

FINAL

MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM (Joint with Training Working Team) March 15-17, 2005 Boise, ID

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
Pam Ensley, FWS
Jim Karels, Southeastern States
Vince Mazzier, BLM
Brian Shiplett, Western States
Ed Hollenshead, Safety & Health WT Liaison
Edy Williams-Rhodes, NWCG Liaison
Beth Spencer, Executive Secretary

Guests:

Steve Jackson, BLM
Geospacial Task Group: *Chair Brian Sorbel (NPS), Vice Chair Sue McLellan (FL State, Eastern States rep), Luther Arizana (BIA), Susan Goodman (BLM), Skip Edel (CO State, Western States Rep), Joe Frost (USFS), Bill Leenhouts (subbing for Ken Bottle (FWS), Liz Lyle (USGS) Technical Advisor*
Hallie Locklear, Chair Incident Business Practice Working Team
Chuck Wamack, Chair National Dispatch Steering Committee
Deb Epps, NWCG Development Group Leader

GISP Position (Geospacial Task Group):

Presentation by the Geospacial Task Group (GTG) requesting inclusion of Geographic Information Systems Specialist (GISP) into the 310-1. The GTG feels the position meets the six criteria for inclusion and want inclusion to provide quality and consistency on fire incidents. Last year 260 orders for GIST's were filled. Regular agency GIS personnel have a wide variety of skills.

The revised qualifications proposed by the GTG for the GISP position:
-Required Training: None

- Other Training: I-100, S-110, S-245, GIS Technical Specialist, GPS for Fire Management
- Prerequisite Experience: Satisfactory performance as a GIS Technical Specialist on a wildfire or wildland fire use incident
- Fitness: None required.
- Other Positions that Maintain Currency: None.

Incident Management Team Size (Williams-Rhodes):

The NWCG direction on IMT size is 27 and 6. National MAC issued a letter to all GMAC's and Type 1 and 2 IMT's that in 2005, for national mobilization, the current NWCG standards would be followed. The IC/AC group has proposed a 50 person roster for the 2005 fire season including 27 established positions, 10 trainees and 13 negotiated positions either determined by the IA or between the IC and Agency Administrator. NWCG is tasking the IOS WT to monitor the 2005 fire season and develop a new proposal

NIMO (Williams-Rhodes):

NIMO is moving into Phase two of creating seven teams of seven members each. A report is being developed as to how this would be implemented. It was suggestion to post updated information on the IOS website.

Follow Up: Mike Dougherty will provide updates on this topic. Vince will work with Allen on posting web information.

2006 Budget (Leaverton):

- IOS WT budget proposal for FY2006:
- State travel \$11,000
 - 310-1 Editor (Steve Jackson) continued monies
 - Publication monies

310-1 Revision:

Any future changes after this meeting will not be included in the draft for revision and will be added to the final version.

All the positions were reviewed in January in Boise and the draft updated. Introduction changes discussion:

- The flowchart in the front can be removed, as the flowcharts in the back are sufficient.
- Summary charts removed and included in the Revision Summary.

Changes based on TWT discussions:

- TWT approved S-341 Prescribed Fire Burn Plan Preparation course and it needs to be added under the RXB2 position as other training.

- The TWT raised a question regarding incident experience on all-risk incidents and will that experience be valid. It will, except when Wildland Fire experience is required.
- IQCS currently needs required training to be input prior to allowing the issuance of PTB's. Merrie will have IQCS do a modification so that it looks for training and PTB completion prior to qualifying for the position.
- Currency will remain the same at five years for all 310-1 positions, except for Air Operations and Dispatch positions which is three years. Technical specialist position currency will be determined.
- Merrie will have IQCS do an override that ICT4 can override the ICT5.
- The TWT would like a sentence added to Refresher Training stating "The content and length of this annual Firefighting refresher training is determined by agencies."
- A revised Position Code list will be out next week. Steve will update Position Codes and Position Titles in the 310-1.

