

Texas Intrastate Fire Mutual Aid System – Credentialing Procedures

1. The Fire Chief or his/her designee will determine personnel qualifications for TIFMAS deployments when qualifications have not been determined or implemented.
2. The link to TIFMAS credentialing request form is located at: <http://bit.ly/rghxgV>
3. Applications should be filled out by the requesting applicant.
4. Applicants do not need to send copies of certificates. Copies of certificates are required only when the Fire Chief is applying for a qualification. The Chief cannot verify his/her own qualifications, but can verify the qualifications of his/her firefighters. The Chief should send scanned copies of his/her certificates to <mailto:tifmas@tfs.tamu.edu>
5. The TIFMAS card will be issued when one or more of the qualifications have been completed and an application has been submitted to the Texas Forest Service.
6. Each time an additional qualification is completed a new TIFMAS card will be issued upon receipt and approval of a new application.
7. Candidates can achieve the basic qualifications for All Hazards, Wildland, and Industry qualification in any order.
 - a. The Wildland and All Hazard qualification must be completed prior to working towards Firefighter I.
 - b. The Wildland and All Hazard qualification must be completed prior to working towards Engine Pump Operator (ENOP).
 - c. The Wildland, All Hazard, and Firefighter I qualification must be completed prior to working towards Single Resource Boss.
 - d. The Wildland, All Hazard, Firefighter I, and Single-Engine Resource Boss (ENGB) qualification must be completed prior to working towards Strike Team Leader (STEN).
8. Firefighter I, Single-Engine Resource Boss (ENGB) and Strike Team Leader (STEN) do not require the ENOP qualification.

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9. The Industry qualification is not required to move up through the qualification system. This qualification is industry specific, but opens to all responders (under development).
10. The credentialing system is progressive; you must complete the qualification including the Position Task Book of a position before moving up to the next qualification.
11. Position Task Books for Engine Operator (ENOP), Firefighter I, Single Engine Resource Boss (ENGB) and Strike Team Leader – Position Tasks Books (PTB) are required for these positions and are available for download at tifmas.org. All records of the task book will be maintained by the sponsoring jurisdiction. The following guidelines apply to Position Task Books:

Taskbooks and Certification

The TIFMAS Position Taskbooks are available for the Engine Operator, Firefighter I, Single Engine Resource Boss and Strike Team Leader. Satisfactory completion is a requirement for certification within TIFMAS. The following procedures shall be followed for all taskbooks:

Evaluator

The Evaluator is the person who actually observes the task(s) being performed and documents successful performance in the PTB.

It is the responsibility of the Evaluator to:

1. Be qualified in the position being evaluated or supervise the Trainee. If the Evaluator supervises the Trainee, but is not qualified in the position, the Evaluator can sign tasks, but cannot function as the Final Evaluator. *Until January 1, 2014 if the Final Evaluator supervises the Trainee, but is not qualified in the position, they can be the Final Evaluator. After January 2014 the final evaluator will be required to be qualified in the position being evaluated.*
2. Meet with the Trainee and determine past experience and training, current qualifications, desired goals and objectives of the assignment.
3. When the final evaluation and agency certification are complete the Task book will be submitted electronically to TIFMAS at <mailto:tifmas@tfs.tamu.edu> for review and approval by the TIFMAS credentialing committee.
4. Position tasks books will be initiated by the Fire Chief or his/her designee. After the final evaluation is completed the task book will be forwarded to the Fire Chief or designee for review the PTB's and Agency

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Certification. The Certifying Official from the Home Unit/Agency must review and confirm the completion of the PTB and make a determination of agency certification. This determination should be based on the Trainee’s demonstration of position competencies and behaviors, as well as the completed PTB—which includes a Final Evaluator’s Verification. The fire chief or designee will verify that the trainee has met all requirements for qualifications in the position by reviewing the task book and signing under Agency Certification. Only the Certifying Official from the Home Unit/Agency, Fire Chief or designee has the authority to certify an individual’s qualifications.

5. Each agency should have one person identified to initiate Position Task Books. This will be the Fire Chief or his/her designee. When the person responsible within the department for initiating PTB’s, whether the Fire Chief or his/her designee needs a PTB initiated, they should appoint a staff officer (Assistant Chief, Training Officer etc.) within the department to initiate their PTB and complete the agency certification on completion of the task book.

