

FINAL

MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM

**April 8-9, 2003
Albuquerque, NM**

Attending:

Bob Leaverton, Chair
Ralph Alworth, FIRESCOPE
Tom Bourn, Northeastern States
Paul Broyles, NPS
Pam Ensley, FWS
Jim Karels, Southern States
Vince Mazzier, BLM
Tim Murphy, Western States
Beth Spencer, Executive Secretary

Guests:

Bill Plough, Representing National ICS-209 Intell Group
Jan Everett, National HRSP Coordinator
Jim Stires, Chair, NWCG

SEMG Follow up:

A letter was sent to NWCG for their May meeting from the IOS WT recommending the addition of the SEMG position to 310-1. The States have some concerns with the proposal submitted to the IOS WT by the BLM and will prepare a response as the 310-1 is open for discussion this Fall.

Opportunities to Improve on the Basics of Wildland Firefighting and Management (Leaverton):

Ed Hollenshead sent a memo to WT's to consider the above entitled document. It is unclear who Ed is representing. There are only three parts that apply to the IOS WT.

-STL/TFL/DIVS: Recommendation that qualifications be specific by geographic area and interface and recommend S-390 be required for ICT4. The IOS WT concurred that the current requirement of S-290 stay the same.

-DIVS/OSC: Recommendation that these positions have a minimum of two assignments on fires with active open line every three years. The IOS WT feels the active open line requirement would be difficult to track and will re-evaluate the current currency requirement of five years during the next 310-1 revision.

-IMT's: Recommendation that all Type I and II teams be trained and certified for all-risk incident management and that core competencies and certification standards be established for implementation. The IOS WT agrees that if National IMT's are established these are good recommendations.

Follow Up: Bob will reply to Ed Hollenshead with the IOS responses.

Homeland Security (Alworth):

The Office of Homeland Security has established several working groups to develop discipline specific resource typing standards in support of national mobilization. For the fire fighting discipline, FIREScope was assigned the development lead with no direct involvement by NWCG. A draft copy of fire fighting standards was handed out for IOS WT review and comment. Standards under review are those developed by FIREScope for California Fire Service use. The two resource kings which do not match standards use by NWCG are engine and crew typing. In addition to the IOS WT, the Fire Equipment and Incident Business Practices Working Teams may have an interest in reviewing these standards. The IOS WT will send a letter to FIREScope offering working team assistance. This issue was discussed with Jim Stires, Chair, NWCG who will add it to the May NWCG meeting agenda.

Training Quals and Authorities:

The NWCG May meeting agenda has the IOS WT scheduled to give a report of recommendations on standard qualifications, roles, responsibilities and authorities of trainers and trainees on wildland fire assignments. The issue is the variance among agencies on implementation and stemmed from the administrative review portion of 30 Mile. Position Task Book administration is included in Appendix A of 310-1 and there is a self-paced training course that explains the roles and responsibilities of the users of the 310-1 system. These resources may not be widely known or utilized. The IOS WT wrote a letter to NWCG recommending that individual agencies and Geographic Area Training Coordinators be encouraged to utilize these resources. The letter was given to Jim Stires, Chair, NWCG during the IOS meeting.

Glossary Review (Alworth):

The IOS WT has custodianship of 650 definitions which is a third of the total. If a definition needs to be updated, Ralph needs to know the source of the revision for the meta-data information. The terms have been divided among and emailed to IOS WT members to review and return to Ralph who will complete the forms. Any definitions marked for removal will be given one last IOS WT review. The retired definitions will be kept in a specific database in case they are needed in the future.

Follow up: IOS WT needs to complete review and respond to Ralph by June 1.

NWCG Position Management:

Position (Mnemonic) Change Board met, developed naming procedures and is working on their charter which establishes IQCS as the official record for mnemonics.

Follow Up: Merrie Johnson will follow up on this with the IOS WT at a future meeting or conference call.

Position Manuals:

A few responses have been received and they are split on whether to delete the position manuals or revise them.

Follow Up: Future conference call item once more input is received.

10 Year Plan:

The old 10 Year Plan was discussed and revised. The IOS WT was unsure what PMS-700 was.

Follow Up: PMS-700 is a Portland agenda item. Vince will bring copies. Beth will revise 10 Year Plan and distribute and post to website.

IOS WT Assignments and Areas of Responsibility:

Revised old document.

Follow Up: Beth will distribute revised document and post to the website. IOS WT members will distribute to their contacts.

Website Assistance:

Beth spoke with Ted Tower, the NWCG webmaster, who will post additional items to the IOS WT. His direction from the IRPM WT is if WT's wish to re-design their websites drastically, they will need to also pay for their own server. There are specific guidelines that Ted follows.

All Risk Definition Follow Up (Alworth):

Ralph distributed the following definition for All Risk, which was above by the IOS WT for addition into the Glossary:

All Risk – Any incident or event, natural or human-caused that warrants action to protect life, property, environment, public health and safety and minimize disruption or governmental, social and economic activities.

Follow Up: Ralph will add to the Glossary.

PMS Liaison:

Vince will be IOS WT Liaison to PMS as recommended in letter from Bob to Allan Dietz, Chair of PMS.

Follow Up: Vince will hand carry letter to Allan.

ICS-209 Update (Bill Plough):

Bill distributed the final package for the ICS-209 with the recommended changes made. Packet includes instructions and supplements for various geographic areas. IOS WT approved the form at the Carmel meeting, it just needs NWCG approval and notification to PMS (Allan Deitz, Chair) to replace old form with new. PMS number and date need to be added to the bottom of form. At the end of April the new form will be electronically available.