Follow Up: A conference call will be scheduled for Monday, March 28th to discuss final 310-1 edits to the draft package. Beth will schedule and send out a reminder

Incident Business Advisor 1/2 (IBA1/2) (Locklear):

Hallie Locklear, Chair of the Incident Business Practices Working Team, presented qualifications statements and PTB for the IBA1 and IBA2 positions. The IOS WT has approved the addition of the positions and they will be included in the current revision of the 310-1. The IOS WT did not fully agree with the position qualifications statement or PTB's as proposed. Generally, required training is related to health and safety and some tasked would be difficult to complete and should be changed to "R's" (Rare Event).

Follow Up: Hallie will have the IBP WT work with Vince on revising their qualifications statements and PTB's and will re-submit to the IOS WT for discussion at the April conference call. Steve will include the positions in the 310-1.

Initial Attack Dispatcher Position (Wamack):

The IOS WT has already approved this position for inclusion in the 310-1. It was approved with the title Initial Attack Dispatcher (IADP) and will remain so named as no formal request to re-name the position has been received.

Expanded Dispatch, Supervisory Dispatcher (EDSP) PTB Revision (Wamack):

The PTB for the EDSP position was reviewed and revised by the D-510 faculty group. The IOS WT approved the changes.

Coordinator (CORD) PTB Revision (Wamack):

The PTB was revised to raise the level of the tasks and re-organize the PTB. The IOS WT approved the changes.

Aircraft Dispatcher Position (ACDP) (Wamack):

Chuck Wamack, Chair of the National Dispatcher Steering Committee, discussed this position with the IOS WT in Tucson. At this meeting, Chuck provided a qualifications statement and PTB for review. In addition, a letter from the National Coordinators supporting the addition of this position was provided. The Aircraft Dispatcher course has been developed and been through standards. The PTB contains no “W” tasks, but has a “Position Performance on a Wildland Fire Assignment Required” statement on the cover. This discrepancy was fixed by the removal of the cover statement. The IOS WT approves the addition of this position in the 310-1.

Follow Up: Steve will add to the 310-1 revision. Chuck will write a memo for the new position and will have Deana Parrish work on the ACDP PTB revisions. Andy will contact Deb to remove the cover statement from the PTB.

Intelligence Lead, Intelligence Support Positions (INTL, INTS) (Wamack):

The IOS WT received a proposal in Tucson to add the Intelligence Lead and Intelligence Support positions to the 310-1. The IOS WT does not approve the addition of these positions as the training for these positions changes often. Positions may be created as technical specialists with agency specific qualifications and training maintained by the coordinators.

Structural Protection Specialist (STPS) Position (Shiplett):

This position is being proposed and requested by Arizona and Wyoming. The qualifications statement and PTB need to be formatted to follow the template and be re-submitted through channels.

Follow Up: Brian will contact the Western Fire Managers to revise and resubmit.

S-590 course trainees (Johnson):

The TWT will draft a letter that individuals can be certified as trainees prior to the course for mentoring. The Position Naming Board has created three technical Specialists positions to be dispatched as mentorees.

FUM1/2 (Bellcourt):

A letter regarding grandfathering with this position needs to be distributed.

Follow Up: Andy will revise the grandfathering letter and will forward to Beth to put on letterhead and forward to Bob.

Training Group PTB Revisions/Issue Papers (Epps):

Deb forwarded the following PTB Revisions and Issue Papers to the IOS WT. Andy will forward the PTB template to Deb to distribute for SME groups to use while working on course revisions.

