

# ***FINAL***

## **MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM April 5-7, 2004 Boise, ID**

### Attending:

Bob Leaverton, Chair  
Ralph Alworth, FIRESCOPE  
Andy Bellcourt, BIA  
Tom Bourn, Northeastern States  
Pam Ensley, US FWS  
Jim Karels, Southeastern States  
Vince Mazzier, BLM (4/5 only)  
Allen Deitz, IRM Liaison  
Merrie Johnson, Quals and TWT Liaison  
Beth Spencer, Executive Secretary

### Guests:

Steve Jackson, BLM (4/5 only)  
Deb Epps, Training Working Team, NWCG Development Unit  
Deana Parrish, NWCG Development Unit  
Brian Eldredge, NWCG Development Unit  
Kathy Wiegard, Intelligence Training Group

### **310-1 Revision Process:**

Discussed the revision process for 310-1 with Steve Jackson who will be assisting the IOS WT with the process.

Four Position Categories for 310-1 (in a pyramid):

1. ICS Positions
2. Support Positions (Dispatch, etc)
3. Associated Activities
4. Technical Specialists (This will be a large category and some positions currently in Associated Activities will be changed to Technical Specialists)

Categories 1 to 3 will be included in the 310-1 with qualifications and training maintained by the IOS WT and the Training WT. 310-1 Position Definition discussion:

--Technical Specialist:

Currently: Special skills, used anywhere in the organization, most are certified in their field or profession.

Add: May have a position code, may be redcarded by the agency, no qualifications or training maintained by NWCG.

--ICS Positions:

Currently: Any position found on the ICS Organizational Chart.

Add: Recognized by NWCG, qualification and training maintained by NWCG, All-Risk management capable, Command and General Staff positions with additional positions generally deemed necessary for incident management.

--Support Positions:

New: Positions utilized in support of incident management, but not directly attached to incident organization or ICS organization. Examples include positions at Dispatch, Airports, Mob Centers, Cache Managers, MAC groups, Intell/Predictive Services, Military, Buying/Payment Teams, Human Resource Specialists, IBA's. Qualifications and training maintained by NWCG

--Associated Activities Positions:

New: Positions needed for associated activities, but not directly involved in the incident or in support of incident. Examples include positions in Prevention, Fire Investigation, Training. Qualifications and training maintained by NWCG.

**Follow Up:**

**Glossary (Alworth/Deitz):**

The final revision has been completed and the Fire Investigation WT terms have been taken out. The font size has been increased slightly. For terms that are recommended for revision by a team other than the custodian of that term the approval to revise lies with the custodial team. The final should be ready to present to NWCG and need to get buy in from them that this will be the master Glossary on which all others are based. A Glossary Change Board needs to be created and an email address for suggested changes. The IOS WT wants to do one more hard copy printing using the NWCG logo on the front. Allen is working on a draft set of glossary standards which he will forward to the IOS WT at some point for review.

**Follow Up:** Ralph will forward final to IOS WT for review and forwarding to NWCG. He will discuss the hard copy printing with Cindy Wolfe at PMS. Allan will check on establishing a generic email address for future recommended changes.

**Position Naming Board (Johnson):**

The IOS WT approved the naming standards for the Position Codes. The Position Naming Board has not changed any of the ICS Position Codes, but some of the Technical Specialist Position Codes have been modified to follow the standards.

Categories established for positions in IQCS by the Position Naming Board are:

1. Universal (ICS Positions)
2. Wildland Fire
3. Expanded Dispatch
4. Technical Specialists
5. Fire Use.

The IOS reviewed all the position codes to see where they fell in the 310-1 position definition categories. Following are total:

ICS Positions = 68

Support Positions = 27

Wildland Fire/Rx Fire/Fire Use Positions = 26

Associated Activities Positions = 5\*

\* (Note: Currently only one position for FINV, while three are proposed. If approved, total would change to 7)

Technical Specialist Positions = 194\*\*

\*\* (Note: Some positions were kept in the Technical Specialist category that possibly fit in the Support Position category, but did not have current interagency qualifications or training.)

**Follow Up:** Merrie will write the metadata definition on position categories after the IOS WT confirms their definitions.

