

FINAL

MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM

**March 19-21, 2002
Biloxi, MS**

Attending:

Bob Leaverton, Chair
Ralph Alworth, FIRESCOPE
Paul Broyles, NPS
Jim Karles, Southern States
Tim Murphy, Western States (3/20, 3/21 only)
Kristy Plourde, USCG
Marc Rounsaville, USFS
Nate Shourds, BIA
Phil Street, US FWS
Beth Spencer, Executive Secretary

Guests:

Dan Fromer, USCG (3/19)
Pete Norkeveck, Wildland Fire Investigation Working Team (3/19)

30 Mile Update (Rounsaville):

The OSHA citation was issue to the USFS on 2/28, the same day the abatement plan was submitted to OSHA. Some action items related to refresher training cannot be accomplished by 3/28 because most seasonals are not on yet, so the USFS will submit a plan to OSHA on how refresher training will be accomplished. The Training shop at Boise is assisting with the curriculum for the refresher training, incorporating something new each year from the previous fire season. The 30 Mile Powerpoint is available on the web. Jim Payne will replace Marc Rounsaville on the 30 Mile group.

Wildland Fire Investigations (Pete Norkeveck):

Pete Norkeveck, co-chair of the Wildland Fire Investigations Working Team gave an update and distributed an Issue Paper regarding the addition of Wildland Fire Investigator positions into 310-1. Position Task Books will be submitted to the IOS WT in the near future. In December, the Training Working Team approved renumbering and additional Wildland Fire Investigations training courses to create four levels:

- FI-110 Fire Cause and Determination for First Responders (old P-130)
- FI-210 Wildland Fire Origin and Cause Determination (old P-151), scheduled for completion October 2002

- FI-310 Wildland Fire Investigation-Case Determination, scheduled for completion June 2003
- FI-410 Wildland Fire Investigation-Case Determination, scheduled for completion late 2003/early 2004

The IOS WT recommended a guidance document be created by the WT addressing implementation scheduled and qualifying individuals already in investigator positions. In addition, the IOS WT wants to ensure that everyone is getting a chance for input. Pete will let us know the extent of input the WT has received.

Follow Up: The IOS WT will review the Issue Paper and respond back to the Wildland Fire Investigations Working Team.

Crew Standards Issue (Broyles):

The National MAC Group (NMAC) wrote a memorandum to NWCG regarding the Minimum Crew Standards recommended by the IOS WT. They did not agree with the minimum percentages of 40 % experience level (one season or more) for the Type II crews. They felt it was too restrictive and that some Type II crews such as State inmate crews, Job Corps crews, contract crews and AD crews could not meet the 40% minimum experience. They also felt any safety issues were addressed in the minimum standards in 310-1. Another proposal to Bob was that the level be dropped to 20% during PL 5, which is when it becomes a bigger safety issue. The IOS WT discussed the recommendation from NMAC and believes the original standard of 40% is appropriate. If the level is dropped to 20%, the Initial Attack capabilities need to be dropped also and the crew will be a mop-up or camp crew. A conference call was held on Wednesday morning with NMAC, NWCG, NICC and the IOS WT to further discuss this issue.

NWCG is issuing a memorandum with six points:

- Affirm the decision to use 40% for experience level as recommended by the IOS WT and the Safety & Health WT.
- Upcoming Western fire season will be a pilot year and the issue will be re-evaluated in the Fall if needed.
- Uniformed military is excluded from the 40% requirement.
- GACC's are encouraged to manage mobilization carefully and work on developing experienced crews.
- The IOS WT is asked to document the rationale behind the 40% decision.
- The IOS WT is asked to develop a process on how to mobilize crews when a crew shortage occurs and consider another type of crews for restricted use.

A justification letter to NWCG was written by the IOS WT and a fourth type of crew was added to the matrix for restricted use.

Follow Up: Beth will redo crew matrix and attach it to letter to NWCG with the 40 % justification and forward to Bob to send to Don Artley. Beth will email a copy to the rest of the IOS WT.

IMS Consortium (Alworth):

Ralph will be attending the next IMS Consortium meeting in San Diego. Topics that may be addressed include Safety Officer versus Safety Section and Responder Rehab versus Medical Unit. Another topic may be the National Emergency Response ICS group. Ralph will refer the Consortium to NWCG regarding the request for NWCG documents.

Follow Up: Ralph will continue to keep the IOS WT updated.

Glossary (Alworth):

The IOS WT has agreed to automation of the Glossary as proposed by Judy Crosby at the Charleston meeting. The other Working Teams need to be contacted to put a group together to work on this issue.

Follow Up: Ralph will compose a letter to the other WT regarding setting up a group to work on this.

USCG Position Task Books (Fromer):

Dan Fromer distributed some of the Position Task Books developed by the USCG for the IOS WT's information. Task books are All-Risk because of the varied type of incidents the USCG responds to. Task books have been mostly adapted from NWCG task books.

