

# ***FINAL***

## **MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM April 24-26, 2007 New Orleans, LA**

### Attending:

Bob Leaverton, Chair  
Vince Mazzier, BLM, Co-Chair  
Ralph Alworth, FIRESCOPE (4/24-25 only)  
Andy Bellcourt, BIA  
Paul Broyles, NPS  
Mike Dougherty, USFA/Homeland Security Liaison  
Mike Dudley, USFS  
Jim Hollingsworth, FIRESCOPE  
Jim Karels, Southern States  
Jim Kelton, USFWS  
Brian Shiplett, Western States  
Beth Spencer, Executive Secretary

### Absent:

Charlie Keller, Northeast States  
Kristy Plourde, USCG

### Guests:

Joe Reinarz, 4/24-26, Type 2 IC  
Mike Lohrey, 4/24, AC/IC Group  
Brad Gibbs, 4/24, Interagency Helicopter Operations Committee (IHOps)

### **Membership Changes:**

Jim Hollingsworth replaces Ralph Alworth as the FIRESCOPE representative. Roster has been updated.

**FOLLOW UP:** All IOS WT member need to update their email groups with Jim's contact information.

### **Incident Management Team Typing (Guests: Joe Reinarz, Northern AZ Type 2 team IC, Mike Lohrey, Chair AC/IC Group)**

The IOS WT was tasked by NWCG to evaluate the possibility of eliminating Incident Management Team typing with a response to them by October. The National IC/AC Group developed an issue paper recommending the current typing be retained. Issues are: complexity level and what definition is used, and capacity/funding to staff teams.

Team membership is volunteer, not required. The definition between type 1 and 2 incidents is blurred and cost containment is playing a factor. How to determine complexity on all risk and all hazard incidents is an issue.

Recommendations are to keep the current system of Type 1 and 2 teams, define the differences/complexity structure, focus on increasing the capacity IMT's, and develop a process for deploying lower complexity teams on high complexity incidents.

Draft document to NWCG needs to restate the tasking to the IOS WT, define the issues of complexity and capacity, describe the alternatives considered, and recommend staying with the current system.

**Follow Up:** Bob will write first draft and distribute to IOS WT for review.

### **S420 Issue:**

S420 is seen in some GACC's as blocking people from getting through the qualifications system. GACC's are having difficulties staffing full teams to go through the course exercise, especially in the Plans and Finance functions. Time is needed for experience. The Pacific Northwest GA has been allowing S420 to be delivered by cadre at an incident and students participate in their functional role on the incident rather than a simulation. The S420 course needs to be revised and be tied in with the S520 course to ensure a relationship between the two courses. The NWCG Training Development Unit maintains the course under the responsibility of the TWT. An interim proposal to allow L-380 or L-381 as an alternate course for S420 was denied by the IOS WT. Once the PTB competency revisions are completed, the TWT will compare current courses to ensure competencies are addressed at the appropriate level. Courses will then be revised as needed.

### **Core Competencies/PTB's Reviews (Mazzier/Bellcourt):**

Deb Epps is requesting IOS WT input on various issues which have come up during the Core Competencies/PTB revision process:

- FFT2 PTB: Recommendation to eliminate the PTB and change it to a job aid for use during the course. IOS WT approves.
- FIRB PTB: Recommendation to eliminate and combine the tasks into other PTB's. RXI1 and RXI2 were combined into FIRB at the request of the FUWT. IOS WT denied, but will meet with the FUWT to reevaluate.
- FUM1/2: Recommendation to combine into one PTB as only three tasks are different. It is also the only type 1/2 PTB that only the new tasks need to be completed, not the entire PTB. IOS WT wants it left as is.
- Field Review Timeframe/Process: One field review in the fall is planned through agency input. The plan is to add in codes during and prior to September meeting,

put out for field review in the fall and review comments at the February 2008 meeting.