Note: If an Evaluator determines the Trainee does not meet the prerequisite Required Experience or does not have the knowledge/skills to perform the tasks of the position, then the position performance assignment must not continue. At the discretion of the Evaluator, and if the individual meets the prerequisite Required Experience, it may be possible to provide on-the-job training and reinstate the Trainee into the position performance assignment at a later time during the same incident.

Review the tasks in the PTB with the Trainee and explain the procedures that will be used in the evaluation and the objectives that should be met during the assignment. Reach agreement with the Trainee on the specific tasks that can be performed and evaluated during the assignment. Accurately evaluate and record the demonstrated performance of tasks. This is the Evaluator’s most important responsibility; it provides for the integrity of the performance based qualification system.

Complete the appropriate Evaluation Record in the back of the PTB. If more than one position performance assignment is necessary, the Evaluator will complete an Evaluation Record for each assignment.

Position Task book Guidelines:

- Task books shall be initiated by the fire chief or designee (see item 5 above) after he/she has determined that all prerequisites for the position have been met according to the NFPA/NWCG crosswalk guidelines and the TIFMAS credentialing plan.

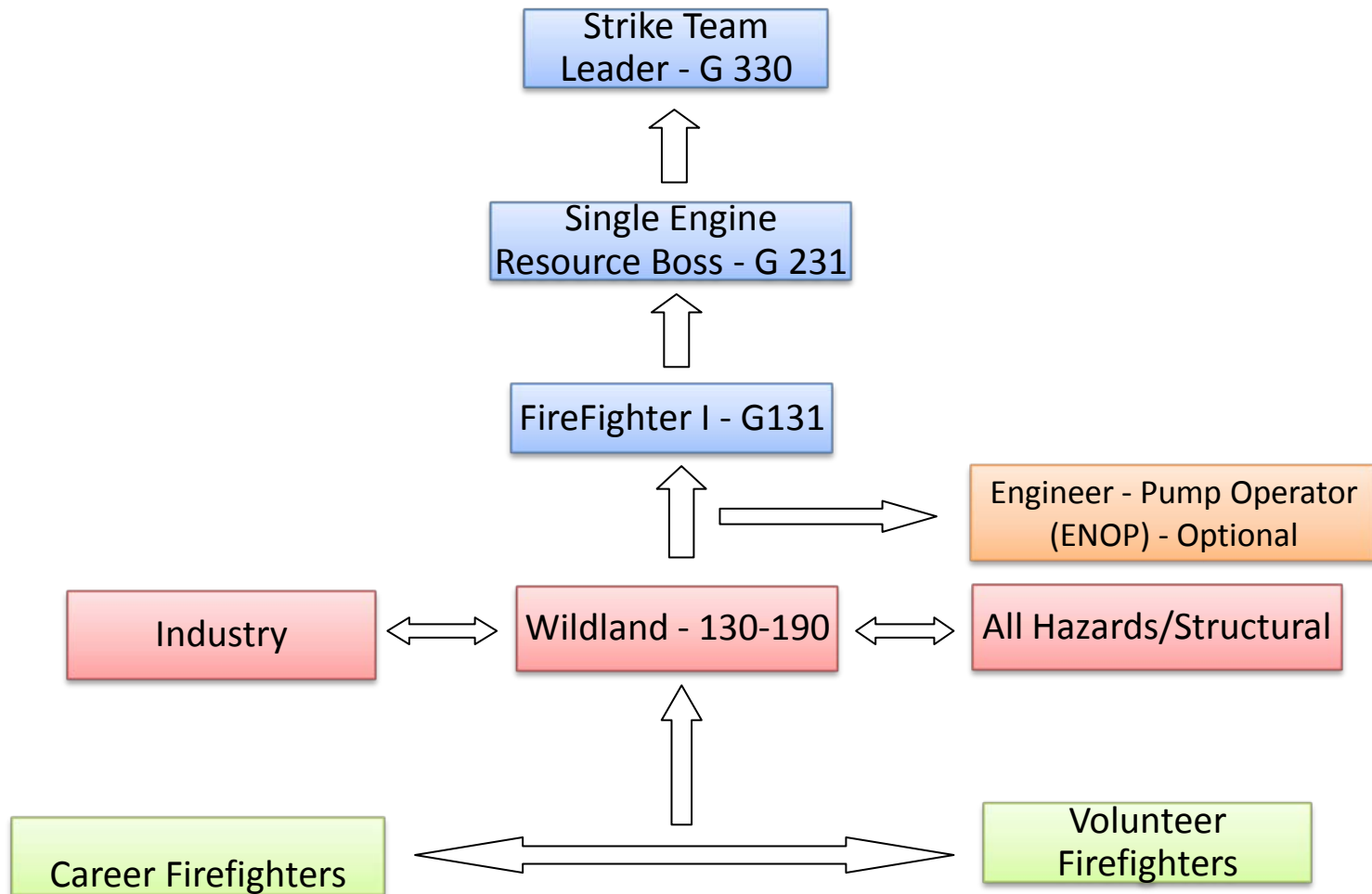
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- Once all tasks have been performed and evaluated, the final evaluator must sign the inside cover of the task book. The trainee should make sure the person is qualified before he/she signs in one of the evaluation blocks. Note the January 2014 implementation for this requirement.
 - It is strongly recommended that individuals go on multiple assignments while completing a taskbook.
 - Firefighter I, Single Engine Resource Boss (ENGB), and Strike Team Leader (STEN) must be evaluated in a minimum of two different fuel types, have a minimum of two assignments in the position, and at least two different evaluators. Trainees must get at least one performance evaluation prior to completion of a taskbook.
 - Taskbooks should be completed within three years of the date of issue. If you are unable to complete the taskbook within that timeframe, you need to contact TIFMAS at tifmas@tfs.tamu.edu and request an extension. An extension will be allowed if significant progress has already been made in the taskbook. Once completed, the task book should be submitted to the TIFMAS review committee for approval and a copy should be retained at the local jurisdiction with the employees training records.
 - To retain currency, performance is required in that or a similar position at least every five years. If currency lapses, the individual will temporarily revert back to a trainee in the position. To regain full qualification in a position, the individual must demonstrate satisfactory performance on an assignment for a minimum of two shifts. An Individual Performance Rating (ICS 226) should be used to document performance and should be forwarded to TIFMAS at tifmas@tfs.tamu.edu
 - Qualification for positions for which there is no taskbook, basic wildland and all hazards, must be approved by the TIFMAS.
12. Credentialing of the Chief of the Department – When the Fire Chief of the Department applies for TIFMAS qualifications they will submit their application and follow up with copies of required certifications and the task book if applicable. This information should be submitted electronically to TFS at tifmas@tfs.tamu.edu. The TIFMAS credentialing committee will review the application and all documentation for approval and issue TIFMAS Card.
13. Anytime department personnel apply for a qualification the Fire Chief or his/her designee will receive a follow up email from the Texas Forest Service to verify he/she is aware of the application and that all requirements for the position being applied for have been met. A positive reply from the Fire Chief or designee is verification that all qualifications are met.

