

FINAL

MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM June 7-9, 2005 Park City, UT

Attending:

Bob Leaverton, Chair
Ralph Alworth, FIRESCOPE
Andy Bellcourt, BIA
Tom Bourn, Northeastern States
Paul Broyles, NPS
Mike Dougherty, FEMA/Homeland Security Liaison
Mike Dudley, USFS
Jim Karels, Southeastern States
Vince Mazzier, BLM
Brian Shiplett, Western States
Beth Spencer, Executive Secretary

Guests:

Steve Jackson, BLM

310-1 Comment Review:

Reviewed all agency comments on the 310-1. Follow up items for 310-1 include:

- All position titles and position codes, and references to them, will be reviewed for accuracy and changed if appropriate.
- All PTB's will be available electronically and hard copies will no longer be published. ***Mazzier will write a memo to relay to PMS.***
- Only positions that have been approved by the IOS WT will have the NWCG logo on the PTB. ***Mazzier will pass this information to PMS.***
- Flowchart will be reviewed for accuracy and corrected after final revision is ready.
- Recommendation to include wording in Field Managers Course Guide that signing off on positions in the Position Task Books if applicable, should be included in instructor duties. ***Need to refer this to the TWT.***
- Need to include a statement regarding the 310-1 being NIIMS compliant. ***Mike Dougherty will send the wording to Steve.***
- Leadership course addition recommendation from the Leadership group. Added recommended courses to positions under "Other Training."
- Definition of "Other Training" reworded for clarity.
- PTB initiation prior to attendance at required training. Wording will be changed to

“For PTB issuance, required training must be completed and required prerequisite experience must be met prior to issuance of the PTB. Exceptions to this are FFT2 and S-420, S-520 and S-620 courses.”

-- Request for CIMC (Complex Incident Management) course (state course) to be an equivalency to S-420.

-- Specific positions comments:

COMMENT	IOS DECISION
SEMG position. Recommendation for a biennial refresher requirement.	<i>Dudley to discuss with aviation group.</i>
HLCO. Recommendation for prerequisite of HELM	<i>Dudley to discuss with aviation group.</i>
HESM added back into 310-1.	<i>Dudley to discuss with aviation group. Broyles forwarded Aviation Group’s proposed PTB and quals.</i>
DECK and TOLC. No PTB, should it be in 310-1.	<i>Dudley to discuss with aviation group.</i>
Rx and Fire Use position fitness levels.	<i>Bellcourt to discuss with FUWT.</i>
Ignition Specialist. Draft 310-1 listed prerequisite experience as FIRB.	The IOS WT is changing it back to any Single Resource Boss.
Demob UL. Request to change prerequisite experience to Status Check-In Recorder from Resource UL.	IOS denied change.
ICT4. Request S-215 as required	IOS WT denied.
AOBD. Request to have a path through the Operations ranks with ATGS to get to this position.	IOS WT denied.
Information Officer.	New position title will be “Public Information Officer 1/2” (PIO1/2). Removed prerequisite experience of IOF3 from the IOF2. IOF3 position will be renamed Public Information Officer. All updates will be made to position title and code after Position Naming Board review.
Safety Officer	New position title is Safety Officer, Line. Removed SOF3 position. All updates will be made to position title and code after review by the Position Naming Board.
FINV position.	Still need PTB and quals statement by the end of summer for inclusion in this revision. <i>Bellcourt will follow up with Paul Steensland from the FIWT.</i>
IADP position	Removed S-290 as required training in January 2005 meeting. Changed prerequisite experience

	from EDSO to EDRC due to volume of comments across agencies and geographic areas.
RXM2	Added RXB2 as a position which maintains currency.
All Strike Team Leader positions.	Added Task Force Leader as position which maintains currency.
SITL	Suggestion to have an annual refresher and required experience as Single Resource Boss (Crews or Equipment). IOS WT denied, prerequisite experience will remain any two Single Resource Bosses.
ICT3/DIVS fitness level change to moderate.	IOS WT denied.

A response from the IOS WT will be sent to all the agency representatives to discuss to their contributors.

Follow Up: PTB's need to be submitted by September 6th for this version.
September Agenda item.

Issue Paper #66 Modification to Situation Unit Leader Position Qualifications:

Proposal from the SME group to revise the qualifications to add prerequisite experience as a FOBS and remove “satisfactory performance in any two Single Resource Boss positions and to delete FBAN as a position which maintains currency. The IOS WT denied all the proposals except the deletion of FBAN as a position currency.

Follow Up: Leaverton signed and Broyles will take to Deb.

Structural Protection Specialist (Shiplett):

Proposal from the Western Wildland Fire Protection Committee to establish standards in 310-1 for the Structural Protection Specialist position. The qualifications proposed are DIVS and a State/NFPA certified Firefighter II, and fitness of Arduous. The states of NM and AZ are using these standards and the Rocky Mountain Area is using them in their geographic area. The IOS WT believes it is a needed position, but would like a broader review of the position qualifications and the fitness lowered. The name of the position may be changed to Structural Protection Group Supervisor. A placeholder will be put in the 310-1 until after August.

