

FINAL

MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM (Joint with Training Working Team) February 23-27, 2004 St. Pete's, FL

Attending:

Bob Leaverton, Chair
Ralph Alworth, FIRESCOPE
Andy Bellcourt, BIA
Tom Bourn, Northeastern States
Paul Broyles, NPS
Pam Ensley, US FWS
Jim Karels, Southeastern States
Vince Mazzier, BLM
Tim Murphy, Western States
Allen Deitz, IRM Liaison
Merrie Johnson, Quals and TWT Liaison (Thursday only)
Beth Spencer, Executive Secretary

Guests:

Maureen Brooks, Chair, Wildland Fire Prevention Working Team
Deb Epps, Training Working Team, NWCG Development Unit
Chuck Wamack, Chair, National Dispatch Steering Committee
Dave Koch, Training Working Team, Liaison to National Dispatch Steering Committee

Contractor for Position Manual Revision:

Discussed how to hire Quality Associates to do the revision on the Position Manuals.

Follow Up: Pam will FWS write the contract and will forward a copy to the IOS WT members.

310-1 Revision:

Steve Jackson from BLM has agreed to assist with 310-1. The IOS WT needs to determine the financial process. Andy Smith, in Boise, should have the BLM budget code for NWCG.

Criteria for including new positions in 310-1:

1. Is it needed for national mobilization?
2. It is interagency in scope?
3. Has it been reviewed and supported by the interagency community?
4. Does it fall within the NWCG mission?

5. Was it submitted by a member agency, GACC or working team?
6. Does another position exist that can accomplish these tasks?

The IOS WT will meet with Steve on Monday, April 5. 310-1 Items Steve can work on prior to April meeting:

- The 310-1 is not available electronically as it was originally done in Word Perfect and tables and does not convert well. Deb's editorial staff could have it in electronically by end of summer. We will send what we have to Steve. Deb will go through the old stuff.
- All Position Codes will be posted on the IQCS website and is the official list. Steve can start working on this.
- Begin working on a definition for Technical Specialist. Merrie will provide Steve with the 5 categories the positions are in IQCS to assist with the definition.
- Begin writing definitions for the other position categories.
- Begin thinking about deleting Appendix C and establishing a website.
- Delete all references to "Standards for Survival."
- Send a letter to all the WT Chairs that the 310-1 revision process is beginning and to get comments back to Steve prior to the October 2004 meeting.
- Begin looking at the proposed PMS 310-1 Changes/Additions from the TWT.
- Begin looking at the proposed wording change from the TWT regarding "Additional training which....."
- Look at formatting of FS 5109.17. It may be available electronically and easier to modify than the old 310-1.

310-1 Items for the April meeting in Boise:

- Bring current 310-1
- Define technical specialist and other four categories of positions.
- Begin dividing positions into categories.
- Look at chart and revision process.

Follow Up: Vince will check with Andy Smith on how to pay for Steve. Bob will contact Steve to give him the preliminary tasks above.

NIIMS Brochure (Broyles for Dougherty):

Revised version of National Interagency Incident Management System Teamwork in Emergency Management (PMS 700-1) was distributed and discussed. PMS number and color NWCG logo needs to be added to the cover. IOS WT made other small edits.

Follow Up: Paul will work with Allen to get the NWCG color logo and will take suggested edits to Mike.

Radio Narrowband Advisory Group (Mazzier):

Radio Narrowband Advisory Group was contacted to determine if they still needed the ICS 217 and ICS 205 forms. Tabled until April meeting.

Follow Up: Vince will bring the response from the group to the April meeting...

International Protocols on NWCG Materials (Murphy):

Canada has been given all the PTB's in Word format to revise for their needs. They plan to lock up the documents in pdf format after revising. The IOS WT does not have a problem with this as long as security is maintained.

Glossary (Deitz, Alworth):

The second draft dated February 2004 was distributed for working team review and comment. This draft has been provided all other working teams and NIFC to review custodial terms for definition accuracy. No other changes, except those made by IOSWT, will be accepted once this draft is reviewed. Upon approved by NWCG, glossary will be available both electronically and hardcopy with field requests to update glossary addressed through the Glossary Change Board. IOSWT will serve as Board lead with support provided by respective working teams and NIFC glossary custodian stewards. Changes will only be accepted using a Glossary Entry Change Request Form which will be available as part of the Glossary. It has been reported that many non-government, media, and countries outside North America are accessing the Glossary.

