

FINAL

MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM

**October 16 - 18, 2001
Seattle, WA**

Attending:

Bob Leaverton, Chair
Ralph Alworth, FIREScope
Tom Boatner, BLM
Tom Bourn, NE States
Jim Karles, Southern States
Tim Murphy, Western States
Kristy Plourde, USCG
Nate Shourds, BIA
Phil Street, US FWS
Rick Gale, NWCG Liaison (10/18 only)
Beth Spencer, Executive Secretary

Guests:

Scott Hartley, Commander, USCG NSFCC
Daniel Fromer, Incident Command System Coordinator, USCG NSFCC
Vanessa Burnett, Intelligence Officer, South Ops (10/16 only)
Bill Plough, Division Chief, FIREScope (10/16 only)
Mike Colgan, Battalion Chief, Orange County, President IMS Consortium (10/17 only)
Kevin Hamilton, BLM NIFC, Chair of IHOP (10/17 only)

Crew Standards:

Reviewed the crew typing matrix. Because there were few differences between Type I and Interagency Hotshot Crews, it was decided to combine them into one column with a note at the bottom stating the differences. Redid matrix and distributed to all IOS WT members. Rick Gale will present to NWCG.

SEAT Manager Position:

NWCG forwarded a letter to the IOS WT requesting that the SEAT Manager position be added to 310-1. The IOS WT is in agreement with adding the position as there has been increased use of it. A proposal for minimum standards and a PTB needs to be forwarded to us prior to our meeting in Charleston to be discussed with home agencies. In addition, a position checklist would need to be added to 410-1.

FOLLOW UP: Tom Boatner will contact Mark Bickham from BLM to develop a proposal. IOS WT members will review proposal with home agencies prior to Charleston meeting. *Charleston agenda item.*

Job Requirements and Work Capacity Tests:

The IOS WT received a letter from Paul Broyles of the Safety and Health WT (SHWT) asking that the fitness standards for certain positions be review based on the recent fatalities during the administration of the test. Most positions on the list were rated correctly based on the fitness level definition in 310-1. The IOS WT felt that the three that could be changed based on this definition were:

- ABRO (Aircraft Base Radio Operator) – change from Light to None.
- FEMO (Fire Effects Monitor) – change from Arduous to Moderate
- FOBS (Field Observer) – change from Arduous to Moderate

The SHWT is requesting two members of the IOS WT meet with two of their members to further review and discuss positions.

Follow Up: Bob will report back to Paul on the discussion above. Tim Murphy and Tom Boatner are attending the Wildland Fire Safety Symposium in Missoula in November and will be available to discuss further with Paul.

National Standard for Escape Route/Safety Zone Flagging:

The Safety and Health WT is recommending, based on research by the Missoula Technology and Development Center, that hot pink flagging with black letters “ESCAPE ROUTE” be adopted as the new primary national standard for escape route flagging. They request the IOS WT make the appropriate changes to the 310-1

Follow Up: Tim Murphy will ensure the change is made in the Safety Chapter of 310-1.

S-492 and S-493 Brief:

Because of the high failure rate in S-492 (Long Term Risk Assessment) and S-493 (FARSITE: Fire Growth Simulation), the Fire Use WT (FUWT) has requested the Training WT (TWT) to look at some scenarios regarding these two courses. They are requesting a member of the IOS WT work with them on this.

Follow Up: Marc Rounsaville volunteered to work with this group.

US Coast Guard PAO Use on Wildland Fires:

After evaluation the US Coast Guard is withdrawing the request to use their PAO's on wildland fires because of the differences in qualifications between the USCG system and 310-1. They feel their current standards are not equivalent. Dan Fromer, from the USCG is working on an MOU for the reimbursement trail and the procedures for dispatching USCG personnel. Currently all requests for USCG personnel go through the National Strike Force Coordination Center (NSFCC). Dan is also working on initiating task books and getting USCG personnel into some NWCG "S" courses.

Follow Up: The IOS WT will continue to move forward in utilizing USCG personnel.

