

# ***FINAL***

## **MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM February 20-22, 2007 Albuquerque, NM**

### Attending:

Bob Leaverton, Chair  
Vince Mazzier, BLM, Co-Chair  
Ralph Alworth, FIRESCOPE  
Paul Broyles, NPS  
Mike Dougherty, USFA/Homeland Security Liaison  
Mike Dudley, USFS  
Jim Karels, Southern States  
Jim Kelton, USFWS  
Brian Shiplett, Western States  
Beth Spencer, Executive Secretary  
Nicole Finch, 2/21 for Executive Secretary

### Absent:

Andy Bellcourt, BIA  
Charlie Keller, Northeast States  
Kristy Plourde, USCG

### Guests:

Deb Epps, 2/20, BLM Training Group  
Rich Dolphin, 2/20, IHC Committee  
Deb Hamill, 2/21, ICS 209 Revision Committee  
Jeff Bonebrake/Alan Carlton (Fire Investigation WT)

### **Glossary (Alworth):**

Glossary Change Board charter will be posted on the NWCG website within the next month. It was determined there should be a NIMS representative on the Glossary Change Board and that NIC needs to be in the loop.

There are 200 + definition without a responsible Working Team. These need to be designated by the IOS WT for specific Working Teams.

310-1 Glossary. Ralph distributed a list of definitions that were in the 2000 version of 310-1. IOS WT agrees some definitions need to be re-worded and kept.

During PTB revision process, the contractor determined definitions for “competency,” “behavior,” “task,” and “learning objective.” Deb Epps will forward these to IOS WT for information.

Discussion/review of the following:

- ✓ Transfer of Command definition: IOS WT reviewed and added “at a specified time” to end of definition.
- ✓ Human Resource Specialist definition: Already reviewed by Jan Everett. IOS WT reviewed and deleted “incident management team.”
- ✓ Structure Protection Specialist definition: IOS WT reviewed and approved with minor edits.
- ✓ Geographic Information System Specialist definition: IOS WT reviewed and approved with minor edits.
- ✓ Technical Specialist definition: IOS WT reviewed two definitions and approved one.
- ✓ Trainee definition: IOS WT reviewed and approved for now. This definition may change based on the PTB/Core Competency review process.
- ✓ All Hazard definition: Received a request from Tim Melchert, FS NIFC, to review the current definition as it is different from the NIMS definition. NIMS used the NWCG “All Risk” definition and changed it to “All Hazard.” IOS WT will keep the current All Hazard definition.
- ✓ Standard definition: Discussed if definition should be added to the Glossary. Need a proposed definition.
- ✓ Definitions of “certification” and “recertification” need to be developed.

**FOLLOW UP:** Ralph will contact the director of the NIMS Integration Center for a representative. He will add Kyle Blackman, the representative from NIC to the IOS WT, to the filter mailing list.

Ralph will resend unclaimed definitions to specific Working Teams. Ralph will re-word definitions from 310-1 and bring to next meeting for IOS WT review. Ralph will edit and forward approved definitions to filter groups. Ralph will develop “standard,” “certification,” and “recertification” definitions and bring to next meeting. *April Agenda item.*

Bob will contact Tim Melchert regarding IOS WT decision to keep current All Hazard Definition in the Glossary.

Deb Epps will forward definitions for “competency,” “behavior,” “task,” and “learning objective” to IOS WT for information.

### **IHC Crew Typing Proposal (Rich Dolphin).**

The National Interagency Hotshot Crew Steering Committee submitted a letter requesting a review of crew typing with the proposal that type 3 crews be deleted and IHC be added. NMAC currently prioritized all Type 1 crews, but does not differentiate between Type 1 and IHC’s. National resource tracking may be modified in the next 18 months, so

modifying crew typing may be premature. IOS WT will elevate issue to NMAC for further input.

**FOLLOW UP:** Bob and Mike Dougherty will discuss issue with NMAC to see if follow up is needed.

### **National Interagency Hotshot Crew Steering Committee Liaison (Rich Dolphin):**

Rich is now chair of the NIHCSC and Randy Anderson from the Snake River IHC will be liaison to IOS WT.

### **Forms Update (Dougherty):**

IC/AC group is currently working on forms in PMS and will be meeting in March. Forms that are in ISUITES are being identified as modifying these forms affects electronic interactions with other forms and IRM needs to be involved. Once recommendations are completed by the IC/AC group an idea is to send out for review to appropriate WT or group. Coordination needs to be done with the NIMS group also.