- Unit Leader positions in each functional area. Proposal to have a base PTB with common tasks for each functional area (Plans, Logistics, Finance) with a section for each Unit Leader position (for example, Situation UL, Time UL, Ground Support UL). IOS WT approved.
- FBAN/LTAN: Recommendation to combine into one PTB. Only difference in the PTB's is the software used by the position and prerequisites for the position are different. IOS WT approved.
- Codes: Discussion as to whether codes are still needed or if PTB could be re-written to state "wildfire," "wildland fire" or "incident assignment" required. Decided that codes are still needed and the IOS WT will recode prior to and at September meeting.
- Bulleted items: Often the interpretation is that each bulleted items in the PTB needs to be signed off. The direction to the revision SME's is that the task has to be signed off and the bulleted items are tickler items. Recommendation that the PTB administration clearly state this and the PTB's be more clearly formatted.
- HELM/HELB. (Brad Gibbs, IHOps Committee). Proposal to have only one position, titled Helicopter Manager (position code of HMGR) and if extra qualifications are needed, they can be requested in special needs (ICT4, PLDO, Initial Attack capable, etc). Recommended fitness level of moderate and RT-372 refresher. IOS WT approved, it will be changed in revised 310-1. Fitness changes to position need to be run by the SHWT.
- DECK/TOLC/ABRO. Recommendation to combine into one PTB with common tasks and separate tasks for each position. Certificate sheets for each position will be needed. Also, HECM was removed from DECK as a prerequisite when it was removed from ABRO and needs to be added back to DECK. IOS WT approved.
- HLCO/ATGS. Recommendation to combine the PTB's. IOS WT approved.
- Field Managers Course Guide. Question arose if the FMCG is in line with the 310-1 or has different prerequisites.

**Follow Up:** Paul will contact SHWT regarding fitness change/new Helicopter Manager Position. Mike Dudley and/or Andy Bellcourt will contact Tim Sexton regarding Fire Use position discussions and set up meeting with them, either one day in Boise or as part of a regular meeting. Steve Jackson needs to attend meeting in September as part of 310-1 revision process.

### **Position Naming Board (PNB) Updates (Mazzier):**

Information on how to change a position code was distributed and is posted on the IQCS website. The following are position code requests:

- MHML Military Helicopter Manager Liaison. Denied by PNB and IOS WT.
- WCTA Work Capacity Test Administrator. Denied by PNB and IOS WT.
- FWFM Fixed Wing Flight Manager. Denied by PNB and IOS WT.

-HIOP Handheld Infrared Operator. All PROB's will be converted to HIOP. Approved by PNB and IOS WT.

-Request to delete ADOM (ADO Team Member), ADOC (Certifying Officer for Disbursement), and IHCA (Assistant Hotshot Superintendent). Deletion approved by PNB and IOS WT.

**Technical Specialists:**

Discussion on Technical Specialist positions and inclusion in 310-1. Criteria for 310-1 inclusion and moratorium on new positions discussed. There seem to be many positions waiting for the moratorium to be lifted so inclusion in 310-1 can be requested. Some WT for Technical Specialist positions have been created by NWCG. Until the Technical Specialist definition is established the moratorium on new positions needs to stay in place. If a request for a new position comes through another WT, the Training Development Group in Boise feels they should oversee it. This needs to be discussed jointly between the TWT and IOS WT.

Comparison of 310-1 and Technical Specialist positions:

<b>310-1 Positions</b>	<b>Technical Specialist Positions</b>
-“Prestige” of being in 310-1 document	-Cannot use NWCG pretzel
-NWCG pretzel on PTB's	-Can have PTB
-TWT oversight	-Industry standards
-Position Code	-No minimum qualification
-Mobilized Nationally	-Position Code
	-Can be mobilized nationally

Reasons for not including all positions in 310-1 are:

- Training support requirements
- Frequency of use
- Limits the flexibility of the positions and qualifications
- Oversight and management
- Costs associated with above items

Alternatives for consideration:

1. Technical Specialist positions are accepted into the 310-1.
2. Divide position into separate oversight organizations.
3. No action at this time.