Canadian ICS Update:

Canada plans to fully implement ICS by 2004. They are utilizing many of our documents and are reviewing them carefully. They do plan to have a Sector/Unit Leader position similar to our Task Force Leader and they do not use Dozers or Engines, mostly just Crews. Canada has adopted NFPA standards.

Follow Up: Tim will capture any issues found with our documents during the Canadian review when we do our reviews and will continue to keep us updated.

Web-based ICS 209 (Vanessa Burnett, Intelligence Officer, South Ops and Bill Plough, Division Chief):

Presentation on the web-based ICS 209 program. In 2000, the Northern Rockies began to develop an Access database to total ICS 209 information for statistical purposes. FIRESCOPE already had a program. The GACC's decided to develop a national program that was web-based, had accessible program interface, and used existing infrastructure. The program utilized the revised ICS 209 form (approved December 2000). In July 2001, production along with the Program Users Guide was available. Most of the country has used it in varying amounts. The program uses the existing Sit Report program passwords already used in dispatch offices. There are three types of access: Reports, for looking at the data only, Data Entry, for the entering of the 209 data by dispatch centers, GACC's and Incident Management Teams, and Set Up, for the infrastructure. The IOS WT would like this presented to the National Coordinators and National Association of State Foresters for their input before it is presented to NWCG.

Follow up: *Charleston agenda item.*

IMS Consortium (Mike Cogan, President IMS Consortium):

History of the IMS Consortium. Formed in 1988 by the National Association of Fire Chiefs with the federal agencies joining the second year. There were two kinds of incident command systems—Fire Ground Command and ICS which is used by wildland fire and some structural departments. Eventually one Incident Management System for all fire services nationwide made sense, with the major difference that the term Sector could be used in place of Division Supervisor. The goal of the IMS Consortium was to decide on one management system and develop documents on how to implement. In March 2001, the IMS Consortium made a commitment to answer two questions: who is the keeper of ICS nationally and how does an individual suggest change to ICS. Bob Leaverton and Rick Gale attending the IMS Consortium meeting in July representing NWCG. Mike attended the IOS WT meeting to open lines of communication and to inform the IOS WT of a couple of big issue the IMS Consortium is facing.

One issue is the Safety Officer position. The IMS Consortium would like Safety to be another functional area and are looking at an Assistant Safety Officer position. Another issue is Rehab. In the wildland fire community, rehab is referring to site rehab, while the structural community uses that term to for firefighter rehab where they can go to take a break, get some water, etc. A third issue is the Medical Unit, which for wildland firefighters is set up to take care of the health and safety of firefighters and is under Logistics. During a mass casualty incident, the structural community may set up a Medical branch to deal with the casualties, which would be part of Operations. The IOS WT agreed to work with the IMS Consortium on resolving these issues.

Follow Up: The IMS Consortium is invited to attend the IOS WT meetings and an IOS WT member will attend IMS Consortium meetings to facilitate working together. Ralph will attend the next IMS meeting.

Fire Helicopter Manager Position Re-Structuring Proposal (Kevin Hamilton, Chair IHOP):

Current problems are the current lack of qualified HEMG (Helicopter Managers), the dual standard between the qualifications listed in the 310-1 and the IHOG for HEMG's, and that the helicopter is multi-functional and can switch rapidly from tactical, direct suppression activities to logical, fire support uses. Proposed solutions include:

HEMG AVAILABILITY SOLUTIONS

- Increase fleet of Exclusive Use helicopters (being done)
- Increase Exclusive Use helicopter crew size (being done)
- Relax helicopter minimum staffing requirements (done last fire season)
- Relax HEMG training and experience requirements (not recommended by IHOP)
- Develop and support CWN program (planned to be done)
- Utilize Exclusive Use helicopters more efficiently
- Prioritize HEMG's for individual assignments
- Streamline the HEMG qualification process.

