

***FINAL***  
**MEETING MINUTES**  
**INCIDENT OPERATION STANDARDS WORKING TEAM**

**February 27 – March 1, 2001**  
**Tampa, FL**

Attending:

Bob Leaverton, Chair  
Ralph Alworth, FIRESCOPE  
Tom Boatner, BLM (2/27 –2/28 only)  
Tom Bourn, NE States  
Jim Karles, Southern States (2/27 only)  
Tim Murphy, Western States  
Kristy Plourde, USCG NSFCC  
Marc Rounsaville, USFS  
Nate Shourds, BIA  
Phil Street, US FWS  
Beth Spencer, Executive Secretary

Guests:

Paul Steensland, USFS Region 5 (2/27 only)

**14 Day Policy:**

The policy as written by the IOS WT was approved by NWCG pending approval of the USFS Union. Rick Gale was going to follow up with Dennis Pendleton regarding the Union approval. Once finalized, the policy needs to be forwarded to Neil Hitchcock at NICC for distribution to the GACC's and inclusion in the 2001 National Mobilization Guide.

**Wildland Fire Investigator Position:**

Paul Steensland, Senior Law Enforcement Investigator with the USFS in Region 5, and Chair of the NWCG Fire Investigation WT (FIWT) spoke jointly to the IOS WT and the Training Working Team (TWT). The FIWT was chartered by NWCG last May to develop standards for the Wildland Fire Investigator positions and is made up of federal agency and state Law Enforcement personnel. The FIWT is proposing three tiers of Wildland Fire Investigators, in keeping with the 310-1, with most investigators investigating wildland fire at the Wildland Fire Investigator Type III level. This level would probably not be a Law Enforcement person. For the Federal Agencies the Wildland Fire Investigator Type 1 and Type 2 level would probably be Law Enforcement personnel. The complexity of the investigation will determine the level.

Paul then met with just the IOS WT. NFPA is also developing standard for a Fire Investigator position (NFPA 921) and Paul's WT wants to work in tandem with NFPA.

The Fire Investigation WT would like the position professionalized and included in 310-1 because then it is a national standard and can be justified in court. The IOS WT discussed whether it should be included in 310-1 or considered a Technical Specialist position. The opportunity for national dispatch of these positions exists. Existing Wildland Fire Investigators will meet standards based on professional equivalencies. Paul's current standards require a certain number of assignments to meet qualifications. The IOS WT felt that since the 310-1 is a performance based system, requiring a certain number of assignments for qualification does not keep with the 310-1 concept. Instead the tasks should be written that to complete a task book, the investigator will have to complete a certain number of assignments. Paul will relay the IOS WT concerns with number of assignments to his WT. If the IOS WT decides to include the position in 310-1, it was recommended to create its own section, similar to the Expanded Dispatch positions. The following will be needed if the decision is made to add it to the 310-1: nomenclature, Position Task Books/qualifications, and formatting.

**FOLLOW UP:** Paul will discuss the IOS WT concerns with the Fire Investigation WT. Ralph will work with Paul to create a final product. Paul or his co-chair (Pete Barkovit (sp?), OR Dept. of Forestry) will attend the May meeting in San Antonio for final review.

### **Type 2 Crew Proposal:**

NWCG approved our crew standards as written in Williamsburg, pending approval from the USFS Union. Needs to be added to the 2001 Mob Guide and the 410-1.

**FOLLOW UP:** Bob will forward to Neil Hitchcock to include in the Mob Guide. We will add it to 410-1 as we update the document.

### **NWCG 310-1 Issues:**

NWCG would like national mobilization redefined and would like a page up front that clarifies the Initial Attack standards. The following points were discussed:

1. 310-1 standards are for national mobilization.
2. During Initial Attack, agencies accept local standards.
3. Once the agency is determined, agency standards will need to be met and Federal and State agencies will meet with local and tribal partners to determine Initial Attack procedures.
4. GACC's should determine the standard used within the geographic area.

**FOLLOW UP:** Bob will have Marc Rounsaville update 310-1.

Contractors may be used to help with course development.

### **Budget Update:**

NWCG approved the IOS WT budget for this year for \$28,000.

### **Structure Protection Specialist Position:**

The Rocky Mountain Area is adding a Structure Protection Specialist/Group Supervisor as a permanent member of their Type I team and possibly to their Type 2 team. They would like this position defined and are proposing that this position also have Division Group Supervisor qualifications so the position could do either role. This proposal has been brought to the IOS WT before and our position was that we do not define Technical Specialist positions. NFPA, under the 1051 standards, is developing nomenclature and certification standards for two structural positions: Urban Interface Specialist and Urban Interface Coordinator. NFPA's positions are at the Task Force Leader level. The RMA needs to contact NFPA with their comments. Comments to NFPA are due by 3/31/01.