Many of the new terms being recommended for Glossary inclusion have been submitted by the Fire Investigation Working Team (FIWT). Subjects being addressed by these terms deal with law enforcement and legal terminology. IOSWT is of the opinion that terms that support the Glossary user should be included and that a separate Glossary dedicated to FIWT user should be considered. IOSWT reviewed these terms and identified those terms that should remain and be removed from Glossary.

A glossary developed for the National Incident Management System (NIMS) in support of Homeland Security was handed out for IOSWT review. Those terms found in the NIMS Glossary which should be added to the NWCG Glossary were identified.

Follow Up: Ralph will get changes to Allen to edit the Glossary. Bob will contact the FIWT chair, Paul Steensland, regarding the LE terms that were removed from Glossary.

National Fire Prevention Education Team Coordination (Maureen Brooks):

Contractor "Firehouse" was awarded a three year contract for prevention education nationally and assumed responsibility for mobilizing prevention teams in July 2003. They developed a utilization analysis for position needs. Prevention team consists of a Team Leader with extensive fire behavior knowledge with support from Public Affairs, Information Officers, graphic designers, etc. The Team Leader evaluates the situation and fills the position based on needs, typically 3 to 5 members. In 2002, there were 30 assignments and 18 in 2003. In addition to the NWCG Wildland Fire Prevention WT

website, the contractor also maintains a website accessible to anyone:
www.firepreventionteams.us

Two positions have been drafted-Prevention Education Team Leader (PETL) and Prevention Education Team Member (PETM). The WFPWT would like the IOS WT to consider the addition of the above position and address the following issues:

- Certify position codes for two positions-PETL and PETM
- Determine how and when to include mobilization process in National Mob Guide
- Determine how to add positions into ROSS system

The IOS WT approves the positions as added to the new position category of Associated Support Positions. Position Codes have already been approved by the Position Code Change Board. The PTB's were put together by SME's and do not follow the current format and need to have fitness and currency standards established. The WFPWT is working with the TWT on the two courses for the new positions. The IOS WT would like the PTB's reformatted and resubmitted.

Follow Up: .Maureen will revise the PTB to conform with 310-1 format and send to Beth to distribute to the IOS WT members. Maureen will check with Merrie to ensure Position Codes have been discussed by the Position Change Board. Maureen will contact Kim or Doug as NICC to get the mobilization process added to the National Mob Guide. The IOS WT will write a letter to NWCG after we receive items back from Maureen.

Work/Rest Guidelines (Broyles):

Information only. Revised Work/Rest Guidelines are now 2 mandatory days off after a 14 day assignment.

Tasking from NWCG:

NWCG tasked the IOS WT with two items at their February meeting:

1. Federal and state agencies should establish and communicate a clear and consistent policy on qualifications and standards for using local or rural fire department personnel in the initial attack, extended attack and large fire situations.
2. State and federal agencies should develop a process through which a rural fire department's training, experience, and qualifications (such as NFPA 1051 qualifications) can be recognized as equivalent to NWCG qualifications, thereby allowing for the more efficient use of local government personnel on agency fires.

Follow Up: Bob will contact Don Artley from NASF for further clarification.
April agenda item.

410-1 Comment Review:

Bob received about 30 comments. All comments were reviewed by the IOS WT and the changes were captured in a table to send to Deana Parrish for final revision. Suggested to put the 410-1 on the web and update it quarterly with errata sheets. This will make the next revision process easier.

Follow Up: Paul will hand carry the changes to Deanna to do the final revision to 410-1. Ralph will email the Finance changes to Paul and Beth. Vince will work with Allen on adding the 410-1 to the web. After Deanna makes final edits, Bob will contact Edy to see if we can go ahead and print. A response will be sent out to all commenting that their comments have been reviewed.

NWCG Development Group PTB Revision Process (Epps):

Deb distributed a proposed process for the IOS WT to review PTB's. The NWCG Course Project Leader will make suggested changes from SME's and forward to the NWCG Development Unit Leader who will forward to the IOS WT Executive Secretary for distribution and review at next meeting. The IOS WT will respond back with an approval or denial and any suggested edited to the Development Unit Leader who will process through the Editorial Staff and Standards Unit. The finalized PTB will be sent to the IOS WT PMS Liaison for submission to PMS. Electronic files will be maintained by the Development Unit. The IOS WT agrees to this process.

