

MEETING MINUTES
INCIDENT OPERATION STANDARDS WORKING TEAM
March 7-9, 2006
Naples, FL

Attending:

Bob Leaverton, Chair
Andy Bellcourt, BIA
Paul Broyles, NPS
Vince Mazzier, BLM
Jim Kelton, FWS
Jim Karels, Southern States
Mike Dudley, USFS
Ralph Alworth, FIRESCOPE
Kristy Plourde, Coast Guard

Guests:

George Broyles (USFS)
John Segar (FUWT)
Brian Garvey (WFIWT)
Deana Parrish, Acting Executive Secretary

Absent

Brian Shiplett, Western States
Beth Spencer, Executive Secretary

310-1 Discussion

Vince updated the group the status of the 310-1. Some errors were identified after being posting on the internet. Modifications are being made to the format and the revised 310-1 will be posted on the web the week of March 6, 2006.

A letter describing the transition for GIST and GISS positions will be created. Once approved the transition letter will be posted on the web.

Discussion took place on the GIST being “grandfathered.” The WT discussed the possibility of developing a blanket statement identifying this possible change.

ACTION ITEM: Brian Sorbel (GTG) will develop a transition letter to IOSWT by March 30, 2006.

ACTION ITEM: The GISS PTB needs to be updated by March 30, 2006.

Steve Jackson

The IOSWT approved a monetary award for Steve Jackson for his participation in the re-writing and editing of 310-1. His hard work and dedication contributed to the success in completing the revision of 310-1 in a timely manner.

FIRB Fitness Level ((John Segar – FUWT – Hand Out (HO) #1))

Physical fitness requirements in the previous 310-1 were agency specific. The fitness level has been moderate for all prescribed fire positions. Currently, all single resource bosses have an arduous physical fitness requirement. The FUWT is recommending changing the fitness level of Firing Boss to moderate.

This would create a tracking problem in IQCS which would need to be resolved. The IOSWT agreed that the language in the 310-1 needs to be clarified.

The FUWT also presented a draft table (HO #1) showing the original RXI2 PTB tasks and suggested how they can be adapted to replace the current Single Resource Boss Firing (FIRB) tasks. A transition memo has been drafted. No tasks require a wildfire assignment.

Decision: The IOSWT accepted the FUWT recommendation for changing the fitness level of FIRB from arduous to moderate pending receiving written documentation and rationale.

ACTION ITEM: FUWT will work with Blair Young for the recommended language changes on pages 9 and 15 in the 310-1.

ACTION ITEM: John Segar from the FUWT will finalize only the FIRB tasks in the Single Resource Boss PTB and return to Andy. The IOSWT will review and at the next conference call.

Burn Boss (RXB1) Training Issue

The courses Fire in Ecosystem Management (M-580) and Applied Fire Effects (RX-510) have been identified as essentially being the same course. Since these courses teach the same information, it was proposed to allow students to attend only one course. These two courses are listed as “other training which supports development of knowledge and skills” in the 310-1. The proposal was made to change wording in the 310-1 to “*or*” instead of “*and*.”

Decision: The IOSWT agreed not to change this requirement. No changes will be made.

Glossary Change Board Charter Finalization

The Charter was sent to all NWCG Working Team for final review and comment prior to IOSWT approval. The IOSWT received minimal feedback. IOSWT approved charter with letter to be prepared advising the Parent Group of the Charter’s approval. Once the parent Group is advised of charter approval, it will be posted on the IOSWT web site. It was agreed that the Glossary would be updated annually on June 1st unless otherwise directed by IOSWT as Glossary steward.

ACTION ITEM: Ralph will prepare a cover memo for Bob’s signature to accompany the Charter when it is sent to the Parent Group.

“All Hazard” Glossary Definition (HO #2)

A recommendation was made to replace the current glossary term “all risk” with the new term “all hazard incident” to maintain currency with NIMS.

Decision: IOSWT approved the change.

Fireline Production Rate Study (George Broyles, FS)

The IOSWT was briefed on a study tasked by the FPA through the Fire Equipment Working Team. George Broyles from the USDA FS Technology and Development Center located in San Dimas, California presented the study.

The Study reassesses the Fireline Production Rates that are currently listed in the 410-1. The results of the study are to produce new tables and provide a range of values for each fuel model. The values currently in the handbook are subjective and perhaps more importantly they may not account for the changes in training, qualifications, crew typing, influences of safety mitigation and tactics. Statistical accuracy is important for those that use these values, particularly if they are to be used for contracting.

