief valve works		
3) Pressure Governor: RPM Mode (Fire Commander II / IN-Control 400)		
4) Pressure Governor: Pressure Mode (Fire Commander II / IN-Control 400)		
5) Two-stage pumps on brush units		

SECTION 13 APPARATUS SPECIFICATIONS

For each apparatus listed below, the individual must demonstrate knowledge and competency in the following areas, at a minimum and where relevant: height, year, weight, pump type, and GPM; how to engage the pump; how to switch the pump from pressure to volume mode; whether the apparatus has an auxiliary or PTO pump, and how to operate it; pressure relief devices and their operation; pump panel layout; priming the pump; intakes and discharges; and the difference between a Floto-Pump and a Wick pump, and how to operate each.

TASK	EVALUATOR	DATE
1) E261		
2) E262		
3) E263		

TASK	EVALUATOR	DATE
4) E264		
5) E265		
6) PT266 & PT266R		
7) UTV266		
8) BR262		
9) BR265		
10) OES 6309		
11) WT266		
12) Type I Reserve Engines		

SECTION 14**AIR BRAKE SYSTEM COMPONENTS**

The individual must identify the following air brake system components and demonstrate an understanding of the purpose/function of each:

TASK	EVALUATOR	DATE
1) Air gauges		
2) Air compressor		
3) Air tanks and bleed procedures		
4) Air lines		
5) Brake chambers		
6) Brake rotors		
7) Slack adjusters and pre-trip check procedures		
8) Brake pads - wear pins		

SECTION 15**DIESEL ENGINES**

The individual must demonstrate understanding of how a diesel engine works and the following:

TASK	EVALUATOR	DATE
1) Manufacturer of diesel engines		
2) Basic specifications of a diesel engine		
3) Type of motor oil		
4) Capacity of fuel tank		
5) Warning lights on the dashboard and corrective actions		
6) Emissions system components, warning systems, indicators, and actions		
7) Regeneration procedures and DEF		
8) Operating temperature and oil pressure		

SECTION 16

TRANSMISSION

The individual must demonstrate understanding of the transmission and the following components:

TASK	EVALUATOR	DATE
1) Manufacturer of transmission		
2) Basic specifications of transmission		
3) Transmission fluid type		
4) Transmission cooling systems		
5) Warning lights and corrective actions		
6) Operating temperature		
7) Jake Brake theory		
8) Four Wheel Drive engagement procedures for BR262, BR265, OES 6309, PT266, and UTV266		

SECTION 17

EMERGENCY WARNING SYSTEMS

The individual must be able to identify and operate the following emergency warning systems on all apparatus:

TASK	EVALUATOR	DATE
1) Air horn		
2) Electric siren		
3) Electric siren brake		
4) Light bar		
5) Scene lights, hazards, directional indicators		

SECTION 18

FOAM PUMP OPERATIONS

The individual must be able to operate the foam pump and identify the following:

TASK	EVALUATOR	DATE
1) Foam pump location		
2) Foam Pro operations and maintenance		
3) Foam percentages for traditional Class A		
4) How to calculate the amount of foam needed (for traditional Class B fires)		
5) FireAide 2000 / Phos-Chek compatibility / shelf life / applications		
6) Foam tank location and capacity		
7) Foam strainers / Calibration-Injection valve		
8) Paddle wheel location, troubleshooting, maintenance		

SECTION 19 STEERING SYSTEMS

The individual must be able to identify the following steering system components and be aware of defects:

TASK	EVALUATOR	DATE
1) Steering column		
2) Steering linkage		
3) Steering box		
4) Pitman arms and tie rods		
5) Power steering pump and belts		
6) Power steering fluid reservoir		
7) Hose lines		
8) Fluid type and fill level		

SECTION 20 DRIVELINE

The individual must understand the driveline and identify the following:

TASK	EVALUATOR	DATE
1) Drive shaft		
2) U-joints		
3) Differential fluid type and check procedures		
4) Front hubs		
5) Shock absorbers and leaf springs		
6) U-bolts		
7) Shackles		

SECTION 21 COMPRESSED AIR FOAM SYSTEMS (CAFS)

The individual must be able to provide CAFS as directed:

TASK	EVALUATOR	DATE
1) CAFS produced with minimal wasted water		
2) Run the compressor in air-only mode		
3) CAFS compressor oil level and check procedures		

SECTION 22

ELECTRICAL SYSTEMS

The individual must demonstrate an understanding and be able to identify the following electrical components:

TASK	EVALUATOR	DATE
1) Alternator		
2) Alternator gauge and normal range		
3) Alternator belts		
4) Batteries		
5) Battery and Load managers		
6) Fuses / Circuit Breakers / Relays		
7) Wiring / Wiring harnesses		
8) Switches		

SECTION 23

OES 6309

The individual must demonstrate knowledge of, or be able to:

TASK	EVALUATOR	DATE
1) Make / Model / Year / Region / Operational Area		
2) OES Daily inspection checks / F-101 Apparatus Use Report		
3) OES Weekly inspection checks		
4) OES Monthly inspection checks / State Form 271		
5) OES Annual in-service pump test results and reporting		
6) Fire Apparatus Inventory and Record Form		
7) Repair procedures when the unit is NOT assigned to an incident		
8) Repair procedures when the unit IS assigned to an incident		
9) Use of Voyager Card		
10) Basic pump operations		

SECTION 24

TYPE I PUMPING MID-MOUNT

The individual must demonstrate competency in the following skills on a Type I mid-mount pump engine:

TASK	EVALUATOR	DATE
1) Spot the engine at a hydrant for the side intake		
2) FF pulls 1-3/4" attack line at 150 gpm		
3) While attack line is flowing make hydrant connection		
4) Perform a changeover		
5) Describe pressure control device fluctuations		

SECTION 25
TYPE I PUMPING REAR-MOUNT

The individual must demonstrate competency in the following skills on a Type I rear-mount pump engine:

TASK	EVALUATOR	DATE
1) Spot the engine at a hydrant for the rear intake		
2) FF pulls 1-3/4" attack line at 150 gpm		
3) While attack line is flowing make hydrant connection		
4) Perform a changeover		
5) Describe pressure control device fluctuations		

SECTION 26
TYPE I PUMPING RESERVE RELIEF VALVE

The individual must demonstrate competency in the following skills on a Type I reserve engine with a relief valve:

TASK	EVALUATOR	DATE
1) Spot the engine at a hydrant		
2) FF pulls 1-3/4" attack line at 150 gpm		
3) While attack line is flowing make hydrant connection		
4) Perform a changeover		
5) Properly operates the relief valve		

SECTION 27

RSFFPD APPARATUS - PRACTICAL EXERCISES

This section is the final step of the task book. It is to be completed last and shall not be signed off until all other areas of the task book are complete. At a minimum, one (1) Engineer and one (1) Captain, each holding that rank (not acting), shall be present for each skill sign-off.

Perform the checkoffs for the Type I apparatus that is assigned to your primary station. You will be responsible for only one Type III.

Type I Engine

TASK	EVALUATOR	DATE
1) Describe specifications for Chassis, Engine, Pump, and Foam System		
2) Perform Pre-trip inspection and A-Routine		
3) 4" forward lay		
4) Pumps multiple handlines		
5) Shut down procedure		
6) Spots own hydrant		
7) Connects to hydrant and performs changeover with 1-3/4" attack handline flowing at 150 gpm		
8) Pumps to a ground monitor and describes mounted monitor pumping procedure		
9) Supplies standpipe to multiple sprinklers		
10) Reverse lay into pumping multiple lines		
11) Foam Pro operation		
12) Pump a supply line in a relay pumping evolution		

Type III Engine

TASK	EVALUATOR	DATE
1) Describe specifications for Chassis, Engine, Pump, and Foam System		
2) Perform Pre-trip inspection and A-Routine		
3) Engine placed at drafting location		
4) While drafting perform wildland pumping simulation with multiple lines, nozzle types, and elevation differences		
5) Shut down operation		
6) Pump and roll operation		
7) Foam Pro operations		
8) Perform or describe CAFS operation		
9) Floto-Pump or Wick pump operation		

PT266

TASK	EVALUATOR	DATE
1) Describe specifications for Chassis, Engine, Pump, and Foam System		
2) Perform Pre-trip inspection and A-Routine		
3) Secure water supply and perform static pumping operation		
4) Pump and roll operation		
5) Foam Pro operations		
6) Complete the PT266 Task Book		
7) Four-wheel driving		

WT266

TASK	EVALUATOR	DATE
1) Describe specifications for Chassis, Engine, and Pump		
2) Perform Pre-trip inspection and A-Routine		
3) Dump the tank into a portable tank		
4) Porta-tank set-up, filling, and drafting operations		
5) Floto-Pump operations		
6) Displays proficiency in road driving		

UTV263/266

TASK	EVALUATOR	DATE
1) Describe specifications for Chassis and Engine		
2) Perform Pre-trip inspection and A-Routine		
3) Complete the UTV263/266 Task Book		

Final Comments:

Lined area for final comments, overlaid with a large diagonal "SAMPLE" watermark.



Rancho Santa Fe Fire Protection District

Acting Engineer

Qualified upon completion of the Engineer's Position Task Book.

Name:	
Date:	

The following items are required to qualify as an "Acting Engineer."

Requirements to Complete the Task Book:

- ☐ Low Angle Rope Rescue Operational (LARRO) and Rescue Systems 1, or Rope Rescue Awareness/Operations
- ☐ S-215 Fire Operations in the Wildland/Urban Interface
- ☐ S-290 Intermediate Wildland Fire Behavior (classroom required)
- ☐ Core Fire Science class: Building Construction
- ☐ Core Fire Science class: Fire Behavior and Combustion
- ☐ Task book complete and signed off by your Captain(s)
- ☐ Submitted to the Training Officer; qualifications for "Acting Engineer" verified

An "Acting Engineer" may:

- Fill Engineer vacancies when no other qualified candidate is available. Hire order: Engineers, the Engineer's promotional list, then qualified "Acting Engineers."
- Work temporarily until a relief Engineer can be notified and reports to duty.
- Hold Acting Engineer status in CrewSense for overtime, trades, and working out of class.
- The qualification may be revoked for:
 - o Incompetency or failing to meet the job requirements of the Engineer.
 - o Failing a promotional test for the position of Engineer.
- If an Engineer exam is unsuccessful, the member returns to Engineer Trainee status and may not act up until the failed portions that correlate with task book sections are remediated on the current task book; Acting Engineer status is then restored (see the task book).
- If revoked, the candidate may re-open a new Engineer PTB and complete the process for requalification.

