

FINAL
MEETING MINUTES
INCIDENT OPERATION STANDARDS WORKING TEAM

February 5 – 7, 2002
Charleston, SC

Attending:

Bob Leaverton, Chair
Ralph Alworth, FIRESCOPE
Paul Broyles, NPS
Tom Boatner, BLM
Tom Bourn, NE States
Jim Karles, Southern States
Tim Murphy, Western States
Kristy Plourde, USCG
Marc Rounsaville, USFS
Nate Shourds, BIA
Phil Street, US FWS
Beth Spencer, Executive Secretary

Guests:

Doug Lincoln, USCG HQ
Judy Crosby, NWCG IRM, Data Administration WT (2/5, 2/6 Joint Mtg)
Vanessa Burnett, Intelligence Officer, South Ops (2/7 only)
Dan Fromer, USCG (2/6 Joint Mtg)
Rick Jensen, ICQS, (2/6 Joint Mtg)
Dean Thoemke, Access Training Systems, (2/6 Joint Mtg)
Phil Range, Fire Use WT (2/6 Joint Mtg)
Barb Beck, Facilitator (2/6 Joint Mtg)

Automation of Glossary (Judy Crosby):

Presentation by Judy Crosby representing the NWCG Information Resource Management. The NWCG Glossary of Wildland Fire Terms is currently maintained at NIFC by Phil Range with change management assigned to the IOS WT. The IRM shop found four different glossaries, a master glossary is needed with the standard definition. Currently the glossary is a word perfect document, the suggestion is to put it into a data repository. Judy is requesting we assign stewardship of each glossary term to the appropriate Working Team. She also proposes the NWCG Glossary be hosted in the NWCG repository with the NWCG IRM-PMO having technical maintenance responsibility and the IOS WT having business maintenance responsibility. It would be available through the internet and electronically published. Judy would like the IOS WT to identify a small group to work with the Data Architect and Repository Manager to identify and document functional and data requirements for the glossary, identify the

business/custodian area and draft a stewardship plan. Reviewed at joint meeting with TWT also.

Follow Up: The IOS WT needs to respond back to Judy to set up a group.

Meetings with IRM Issues:

Judy Crosby would like to attend future IOS WT meetings if there are IRM issues on the agenda.

NFPA 1051/ICS Update (Murphy):

The NFPA 1051 Standard Professional Quals for Wildland Firefighters will have two levels of firefighter, two levels of Fire Officer, a Structure Protection Specialist and a Wildland Urban Interface Planner position. The firefighter and officer positions will have an equivalent to NWCG position (see Appendix C of the NFPA 1051 Standard). The NFPA 1051 standard will be voted on and will be in place for five years. The NFPA has a standard for Incident Management and is considering developing a stand-alone standard for ICS and the IOS WT should try to stay involved if NFPA decides to develop an ICS standard.

Canadian ICS Update (Murphy):

All of Canada has agreed to adopt ICS. The transition will take a maximum of three years, dependent upon Providence/Territory. Major differences and issues will be the adoption of Sector Boss, Air Attack Operations and one Operations Section Chief.

IMS Consortium Update (Alworth):

The IMS Consortium met in Reno in October.

-In regards to the Safety Officer/Safety Section issue, the Consortium has decided to stay with Safety Officer rather than adding a Safety Section, focusing on the use of assistant safety officers to address operational safety needs. They still would like to eliminate the confusion regarding the Medical Unit. The proposal is to create a Medical/Responder Rehab Unit for use when structural fire departments are involved.

-Another IMS Consortium issue is to create an umbrella organization to oversee ICS. The Consortium is planning to request NWCG support in establishing a National Fire Service Incident Command System Coordinating Group.

-Also, the Consortium has a list of documents they sell and would like to list NWCG as a reference to contact for additional ICS related materials. The request would need to go to NWCG.

Follow Up: Ralph will recommend to the IMS Consortium the umbrella organization name be National Emergency Response Incident Command System Coordinating Group. He will continue to update the IOS WT on the Consortium as necessary. Ralph will attend the March 23rd IMS Consortium meeting to be held in San Diego to represent IOS WT interests on these issues.