The purpose of the Technology and Development Center is to:

- Serve the Field
- Develop technical, process, or system solutions for resource management problems
- Help field personnel perform more efficiently, effectively, and safely
- Provide the best technical and scientific knowledge for making resource management decisions
- Serve the National Forest System and cooperating Federal and State Agencies.

Fireline Production Rate Handouts:

Production Rates - **HO #3** (All data recorded on this form is checked every hour.).

Preliminary Analysis of Fireline Construction Data - **HO #4**

Statistics Data for Cave Creek Complex - **HO #5**

JFSP Proposal - **HO #6**

PTB Revisions (Deb Epps-IOSWT)

Deb forwarded the following PTBs to Vince for posting on the web. The PTBs were placed in the new format and approved edits were incorporated.

Situation Unit Leader (SITL)

Dispatch Recorder (EDRC)

Task Force Strike Team Leader (TFLD/STL)

Aircraft Dispatcher (ACDP)

Wildland Fire Investigator (INVF)

Public Information Officer (PIOF)

Deb reviewed the following PTBs with the IOSWT:

Wildland Fire Investigator (INVF)

Tasks 15-19 and 23-29 appear to be classroom topics. The IOSWT questioned why these tasks needed to be listed in the task book.

Task 37-39 – possibly change code to “R.”

The IOSWT discussed this position being three levels. IOSWT decided to further discuss the Wildland Fire Investigator positions with NWCG.

Fire Prevention Education Team Member (PETM)

This task book needs to be placed into the new format. The main headings throughout the task book need to be revised to the current format, i.e., General, Mobilization, Incident Activities, etc. for tasks 4, 7, 10, 11, 12.

Task 10, change code to “O.”

Task 11, change second bullet to “Review required permits as appropriate.”

Task 11, change third bullet to “Explains various wildland fire laws and restrictions.”

Task 12, delete the first and second bullets and move the third bullet to Task 7.

Task 14, incorporate bullet into task. “Participate in Agency Administrator’s debriefing.”

Fire Prevention Education Team Leader (PETL)

This task book needs to be placed into the new format.

The main headings throughout the task book need to be revised to the current format, i.e., General, Mobilization, Incident Activities, etc. for tasks 8, 9, 10, 12, 13, 14.

Many of the tasks are not measurable and need to be revised.

Task 12 needs to be rewritten to avoid duplication.

Task 13 task is not measurable. The bullet tasks needs to be changed to “Reviews and evaluates investigation/*fire*....”

Task 14 is too lengthy and needs to be modified.

Task 15, second bullet needs to be deleted.

Both the PETM and PETL PTBs were not well written and need to be revised. The existing PTBs on the web, need to be pulled off the web until the new PTBs are approved.

Incident Commander Type 4 (ICT4)

This task book needs to be placed into the new format.

Task 6, change code from and “I” to “W”

Task 7, possibly change code to from “W” to “WFU”

Task 15, change code from “I” to “/R”

Delete “Manage” and change to “Coordinate air resources.

Add the following tasks:

- Establish communication.
- Provide direction.
- Identify hazards.

Decision: The IOSWT tasked the SMEs to review the code “W” code and possibly change to “RX” or “WFU.” The IOSWT will discuss during the next conference call.

Incident Commander Type 3 (ICT3)

Task 10, possibly change to “W” to” WFU”

Task 18 and 19, add code WFU

Firefighter Type 1 (FFT1/ICT5)

The SMEs for S-133 (Look Up, Look Down, Look Around) recommended combining the FFT1 and ICT5 PTBs. The FFT1 tasks listed within the revised PTB as tasks 1-27, followed by ICT5 task 28-34. Since this PTB certifies two positions, there were two verification/certification pages added along with position titles added to each page. This eliminated the need to copy and staple additional pages to the PTB.

In addition, another Evaluation Record page was also added. The additional page gives the trainee the option of having more assignments and it allows agencies to have more flexibility. Again, it also eliminates the need to copy and staple additional pages to the PTB.

Decision: The IOSWT tasked the S-133 group to review the codes to possibly incorporate more W, WFU and RX codes. The IOSWT will review after the codes are revised.

Prescribed Fire Burn Boss Type 1 & 2 (RXB1 & 2)

Task 19, code needs to be added.

Task 26, code needs to be added and language from the ICT3, Task 30, needs to be included in this task.

