

FINAL**MEETING MINUTES
INCIDENT OPERATION STANDARDS WORKING TEAM****May 1 -3, 2001
San Antonio, TX****Attending:**

Bob Leaverton, Chair
Tom Boatner, BLM
Tom Bourn, NE States
Paul Broyles, NPS
Tim Murphy, Western States
Kristy Plourde, USCG NSFCC
Nate Shourds, BIA
Phil Street, US FWS
Beth Spencer, Executive Secretary

Guests:

--Pete Norkeveck, OR Department of Forestry, Wildland Fire Investigator Working Team
--Kevin Hamilton, BLM Office of Fire and Aviation, Chair of Interagency Helicopter Operations Steering Committee (IHOP)
--Jim Cook, USFS Fire Safety Programs, NIFC

14 Day Policy:

Policy has been approved by NWCG and forwarded to Neil Hitchcock with the corrected wording from the IOS WT.

310-1 Redefinition of National Mobilization and Initial Attack:

Marc is working on this.

NWCG Process Update:

The process on how to get topics to the Working Teams has been revised by Jim Stumpf.

Leadership Task Force Report:

Has been sent out with the IOS WT and Training WT joint recommendations. Per Jim Cook, he and Larry Sutton will be attending the NWCG meeting in June. The leadership principles will be added to the back cover of the 410-1.

IMS Consortium:

Gary Nelson attended the March 9 meeting of the IMS Consortium for the IOS WT. He wrote a letter to the IOS WT with recommendations that the IOS WT invite a member of the IMS Consortium to sit in on IOS WT meetings. The Safety Officer issue is a symptom of a bigger problem—there is no official keeper of ICS in the US.

PROBLEM: Common understanding and use of ICS nationwide among multiple agency users, i.e., FEMA, US Coast Guard, US Government, Counties, States, Highway Departments.

RECOMMENDATIONS:

1. Create national/international ICS Coordinating Group to discuss ICS issues and development.
2. IOS WT host one day continuing meeting with IMS Consortium/FEMA once a year to discuss issues.
3. IOS WT provide attendance at IMS Consortium meetings.

The goal is to agree as a nation on the skeleton of ICS and then agencies can tweak it to fit their needs without changing the skeleton.

FOLLOW UP:

- Ralph will remain the primary liaison to the IMS Consortium and will update the other IOS WT members on meeting dates and locations and one of the IOS WT members will attend.
- Bob will invite Mike Colgan, chair of the IMS Consortium, to attend our Seattle meeting informally.
- Bob will inform Gary Nelson of our discussion.

Classification of Positions into Groups:

Merrie Johnson wrote an issue paper stating that consistent criteria for classification of positions into group such as ICS, Technical Specialists, Wildland Fire Skills, and Expanded Dispatch Skills has not been defined and communicated. 310-1 defines four types of positions: ICS positions, Wildland Fire Skill positions (includes wildland firefighter and expanded dispatch), Technical Specialist positions and Fire Use Skill positions. Technical Specialist positions are unique in their field and may be utilized anywhere within the ICS organization. A Technical Specialist position would be considered for addition to 310-1 when there are interagency qualifications for national mobilization. The IOS WT will write up a clarification for addition to the 310-1.

Points to Clarify:

1. Develop a chart for 310-1 showing the four position categories.
2. Clarify the supervision of the three categories other than ICS positions.
3. Clarify how and when a position moves from being a Technical Specialist position to another category (there are interagency qualifications for national mobilization).

FOLLOW UP: The above points need to be written up and sent to NWCG for approval for insertion into the 310-1. After approval, it will be distributed as a supplement to 310-1 and put on the website with the 310-1. A member of the IOS Wt should attend the next National Training Coordinators meeting to present this clarification.

HECM PTB Change Proposal:

The IOS WT initially received a proposal from the Washington DNR to change the PTB requirements on Mobilization and Demobilization from an "I" task to an "O." This would change the requirement to accomplish this task on an incident to one that can be demonstrated in other ways including on an incident, in a classroom, etc. The IOS WT approved this change and may need to look at other taskbooks individually regarding this task.

FOLLOW UP: Bob will respond to Don Artley that the IOS WT approved the change for this task in the HECM PTB from an "I" to an "O."

Wildland Fire Investigator Position (Pete Norkeveck):

The Wildland Fire Investigator WT (FIWT) revised their proposed task books, removing the requirement that a specific number of investigations would need to be performed to accomplish that task. Many of the tasks have been changed to a "W." Drafts of this revision were distributed to the IOS WT. The entire FIWT will not see these revisions until their June meeting. This position has been nationally mobilized. They plan to define the current Fire Investigators into types based on experience and performance and there will need to be a transition period to get everyone to the level needed. NFPA has developed standards for a Fire Investigator position for structural fire fighting and have written an addendum regarding wildland fire investigations. A member of the FIWT has been invited by NFPA to sit on the NFPA 921 group. The FIWT was asked by NWCG to look into the Wildland Fire Investigator position. The IOS WT recommended an extensive review and comment process, including the states.