- Personnel Time Recorder (PTRC) PTB: Minor edits and word smithing. IOS WT approved revised PTB.
- Equipment Time Recorder (EQTR) PTB: Minor edits and word smithing. IOS WT approved revised PTB.
- Claims Specialist (CLMS) PTB: Minor edits and word smithing. IOS WT approved revised PTB.
- Commissary Manager (CMSY) PTB: Minor edits and word smithing. IOS WT approved revised PTB.
- Compensation-for-Injury Specialist (INJR) PTB: Minor edits and word smithing. IOS WT approved revised PTB.
- Incident Commander, Type 3 (ICT3) and Incident Commander, Type 4 (ICT4) PTB'S: The two SME groups revising the ICT3 and ICT4 PTB began from scratch incorporating L-380 principles and then validated the revised PTB's with the leadership curriculum and the old PTB's. Because the two PTB's were reviewed by separate SME groups the flow and order of the tasks was different. The IOS WT would like to see the same language in both PTB's for similar tasks and the flow follow the revised ICT3 PTB. Scott Anderson, the lead for both the revision groups will redo and re-submit the PTB's to the IOS WT in June.
- Issue Paper #63 "Modification of Required Training for the ICT3 Position: Tabled from October. Issue paper proposed S-300 as required training for the ICT3 position. The IOS WT wanted to see the course and unit objectives for the S-300 before making a decision. The S-300 course is 16 hours, but may be upped to 24 in the future. Currently, the ICT3 position lists S-390 as required training. Tom Bourn will discuss the issue of this additional training requirement with the states and give an update at the April conference call. The IOS WT will approve the issue paper pending the input from the states.
- ICT5/FFT1 Issue. The issue with these two positions is that they are similar with only a few different tasks, so one suggestion is to combine the positions. The Training Development Unit will be working on the S-133 (Look Up, Look Down, Look Around) course revision in the fall and Deb needs a decision prior to that. The IOS WT decided to combine the PTB's into one with additional tasks listed to qualify for the ICT5 position. The prerequisite for FFT1 will be FFT2 and S-290 will be removed from "Additional courses." Deb will have the SME group working on the course revision, develop the one PTB with both positions.
- TFLD/STLD Issue. The issue is whether to combine the TFLD and STL positions and/or PTB into one. The IOS WT is proposing the following and will evaluate field feedback during the 310-1 revision process. Deb will have the Training Development Unit work on a combined PTB.
 - DIVS: Add ICT4 and two STL (one must be STEN or STCR) as prerequisites. Add S-390 as required training.

- TFLD: Add S-215 as required training. Add S-390 as a prerequisite.
- Combine the PTB for both positions into one with additional tasks listed to qualify for TFLD.
- ICT3: revise “other positions that maintain currency” by removing TFLD and STL and adding DIVS.
- DIVS: Add ICT4 and two STL (one must be STEN or STCR) as prerequisite experience and add S-390 to required training.
- PTB Performance Requirement Database Concept Paper. Tabled from October. Deb forwarded a proposal written by Scott Anderson of the Training Development Unit to the IOS WT to develop a database of all PTB tasks. The discussion from the joint meeting was that a contractor would be needed to develop position competencies, the PTB task database would be useful in assisting the contractor. The IOS WT approved the PTB database and Deb will work on the development.

Cache Demob Specialist:

An email was received from Matt Cnuddle regarding the addition of the Cache Demob Specialist to the 310-1, which was submitted during the 310-1 revision process.

Follow Up: Andy will write a letter to the parent group and WT Chairs regarding the 310-1 process.

JOINT MEETING TOPICS

Attending: TWT, IOSWT, Ted Mason (BLM), Chad Fisher (NPS), Robyn Broyles (Univ. of Idaho Forest Resources student intern to NICC), Gordon Harris (NFA), Kelly Hawk (BLM)

NWCG Charter for Change (Williams-Rhodes/Hamilton):

Edy Rhodes (NPS) and Larry Hamilton (BLM) gave a brief overview of the change environment provided by NWCG. Two primary drivers for change are HSPD 5 and cost containment efforts. Both call for the development of more local Type 3 all risk teams. This would require the need to deliver training more effectively throughout the country and also the need to decentralize training to meet future needs. TWT has been trying to achieve this concept for years but without the resources to get there.

Department of Homeland Security (DHS) and the NIMS National Integration Center (NIC) oversee all federal emergency response. All other emergency response systems must be compliant with their program. As interagency groups we may not all currently have the authority and direction to go into an all risk environment but HSPD #5 supersedes those charters. NWCG will be revisiting its charter in the near future. The Forest Service is sponsoring an interagency position at the NIMS Integration Center. Our programs need to be modified to line up with NIC direction.