#### **410-1 Lessons Learned (Deana Parrish):**

Deana Parrish from the Development Group discussed some of her suggestions regarding the revision process and editing of the 410-1.

-The document is 400 pages long and will be very large. Deana suggests the Fireline Handbook be increased in size similar to the Red Book to decrease the total number of pages.

-Utilize a desktop publishing software system such as Page Maker to facilitate the editing and process. The past conversions messed up the format. Currently the document is in Word.

-Assign a technical editor to do the revision.

-Provide a point of contact on the IOS WT to work closely with.

The IOS WT intended to decrease the size of the handbook, but with occurrences such as 30 Mile, it is about 30 % larger and it will probably not be carried on the fireline, which was the original intent.

Currently the document is in Word and software packages change rapidly. Deana believes the Page Maker software will be around in 6 to 7 years. It may be a good idea to hire a contractor right now to start putting the document in a desktop publishing system. Deana and the Development Group could do it if they had a year or so. Do we want to edit it ourselves or have one central place to edit? There will a lot of comments once it is published.

### **Strike Team Leader/Task Force Leader (STL/TFLD) Position Task Book (Eldredge):**

Brian Eldredge with the Development Group is the team leader for the course revision of the STL/TFLD positions. During the review by the SME group the two position task books have only two different tasks. The position is used very similarly in the field. In 1999 the positions were split into two. The SME group is recommending the combination of the two positions with the change of S290 training to S390 for the position. The following were discussed regarding this issue:

- Span of Control: The IOS WT feels there is a loss of span of control by combining the positions. The Canadians also dealt with this and solved it by maintaining a TFLD/Sector Boss position. The Pacific Northwest solved it by using branches.
- The STL and TFLD positions are not being ordered and used as intended, but is the answer to change the system to accommodate the misuse. One reason is the deficiency in the number of TFLD's available. Qualified individuals are not getting assignments in the positions they need.
- The tie to the ICT3 position.
- The IOS WT does not want to lower the qualification of the DIVS position. If people are circumventing the system they may not be getting the full qualification.
- The Beta test of the S330 course will be in the Fall and the Development Group will need an answer from the IOS WT by then.

**Follow Up:** Brian will get further information on the ICT3 position to the IOS WT to consider and it will be discussed on a conference call and a response forwarded back to Deb and Brian.

### **Division Group Supervisor (DIVS) Position Task Book (Eldredge):**

Brian distributed the PTB with suggested revisions. Significant changes were made by the SME group. The IOS WT reviewed the suggested changes and made recommendations to Brian. The revised PTB was approved with the IOS WT recommendations. Brian will make the changes.

### **Additional Position Task Book Revision Requests (Deb Epps):**

The following position task books were revised. The IOS WT made a few minor edits to revised PTB and approved them with the recommended edits. Approval sheet signed and given to Deb:

- Status Check In Recorder (SCKN)
- Staging Area Manager (STAM)
- Equipment Manager (EQPM)
- Air Support Group Supervisor (ASGS)

### **Position Task Book Revision Process Document (Epps):**

Deb distributed the written process between the NWCG Development Unit and the IOS WT for Position Task Book revision if the position has an associated NWCG course. There are 91 PTB of which 65 have associated courses and will be part of the scheduled Development Unit revision process. There are 26 PTB's which will need to be reviewed prior to the 310-1 finalization. The IOS WT will develop a PTB template during the revision process.

**Follow Up:** Andy will work on a PTB template and bring it to the October meeting for the IOS WT to review. *October agenda item.*

### **Written Criteria for Position Inclusion in 310-1 and Decision Making Process (Epps):**

The criteria for including positions in the 310-1 was revised at the February 2004 meeting by the IOS WT.

**Follow Up:** Beth will forward a copy of the February minutes to Deb when finalized.

### **National Incident Management System Integration Center (from Mike Dougherty):**

Distributed for information purposes, from Mike. Department of Homeland Security Management Directive System document.

### **NFPA Standards Council (Leaverton):**

The NFPA Standards Council approved the development of a new qualification standard for all positions and the like NWCG to provide a liaison.

