



# Operations and Training Committee

## Meeting Notes – 1 December 2015

Item	Topic	Presenter	Action Taken
1	Welcome and Action Log Review/Update	Ellsworth/Staats	N/A
2	NWCG Program Management Unit Update (OTC Mission Statement)	Sean Cross	<ul style="list-style-type: none"> <li>• New NWCG Website is up and functional. Using as a platform to convey intent. 13 committees and 50 subgroups. 63 entities doing NWCG work. Trying to keep everything coordinated is difficult. Direction providing documents added up to 600 pages. Now there is a single charter for NWCG and a master committee charter.</li> <li>• Discussed OTC role in standard development and training stewardship</li> <li>• <i>Action Item: OTC will work with PMU to update OTC charter reflecting stewardship of NWCG curriculum. (Jones/Ellsworth dd: March 2016)</i></li> </ul>
3	Training Assessment Update	Sean Cross	<ul style="list-style-type: none"> <li>• Long series of formal meetings toward developing a response to the tasking and in between meetings with training experts.</li> <li>• Discussed Briefing Paper NWCG Training System Assessment – Initial Findings (Tasking #15-003) dated September 23, 2015.</li> <li>• Discussed linking position standards to training and how we train.</li> <li>• Discussion about speed to competencies. Deb will bring open invitation to OTC to attend development meetings as appropriate.</li> </ul>
4	Training Program Update on Current Projects	Deb Fleming	<ul style="list-style-type: none"> <li>• Had a total 11527 course completions to date in 2015.</li> <li>• In the process of updating S-290 and S-190 ; the same course content will be used for the online and the instructor led courses. Will test both versions (online and instructor led) in January. In October of 2015 the National Fire Academy's learning management system was updated.</li> <li>• Helpdesk contacts, tier 1 at NFA online, then tier 2 at NIFC, tier 3 is Wendell Welch.</li> <li>• Discussed course revisions. Working with contractor on different templates that are uniform and 508 compliant.</li> <li>• At the GATR meeting Kathy Hansen and Sean Triplett did a presentation on S-341. Doing a good job at managing the course and it is going well.</li> <li>• Training &amp; Qualls website is still up but as the new NWCG website stabilizes we will begin to move content over to that site. Currently in the process of developing a map for where the content will live on the NWCG site.</li> <li>• Working with fuels management to develop a recommendation on whether</li> </ul>

