

FINAL

MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM (Joint with Training Working Team)

**February 25-27, 2003
Carmel, CA**

Attending:

Bob Leaverton, Chair
Ralph Alworth, FIRESCOPE
Tom Boatner, BLM
Tom Bourn, Northeastern States
Paul Broyles, NPS
Mark Emmons, USCG
Jim Karels, Southern States
Vince Mazzier, BLM
Tim Murphy, Western States
Kristy Plourde, USCG
Nate Shourds, BIA
Beth Spencer, Executive Secretary

Guests:

Bill Plough, Representing National ICS-209 Intell Group
Chuck Whitlock
Dr. Brian Sharkey
Larry Sutton
Allan Deitz, PMS
Deb Epps

Membership Updates:

Vince Mazzier will replace Tom Boatner as the BLM representative and Mark Emmons will replace Kristy Plourde for the USCG.

Homeland Security/NIMO/IMS Consortium (Plourde):

NIMO stands for National Incident Management Organization. Homeland Security is working on a draft Presidential declaration that states ICS will be used for emergencies. The second part discusses the combination of all the response plans into one. FEMA may be tasked with the lead. April 1st is the date for Homeland Security and June 1st for the rest of the federal agencies. The IMS Consortium will be meeting in Phoenix and Ralph cannot attend. Bob asked Kirk Rowdabaugh to attend for the IOS WT.

Follow Up: Bob will get a briefing from Kirk and report back.

IMT Configuration Update:

NWCG met privately to discuss this and have put together a group of people to review the issue.

Fireline EMT's:

There is a recommendation to standardize qualifications for EMT's. Last fall, a resolution was provided by the 50 state EMS Directors to NWCG to help with this issue. The S&HWT has chartered a task group to address numerous EMS issues. The task group is comprised of 2 State EMS Directors, 2 DOI reps, 2 FS reps, and chaired by an NASF/S&HWT rep. They will address the cross-jurisdictional certification issue first, then will set standards of care. It is mostly a liability issue. FIRESCOPE is offering their support as SME's. Eventually this may come up as a 310-1 revision issue, but probably not for a year or so.

ICS-209 Update (Bill Plough):

The ICS-209 with the suggested changes from the IOS WT from Bar Harbor was distributed. Bill suggests that this be the last hard copy change and further changes be updated on the computer. The IOS WT approved the ICS-209 as revised to remain constant for 12 to 18 months.

Follow up: Bill will have the programmer finalize the hard copy changes. The IOS WT needs to write a letter to NWCG that we have approved the changes.

Human Resource Manager (Murphy):

The FS presented a request to NWCG at their Fall meeting to add the Human Resource Manager position to 310-1, changing the title of the current Human Resource Specialist position. The FS currently puts a Human Resource Specialist on any fire with 300 people or more. Some Geographic Areas fill these positions on an interagency basis. The position is being used on a national basis and some teams carry the position.

Follow up: Bob will check background on this issue with NWCG and will invite Jan Everett to meet with us in April to further discuss this.

Job Capacity and Work Capacity Tests (Dr. Brian Sharkey, Chuck Whitlock, Paul Broyles):

The Safety and Health WT (SHWT) requests the IOS WT initiate an evaluation of some positions that require Arduous, due to the recent fatalities during the Work Capacity Test (WCT). Dr. Sharkey presented the history and development of the WCT. The average fatalities per year on the Pack and Field test is 3.2 and generally, those individuals were over 45 and had other risk factors and/or prior medical conditions. Dr. Sharkey and Chuck Whitlock have been working on the Administrators Guide for the WCT to tighten up the guidelines. The IOS WT went through the memo from SHWT and made some changes to the fitness levels.

Follow Up: Changes need to be incorporated in next 310-1 revision. Bob will draft a response back to the S&HWT citing the approved changes by IOS WT at this meeting.

Leadership Development Program Update (Larry Sutton):

Larry Sutton provided an update to the IOS WT on the status of the Leadership Development Program. NWCG formed the Leadership Task Group in September 2000. The Leadership report was forwarded to the TWT in Feb 2001, who sent it on to NWCG with 14 recommendations, including the formation of a task group to ensure recommendations were implemented. Currently about 50% of the recommendations have been implemented. There are three main components to the program:

- Values and Leadership
- Training Courses. Includes five “L” courses focusing on leader behaviors, not supervision:
 - L-180 Human Factors on the Fireline course. Target is all incident personnel and most of the components are also in S-130.
 - L-280 Followership to Leadership. Target is new leaders, FFT1. 16 hours.
 - L-380 Fireline Leadership. Target is leaders of people. Vendor developed. 40 hours. Developed a blue print so various vendors can do this course.
 - L-381 Incident Leadership. Target is leaders of leaders (Operations-ICT3, DIVS level). Vendor developed, still in early stages. Simulation intensive course and have only had a few test courses.
 - L-480/580 IMT Leadership Seminar. Target is leaders of organizations. Steering committee has not met.
- Leadership Toolbox. On-line resource for self-directed learning and links to resources for leaders.