Tasks 27-29, IOSWT recommended deleting these tasks to be in concurrence with the 310-1.

Wednesday, March 08, 2006 TWT/IOSWT Joint Meeting

TWT Members: Logan Lee (Chair), Jim Glenn (BLM), Geoff Wilford (FIRESCOPE), Jim Barnett (USFS), Don Johnson (Northeastern States), Craig Cook (BIA), Gordy Sachs (USFA), Kevin Conn (FWS), Mike Kopitzke (Western States), Ira Jolly (Southeastern States) Deb Epps (Advisor), Merrie Johnson (Advisor), Al King (NPS), Sue Curd (BLM)

Guests: Mike Long (NWCG Rep.), Hank Graham (State of Florida), Chuck MacAlwain (BLM), Brian Rhodes (Cleveland NF), Michael Mobiles (Cleveland NF)

Mike Long (NWCG)

NWCG recently met and worked primarily on their strategic plan. Currently, NWCG has three vacancies and new members will soon be joining the group.

NWCG will be identifying the Working Teams specific priorities and identify future responsibilities. The Team Chairs will meet at the next NWCG meeting to assist NWCG with prioritizing current and upcoming projects. One goal at the meeting will be to define NWCG's role. NWCG goal is to provide better guidance, set priorities, and assure the Working Teams are all going in the same direction. NWCG is going to continue to set the guidelines for wildland fire; this is where our expertise lies not with all-hazard. Their mission is to establish, maintain and communicate consistent practices in wildfire, prescribed fire, fire use, and fire prevention.

The group discussed interchange between working teams. It was recommended that the Teams meet at least annually. Teams need to communicate and integrate with oversight by NWCG. The parent group will start enforcing the direction of the Teams.

NWCG is trying to keep wildland fire training standards consistent so that anywhere you go in the U.S. to fight wildland fire you will meet the qualifications.

Some issues NWCG has identified and recognized as issues that need to be addressed:

- NWCG has not been holding people accountable for operating within the NWCG operating principles.
- Insufficient resources, time and money to operate as defined.
- Organizational resistance to change.
- Differences in mission and visions.
- Fact that WT and parent body members all have other jobs.
- Political and legal challenges of managing NWCG in today's world.

Introduction to the New TWT Vision (HO #8)

The new TWT vision was shared with the IOSWT who felt it appropriate and was in agreement. NWCG will continue to move ahead complying with NIMS.

Conversion to a Competency Based System (HO #9)

The position task books are the first step in the training curriculum. The U.S. Fire Administration and other partners from Homeland Security will develop competencies for non-fire specific ICS positions. However, it may take several years to finalize due to NFPA requirements. The TWT will have drafts to review this Fall. The target completion date for the wildland fire specific competencies (45 positions) is August.

The group discussed the differences between competencies and tasks. The PTBs were originally designed based on performance and the tasks are breakdowns of behavior and are built based on the competencies. Competencies are very broad (assume responsibilities over the duties of the position) description follows the definition, then tiering down to the behaviors.

There is need to re-evaluate our current PTBs. There is a lot of redundancy and inconsistencies.

All positions should be reviewed by contractor by fall 2006. The new PTBs will be formatted to that the tasks will be set in parentheses with competencies listed behind them. Competencies for wildland fire positions will go through a field reviewed.

It was recommended to submit a proposal for budget to NWCG for 2007 for initiation of PTBs.

How will it affect training? The group feels that it will not have an impact on the field. The issue maybe that once we get to the application mode, then the leap may be big, but if we bring folks in at the bottom level then it should flow smoothly.

Recommendation to choose one position (Crew Boss & Strike Team Leader Crew) and jointly review, then the group can see the process.

We need to develop a new process/format which will include core competencies. IOSWT recommends waiting until after meeting with NWCG in May to see what the decision is on including the competencies.

Decision: In the interim, the current revision process for PTBs will remain the same.

Decision: TWT requested more IOSWT involvement in the conversion process.
IOSWT agreed and we will increase the joint meetings to facilitate the effort.

Decision: TWT will meet jointly with USFA and EMI staff in October in Emmitsburg.

ACTION ITEM: Get Competency conversion on NWCG May agenda. (Lee)

ACTION ITEM: Have contractor draft new competency based PTBs for Crew Boss Single Resource (CRWB) and Strike Team Leader Crew (STCR) prior to May NWCG meeting. (Epps)

ACTION ITEM: Develop a white paper to share on TWT conference call explaining why we are changing to competency based PTBs; i.e., to stay NIMS compliant. (Lee)

Concept of Interchangeability Training (HO #10)

Course equivalency guidelines are identified in the Field Manger's Course Guide. An equivalent course is determined by agency identified evaluators to be equal to a NWCG approved course. Awarding course equivalency is an agency specific responsibility.