A completed Engineer's Position Task Book is required:

- ☐ To be listed as an "Acting Engineer" in CrewSense
- ☐ To be eligible for the Engineer's Promotional Exam
- ☐ To be eligible to initiate a Captain's Position Task Book

To take the Engineer's Promotional Exam, the candidate must also have:

- ☐ Three (3) years full-time paid Firefighter/Paramedic with RSFFPD

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Rancho Santa Fe Fire Protection District

Captain Trainee

Work is performed under the direct supervision of the Captain in Charge.

Name:	
Date:	

Complete this sheet and bring it to your meeting with the Training Chief to open the task book.

The following items are required to OPEN the RSF Captain's Position Task Book.

Requirements to Open the Task Book:

- ☐ Three (3) years full-time paid suppression experience with RSFFPD
- ☐ One (1) year equivalent college or 30 units
- ☐ RSF Driver/Operator Certification prior to 1/1/2018 or completed the RSF Engineer PTB
- ☐ OSFM State Firefighter 1 & 2
- ☐ OSFM Fire Officer Certification, OSFM Company Officer Certification, or completed 50% of the Fire Officer 2 track
- ☐ CSTI HAZMAT IC Certificate
- ☐ S-290 Intermediate Wildland Fire Behavior (classroom required)
- ☐ FEMA IS-700 & IS-800 Certification
- ☐ ICS-200
- ☐ Blue Card Certification

Initiating:

- ☐ Confirm with your Captain that you meet the minimum qualifications and that you intend to open the task book
- ☐ Send an email of intent to the Training Chief
- ☐ Meet with the Training Chief to receive the task book and bring this completed sheet; the Training Chief enters the date initiated, signs, and prints his/her name on the front cover, and you print, sign, and date the Candidate Acknowledgment at the end of the task book introduction

After Opening:

- The task book must be completed within three (3) years of opening to remain valid.
- The requirements of this task book are subject to change. If the task book is revised while this book is open and unfinished, the revised requirements apply. All signatures already obtained carry over.
- Upon completion, the candidate is qualified as an "Acting Captain" and may work out of class to fill Captain vacancies (see the Acting Captain sheet).

Rev. 10/2026

Rancho Santa Fe Fire Protection District



Captain's Position Task Book

"Acting Captain"

TASK BOOK ASSIGNED TO:	
TASK BOOK INITIATED BY:	
DATE INITIATED:	
TASK BOOK COMPLETED:	VERIFIED BY:

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

**VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK
FOR THE POSITION OF
ACTING CAPTAIN****FINAL EVALUATOR'S VERIFICATION**

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that _____

Has performed as a trainee and should therefore be considered for certification in this position.

FINAL EVALUATOR'S PRINTED NAME (ASSIGNED SHIFT CAPTAIN)_____
FINAL EVALUATOR'S SIGNATURE (ASSIGNED SHIFT CAPTAIN) AND DATE**AGENCY CERTIFICATION**

I certify that _____

has met all requirements for qualification in this position and that such qualification has been issued.

TRAINING BATTALION CHIEF PRINTED NAME_____
TRAINING BATTALION CHIEF SIGNATURE AND DATE

PURPOSE:

Becoming a Fire Captain is a process that requires the acquisition of many skills and educational specialties. It also brings along the added responsibilities of leadership, supervision and management - all of which will require self-motivation and the desire to continually enhance one's knowledge through education, training, and experience.

The Captain's Position Task Book (CPTB) was created to assist employees who are interested in obtaining the rank of Fire Captain. The CPTB will aid in obtaining the required level of knowledge, professionalism and exposure to the position of Fire Captain. It is also a tool to identify the minimum training requirements and the demonstration of knowledge, skills, and abilities required for a candidate to successfully function at the level of Company Officer.

Upon completion of the CPTB, candidates will be qualified to act as an "Acting Captain". Candidates should keep in mind the intent of this program is designed for mentorship and to lay the foundation of knowledge necessary to become a Fire Captain. Completing this task book will better prepare a candidate for the Captain's promotional process.

Captain Trainee: a member with an open Captain's Position Task Book; able to act under supervision.

Acting Captain: a member whose completed Captain's Position Task Book has been certified by the Training Battalion Chief; able to act independently.

MINIMUM QUALIFICATIONS:

Prior to opening a CPTB, the candidate must meet the following certification and educational requirements. This requirement is designed to ensure that the candidate has the necessary foundation to perform the skills within the CPTB.

1) Three (3) years full-time paid suppression experience with RSFFPD
2) One (1) year equivalent college or 30 units
3) RSF Driver Operator Certification prior to 1/1/2018 or completed the RSF Engineer PTB
4) OSFM State Firefighter 1 & 2
5) OSFM Fire Officer Certification, or OSFM Company Officer Certification or completed 50% of the Fire Officer 2 track (see Appendix A).
6) CSTI Hazmat IC Certificate
7) S-290 Intermediate Wildland Fire Behavior (classroom required)
8) FEMA IS-700 & IS-800 Certification
9) ICS-200 (FEMA)
10) Blue Card Certification

Note: Fire Officer 2 (FO2) is the California State Fire Training (OSFM) certification track that replaces the retired Fire Officer certificate. For this District task book, partial FO2 progress is accepted to open the book, and the full FO2 series is referenced at completion; final State FO2 certification is governed by OSFM and the promotional process, not by this task book. See Appendix A for the State FO2 application and module list.

HIGHLY DESIRED QUALIFICATIONS:

The following are recommended for career development and not required for promotion.

1) B.A./B.S. or higher from an accredited college
2) NZ S-200 for the Company Officer
3) North Zone Captains Academy
4) RSF Captains Academy

INITIATING THE TASK BOOK:

A candidate who meets the minimum qualifications may request to open a Captain's Position Task Book. To initiate the task book, follow these steps:

1) Confirm with your Captain that you meet the minimum qualifications and that you intend to open the task book.
2) Send an email of intent to the Training Chief. You will receive the Captain's Position Task Book Opening Packet by email; it includes the Captain Trainee Checkoff Sheet.
3) Meet with the Training Chief to receive the task book and bring the completed Captain Trainee Checkoff Sheet. The Training Chief enters the date initiated, signs, and prints his/her name on the front cover, and the candidate prints, signs, and dates the Candidate Acknowledgment at the end of this introduction.

When you enter into the program, candidates **may work only under the DIRECT supervision of a Fire Captain.**

After Opening:

- **The task book must be completed within three (3) years of the date it is opened. A task book not completed within three (3) years of opening is no longer valid.**
- The requirements of this task book are subject to change. If the task book is revised while this book is open and unfinished, the revised requirements apply. All signatures already obtained carry over.
- Upon completion, the candidate is qualified as an "Acting Captain" and may work out of class to fill Captain vacancies.

SIGNING OFF SKILLS AND TRAINING:

Candidates are responsible for coordinating through their Company Officers the training activities as required to accomplish identified tasks in the CPTB. When you demonstrate proficiency for a specified task, a Captain or higher may sign off that task by entering the date of completion under **Date Completed** and initialing under **Evaluator**. For any skill being evaluated, the candidates are encouraged to demonstrate proficiency multiple times to exhibit depth of training and competency of that skill. The expectation is you should be proficient to receive a signature for a given task.

COMPLETED POSITION TASK BOOK:

Before the task book is completed and a **candidate is allowed to work as an "Acting Captain"**, the additional requirements must be met:

☐	OSFM Fire Officer Certification, or OSFM Company Officer Certification or completed the entire Fire Officer 2 track (see Appendix A)
☐	S-230 & S-231 Crew & Engine Boss
☐	Instructor 1: Instructor Methodology
☐	Behavioral Health and Cancer Awareness 2A (Fire Officer 2 Track)
☐	Low Angle Rope Rescue Operational (LARRO) & Rescue Systems 1, or Rope Rescue Awareness/Operations
☐	S-215 Fire Operations in the Wildland/Urban Interface
☐	Task book complete and signed off by your ASSIGNED captain
☐	Task book reviewed and approved by Training Officer

When the CPTB is completed, the candidate will submit it to the Training Officer for verification. **This task book must be completed within three (3) years of the date it is opened. A task book not completed within three (3) years of opening is no longer valid.**

Once the review process is completed, the Training Officer will notify the candidate of the results. If successful, a completed CPTB will qualify a candidate to work as an "Acting Captain" under the following circumstances:

1. In lieu of a force-hire where no other qualified candidates are available. Hire rules will be in the following order: Captains, Captain's promotional list, qualified "Acting Captain".
2. Working temporarily until a relief Captain can be notified and they report to duty. Examples are personnel unexpectedly having to go home, emergency deployment backfill, immediate up staffing, etc.

Once a CPTB is signed off, it will be valid for a period of three (3) years. To renew a CPTB, a candidate must requalify by renewing section eight – structured simulations.

A CPTB certification may be revoked for the following reasons:

1. Incompetency or failing to meet the job requirements of the Captain.
2. Failing a promotional test for the position of Captain.

PROMOTIONAL TEST FAIL REMEDIATION:

Once completed, the task book qualifies the employee as Acting Captain. As an Acting Captain, the employee is updated in CrewSense accordingly and holds Acting Captain status for working out of class. If the employee takes a Captain exam and is unsuccessful, the failed portions of the exam make the correlated sections of the task book no longer valid. The employee returns to Captain Trainee status, is no longer authorized to act up as an Acting Captain, and CrewSense is updated to reflect this. The employee will be required to remediate the affected portion of the task book. Remediation is completed on the current task book in effect at the time of remediation.