**Follow Up:** Bob will check with Tim Murphy to see if he can be the liaison.

### **Wildland Fire Investigator PTB's:**

The Wildland Fire Investigation WT submitted draft PTB's for approval for the Wildland Fire Investigator Type 1, 2 and 3 positions. The PTB's do not follow standard formatting and the tasks are not performance based.

**Follow Up:** Bob will contact Paul Steensland with the Wildland Fire Investigation WT and tell him to wait to resubmit until a template is developed for them to follow.

### **Equivalency Standards:**

The report and implementation plan entitled "Changing Roles and Needs of Local, Rural, and Volunteer FD's in the Wildland Urban Interface" was distributed. The IOS WT has been tasked with two items:

1. Development of federal/state policy on qualifications/standards for using local or rural FD personnel in Initial Attack, Extended Attack and Large Fire situations.
2. Development of a process to recognize equivalencies with NWCG qualifications for rural FD training, experience and qualifications.

IOS WT policy:

-ICS Positions: Must meet current NWCG standards on all multi-jurisdictional incidents. Rationale is All-Risk utilization, NIMS integration, Safety/Liability, and national mobilization.

-Support Positions: Same as ICS Positions.

-Wildland Fire Positions: NWCG will accept jointly defined standards at local level or per AOP/Mutual Aid agreement for all fire incidents within an impacted jurisdictional area. TWT definition for course equivalency will be accepted. Qualification equivalency needs to be coordinated with NFPA and IAFC (International Association of Fire Chiefs).

-Associated Activities Positions: Same as Wildland Fire Positions.

The IOS WT will work on these issue with the NASF and IAFC.

**Follow Up:** Bob will draft a response, discuss with Don Artley, and send out a draft to the IOS WT to review. Jim will bring the 1051 qualifications to the October meeting. Bob will forward Jim's name to Tony McDowell as the liaison to the IAFC and will check to see if Tim can continue as the NASF liaison.

### **Intelligence Support Positions and Training (Kathy Wiegard):**

The Intelligence Training Group was tasked by GACC Intelligence Coordinators and sponsored by the National Coordinators to identify position needs and develop training for needed positions. A course and PTB was developed for an entry level position and has been presented twice as a test course. Two positions were identified:

- Intelligence Support (INTS)
  - Entry Level position
    - Must complete I-100 course (ICS Orientation)
    - PTB
    - Training course (INTS) recommended
  - Individual's role would be to assist with gathering and submitting daily reports on resources and fire activity (Sit Report, ICS-209 etc) and preparing briefing materials at any/all levels of the dispatch/coordination system.
- Intelligence Lead (INTL)
  - Journey Level position
    - Must complete I-100 course
    - PTB
    - Training Course (INTS) recommended
  - Individual could be used to coordinate the Intelligence function at a local dispatch center.
  - At the GACC/National level, they would have capability of doing data analysis and working with GIS specialists, FBANs/Fuels Specialists, and Meteorologists to generate more sophisticated products for MAC groups and others.

The IOS WT reviewed the six criteria for inclusion into the 310-1 and recommended the Intelligence Training Group ensure it has been reviewed and supported by the interagency community and that another position does not exist that could do the tasks.

**Follow Up:** Ralph will follow up with Kathy regarding the above.

**Future Meeting Dates:**

October 19-21, 2004-Joint with TWT. Tucson, AZ. BLM will sponsor.  
 November 30-December 2, 2004. San Antonio, TX. NPS will sponsor.

**Meeting Sponsorship Schedule:**

February 2003, Carmel CA – USFS  
 April 2003, Albuquerque NM – No charge  
 November 2003, Portland OR – USFWS  
 February 2004, St. Pete's Beach FL – State of Florida  
 April 2004, Boise ID – BIA  
 October 2004, Albuquerque NM – BLM  
 November/December 2004, San Antonio TX – NPS

**Conference Calls:**

Conference calls are the second **Wednesday** of each month at **1200 hours, Mountain Time**. Dates:

May 12, 2004

June 9, 2004

July 14, 2004

August 11, 2004

September 8, 2004

November 10, 2004

**Follow Up:** Beth will send out reminders.