Follow Up: Any PTB revisions received by the IOS WT outside of this process will be forwarded to Deb.

Issue Paper #53, Proposal to Require S-260 for Certain ICS Positions (Epps):

The S-260 revision group and the Incident Business Practices Working Team would like to add S-260 as a requirement for all single resource bosses, finance section positions and unit leader positions in all functional areas. It is currently recommended, but not required for any positions. The IOS WT denied this request and forwarded to Deb.

Position Task Book Revisions (Epps):

Medical Unit Leader (MEDL). Small correction to put them under the correct branch. IOS approves change.

Helicopter Coordinator (HLCO). Minor edits. IOS approves changes.

Expanded Dispatch Support Dispatcher (EDSD). Minor edits. IOS approves changes.

Helibase Manager (HEL1/HEL2). Minor edits and addition of MIST items. IOS WT approves changes with the removal of the MIST items.

Operations Section Chief Type 1/2 (OSC1/OSC2). Minor edits. IOS made a few changes to the edits and approved.

Air Support Group Supervisor (ASGS). The IOS made some reorganization suggestions and changes to edits and would like it re-done and re-submitted for the April meeting.

Display Processor (DPRO). Minor edits. The IOS WT made a few changes to edits and approved.

Issue Paper #52, Modification of the Position and Task Books for Task Force Leader and Strike Team Leader/PTB for Task Force Leader (Epps):

SME group is proposing the combination of the TFLD and the Strike Team Leader positions. The tasks in the PTB's are similar. The IOS WT is denying the request, but would like to invite Brian Eldredge to the April meeting for further discussion. The PTB for the TFLD position will be held until April meeting.

Follow Up: Deb will pass the info to Brian to attend the IOS WT April meeting.

Aircraft Dispatcher Position (Koch/Wamack):

The TWT is requesting the addition of the Aircraft Dispatcher position due to the complexity required by the position. The IOS WT would like input from the Coordinator's Group before making a decision.

Follow Up: The IOS WT will check with the Coordinator's Group and discuss further at the April meeting.

IBA Position:

Needs to be revised to list the qualifications in the current format.

Follow Up: The IOS WT will forward to Hallie Locklear, Chair of Incident Business Practices WT to revise and resubmit.

Incident Business Practices Working Team Liaison:

Randy Hart will be the IBP WT Liaison to the IOS WT.

Follow Up: Beth will add Randy to the mailing list.

FUM1/FUM2 (Bellcourt):

The FUWT has tested the above positions for a year and would like to replace the existing FUMA position with FUM1 and FUM2 due to the increase in Fire Use with the change in fire policy. They will submit to the IOS WT for consideration in the future.

Follow Up: Andy, as the liaison to the FUWT, will keep the IOS WT updated.

Metadata Finalization Protocol (M. Johnson):

When metadata is approved for one WT it will be forwarded to the other WT's. Merrie will receive the metadata from the other WT for the IOS WT and will forward on to the team that needs to be seen by the IOS WT. The IOS WT agrees to this process.

Position Naming Board (M. Johnson):

Information only. During the 310-1 review process the IOS WT may receive requests to consider renaming position codes.

Action Log (Spencer):

Discussed and modified Action Log, which will be posted on the website. Decided the Action Log will be done yearly and used as a tracking tool for the Annual Report.

Follow Up: Beth will make changes, distribute to IOS WT and send to Allen for website posting.

ICS 209 Logo:

ICS 209 currently resides on the FAMWEB site which is Forest Service sponsored. The document comes up with the FS logo instead of NWCG logo. The IOS WT would also like a link to the form from the IOS WT website.

Follow Up: Vince will contact the ICS 209 group to get logo changes and will work with Allen to get the link set up on the website.

JOINT MEETING WITH TRAINING WORKING TEAM

310-1 Revision Process Plan:

The IOS WT discussed with the TWT the revision plan for 310-1. It will not be a major rewrite, but a revision of what is already there and better clarification for field users.