A decision needs to be made prior to the next 310-1 revision and a definition of Technical Specialist included in the document. Proposal for joint meeting for screening process is:

Current 310-1 Inclusion Criteria:

1. Position is needed for national mobilization.
2. Position is interagency in scope.
3. Position has been reviewed and supported by the interagency community.

4. Position supports the NWCG mission.
5. Qualifications and position request is submitted by NWCG, another WT, or a GACC.
6. No other position exists to do the job.

Proposed additional criteria:

7. Primary position qualifications are not addressed or supported by industry standards/requirements for training.
8. Directly supports wildland fire incident management.
9. Demand and frequency of use is evident and long standing.

If a position is included in 310-1 it will require TWT oversight of training. There will be no official management of Technical Specialists positions by the TWT or IOS WT.

**Follow Up:** *September joint agenda item.*

### **310-1 Errors (Bellcourt):**

The following items need to be looked at during the 310-1 revision:

- Signing-off on PTB's. Language is needed clarifying who can sign-off PTB's. It was determined that the Final Evaluator needs to be or have been fully qualified in the position being evaluated, but this language was never included in the last 310-1. A suggestion from an unofficial briefing paper was that all Type 1 IMT Command and General Staff members be allowed to sign off on all PTB. The IOS WT did not agree with this, but need to review specific positions that are not direct prerequisites for higher positions. Positions that need to be specifically looked at include: ICT5, RXB3, ENOP, SOFR and PIOF.
- DECK position needs to show HECM as a prerequisite both on the position page and the flowcharts.
- Aviation position flowchart needs corrections.
- FBAN position in flowchart has an arrow from LTAN. This is incorrect and needs to be removed.
- Regaining currency. There is no language regarding how currency is regained once lost. It is currently determined by agencies, however, language stating this needs to be included if that is the intent.
- Changes to fitness levels need to be discussed.
- Criteria for Inclusion in 310-1 is misnumbered.

**Follow Up:** Beth will add items to 310-1 revision folder. Andy will follow up with Steve Jackson for any additional errors.

### **OSD Update (Dougherty):**

Will give update at next meeting.

**Follow Up:** *September agenda item.*

### **Fire Use Modules (Broyles):**

A federal fuels group under NFAEB developed a Fire Use Handbook and determined typing of 1 and 2 for Fire Use Modules. Typing is under the IOS WT for oversight and while the NFAEB and NWCG have almost the same membership this was never passed officially through NWCG or the IOS WT. NICC has a question if the modules will be ordered as a group or individual resources. The typing issue needs to go back through NWCG to clarify that the IOS WT oversees typing of resources. Clarification is also needed on the ordering protocol.

**Follow Up:** Bob will contact Karyn Wood, NWCG Liaison to the IOS WT, to express IOS WT concerns.

### **FEWT Proposed Engine and Water Tender Typing Update (Shiplett):**

The Western States sent a letter to the FEWT to request they stop the engine typing process. Tory Henderson, Chair of the FEWT, is aware of the IOS WT concerns and will get back to us. San Dimas is researching the issue also. This issue is on hold until we receive the matrix.

**Follow Up:** Brian will forward the Western States letter to the IOS WT and will follow up with the FEWT Chair.

### **Forms Update (Dougherty):**

ICS Forms were reviewed and discussed. Due to cost and software considerations, unless there is a significant reason to change the form, it will be left as is.

