



# Operations and Training Committee

## Meeting Notes – March 2016, Boise, Idaho

Item	Topic	Presenter	Action Taken
1	<b>Welcome and Action Log Review/Update</b>	Jones/Ellsworth	<ul style="list-style-type: none"> <li>• Roll call</li> <li>• Reviewed and updated action log and liaison list</li> <li>• Jason Steinmetz will be the OTC liaison to the new Dispatch Committee</li> </ul>
2	<b>Leadership Subcommittee Update</b>	Olpin	<ul style="list-style-type: none"> <li>• Spring meeting at Texas A&amp;M with site visit for core cadets school. CMU meeting to work on curriculum review and processes.</li> <li>• L-380/381 issues ongoing.</li> <li>• L-481 – content by new vendor being evaluated.</li> <li>• Yarnell Hills staff ride development – assisting AZ State; Alpha last month; beta in April. Should be done on the LSC website by June 30<sup>th</sup>.</li> <li>• L-580 San Diego Case Study - alpha:               <ul style="list-style-type: none"> <li>○ Issue future funding deliveries from NWCG perspective</li> <li>○ Partnering with IACF, LSC is not the owner</li> </ul> </li> <li>• Staff rides on the local level becoming more popular; struggling with 'numbering' staff ride.               <ul style="list-style-type: none"> <li>○ LSC and LLC, look at what the next phase in staff rides looks like</li> <li>○ Working with OMNI to build a workshop for the field</li> </ul> </li> </ul>
3	<b>Training Program Update</b>	Fleming and Staff	<ul style="list-style-type: none"> <li>• Update on current revisions               <ul style="list-style-type: none"> <li>○ Developing a concept for how to more clearly articulate the intent of the basic fire courses and the purpose of each in relation to one another (S-130, S-190, L-180 and IS100)</li> </ul> </li> <li>• FEMA course revisions – Emergency Mgmt Institute is revising the ICS and all-hazards courses               <ul style="list-style-type: none"> <li>○ NWCG has provided SMEs for content review and development</li> </ul> </li> <li>• Distant Learning               <ul style="list-style-type: none"> <li>○ Online completions continue to increase</li> <li>○ IQCS training is under revision</li> <li>○ Behave Plus contract is underway with a kick-off meeting scheduled this spring</li> <li>○ Most of the online course issues are related to access versus content</li> <li>○ Still working with NPS to fill the vacant training specialist position</li> </ul> </li> <li>• WFSTAR</li> </ul>