IMT Configuration:

Tim Murphy and Tom Boatner presented the revised IMT Configuration to NWCG in New Orleans. NWCG will send it out under Don Artley's signature to the agency heads for local agency level review and response back. NWCG is requesting that the IOS WT present it at their May meeting in Whitefish, MT because the GACC's will be there, and then NWCG will vote on it at their Fall meeting. Tim Murphy and Marc Rounsaville will be attending the AC/IC meeting in March and will field any questions.

Follow Up: *September agenda item for IOS WT.*

Contract Vendor Performance Evaluation Form (Alworth):

FIRESCOPE has adopted this form and is asking the IOS WT to review for national use. The form is used in the Logistics section during demob to document any issues. The form would need to meet the FAR (Federal Acquisition Regulations) and be reviewed by the Incident Business Practices WT.

Follow Up: Ralph will follow up with a letter to the IBP WT requesting that they review and provide a recommendation to IOS WT on whether to accept this evaluation form.

Fireline EMT (Alworth):

Certification of EMT's from state to state is still an issue. National Registry certification exists for national certification, but not all states accept National Registry. This is a liability issue for EMT's. This is a Safety and Health WT issue and they already have a position paper forwarded to the Incident Business Practices WT.

Follow Up: Ralph will let FIRESCOPE know that the S&HWT is reviewing this issue again.

Wildland Fire Investigator Certs/Quals (Alworth):

The certification/qualifications for the Wildland Fire Investigator positions were approved by NWCG with a few changes. The Fire Investigator Working Team is

working on the Position Task Books and they haven't determined if they will have one task book or three. The IOS WT agree with a fitness level of "None" with the 310-1 disclaimer that an individual must have "Light" to be on the fireline. The Fire Investigator WT would like to be listed as a separate section in 310-1 like the dispatch positions. Otherwise they will be technical specialists.

310-1 Process for Updating:

As positions are added to 310-1 prior to the entire document revision, NWCG will send out a letter with the information on the new position. The IOS WT is responsible for ensuring all agencies have reviewed.

Mnemonics Proposal (Broyles):

Neil Hitchcock received a proposal to change some position mnemonics related to the Air Tanker Base operations from Region 5 USFS and forwarded it to Paul. IOS WT would like the proposal to come from an agency or GACC for consideration.

Follow Up: Paul let Neil know to respond back to Clay Myers, Region 5.

HEMG Proposal (Street):

The IOS WT reviewed the final revision from IHOP of the Helicopter Boss Single Resource (HELB) and the Helicopter Manager CWN (HCWN). The IHOP is planning to identify individuals to work on the PTB's. The IHOP is also developing a core group of issues that need to be covered to qualify as a Helicopter Workshop. The IOS WT made a few slight changes to the flowchart and the qualifications. Reviewed documents during joint meeting with TWT on Wednesday. Kevin Hamilton will follow up with the BLM training group to update the flowcharts.

Follow Up: Beth will revise documents with IOS WT changes and will forward to Bob to forward with cover letter to Don Artley

SEMG Position (Boatner):

Tom distributed the qualifications and a PTB for the Seat Manager position developed by Mark Bickham. The IOS WT recommends an interagency committee including state and federal representatives review the documents. Reviewed with TWT during joint meeting.

Follow Up: IOS WT members will get names to Tom Boatner for review committee and Tom will coordinate. (Tim Murphy's name: Bob Burke, Idaho Dept. of Lands)

Web-based ICS 209 (Vanessa Burnett):

The Web-based ICS 209 was presented to the National Coordinators in December who were happy in general with the product. Vanessa will relay the State concern to be able to list each state separately under Committed Resources to the programmer. There is a read-only account that the IOS WT can check out:

USER NAME: ops\$fs11409

PASSWORD: new209

Follow up: Paul will contact Mike Benscoter at PMS at NIFC regarding the retirement of the old ICS 209 form.

