

GEORGIA FIREFIGHTER STANDARDS AND TRAINING COUNCIL  
QUALIFICATION for VOLUNTEER SUPPORT FIREFIGHTER TASK BOOK



**VOLUNTEER SUPPORT FIREFIGHTER**  
**STUDENT TASK BOOK**

AGENCY: \_\_\_\_\_

TASK BOOK ASSIGNED TO:

Individual Printed Name & Title

GFSTC ID Number

*Bring this completed PTB to test location to be reviewed by GFSTC's Test Proctor or Monitor along with a signed prerequisite.*

**FAILURE TO DO THIS WILL RESULT IN DENIAL OF TESTING**

**ATTACH ALL SUPPORTING DOCUMENTATION TO THIS TASK BOOK!**

**This task book should not be completed unless you are recommending the individual for testing and qualification!**

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**Fire Department  
Position Taskbook**

This Position Task Book (PTB) has been developed to document the required performance objectives for **VOLUNTEER SUPPORT FIREFIGHTER** Qualification. Each objective lists the performance requirements (tasks) in a format that allows the individual to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a department approved evaluator, will result in a recommendation to the Fire Chief (or designee) of the fire department that the firefighter be certified in that position.

Evaluation and confirmation of the individual's performance of all tasks may involve more than one evaluator. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated before recommending certification. All statements within a task which require an action must be successfully demonstrated before the task is to be signed off.

The local fire department shall issue the entire task book to each member seeking **QUALIFICATION** as a, **VOLUNTEER SUPPORT FIREFIGHTER**, and by using the list found on pages four and five of this task book verifies completion of training.

**RESPONSIBILITIES**

The Fire Chief or his/her authorized designee shall ensure that the evaluators are: Qualified to check off the skills in the task book for this level.

PTB. Individuals may not sign off on themselves.

The Training Chief is normally the designated final evaluator and he/she will review each completed PTB with the Fire Chief or Designee.

The "Evaluator" CANNOT teach or coach while he/she is evaluating. The "Evaluator" cannot have taught the skill to the candidate.

The Student is responsible for:

Ensuring supporting documentation is attached. If skill is accomplished orally, a brief summary should be written and attached for the task performed.

Reviewing and understanding instructions in the PTB.

Identifying desired objectives/ goals.

Satisfactorily demonstrating completion of all tasks. Assuring the Evaluation Record is complete.

Notifying his/her "Company Officer/Leader" when the PTB is complete and providing a copy for his/her department records.

The Evaluator is responsible for:

Being qualified and proficient in the position being evaluated.

Explaining to the student the evaluation procedures that will be utilized.

Identifying tasks to be performed during the evaluation period.

Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and signing after completion of the task.

The Final Evaluator is responsible for: Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and the student is recommended for testing and certification.

**VERIFICATION/CERTIFICATION OF COMPLETED  
STUDENT TASK BOOK FOR TESTING AND CERTIFICATION**

**FINAL CANDIDATE'S VERIFICATION**

I verify that all tasks have been performed and are documented with appropriate signatures & dates.

I also verify that I have performed all tasks satisfactorily and should therefore be considered for testing and certification.

**FINAL CANDIDATE'S SIGNATURE**

**DATE**

**FINAL CANDIDATE'S PRINTED NAME**

**GFSTC ID**

**VERIFICATION/CERTIFICATION OF COMPLETED  
VOLUNTEER SUPPORT COMPETENCY TASK BOOK**

**FINAL EVALUATOR'S VERIFICATION**

I verify that all tasks have been performed and are documented with appropriate signatures & dates.

I also verify that \_\_\_\_\_  
has performed satisfactorily and should therefore be considered for testing and certification.

**FINAL EVALUATOR'S SIGNATURE**

**DATE**

**FINAL EVALUATOR'S PRINTED NAME**

**GFSTC ID**

**AGENCY/DEPARTMENT CERTIFICATION**

I certify that \_\_\_\_\_ has met all requirements for testing and certification.