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			<ul style="list-style-type: none"> <li>○ Continuing to look at building the program into a continuing education model</li> <li>○ Moving away from production and more into repackaging</li> <li>○ Travis Touchette replaced Eric Hipkie; Scott Anderson retires at the end of April</li> <li>○ Website has been overhauled – reorganized modules within the 4 core topics that align with Redbook topics and Safenet</li> <li>○ 112 position required to take RT-130</li> <li>○ Building more tutorial type modules</li> <li>○ 14 new module this year, year round releases</li> <li>○ Vice-Anderson position is still under evaluation to be filled</li> <li>○ Looking at increasing social media presence</li> <li>○ Linking module to the 6 min of safety products</li> <li>○ Continue to do quarterly calls with Training development, LLC, Leadership SC, Risk Management Committee</li> <li>● ATGS/HLCO PTB – should be finalized and reposted in April</li> <li>● FBAN/LTAN PTB – Fire Environment Committee is working on revisions</li> <li>● How can OTC communicate to the committees prior to engaging in changes? <ul style="list-style-type: none"> <li>○ Need to engage at the beginning; work with committees to develop open communication and clear processes.</li> </ul> </li> <li>● All-hazards Incident Mgmt Team Association: Fleming, Fieldhouse, Doty and Steinmetz are all participating on the group.</li> </ul>
4	Training System Assessment Update	Fleming and Staff	<ul style="list-style-type: none"> <li>● Presentation on concept on next generation PTBs and position descriptions <ul style="list-style-type: none"> <li>○ Currently looking at the system of PTB</li> <li>○ 3 goals: part of a holistic approach; competencies and behaviors are meaningful tool to develop and qualifications; tasks are clearly authored and organized efficiently</li> <li>○ Skill Acquisition Model (Dreyfus and Dreyfus Model) <ul style="list-style-type: none"> <li>– Moving from novice to expert</li> <li>– Looked at other organization (Coast Guard, Google, NPS Rangers, etc.)</li> <li>– Using Competency Rating levels (CR) - similar pre-requisite experience, similar behaviors, logical development progression</li> <li>– Concept of the Skill Level (SL) - skill acquired in specific position</li> </ul> </li> <li>○ Identifying common, position specific and wildland fire specific tasks; this will set us up to better align with FEMA for endorsements in the future</li> <li>○ Competency and behaviors will not be changed, but will be reorganized and used as more of an evaluation tool; this will provide a better tool for evaluators and more meaning to the evaluation for the trainees</li> <li>○ Tasks will be tied to standards as applicable</li> <li>○ Redundancy across PTBs will be reduced</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>OTC supports the concept of setting up three to four focus groups to get additional input and support on the PTB model, and to provide SMEs for position description validation and PTB content review.</li> </ul>
5	<b>Training Course Stewardship/ Oversight/Maintenance Task Team</b>	Babiak/ Ellsworth/ Fleming	<ul style="list-style-type: none"> <li>Still trying to figure out/define stewardship versus maintenance</li> <li>See Wednesday afternoon discussion (OTC Charter/Mission Stmt)</li> </ul>
6	<b>FMO/Agency Administrator Fire Program Training Update (Monthly)</b>	Shultz/ Ellsworth	<ul style="list-style-type: none"> <li>Survey out to the agencies to determine performance requirements and consolidate comments</li> <li>Next step is to building learning path</li> <li>Done with SME by June 1 and turn back to OTC to determine next steps</li> </ul>
7	<b>OTC Publication Update</b>	Ellsworth/ Fisher	<ul style="list-style-type: none"> <li>IRPG –starting redevelopment early 2017; release in 2018 <ul style="list-style-type: none"> <li>During the revision we need to determine what type of document this is – standard document, field reference, or guide</li> </ul> </li> <li>PMS 210-1 will be Jeff and Buck will help</li> <li>PMS 310-1 edits for 2016 need to be in by June 1 to meet October release <ul style="list-style-type: none"> <li>CREP</li> <li>Remove G-130</li> <li>ICT1 and ICT3 relationship</li> <li>Remove S-336</li> <li>Remove S-133 and S-134 (if S-131 is certified)</li> </ul> </li> </ul> <p><b>Action: PMS 310-1 leads for gathering 2016 updates:</b></p> <ul style="list-style-type: none"> <li><b>Possible combining of INJR and CLAIMS (Arnberger to discuss w/ IBC)</b></li> <li><b>Possible bridging option to FSC (Kuo, Arnberger &amp; Shultz to discuss w/ IBC)</b></li> <li><b>Potential request for change for ICT1 to maintain LOFR (Steinmetz)</b></li> <li><b>Write proposed language for pg. 5 and 9 (Kuo)</b></li> </ul>
8	<b>Gap Course Matrix</b>	Fleming/ Hannemann	<ul style="list-style-type: none"> <li>Proposed format and process for the Gap courses/crosswalk for the FMCG. OTC approved; Deb will continue with development for review at May meeting. Target incorporating into October FMCG.</li> </ul>
9	<b>PTB Analytics Group Update</b>	Babiak	<ul style="list-style-type: none"> <li>Looking at analytics data on PTB metrics for speed to competency to see what we can use</li> <li>IQCS has limitations for good data</li> </ul>
10	<b>Combining RX-301/RX-341</b>	Kessler	<ul style="list-style-type: none"> <li>Request to continue analysis on the two courses; will try to meet everyone's needs as far as maintaining two courses, but reducing redundancy and ensuring the courses can be taught back to back in the same week</li> <li>Report back May meeting on analysis</li> </ul>
11	<b>RXB2/1 PTB Update</b>		<ul style="list-style-type: none"> <li>PTB is being revised and will be presented to OTC when complete. Course will be based on PTB.</li> </ul>