**FOLLOW UP:** Phil will write a response to the Rocky Mountain Coordinating Group including the above information and forward it to Bob for signature and mailing.

### **Canada Liaison:**

NWCG is looking for a liaison to Canada from the IOS WT. Tim Murphy will be the liaison.

### **Team Configuration Issue:**

The IOS WT met with team IC's in Denver in December to discuss this issue. In general, the IC's are taking 40 to 45 individuals regardless of team size. One reason is that the IC's feel they are expected to perform immediately upon arrival at the incident and to do that they need to arrive with the group already together. The IOS WT discussed modifying the existing team numbers and eliminating the short Type I team, as it is seldom ordered. Issues taken into account regarding the team configurations include cost, size, mobilization/time, increased skills need, all-risk incidents, higher expectations at the incident, flexibility, agency policy (Human Resource Specialist, Training Specialist), and politics. Variations were discussed and the recommendation is that the configurations be:

- Type I team: 28 team members plus 6 trainees plus 10 negotiated positions (the 28 includes a 3<sup>rd</sup> Operations Section Chief). Total of 44.
- Type II Long team: 20 team members plus 7 negotiated positions. Total of 27.
- Type II Short team: 10 positions.

The negotiated positions are negotiated between the IC and the Agency Administer and allow flexibility for inclusion of technical specialists, various unit leaders and apprenticeship positions. The Type II teams size allows for more rapid mobilization and may reduce cost and because they do not include trainees would allow for more use of local unit trainees.

The team configurations would be:

## ***TEAM CONFIGURATIONS***

<b>TYPE I</b>	<b>TYPE II LONG</b>	<b>TYPE II SHORT</b>
ICT1	ICT2	ICT2
DPIC	DPIC	DPIC
SOF1	SOF2	SOF2
IOF1	IOF2	IOF2
OSC1	OSC2	OSC2
OSC1	OSC2	OSC2
OSC1	PSC2	PSC2
PSC1	LSC2	LSC2
LSC1	FSC2	FSC2
FSC1	DIVS	AOBD
DIVS	DIVS	
DIVS	AOBD	
DIVS	RESL	
DIVS	SITL	
AOBD	FBAN	
ASGS	FACL	
ATGS	SUPL	
RESL	GSUL	
RESL	COML	
SITL	TIME	
FBAN		
FACL		
SUPL		
GSUL		
COML		
PROC		
TIME		
COMP		
<i>Plus 6 trainees and 10 additional positions negotiated between the IC and the Agency Administrator</i>	<i>Plus 7 additional positions negotiated between the IC and the Agency Administrator</i>	

**FOLLOW UP:** Beth will email Bob the Incident Team Configuration recommendation and he will forward to NWCG.

**ICS-209:**

FIRESCOPE is working with the Intelligence community on significantly revising this form. It will be tested electronically in the Rocky Mountain Area and California this fire season then will be available nationally. The data fields can be manipulated by the field for each geographic area and is designed to capture historical information.

**FOLLOW UP:** If we have suggestions for certain fields to be accumulated data for year end purposes, let Ralph know and he will forward the suggestion.

**Dictionary of Fire Terminology:**

The Fire Use WT has offered to help with the Dictionary revision, which is scheduled for review in 2001.

**FOLLOW UP:** Ralph will distribute copies to all of the IOS WT for review prior to our San Antonio meeting. Bob will let Bill Leenhautz of the Fire Use WT know the status of the revision.

**IQCS Project (Joint with TWT):**

Presentation by Rick Jensen (Business Leader) and Will Brimberry (Project Manager) on the Incident Qualifications and Certification System (IQCS). IQCS was chartered by NWCG and will be for all agencies. Currently it is in the Acquisition Plan stage and plans are to contract out the Design, Construction and Implementation phases. It is designed to fit all agencies, but can be adapted for agency specific needs also. Specific funding sources are not final yet, but DOI has agreed to fund most of the project. They are working closely with the IRM WT. ROSS will be able to interface with IQCS on demand. All of the existing qualification systems were evaluated and none meet the needs as a starting point. The Request for Information (RFI) is going out in a few weeks, John Sherman of BLM is the Contracting Officer. The Technical Proposal Evaluation Committee is looking at August or early September to evaluate bids. The Design phase is 6-12 months and any module can be accepted or rejected at the end of this phase.

The Core Team is made up of a Project Manager (Brimberry) selected by the Fire Directors, 2-3 Business Leads, 2-3 Technical Leads, 1 Clerk (part-time, 25%), and the selected contractors. The Project Team is Training Specialists, Redcard SME, FMO, Dispatch/Admin, IOS WT, Technical Specialists, PMO representative. The anticipated commitment is 1 to 2 days a month average including travelling for 1 or 2 meetings. They are requesting representatives from both the IOS WT and the TWT. Merrie Johnson will be TWT representative, Tom Bourn will be IOS WT representative. They also need names of individuals who can serve on the Technical Proposal Evaluation Committee, the Core Team and the Project Team.