Upon successful remediation, the employee is again qualified as an Acting Captain, and CrewSense is updated accordingly.

Example: An employee takes the Captain exam and fails the wildland sim. They return to Captain Trainee status and are removed from CrewSense as Acting Captain. They redo the wildland sim section on the current task book and obtain their supervisor's signatures. This is presented to the Training Chief, and upon successful completion, the employee is updated in CrewSense again as Acting Captain.

In the event of a revoked CPTB for incompetency or failing to meet the job requirements of the Captain, the candidate can no longer work as a stand-alone company officer. The candidate may reopen a new CPTB and go through a retraining process for requalification.

The intent of a completed CPTB is to help individuals to be successful in the position and assist a candidate in being prepared for the testing process. A completed Captain's Position Task Book is required for the following:

1. To be qualified as an "Acting Captain".
2. To be qualified for the Captain's Promotional Exam.

To take the Captain's Promotional Exam, the candidate must also have:

1. Five (5) years full-time paid suppression experience with RSFFPD
2. A.A./A.S. degree or higher from an accredited college
3. Taken and passed the North Zone or RSF Engineer's exam

The Captain Position Task Book lists every requirement that will be evaluated. Each trainee's performance will be observed and recorded by the evaluating Company Officer. The final evaluation will determine if the trainee has successfully met the performance standards and should be recommended for Acting Captain Qualification. When this Task Book has been successfully completed, it needs to be submitted to the Training Battalion Chief who will then approve the Trainee to function as an "Acting Captain".

Responsibilities

The **Captain Trainee** is responsible for:

- (1) Being currently qualified and proficient and must meet all minimum requirements for eligibility as a Captain Trainee / Candidate.
- (2) Reviewing and understanding material in the orientation training guide and the position task book.
- (3) Satisfactorily completing all tasks for the assigned position before they are considered qualified to function as an Acting Captain.
- (4) Ensuring their Captain Position Task Book is accurately recorded and maintained.
- (5) Filing and keeping their Captain Position Task Book with their other personal or career records and providing a copy to the district.

The **Evaluating Officer** is responsible for:

- (6) Being currently qualified and proficient as a Captain.
- (7) Explaining to the trainee the purpose of and process for completing the Captain Position Task Book.
- (8) Explaining to the trainee their responsibilities.
- (9) Accurately evaluating and recording demonstrated performance. Dating and initialing completion of the task will document satisfactory performance. Unsatisfactory performance will be documented in the evaluation record.

The **Agency Certification Officer** is responsible for:

- (10) Being currently qualified and proficient as the Training Battalion Chief.
- (11) Ensuring that evaluating candidates understand and perform satisfactorily in their role in the Captain Trainee process.
- (12) Conducting a review with all Evaluating Officers to ensure that all facets of the qualification process have been met.
- (13) Accurately recording that the trainee has met all requirements for the position by dating and signing completion of the agency Certification portion of the Position Task Book.

CANDIDATE ACKNOWLEDGMENT		
<i>By signing below, I acknowledge that I have read and understand the introduction to this task book (Purpose through Responsibilities, every page before the sign-off sections) and agree to it.</i>		
CANDIDATE PRINTED NAME:	CANDIDATE SIGNATURE:	DATE:

CAPTAIN TRAINEE CERTIFICATION**SECTION 1****POLICIES, PROCEDURES, AND GUIDELINES**

Candidate shall coordinate with their Company Officer to set up a time to discuss Company Officer's duties and responsibilities as it pertains to District Policies, Procedures and Guidelines.

Use the Lexipol equivalent if issued. Policy update in progress.

TASK		EVALUATOR	DATE
1)	Demonstrates knowledge of Mission Statement and Core Values and how to apply the core values to the fulfillment of Fire Captain duties		
2)	Demonstrates knowledge of Policy 1042: Discipline / Rules of Conduct		
3)	Demonstrates knowledge of Firefighter Bill of Rights (FBOR) Process		
4)	Demonstrates knowledge of Policy 1022: Personal Appearance Standards		
5)	Demonstrates knowledge of Policy 1007: Discriminatory Harassment		
6)	Demonstrates knowledge of Policy 1041: Paid Leave		
7)	Demonstrates knowledge of Policy 914: Personal Protective Equipment		
8)	Demonstrates knowledge of Policy 902: Cal/OSHA Notification of Injury, Illness, or Death		
9)	Demonstrates knowledge of Procedure 304: San Diego County Environmental Health Notification		
10)	Demonstrates knowledge of Policy 908: Respiratory Protection Program		
11)	Demonstrates knowledge of Policy 803: Patient Medical Record Security and Privacy		
12)	Demonstrates knowledge of Policy 309: Child Abuse Reporting		
13)	Demonstrates knowledge of Policy 312: Adult Abuse		
14)	Demonstrates knowledge of Procedure 307: Emergency Driving		
15)	Demonstrates knowledge of Policy 900: Illness and Injury Prevention Program		

CAPTAIN

POSITION TASK BOOK

TASK		EVALUATOR	DATE
16)	Demonstrates knowledge of Policy 304: Response Time Standards		
17)	Demonstrates knowledge of: Personal Injury Reporting		
18)	Demonstrates knowledge of: Accident Reporting / Investigative Process		
19)	Demonstrates knowledge of Workers Comp forms, how to fill out, and the distribution process. Get signature for this item through HR.		
20)	Demonstrates knowledge of infection control program and how to handle an employee exposure to an infectious disease		

Evaluator Comments:

SAMPLE

CAPTAIN TRAINEE CERTIFICATION**SECTION 2****NORTH ZONE EMERGENCY OPERATIONS MANUAL**

Candidate shall coordinate with their Company Officer to set up a time to discuss Company Officer's duties and responsibilities as it pertains to North Zone EOM.

TASK		EVALUATOR	DATE
1)	Demonstrates knowledge of EOM 200.00: Establishing Command		
2)	Demonstrates knowledge of EOM 201.00: Incident Command Options		
3)	Demonstrates knowledge of EOM 202.00: Transfer of Command		
4)	Demonstrates knowledge of EOM 203.00: Communications General		
5)	Demonstrates knowledge of EOM 203.06: Communications Failure		
6)	Demonstrates knowledge of EOM 203.08: Dispatch Alert Tones		
7)	Demonstrates knowledge of EOM 204.00: Basic Organization		
8)	Demonstrates knowledge of EOM 207.00: Major Medical Response Plan		
9)	Demonstrates knowledge of EOM 208.00: Response to SRA Fires		
10)	Demonstrates knowledge of EOM 301.00 Tactical Priorities: General		
11)	Demonstrates knowledge of EOM 302.00: Tactical Priorities – Rescue		
12)	Demonstrates knowledge of EOM 303.00: Tactical Priorities – Fire Control		
13)	Demonstrates knowledge of EOM 303.01: Tactical Priorities – Offensive Fire Control		
14)	Demonstrates knowledge of EOM 303.02: Tactical Priorities – Defensive Fire Control		
15)	Demonstrates knowledge of EOM 403.00: Mutual Aid and Automatic Aid Response Criteria		
16)	Demonstrates knowledge of EOM 502.00: Hazardous Materials		
17)	Demonstrates knowledge of EOM 503.00: High Rise Operations		

CAPTAIN

POSITION TASK BOOK

TASK	EVALUATOR	DATE
18) Demonstrates knowledge of EOM 504.00: Vehicle Fires		
19) Demonstrates comprehensive knowledge of EOM 508.00: Technical Rescue		
20) Demonstrates knowledge of EOM 510.00: Operating Guidelines for a Mass Casualty Incident		
21) Demonstrates knowledge of EOM 511.00: Operating Guidelines for a Wildland Incident		
22) Demonstrates knowledge of EOM 512.00: Operating Guidelines for Large Scale Disasters		
23) Demonstrates knowledge of EOM 601.00: Fire Ground Safety		
24) Demonstrates knowledge of EOM 601.01: Fire Ground Accountability		
25) Demonstrates knowledge of EOM 601.02: Firefighter Safety in IDLH Conditions		
26) Demonstrates knowledge of EOM 607.00: Personnel Rehabilitation Plan		
27) Demonstrates knowledge of EOM 616.00: Firefighter Visibility and Reflectivity Standard		
28) Knowledge of North Zone forms: a) RIC Exemption b) Confine Space Permit c) Trench Permit d) Rehab		

Evaluator Comments:

CAPTAIN TRAINEE CERTIFICATION**SECTION 3****COMPANY ACTIVITIES / RECORD MANAGEMENT**

Candidate shall coordinate with their Company Officer to set up a time to discuss the Company Officer's duties and responsibilities as it pertains to Company Operations and Record Management.

TASK		EVALUATOR	DATE
1)	Give crew daily briefing		
2)	Coordinate the completion of daily company work activities		
3)	Demonstrate logging training hours in Target Solutions		
4)	Demonstrate how to complete RMS reports for various types of incidents: Fire, Medical, Rescue, etc. on WATERS		
5)	Demonstrate filling out a false alarm report		
6)	Demonstrate the use of Crewsense a) Rostering b) Force Hire c) Out bounding and deploying engines & stations d) Filling vacancies		
7)	Demonstrate how to locate and modify previous reports, including performing 'simple' database searches in WATERS, and how to write a spice ticket with NorthComm.		
8)	Knowledge of the District's purchasing policy and budget account coding process		
9)	Effectively deliver in-service training at the company level		
10)	Demonstrate providing quality customer service		
11)	Demonstrate ability to approve timecards / matching to Crewsense		
12)	Demonstrate working knowledge and ability to use TabletCommand both cell phone & iPad, mapping layers, status, and unit location. Knowledge of pager backup		

Evaluator Comments:

CAPTAIN TRAINEE CERTIFICATION**SECTION 4****MUTUAL AID AND STRIKE TEAM OPERATIONS**

Candidate shall coordinate with their Company Officer to set up a time to discuss Company Officer's duties and responsibilities as it pertains to Mutual Aid and Strike Team Operations.