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			<ul style="list-style-type: none"> <li>• PTB revising process needs to be better communicated to other committees; branches need to inform all committees that if you are going to change PTB or training, OTC should be engaged first.</li> </ul> <p><b>Action: Draft a briefing paper to send to other committees regarding process for revising PTBs; send through Blake. (Ellsworth, due: May meeting)</b></p>
12	<b>S-200/S-300 Name Change Issue Paper</b>	Kessler	<u>Decision: Issue Paper #133 approved: Name change for S-200 and S-300</u>
13	<b>S-420 Update</b>	Fleming/ Kessler	<ul style="list-style-type: none"> <li>• Executive Board approved OTC memo to the Training Program</li> <li>• Intent document for S-420 design was reviewed</li> <li>• Although the northwest is using a contractor to lead the revision, the NWCG Training Program will be very involved and the course will go through the normal NWCG certification process.</li> <li>• Paul Fieldhouse will help from an SME perspective and represent OTC</li> <li>• Alpha test January 2017</li> <li>• Desire is to keep the content as nimble as possible and ensure it connects with S-520.</li> </ul> <p><b>Action: Provide a list of the S-420 SMEs to OTC. (Fleming, due: 4/13/16)</b></p>
14	<b>S-520 Update and tie with S-420</b>	Arnberger, Kuo, Fieldhouse, Fleming, Steinmetz	<ul style="list-style-type: none"> <li>• Rowdy Muir is the current chair</li> <li>• Is it a course or evaluation? If you get through the course you get a certificate <ul style="list-style-type: none"> <li>◦ If issues arise during simulation, feedback will go back to supervisor</li> </ul> </li> <li>• S-520 is nimble because of the steering committee model</li> <li>• Curriculum oversight and ties to S-420; no one is looking at the curriculum as a whole</li> <li>• Steering committee needs help from a NPS, FWS, BIA reps</li> <li>• Steering committee seeking clarity on relationship with NWCG</li> <li>• Suggest S-520 member assist in S-420 development</li> <li>• Long term goal is to build a '20' series group to provide oversight for that curriculum</li> <li>• Need to look at Type 3 training</li> <li>• Strategic assessment thinking is lacking in the Type 2 world to prepare for Type 1</li> <li>• Knowledge difference between the S-420 vs L-481</li> <li>• Agency administrators are involved in the S-520 course</li> <li>• S-420 needs to be standardized enough to be consistent, but is nimble enough to adjust.</li> <li>• When the knowledge needs to be gained in the learning path still needs to be addressed; should S-420 be taking before being issued a PTB?</li> <li>• Should LOFR position be included in C&amp;G IMT training? Should they be typed?</li> <li>• Looking at changing time frame for the S-520 course to December to better align with team nominations</li> </ul> <p><b>Action: Draft a letter on S-520 changes from OTC to the field; work with NAFRI. (Shultz due: May meeting)</b></p>

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			<p><u>Decision: Evans will be the P.O.C for the S-520 steering committee to the S-420 development.</u></p> <p><b>Action: Stand up a task team to evaluate what a National steering/sub-committee for "20" series looks like; develop a mission statement and objectives. (Kuo, Fieldhouse, Kessler, Ellsworth, Steinmetz)</b></p>
15	Issue Paper #132 – combining D-311 & D-312	Jones/ Fleming	Waiting for feedback from Suzie Stingley; the course was taught at the Great Basin Training Center last week.
16	Field Manager's Course Guide Errata Sheet	Fleming	<p><u>Decision: Approved without the ICS instructor standards.</u></p> <p><b>Action: Send ICS Instructor Standards document to OTC for review and approval on April conference call. (Fleming due: 3/18/16)</b></p>
17	Request for Change – Crew Typing	Arnberger	<ul style="list-style-type: none"> <li>• SIHCO was updated so there were changes in T1 requirements</li> <li>• Need to update typing charts (NWCG) and PMS 210</li> </ul> <p><b>Action: Draft a errata to the PMS 210 regarding changes in crew typing (should be issued by the Executive Board. (Arnberger, due 4/13/16)</b></p>
18	Type 3 IMT Standards	Kuo	<ul style="list-style-type: none"> <li>• Issue - two standards Redbook vs PMS 310-1</li> <li>• What does 'mobilization nationally' mean in Mob Guide and 310-1</li> <li>• Build transition plan to meet in the nationally mob standard</li> </ul> <p><u>Decision: this is not an OTC issues; it is more of a mob guide, NMAC/GMAC issue</u></p> <p><b>Action: Draft a paper on type 3 IMT standards issue; Mark will check with Tim to see where it should go. (Kuo/Shultz, due 4/13/16)</b></p>
19	Glossary Terms	Arnberger	<ul style="list-style-type: none"> <li>• Request to review definitions from DSTS: <ul style="list-style-type: none"> <li>○ Accept Incident Complex – adopt the FEMA definition</li> <li>○ Accept with modification to the new term Merge Wildfire – remove "unplanned"</li> <li>○ Accept Modify Wildfire Concentration – fires to wildfire</li> <li>○ Accept Complex incident – remove</li> </ul> </li> <li>• OTC will own the new terms</li> </ul>
20	D-110 Update	Fleming	<ul style="list-style-type: none"> <li>• Dispatch group is finishing up with revision and reformatting; should be to Training Program by end of March.</li> </ul>
21	Website Validation/Info Check	Jones	<ul style="list-style-type: none"> <li>• Add the Request for Change records on the Resources page</li> <li>• Link to PTB</li> <li>• Need to populate the Committee Communication</li> <li>• Training Program website is beginning moved over to the NWCG website</li> <li>• PMU want to merge the Leadership stuff to the NWCG committee</li> </ul>
22	OTC Charter/Mission Statement	OTC/Cross	<ul style="list-style-type: none"> <li>• Discussion on adding the following statement to the OTC mission/objectives: "Provide oversight of the NWCG curriculum by assigning maintenance responsibility, approving development/revision priorities, and certifying training courses."</li> <li>• Stewardship means what - the system or process?</li> <li>• Discussion about more than training. Looking at OTC role in standards connection to</li> </ul>