**CERTIFYING OFFICIAL'S SIGNATURE**

**DATE**

**CERTIFYING OFFICIAL'S PRINTED NAME**

**GFSTC ID**

A person who knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government of the government of any county, city, or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1000.00 or by imprisonment for not less than one nor more than five years or both.

**GFSTC USE ONLY  
VERIFICATION OF COMPLETED TASK BOOK**

**PROCTOR'S NAME (PRINT)**

**GFSTC ID**

**DATE**

**SIGNATURE:** \_\_\_\_\_

**GEORGIA FIREFIGHTER STANDARDS AND TRAINING COUNCIL**  
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Skill/Task	Date	Candidate Signature	Evaluator Signature
<b>CHAPTER 1 Introduction to the Fire Service and Firefighter Safety for Volunteer Support Firefighters</b>			
PWR1 Set up Generator and Lights			
SAF1 Procedures to Mount/Dismount Ride Apparatus			
SAF2 Dismount Apparatus and Deploy Traffic Control Devices			
<b>CHAPTER 2 Communications for Volunteer Support Firefighters</b>			
CM1 Receiving Emergency Calls by Phone			
CM2 Receiving Business/Personal Phone Calls			
CM3 Operate Radio Equipment			
<b>Chapter 4 Fire Behavior for Volunteer Support Firefighters (No Skills)</b>			
<b>CHAPTER 5 Firefighter Personal Protective Equipment for Volunteer Support Firefighters</b>			
BA2 Replace SCBA Cylinder			
BA9 SCBA Refill Procedures			
MN1 Daily/Weekly SCBA Inspection			
MN2 Cleaning and Sanitizing SCBA			
MN4 Periodic SCBA Inspection			
PPC1 Don Personal Protective Equipment			
<b>CHAPTER 7 Ropes and Knots for Volunteer Support Firefighters</b>			
KN Figure Eight Knot			
KN1 Bowline			
KN2 Clove Hitch			
KN3 Figure 8 Bight			
KN4 Half Hitch			
KN5 Becket			
KN6 Overhand Safety			

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MN5 Clean and Check Life Safety or Utility Rope			
<b>CHAPTER 8 Ground Ladders for Volunteer Support Firefighters</b>			
LD1 24' Ladder Carry			
LD4 Single Ladder Carry			
MN3 Clean and Inspect Ground Ladders			
<b>CHAPTER 12 Fire Hose for Volunteer Support Firefighters</b>			
HN5 Accordion Hose Load			
HN6 Horseshoe Hose Load			
HN7 Flat Hose Load			
HN8 Donut Hose Roll			
HN9 Twin Donut Roll			
HN10 Hose Drain and Carry			
HN11 Join 2 Lines			
HN13 Connect 2 damaged hoses			
HN14 Clean and Inspect Fire Hose			
HN15 Triple Layer Load			
HN16 Minute Man Hose Load			
HN17 Coupling Foot Tilt			
HN18 2 FF Coupling			
HN19 Uncouple Knee Press			
HN20 Uncouple Hose			
HN21 Straight Hose Roll			
HN22 Forward Hose Lay			
HN23 Reverse Hose Lay			
HN24 Pre-connected Flat Hose Lay			
HN25 Supply Water to Standpipe and Sprinkler System			

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<b>Chapter 13 Hose Operations and Hose Streams for Volunteer Support Firefighters</b>			
WS1 Connect Fire Hose			
WS2 Drafting Connections			
WS3 Transfer Water Between two tanks			
WS4 Deploy Portable Water Tanks			
<b>CHAPTER 15 Salvage Cover Folds and Rolls for Volunteer Support Firefighters</b>			
SAL3 2 Person Salvage Fold			
SAL4 1 Person Salvage Roll			
MN8 Clean and Inspect Salvage Equipment			

The skill sheets provided are to be used as guides, some departments may use different techniques to complete the above skills.