The next step is to develop an evaluation process for the program to measure if it is meeting its goals. The “L” courses will be in the next revision of 310-1 and IQCS system. “S” courses and PTB updates will address leadership. Interactive media

components will be included in the Leadership Toolbox. Also, good leadership examples need to be recognized. Website address is www.fireleadership.gov

Issue Paper #44 Addition of PTB's for Sawyers and Fallers (Deb Epps):

Deb Epps forwarded this issue paper to the IOS WT. SME group is requesting interagency certification and training of chainsaw operators. They feel there are regional differences and we are qualifying both industry sawyers (AD's) and regular government employees. They do not meet OSHA standards, however, wildland fire is exempt from OSHA standards. Currently certification is agency determined. The IOS WT denies the request to include this in 310-1 because of the wide variation geographically and agency-wise for certification.

Follow Up: Bob signed Issue Paper denied the request and gave to Deb to take to the SME group.

410-1 Editing Process:

The IOS WT reviewed and answered the editing questions from Deana. Any additional changes need to be sent to Beth who will forward on to Deana, who will have a draft back to us to review at the Albuquerque meeting. Paul will reconcile changes between the Standards for Fire Operations, Incident Response Pocket Guide and the Fireline Handbook (410-1) and get them to Deana. Other changes:

- Graphics. Development Unit will do the graphics.
- Issue Paper #41 Portable Pumps and Hydraulics was approved by the IOS WT. Deb will take a copy to Deana.
- Glossary. Ralph will send electronically to Beth to forward to Deana.
- SAFETY FIRST needs to be included at the bottom of first page of each chapter. Ralph will send to Beth to forward to Deana.
- Mnemonics need to be added.
- Appendix A additions, including Incident Complexity Analysis (both levels from Standards for Fire Operations). Paul will forward to Beth to send to Deana.

Follow Up: Any additions/changes need to be to Beth by March 6. Beth will forward to Deana. Deana will send draft to Beth to copy for Albuquerque meeting by end of March. Paul will work with Deana directly on his changes.

Glossary of Wildland Fire Terminology Update (Alworth/Allan Dietz):

There are still about 450 definitions not claimed by Working Teams that need to be revised or deleted by the end of August. Ralph will distribute them in blocks of 60 to IOS WT members who will look them over and be ready to discuss at April meeting. New definitions were distributed to the IOS WT including three that need definitions.

- IARR: Tom Bourn will develop definition.
- COMT: Tim Murphy will develop definition.
- RADO: Nate will develop definition.

Ralph will take care of doing the Meta-data for the IOS WT. The IOS WT Custodial Group definitions were distributed to the IOS WT for review. Once all definitions have been reviewed the plan is to post it for public review and then publish updated glossary.

Follow Up: New definitions and any comments/corrections to existing definitions need to be sent to Ralph.

Work/Rest and Length of Assignment Guidelines (Broyles):

The SHWT and the Incident Business Practices Working Team (IBPWT) evaluated the Work/Rest and Length of Assignment Guidelines and submitted a draft to NWCG for final concurrence. The guidelines for Work/Rest state that during Initial Attack the guidelines should be met within 24 hour period and includes travel time. Exceptions are allowed with prior approval from the Agency Administrator to accomplish immediate and critical suppression objectives or to address immediate and critical firefighter or public safety issues. The Length of Assignment Guidelines states that all assignments are to be limited to 14 days, exclusive of travel. Exceptions can be made for situations where life and property are imminently threatened, suppression objectives are close to being met, a military battalion has been assigned, or replacement resources are not available. A risk management process must document the risks prior to extension. Resources can be extended for an additional 5 days in the above cases, excluding travel. In Planning Levels 4 or 5 (nationally or geographically), resources can be extended for up to an additional 14 day assignment, after two paid days off, with the concurrence of the resource, home unit, agency administrator and the IC. There is still a question of who determines length of assignment on all-risk incidents. The plan is to implement this recommendation, after final approval by NWCG, for the 2003 fire season with follow up comments to Paul and Tori Majors (Chair, IBPWT) by October 1. Distribution of these guidelines is planned for the week of March 3rd.