Follow Up: Karels, Alworth, Bourn, and Dougherty will get input and provide to Brian by the end of June. The WWFPC will revise the qualifications statement and get it to us for the August conference call. *August Conference Call item.*

IMT Team Size:

NWCG has tasked the IOS WT with evaluating the team size standards during the 2005 fire season and develop a proposal for team size. Information will be needed from team mobilizations, including what positions and how many team members are mobilized and what the holes are on Type 1, Type 2 and Area Command team dispatches. The ROSS group may be able to create a report with the information needed. All information from past IOS WT meetings regarding the team size issue needs to be looked at.

Follow Up: Merrie will check with the ROSS group to see if they can gather data. Beth will send out all the information from old meeting minutes on this topic. *November Agenda item.*

Glossary Update (Alworth):

No response from the parent group has been received regarding the creation of a Super Glossary. The formation of a Glossary Change Board was on hold, awaiting a decision on the Super Glossary. The IOS WT will go ahead with developing a charter and membership for a Glossary Change Board.

Follow Up: Alworth will work on the Glossary Change Board formation.

Fireline Production Rate Validation Project (Broyles):

George Broyles with San Dimas has developed a questionnaire and is planning on doing a fireline production rate study during the 2005 fire season. The IOS WT would like a report on the study results.

Follow Up: Broyles will contact George Broyles to invite him to the November 2005 meeting. *November Agenda item.*

Incident Response Pocket Guide (Broyles):

The IOS WT reviewed suggested revisions to the next version of the IRPG from Jim Cook. In addition, he is requesting editorial support.

Follow Up: Broyles captured IOS WT comments on suggested changes and will give them to Jim Cook. Karels tracked decisions that will affect 410-1.

Liaison Mailing List:

A separate mailing list for the liaisons to the IOS WT needs to be developed.

Follow Up: Beth will redo the email mailing lists and send out.

Action Log Review:

Action Logs will be reviewed at the end of each meeting and updated.

Follow Up: Beth will make changes and send out.

Fireline EMT Position (Karels):

Fireline EMT position proposal for inclusion in 310-1. Process has been established for credentials by the Emergency Medical Support Group (under S&HWT). Debate on whether to include in 310-1 or as a Technical Specialist.

Follow Up: Karels will forward qualifications statement to the IOS WT.
September Agenda item.

IMT3 Organization:

The IOS WT has been tasked by NWCG to “develop standardized requirements for Type 3 teams” and to coordinate with the other efforts including USFA development of Type 3 teams for all risk incidents to assure coordination and promote efficiency through joint efforts. The term should be emphasized as “Incident Management Organizations” rather than “Incident Management Teams.” NWCG is requesting a response by October 1. The Type 3 organization is:

<u>Functional Duties:</u>	<u>Type 3 Incident Management Organization:</u>
Incident Command	Incident Ccommander Type 3
Safety	Safety Officer, Line
Information	Public Information Officer
Operations	Task Force Leader/Strike Team Leader
Division	Single Resource Boss (geographic portion of line)
Logistics	No minimum quals (food, sleep, bathrooms)
Plans	No minimum quals (IAP, maps)
Finance	No minimum quals (time, contracts, agreements)

FEMA teams are typically 10 to 14 individuals. Aspects to be considered are: Span of Control, Complexity Analysis, WFSA, and Extended Attack SOP’s. NIMO was planning to look at seven teams of 7 individuals scattered throughout the US.

Assumptions/Guiding Principals:

1. Emphasize an Incident Management Organization, not an Incident Management Team.
2. Identifies minimum position qualifications for the functional responsibilities.
3. Emphasize that organizational structure may need to differ in different parts of the country.
4. Use ICS to expand/contract based on incident needs, but maintain span of control. (Use chart in 410-1 p. 112 and Redbook p. 11-3 as an example if all areas are needed.)
5. Utilize local area resources for speed of response and to limit potential costs.
6. Emphasize flexibility in organization structure to utilize local capabilities and meet local needs.

A sub-committee will work on a briefing paper to include the premise and advantages/disadvantages.

Follow Up: Mazzier (Chair), Broyles, Bellcourt and Dougherty will work on a briefing paper for the next meeting. *September Agenda item.*

Vice-Chair:

Bob is designating Vince Mazzier as Vice Chair and will formalize in a letter. The charter needs to be revised and approved by NWCG also.

Follow Up: Beth will revise charter and send out.

Qualifications Process (M. Johnson):

Merrie has developed a draft flowchart to demonstrate the qualifications process. She will put it into a power point format and forward to the IOS WT for review. Once finalized, it will be available on the IOS WT website.

Follow Up: Merrie will do on PowerPoint and forward to the IOS WT.

Future Meeting Dates:

Sept. 6-7, 2005. Boise, ID. Start at 1300 on 9/6. ID State sponsor. Logistics: Shiplett
Nov. 8-10, 2005. End at 1200 on 11/10. New Orleans. FWS Sponsor.
March 7-9, 2006. Joint with TWT in Florida. Logistics: Ira/Jim

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
September 2005, Boise ID – State of Idaho
November 2005, New Orleans, LA - FWS

Conference Calls:

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

Dates: July 13, 2005

August 10, 2005

September 14, 2005

October 12, 2005

November – No call, regular meeting.

December 14, 2005

January 11, 2006

Follow Up: Beth will send out reminders.