

FINAL

MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM November 30-December 2, 2004 San Antonio, TX

Attending:

Bob Leaverton, Chair
Ralph Alworth, FIRESCOPE
Andy Bellcourt, BIA
Tom Bourn, Northeastern States
Paul Broyles, NPS
Mike Dudley, FS
Vince Mazzier, BLM
Brian Shiplett, Western States
Merrie Johnson, Quals and TWT Liaison
Beth Spencer, Executive Secretary

Guests:

Steve Jackson, BLM

Production Rates (Leaverton):

George Broyles from Sandia Labs is proposing to do a study regarding production rates. Bob has responded with the IOS WT's support and would like to stay in contact and be kept abreast of any findings.

Policy Memo for RVD/VFD's (Leaverton):

Bob revised the policy memo based on input from the IOS WT and has forwarded the memo to Edy to take to the NWCG meeting in January.

GIS Technician (Leaverton):

Bob participated in a conference call with the GIS group, which is a sub committee under the IRM WT. Group would like inclusion in 310-1, but the positions do not meet the six criteria for inclusion. They were advised to submit their positions for inclusion at the Boise meeting in March using the new PTB Template process.

March 2005 Agenda Item

PTB Template for Non-NWCG Curriculum Courses (Bellcourt):

Andy made the changes to the above document after receiving input from Deb Epps. A title change was proposed to "IOS WT Submittal Process and Development of NWCG

Position Task Books.” Other proposed changes are to include the six criteria for inclusion in 310-1, and listing the categories, subcategories, and common tasks with a statement that many tasks do not fall into the listed categories.

Follow Up: Andy will make proposed changes and email to the IOS WT members. Vince will contact Allan about putting the document on the IOS WT website.

310-1 Revision Tracking Process (Bellcourt):

Andy developed a revision tracking process for the 310-1. Final target date for implementation is January 2006. GACC’s and agencies will be contacted to provide comments and a template for commenting will be provided. A thank you letter needs to be developed to respond back to individuals who have already sent comments and the formal review comment process described. A suggestion is to use the line number function in Word for comments so that the page number and line number can be referenced.

Follow Up: Andy will update the process and distribute to the IOS WT. Bob will draft a thank you letter for Beth to put on letterhead and forward to Steve.

Annual Refresher Training (Broyles):

Currently Annual Refresher Training is either agency specific or state determined. The federal agencies have determined the positions that require the refresher and this has been incorporated in IQCS. For the 310-1, the IOS WT will determine the positions that require an annual refresher for national mobilization. This change will be included in the Executive Summary of the 310-1.

Follow Up: Steve will write incorporate the above change into the revised 310-1.

Revised Roles and Responsibilities:

The Assignments and Areas of Responsibilities was reviewed and revised due to membership changes.

Follow Up: Beth will revise and forward to the IOS WT and to Allan to update on the IOS WT website.

Position Naming Board (Mazzier/Johnson):

The Position Naming Board met and considered the following:

- Helicopter Manager will be HELM
- Aircraft Dispatcher will be ACDP
- Interagency Contract Rep for the Northwest was changed to Contract Rep, Northwest (CRNW).

- International Liaison Officer will be INLO
- Computer Specialist, Fire Behavior will be COFB at the request of the S-590 Steering Committee to provide a means for students to go out on incidents and get experience.
- Intelligence Support will be INTS
- Intelligence Lead will be INTL

The position titles may be revised to meet the naming convention, although, in general, the position codes will not be changed. The new position codes will be updated in IQCS and posted to the IQCS website by January 1.

Dispatch Position:

The IOS WT has never received the full qualification statement and PTB package for the proposed dispatch positions of Aircraft Dispatcher, Intelligence Support and Intelligence Lead. This needs to occur before the IOS WT can approve the positions for inclusion in 310-1. The positions have not been approved for 310-1 inclusion at this time.

Follow Up: Bob will contact Chuck Wamack to have him submit a full package for each position to be considered.

FUM1/2:

The change from FUMA to FUM1/2 was approved in Tucson. A letter needs to be forwarded to NWCG.