All Risk Definition (Alworth):

Ralph distributed the latest definition for information to the IOS WT. The IOS WT suggested a small wording change and the deletion of the last sentence regarding pre-planned events. Ralph will take the suggestions back to the group writing the definition.

Helitanker Issue (Alworth):

In Bar Harbor, the IOS WT noted that the gallon requirement was lowered from 1100 to 600 gallons for a helitanker. Phil was following up on this.

Follow Up: Beth will contact Pam and have her follow up on this.

10 Year Plan:

Current schedule for the 10 year plan shows the following:

- 410-1 will be done in 2005, 5 year schedule.
- 310-1. 2004, 5 year schedule.
- PTB's. 2005, 5 year schedule.
- Position Manual. Last date on them is 1982. The IOS WT needs to research how much these are being used and send a letter out to field regarding their use. Vince or Paul will check with Cindy Wolf at PMS to see how many are ordered.

Suggestions:

- OSD, 310-1 and PTB's should be on the same revision schedule.
- Forms Manual. How much is this used.

NWCG Position Management (Merrie Johnson):

IQCS will contain Position Description. Training, PTB's and 410-1 will also contain position information. Alternatives are the Position Manuals need to be revised or make the Position Manuals obsolete and all the information will be contained in IQCS, Training and 410-1. The IOS WT will put a letter out to the field stating we are considering getting rid of the Position Manuals, with the information available somewhere else.

Follow Up: Agenda item for April meeting.

IRPG/Jim Cook's Assistance (Broyles):

Jim Cook is requesting clerical assistance for the revision of the Incident Response Pocket Guide.

Follow Up: Beth and Bob will check with Deb to see if Deana can do the IRPG revision also. Paul will get back to Jim Cook.

Redbook (Mazzier):

The 2003 issue is at the printer. NPS, FWS and USFS have all had input and are signatories to the "2003 Interagency Standards for Fire & Fire Aviation Operations." USFS is still debating about whether it is guidance or policy. States are considering it a reference guide, so it may never become a NWCG document.

Website:

Ideas for website. Would like to include the IOS process and procedures for the following:

- How issues need to be brought forward to the IOS WT.
- How decisions are rendered by the IOS WT.
- The six criteria for how positions are considered for inclusion in 310-1.
- How information on decisions are distributed. Possibly develop a mailing list.
- Decisions made by IOS WT posted to website within 30 days. (Not just in the minutes, but in an additional decision section.)
- 10 year schedule.
- Team membership roster and areas of responsibility.

Merrie Johnson is working on the process for adding to the website with Ted Tower who maintains the NWCG WT sites, the PMS group and Allan Dietz. She will pass this information to Beth.

Follow up: IOS WT members need to check on someone to assist us with the website. Also the areas of responsibility need to be revised at our April meeting.

Conference Calls:

Conference calls will continue to be held the second Tuesday of each month at 1100 hours, mountain time, instead of 1200 hours. Call in number is 505-842-3895. Beth will get PIN #. Dates:

May 13, 2003

June 10, 2003

July 8, 2003

Aug. 12, 2003

Sept. 9, 2003

Future Meetings:

October 21-23, 2003 - Portland, OR

February 24-26, 2003 – Florida (joint with TWT)

JOINT Minutes with TWT

Guests: Kris Damsgaard (OAS), Allen Deitz (PMS)

Aviation Training Program (Kris Damsgaard):

Kris Damsgaard discussed the PMS 310-1 requirements to replace IAMS with Aviation Conference and Education (ACE) program. A proposal is being made to re-establish the Helispot Manager position, possibly an online course or a task book for the position. Need to look into why this course was taken out of the curriculum years ago. Kevin Hamilton (IHOP Chair) will be sending the IOSWT a proposal for this position. IOSWT will respond to this issue at that time. Until a determination is made on the position, training will not be addressed.

Leadership Committee:

PMS 310-1 Revision. IOSWT is currently working on the PMS 410-1 and will start working on the PMS 310-1 in October 2003. They hope to have a revision of the PMS 310-1 complete by May, 2004. One of the most significant changes needs to be the incorporation of the Leadership curriculum. The IOSWT would like the Leadership Committee to advise them as to which positions the various Leadership courses should be required, or should be additional training, for. The IOSWT will make the final decision.