DUAL STANDARD SOLUTIONS

- Maintain minimum national standard for interagency fire HEMG's in only one document (recommend 310-1)
- Strengthen minimum training requirements for HEMG's in 310-1
- Increase the practicality and availability of the HEMG Training Course and Workshops for all NWCG potential candidates

IHOP recommends the following actions:

1. Remove all Helicopter Position Qualifications from the IHOG
2. Create Helicopter Crew Boss (Single Resource position) in 310-1
3. Require Helicopter Manager Training and biennial Workshop for HEMG in 310-1
4. Remove ICT4 experience requirement for HEMG from 310-1
5. Rewrite PTB's as necessary

To meet everyone's needs the IOS WT agreed to the following proposal, including the development of a HCWN (Helicopter CWN Manager):

HECM (Arduous) can go up to either HEMG or HCWN (new proposed position)

HEMG (Arduous) requires HECM, FFT1, S-230, S-290, S-317 and is a Single Resource Boss. Can go to ICT4 from here.

HCWN (Moderate) requires HECM and any SRB, S-317 and the Biennial Workshop.

Both HEMG and HCWN can go to HEBM.

Follow Up:

- Kevin will have IHOP review the IOS WT decision
- Kevin and Paul Broyles will develop and/or update PTB's for HEMG and HCWN positions.
- Kevin and Paul will update the flowchart and will send it to the IOS WT for review.
- Kevin will work with IHOP on removing all Helicopter qualifications from IHOG.
- Bob will write a letter to NWCG with our final proposal.
- Bob will contact Logan Lee (TWT) regarding the possible revision of S-317 course.
- Bob will contact Merrie Johnson as the Quals/Certification liaison.
- Bob will contact Paul about approving the new mnemonic for HCWN.
- Tom Bourn will ensure that the IQS group received the information.

Helispot Manager Course and PTB proposal:

The Training WT forwarded a letter from Dennis Hulbert, USFS Pacific Southwest Region regarding the development of a Helispot Manager course and PTB.

Follow up: Bob will forward to the Aviation Management Council with a recommendation to forward to the IHOP for resolution. Marc Rounsaville, FS representative, will contact Dennis Hulbert to let him know it was forwarded.

Request for PTB’s in PDF format:

Larry Scott, from Washington DNR requested a copy of PTB’s in PDF format to adapt to their needs. The initial request came to Jim Glen on the TWT who forward it to the IOS WT. Need to forward this request to PMS.

Follow up: Beth will forward the request to Cyndie Wolfe at PMS. Bob will let Larry Scott know that we forwarded it and who the contact is.

Safe Initiative Memo:

The IOS WT received a request from Don Artley, NWCG, to document how we have incorporated the Safe Initiative Strategies into the business practices of our team. Below is a list of the initiatives:

Initiative	Action	IOS Documentation
Goal 2 IS 4 – Include the raising and handling of safety comments in performance ratings and accountability systems.	IOS WT was to ensure that this is included in all PTB’s and included in leadership/supervisory training.	IOS WT is working on approving a Turn Down Proposal. Tasks will be added to PTB’s as they are revised. Safety is being included in new leadership/supervisory training in development.
Goal 6 IS 5 – Include accountability in operational guidelines.	IOS WT was to ensure that this is included in all PTB’s and included in leadership/supervisory training.	IOS WT will add to PTB’s as they are revised. Will be included in new leadership/supervisory training in development.
Goal 10 IS 2 – Ensure equitable equipping and treatment of Type II Crews.	IOS WT in progress on this.	IOS WT is developing Crew Standards for approval by NWCG.
Goal 11 IS 4 – Revise requirement for currency of certification.	IOS WT was to revise process as needed. Complete.	IOS WT completed with revision of 310-1. Ongoing with 5 year review cycle.
Goal 20 IS 1 – Improve the quality of briefings at incidents.	TWT was to incorporate current checklists into refresher training for standardization.	IOS WT will include checklist in 410-1 during current revision.
Goal 20 IS 2 – Develop and	Same as above.	Same as above.