**FOLLOW UP:** Forward any suggested names to Rick Jensen.

**Helicopter Manager Course (Joint with TWT):**

Chris Damsgaard from OAS passed out a proposal developed by the Helicopter Operations Steering Committee for a 32 hour Helicopter Managers course they would like NWCG to approve as S-317. One issue is that not all the states subscribe to the IHOG and the contracting module could be an issue. A suggestion is to teach the COR

module separately, then it does not need to be included if teach state participants. There is a question of whether to include the course as Required or Suggested. The IOS WT and the TWT do not agree with making it required.

**FOLLOW UP:** Chris will take our comments back to her group and may attend the IOS WT meeting in San Antonio.

### **S-217 Interagency Helicopter Crewperson Course (Joint with TWT):**

Presentation by Chris Damsgaard from OAS. The course was recommended to be updated at the Interagency Helicopter Operations Specialists Workshop in February 1999. A training workgroup was established under the Interagency Helicopter Operations (IHops) Steering committee and the workgroup received direction from the Interagency Aviation Training and Qualifications Working Team (IATQ WT) to design and develop necessary training modules for the Air Crewmember (Helicopter) position. Some of the modules are internet based and some are classroom. This course was schedule for revision in 2004 anyway. They hope to have the revision completed in a year, dependant on the beta testing. One issue is that the IHops and IHOG are not connected to NWCG and the IOS WT may consider having a liaison from the aviation groups.

**FOLLOW UP:** Include on San Antonio meeting agenda.

### **SEMG NWCG Course Proposal (Joint with TWT):**

Presentation by Dave Koch, BIA. BIA requires this course, which is currently a 200 level, 24 hour course. There are two issues: whether to include the SEMG position in the 310-1 and whether to require the course for the position. The course is currently in Standards and will be in to PMS anyway. BIA is recommending the addition of the position to 310-1, some of the other agencies have not taken a position. This position is being used more frequently, including by some state agencies. The IOS WT would like a formal request from a GACC or federal agency to consider adding the position to 310-1 before they discuss it.

**FOLLOW UP:** If formal request is received we will add it to our San Antonio agenda.

### **Leadership Task Group Report and Recommendations (Joint with TWT):**

Larry Sutton, BLM Training, NIFC did a presentation on the "Report of the Leadership Task Group to the Training Working Team." Report is available on the BLM web site. The TWT had established a subgroup to look into leadership issues and how to incorporate leadership into training. Fire leadership is different from anywhere else and the consequences can be loss of life, property, resources and public image. Fire is a temporary organization where time-compressed decisions are made under unique stress and anyone could be in charge.

The suggested leadership course topics were: Human Factors (4 hours at local level-currently PMS 492), Followership to Leadership (8 hours at local level-currently in development), Primary Leadership (40 hours at Regional Training Center with selected cadre-currently a contracted USFS course), Professional Self Study (varied hours-to be developed), Incident Leadership (32 hours at Regional Training Center with selected cadre-to be developed), and Advanced Incident Leadership (32 hours at NARTC with selected cadre-currently a NPS sponsored project under development).

Recommendations of the leadership group:

- Establish a distinct leadership curriculum (L-courses)
- Develop strategy for new course development.
- Add Human Factors and Followership to Leadership course in PMS (level 3)
- Primary Leadership and Incident Leadership courses exempt for NWCG standards.
- Establish mechanisms for evaluating the effectiveness of leadership development.
- Eliminate S-201 and S-301, examine non-leadership content versus need.
- Incorporate Human Factors course into S-130
- Eliminate S-131, replace with Followership to Leadership (requirement for FFT1)
- Revise 310-1 to make certain leadership courses required for certain positions.
- Adopt a specific set of common desired leadership principles and values
- Develop self-study component of leadership curriculum.
- Institute the use of leadership skills assessment tools.
- Establish a steering committee for leadership.
- Analyze each existing NWCG course during on-going revision efforts for possible inclusion of content-specific leadership or decision-making training.

The IOS WT and the TWT agree that this is important and will write a letter to NWCG. The TWT wrote a letter stating both groups have reviewed the package and accepted it.

**FOLLOW UP:** Letter will be forwarded to NWCG by the TWT. State representatives should follow up to get the states opinion on proposal.

### **10% Trainee Proposal (Joint with TWT):**

This is an EACG proposal to institutionalize trainee assignments at the national level. The proposal is that every 10<sup>th</sup> position will have a trainee assigned to it. The IOS WT reviewed this proposal at their last meeting and the opinion was that the Eastern Area needed to work with NICC or other GACC's to get their trainees out. The TWT and the IOS WT feel this is a geographic area issue.