TASK	EVALUATOR	DATE
1) Demonstrate knowledge of required information for Strike Team response		
2) Knowledge of Jurisdictional Land Ownership, how to locate what land you are on, and communications and resource ordering differences in: a) LRA b) SRA c) FRA d) MTZ e) Metro		
3) Knowledge of Cooperative Agreements, Contracts, and Plans a) California Master Mutual Aid b) California Fire Assistance Agreement c) Mutual Aid f) Automatic Aid		
4) Demonstrates knowledge of properly filling out necessary forms for Strike Team response: a) F-42, MARS b) ICS 201-205 c) ICS 225 d) ICS 214		
5) Demonstrates knowledge and can properly give briefings: a) Operational b) Safety		
6) Knowledge of how to properly turn down an assignment IRPG.		
7) Knowledge of demobilization process including all necessary paperwork. a) ICS 221 & ICS 212		
8) Demonstrate a general understanding of an Incident Action Plan (IAP) and its components		

Evaluator Comments:

CAPTAIN TRAINEE CERTIFICATION

SECTION 5

COMMUNICATIONS & EMERGENCY REFERENCE MATERIALS

Candidate shall coordinate with their Company Officer to set up a time to discuss Company Officer's duties and responsibilities as it pertains to District Communications and Reference Materials.

TASK	EVALUATOR	DATE
1) Demonstrates procedure for a Fail Soft event. EOM 203.00		
2) Demonstrate a working knowledge of VHF fleet map, tones and repeater locations		
3) Demonstrates use of 800 MHz Radio Systems (Portable and Mobile) and fleet maps including how to program scan lists and change modes		
4) Understands and effectively demonstrates how to operate VHF mobile and portable radios, including how to program command groups, scan lists and change modes		
5) Demonstrates use of TabletCommand in mapping to calls		
6) Understands how to initiate and cancel an emergency radio activation EOM 203.04		
7) Knowledge of North Com emergency tones (life safety vs mayday)		

Emergency Reference Materials:

TASK	EVALUATOR	DATE
1) Ability to use the command/tactical worksheets		
2) Ability to use the IRPG		
3) Ability to use the Haz-Mat Site Safety Plans referencing hazmat layer on TabletCommand		
4) Ability to use the Emergency Response Guidebook		

Evaluator Comments:

CAPTAIN TRAINEE CERTIFICATION

SECTION 6

FIRE PREVENTION

Candidate shall coordinate with their Company Officer and/ or Fire Prevention Personnel to set up a time to discuss Company Officer's duties and responsibilities as it pertains to Fire Prevention.

TASK		EVALUATOR	DATE
1)	Demonstrate knowledge of fire codes adopted by the District		
2)	Demonstrates ability to use the Fire Prevention Inspectors Guide to assist with Fire Company inspections		
3)	Understands the Fire Company Inspection Program and demonstrates ability to conduct an effective inspection		
4)	Understands the Fire Prevention Correction notice process and demonstrates the ability to process a pre-citation		
5)	Understands the Weed Abatement Program and demonstrates the ability to process weed abatement complaints		
6)	Demonstrate ability to give fire prevention talk in front of a community group		
7)	Knowledge of how to protect evidence at an incident scene from damage or destruction		
8)	Knowledge of basic fire investigation techniques along with District fire investigation policies and guidelines		

Evaluator Comments:

CAPTAIN TRAINEE CERTIFICATION

SECTION 7

PERFORMANCE EVALUATIONS

Candidate shall complete and present at least one employee performance evaluation on a fictitious employee that the Company Officer provides. Whether during the evaluation or separate, the candidate should also complete all the forms listed under #5.

TASK		EVALUATOR	DATE
1)	Understands the purpose of performance evaluations		
2)	Understands the performance evaluation forms		
3)	Has read and understands the Job Performance Standards Workbook		
4)	Understands the Self-Appraisal Form		
5)	Ability to use the following forms: a) Notice of Outstanding Work Performance b) Notice of Unsatisfactory Service or Act c) Individual Development Plan		

Evaluator Comments:

SAM

CAPTAIN TRAINEE CERTIFICATION

SECTION 8

RATED SIMULATIONS

This section is the final step of the task book. It is to be completed last and shall not be signed off until all other areas of the task book are complete. At a minimum, one (1) Captain and one (1) Battalion Chief, each holding that rank (not acting), shall be present for each simulation sign-off.

Candidates will successfully pass the listed emergency simulation exercises as the first-in Captain. At the end of each simulation, the evaluators will have the opportunity to ask questions based on candidate actions or District or North Zone policy.

TASK	EVALUATOR	DATE
1) Demonstrates the ability to handle an IMCI simulation		
2) Demonstrates the ability to handle non-fire incidents, including hazardous materials and swift water incidents		
3) Demonstrates the ability to handle a structure fire incident: a. Single Family b. Multi-Residential c. Commercial		
4) Demonstrates the ability to handle a high-rise fire incident		
5) Demonstrates the ability to handle a wildland fire incident: a. Initial Attack: if candidate has completed NZ S-200 for the Company Officer, with a signature and certificate, this requirement is considered fulfilled. Otherwise this may be completed as part of the final simulations.		
6) Develop a post incident analysis on one of the simulations above		
7) Demonstrate the ability to communicate the following: a. Emergency Traffic b. Strategy change offensive to defensive including abandon or exit c. Priority Traffic d. Mayday both structure and wildland		

The simulation section is designed to determine the candidates' ability to:

- Formulate a thorough report on conditions (Size-Up).
- Demonstrate the ability to develop an Incident Action Plan.
- Evaluate and modify Incident Action Plan as needed.
- Appraise the variables influencing scene safety.
- Determine the resources required to control an incident, and demonstrate the appropriate assignment and placement of those resources.

Final Comments:

Lined area for final comments, overlaid with a large diagonal "SAMPLE" watermark.

EVALUATING OFFICER SIGNATURE PAGES FOR OUT OF AGENCY SIGNATURES

TRAINEE RECORD #1	TRAINEE RECORD #2
TRAINEE Name: _____ Dept: _____ Phone: _____ The above named trainee performed the tasks initialed and dated by me under my supervision. As a result, I propose that the trainee: ☐ Trainee successfully performed all tasks and should be considered for certification. ☐ Trainee was not able to complete certain tasks (comments below) and additional guidance is required. _____ Date / Evaluator's Signature _____ Date / Evaluator's Name (print legibly) COMMENTS: _____ _____ _____ _____ _____ _____ _____ _____ 	TRAINEE Name: _____ Dept: _____ Phone: _____ The above named trainee performed the tasks initialed and dated by me under my supervision. As a result, I propose that the trainee: ☐ Trainee successfully performed all tasks and should be considered for certification. ☐ Trainee was not able to complete certain tasks (comments below) and additional guidance is required. _____ Date / Evaluator's Signature _____ Date / Evaluator's Name (print legibly) COMMENTS: _____ _____ _____ _____ _____ _____ _____ _____
EVALUATING OFFICER #1	EVALUATING OFFICER #2

TRAINEE RECORD #3	TRAINEE RECORD #4
TRAINEE Name: _____ Dept: _____ Phone: _____ The above named trainee performed the tasks initialed and dated by me under my supervision. As a result, I propose that the trainee: ☐ Trainee successfully performed all tasks and should be considered for certification. ☐ Trainee was not able to complete certain tasks (comments below) and additional guidance is required. _____ Date / Evaluator's Signature _____ Date / Evaluator's Name (print legibly) COMMENTS: _____ _____ _____ _____ _____ _____ _____ _____ 	TRAINEE Name: _____ Dept: _____ Phone: _____ The above named trainee performed the tasks initialed and dated by me under my supervision. As a result, I propose that the trainee: ☐ Trainee successfully performed all tasks and should be considered for certification. ☐ Trainee was not able to complete certain tasks (comments below) and additional guidance is required. _____ Date / Evaluator's Signature _____ Date / Evaluator's Name (print legibly) COMMENTS: _____ _____ _____ _____ _____ _____ _____ _____
EVALUATING OFFICER #3	EVALUATING OFFICER #4

APPENDIX A: State FO2 Certification Application (Candidate Reference)

Page 1 of the California State Fire Training (OSFM) Fire Officer 2 Certification Application, reproduced for candidate reference. It lists the FO2 module series (FO2A / FO2B / FO2C), prerequisites, education, the FO2 Certification Task Book, and the application process. State requirements are governed by OSFM and may change.



CERTIFICATION APPLICATION INSTRUCTIONS Fire Officer 2 Certification Application

Overview

The California Office of the State Fire Marshal Fire Marshal Certification is based on the NFPA 1021: Standard for Fire Officer Professional Qualifications (2020) and NFPA 1140: Standard for Wildland Fire Protection (2022) set by the National Fire Protection Association (NFPA).

Application Requirements

Submit verification of the following documents along with this application form. It is not necessary to submit SFT course diplomas or certifications if it is listed in your SFT User Portal.

Prerequisites

- OSFM Fire Fighter 2 certification (any version)

OR

- Appointment to the rank of Company Officer or Fire Officer 2. Performing in an “acting” capacity does not fulfill this requirement.