IOSWT is fully aware of the need for change and the natural evolution of the change. There is the need for a structured, mapped out plan to move forward. We have the responsibility to keep people safe. Need to be good at articulating the vision to the people we serve so they know where we are going and how we get there. The need for the position at the NIC is vital for keeping us organized and moving forward in an organized structured fashion.

NWCG has always provided the structure for expectations. That structure is changing. NWCG needs to provide clearer direction. TWT and IOSWT see this NWCG shift as responsive to issues the WTs have been struggling with.

Decisions

TWT and IOSWT will work with identified partners on gap analyses to determine how the training partner agencies have provided meets NWCG objectives so that “bridge training can be provided to assure safety on the fireline

TWT and IOSWT will help assess the “need for change.”

USFA is focusing on developing standards and position specific training for Type 3 IMT’s. They will work closely with TDU to assure compatibility with NWCG standards.

Parallel Training (Changing Roles of VFD) Initiative Team (Kelly Hawke)

Kelly Hawke, Chair of the Changing Roles Training Group, spoke to both teams in Tucson regarding a framework and concept for the Parallel Training Initiative. Because the concept is large, they would like to focus on the FFT1 and FFT2 positions for now. In the future, the Changing Roles Training Group plans to work closely with the TWT to augment the interagency effort for training. Currently, BLM has committed personnel and money to this effort. Pilot states for trial and assessment are Florida, Arizona and Maryland. The goal is to train local fire departments to meet national standards, possibly utilized alternative training methods. Mike Kopitzke is the TWT representative on the Core Team.

PMS 310-1 Review

Detailed review comments were provided and discussed with IOSWT. Comments ranged from strategic to editorial in nature.

NWCG member agencies must be compliant with HSPD 5. IOSWT will assure that the PMS 310-1 is consistent with the NIC direction. The new categories of courses make the integration of DHS ICS standards clear.

IOSWT Involvement in TWT Curriculum Restructure Efforts (M. Johnson):

The TWT has met with DHS, NIMS NIC, and USFA Staff. Upon brief review the TWT believes that up to 50% of current curriculum has applicability in the all risk environment.

TWT proposed restructuring courses so that the procedures and processes of ICS that are common to any risk environment can be taught in modules that would then be combined with risk specific modules to complete training packages. In this approach, the procedural modules can be exported by any agency (FBI, HHS, local agencies) that can then develop their own modules for the activities specific to their risk environment. This restructuring would make the NWCG investment available as the foundation for consistent application of ICS nationwide.

TWT believes that such a restructuring also provides the opportunity to streamline courses and reduce any unnecessary duplication. This is a large undertaking, the IOS would need to help convert PTBs to core competencies. USFA is a willing partner in this effort. IOSWT strongly supports the concept and wants to be involved with the conversion to core competencies.

The effort may be complex and TWT will be looking at how to make it happen in a timely manner. Modularizing with the upper level courses will be more difficult. Partnership with USFA is likely and Deb Epps and Jim Glenn will be going to Emmitsburg in early April to meet with USFA Staff and a contractor to explore opportunities.

Follow Up: Merrie Johnson, as TWT liaison, will keep the IOS WT updated.

Future Meeting Dates:

June 7-9, 2005. Park City, UT. FS will sponsor. Logistics: Mike

September 6-7, 2005. Boise, ID. Sponsor? Logistics: Vince

November 8-10, 2005. End at 1200 on 11/10. Downtown Denver. Sponsor? Logistics:

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 - ??

November 2005, New York City, NY - ??

Conference Calls:

Conference calls are the second **Wed.** of each month at **1200 hours, Mountain Time.**

Dates: April 13, 2005

May 11, 2005

June 2005 – regular meeting, no call

July 13, 2005

August 10, 2005

September 14, 2005

Follow Up: Beth will send out reminders.