**FOLLOW UP:** Dave Koch of the TWT will prepare a response.

**Modules/PTB's (Joint with TWT):**

Deb Epps. Rich Caballero was working on the modules while he was on the IOS WT because he was in the training shop at Boise. They have been completed and will be posted on the web on the TWT web site.

**Meetings/Liaison to TWT/Process of Submissions (Joint with TWT):**

New IOS WT Liaison to the TWT will be Marc Rounsaville. It was agreed that the two teams need to meet together once a year during the February meeting. The process for the WT's to receive issues should be through the parent group (NWCG) who will determine the proper WT. This process needs to be posted on the web site.

**Safety Officer/Safety Section Proposal:**

Proposal to FIREScope from the Fire Department Safety Officers Association (FDSOA) to add a Safety Section to ICS and eliminate the position of Safety Officer. This proposal will be discussed at the IMS Consortium meeting on March 9. FIREScope is sending a letter opposing the proposal. The IOS WT also opposes this proposal, as does the Safety and Health WT. We drafted a letter back to the FDSOA in support of the FIREScope position with a copy to the International Association of Fire Chiefs, the International Association of Firefighters, FIREScope and the National Fire Academy.

**FOLLOW UP:** Beth will email letter to Bob to distribute. Bob will work on finding someone to attend the IMS Consortium meeting.

**IMS Consortium Representation:**

Ralph will be the contact to the IMS Consortium and will relay meeting dates for one of the IOS WT to attend.

**Pocket Guide:**

Cyndie Wolf, PMS, contacted Bob for permission to reprint the guide. The IOS WT agrees.

**FOLLOW UP:** Bob will contact Cyndie to go ahead.

**Pack Test:**

Jim Karels. South Carolina is considering implementing the Pack Test as a Work Capacity test and their labor attorney says it would be helpful if the test was referenced in the 310-1. Dr. Sharkey strongly advised not referring a specific test in the 310-1 during the last revision.

## **410-1 Review:**

Chapter 1 Initial Attack was revised by Ralph and Phil and distributed. Minor edits were mentioned by the team. Ralph will incorporate and redistribute.

Chapter 2 Extended Attack assigned to Marc and Jim. Definition of Extended Attack discussed and revised. Definition in Glossary needs to be changed to match definition. Extended Attack Complexity Analysis needs to be added.

Chapter 3. Transition assigned to Bourn and Leaverton. Chapter 4. Large Fire Management Teams assigned to Nate and Harlan (Kristy). Discussed whether to use Transition or Transfer of Command. Transition is a long process, Transfer of Command is a single moment. May want to use Transition/Transfer of Command as a term. Tom Bourn and Bob will work on this definition.

Chapter 5. Safety. Tim and Paul worked on this section and distributed revised chapter. Paul took it to the Safety and Health WT, the fire lab, and MEDC for comments which were incorporated. They also used the BLM Pocket Guide and incorporated new information on entrapments, fire shelters, and lightning. Tim will incorporate changes mentioned by the IOS WT. Discussed whether to add "A" to LCES, this should be a S&H WT recommendation.

Each godfather listed below needs to review and edit their section of the 410-1.

### **Godfather Changes:**

Area Command – Marc Rounsaville  
Air Operations – Phil Street  
Logistics – Nate Shourd  
Finance – Ralph Alworth  
Plans – Tom Bourn  
Operations – Tim Murphy  
Command Staff – Paul Broyles

4 things identified in Williamsburg to be added into the fireline handbook: Calculation of Control Forces, Incident Complexity Analysis (use Rodger Vorce's latest revision), Resource Typing Changes (Engines, Water Tenders, Crews—will need to incorporate Type 2 crew standards and add Strike Team typing), and Urban Interface Operations.

**FOLLOW UP:** Edits will be incorporated and godfathers will review their sections. Bob will bring copies of the Incident Complexity Analysis to San Antonio and Ralph will get copies of Appendix C to team members to review.

### **San Antonio Agenda Topic Review:**

--HEMG Position, Chris Damsgaard, ½ day  
--Fire Investigator, Paul Steensland or representative, 2 hours

- IMT update, 4 hours
- 410-1 stuff, 1 ½ days
  - continue updates to Chapter 7 to 12
  - review Appendix C (Ralph will bring)
  - Incident Complexity Analysis (Bob will bring)
  - Strike Team Chart (Ralph will bring)
  - review Chapter 3 and 4 combination (will be distributed in advance)
- Review Dictionary of Fire Terminology (Ralph will distribute in advance)

**Conference Call Schedule:**

March 13, 2001 – noon, MST (rescheduled for March 20, 2001)  
April 10, 2001 – noon, MDT

Beth will send out reminders with the call-in number prior to the scheduled conference call.

**Upcoming Meetings:**

- May 1-3, 2001 – San Antonio, TX.
- October 16-18, 2001 – Seattle, WA