ACTION: The Leadership Committee will need to get information to the TWT at the September meeting for review. A draft package will be shared at the February 2004 joint IOSWT/TWT meeting. (Borzik)

Position task books updates will also need to be worked on by the Leadership Committee as part of the PMS 310-1 revision.

Incident Qualifications (Red) Card and Position Currency :

During the development of IQCS the issue has come up about the need to track several issues including red card currency and additional training (separate subject). The system will be developed so that the red card will indicate qualifications currency. The IQCS will keep track of each position qualification criteria. Each criteria that has a time sensitive component that has lapsed will be indicated on the red card. The consequence of the lapse will vary depending on the criteria. If physical fitness has lapsed, a red card will not be generated. If position currency has lapsed, the position will have a note that indicates "qualified less currency" and show the date of lapse.

DECISION: Red card will list current positions. Positions lacking currency on red card will remain on red card for one year past currency expiration date indicated as having lapsed. One year after expiration if not re-qualified, the qualification will go off the red card. The individual will have to work with their agency to determine if formal training or a trainee assignment is appropriate to re-attain the qualifications.

NWCG Position Paper: Non-NWCG Entities Training and Qualifications:

The title of the draft position paper has been changed from Contractor Training and Qualifications to “Non-NWCG Entities Training and Qualifications”. Incident Business Management Working Team (IBMWT), TWT, and representatives from several Geographic Areas have continued to work on this subject. The package reviewed by the NWCG in January was shared with the group. It will be finalized for the May 2003 NWCG meeting.

Several Geographic Areas are planning to use part or the entire package for their 2003 contracts. The full package should be in place nationally for the 2004 wildfire season.

DECISION: The package looks good but there is concern that all GACCs have the opportunity to review it before finalized.

ACTION: Contact Brian Shiplett, the Chair of the GACC Advisory Group to get input on the draft “Memorandum of Understanding Between Training Provider and Coordination Group,” as well as the other documents. (Koch)

SEAT Manager Position:

The SEAT Manager training and position task book are complete and need to be added to PMS 310-1.

DECISION: IOSWT has approved the position; it will be added to the PMS 310-1. A transmittal memo to NWCG approving this position must be done (who was assigned...followup? NWCG needs to get information/decision to member agencies.

Action: A number will need to be assigned to the course. (Epps)

Status of the NWCG Wildland Fire Glossary (Allan Deitz):

Allen Deitz is the repository manager for the NWCG Wildland Fire Glossary and is coordinating the update. Requirements (NWCG Glossary Entry Change Request) and the custodians for the terms and definitions in the glossary were discussed. IOSWT is the steward of the 1800 NWCG terms in the glossary. Approximately 1300 of those terms have been delegated to other WTs. Working Teams will draft and return definitions for the assigned terms by 8/2003. Changes will go thru Ralph Allworth, IOSWT to Allen Deitz, Chair PMS who will compile all the information into one document. The entire document will go out for full review the first of the 2004 fiscal year with an objective of having a final glossary in place by October 2004.

Use of Heavy Equipment on Wildland Fires:

Increased availability of industrial heavy equipment has provided all fire service agencies new possibilities. These machines are safe, more environmentally sensitive, and can be very cost effective. Heavy equipment can replace hand crew resources when available. Our corporate knowledge has not kept up with equipment innovations. Inconsistent understanding of machine capabilities, contracting, payment, and dispatch reduce their suppression effectiveness.

The Training Development Group is currently revising S-232, Dozer Boss and the SME Group is questioning how far to take this issue and whether there is a changing skill need for the traditional Dozer Boss since this equipment usually gets grouped on the fireline.

DECISION: The local variability of equipment types, lack of any national equipment standards for these types of equipment, and lack of integration into suppression tactics leads us to believe that a national standard for training is premature. This is an issue that will continue to evolve with time. This issue needs to be looked at nationally and may take several years to develop into something further. Fire Equipment WT needs to give this further oversight. IOSWT/TWT support course revision which incorporates additional information on types and uses of heavy equipment without changing the Position Task Book at this time.

ACTION: Have SMEs consult with the Fire Equipment WT to get advice on equipment that should be included in the training. (Epps)

ACTION: Provide feedback to the Northern Rockies Coordination Group on the IOSWT/TWT view that this issue needs more maturing before initiating many of the recommendations in their memo. (Koch)

Minimum Impact Suppression Tactics:

As part of the 10-year implementation plan for Reducing Wildland Fire Risks to Communities and the Environment, the Wildland Fire Leadership Council tasked the National Park Service with the lead in developing an Action Plan concerning MIST. Heavy emphasis at the inception was on suppression tactics. National perception is we don't do enough with protecting the environment. The video has been finalized and the MIST SME group came up with a draft policy statement and guidelines to help with consistency between agencies. IOSWT came to consensus that, if the agency concurs with the MIST policy, this package could be considered as guidelines.