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14. Please refer all questions about your TIFMAS Application to tifmas@tfs.tamu.edu
15. Each TIFMAS card will indicate an expiration date and it shall be the responsibility of the card holder and/or jurisdiction to submit a renewal application in a timely manner. Renewal applications will require the same application process as new applications. Card qualifications will be valid for 5 years from date of issue. The exception to this will be if multiple qualifications are on the card, in this case the card will expire on the earliest expiration date indicated on the card. Example - All Hazards qualification expires on 1-1-13 and wildland expires on 6-1-13. In this case the card will expire on the earlier date and applicant will apply for new card in all areas qualified. In the example above the applicant would apply prior to 1-1-13 (recommend 60 days prior) for a TIFMAS card in All Hazards and Wildland. When the new card is issued both qualifications will now be valid for 5 years and expires on the date of issue.
16. Any training opportunities provided by the Texas Forest Service are subject to change based on available funding and personnel.
17. Continuing Education requirements for Wildland Certification – TIFMAS will make available at tifmas.org a CD library of continuing education courses which are approved for wildland training. Each firefighter credentialed under TIFMAS in wildland (career and volunteer) will be required to complete a minimum of 4 hours annually of approved wildland continuing education. Additional education/training is encouraged and can be completed by the local jurisdiction.
18. The TIFMAS Credential committee will be responsible for final review and approval of TIFMAS credentials. The committee will consist of 1 member from the following:
 - a. State Firemen’s and Fire Marshal’s Association
 - b. Texas Fire Chiefs Association
 - c. A third at large member
 - d. Texas State Association of Firefighters