Education

- Fire Officer 2A: Human Resource Management (2020) **OR** Company Officer 2A: Human Resource Management for Company Officers (2014)
- Fire Officer 2B: Administration and Community Risk Reduction (2020) **OR** Company Officer 2B: General Administrative Functions for Company Officers (2014) **AND** Company Officer 2C: Fire Inspections and Investigations for Company Officers (2014)
- Fire Officer 2C: Initial Incident Command (2020) **OR** Company Officer 2D: All-Risk Command Operations for Company Officers (2014) **AND** Company Officer 2E: Wildland Incident Operations for Company Officers (2014) **AND** S-200 Initial Attack Incident Commander (NWCG)
- ICS-200.B: Incident Command System for Single Resources and Initial Action Incidents (FEMA)
- S-290: Intermediate Wildland Fire Behavior (Classroom Delivery Only - SFT, NWCG)
- Instructor 1: Instructor Methodology (SFT)
- Behavioral Health and Cancer Awareness 2A (SFT)

Certification Task Book

- Fire Officer 2 (2022) Certification Task Book

Fee (Option B Applicants Only)

- \$100 non-refundable certification fee - payable to: State Fire Training

Application Process

The following are the steps for submitting certification application:

- Mail the certification application, certification task book, and fee to: State Fire Training, Fire Officer 2 Certification, PO Box 944246, Sacramento, CA 94244-2460.
- SFT conducts an application review.
- If the candidate does not meet the eligibility requirements, SFT issues a denial.
- SFT will issue your digital certification(s) through the SFT User Portal at:
<https://osfm-sft.acadisonline.com/>



Rancho Santa Fe Fire Protection District

Acting Captain

Qualified upon completion of the Captain's Position Task Book.

Name:	
Date:	

The following items are required to qualify as an "Acting Captain."

Requirements to Complete the Task Book:

- ☐ OSFM Fire Officer Certification, OSFM Company Officer Certification, or completed the entire Fire Officer 2 track
- ☐ S-215 Fire Operations in the Wildland/Urban Interface
- ☐ S-230 & S-231 Crew & Engine Boss
- ☐ Instructor 1: Instructor Methodology
- ☐ Behavioral Health and Cancer Awareness 2A (Fire Officer 2 Track)
- ☐ Low Angle Rope Rescue Operational (LARRO) & Rescue Systems 1, or Rope Rescue Awareness/Operations
- ☐ Task book complete and signed off by your assigned Captain
- ☐ Task book reviewed and approved by the Training Officer

An "Acting Captain" may:

- Fill Captain vacancies when no other qualified candidate is available. Hire order: Captains, Captain's promotional list, then qualified "Acting Captains."
- Hold the qualification for three (3) years from sign-off; renew by re-qualifying Section 8 (structured simulations).
- The qualification may be revoked for:
 - o Incompetency or failing to meet the job requirements of the Captain.
 - o Failing a promotional test for the position of Captain.
- If a Captain exam is unsuccessful, the member returns to Captain Trainee status and may not act up until the failed portions that correlate with task book sections are remediated on the current task book; Acting Captain status is then restored (see the task book).
- If revoked, the candidate may re-open a new Captain PTB and complete the process for requalification.

To take the Captain's Promotional Exam, the candidate must also have:

- ☐ Five (5) years full-time paid suppression experience with RSFFPD
- ☐ A.A./A.S. degree or higher from an accredited college
- ☐ Taken and passed the North Zone or RSF Engineer's exam

Rev. 10/2026



Rancho Santa Fe Fire Protection District

Battalion Chief Trainee

Work is performed under the direct supervision of the Battalion Chief in Charge.

Name:	
Date:	

Complete this sheet and bring it to your meeting with the Training Chief and the Operations Chief to open the task book.

The following items are required to OPEN the RSF Battalion Chief Position Task Book.

Requirements to Open the Task Book:

- ☐ Must meet all requirements and qualifications for RSFFPD Captain, including the education requirement (A.A./A.S. degree or higher from an accredited college)
- ☐ Minimum of two (2) years paid experience as a Captain with RSFFPD
- ☐ Completion of the SFT Chief Officer Certification, OSFM Chief Fire Officer Certification, or completed 50% of the Fire Officer 3 track
- ☐ Must be a qualified CICC Engine Boss (ENGB)
- ☐ Pre-Task Book Interview / Review / Expectations with the Fire Chief

Initiating:

- ☐ Confirm with your Battalion Chief that you meet the minimum qualifications and that you intend to open the task book
- ☐ Send an email of intent to the Training Chief and the Operations Chief
- ☐ Meet with the Training Chief and the Operations Chief to receive the task book and bring this completed sheet; the Operations Chief enters the date initiated, signs, and prints his/her name on the front cover, and you print, sign, and date the Candidate Acknowledgment at the end of the task book introduction

After Opening:

- The task book must be completed within three (3) years of opening to remain valid.
- The requirements of this task book are subject to change. If the task book is revised while this book is open and unfinished, the revised requirements apply. All signatures already obtained carry over.
- Upon completion and approval, the candidate is qualified as an "Acting Battalion Chief" and may work out of class to fill Battalion Chief vacancies (see the Acting Battalion Chief sheet).

Rev. 10/2026

Rancho Santa Fe Fire Protection District



Battalion Chief Position Task Book

"Acting Battalion Chief"

TASK BOOK ASSIGNED TO:	
TASK BOOK INITIATED BY:	
DATE INITIATED:	
TASK BOOK COMPLETED:	VERIFIED BY:

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF ACTING BATTALION CHIEF

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that _____

Has performed as a trainee and should therefore be considered for certification in this position.

FINAL EVALUATOR'S PRINTED NAME (ASSIGNED SHIFT BATTALION CHIEF)

FINAL EVALUATOR'S SIGNATURE (ASSIGNED SHIFT BATTALION CHIEF) AND DATE

AGENCY CERTIFICATION

I certify that _____

has met all requirements for qualification in this position and that such qualification has been issued.

OPERATIONS CHIEF PRINTED NAME

OPERATIONS CHIEF SIGNATURE AND DATE

PURPOSE:

Becoming a Battalion Chief is a process that requires the acquisition of many skills and educational specialties. It also brings along the added responsibilities of leadership, supervision, and management, all of which will require self-motivation and the desire to continually enhance one's knowledge through education, training, and experience.

The Battalion Chief Position Task Book (BCPTB) was created to assist Company Officers who are interested in obtaining the rank of Battalion Chief. The BCPTB will aid in obtaining the required level of knowledge, professionalism, and exposure to the position of Battalion Chief. It is also a tool to identify the minimum training requirements and the demonstration of knowledge, skills, and abilities required for a candidate to successfully function at the level of Battalion Chief.

Upon completion of the BCPTB, candidates will be qualified to act as an "Acting Battalion Chief". Candidates should keep in mind that the intent of this program is designed for mentorship and to lay the foundation of knowledge necessary to become a Battalion Chief. Completing this task book will better prepare a candidate for the Battalion Chief promotional process.

Battalion Chief Trainee: a member with an open Battalion Chief Position Task Book; able to act under supervision. **Acting Battalion Chief:** a member whose completed Battalion Chief Position Task Book has been certified by the Operations Chief; able to act independently.

MINIMUM QUALIFICATIONS:

Prior to initiating a BCPTB, the candidate must meet the following certification and educational requirements. These requirements are designed to ensure that the candidate has the necessary foundation to perform the skills within the BCPTB.

1) Must meet all requirements and qualifications for RSFFPD Captain, including the education requirement (A.A./A.S. degree or higher from an accredited college)
2) Minimum of two (2) years paid experience as a Captain with RSFFPD
3) Completion of the SFT Chief Officer Certification, OSFM Chief Fire Officer Certification, or completed 50% of the Fire Officer 3 track (see Appendix A)
4) Must be a qualified CICCIS Engine Boss (ENGB)
5) Pre-Task Book Interview / Review / Expectations with the Fire Chief
<i>Note: Fire Officer 3 (FO3) is the California State Fire Training (OSFM) certification track that replaces the retired Chief Officer certificate. For this District task book, partial FO3 progress is accepted to open the book, and the full FO3 series is referenced at completion; final State FO3 certification is governed by OSFM and the promotional process, not by this task book. See Appendix A for the State FO3 application and module list.</i>

HIGHLY DESIRED QUALIFICATIONS:

The following are recommended for career development and not required for promotion.

1) B.A./B.S. or higher in leadership, management, administration or relevant field from an accredited college
2) S-270 Basic Air Operations
3) S-219 Firing Operations
4) CICCIS STEN Position Task Book Initiated
5) North Zone S-200 Initial Attack for Chief Officer
6) NZ Battalion Chief Academy

INITIATING THE TASK BOOK:

A candidate who meets the minimum qualifications may request to open a Battalion Chief Position Task Book. To initiate the task book, follow these steps:

1) Confirm with your Battalion Chief that you meet the minimum qualifications and that you intend to open the task book.
2) Send an email of intent to the Training Chief and the Operations Chief. You will receive the Battalion Chief Position Task Book Opening Packet by email; it includes the Battalion Chief Trainee Checkoff Sheet.
3) Pre-Task Book Interview / Review / Expectations: schedule a meeting with the Fire Chief. • The participant must successfully pass an interview/review of past performance and future expectations prior to the Battalion Chief Position Task Book being initiated. • The participant must be willing to demonstrate their skills and ability to work as one cohesive team member. • The participant must be able to demonstrate their ability to maintain and build relationships in the organization. • The participant must be able to demonstrate their ability to communicate effectively and tactfully in stressful situations. • The participant will participate in a review of their past two years of annual performance evaluations.
4) Meet with the Training Chief and the Operations Chief to receive the task book and bring the completed Battalion Chief Trainee Checkoff Sheet. The Operations Chief enters the date initiated, signs, and prints his/her name on the front cover, and the candidate prints, signs, and dates the Candidate Acknowledgment at the end of this introduction.
5) The BCPTB, under Skills/Duties Item 10, allows a maximum of 30 hours of overtime towards mentoring with the Shift BC, Training BC, Operations Chief, Fire Prevention, and North Comm.

When you enter the program, candidates may work only under the **DIRECT supervision of a Battalion Chief**.

After Opening:

- **The task book must be completed within three (3) years of the date it is opened. A task book not completed within three (3) years of opening is no longer valid.**
- The requirements of this task book are subject to change. If the task book is revised while this book is open and unfinished, the revised requirements apply. All signatures already obtained carry over.
- Upon completion and approval, the candidate is qualified as an "Acting Battalion Chief" and may work out of class to fill Battalion Chief vacancies.