FOLLOW UP: The FIWT will continue to work on this and will contact the IOS WT to attend another meeting when they are at the next stage.

SEAT Manager Position:

The IOS WT has not received this issue officially. The SEAT Manager position was proposed to the IOS WT and the Training WT at our joint meeting in Tampa through a letter from Jim Stires, BIA Fire Director. This position is being nationally mobilized and the use has greatly increased in the last few years. There is nothing regarding this in the last NWCG minutes.

FOLLOW UP: Bob will contact Don Artley to see if this issue is being forwarded to us.

US Coast Guard Information Officer Proposal:

The USCG sent NWCG a letter requesting that USCG Information Officers be utilized for wildland fire incidents. They are willing to take the pack test and carry a green card instead of a red card. The IOS WT has a question regarding how to order these individuals—through NICC or at the GACC level.

FOLLOW UP: Kristy will check in this.

IMT Team Configuration Issue:

Some complaints regarding the IOS WT proposal included: having less core team members, three Operation Section chiefs in addition to the Deputy IC, and negotiable positions. The type II team biggest complaint was not having trainees formally identified. This is for national mobilization, within their GACC's they can do what they want.

Four common areas of comments:

1. Should there be a short Type I team?
2. Should there be formalized trainees attached to the Type II teams?
3. Is the short Type II team a valid organizational structure:
 - a. FBAN necessary?
 - b. ASGS versus AOBD (IOS WT agreed to AOBD)
 - c. DPIC necessary?
4. Are negotiated positions valid?

The six trainee positions need to be added to the matrix.

FOLLOW UP: Beth will redo the chart and Bob will forward to NWCG.

IHOP/IHOG (Kevin Hamilton):

The Interagency Helicopter Operations Steering Committee (IHOP) is chartered by the Aviation Management Council to develop training, guides, and handbooks, provide oversight to various Working Teams, conduct the Helicopter Workshop, and coordinate with other related groups. The IOS WT would like to begin to establish dialogue with the IHOP. Both groups agree that if there is a topic being discussed that affects both groups they will inform the other group.

FOLLOW UP: Paul will attend a future IHOP meeting to start establishing communication between the two groups.

HEMG Position (Kevin Hamilton):

The 310-1 standards and the Interagency Helicopter Operations Guide (IHOG) standards differ on this position. The IHOG standards are higher. For national mobilization, only the 310-1 standards are required, however, some HEMG's are being rejected at the incident because they do not meet IHOG standards. Not all agencies have adopted the IHOG. The agencies that have are the FS, BLM and the BIA. The NPS has adopted it for fire operations only and 3 or 4 FWS Regions have. Many of the Western States have not adopted it, mostly because of the contract administration requirement. The IHOG identifies three types of HEMG's, and a 40 hour course is planned to be added to the requirements in IHOG for all three types. Kevin is proposing that the IHOG requirements be added to the 310-1 in the recommended column. Currently the biennial refresher required by IHOG does not have a syllabus and is 24 hours. The IOS WT would be more willing to require an 8 hour refresher with a defined syllabus. The IOS WT would like to bring the IHOG and 310-1 closer together on the HEMG position.

FOLLOW UP:**Proposed Action Items:**

- Request information from NWCG regarding the relationship between the Aviation Management Council (AMC), NWCG and the National MAC group.
- Add new HEMG training in the Recommended section of 310-1.
- Add the attendance at a biennial workshop in the Recommended section of 310-1.
- Continue to interact with the IHOP on the single resource boss issue and the non-arduous position.
- Involve the other group (IOS WT and IHOP) when discussing something that affects the other group.
- Recommend to NWCG the additions to 310-1 in the Recommended section.

Sawyer Typing:

Paul Broyles received an inquiry from Brian Eldridge asking if the IOS WT was in support of typing of Sawyers and adding them to the 310-1. The IOS WT feels this is a technical specialist position.

IQCS:

A group of five users and two technical specialists is meeting in August to evaluate all the vendor proposals. The IOS WT agreed that Merrie Johnson could represent the IOS WT on this group.

Canadian Liaison Update (Murphy):

Canada has a three year implementation plan to fully adopt ICS, although most territories plan to have it implemented in two years. The US is putting on some I-100, I-200, and I-300 courses for them.

NFPA 1051:

The comment period ended in March and the comments were evaluated. A final draft is due out this fall and NFPA will look at it then. If approved, it will probably be out in the winter. Some structural departments are already considering training development.

410-1:

The IOS WT needs to be aware that there is a discrepancy between what is on the disks (the last final revision) and what is in the current Fireline Handbook. The revision is being done on the current handbook.

COVERS:

- Inside covers remain the same
- Add Leadership and Five Step Risk Management Process to the outside back cover.

