

Operations and Training Committee

May 27 - 29, 2015

Meeting Notes

Action Items are in italics; Decision Items are underlined.

Attendees: Mark Jones (Chair), Mike Ellsworth (Vice-Chair), Kelin Staats (Logistics), Mark Koontz, Jim Shultz, Tony Doty, Curtis Heaton (for Brit Rosso), Bill VanBruggen, Russ Babiak, Kevin Conn, Tim Blake, Renee Beams, Deb Fleming, Jill McCurdy, Jason Steinmetz, Marley Marshall, Robert Lehmann, Jeff Arnberger, Don Johnson, Ron Stoffel, Buck Kline, Paul Fieldhouse, Jacqueline Martin, Craig Daugherty, Paul Hannemann

Guests: Sean Cross, Tim Manner, Marlene Eno-Hendren, Will May

Welcome/Introductions – Jones

OTC Mission Statement/NWCG Website Overview (See Attachment 1) – Sean Cross/Tammy
New NWCG Website overview. Not currently ready, anticipated to be available in June or July.

Action Item: OTC products subgroup to review everything on old OWDC website and MFC and decide what will be migrated to new site. (Products Subgroup dd: July 2015)

- Products Subgroup Members: Jeff Arnberger, Jill McCurdy, Kevin Conn, Marley Marshall, Tammy Denney (Ad-hoc liaison)

Committee Business Practices (See Attachment 2 and 3) – Jones

- Define relationship to Training Program – later (Deb)
- PTB management; roles and responsibilities, frequency of review etc. - later
- Voting/Consensus model – 1 voice per Agency. States also get one vote.
- Combing action items – Completed
- Frequency of face to face meetings – Quarterly: May, September, December, March. *Send out doodle polls for future face-to-face meetings (Staats dd: TBD)*
- Establish day time for monthly conference calls – 2nd Wednesday of every month at 0900 MST
- Request for Change documents (combine) – *Combine OWDC and Training Committee Request for Change documents into new OTC RFC document (Johnson, Fleming dd: June 2015)*
- Liaisons to other committees – Branch coordinator and committee advisors will liaison with committees/sub-groups not listed below.

Committee

Area Command/National IC's
Budget Development
Geographic Coordination Group/Boards
Glossary Change Board
International Fire Training
Risk Management Committee
Fire Environment Committee
Incident Business Committee
Leadership Subcommittee
National Interagency Aviation Committee

Liaison

VanBruggen
Chair
(On hold until June)
Mark Koontz
Craig Daugherty
Russ Babiak
Jim Shultz
Jeff Arnberger
Mike Ellsworth
Brad Gibbs

Risk Management Committee
Budget Development
Data and Glossary Steward
Website/Committee Homepage

Russ Babiak
Mark Jones
Mark Koontz
Products Subgroup and Kelin

1. Budget request process – *Chair will work with Leadership Sub-committee on budget request process (Jones dd: June 2015)*
2. Committee products – Reviewed products. All will be combined in the new NWCG website.
3. Course development/prioritization process/standards
4. NAFRI course subcommittees relationship to OTC
 - a. Stewardship of 100 – 600 NWCG course curriculum
5. 508 Compliance process – The committee is responsible for turning in documents that are 508 compliant. For those that aren't Tammy will assist getting them compliant.
6. Change of committee name – Not at this time, OTC name remains.
7. Committee Chair –Mike Ellsworth selected to be Vice-Chair for OTC Committee for 2 year term.
8. Back up Logistics – *Group members bring names forward for back-up Logistics on June call. (OTC dd: June 2015)*

Review and Update Action Log – Kelin Staats

No action log items from Training Committee to merge with OWDC's existing log.

Glossary – Wildfire (See Attachment 4) – Mark Koontz

- Proposal to add “see unplanned ignition” to wildfire definition accepted by OTC.
- Gridding definition will remain the same
- Add Grid Search Technique as defined

2015 PMS 310-1 Comment Reconciliation (See Attachment 5) – Kevin Conn

- Physical fitness for ICT3 – on hold
- ICS-400 required
- Clean up language on page 27 in 310-1
- Type 3 will not maintain currency for type 1
- Type 3 will maintain currency for type 2
- States would like to add HEQB to pathway to TFLD
- Status quo as in 2014 TFLD/STL/DIVS
- Need to add Heavy Eq as pathway to TFLD

Send 310-1 changes out to OTC for final review then pass to 508 compliance (Conn dd: June 2015 CC)

L-481 Update - Mike Ellsworth

MCS and Great Basin training had a review team. Got passed as L-481 curriculum. Course was adjusted and recertified. Verbiage to be included in 2015 310-1.