Follow up: Bill will email entire packet to Jim Stumpf and Jim Stires for distribution to NWCG prior to their May meeting and will have Deb Bowen attend the NWCG meeting to explain form. Vince will contact PMS as the liaison to that group to change form once NWCG approves.

NWCG Tasking of S&HWT (Broyles):

The S&HWT has been tasked with reviewing and making recommendations on a process for “standing down” and reinstatement following an incident or accident. Also, they have been asked to develop a process and protocol to resolve firefighter safety standard violations identified prior to the occurrence of an incident or accident. As the S&HWT is not meeting until after the NWCG meeting, Paul asked for IOS WT input as these items are operational.

-Stand Down Reinstatement: The IOS WT feels this is a guideline not a policy and any recommendations should be distributed for comment. Paul will discuss with S&H WT and will bring back to the IOS WT whatever is developed.

-Process and Protocols to Resolve Firefighter Safety Standard Violations: The IOS WT feels this is a supervisory issue and should be emphasized in training. Also the Safenet system exists for use.

IRPG 2004 Revision Considerations for IOSWT (Broyles):

Suggested changes were reviewed for IRPG from field input and the group bringing IRPG, Redbook and 410-1 together, including corrections, improvements, and discrepancies. IOS WT concurs with suggested changes. IOS WT also verified that Jim Cook, FS-NIFC, is the IOS WT's official custodian and point of contact for changes and updates to the IRPG.

Follow Up: Paul will relay concurrence to Jim Cook.

Human Resource Specialist Position (Jan Everett):

The National HRSP Coordinator Group is requesting the Human Resource Specialist (HRSP) position be an interagency position added to 310-1. They prefer, as does the IOS WT, that the title remain Human Resource Specialist. Currently, they are developing an "S" course for the position and submitted draft Position Qualifications and Position Task Books. Currently the position is listed under Plans, as are all Technical Specialist positions, but may be utilized where desired. The following is the proposed qualifications, which are the current FS qualifications:

- Training: Geographic Area HRSP Training ("S" course being developed), I-100, S-110, and S-260
- Certification: Attendance at Geographic Area HRSP Refresher Workshop
- Prerequisite Experience: Experience and/or training that equipped the individual with a general knowledge of civil rights, equal employment opportunity and personnel programs; facilitation, fact finding and effective communication skills; and administrative and management advisor skills.

The proposal is to have the 32 hour "S" course required and the others recommended. Also, they are requesting the refresher attendance (16 hours) be required every other year due to changing issues.

The IOS WT concurs with the "S" course requirement and recommends Additional Training be I-200 (instead of I-100), S-110 and S-260. The IOS WT would like the HRSP Workshop Refresher listed as Other Assignments that Maintain Currency and Geographic Areas can set a higher requirement if desired. Also, the Prerequisite Experience should be required prior to attending the course, not required for position certification.

The PTB has been utilized for a while. Recommendation to change tasks #11 and #12 to “R” rather than “I”. Current fitness level is None, with the caveat that Light is required if going to the line.

The IOS WT concurs with the addition of the HRSP position to 310-1, but would like the TWT to have a look at it at their May meeting, since there is a proposal for a new course. IOS WT will wait to recommend to NWCG until after the TWT reviews it and this was relayed to Jim Stires, Chair, NWCG.

Follow up: Jan will make the IOS WT recommended changes to the qualifications and PTB and contact the TWT to get on their May meeting agenda. If the TWT concurs, the IOS WT will forward to NWCG with the recommendation for addition to the 310-1.

410-1 Edits:

The IOS WT reviewed the latest 410-1 version (March 29, 2003) and answered the pending editing questions from Deana. The next step is to get document to NWCG for distribution for final field review. Relayed this to Jim Stires, NWCG Chair.

Follow Up: Beth documented changes/edits and will forward to Deana. After edits, Deana will forward a CD-ROM of document to Beth to distribute to the IOS WT and to Jim Stumpf to distribute to NWCG prior to their May meeting.

30 Mile Hazard Plan/Policy Performance Plans:

This is a memo from Jim Payne requesting the modification of Performance Plans. The 30 Mile Plan requires that Performance Plans comply with the 10 Standard Fire Orders and Watch Out Situations. The IOS WT feels that the form is utilized for all positions, that safety is bigger than just the Fire Orders and Watch Out Situations, and that the comment section provides further room to document.

Follow Up: Bob will respond to Jim Payne.

Issue Paper #37 Helicopter Types:

In Bar Harbor, the IOS WT noted that the gallon requirement was lowered from 1100 to 600 gallons for a helitanker. Phil was following up on this and has an answer.

Follow Up: Bob will talk to Phil and relay to the IOS WT. The IOS WT will then respond to the Issue Paper.

310-1 Process for Next Revision:

1. Articulate strategic intent (with TWT)
 - a. Fix what's broken.
 - b. Reorganize groupings, if necessary.
 - c. Emphasize implementation dialogue.
2. Meet with NWCG
 - a. Gain consensus.
 - b. Finance contractor.
3. Go out for comments with explanation of what's to be done (with TWT)
4. Re-write/add/delete positions (with TWT)

Follow up: Jim Karels will forward to the other IOS WT member what he is planning to distribute to his contacts, so everyone is distributing the same info.

Conference Calls:

Conference calls will continue to be held the second Tuesday of each month at 1100 hours, mountain daylight time, instead of 1200 hours.

Call in number is: 505-842-3895.

Control number is: 46170513# (must dial # at end)

Dates: May 13, 2003

June 10, 2003

July 8, 2003

Aug. 12, 2003

Sept. 9, 2003

Future Meetings:

October 21-23, 2003 - Portland, OR

February 24-26, 2004 – Florida (joint with TWT)

April 20-22, 2004 – San Diego, CA or Tucson, AZ