Changes the IOS WT has already identified are:

- New Executive Summary
- Revise the definition of Technical Specialist
- Define new Position Categories
 - Current four position categories: Wildland Fire Positions, ICS Positions, Rx/Fire Use Positions, and Technical Specialists.
 - Proposed position categories: ICS Positions, Incident Support Positions (positions critical to the incident, but not directly attached), Wildland Fire Use/Prescribed Fire Positions, and Associated Activities for Wildland Fire Positions.
- Review and revise Fitness Levels
- Create a dynamic document to facilitate the addition of new positions
- Delete Appendix C and refer to the website
- Put Appendix on utilization of document in the front
- Delete references to Standards for Survival as it is now obsolete
- Add the positions already approved by the IOS WT since the last version

- Human Resource Specialist (HRSP) - approved
- Fire Investigator series – pending
- Incident Business Advisor (IBA) – pending
- Resource Advisor (READ) – pending
- Initial Attack Dispatcher (IADP) – approved
- Seat Manager (SEMG) – approved
- Helicopter Manager, Call-When-Needed (HCWN) – approved
- Helicopter Boss (HELB) – approved
- Radio Operator (RADO) – approved
- Helispot Manger (HESM) – pending
- Prevention Education Team Leader (PETL) – pending
- Prevention Education Team Member (PETM) - pending

Timeline and process: The IOS WT plans to take a year and will meet four times this year to complete the process. NWCG has approved this process in general. Steve Jackson from BLM will help with the writing and editing of the document. The TWT and the IOS WT are in general agreement on the changes identified.

Issue Paper #56, Incident Commander Type 5 Training Requirements (Epps):

The Development Group proposed the elimination of S-133 which is required training for ICT5, but no other position. It was initially designed as a refresher seminar in fire behavior and now has been incorporated into S-190 and S-290. The recommendation is for the IOS WT to change the requirement for the ICT5 to S-290 (32 hour course) instead of S-133 (4 hour course). The USFS and USFWS have already made this change. It is ordered often and is used currently by agencies as part of their annual refreshers. Maintaining refresher training is not the mission of the Development Group. It is outdated and will need revision if kept. The references to the Fireline Safety Reference should be immediately dropped and the Publications catalog can refer people to the Incident Response Pocket Guide instead. The IOS WT decided to keep the course for now and forwarded response to Deb Epps.

Course Equivalency Guidelines (Terry):

The TWT requests that the language in the 310-1 regarding course equivalency be changed to refer to the Field Managers Course Guide which is updated as changes are made. IOS WT agrees with this change.

Follow Up: The IOS WT will make above change during the 310-1 revision process.

Proposed Wording Change for Additional Training Which Supports Development of Knowledge and Skills (Borzik):

The field is confused about whether the above training is discretionary training and there is also confusion about the initiation of the PTB and whether it can be initiated prior to completion of “Additional Training.....” The recommendations from the TWT are:
-Move the information contained in Appendix A to the main body of the document. *The IOS WT has already included this in the proposed changes.*
-Wording changes to clarify the above issue. *The IOS WT will review suggested wording changes from the TWT during the revision process.*

Follow Up: The IOS WT will review suggested changed during revision process.

NWCG verses IQCS Glossaries (Fisher):

Question of whether the NWCG Glossary and the IQCS Glossary have been cross-checked. The IQCS group has been advised to do the check and Dave Koch will ensure it is done.

Proposed Trainee Language/Proposed Language for Assignments vs. Performance Testing (Fisher/D. Johnson):

Proposed wording changes from the TWT regarding trainee, trainee in classroom, trainee in field, and trainee assignment versus evaluation assignment. They recommend the term position performance assignment and recommend that an individual have more than one trainee assignment.

Follow Up: The IOS WT will review suggested changes during the 310-1 revision process.

Standards for Survival Language (Epps):

Standards for Survival does not exist and no replacement language was developed. The TWT proposes it be replaced with “Risk Management: Watch Out Situations and Standard Firefighting Orders.” The IOS WT agrees to this change and to disseminate it to the field in a letter from NWCG and posting to the website.

Follow Up:

International Association of Fire Chiefs (Tony McDowell):

Presentation from the IAFC, they want to develop a crosswalk between NASF and NWCG qualifications. NWCG is already tasking the IOS WT with a similar idea, so that local resources can be used initially. The Homeland Security Presidential Directive #5 (HSPD 5) is the driving force and authority behind this. The IOS WT would like to work with the IAFC and provide an advisor to them to help.

Follow Up: Jim Karels will be the liaison to the IAFC.