SIGNING OFF SKILLS AND TRAINING:

Candidates are responsible for coordinating through the Battalion Chief(s) the training activities as required to accomplish identified tasks in the BCPTB. When you demonstrate proficiency for a specified task, a Battalion Chief or higher may sign off on that task by entering the date of completion under Date and initialing under Evaluator. For any skill being evaluated, the candidates are encouraged to demonstrate proficiency multiple times to exhibit depth of training and competency in that skill. The expectation is that you should be proficient to receive a signature for a given task.

COMPLETED POSITION TASK BOOK:

Before the task book is completed and a candidate is allowed to work as an “Acting Battalion Chief”, the additional requirements must be met: **This task book must be completed within three (3) years of the date it is opened. A task book not completed within three (3) years of opening is no longer valid.**

☐	Complete the Battalion Chief Position Task Book
☐	OSFM Chief Officer Certification, OSFM Chief Fire Officer Certification, or completed the entire Fire Officer 3 track (see Appendix A)
☐	ICS I-300 Intermediate ICS
☐	AH-330 Strike Team / Task Force Leader
☐	Hazardous Materials Incident Commander certification (CSTI)
☐	Post-Task Book Interview / Review / Expectations with the Fire Chief

HIGHLY DESIRABLE: Qualified CICCIS Strike Team Leader (STEN) Trainee with an initiated STEN Position Task Book.

1. When the BCPTB is completed, the candidate will submit it to the Training Officer for verification. Once the review process is completed, the Training Officer will notify the candidate of the results.
2. Post-Task Book Review: schedule a meeting with the Fire Chief.
 - The participant must have completed all aspects of their Battalion Chief Position Task Book.
 - The participant must successfully pass a review with the Fire Chief of their past performance and required improvements as a result of the pre-task book interview/review/expectations.

A completed BCPTB will qualify a candidate to work as an “Acting Battalion Chief” under the following circumstances:

1. In lieu of a force-hire where no other qualified candidates are available. Hire rules will be in the following order: Battalion Chiefs, Battalion Chief’s promotional list, qualified “Acting Battalion Chiefs”.
2. Working temporarily until a relief Battalion Chief can be notified and they report to duty. Examples are personnel unexpectedly having to go home, emergency deployment backfill, immediate up staffing, etc.

Once a BCPTB is signed off, it will be valid for a period of three (3) years. To renew a BCPTB, a candidate must requalify by renewing Task One (1) under Skills/Duties: structured simulations.

A BCPTB certification may be revoked for the following reasons:

1. Incompetency or failing to meet the job requirements of the Battalion Chief.
2. Failing a promotional test for the position of Battalion Chief.

In the event of a revoked BCPTB, the candidate can no longer work as an “Acting Battalion Chief”. The candidate may reopen a new BCPTB and go through a retraining process for requalification.

PROMOTIONAL TEST FAIL REMEDIATION:

Once completed, the task book qualifies the employee as Acting Battalion Chief. As an Acting Battalion Chief, the employee is updated in CrewSense accordingly and holds Acting Battalion Chief status for working out of class. If the employee takes a Battalion Chief promotional assessment and is unsuccessful, the failed portions of the assessment that correlate with sections of the task book are no longer valid. The employee returns to Battalion Chief Trainee status, is no longer authorized to act up as an Acting Battalion Chief, and CrewSense is updated to reflect this. The employee will be required to

remediate the affected portion of the task book. Remediation is completed on the current task book in effect at the time of remediation.

Upon successful remediation, the employee is again qualified as an Acting Battalion Chief, and CrewSense is updated accordingly.

Example: An employee takes the Battalion Chief promotional assessment and fails the wildland simulation. They return to Battalion Chief Trainee status and are removed from CrewSense as Acting Battalion Chief. They redo the correlated section on the current task book and obtain their supervisor's signatures. This is presented to the Training Chief, and upon successful completion, the employee is updated in CrewSense again as Acting Battalion Chief.

The intent of a completed BCPTB is to help individuals be successful in the position and assist a candidate in preparation for the testing process.

A completed Battalion Chief Position Task Book is required for the following:

1. To be qualified as an "Acting Battalion Chief".
2. Completion of all Required items, with the exception of Highly Desirable (HD) items.
3. To be qualified for the Battalion Chief Promotional Exam.

To take the Battalion Chief Promotional Exam, the candidate must also have:

1. Three (3) years full-time paid experience as a Captain with RSFFPD

The Battalion Chief Position Task Book lists every requirement that will be evaluated. Each trainee's performance will be observed and recorded by the evaluating Chief Officer. The final evaluation will determine if the trainee has successfully met the performance standards and should be recommended for Battalion Chief qualification. When this Task Book has been successfully completed, it needs to be submitted to the Operations Chief who will then approve the Trainee to function as an "Acting Battalion Chief".

Responsibilities

(A) The **Battalion Chief Trainee** is responsible for:

- (1) Being currently qualified and proficient as a Company Officer and must meet all minimum requirements for eligibility as a Battalion Chief Trainee / Candidate.
- (2) Reviewing and understanding material in the orientation training guide and the position task book.
- (3) Satisfactorily completing all tasks for the assigned position before they are considered qualified to function as an Acting Battalion Chief.
- (4) Ensuring their Battalion Chief Position Task Book is accurately recorded and maintained.
- (5) Filing and keeping their Battalion Chief Position Task Book with their other personal or career records and providing a copy to the District.

(B) The **Evaluating Officer** is responsible for:

- (1) Being in rank as an RSF Battalion Chief or Deputy Chief.
- (2) Explaining to the trainee the purpose of and process for completing the Battalion Chief Position Task Book.
- (3) Explaining to the trainee their responsibilities.
- (4) Accurately evaluating and recording demonstrated performance. Dating and initialing completion of the task will document satisfactory performance. Unsatisfactory performance will be documented in the evaluation record.

(C) The **Agency Certification Officer** is responsible for:

- (1) Being in rank as the RSF Operations Chief.
- (2) Ensuring that evaluating Officers understand and perform satisfactorily in their role in the Battalion Chief Trainee process.
- (3) Conducting a review with all Evaluating Officers to ensure that all facets of the qualification process have been met.
- (4) Accurately recording that the trainee has met all requirements for the position by dating and signing completion of the agency Certification portion of the Position Task Book.

INCIDENT/EVENT CODING:

Each task has a code associated with the type of training assignment where the task may be completed. The codes are: O = other, I = incident, R = rare event. The codes are defined as:

- O = Task can be completed in any situation (classroom, simulation, daily job, incident, training event, etc.).
- I = Task must be performed on an incident managed under the Incident Command System (ICS). Examples include wildland fire, structural fire, oil spill, search and rescue, hazardous material, and an emergency or non-emergency (planned or unplanned) event.
- R = Rare events such as MCI/MPI, high rise, large scale incidents, active shooter, or aircraft crashes occur infrequently and opportunities to evaluate performance in a real setting are limited. The evaluator should determine, through interview or simulation, if the trainee would be able to perform the task in a real situation.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded I must be evaluated on an incident.

CANDIDATE ACKNOWLEDGMENT		
<i>By signing below, I acknowledge that I have read and understand the introduction to this task book (Purpose through Incident/Event Coding, every page before the sign-off sections) and agree to it.</i>		
CANDIDATE PRINTED NAME:	CANDIDATE SIGNATURE:	DATE:

TRAINING / QUALIFICATION RECORD**ACTING BATTALION CHIEF****CERTIFICATIONS**

TASK	CODE	EVALUATOR	DATE
1) OSFM Chief Officer Certification, OSFM Chief Fire Officer Certification, or completion of the Fire Officer 3 course classes			
2) ICS I-300 Intermediate ICS			
3) AH-330 Strike Team / Task Force Leader			
4) L-954 All-Hazards Safety Officer or S-404 Safety Officer course certificate			
5) S-290 Intermediate Wildland Fire Behavior (classroom required)			
6) Hazardous Materials Incident Commander (CSTI) Certificate			

ORIENTATION

TASK	CODE	EVALUATOR	DATE
1) Vision / Mission Statement / Core Values Demonstrate intimate knowledge of agency Vision / Mission / Core Values and how to apply the core values to the fulfillment of BC duties. Provide specific examples.			
a. Vision Statement	O		
b. Mission Statement	O		
c. Values: Leadership, Teamwork, Family, Sense of Duty, Pride, Appreciation	O		
d. RSF Strategic Plan	O		
e. Operational Priorities	O		
2) Human Resources / Personnel			
a. Sexual Harassment - Supervisor	O		
b. Workplace violence	O		
c. Hazing	O		
d. Drugs and Alcohol Free Workplace	O		
e. Employee Assistance Program	O		
f. Workers Compensation	O		

BATTALION CHIEF

POSITION TASK BOOK

TASK	CODE	EVALUATOR	DATE
g. Firefighter Bill of Rights (FBOR)	O		
h. Hiring processes	O		
i. Conflict Resolution	O		
3) Cooperative Agreements, Contracts & Plans Demonstrate working knowledge of:			
a. California Master Mutual Aid	O		
b. California Fire Assistance Agreement	O		
c. Assistance By Hire (ABH)	O		
d. Pre-Position Deployment	O		
e. California Fire and Rescue Mutual Aid System	O		
f. Automatic aid (North Zone)	O		
g. Jurisdictional Land Ownership: LRA, SRA, FRA, DPA	O		
h. Zone Coordinator (NZ)	O		
i. Operational Area Coordinator (XSD)	O		
j. Region 6 Coordinator (OES)	O		
k. County CSA-17 EMS Contract	O		
l. Mutual Threat Zone (MTZ): RSF / Cal Fire / SDFD / ESC	O		
m. OES Agreement - OES Apparatus	O		
n. Ordering Process: ECC, Zone, Operational Area, and South Ops GACC Roles	O		
o. SRA Unified Command RSF & Cal Fire	O		
p. Fire Management Assistance Grant (FMAG)	O		
q. XSD Operational Area Emergency Plan ANNEX B	O		