- ICS-202 Incident Objectives. Changes not significant, date will be updated only.
- ICS-203 Organization Assignment List. FIREScope uses a different version which includes Staging Area Managers for each Division and a “Planning/Intelligence” function. IOS WT approved FIREScope form with minor changes. **Action: Jim Hollingsworth will forward FIREScope form to Beth to forward to IOS WT.**
- ICS 204 Assignment List. Approved with the following changes: more lines under Blocks 6 and 7, decrease size of block 8 and correct radio references as recommended by radio group. Radio changes were adopted at a previous meeting and were updated by the IRM in ISUITES, but it appears PMS forms were not updated. **Action: Mike Dougherty will follow up with PMS on radio changes**

**on this form and also the ICS 220 as approved by IOS WT in a previous meeting.**

- ICS 211 Status/Check In Sheet. Form is now primarily not used very often, used during Initial Attack or when computers are not available. Date will be updated only and FIRESCOPE version with larger blocks will be adopted.
- ICS 215 Operational Planning Worksheet. PMS has a legal size version and there is a wall version. Many teams have modified this form to meet their needs. FIRESCOPE version with larger blocks will be adopted with the addition of “Pick up times.”
- ICS 221 Demobilization Checkout. Changes not significant, date will be updated only.
- ICS 215A Incident Hazard and Risk Analysis. Received from Alaska IMT. Need to have the SHWT review. **Action: Paul will forward form to SHWT for their review.**
- ICS 206 Medical Plan. Proposed form from Broyles IMT. Need to have the SHWT review. **Action: Paul will forward form to SHWT for their review.**
- ICS 212 Vehicle Demob Inspection. This form is not in PMS. Matt Cnuddle of the National Interagency Cache System is requesting the form be added to the Plans kit per the Kit Committee. The form is used for agency vehicles during demobilization. IOS WT needs to evaluate the impact of adding form to kit. **Action: Vince will contact Matt to follow up on what impact adding the form would have.**
- Interagency Hotshot Crew Performance Rating form. Received through BIA operations personnel to Andy. Form was developed by the Interagency Hotshot Steering Committee. Difference from the ICS 224 Crew Performance Rating form is that the rating factors are from the IHC Handbook. IOS WT does not approve form. **Action: Bob will contact Rich Dolphin, Chair IHC Steering Committee, to let him know the form came through the BIA.**

**Follow Up:** IOS WT members will work on above issues.

### **Glossary (Alworth):**

Ralph distributed unclaimed definitions to appropriate WT’s to review with a due date of June 1<sup>st</sup> and has not received any responses. Recommendation for WT with less than five unclaimed terms, IOS WT assigns them custodianship. IOS WT approved.

Recommendation to delete term “Most Efficient Level (MEL).” IOS WT approved deletion.

Reviewed definitions of “Competency,” “Behavior,” “Task,” and “Learning Objective” which were tasked to Deb Epps to develop. IOS WT approved definitions.

Definitions approved in Albuquerque meeting have been forwarded to PMS and the TWT to validate with a due date of June 1<sup>st</sup>.

Reviewed revised definitions from the 310-1. All terms discussed need to be included in the revised 310-1. Some minor edits made by the IOS WT.

- Agency Certification: approved with minor edits
- Annual Certification: New term, approved with edits.
- Certifying Official: approved old definition with minor edits.
- Evaluator: needs further revision. **Action: Ralph to revise and send to IOS WT for review.**
- Final Evaluator: needs to be added. **Action: Ralph to develop and send to IOS WT for review.**
- Home Unit: approved with edits.
- Position Currency Requirements: Used to be “Currency Requirements.” Approved old definition with minor edits.
- Position Performance Assignment: approved old definition with edits.
- Recertification: approved old definition with edits.
- Recurrent Training: New term, approved.
- Required Experience: Used to be “Prerequisite Experience.” Approved old definition with edits.
- Required Training: approved old definition.
- Trainer/Coach: approved old definition.

**Follow Up:** Ralph will follow up.

### **Briefing Paper “Revisions to PMS 310-1”:**

Briefing paper directed to NWCG, but not sent out officially, making recommendations on how to streamline the qualification process to increase staffing. The IOS WT reviewed the recommendations and will take into consideration during 310-1 revision process.