Write L-481 updates memo and email to OTC for review (Ellsworth dd: July 2015)

LFML/NFML Tasking (See Attachment 6) - Mike Ellsworth

Tasking is to evaluate what FMO training and Agency Administrator training needs to happen regardless of agencies. Due the end of this year and in April 2016. Building 2 tasks teams; Agency Administrator and FMO to analyze needs.

LFML/NFML tasking update on monthly OTC conference calls (Ellsworth, dd: Ongoing)

Request for Change – PIOF to PIO3 – Deb Fleming

On hold until FEMA produces a National Quals Guide and the endorsement process is initiated.

Update on the Future of Spanish Courses (ICS-100, L-180, S-130/190) - Deb Fleming

Need to gather information on who is using the Spanish courses and the number issued to better inform the decision as to whether NWCS should/will maintain Spanish courses in the future.

Provide information and recommendation related to Spanish courses to OTC for review and further discussion. (Fleming dd: Fall 2015)

RFC for Gap Courses (See Attachment 7) - Deb Fleming/Will May

Because of recent course revisions the Gap courses are outdated. The RFC proposes keeping the G numbers but only providing a reference/matrix to the components for each course rather than the courses themselves.

Incorporate RFC for Gap course matrix into Field Manager's Course Guide. (Fleming/May/Paul H. dd: Fall 2015).

FMCG Errata Sheet Approval (See Attachment 8) - Deb Fleming

FMCG was approved with minor edits.

IRPG – APP/Ibook/Ebook - Tim Blake/Rob Navarro

- Brainstorming need of e-IRPG.
- Concern is that it is out of our control and outdated when someone else makes it.
- If the Committee produces it we could have control and make our copy the official copy.
- GPO can help, includes 508.
- Estimated \$1,000 cost for IRPG but free to users.
- Available right now in PDF online.
- Need to establish criteria and prioritize, move forward systematically.

Explore options on NWCG electronic publications as an app/i-book (Tim Blake – Lead, Rob – SME, Paul Fieldhouse, Paul S – Liaison to WFIT, dd: Ongoing agenda item)

Training Course Stewardship/Oversight/Maintenance (See Attachment 9) – Deb Fleming

Need to build awareness with those that have training responsibilities as to roles, responsibilities, authority, etc. authority. This issue will be addressed with the tasking from the Exec Board to do an assessment of the training system.

Look at roles/responsibilities as related to NWCG courses, training and relationship with NAFRI (Ellsworth dd: Ongoing agenda item)

Training Course Stewardship/Oversight/Maintenance and Exec Board tasking update (Fleming dd: Ongoing agenda item)

Look at new NWCG Charter as it relates to training/curriculum (which is mentioned over 30 times in various locations) and provide feedback to OTC (OTC dd: July 2015 CC)

Training Program Update on Current Projects - Deb Fleming

Course updates and budget request. See handouts provided at meeting. On schedule with online NWCG courses and no major delays.

Update the Training Committees Operating Procedures which contain the four criteria for evaluating all courses for OTC use. (Ellsworth dd: June 2015 CC)

Endorsements - Buck Kline/Jason Steinmetz

Endorsements group create draft describing steps moving forward. (Jason Steinmetz: July 2015 CC)

Round Robin - All

- Jim Shultz – Intelligence Section Chief Position discussion. Will forward issue paper to OTC as an FYI.
- Fall OTC Meeting – Phoenix Fall Meeting, September, not last week.
- Marley Marshall – IQCS is currently going through an upgrade.
- Jeff Arnberger – National Ops group going to Gettysburg this Fall. BLM is adopting L course requirements for certain positions with 2017 implementation date.
- Jacqueline – BIA is officially moving to the Red Book.

Attachments (emailed by Mark Jones prior to meeting)

1. OTC Mission/Letter of Intent
2. Discussion Points for OTC
3. NWCG Training Program Mission Statement
4. Glossary - Wildfire
5. 310-1 Survey Results
6. LFML/FML Tasking
7. Gap Course RFC
8. FMCG Errata Sheet
9. Training Maintenance Info