use checklists for transmission of information.		
Goal 22 IS 1 – Broadcast and enforce minimum standard for radios and personal protective equipment.	PPE mandated by policy. IOS WT working on radio issue for crews and was to visit the issue of all firefighters and cooperators.	IOS WT added requirement for radios in revised Crew Standards.
Goal 23 IS 1 – Improve distribution of radios, batteries, and other communication equipment.	Same as above.	IOS WT added requirement for radios in revised Crew Standards to ensure adequate distribution. Invalid IOS request.
Goal 23 IS 2 – Establish new caches if necessary.	Same as above.	Invalid IOS request.
Goal 23 IS 3 – Mandate radios for each squad.	Same as above.	IOS WT addressed this in revised Crew Standards.
Goal 23 IS 4 – Assure adequacy of radios, batteries, and other communication equipment.	Same as above.	Invalid IOS request. Refer to national cache system.
Goal 35 IS 1 – Establish the safety aspects of handling transitions in various command courses.	IOS WT tasked with including in revision of Fireline Handbook.	IOS WT is addressing in revised 410-1 Fireline Handbook.
Goal 35 IS 2 – Develop checklists for each of four levels of transition.	Want one checklist that covers all four levels. IOS WT tasked with including in revision of Fireline Handbook.	IOS WT is addressing in revised 410-1 Fireline Handbook and will make it generic to cover all four levels.
Goal 45 IS 1 – Require more recent experience (or equivalent training exercise).	IOS WT has completed process.	IOS WT completed in 310-1 revision.
Goal 52 IS 2 – Assign someone ad hoc to monitor safety during transitions when no Safety Officer is present.	IOS WT to include as part of transition checklist.	IOS WT is including in revision of 410-1 and will add to transition checklist.
Goal 53 IS 1 – Use a crew classification system of three or more levels.	IOS WT to propose revision to crew typing to NWCG.	IOS WT has completed in revised Crew Standards.
Goal 53 IS 2 – Consider sub-types within a type of crew, especially for Type II crews.	Same as above.	Same as above.

Follow up: Beth will type up a response for Bob to send to NWCG.

IMT Configuration Issue:

Final revision given to Rick Gale who will take to NWCG meeting in Bar Harbor, ME. He will have them add it to their February agenda.

Training Specialist:

Bob received a letter from Deb Epps. The group revising the S-445 (Training Specialist) course wants to have prerequisite experience as a STL, TFLD, or RESL added to the position. The IOS WT does not agree to add this prerequisite experience.

Follow up: Bob will respond back to Deb.

NWCG Meeting, January 2002:

Bob Leaverton, Tom Boatner and Tim Murphy will attend the NWCG January 16 and 17, 2002 meeting in New Orleans.

Turn Down Proposal:

Proposal has been finalized and is awaiting a final decision on what to call it. Joe Stutler, Bob and Paul Broyles are scheduling a conference call to finalize the name.

Follow up: Tim will include in the Safety Chapter and will wait on the title.

Budget Request:

Extra travel for Tim and Ralph needed and \$6000 for 410-1. Bob will finalize request and forward to Jim Stumpf. Probably around \$20,000.

410-1:

Decided to put a skull and crossbones on issues that have caused fatalities.

As each chapter is finished it should be forwarded to Jim who will compile the complete document to send in for revision. Review of Chapters:

Chapter 1: Firefighter Safety (Tim)

Chapter 2: Initial Attack (Ralph)
Chapter 3: Extended Attack (Marc and Jim)
Chapter 4: Large Fire Management Teams (Nate)
Chapter 5: Transfer of Command (Tom Bourn)
Chapter 6: Urban Interface (Ralph)
Chapter 7: Common Responsibilities (Tom Boatner)
Chapter 8: Command (Paul)
Chapter 9: Operations (Tim)
Chapter 10: Air Operations (Phil)
Chapter 11: Planning (Tom Bourn)
Chapter 12: Logistics (Nate)
Chapter 13: Finance/Administration (Ralph)
Chapter 14: Fire Investigation (Tim)
Chapter 15: Prescribed Fire Positions (Phil)
Appendix A: Distances and Formulas for estimating fire size. (Bob and Tim)
Appendix B: Fire Behavior
Glossary: (Paul)

Next Meetings:

- February 5-7, 2002 at Charleston, SC (Joint with TWT)
- March 19-21, 2002 location TBD. Marc and Jim will work with Beth on this.

Conference Call Schedule:

All calls are at 1200 hours MST. The call in number is 505-842-3895.

- Tuesday, November 13, 2001. Control number 40521113#
- Tuesday, December 11, 2001. Control number 40531211#
- Tuesday, January 8, 2002. Control number 40540108#