### **Strategic Action Plan/Budget:**

The IOS WT sent a request to all WT’s to respond with their documented standards under each WT’s purview. The IOS WT has been directed to consolidate the responses. Responses have been received from the TWT, Fire Environment WT, FEWT and the SHWT, but there was a variety in how the term “standard” was interpreted. Discussion as to whether this has already been completed.

IOS WT Standards are:

- ICS Standards for Wildland Fire

- Operational System Description
- Qualls and Certification Standards, 310-1, PTB's
- Typing Standards
  - Crews
  - Team
  - Equipment
  - Aviation
- Fireline Operation Standards, 410-1
- Supporting Technology, IQCS

Budget is to be based on Action Plan goals and standards. Proposed budget:  
 FY 2008 – 25,000 (15,000 for travel and 10,000 for 310-1 revision)  
 FY 2009 – 25,000 (15,000 for travel and 10,000 for 410-1 revision)  
 FY 2010 – 15,000

**Follow Up:** Vince will work on budget format and submit.

**410-1 Prework:**

The IOS WT, especially state reps, need to survey the field as to how the Fireline Handbook is being used. The revision goal is to make it usable to the field.

**Follow Up:** All IOS WT members to survey the field for input.

**10 Year Plan Update:**

Jim Karels surveyed the field and a combination of the IRPG, Red Book and Fireline Handbook is not needed. Still need to determine if the 230-2 and 230-3 are still needed.

**Follow Up:** Vince will check on the 230-2 and 230-3 and let Beth know. Beth will finalize the 10 year plan and send out to the IOS WT

**Areas of Responsibility:**

Three have been received: FIREScope, NPS, and USFA.

**Follow Up:** Beth will re-send a reminder and the template.

**Thank You Note:**

Thank you note needs to be done for Mary Lambert and Dave Herrera.

**Follow Up:** Beth will write note for Bob's signature.

**Action Log Review:**

Distributed for review and updates.

**Follow Up:** Beth will update and send out.

**Agenda Items September Meeting in Portland, OR:**

- ✓ Mission critical 310-1 positions. (joint with TWT)
- ✓ OSD Update
- ✓ FUWT positions (RXI1/2, FIRB, FUM1/2)

**Future Meeting Dates:**

- ❖ Meeting with FUWT. IOS WT Boise members to meet with FUWT. Jim Kelton to contact to set up. Items to discuss:
  - FUM1/2
  - FIRB, RXI1/2
  - Combining Rx/Wildland Fire/Rx Fire competencies integration into other positions.
- ❖ Meeting with SHWT. Paul to contact and set up. Items to discuss:
  - Fitness changes
  - Helicopter Manager position
- ❖ September 24-28, 2007. Portland, OR. (Begin at 0800 on Monday, end on Friday). BIA to sponsor. *Note: No charge to IOS WT for this meeting, BIA will sponsor next meeting.*
- ❖ Tentative, if needed: November 13-15, 2007. San Diego, Scottsdale or Tucson.

**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, Tucson – No charge  
November/December 2004, San Antonio TX – NPS  
January 2005, Boise ID - BLM  
March 2005, Boise ID – BLM  
June 2005, Salt Lake City UT – USFS

**Cancelled:** September 2005, Boise ID – State of Idaho  
November 2005, Denver CO – FWS  
March 2006, Naples FL - State of Florida  
May 2006, Boise, ID – BLM  
October 2006, Gettysburg, PA – NPS  
February 2007, Albuquerque, NM – USFS  
April 2007, New Orleans, LA – No charge  
September 2007, Portland, OR – No charge  
Tentative: November 2007, Location TBD - BIA

**Conference Calls:**

Conference calls are the second **Wed.** of each month at **1200 hours, Mountain Time.**  
Dial in number is 505-842-3895.

Dates:

May 9, 2007

June 13, 2007

July 11, 2007

August 8, 2007

September – No call, regular meeting

October 10, 2007

November 14, 2007

December 12, 2007

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