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Wildland Qualification – Must meet NWCG objectives for Basic Wildland Training	All Hazards Qualification – Must Meet NFPA 1001 standard	Industrial Qualification	Engineer – Pump Operator (ENOP) Qualification	Wildland Firefighter I (FFI)/ICT 5	Single Engine Resource Boss (ENGB)	Strike Team Leader (STEN) Qualification
NWCG S130/190 basic wildland training class with field day. Note: see approved wildland training at tifmas.org	Meet NFPA 1001 Standard with Basic Firefighter Certification through the Texas Commission on Fire Protection <u>or</u> Meet NFPA Firefighter 1001 standard with NFPA Firefighter I and II Certification through the State Firemen’s and Fire Marshal’s Association.	Under Development	Required to have current TIFMAS qualifications in: All Hazards-structural and Basic Wildland <u>and</u> TCFP 80 hour Pump Operator Class <u>or</u> SFFMA 40 hour Driver/Operator class <u>or</u> TFS/NWCG 40 hour Engine Operator <u>and</u> Completion of TIFMAS Engine Operator (ENOP) task book <u>and</u> Positive TIFMAS Credentialing review	Required to have current TIFMAS qualifications in: All Hazards-structural and Basic Wildland <u>and</u> Completion of Crosswalk G 131 for FFI <u>and</u> Completion of NWCG Task Book PMS 311-14 <u>and</u> Positive TIFMAS Credentialing review	Required to hold current position of Driver/Operator or higher at home jurisdiction <u>and</u> TIFMAS qualifications in All Hazards, Basic Wildland, FFI <u>and</u> NIMS Certifications through I-300 <u>and</u> Meet NFPA 1021 Standards with completion of Fire Officer I and II. Fire Officer I-II completed prior to 1-1-2012: Course certificate required Fire Officer I-II completed 1-1-2012 or after: Requires an IFSAC certification <u>or</u> Pro Board certification <u>and</u> Completion of Crosswalk G231 training for Single Engine Resource Boss <u>and</u> Completion of NWCG Task Books PMS 311-13 <u>and</u> Positive TIFMAS Credentialing review	Required to hold current position of Company Officer or higher at home jurisdiction <u>and</u> TIFMAS qualifications in All Hazards, Basic Wildland, FFI, Single Resource Engine Boss <u>and</u> NIMS Certifications through I-300 <u>and</u> Meet NFPA 1021 Standards with completion of Fire Officer I and II. Fire Officer I-II completed prior to 1-1-2012: Course certificate required Fire Officer I-II completed 1-1-2012 or after: Requires an IFSAC certification <u>or</u> Pro Board certification <u>and</u> Completion of Crosswalk G330 training for Strike Team Leader <u>and</u> Completion of NWCG Task Book 311-10 <u>and</u> Positive TIFMAS Credentialing review

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Credentialing Implementation Timeline – All Hazards – Structural

- ▶ Required January 1, 2012
- ▶ Qualification valid for 5 years from date of issue.
- ▶ Annual continuing education will be determined by respective certifying authority (TCFP/SFFMA).

Credentialing Implementation Timeline – Basic Wildland

- ▶ Required March 1, 2012
- ▶ Qualification valid for 5 years from date of issue.
- ▶ All Wildland credentials will require a minimum of 4 hours of TFS approved classroom continuing education annually.

Credentialing Implementation Timeline – Industry

- ▶ **Under development**

Credentialing Implementation Timeline – Engineer-Pump Operator (ENOP)

- ▶ Not a mandatory qualification – available January 2011
- ▶ Qualification valid for 5 years from date of issue.
- ▶ Must have current TIFMAS All Hazards and Basic Wildland qualification.

Credentialing Implementation Timeline – Firefighter I (FFI)

- ▶ Requirement to move to Single Engine Resource Boss.
- ▶ Qualification valid for 5 years from date of issue.
- ▶ As of January 1, 2013 must have FFI qualification to work in this position.
- ▶ Must have current TIFMAS All Hazards, and Basic Wildland qualification.

Credentialing Implementation Timeline – Single Engine Resource Boss (ENGB)

- ▶ Requirement to move to Strike Team Leader.
- ▶ Qualification valid for 5 years from date of issue.
- ▶ As of January 1, 2014 must have ENGB qualification to work in this position.
- ▶ Must have current TIFMAS All Hazards, Basic Wildland, and FFI qualification.

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Credentialing Implementation Timeline – Strike Team Leader (STEN)

- ▶ As of January 1, 2015 must have Strike Team Leader qualification to work in this position.
- ▶ Qualification valid for 5 years from date of issue.
- ▶ Must have current TIFMAS All Hazards, Basic Wildland, FFI and Single Engine Resource Boss qualification.

Go to tifmas.org and reference the training tab for information on Basic Wildland and Crosswalk training programs.