BATTALION CHIEF

POSITION TASK BOOK

TASK	CODE	EVALUATOR	DATE
4) District Finances Describe Battalion Chief roles and responsibilities regarding District finance issues. Include examples of daily application.			
a. District Budget Process: Planning / Development of Fiscal Budget, Managing Accounts, Profit and Loss statement	O		
b. Purchasing Policy and Procedures	O		
c. Cal Card expenditure	O		

SKILLS / DUTIES

TASK	CODE	EVALUATOR	DATE
1) Simulations / Incident Management Preparation for the Final Simulations: each of the following is completed with the shift Battalion Chief, and all must be completed prior to the final. Demonstrate command and control, apply ICS principles to develop the organizational structure and IAP, recognize jurisdictional and discipline-specific boundaries, provide for the safety and welfare of personnel, and address the logistical and planning needs of extended attack operations.			
a. Structure Fires	I/R		
b. Vegetation Fires (including Evac and Repop Plans)	I/R		
c. EMS / IMCI / Rescue TC	I/R		
d. Hazardous Materials	I/R		
e. Swift Water	I/R		
f. Managing a "May Day Incident": Structure, Emergency Traffic / Change of Strategy, Wildland	I/R		
g. High-Rise Fire	I/R		
2) Strike Team Leader (Trainee) *Highly Desirable Demonstrate the skills, knowledge, and ability to serve as a Strike Team Leader.			
a. Review the current CICC STEN PTB	O		
b. Provide clear instructions and expectations (Code of Conduct)	I/R		
c. Obtain necessary response information	I/R		
d. Able to complete an F-42 and corresponding ICS Forms (213, 214, 225, etc.)	I/R		
e. Follow check-in procedures	I/R		

BATTALION CHIEF

POSITION TASK BOOK

TASK	CODE	EVALUATOR	DATE
f. Attend operational briefing; brief and debrief with supervisor	I/R		
g. Provide briefing to assigned resources, including safety briefing	I/R		
h. Supervise assigned resources to meet incident objectives	I/R		
i. Provide for safety and welfare of assigned resources	I/R		
j. Complete demobilization process including all necessary paperwork	I/R		
k. Safely return assigned resources to home agency	I/R		
3) Use of Incident Management Job Aids			
a. Pre-Plans / Critical Infrastructure	I/R		
b. Tactical Worksheets	I/R		
c. Tablet Command	I/R		
d. Zonehaven / Genasys	I/R		
e. Public Safety Grid	I/R		
f. North Zone EOM	I/R		
4) Organizational Philosophies / Principles Discussion			
a. Unity of Command	O		
b. Chain of Command	O		
c. Servant Leadership	O		
d. Functional Supervision: discuss with each BC how functional supervision is employed to meet the goals of the department (Areas of Responsibility; cross-shift and rank communications)	O	A:	
		B:	
		C:	
		ADM:	
e. Crew Resource Management	O		

BATTALION CHIEF

POSITION TASK BOOK

TASK	CODE	EVALUATOR	DATE
f. Leadership / Management Principles: discuss with each BC the core leadership/management principles and Board strategies that have led to their leadership "lessons learned" as a BC (team dynamics; individual worth/value; stewardship of organizational values and standards; actions and message)	O	A:	
		B:	
		C:	
		ADM:	
5) Inter-Agency Familiarity & Relations Become familiar with District staff and responsibilities. Begin to develop cooperative interpersonal relationships.			
a. Internal: introduction to District staff; what each Admin Office does and how it relates to the District; developing internal District relationships; Staff Meetings; Board of Directors Meeting	O		
b. External: County CSA-17 EMS Ops and Advisory; NCDJPA; South Ops; SD Co Special Districts Meeting; SD Co Fire Chiefs Assoc. Meeting; SD Co Training Officers Assoc. Meeting; North Zone Fire Chiefs Meeting; North Zone Operations Meeting; North Zone Training Officers Meeting; North Zone Strike Team Leader Meeting	O		
c. Board of Directors Meeting	O		
6) Daily Shift Operations			
a. Shift Communications	O		
b. CrewSense / Force Policy	O		
c. Time Cards / CrewSense	O		
d. Coverage levels	O		
e. Strike Team and Overhead Deployments	O		
f. Apparatus Maintenance / Repairs Status	O		
g. Training and Activity Calendar	O		
h. Apparatus Accidents	O		
i. Fire Chief / Deputy Chief Notifications	O		
j. Citizen Complaints / Inquiries	O		

BATTALION CHIEF

POSITION TASK BOOK

TASK	CODE	EVALUATOR	DATE
k. Checking NFIRS / Compliance	O		
l. Target Solutions Reports	O		
m. Performance Evaluations	O		
n. Performance Notes	O		
7) BC Toolbox Familiarization			
a. Command Vehicles	O		
b. Offices - Admin, Station 1	O		
c. District Operations Center Familiarization - WEB EOC	O		
8) Department Activities Plan			
a. Development	O		
b. Implementation	O		
c. Managing / Flexibility	O		
9) Safety Describe Battalion Chief roles and responsibilities concerning:			
a. Accident Reporting and Investigation	O		
b. Incident Safety	O		
c. Station / Training Event Safety	O		
d. Safety Committee	O		

BATTALION CHIEF

POSITION TASK BOOK

TASK	CODE	EVALUATOR	DATE
** MUST HAVE COMPLETED ALL OTHER TASKS BEFORE STARTING THIS PORTION ** (with the exception of Highly Desirable)			
10) Mentoring and Ride-Along			
a. 7 hours per shift BC - 21 hours total*	O	A Shift Battalion	
		B Shift Battalion	
		C Shift Battalion	
b. Training Battalion Chief - 4 hours total*	O	Training Chief	
c. Operations Chief - 2 hours total*	O	Operations Chief	
d. Fire Prevention - 1 hour total*	O	Fire Marshal	
e. Dispatch - 2 hours total*	O	Dispatch Supervisor	
Total Overtime Hours Allowed: 30 Hours			

FINAL SIMULATIONS

Candidates will successfully complete the listed emergency simulation exercises as the Incident Commander. Each simulation is conducted with the shift Battalion Chief and the Operations Chief present; if the Operations Chief is unavailable, the Training Chief may fill in as the second proctor as needed. At the end of each simulation, the proctors will have the opportunity to ask questions based on candidate actions or District or North Zone policy.

TASK	CODE	EVALUATOR	DATE
1) Demonstrate the ability to handle an IMCI simulation	☐		
2) Demonstrate the ability to handle a HazMat incident	☐		
3) Demonstrate the ability to handle a Swift Water incident	☐		
4) Demonstrate the ability to handle a structure fire incident:			
a. Single Family	☐		
b. Multi-Residential	☐		
c. Commercial	☐		
5) Demonstrate the ability to handle a wildfire incident, including evacuation and repopulation plans:			
a. Initial Attack: if candidate has completed NZ S-200 for the Chief Officer, with a signature and certificate, this requirement is considered fulfilled. Otherwise this may be completed as part of the final simulations.	☐		
b. Extended Attack: if candidate has participated in the NZ extended attack drill in the IC role as first arriving Chief Officer, with a signature, this requirement is considered fulfilled. Otherwise this may be completed as part of the final simulations.	☐		
6) Develop a post incident analysis from any simulation above	☐		
7) Demonstrate the ability to handle and communicate the following:			
a. Emergency Traffic	☐		
b. Strategy change from offensive to defensive, including abandon or exit	☐		
c. Define the difference between priority and emergency traffic	☐		
d. Handle a Mayday:			
i. FF structural	☐		
ii. FF wildland	☐		

The simulation section is designed to determine the candidate's ability to:

- Transfer IC from IC 1 to IC 2
- Evaluate and modify the IAP as needed
- Develop a new IAP as needed
- Determine resources required to control the incident, and demonstrate the appropriate assignments and placement of those resources responding, staging, and at scene
- Work through the incident management based on the incident management plan of Plan, Organize, Staff, Direct, Control, Evaluate, and describe this planning cycle

EVALUATING OFFICER SIGNATURE PAGES FOR OUT OF AGENCY SIGNATURES

TRAINEE RECORD #1	TRAINEE RECORD #2
TRAINEE Name: _____ Dept: _____ Phone: _____ The above named trainee performed the tasks initialed and dated by me under my supervision. As a result, I propose that the trainee: ☐ Trainee successfully performed all tasks and should be considered for certification. ☐ Trainee was not able to complete certain tasks (comments below) and additional guidance is required. _____ Date / Evaluator's Signature _____ Date / Evaluator's Name (print legibly) COMMENTS: _____ _____ _____ _____ _____ _____ _____ _____ 	TRAINEE Name: _____ Dept: _____ Phone: _____ The above named trainee performed the tasks initialed and dated by me under my supervision. As a result, I propose that the trainee: ☐ Trainee successfully performed all tasks and should be considered for certification. ☐ Trainee was not able to complete certain tasks (comments below) and additional guidance is required. _____ Date / Evaluator's Signature _____ Date / Evaluator's Name (print legibly) COMMENTS: _____ _____ _____ _____ _____ _____ _____ _____
EVALUATING CHIEF OFFICER #1	EVALUATING CHIEF OFFICER #2

BATTALION CHIEF

POSITION TASK BOOK

TRAINEE RECORD #3	TRAINEE RECORD #4
TRAINEE Name: _____ Dept: _____ Phone: _____ The above named trainee performed the tasks initialed and dated by me under my supervision. As a result, I propose that the trainee: ☐ Trainee successfully performed all tasks and should be considered for certification. ☐ Trainee was not able to complete certain tasks (comments below) and additional guidance is required. _____ Date / Evaluator's Signature _____ Date / Evaluator's Name (print legibly) COMMENTS: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ 	TRAINEE Name: _____ Dept: _____ Phone: _____ The above named trainee performed the tasks initialed and dated by me under my supervision. As a result, I propose that the trainee: ☐ Trainee successfully performed all tasks and should be considered for certification. ☐ Trainee was not able to complete certain tasks (comments below) and additional guidance is required. _____ Date / Evaluator's Signature _____ Date / Evaluator's Name (print legibly) COMMENTS: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
EVALUATING CHIEF OFFICER #3	EVALUATING CHIEF OFFICER #4