410-1:

Skull and crossbones: Decided to either bold or highlight the items that have caused death or entrapment. Each chapter keeper should have done this with their chapter.

Changes recommended to 410-1 from 30 Mile investigation. Passed out Marc Rounsaville's recommended changes based on the investigation.

Reviewed the following chapters:

- Chapter 3, Extended Attack. (Rounsaville). The IOS WT reviewed, the disk was updated and given to Jim Karels.
- Chapter 5, Transfer of Command. (Bourn). The IOS WT reviewed, Tom Bourn will make changes and forward to Beth and Jim.
- Chapter 10, Air Operations. (Street). Phil will add the HELB, HCWN and SEMG and bring the revision to Biloxi.
- Chapter 12, Logistics. (Shourds). Beth will email and/or fax the chapter to everyone for review.
- Appendix A. Beth will combine the old Appendix A with the new from Tim and send out. She will send the old Appendix A to Jim.

Still needed:

- Chapter 4, Large Fire Management Teams. Nate will forward to Beth to fax/email to everyone.
- Appendix A, need what was in the original 410-1
- Appendix B, Fire Behavior
- Glossary

All 410-1 changes should be sent to Beth and Jim. The chapters which have been changed should be sent to Beth and Jim by the end of February. Beth will distribute to everyone to review prior to the Biloxi meeting.

Next Meetings:

- March 19-21, 2002 – Biloxi, MS
- October 1-3, 2002 – Location TBD
- February 25-27, 2003 – Monterey, CA (Joint with TWT)

Conference Call Schedule:

No Conference Calls scheduled prior to March meeting in Biloxi.

JOINT MEETING WITH TWT:

IQCS Project Update (Rick Jensen):

Rick Jensen provided an update on the IQCS Project. The bid was awarded to KPMG with May 1 as the scheduled project start date. The Project Manager position is vacant, but being advertised. Additional staff positions are in development and will be announced in the future. Funding has been identified for design, construct and implementation. An official request has been made for a position from the ROSS team to interact with the IQCS project. Data in IQCS must interact with ROSS. The project is being designed to compliment the state IQS and ensure information flow between the systems, with Steve Holden as the state liaison. The design phase schedule is 7 months, construction phase 5 months and implementation phase 11 months with an 8 year proposal for Operations and Maintenance.

NWCG Data Stewardship/Custodianship (Judy Crosby and Merrie Johnson):

Judy Crosby gave an update on interagency data management. The Data Administration Working Group (DAWG) has been established with representatives from all NWCG WT's. There are multiple data systems with different data: IQS, ROSS, IQCS and Redcard. The only two systems being developed under NWCG are ROSS and IQCS. The data cannot be exchanged. The goal is to have everyone use the same data standard. The first step is agreeing on a need to standardize, then agree on how to standardize and then publish the standard. The DAWG was chartered by NWCG as a working group under IRM WT to work on this issue. The first priority will be data relating to implementation of ROSS and IQCS, including position mnemonics and unit identifiers. All WT chairs will need to concur with the charter of the DAWG.

IOSWT Review Standards for Determining Position Types in the PMS 310-1 (IOS WT):

The IOS WT has developed the following standards for inclusion of proposed new positions into 310-1, which is for wildland fire positions for national mobilization. The following are screening questions:

1. Is the position needed for National mobilization?
2. Is it interagency in scope?
3. Has it been reviewed and accepted by the interagency community?
4. Does it fall within the NWCG mission?
5. Is it sent to IOSWT through proper channels, from an agency, geographic area coordination group or the NWCG parent group?

Current position categories in the 310-1 include: ICS positions, Wildland Fire Skill positions, Technical Specialist positions, and Fire Use positions.

Follow Up: The IOS WT will consider revising the position categories during the next 310-1 revision.

LTAN Technical Specialist Position vs Skill Position under PMS 310-1 (Jim Glenn):

A joint team of Bob Leaverton (IOS WT), Jim Glenn (TWT) and Bill Leenhouts (FUWT) is working on the training issue for this position. The S492/493 training is very difficult to put on and this position may be ordered as a technical specialist. Steve Hart will participate with this team as the States are very interested in this issue.