Follow Up: Beth will forward the IOS WT to Andy to prepare letter to be submitted to NWCG. Steve will make change in 310-1.

310-1 Revision (Jackson):

The review of the document was discussed. Changes include:

- The document title will be changed to "Wildland Fire Qualification Systems Guide."
- Correct terms are Wildland Fire, which includes Wildfire, Prescribed Fire and Fire Use as three components. These terms will be modified in 310-1 appropriately.
- Each draft will be named with the date it is being worked on. For example Dec 2004/San Antonio Draft, Jan2005/Boise Draft, etc.
- Watermark will be lightened on the draft when distributed for field review.
- Appendix D was the glossary, it will not be included in the revision due to the publication of the master glossary.
- Appendix C was the course lists, this will be included in the revised 310-1 along with the website address for IQCS, which maintains the most current course list, job aids and non-NWCG course list.
- Appendix A was the PTB administration information, this will be moved to the front of the document.
- The Certification flowchart is not currently included in the draft, but Steve will add it prior to field review.

- A Table of Contents was added to the front of the document.
 - Executive Summary was changed to the “2006 Revision Summary.”
 - All references to the 1993 version will be deleted.
 - Position categories with the new definitions will be included.
 - Prerequisite Experience will be changed to “Required Experience.
 - “Completion and Certification of the PTB” will be included.
 - PTA Administration. Changes were discussed and Steve revised the section.
 - Globally change “No Additional” to “None” under “Other Training.”
 - Requests to change courses will not be discussed. These are discussed when we receive an issue paper from the Development Unit.
 - Annual Refresher requirement added under “Required Training” where appropriate.
 - Leadership Training needs to be added.
 - Additional Training discussed. Options are:
 1. Additional Training listed in a Training Matrix by function at the back of each section.
 2. Additional Training included in the flowchart listing required and non-required.
 3. Keep with the position, but put at the bottom.
- For now, we will call it “Other Training which Supports Development of Knowledge and Skills” and will put it at the bottom of each position. The Training Matrix will also be considered for inclusion in the 310-1 and/or the Field Managers Course Guide which is maintained by the TWT.
- 310-1 will still be organized by functional areas, but the IOS WT may consider adding the position category to each position.
 - S-215 will be added into TFL and ICT3 position as required as it was changed from “Required” to “Other” in the ICT4 position.
 - All other individual position changes captured by Steve.

Follow Up: Merrie will contact Larry Sutton regarding the leadership curriculum and where the courses should be added. Steve will make changes and email to IOS WT prior to January meeting and will bring hardcopies also.

Agenda Items for March Meeting in Boise:

- 410-1 Comments (Karels)
- GIS Technician
- IBA1/2 PTB
- ACDP PTB
- Intell Support PTB
- PTRC PTB Revision (from Deb Epps)
- CLMS PTB Revision (from Deb Epps)
- CMSY PTB Revision (from Deb Epps)
- EQPM PTB Revision (from Deb Epps)
- INJR PTB Revision (from Deb Epps)
- STPS
- Position Manuals (Bourn)

Future Meeting Dates:

January 5-7, 2005. Boise, ID. Start at 1300 on 1/5, end at 1200 on 1/7. Logistics: Vince
March 15-17, 2005. (Joint with TWT). Boise, ID. BLM will sponsor. Logistics: Vince
June 7-9, 2005. Salt Lake City/Park City, UT. FS will sponsor. Logistics: Mike
September 6-7, 2005. Boise, ID. Sponsor? Logistics: Vince
November 8-10, 2005. End at 1200 on 11/10. New York City. Sponsor? Logistics:
Ralph

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 - ??
March 2005, Boise ID – BLM
June 2005, Salt Lake City UT – USFS
September 2005, Boise ID - ??
November 2005, New York City, NY - ??

Conference Calls:

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

Dates: January 12, 2005

February 9, 2005

March – regular meeting, no call

April 13, 2005

May 11, 2005

June 2005 – regular meeting, no call

July 13, 2005

August 10, 2005

September 14, 2005

Follow Up: Beth will send out reminders.