Courses that have been developed jointly with an interagency all-hazard subject matter expert group and contain the same learning objectives and content may be deemed "interchangeable" by the NWCG. Interchangeable courses do not require equivalency determination by each agency and may have multiple course codes/numbers. Interchangeable courses will be incorporated into IQCS/IQS and credit will be given for the NWCG course.

Decision: IOSWT accepted the definition of interchangeable training for the glossary.

IMT3

The group discussed qualifications for a Type 3 organization and the IMT3 positions. It will be difficult to change the IMT3 nomenclature. There are IMT3 organizations and fixed Type 3 teams. Wildland fire agencies use organizations and Homeland Security has established fixed Type 3 teams. NWCG has approved the IMT3 organization and minimum qualifications. Another layer of complexity may result by including NIMO.

The IMT3 level needs to be flexible. IMT3 is defined differently with Homeland Security.

ACTION ITEM: The approved IMT3 will be posted on the IOSWT web site.

Unauthorized Use of the NWCG Logo

There have been a lot of materials being developed not sanctioned by NWCG. The NWCG logos on these materials are unauthorized. Many PTBs were identified having the logos without having been approved by the IOSWT. In addition, vendors have been placing the logo on certificates and other materials. It is difficult to control the use of the logo externally. There is a process for approving NWCG materials and it needs to be communicated internally to the other Working Teams. Those materials currently posted on the web may need to be withdrawn and sent through the proper channels.

ACTION ITEM: IOS requested NWCG to convey the process with the other Working Teams Chairs at the May meeting.

Contractor Training

Do instructors need to be qualified for the positions that they teach? The issue becomes one that they maintain currency. It may be an operational issue. Rural fire departments and state organizations are self-certified. We have a commitment to the National Contract Crews and Engines. The group is in agreement that a group needs to be assigned to oversee this area of concern. The IOSWT, TWT, and IBMWT need to work together to address these issues and develop a strategy to resolve them.

ACTION ITEM: The contract issue; contract training, instructors, qualifications and certification will be forwarded to the Incident Business Practice Team. (Dudley)

IMT Development Plan S-420 thru S-620 (HO #11)

Several review efforts have been completed in the last several years to assure effective Incident Management Team leadership development. During these reviews it was identified that several NWCG courses have been developed or maintained in a “vacuum.” It is believed there are significant duplications that should be identified and eliminated. The TWT is working with NAFRI and other Working Teams to identify the issues and implement long-term solutions.

There is still confusion on the intent of S-420 and S-520. The feeling is they may primarily be an assessment. There may be some material appropriate for instruction in these courses but the primary purpose is to evaluate team integration and leadership skills. The question is often asked, “Why is there a test after PTB completion in a performance based system?” This question needs to be answered.

IMT Development Plan should not just be a simple fix for S-420/520/620. It is much larger and should be competency based, begin with entry level firefighters, and work through the system to develop tomorrow’s IMT leaders. The intent is to minimize the number of training days currently required to progress from a firefighter to a command and general staff position while ensuring quality.

The IOSWT and TWT would like to evaluate the current PTB with one that has the core competencies. The NWCG Development Group will build competency model for single resource boss and display the process. This will be completed for the May NWCG meeting.

Deb will get ICS command positions developed by the contractor and Vince and Andy will present to the IOSWT.

ACTION ITEM: IOSWT will review the behavior and competencies from USFA for command and general staff positions. The S-520 Steering Committee has a meeting the second week of April. They will take a look at the competencies of the positions also.

Competency and PTB Revision – See handout. How do we update PTBs until we develop the new core competencies? Wait until May meeting and review the core competencies for single resource boss PTB. May hold off and only update PTBs into new format.

Computer Simulations

A computer simulation was presented to the group. As with other simulations, there is concern on maintaining, funding, and storage of simulations. Simulations could be a tool to use in classrooms or help students complete PTBs (O). There have been requests for a national simulation course steering training group for simulations that exist and will exist in the future.

ACTION ITEM: TWT will draft a recommendation on simulation management. (MJohnson)

PMS 316, Wildland and Prescribed Fire Qualification System Modules (HO #12, #12A, #12B)

Six modules were developed to teach people how to use the system. These modules are now outdated and only minimal amounts have been ordered in the past year. Discussion took place if these modules should be revised or deleted from PMS.