HELB and HCWN Issues (Broyles):

No information has gone from NWCG to the agencies regarding the HEMG position change to HCWN and HELB. The information will be in the National Mobilization Guide this year, the concern is that it is being included in the mob guide prior to distribution from NWCG with implementation guidelines. Kevin Hamilton and Paul Broyles worked on the task books for the HELB and the HCWN positions with a small group. Still need to have some distribution prior to publication, but they take six weeks to publish and are needed for this fire season. Per Don Artley, NWCG received the packet with our proposal. It has gone through an agency review via the IOS WT, but has not gone through the GACC's for review. The qualification standards have been removed from the IHOG

Follow Up: IOS WT members should review the position task books and get any comments back to Paul Broyles.

Position Task Books and 310-1 Updates/Additions:

As per the Charleston meeting, Deb Epps forwarded Position Task Books and 310-1 issues to be resolved by the IOS WT.

- Radio Operator (RADO) Task Book: The IOS WT approved the PTB for the RADO and the inclusion of the position into 310-1.
- Training Specialist (TNSP) Task Book: The IOS WT did not approve the prerequisite experience as a Strike Team Leader, Task Force Leader or Resource Unit Leader in Seattle and still do not approve it as they feel it unnecessarily limits the pool of individuals for that position.
- Air Attack Group Supervisor (ATGS) Task Book: The IOS WT did not agree with the organization of the PTB. All other PTB's are organized into General, Mob, Incident Activities, and Demob. The proposed PTB is organized into General, Mob, Demob, Initial Attack, and Extended Attack.
- Initial Attack Dispatcher (IADP): The IOS WT approved the 310-1 verbiage for this position and the development of D-311 as the Initial Attack Dispatcher course.

AC/IC Meeting Update (Murphy):

Larry Sutton did a leadership presentation. A suggestion was made that the IOS WT invite Larry to the February joint meeting with the TWT. There were also presentations on Homeland Security issues. A group is being formed to work with NEMA (National Emergency Management Association) on ICS and the IMT's asked for a member of the IOS WT participate. Tim Murphy will be the IOS WT representative, which may involve some travel. NEMA is made up of the state emergency management individuals from all 50 states. They are considering ordering out IMT's during all risk incidents. This may be an issue if an incident occurs when we are in PL 5. Another topic at this meeting was the term "Type I ground" referring to ground that only Type I crews can work on. The IOS WT does not type ground, but this issue may surface again.

Follow Up: Paul will extend the invitation to Larry Sutton to attend the February meeting in Monterey.

410-1:

Chapter 1, Safety (Murphy). Tim will make changes and forward to Beth for distribution to rest of IOS WT.

Chapter 2, Initial Attack (Alworth). Ralph will make changes and forward to Beth and Jim.

Chapter 3, Extended Attack (Rounsaville). Marc made changes and Beth will forward to rest of IOS WT.

Chapter 4, Large Fire Management Teams (Shourds). Beth made changes and will forward to rest of the IOS WT.

Chapter 5, Transfer of Command (Bourn). When Beth received it from Tom, she will forward to rest of team.

Chapter 6, Urban Interface (Alworth). Add “Safety First, No Exception” on every index page. Editors will take care of this. Ralph will make other changes and forward to Beth for distribution.

Chapter 7, Common Responsibilities (Boatner). Tom will send to Beth who will edit and send out to everyone.

Chapter 8, Command (Broyles). Beth made changes and will distribute.

Chapter 9, Operations (Murphy). Tim will make changes and forward to Beth for distribution.

Chapter 10, Air Operations (Street). Phil will make changes and send to Beth to distribute.

Chapter 11, Planning (Bourn). Need to reformat with “critical” and “other.” Beth made some changes and will forward to Tom Bourn to do and return to her. Ralph will contact Tom regarding changing Planning Process to the FIREScope write up.

Chapter 12, Logistics (Shourds). Nate made changes and Beth will distribute to IOS WT.

Chapter 13, Finance/Administration (Alworth). Ralph will forward to Beth to make one pen and ink change and send out to IOS WT.

Chapter 14, Fire Investigations (Murphy). Done.

Appendix A. (Murphy). Tim will update table and send to Beth to distribute.

Appendix B Fire Behavior. Paul will contact Tom Zimmerman for a recommendation on someone to review this.

Appendix C Prescribed Fire. Phil will contact Bill Leenhouts for this chapter and give him our comments.

Glossary (Broyles). Pages divided by the IOS WT to review for consistent definitions and/or corrections. Changes need to be returned to Beth who will compile. Bob will contact Jim Glenn regarding the Development group doing the edits of this document:

Pages 1, 2, 3 – Rounsaville
Pages 4, 5, 6 – Karels
Pages 7, 8, 9 – Alworth
Pages 10, 11 – Murphy
Pages 12, 13, 14 – Shourds
Pages 15, 16 – Street
Pages 17, 18 – Bourn
Pages 19 – Boatner

Next Meetings:

- October 1-3, 2002 – Bar Harbor, ME
- February 25-27, 2003 – Monterey, CA (Joint with TWT)
- April 9-11, 2003 – New Orleans, LA

Conference Call Schedule:

Conference calls are the second Tuesday of each month:

- May 14 **NOTE-Rescheduled for May 21**
- June 11
- July 9
- August 13
- September 10

All conference calls are from 1200 to 1300 hours Mountain Time. Beth will send out reminders with the dial in number and PIN number.