Issue Paper # 55, Future of the S-245 Display Processor Course and DPRO Position (Epps):

The increased use of Geographic Information System Technical Specialist (GIST) has decreased the need for the DPRO position. The S-245 is often taught in conjunction with S-244 Field Observer course, so mapping is addressed. This may discourage those individuals who want to take only the S-245. The S-244 is in revision and will include mapping skills, therefore eliminating their need to add S-245. The SME group recommendations are:

- Keep the DPRO position and course for now, but re-evaluate in five years.
- If the GIST position is added to the 310-1, add S-245 as a prerequisite course.
- GACC's should no longer teach S-244 and S-245 as a joint course.

Both IOS WT and TWT agree to the recommendations.

ICT3 Issue (Terry/Glenn/Sutton):

The Cramer Incident brought attention for the need for ICT3's to demonstrate leadership on the line and be able to make decisions under pressure. Part of the accident review items was to put into place an interim simulation assessment process by April 30, 2004 and have a permanent process by October 2004 to test for leadership and decision making ability. In February a FS cadre was trained as simulation instructors for the assessment course which utilizes sandtable exercises. For the FS, no ICT3 will be dispatched until they have been through the mandatory assessment course. The IOS WT and the TWT have similar concerns that the PTB is not working if another assessment tool is necessary.

Follow Up: Billy will keep the IOS WT and TWT updated.

Training Based versus Performance Based System (Glenn):

Both IOS WT and TWT are in agreement that the current system is performance based.

Tiered System of Qualifications and Training for NWCG Positions (Epps, DJohnson):

The TWT is proposing a tiered idea of position categories with associated qualifications. Proposed categories are:

- Core Positions with NWCG quals and full training development support.
- Associated Positions with NWCG quals and no NWCG training development support.
- Technical Specialists with agency specified quals and training.

This would allow positions to be included in 310-1 without the necessity of providing full training support.

Follow Up: The IOS WT will review suggested changes during the 310-1 revision process.

Evaluation of Contractor Provided NWCG L Curriculum Classes (Sutton):

Leadership training recommendations for ICS positions and a draft flowchart of positions with requirements were distributed from the NWCG Leadership Committee. Currently 3 courses (L-180, L-280 and L-380) have been developed and are being delivered out of the 6 planned courses (including L-381, L-480 and L-580). L-180 and L-280 are off the shelf courses to be agency delivered and L-180 is included in S-130. L-380 is a 32 hour course delivered by vendors or agencies. The Leadership Committee would like a documented decision from the IOS WT regarding the L courses and position requirements, documenting specifically what will be changed in 310-1 and the reasons behind the decisions. The Fire Use WT would like some input regarding the L courses and requirements for Fire Use positions.

Follow up: Joette will have the FUWT contact Bob directly. The IOS WT will review suggested changes during the 310-1 revision process.

Publication Management Document Review (Fisher):

The TWT believes the four documents below are under the IOS WT:

- PMS 201 History of ICS
- PMS 202 ICS Glossary
- PMS 203 Position Description and Responsibility
- PMS 204 ICS Forms Catalogue

The IOS WT agrees to take over these documents.

Follow Up: IOS WT will assume responsibility of the above documents. Merrie will notify PMS.

Lead Instructor:

The TWT is evaluating instructor qualifications to state that a Lead Instructor will be currently qualified in the position.

Website Changes (Deitz):

Allen is working on the various WT pages to bring consistency with the goal of being more available and user friendly. Any requests from the individual WT's for changes need to go to Allen...

Establishment of Federal Fire Training Task Group (Terry):

Information only. The above group is made up of Training Officers from the Federal Fire Agencies and will not be recreating the work of the TWT.

Future Meeting Dates:

April 5, 1400 to April 8, 1200. Boise, ID. BIA will sponsor.

October 19-21, 2004-Joint with TWT. Albuquerque, NM. BLM will sponsor.
November 30-December 2, 2004. San Antonio, TX. NPS will sponsor.

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, Albuquerque NM – BLM
November/December 2004, San Antonio TX – NPS

Conference Calls:

Conference calls day changed to the second **Wednesday** of each month at **1200 hours, Mountain Time.** Dates:

May 12, 2004
June 9, 2004
July 14, 2004
August 11, 2004
September 8, 2004
November 10, 2004

Follow Up: Beth will send out reminders.