

FINAL

MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM

**November 4-6, 2003
Portland, OR**

Attending:

Bob Leaverton, Chair
Andy Bellcourt, BIA
Tom Bourn, Northeastern States
Paul Broyles, NPS
Mike Dudley, FS (11/4-5 only)
Vince Mazzier, BLM
Tim Murphy, Western States
Mike Dougherty, FEMA Liaison
Merrie Johnson, Quads and TWT Liaison
Beth Spencer, Executive Secretary

Guests:

Roddy Baumann, FWS (11/4 only)
Bruce Babb, FWS (11/5-6)

Membership Updates:

Mike Dudley will replace Marc Rounsaville as the Forest Service representative.
Andy Bellcourt will replace Nate Shourds as the BIA representative.

Assignments and Areas of Responsibility:

Revised version was distributed and edited. Procedure will be that incoming items for the IOS WT will be distributed to the Functional Area Leaders for that topic by Bob and Beth. That IOS WT member will be responsible for researching the issue and presenting to the entire WT at the appropriate conference call or meeting.

Follow Up: Beth will incorporate suggested changes to the Assignments and Areas of Responsibility document and distribute to WT and will send it to Allen Deitz for posting to the team website.

10 Year Plan:

Revised version was distributed and edited.

Follow Up: Beth will incorporate suggested changes to the 10 Year Plan document and distribute to WT and will sent it to Allen Deitz for posting on the team website.

IQCS Card (Mazzier):

The new proposed Incident Qualifications Card to be used with IQCS was discussed. The card stock for the card is blank on the front where the Incident Qualification Card will print and the back is preprinted with the experience record. The IOS WT approved the stocking of this card by PMS.

Follow Up: Vince will complete the form for PMS and submit it.

IOS Publications (Mazzier):

Cindy Wolf sent a list of IOS publications that may need to be modified, updated or eliminated. Items Cindy recommends action on are:

- ICS 230-2 ICS Forms Manual. IOS WT wants to look at this form further.
- ICS 230-3 Evaluation Guide. Eliminate per IOS WT.
- PMS 309-1 NIIMS Complete Set of Qualification Documents. (Includes a full set of task books which can be orders individually or downloaded from the internet.) Eliminate per IOS WT.
- PMS 310-4 Qualification Card. (For tractor feed). Eliminate per IOS WT.
- PMS 461 Incident Response Pocket Guide 2002 version. (Available on internet and revision will be out soon). Eliminate per IOS WT.
- ICS 209 Incident Status Summary regular and wall size. (Available on internet, current hard copy version would be 14 pages with the drop down menus). Eliminate all obsolete versions and the IOS WT recommends having the current form on CD-ROM rather than hardcopy.
- ICS 230-4 Field Evaluation Incident. Eliminate per IOS WT.
- PMS 205 Glossary. Print for one more year per IOS WT, new Glossary scheduled to be available Fall 2004 and will need to have a printed version in addition to the internet.
- ICS 220-1 Position Manuals Command, ICS 221-1 Position Manuals Planning, ICS 222-1 Position Manuals Operations, ICS 223-1 Position Manuals Logistics, ICS 224-1 Position Manuals Finance. (Version 1983). The IOS WT is working on updating these.
- PMS 203 ICS Position Descriptions and Responsibilities. The IOS WT will update these in conjunction with the Position Manuals.
- PMS 310-3 Qualification Card. Will be replaced by new system.
- PMS 410-1 Fireline Handbook. Cindy needs 60,000. Hold until January, target for new version to be ready.

-PMS 700-1 National Interagency Incident Management System-Teamwork in Emergency Management. Will be revised in 2004. **Mike Dougherty will review and bring to February meeting.**

-PMS 903-1 Radio Frequency Sharing Agreement 1983 version, ICS 205 Incident Radio Communications Plan, ICS 216 Radio Requirement Worksheet, ICS 217 Radio Frequency Assignment Worksheet. **IOS WT wrote letter to Chair of Radio Narrowband Advisory Group to evaluate above forms and respond to Vince by January 31 with recommendations.**

-ICS 224 Crew Performance Rating, ICS 225 Incident Personnel Rating, ICS 226 Individual Performance Rating. The IOS WT wants all three forms to be maintained.

Position Task Books (Mazzier):

Deb Epps currently is holding all the revised PTB's. They need to be sent to PMS to track.

Follow Up: Vince will take the revised PTB's to Allen Deitz for PMS.

Chainsaw Addition to IRPG (Mazzier):

Vince received a request from Brian Eldredge that the SME's would like to add a page to the Incident Response Pocket Guide regarding "Procedural Chainsaw Operations." The IOS WT evaluated two versions and approved the one from Jim Cook as it is Health and Safety related.