ACTION ITEM: The TWT will submit a request to PMS to remove the existing documents from the cache, immediately removed from the web and archive.

Issue Paper #79, Combining S-347 and S-348 (HO #13)

The current courses are designed to be taught in succession but are not required for either position. The SMEs do not want to combine the positions. Recommend combining the course material for S-347, Demobilization and S-348, Resources Unit Leader yet maintain the two positions.

The combination of these two courses would not result in an increase of course hours. The number of the course hours will be determined.

Decision: Issue Paper #79 approved.

Issue Paper #80, Modification of RESL and DEMB PTBs (HO #14)

The SMEs for S-348 and S-347 proposed combining the tasks for RESL and DMOB into one position task book but maintaining the two positions. Twelve identical tasks were identified.

Decision: Issue Paper #80 approved.

DHS Requirement to take IS-700 and IS-800 by 10/2007

DHS requires that all emergency responders take IS-700 and IS-800 by October 2007. No agency policy or direction has been passed down to the field level specific to taking the IS-700 and IS-800 training. Some of the information in the DHS courses is incorrect.

IS-700 is required training for Initial Responders and I-800 is for Command and General Staff. We currently do not have equivalent courses.

We need to raise this issue to NWCG.

ACTION ITEM: Draft a memo to NWCG addressing specific concerns regarding required training.

ACTION ITEM: Take the IS-700 course issues to the NWCG May Meeting. (Lee)

ACTION ITEM: Have Steve Gage forward errors and concerns with the IS-700 course. Incorporate in memo. (Lee/Barnett)

Thursday, March 9, 2006

Change in ICS 205 and Frequency Requests (HO #7)

The IOSWT reviewed a memo from the NFAEP Chair regarding a change in the convention used of the creation of frequency lists and ICS Form Nos. 204, 205, 220.

ACTION ITEM: Need to send a letter back to NFAEB Chair requesting the 204 and 220 for the Team to review before approving. Once approved, this will need to be sent to all the Working Teams. Vince will need all electronic files of the memo and all forms.

Advancing Wildland Fire Training for Fire Department Implementation Plan

The group reviewed the draft document.

Decision: IOSWT made a recommendation to make reference (footnote) to the direct quotes (see pg. 14). Bob will talk to Mike Dougherty.

PMS Outdated Publications

No discussion on this issue and will address at a future meeting.

Wildland Fire Investigation WT Update (Brian Garvey)

FI-110 course is for first responder; initial attack personnel, agency personnel, law enforcement, etc. Classroom course is 6 hours. FI-210 course is equivalent to old P-151 course with enhancements. It is a one week course. The WT is working on FI-310 and the first course will be in Boise in a few weeks. In Brian's presentation, there does not seem to be three levels for fire investigation, possibly only two positions; fire investigator and lead investigator. However,

the IOSWT agreed that only the one position is needed at this time. Will wait and see if the leader position is needed.

FINV PTB – We reviewed the PTB with Brian and pointed out some changes that needed to be made and were unable to complete the changes.

ACTION ITEM: Brian will make the remaining changes and email to Andy before our next April conference call. Andy will email to the IOSWT for discussion and review for the April conference call.

GISS

IOSWT reviewed the GISS transition and it was satisfactory. There were questions regarding the PTB, IOSWT thought it was approved in Boise.

ACTION ITEM: Need to follow up with format issue with Deb and get it out on the web. (Andy)

Glossary Changes – See handout. FEWT agreed to new changes and delete living fuels. Approved changes.

ACTION ITEM: WFIWT proposed changes were approved.

ACTION ITEM: WUIWT proposed changes were approved.

ACTION ITEM: FUWT proposed changes were approved

New glossary terms for next meeting –defensible space, fire safe, firewise, IMT (update), interchangeability.

Agenda items for next meeting:

Moratorium on new positions in 310-1

Core competencies single resource boss and strike team leader

Update on parent group meeting on future of NWCG WTs

Strategic plan for IOSWT

Technical specialist management

Fire Equipment Sub-committee recommendations

Glossary

PTBs (Fire Investigator, etc)

ICS 209 changes

Tim Murphy's comment on FFT2 thru CRWB

310-1 (any follow-up issues)

Area of Responsibilities – provide detail of what this entails for IOSWT members

NIMO implementation