



Member Skills Refresher 2024/2025 Fire Season

Completion Due Date: 1st November 2024

Member Name: _____ **Brigade:** _____

Note: Members are to read and understand the following, then sign below prior to commencing the Skills Refresher.

1. This is an annual skills refresher designed to ensure that all 'operational' members of Brigades in the Shire of Mundaring can demonstrate a minimum standard of knowledge and skills sets prior to the fire season.
2. The knowledge and skills are to be demonstrated to a Brigade Officer who will be responsible for endorsing the member for operational activities by signing off the document.
3. The knowledge and skills can be demonstrated at any normal brigade activity where they are used.
4. Retrospective dating of the Skills Refresher is unacceptable. Any Skills Refresher that needs to occur after the Completion Due Date requires the consent of the representative DCBFCO.
5. Members who are unable to complete or demonstrate the knowledge and skills listed below by the above Completion Due Date will become 'inactive operational' members. Members who are inactive are unable to attend an emergency incident. Participation in all other Normal Brigade Activities is permitted until this skills refresher is completed.
6. Each Brigade will keep an accurate Brigade Membership list which is to be kept current with each member's Skills Refresher status. The list shall be forwarded to the Shire of Mundaring CBFCO by the end of the second week of November each year.
7. The Mundaring Firefighters School shall review and forward an updated Members Skill Refresher to the CBFCO prior to the 31st of July each year.
8. This record is to be retained for 7 Years in accordance with State Records Act 2000 and is to be presented upon request to the Shire of Mundaring.

I have read and understand the above information: Signature: _____ **Date:** _____

| Fire Ground Safety Skills | Satisfactory | Comments | Init |
|----------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------|-------------|
| What is a Red Flag Warning? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Explain the term LACES. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Explain and demonstrate the Burnover procedure. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Explain "The Dead Man Zone." | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Explain and demonstrate the safe use of respirator. | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Half face <input type="checkbox"/> Full Face | |
| On each brigade appliance, locate the following items - | Satisfactory | Comments | Init |
| First aid kit. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Lay flat hoses. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| T Cards. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Incident Management / Battle Board. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

| Appliance Skills * (for each brigade appliance) | Satisfactory | Comments | Init |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------|
| Start/stop each pump. * | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 (Tick applicable) | |
| Show water at the branch. * | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 (Tick applicable) | |
| Demonstrate drafting. * | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 (Tick applicable) | |
| Demonstrate the use of foam. * | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 (Tick applicable) | |
| Set up a stand pipe & fill hose. Stow when complete. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Use a map in the appliance to locate an incident. (assessor to provide a map reference). | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> UBD <input type="checkbox"/> ESD <input type="checkbox"/> Other (Tick applicable) | |
| Communication Skills | Satisfactory | Comments | Init |
| The following items apply to both the TAIT Single Band (Black) and TAIT Dual Band (Green or Yellow) Radios. | | | |
| Change a channel. | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Black Radio <input type="checkbox"/> Green / Yellow Radio | |
| Adjust the volume. | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Black Radio <input type="checkbox"/> Green / Yellow Radio | |
| Send a message via radio, e.g. turning out from station to an incident. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| The following items apply to the TAIT Dual Band (Green or Yellow) Radios. | | | |
| Change the band. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Select and operate the radio in "Repeater Talk Round" mode. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Undo a programming error by turning radio OFF and ON. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Discuss programming errors, Dual TX/RX, Scanning. | |
| The following items apply to Vertex Portable Radios. | | | |
| Locate and explain the importance of the Vertex Handheld radios. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Change a channel. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Adjust the volume. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Operate the Keypad Lock function. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Select and operate the radio in "Repeater Talk Round" mode. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Other essential communications skills. | | | |
| Explain the Prowords: <ul style="list-style-type: none"> • Over. • Out. • Roger. • Wilco. • Emergency Emergency Emergency | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| What are the arrival codes and their meaning? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> 44 <input type="checkbox"/> 66 <input type="checkbox"/> 88 | |
| What are the incident classifications and their meaning? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd | |
| Explain the term PAFTACS. | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> When to use it <input type="checkbox"/> How often to update it | |
| Complete a T Card. | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

| Brigade Administration Items ONLY. | Checked | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Drivers Licence Currency Check.</p> <p>Note: A current driver's licence is not required to satisfactorily complete this Pre Season Refresher - it is simply to check currency of those with a driver's licence.</p> <p>A current driver's licence is essential to drive any Brigade appliance.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <p>Holds a Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Licence Number: _____</p> <p>Expiry Date: _____</p> <p>Classes: _____</p> <p>Probationary: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Notes:</p> |
| <p>PPC/PPE Check.</p> <p>Note: Each member is required to check their PPC/PPE for serviceability for the fire season. If any item requires replacement it should be replaced from brigade stock or ordered from the Shire of Mundaring to ensure all items are suitably serviceable.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <p>Items replaced/ordered:</p> |

Member Training Requirement Checklist

| COURSES REQUIRED | COMMENTS |
|------------------|----------|
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Member Endorsement for the 2024/25 Fire Season

Brigade Officer Comments:

I can confirm that the above member skills refresher tasks have been satisfactorily/unsatisfactorily completed.

(Cross out not applicable)

Brigade Officer Name: _____ DFES Number: _____

Brigade Officer Position: _____ Date: _____

Signature: _____

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Member Comments:

Member Name: _____ DFES Number: _____

Member Signature: _____ Date: _____