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			or not to combine RX-301 and RX-341.
5	<b>Training Course Stewardship/Oversight/Maintenance</b>	Fleming/Babiak/Ellsworth	<ul style="list-style-type: none"> <li>Task group looking at bringing back the maintenance plan to help solve the stewardship training problem. The Training Committee has stewardship over the entire NWCG curriculum. For the NAFRI courses, a subcommittee charter was developed; this information will be moved to mission statements on the NWCG website. OTC owns the standards with NWCG guidance.</li> <li>Due March 2016– Sub group - Russ, Mike, Kim, Curtis, Deb. No lead was identified</li> </ul>
6	<b>FMO/AA Training Development Update</b>	Shultz/Ellsworth	<ul style="list-style-type: none"> <li>AA and FMO training tasking. Group is a little behind the initial target date of November for validation of performance standards for line officers. Letter went out beginning of October to agencies through OTC reps. Received an incomplete list of names.</li> <li>Still need a Forest Service line officer representative for the AA course.</li> <li>FMO side is primarily filled for FMO. Still working on gathering SME's then will hold call to kick it off.</li> <li>Follow up on February OTC conference call.</li> </ul>
7	<b>Update on the Future of Spanish Courses (ICS-100, L-180, S-130/190)</b>	Deb Fleming	<ul style="list-style-type: none"> <li>Deb had previously provided information regarding Spanish courses to OTC. It is up to the agencies to make a decision, none of which have an issue with discontinuing the Spanish Courses.</li> <li><u>Decision: Recommend to the Executive Board that the Spanish course materials not be updated and be removed from publication.</u></li> <li><i>Action Item: Write memo regarding Spanish course materials not being updated and being removed from publication, give to Tim Blake to present to Executive Board. (Arnberger/Ellsworth dd: 1/4/16)</i></li> </ul>
8	<b>Gap Course Matrix - Deb Fleming/Paul</b>	Fleming/Hanneman	<i>Action Item: Present Draft on Gap Course Matrix on OTC January conference call (Fleming, Hanneman dd: January CC)</i>
9	<b>IRPG Update</b>	Fisher	<ul style="list-style-type: none"> <li>New revision of IRPG will start January 2017, with an in service date of January 2018. That gives us 4 years with the current IRPG.</li> <li>There is ongoing research that will influence the IRPG so waiting to update is best for all.</li> </ul>
10	<b>Safety Zone Update</b>	Fisher	<ul style="list-style-type: none"> <li>Discussed some ongoing work that is a couple of years out. Proposal for the new safety zone standards doesn't need to happen if there aren't any changes 2016.</li> </ul>
11	<b>Leadership Subcommittee Update</b>	Shane Olpin	<ul style="list-style-type: none"> <li>Had a recent leadership Subcommittee meeting in San Diego. Discussed curriculum and development suggestions and recommendations.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Fire House magazine and lessons learned center wants to establish relationship with NWCG Leadership Subcommittee.</li> <li>• Discussion about various leadership courses within the NWCG curriculum.</li> </ul>
12	<b>Endorsements</b>	Kline/Steinmetz/Blake	<ul style="list-style-type: none"> <li>• Last week the Executive Board approved and closed out the endorsements tasking.</li> <li>• Completed all work we can do for now. More work to be done as new information comes from FEMA.</li> </ul>
13	<b>PMS 210 Revision</b>	Don Johnson	<ul style="list-style-type: none"> <li>• If the PMS 210 is going to be the keeper of the position standards, we should consider engaging with the revision leader.</li> <li>• They need to work with Deb to sure the PMS 210 is the most appropriate place for keeping the standards.</li> </ul>
14	<b>RFC D-311/D-312</b>	Kim Bang	<ul style="list-style-type: none"> <li>• Currently have 2 separate courses. Most initial attack dispatches will have aircraft involvement so they also take the D-312 course.</li> <li>• Similar course objectives and materials for both.</li> <li>• Combination of 2 courses is value added and can be completed in 1 week instead of 2 weeks.</li> <li>• Training package will be shared with the group.</li> <li>• <i>Action Item: Draft issue paper about combining D-311/D-312 and give to Jones to take forward with the dispatch community. (Fleming/Jones dd: 12/15/15)</i></li> </ul>
15	<b>Texas Interagency Wildfire/Incident Mgt Academy</b>	Paul Hannemann	<ul style="list-style-type: none"> <li>• Presentation on the Wildfire and Incident Management Academy.</li> <li>• Has been operational for 18 consecutive years and hosted more than 16,000 students.</li> <li>• Held at Camp Swift, a National Guard facility. Functions as a full Incident Management Team.</li> <li>• ISuite is used.</li> </ul>
16	<b>Update on RPL</b>		Began in March of 2014. Pulled together interagency personnel to discuss how to train over 100 people. See handout from Paul.
17	<b>Round Robin / Wrap Up</b>	All	<ul style="list-style-type: none"> <li>• <i>Action Item: Come up with a plan of action on how to handle Glossary request. (Ellsworth/Jones dd: January CC)</i></li> <li>• S-520 – Curtis, want to get the S-520 out of the police business and focus on education. The evaluators give a pass/fail at the end and if they don't pass they are given a short write up and that determines if they get the type 1 certification. Proposing for 2016 - everyone that takes S-520 will get a certificate saying they made it through course. At final simulation they will be told if they passed with recommendations and leave the certification</li> </ul>

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			<p>process up to the host agency.</p> <p>Proposal: S-520 will test the new certificate process February 2016. Everyone will pass the course and an evaluation assessment will be sent back to the home unit/certifying officer for review. An invitation to OTC member to observe and attend the AAR was presented by Curtis.</p>

**Next Face to Face OTC Meeting**

**Date: March 15-16, 2016**

**Location: Boise, ID**

**Building/Room: No rooms at NIFC available for these dates. BIA will need to book off-site.**

**Host: BIA**

<b>OWDC Members</b>	<b>Y/N</b>	<b>Liaisons</b>	<b>Y/N</b>
Mark Jones (Chair), BLM	N	Deb Fleming, NWCG Training Program	Y
Kelin Staats (Logistics), NPS	Y	Brad Gibbs, NIAC	N
Jeff Arnberger, BLM	Y	Marley Marshall, IQCS	Y
Mike Ellsworth, (Vice-Chair) BLM	Y	Rob Lehmann, IQS	Y
William Martin, USFA	N	Renee Beams, GATRs (Kim Bing)	Y
Bill Van Bruggen, USFS	Y	Britt Rosso, LLC	N
Jill McCurdy, USFS	Y	Jason Steinmetz, DOI, OEM	Y
Shane Olpin, USFS	Y	Curtis Eaton, NAFRI	Y
Kevin Conn, FWS	Y	Tim Blake, NWCG Preparedness Branch Cord.	Y
Russ Babiak, FWS	Y	Marlene Hendren	N
Jacqueline Martin, BIA	Y		
Mark Koontz, NPS	N		
Jim Shultz, NPS	Y		
Don Johnson, NASF	Y		
Paul Fieldhouse, NASF	Y		
Buck Kline, NASF	N		
Paul Hannemann, NASF	Y		
Craig Daugherty, IAFC	Y		