DECISION: The draft is a good tool to start with and would be OK as a national guideline. Following these guidelines would be at agency discretion as appropriate to the suppression action and cost containment objectives. It is not appropriate to incorporate into Position Task Books (PTB) since not all states use MIST. It is more appropriate that the Development Group use the recommendations and subsequent products as course revision tools. The draft policy and guidelines need a wider distribution and field comment period.

ACTION: Joint memo to NWCG in response to this issue. (Lee/Leaverton)

LTAN – S-492/S-493:

The ability to meet the need for this position continues to be of concern. Bob Leaverton did not hear the demand for training for FBAN and LTAN was as issue when he was in the field this past season. FBANs are used frequently. LTANs were needed most in the predictive services not on incidents. The real issue seems to be that people go to the LTAN training to get FARSITE training for use in prescribed fire, not necessarily to be an LTAN.

DECISION: The identified need for 50 LTANs nationwide is still appropriate. Training capability currently exists to meet this need and will not be expanded. Geographic Areas and agencies need to screen candidates to these courses to assure that the candidates will be dispatched as LTANs when needed for suppression.

ACTION: Joint memo to FUWT indicating that both teams feel if there is additional need for a subset of those skills e.g. planning, outside of LTAN responsibilities agencies need to determine how to meet the need. (Lee/Leaverton)

ACTION: TWT will discuss the issue with GATRs at the joint meeting in May. (Glenn)

English/Bilingual Language Requirements for Crew-Engine Leadership:

S&HWT has a safety issue with firefighters on crews that don't speak English. Currently there are approximately 5000 Spanish speaking firefighters in the US. In reference to the S&HWTs 10/15/02 memo, the NWCG has endorsed all but number 4, which states "A measure of proficiency in the English language, and language used by the crew needs to be identified etc." NWCG does not want to get into the business of testing; national contract language reads "shall be able to communicate fluidly at a conversational level". This language will need to be included in the crew contracts and the national contracts. Need to be proficient in the English language to be in a leadership position on a crew. The TWT has had dialogue about the need for Spanish translation. IOSWT and TWT agreed that national standard courses (and support materials) S-130, 190, 212, 211, I-100, and LCES in Spanish would be necessary to meet existing NWCG direction. TWT will strategize how to meet that need tomorrow.

Issues Related to Additional Training Which Supports Development of Knowledge and Skills, PMS 310-1:

The IOSWT and TWT discussed the interpretation of “Additional Training Which Supports Development of Knowledge and Skills”. The “Additional Training Which Supports Development of Knowledge and Skills” needs to be met prior to position certification. The IOSWT stated that all that was required to be documented in any qualification system was “Required Training” and the completion of the “Position Taskbook”. The documentation that the “Additional Training Which Supports Development of Knowledge and Skills” has been completed is when the taskbook for a given position has been completed. The IOSWT does not anticipate significant changes being made to the PMS 310-1 in the next revision, with the exception of clarification of wording, course numbering changes, inclusion of leadership curriculum, the adding of additional positions, etc.

DECISION: “Additional training”. Completion of required training and completion of the PTB requirements is all that is needed to be documented in IQCS. Individual agency policy may drive tracking additional training in IQCS.

ACTION: Provide to the IOSWT potential wording changes for the next PMS 310-1 version that may help clarify the interpretation of “Additional Training Which Supports Development of Knowledge and Skills” for the field by October 1, 2003. (Borzik)

ACTION: Request clarification as to status of smart cards from IRMWT. (Koch)

Position (Mnemonics) Change Board:

A Charter has been established for the Change Board. There may be opportunities to expand the role of this group. Membership consists of a representative from the NWCG DAWG, from the National Coordination System (NICC), a business person from the NWCG’s Incident Qualifications and Certification System, a business person from the NASF’s Incident Qualifications System, and the IOSWT’s Data Steward. This group is working on the business rules which will be out for review soon.

IOSWT Decision Process:

IOSWT is putting together a processes and procedures paper that will include explanation on how IOSWT makes decisions. This will be posted on the NWCG website.

Liaisons to the Working Teams:

It is important for the NWCG Liaison(s) to attend one meeting a year. The IOSWT/TWT joint meeting would be a very valuable meeting for the NWCG liaisons to attend. Both teams encourage liaisons participation.