BATTALION CHIEF

POSITION TASK BOOK

TRAINEE RECORD #5	TRAINEE RECORD #6
TRAINEE Name: _____ Dept: _____ Phone: _____ The above named trainee performed the tasks initialed and dated by me under my supervision. As a result, I propose that the trainee: ☐ Trainee successfully performed all tasks and should be considered for certification. ☐ Trainee was not able to complete certain tasks (comments below) and additional guidance is required. _____ Date / Evaluator's Signature _____ Date / Evaluator's Name (print legibly) COMMENTS: _____ _____ _____ _____ _____ _____ _____ _____ 	TRAINEE Name: _____ Dept: _____ Phone: _____ The above named trainee performed the tasks initialed and dated by me under my supervision. As a result, I propose that the trainee: ☐ Trainee successfully performed all tasks and should be considered for certification. ☐ Trainee was not able to complete certain tasks (comments below) and additional guidance is required. _____ Date / Evaluator's Signature _____ Date / Evaluator's Name (print legibly) COMMENTS: _____ _____ _____ _____ _____ _____ _____ _____
EVALUATING CHIEF OFFICER #5	EVALUATING CHIEF OFFICER #6

BATTALION CHIEF

POSITION TASK BOOK

TRAINEE RECORD #7	TRAINEE RECORD #8
TRAINEE Name: _____ Dept: _____ Phone: _____ The above named trainee performed the tasks initialed and dated by me under my supervision. As a result, I propose that the trainee: ☐ Trainee successfully performed all tasks and should be considered for certification. ☐ Trainee was not able to complete certain tasks (comments below) and additional guidance is required. _____ Date / Evaluator's Signature _____ Date / Evaluator's Name (print legibly) COMMENTS: _____ _____ _____ _____ _____ _____ _____ _____ 	TRAINEE Name: _____ Dept: _____ Phone: _____ The above named trainee performed the tasks initialed and dated by me under my supervision. As a result, I propose that the trainee: ☐ Trainee successfully performed all tasks and should be considered for certification. ☐ Trainee was not able to complete certain tasks (comments below) and additional guidance is required. _____ Date / Evaluator's Signature _____ Date / Evaluator's Name (print legibly) COMMENTS: _____ _____ _____ _____ _____ _____ _____ _____
EVALUATING CHIEF OFFICER #7	EVALUATING CHIEF OFFICER #8

APPENDIX A: State FO3 Certification Application (Candidate Reference)

Page 1 of the California State Fire Training (OSFM) Fire Officer 3 Certification Application, reproduced for candidate reference. It lists the FO3 module series (FO3A / FO3B / FO3C), prerequisites, education, the FO3 Certification Task Book, and the application process. State requirements are governed by OSFM and may change.



CERTIFICATION APPLICATION INSTRUCTIONS

Fire Officer 3 Certification Application

Overview

The California Office of the State Fire Marshal Fire Officer 3 Certification contains two levels of Professional Qualifications set by the National Fire Protection Association (NFPA). The two levels are NFPA 1021: Standard for Fire Officer Professional Qualifications (2020) and NFPA 1140: Standard for Wildland Fire Protection (2022).

Application Requirements

Submit verification of the following documents along with this application form. It is not necessary to submit SFT course diplomas or certifications if it is listed in your SFT User Portal.

Prerequisites

- OSFM Fire Officer certification **OR**
- OSFM Company Officer certification **OR**
- OSFM Fire Officer 2 certification **OR**
- Appointed to the rank of Chief Fire Officer or Fire Officer 3.
Performing in an "acting" capacity does not fulfill this requirement.

Education

- Fire Officer 3A: Human Resource Management (2020) **or** CFO 3A: Human Resource Management for the Chief Fire Officer (2014)
- Fire Officer 3B: Finance and Administration (2020) **or** CFO 3B: Budget and Fiscal Responsibilities for Chief Fire Officers (2014) **and** CFO 3C: General Administration Functions for Chief Fire Officers (2014)
- Fire Officer 3C: Command of Expanding Incidents (2020) **or** CFO 3D: Command of Expanding All-Hazard Incidents (2014) Fire Officer 3B: Finance and Administration
- ICS-300: Intermediate ICS for Expanding Incidents (Classroom Delivery Only) (SFT shall accept ICS certificates from CalEMA/CalOES, CDF/CAL FIRE, FEMA, FIREScope, NFA, NWCG, TEEX and SFT)

Certification Task Book

- Fire Officer 3 Certification Task Book

Supporting Documentation

- Associate's degree (any major) or higher from an accredited post-secondary institution

Fee

- \$150 non-refundable certification fee - payable to: State Fire Training

Application Process

The following are the steps for submitting a certification application:

1. Mail the certification application, certification task book, supporting documentation, and fee to: State Fire Training, Fire Officer 3 Certification, PO Box 944246, Sacramento, CA 94244-2460.
2. SFT conducts an application review.
 - a. If the candidate does not meet the eligibility requirements, SFT issues a denial.
3. SFT will issue your digital certification(s) through the SFT User Portal at:
<https://osfm-sft.acadisonline.com/>



Rancho Santa Fe Fire Protection District

Acting Battalion Chief

Qualified upon completion of the Battalion Chief Position Task Book.

Name:	
Date:	

The following items are required to qualify as an “Acting Battalion Chief.”

Requirements to Complete the Task Book:

- ☐ Complete the Battalion Chief Position Task Book
- ☐ OSFM Chief Officer Certification, OSFM Chief Fire Officer Certification, or completed the entire Fire Officer 3 track
- ☐ ICS I-300 Intermediate ICS
- ☐ AH-330 Strike Team / Task Force Leader
- ☐ Hazardous Materials Incident Commander certification (CSTI)
- ☐ CICCIS Strike Team Leader (STEN) Position Task Book initiated - Trainee (Highly Desirable)
- ☐ Post-Task Book Interview / Review / Expectations with the Fire Chief

An “Acting Battalion Chief” may:

- Fill Battalion Chief vacancies when no other qualified candidate is available. Hire order: Battalion Chiefs, the Battalion Chief’s promotional list, then qualified “Acting Battalion Chiefs.”
- Hold the qualification for three (3) years from sign-off; renew by re-qualifying Task One (1) under Skills/Duties (structured simulations).
- The qualification may be revoked for:
 - o Incompetency or failing to meet the job requirements of the Battalion Chief.
 - o Failing a promotional test for the position of Battalion Chief.
- If the promotional assessment is unsuccessful, the member returns to Battalion Chief Trainee status and may not act up until the failed portions that correlate with task book sections are remediated on the current task book; Acting Battalion Chief status is then restored (see the task book).
- If revoked, the candidate may re-open a new BCPTB and complete the process for requalification.

To take the Battalion Chief Promotional Exam, the candidate must also have:

- ☐ Three (3) years full-time paid experience as a Captain with RSFFPD

Rev. 10/2026



Rancho Santa Fe Fire Protection District

Deputy Chief: State Fire Officer 4 Certification Application (Candidate Reference)

Page 1 of the California State Fire Training (OSFM) Fire Officer 4 Certification Application, reproduced for candidate reference. It lists the FO4 module series (FO4A / FO4B / FO4C), prerequisites, education, the FO4 Certification Task Book, and the application process. State requirements are governed by OSFM and may change.



CERTIFICATION APPLICATION INSTRUCTIONS Fire Officer 4 Certification Application

Overview

The California Office of the State Fire Marshal Fire Officer 4 Certification is based on the NFPA 1021: Standard for Fire Officer Professional Qualifications (2020), which is set by the National Fire Protection Association (NFPA).

Application Requirements

Submit verification of the following documents along with this application form. Submitting SFT course diplomas or certifications is unnecessary if they are listed in your SFT User Portal.

Prerequisites

- OSFM Fire Officer 3 certification **OR**
- OSFM Chief Fire Officer certification **OR**
- OSFM Chief Officer certification **OR**
- Appointed to the rank of Division Chief, Assistant Chief, Deputy Chief, or Fire Chief. *Note: Performing in an "acting" capacity does not qualify.*

Education

- Fire Officer 4A: Human Resource Management (2020) **OR** ECFO 4A: Human Resource Management for the Executive Chief Fire Officer (2014) **AND** ECFO 4E: Health and Safety for the Executive Chief Fire Officer (2014)
- Fire Officer 4B: Community Leadership and Strategic Planning (2020) **OR** ECFO 4B: Community and Government Relations for the Executive Chief Fire Officer (2014) **AND** ECFO 4C: Administration for the Executive Chief Fire Officer (2014)
- Fire Officer 4C: Emergency Services Management (2020) **OR** ECFO 4D: Emergency Services Delivery for the Executive Chief Fire Officer
- I-400: Advanced Incident Command System for Command and General Staff-Complex Incidents (SFT shall accept ICS certificates from CalEMA/CalOES, CDF/CAL FIRE, FEMA, FIREScope, NFA, NWCG, TEEX and SFT)
- Fire Service Labor/Management Relations (SFT)

Certification Task Book

- Fire Officer 4 Certification Task Book (2020)

Supporting Documentation

- Associate's degree (any major) or higher from an accredited post-secondary institution

Fee (Option B Applicants Only)

- \$150 non-refundable certification fee - payable to: State Fire Training

Application Process

The following are the steps for submitting a certification application:

1. Mail the certification application, certification task book, supporting documentation, and fee to: State Fire Training, Fire Officer 4 Certification, PO Box 944246, Sacramento, CA 94244-2460.
2. SFT conducts an application review.
 - a. If the candidate does not meet the eligibility requirements, SFT issues a denial.
3. SFT will issue your digital certification(s) through the SFT User Portal at:

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RANCHO SANTA FE

FIRE PROTECTION DISTRICT

Training by us, for us.

TRAINING PLAN 2026 / 2027

ranchosantafefire.gov

This document was prepared with the assistance of AI technology. The content has been reviewed by District staff for accuracy.