Clarify IOSWT and TWT Position on Refresher Training (Jim Glenn):

The training group in Boise is receiving requests to develop refresher training for existing courses or units within courses that can be used as a refresher. Specific requests have been for Division/Group Supervisor and Air Tactical Group Supervisor positions. These requests appear to be the result of improper implementation of the performance based training system resulting in personnel being deemed qualified who are unable to perform in that capacity.

After discussion, the two Working Teams decided this was a management issue in the application of the Position Task Books and associated training courses and not a lack or need for additional refresher training. The teams determined the currency standards in 310-1 are sufficient. The Teams also feel the geographic areas have the responsibility for managing the quality of the performance based qualification system and should take necessary corrective actions.

The IOSWT will not typically identify refresher training as a position requirement and the Training Working Team will not task the NWCG Development Unit with developing any position-specific refresher training.

Follow Up: Memo written to Geographic Area Coordinating Groups from IOS WT and TWT addressing the above issues of refresher training and position currency issues. *Completed.*

Process for Submitting Comments to the IOSWT Related to PTBs and PMS 310-1

At this time there is no formal process to assure that concerns relating to PTB's and proposed updates of the 310-1 are tracked. The IOS WT and TWT agreed to develop a process to assure the concerns get addressed. In the meantime, comments that come to the training group at Boise will be forwarded to Beth to distribute to the IOS WT for discussion. If a change is approved by the IOS WT, Beth will send it to Deb for inclusion in the next course revision.

Follow Up: The NWCG Training Development Unit (Deb Epps) will maintain course files and position files for the TWT and IOSWT. They will coordinate with IOSWT for the next PTB revision.

Information on the New Prescribed Fire Planning Training Course (Phil Range):

The Fire Use Working Team is developing a prescribed fire planning course that may affect the information in RX-300. The course is intended to respond to a failure on some federal agencies part to adequately meet burn plan standards. This course will not be included in the PMS 310-1 and will be maintained by the FUWT.

Access Training Systems, Intel International Corporation (Dean Thoenke):

Dean Thoenke of Access Training Systems provided an overview of their "Essentials of Wildland Fire Fighting" training package. They are requesting NWCG approval of the course which is marketed for states and Volunteer Fire Departments. The IOS WT and TWT reviewed existing direction on contractor training and will respond consistent with "Training Quals, Cert for Non-NWCG Entities Memorandum dated 1994. TWT and IOSWT will evaluate this direction to determine if it is consistent with anticipated future delivery opportunities and needs.

The TWT will send a letter identifying that it is each member agencies responsibility to determine the accuracy of non-NWCG materials and the appropriate use within that agencies fire program. NWCG does not provide national certification to other products.

Issue Paper #32, Revision of the Ten Standard Firefighting Orders (Deb Epps):

The S130 SME group has proposed modifications to the 10 standard firefighting orders. The TWT, IOSWT and S&HWT concurred with the proposed changes and will forward

the issue paper to NWCG for approval. The proposed changes simplify wording and return to the original order sequence.

Follow Up: A joint letter from IOS WT, TWT and the S&HWT will be sent to NWCG recommending the change. *Completed.*

Issue Paper #33, Modification of Course Name for Training Specialist, S-445:

The NWCG course Training Specialist, S-445 is in its final stages of revision. The TWT approved the name change for the course from Training Specialist to Incident Training Specialist.

Advanced Distributed Learning (ADL) Presentation of Information:

The TWT is continuing to partner with the Advanced Distributed Learning Co-Lab in Orlando, FL for S-130 and I-100. There is a possibility of conversion to internet-based training for these courses. BEHAVE is also being looked at as a possible internet-based course.

Leadership Committee (Joette Borzik):

Joette Borzik provided an update and meeting notes from the Committees January 23-24 meeting. The TWT, IOSWT, and S&HWT will continue to work with the Leadership Committee to implement action items.