**Follow Up:** Mike Dougherty will give update at next meeting. *April Agenda item.*

### **Moratorium on Additional Positions (Dougherty):**

IOS WT wrote a letter in August 2006 stating there was a moratorium on adding any positions to the 310-1. The points in the letter need to be revisited and discussed at next meeting with TWT liaison (allot 4 hours on agenda).

**Follow Up:** No volunteers to do pre-work on this issue. Beth and Vince will invite Chad Fisher (TWT Liaison) to next meeting. *April Agenda item.*

### **Position Task Book Revision Process Update (Deb Epps):**

The first PTB Revision process workshop was completed for Operations positions. All were completed except Tractor/Plow Single Resource Boss, Helicopter Boss, ICT5, and Firing Boss. Helicopter Boss will be done with the aviation section. Any ICS positions had to have competencies and behavior remain the same as these have already gone to NIC. Initial process took awhile, but future workshop should be smoother. The following are information or decisions for the IOS WT:

- ✓ FFT2 PTB. Group recommended changing this to a job aid to be completed during training. If tasks needed to remain, they were added to the FFT1 PTB.

- ✓ Tasks with bullets, the bullets are tickler lists for the evaluator. Each bullet does not have to be signed off, but the task does.
- ✓ Codes are not being reviewed. IOS and TWT will do at September meeting.
- ✓ Unit Leader positions. Possibility of having a core Unit Leader PTB with additional specific tasks for each functional area. This would alleviate the bottleneck of repeating tasks when qualifying for various UL positions.
- ✓ PTB's built on each other and were smaller as you went up.
- ✓ 310-1 will be outdated when PTB's are done, so will require revision. A transition plan will be needed. Communicate changes to field via the NWCG website and update, including FAQ's and an example of revised PTB. Have 5-10 minute on-line training for evaluators and certifiers.
- ✓ For Specialists positions, may need to have common responsibilities PTB.
- ✓ Single Resource Boss. Used concept of core PTB with additions for specific bosses. Recommendation to remove FIRB position and put tasks that are needed for complexity into Single Resource Boss or Task Force Leader PTB. Prescribed Fire group supports this. IOS WT agreed to remove FIRB position.

Next workshop is Air Operations with 12 PTB's the week of March 19. Schedule for remainder of workshops:

- March 19-23: Air Operations (12 PTB's, including HELB), IOS WT rep: Vince, Andy
- April 2-6: Command & Staff (11 PTB's, including ICT5), IOS WT rep: Paul and Andy.
- April 9-13: Planning (12 PTB's), Dispatch (6 PTB's), Prevention (2 PTB's), Fire Investigation (1 PTB), IOS WT rep: Andy
- May 7-11: Logistics (15 PTB's), Finance (11 PTB's), IOS WT rep: Brian and Andy

SME's needed for all workshops. Deb will forward message to IOS WT with key position SME's needed.

Discussion regarding the PTB combination of prescribed fire and wildland fire in the future. Arduous DIVS position still an issue. FUWT needs to attend next meeting.

Problems that still need to be addressed are: including a simulation code, issuing PTB's prior to training, currency maintained by simulation. Target dates are field review 2007 summer, code assignment and approval of PTB's in September (joint meeting with TWT), implementation date of January 2008.

**Follow Up:** IOS WT will forward SME's names to Deb. Mike Dudley will invite FUWT liaison to April meeting. *April (FUWT) and September (codes) Agenda items.*

**FIR1, FIR2 Proposal from FUWT (Mazzier):**

Agency specific. IOS WT approved position codes.

**Combination of NIMS and NIIMS Documents (Broyles, Dougherty):**

Proposal to combine documents. Decision will need to be made by NWCG.

**Follow Up:** Bob will contact Karyn Wood, NWCG Liaison to discuss.

**Fire Investigation WT Proposal (Alan Carlton (Chair), Jeff Bonebrake (Co-Chair):**

The IOS WT has approved one Fire Investigation position, FINV. The FIWT is requesting a lead position also and feel it meets the criteria for inclusion and is mobilized nationally now via name requests. By requesting a qualification rather than name request, interagency working relationships are increased. Discussion regarding whether agencies would order position, IOS WT was mixed. Currently there is a moratorium on new positions. A lead fire investigator position does not necessarily meet the Technical Specialist designation. IOS WT needs to gather more information from their agencies before making a decision.