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			<p>training.</p> <ul style="list-style-type: none"> <li>• OTC is about the connectivity and the connection of the system.</li> <li>• Discussion about organization of OTC and potentially establishing ICS functional area subcommittees (plans, logs, etc.)</li> <li>• Proposal – At the May meeting set aside 1.5 to 2 day to discuss and finalize the following: <ul style="list-style-type: none"> <li>○ Validate mission statement and OTC role in standards and training system</li> <li>○ Analyze what the OTC organization needs to be to meet the mission statement</li> <li>○ What should we look like</li> <li>○ How do we communicate to NWCG system what the expectation of the process/system of standards and training</li> <li>○ How do we do this? How can we make the discussion of the proposed bullets better?</li> <li>○ Bring examples of bullets and organization proposals</li> </ul> </li> </ul>
23	All-Chairs Meeting	Blake	<ul style="list-style-type: none"> <li>• Recap of February all-chairs meeting.</li> </ul>
24	Round Robin/Wrap Up	OTC	<ul style="list-style-type: none"> <li>• BLM <ul style="list-style-type: none"> <li>○ Working on video for Equipment Inspectors from the Big Windy Incident for EQPI</li> <li>○ Is there going to be an NWCG Radio/Spectrum Group? yes</li> <li>○ Veteran crews are looking to move to T1</li> <li>○ Gleason Lead by Exam Award – Rowdy Muir and Tommy Hayes</li> </ul> </li> <li>• BIA <ul style="list-style-type: none"> <li>○ Working on getting NWCG writer/editor position filled</li> </ul> </li> <li>• NPS - nothing</li> <li>• Western States – nothing</li> <li>• Southern States – Increase fire = increase injuries and burn overs</li> <li>• Eastern States – new GATR, Sharon Allen Brick. Proposal to have a leadership academy. Texas state survey is showing large percentage of workforce is less than 5 years. O-305 offerings.</li> <li>• DOI - H-337 course for the Department level. Looking at what is the best option to for training T3. H-337 does meet the ICS-300/ICS-400. Working on building AH PTB that have been identified as required in IPQG. NIMS is waiting to be sent out for comment. HSQ is waiting on NIMS.</li> <li>• IQCS – working with IQC and IRWIN with common header information. Finding some data standard issues. Position Naming Board Job Code titles.</li> <li>• Branch Coordinator <ul style="list-style-type: none"> <li>○ Working on Week of Remembrance</li> <li>○ IBMHB is sent to print</li> <li>○ IBC 2017 working on national meeting</li> <li>○ IHOG and aerial supervision guide are out</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>○ Aviation is looking at long-term strategic plan</li> <li>○ Working with Leadership committee with CMU and process</li> </ul>

**Next Conference Call**

**Date: Wednesday April 13th, 2016**

**Time: 0900 MST**

**Next Face to Face OTC Meeting**

**Date: May ?**

**Location:**

**Host: BLM**

**Meetings:**

Meeting payment schedule will rotate through all federal agencies as follows:

- NPS
- State
- USFS
- BIA (March, 2016)
- BLM (May, 2016)
- FWS

OTC Members	Y/N	Liaisons	Y/N
Mark Jones (Chair), BLM	Y	Deb Fleming, NWCG Training Program	Y
Jessie (Logistics), BLM	N	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	N
Bill Van Bruggen, USFS	N	Britt Rosso, LLC	N
Evans Kuo, USFS	Y	Jason Steinmetz, DOI, OEM	Y
Shane Olpin, USFS	Y	John Burfiend, NAFRI	N
Kevin Conn, FWS	N	Tim Blake, NWCG Preparedness Branch Cord.	Y
Russ Babiak, FWS	Y		
Jacqueline Martin, BIA	Y		
Garth Fisher, BIA	N		
Jim Shultz, NPS	Y		

Paul Fieldhouse, NASF	Y		
Buck Kline, NASF	Y		
Paul Hannemann, NASF	Y		
Craig Daugherty, IAFC	Y		