CHAPTER 2, TRANSITION/TRANSFER OF COMMAND AND MANAGEMENT TEAMS (Tom Bourn):

- Combined the terms transition and transfer of command and changed Escaped Fire Situation Analysis to Wildland Fire Situation Analysis.
- Tom will define the Transfer of Command definition further and will switch the paragraphs so that Transition comes before Transfer of Command.
- At the end of this section, add the management team information in the following order:
 - Type II Organization
 - Type I Organization
 - Unified Command
 - Multiple Incident Complex
 - Area Command

CHAPTER 6, COMMON RESPONSIBILITIES (Tom Boatner):

- Added two small sections: Unit Leader Responsibilities and Fireline Leadership. The Fireline Leadership will be added to the back cover and the Unit Leader Responsibilities will be omitted.

CHAPTER 8, OPERATIONS (Tim Murphy):

- Tim had five SME's review this chapter and compared it to the PTB's and the FIRESCOPE FOG and there were no changes.
- Added three new appendices: Chart on how to determine acres and area of a fire, Distance and formula estimate chart, and Area compilation table.
- There is nothing in this section on Fire Investigation. We may want to have the Wildland Fire Investigation WT add something.

CHAPTER 10, PLANNING (Tom Bourn):

- Tom distributed chapter revision.
- Need to still add the Weather Observer and the Display Processor positions.
- Delete the Demob section.

APPENDIX C (Ralph Alworth):

- Sent out by Ralph.
- Delete Engine Typing Chart on C-5
- Delete everything on C-7 except Operational Modes 1-3
- Delete C-16 except for the Do's and Don'ts in Protecting Structures in the Interface
- Delete C-17
- We will discuss this further with Ralph in Seattle.

FOR SEATTLE MEETING:

- o Chapter 3 – Kristy and Nate
- o Chapter 7 – Paul
- o Chapter 9, Air Ops – Phil will complete
- o Chapter 11, Logistics – Nate
- o Chapter 12, Finance/Admin – Ralph
- o Complexity Analysis – Bob
- o Appendix C, Urban Interface – Review with Ralph

Turn Down Proposal (Jim Cook):

The “Turn Down Proposal” was developed to provide a process and steps to go through regarding turning down an assignment for safety reasons. The IOS WT recommended a title change to “Unsafe Assignment Protocol” so it sounds less negative and recommends it be presented to the FAST group, the Safety and Health WT and the National IC’s. If there is consensus it will be forwarded to NWCG. Another recommendation is to tie this to the SAFENET process.

FOLLOW UP: Jim Cook will revise and get a copy to Tim Murphy for the national IC’s meeting and a copy to Paul Broyles to distribute to the rest of the IOS WT. Paul will present it to the Safety and Health WT for their feedback. If approved, the IOS WT will discuss where in 410-1 to locate this protocol.

Interagency Hotshot Crew Program versus Type I Crew Standards (Jim Cook):

There are three documents that list standards for Type I/Interagency Hotshot Crews: the National Mobilization Guide, the National IHC Operations Guide and the 410-1. The National Mob Guide and NICC consider Type I Crews and Interagency Hotshot Crews the same thing. The current 410-1 standards for Type I Crews are lower than the recently approved new IHC standards. Several states have Type I Crews which do not meet the IHC standards. NICC only recognized two types of crews. The proposal to the IOS WT is to have three different designations: IHC’s, Type I and Type II. The IOS WT has already proposed changing the Type I standards to meet the IHC Operations Guide

standards for national mobilization of Type I crews. The IOS WT will change the 410-1 to reflect this. On the proposed chart, we will omit the prescribed fire standards and add permanent supervision under leadership.

FOLLOW UP: Beth will redo the crew standards chart and distribute. The 410-1 will be updated during the revision process.

Incident Pocket Guide:

In the past 18 months, 35,000 of the Incident Pocket Guides have been ordered from the NIFC warehouse.

Glossary of Wildland Fire Terminology:

The IOS WT still needs to find out how many of these have been ordered in the last few years. The terminology that has changed needs to be revised, i.e., “wildland fire” instead of “wildfire.”

Future Meeting Dates (note changes from Draft Minutes):

October 16-18, 2001 - Seattle, WA
February 5-7, 2002 – Charleston, SC
March 18-22 – TBD

Conference Call Schedule:

Tuesday, June 12, 2001 - 1100 hours MDT
Tuesday, July 10, 2001 – 1200 hours MDT
Tuesday, August 14, 2001 – 1200 hours MDT
Tuesday, September 11, 2001 – 1200 hours MDT

Tentative Agenda Items for Seattle:

- 410-1
 - Chapter 3 (Nate/Kristy)
 - Chapter 7 (Paul)
 - Chapter 9 (Phil)
 - Chapter 11 (Nate)
 - Chapter 12 (Ralph)
 - Complexity Analysis (Bob)
 - Appendix C (Ralph)
 - Glossary (All)
- IMT Consortium (Gary Nelson or Mike Coglean)