**Follow Up:** IOS WT to determine own agency's opinion on this issue.

**ICS 209 Revision (Deb Hamill):**

Revisions made by the ICS 209 Revision Committee submitted to the IOS WT for approval. A question arises with states as to who is responsible for entering ICS 209 and another regarding preferred submittal time. IOS WT discussed and approved if discussed edits made. IOS WT would like the ICS 209 Revision team to continue to review form each year, but would like changes made outside of fire season. The revisions and issues regarding this form should be discussed at the National IC meeting.

**Follow Up:** Deb captured edits.

**310-1 Rewrite Preview:**

The following issues will need to be addressed in the next 310-1 rewrite:

- ✓ Transition and communication plan
- ✓ Technical Specialist positions
- ✓ Unit Leader groupings
- ✓ Removal of FIRB and Rx fire qualifications.

The IOS WT would like Steve Jackson to be writer/editor again. A folder needs to be created to put 310-1 items in so they do not get lost in the notes.

**Follow Up:** Vince will contact Steve Jackson. Beth will create and update 310-1 folder.

### **NWCG Strategic Action Plans:**

The IOS WT received no responses from other WT. Need to re-send with new deadline. If there is still no response, plans are approved.

**Follow Up:** Beth will re-send to all WT chairs. *April Agenda item.*

### **Fitness Changes, Memo from SHWT:**

The SHWT sent memo regarding change of fitness level for the FIRB position. They would like to establish a formal process for changes with the IOS WT at the April meeting.

**Follow Up:** Vince will contact Michelle Ryerson, Chair, to determine next step. *April Agenda item.*

### **Fire Use Modules (Broyles):**

The IOS WT received the draft Interagency Fire Use Modules Operations Guide. Fire Use modules are typed and nationally mobilized and this should be looked at when crew typing revisions are done. Further input is needed from agencies and the FUWT.

**Follow Up:** IOS WT to get input from respective agencies.

### **Incident Commander's Organizer (Mazzier):**

IOS WT reviewed the Incident Commander's Organizer, a tool which will be used in the S-300 course. Discussion regarding who would sponsor the booklet, IOS WT or TWT. Agreement that it is a good tool, but not required.

**Follow Up:** Vince will follow up with PMS.

### **FEWT Proposed Engine and Water Tender Typing:**

A proposal has been sent out from the FEWT regarding changes to typing of engines and water tenders. The IOS WT has concerns regarding the implementation of new typings that are different from NIC, which is what the states have met if they are NIMS compliant. NIC is the national standard. Equipment typing is reviewed during the 410-1 Fireline Handbook revision process. Changes include two types of water tenders, support

and tactical, and adding a type 2IA engine. Pump and flow capabilities are different from current typings.

**Follow Up:** Brian will follow up with Tory Henderson, Chair FEWT, to express the IOS WT concerns.

### **Qualifications for PTB sign off:**

The question is if a supervisor, evaluator, or instructor sign-off for completed tasks on the PTB if they are not qualified in the position. The 310-1 states that individual tasks can be signed off, but the final evaluator cannot sign off unless qualified in the position. Direction on evaluators should be written up and posted to the website for the field. The following are the main points:

- ✓ Final Evaluators need to be qualified in position, exceptions are PIOF, SOFR
- ✓ Individual tasks can be signed off by supervisors or SME's, this should be rare
- ✓ Task need to be signed off, NOT individual bullets.
- ✓ PTB's can be issued at time of enrollment for required training, Trainee status is given after completion of required training

There are requests to create a Simulation code for some tasks. NWCG should review this direction prior to website posting.

**Follow Up:** Paul will complete draft and forward to IOS WT for review. Bob will forward to NWCG for their approval. *Update based on 4/11 conference call: decision to table memo, pending completion of revised 310-1.*

### **S420 Update:**

The course will remain although there will be an option to complete it under a simulation at an incident. TWT will be sending out a memo. NWCG wants to see the written process prior to endorsing. Goal is to eliminate backlog of individual needing to take S420.

### **Type 1/Type 2 Team Issue:**

The NWCG parent group has tasked the IOS WT to look into the feasibility of combining IMT1 and IMT2 typing into one type (eliminate IMT typing at the higher levels). The following items need to be researched prior to September meeting to work on the combination of Type 1 and Type 2 teams issue:

- ✓ Feasibility of removing team typing
- ✓ Maintaining regional and national capability
- ✓ Training support

- ✓ Team seniority
- ✓ Describing complexity differences
- ✓ S420 restriction

Currently there are 17 Type 1 and approximately 45 Type 2 teams available for national mobilization. There are also 4 Area Command, 2 NIMO, and 7 FUM teams. Type 1 teams are currently managed by NMAC for national mobilization but are filled and organized at the geographic area level. Type 2 teams are currently managed and mobilized at the geographic area level, although they can be added to the list for national mobilization and are rotated.

