



Operations and Training Committee

Meeting Notes – April 13, 2016 Conference Call

Item	Topic	Presenter	Action Taken
1	Welcome and Action Log Review/Update	Jones	<ul style="list-style-type: none"> • Roll call • Reviewed and updated action log
2	FMO/Agency Administrator Update	Arnberger/Shultz	<ul style="list-style-type: none"> • Have had members drop out, putting revision couple weeks behind • Need SME review/engagement <ul style="list-style-type: none"> ○ Need FWS FMO ○ Need FS Line Officer • ACTION: Identify SMEs for FMO/Agency Administrator. (Kuo/Shultz, April 2016)
3	Training Maintenance Update	Ellsworth	<ul style="list-style-type: none"> • On hold until charter issue is finalized • OTC committed to spend ~1 day at May meeting working on mission, objectives, stewardship, maintenance, etc. (see March meeting notes)
4	PTB Update Process Memo	Ellsworth	<ul style="list-style-type: none"> • Due to detail in Nevada, have not accomplished yet • Update again at May meeting
5	ICS Instructor Quals	Fleming	<ul style="list-style-type: none"> • Discussion on changes made to document since last publication • <u>Decision: Adopt with edits; will be included in the next update to the FMCG</u>
6	OTC Publication Update	Arnberger/Kuo/	<ul style="list-style-type: none"> • INJR/CLMS <ul style="list-style-type: none"> ○ IBC proposes removing prereqs to COMP; retain positions ○ Would necessitate moving some of tasks from INJR/CLMS to COMP PTB ○ COMP qual would then award INJR/CLMS competencies ○ Include in October 2016 release of PMS 310-1 ○ ACTION: Draft request for change for INJR/CLMS qualification and PTB changes; send out for review; make decision at May meeting (30 mins) (Arnberger, May 2016) • LOFR <ul style="list-style-type: none"> ○ Steinmetz unable to attend; move to May meeting • Required training language (pg 5 & 6 of PMS 310-1)

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			<ul style="list-style-type: none"> ○ Clarify language regarding challenges to qualifications/training/competencies ○ Exception on crosswalks and challenges to standards ○ ACTION: Email draft required training language to OTC for review; decision at May meeting (Kuo, May 2016) ● Type 3 C&G <ul style="list-style-type: none"> ○ Position paper drafted from OTC to elevate for Executive Board distribution. ○ ACTION: Finalize Type 3 C&G memo and submit to Blake (cc Fleming and Lyndsay) for inclusion on next week's NWCG agenda (Jones, 4/15/2016)
7	Training System Update	Fleming	<ul style="list-style-type: none"> ● Draft implementation plan should be out by end of week including high-level details ● Ops PDs and PTBs will be drafted for field testing in 2016 <ul style="list-style-type: none"> ○ A small group of individuals will be selected for field testing ○ Involving surveys and SME groups in content validation ● Will provide monthly updates
8	S-520 Update	Shultz	<ul style="list-style-type: none"> ● NAFRI drafted letter regarding changes to S-520 but was not widely circulated ● ACTION: Coordinate with Rowdy Muir to draft S-520 letter addressed to field from OTC; review draft for decision at May meeting (Arnberger, Fleming, Kuo, May 2016) ● Steering committee needs representation from FWS, BIA, and NPS ● ACTION: Work with NAFRI S-520 chair on FWS, BIA & NPS representation on the steering committee (Babiak, Fisher/Martin, Shultz, Fall 2016) ● Addressing pass/fail of courses on May agenda for GATRs; Beams provide update at May OTC meeting
9	NIMS Refresh	Fleming	<ul style="list-style-type: none"> ● Comment period open ● Working with Steinmetz and Cross on memo regarding how to respond, has DD May 9, 2016
10	L-481	Shultz	<ul style="list-style-type: none"> ● Concerns heard regarding who signs certificates ● FMCG addresses approval process; MCS and other approved vendors do have authorization to sign ● ACTION: Draft letter reiterating process for certification approval to be decided upon at May meeting (Schultz, Beams, Ellsworth, Woods, May 2016)
24	Round Robin/Wrap Up	OTC	<ul style="list-style-type: none"> ● BLM – nothing

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			<ul style="list-style-type: none"> • BIA – nothing • NPS - nothing • Western States – Electronic IRPG app was created by independent source • Southern States – nothing • Eastern States – nothing • DOI – nothing • IQCS – nothing <ul style="list-style-type: none"> ○ Branch Coordinator – nothing

Next Conference Call

Date: June 8, 2016

Time: 0900 MST

Next Face to Face OTC Meeting

Date: May TBD

Location: Boise, TBD

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
Jesse Bender (Logistics), BLM	Y	Brad Gibbs, NIAC	N
Jeff Arnberger, BLM	Y	Marley Marshall, IQCS	Y
Mike Ellsworth, (Vice-Chair) BLM	Y	Rob Lehmann, IQS	N
William Martin, USFA	N	Renee Beams, GATRs	Y
Bill Van Bruggen, USFS	N	Britt Rosso, LLC	N
Evans Kuo, USFS	Y	Jason Steinmetz, DOI, OEM	N

Shane Olpin, USFS	N	John Burfiend, NAFRI	N
Kevin Conn, FWS	N	Tim Blake, NWCG Preparedness Branch Cord.	N
Russ Babiak, FWS	Y		
Jacqueline Martin, BIA	Y		
Garth Fisher, BIA	Y		
Jim Shultz, NPS	Y		
Paul Fieldhouse, NASF	Y		
Buck Kline, NASF	Y		
Paul Hannemann, NASF	N		
Craig Daugherty, IAFC	N		

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