The question is how many nationally mobilized, highly experienced teams versus geographically mobilized teams are needed. NICC could provide statistics on how many teams have been mobilized in the last 10 years, which could be averaged to find the number of teams needed if they have 3 to 4 assignments per year. These statistics will have to be evaluated at the geographic area level also. Another analysis would be how many fires stay at the type 2 level and how many go type 1 within a week. Statistics on how many teams (Type 1 and Type 2) have been nationally mobilized for the last ten years are needed.

Issues and problems:

- ✓ Complexity. Need to include politics, information management, multi-jurisdictions, logistical capabilities, aviation, values at risk, experience of Command & General Staff.
- ✓ Problem: Managing limited assets.
- ✓ Problem: Availability of personnel differs for type 1 verses type 2 assignments.
- ✓ Problem: Geographic Area ownership and participation.

Alternatives and ideas:

- ✓ Establish ##? of nationally mobilized and ##? of local/geographic teams and ##? of type 3 organizations needed.
- ✓ Combine type 1 and 2 teams in ##? of national teams and have ##? Of type 3 local organizations.
- ✓ Geographic Area teams are on local/national rotation, differentiated by team composition. This does away with complexity ratings.

The NWCG liaison should be part of the discussion at the next meeting. Also, the chair of the AC/IC group and one Type 1 IC and one Type 2 IC.

**Follow Up:** IOS WT members will work on above issues. Bob will contact Karyn Wood. Paul will contact AC/IC group for representatives. Mike Dougherty will get statistics from NICC. *April Agenda item.*

**Areas of Responsibilities Job Duties:**

Ralph has developed a template for job duties for areas of responsibilities. Genetic titles need to be used. These need to be completed by the April meeting.

**Follow Up:** Ralph will forward template out electronically. IOS WT members will complete their job duties and bring to April meeting. *April Agenda item.*

### **10 year Plan:**

The 10 year plan was reviewed and updated. Uncertainty as to what the 230-3 Evaluation Guide is and if the 230-2 Forms Manual is still needed. Discussion regarding the combination of IRPG, Fireline Handbook and Red Book.

**Follow Up:** Vince and Andy will check on the 230-2 and 230-3. Jim Karels will survey field regarding the combination of IRPG, Fireline Handbook and Red Book. Beth will make corrections and send out. *April Agenda item.*

### **Action Log Review:**

FY 2006 Action Log was distributed. FY 2007 was reviewed and updated. Flowchart was assigned to Merrie Johnson, need to check on status.

**Follow Up:** Jim Kelton will check with Merrie on the Flowchart. Beth will update 2007 Action Log and send out.

### **Agenda Items April Meeting in New Orleans:**

- ✓ Team typing concept paper
- ✓ Operations PTB coding
- ✓ Glossary issues, standards definitions
- ✓ Forms Update
- ✓ OSD Update
- ✓ Fire Use WT Liaison discussion
- ✓ Technical Specialist
- ✓ Moratorium on new positions
- ✓ Strategic Action Plans
- ✓ Fitness Change memo from SHWT
- ✓ Areas of Responsibilities Job Duties
- ✓ 10 Year Plan
- ✓ Action Log Review

### **Future Meeting Dates:**

April 24-26, 2007. New Orleans, LA. No costs

September 24-28, 2007. Portland, OR - (Note: Begin at 0800 on Monday, end on Friday)

**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 - BLM  
March 2005, Boise ID – BLM  
June 2005, Salt Lake City UT – USFS  
**Cancelled:** September 2005, Boise ID – State of Idaho  
November 2005, Denver CO – FWS  
March 2006, Naples FL - State of Florida  
May 2006, Boise, ID – BLM  
October 2006, Gettysburg, PA – NPS  
February 2007, Albuquerque, NM – USFS  
April 2007, New Orleans, LA – No charge  
September 2007, Portland, OR – BIA??

**Conference Calls:**

Conference calls are the second **Wed.** of each month at **1200 hours, Mountain Time.**  
Dial in number is 505-842-3895.

Dates:

March 14, 2007  
April – No call, regular meeting  
May 9, 2007  
June 13, 2007  
July 11, 2007  
August 8, 2007  
September – No call, regular meeting  
October 10, 2007  
November 14, 2007  
December 12, 2007

**Follow Up:** Beth will send out reminders.