Follow Up: Vince will follow up to include in the IRPG and will respond to Brian Eldredge and Jim Cook.

Crew Typing Standards Revision:

The NWCG memo regarding the requirement for CRWB and FFT1's to be bilingual (read and interpret) in the language of the crew needs to be added to the crew matrix and updated in the 410-1 revision and the National Mobilization Guide.

Follow Up: Beth will revise matrix and Paul will follow up on inclusion in 410-1 and National Mobilization Guide.

Canadian ICS Update (Murphy):

Canada is still planning to fully implement ICS by 2005. Quebec is still an issue due to the cost of translating training and documents into French. Most of the other provinces

and cities have already implemented ICS. The 2003 fire season in British Columbia has somewhat proved the value of ICS to Canada. The main differences with the US system are in Air Support and their Sector Boss is similar to our TFLD. They are currently looking at Position Manuals and are looking at PTB's as our training did not fully meet their needs. Their IMT's do not have a set number of members and Tim has sent them our team configurations for information. A future issue for the IOS WT could be qualification equivalencies. A similar system to what is being used for Australia and New Zealand equivalencies could be used.

Follow Up: Tim will continue to update the IOS WT on Canada.

National Conference Update (Murphy):

Tim attended the national conference in Sydney, Australia with 16 countries in attendance. The concept of an international ICS was discussed. Australia, New Zealand, Canada and the US are for it, but it received lukewarm reception from the other attending countries.

Follow Up: Tim will be the International Liaison for the IOS WT in addition to the Canadian Liaison.

Australia/New Zealand Mailing List:

Eddy received a request from Australia/New Zealand to be added to our mailing list.

Follow Up: Eddy will bring names and provide more background at the next WT meeting.

410-1:

A few small changes:

-Dozer Horsepower Issue: Vince received changes to minimum horsepower for Dozer typing from the SME's to be included in 410-1. Changes are:

Type 1 – 200 minimum horsepower

Type 2 – 100 minimum horsepower

Type 3 – 55 minimum horsepower

-Addition of English language requirement to Crew Matrix

-Currently states inmate crews cannot supervise others. Change it to "Consult officer-in-charge before giving supervision to crew members over fellow inmates."

Also the IOS WT needs to get approval from NWCG to go forward with a final draft and publish the document.

Follow Up: Vince will follow up on the Dozer horsepower and Paul will follow up on the Crew Matrix and both will get the changes to Deana Parrish. Beth will forward letter to Jim Stires from Bob asking NWCG for approval to go ahead. Beth will contact Deana with the inmate crew wording change.

Issue Paper #47 Modification of Position name Advanced FF/Squad Boos (FFT1) to Firefighter Type 1(FFT1) (from Deb Epps):

Deb Epps forwarded the above issue paper to the IOS WT. The request is to maintain position consistency with the Firefighter Type 2 (FFT2). The IOS WT approved this change.

Follow Up: Paul will take approval form to Deb.

Issue Paper #48 Modification of Current Prerequisite Experience for Security Manager (from Deb Epps):

Above issue paper is requesting the addition of “current or prior security/law enforcement credential” under prerequisite experience. Currently no previous Law Enforcement experience is required. The IOS WT approves pending a verbiage change to “current or prior law enforcement certification.”

Follow Up: Paul will contact Deb to see if the IOS WT verbiage is acceptable.

FFT1 PTB Changes:

The IOS WT approved changes to tasks #13 and #19 pending the IOS WT suggested changes.

Follow Up: Paul will follow up with Deb to see if the IOS WT suggested changes are acceptable.

Single Resource PTB's (from Deb Epps):

SME's made the following changes to the PTB's. HELB has been added to the Single Resource PTB's and an explanatory statement was added immediately before task #1, due to comments from the field on difficulty in implementing the Single Resource Boss PTB's. IRPG was added to basic materials needed. The IOS WT approved the addition of HELB and the explanatory statement, but made some pen and ink changes to the other suggested changes.

Follow Up: Paul will take the IOS WT suggested changes to Deb Epps.

SECM PTB (from Deb Epps):

SME group are suggesting the addition of a laptop to required equipment. In addition, they want the position to work for the LSC, the position currently works for the FACL. The IOS WT does not approve either of these suggested changes and made some pen and ink changes.

Follow Up: Paul will take IOS WT response to Deb.

Incident Response Pocket Guide:

The IOS WT discussed the re-numbering of the IRPG to 410-1A as it is a subset of the 410-1. It is the tactical portion pulled out of the 410-1.

Follow Up: It will be difficult to change the numbering in PMS, so the numbering will remain the same.

Check-in Form S-211 Modification (from Alice Forbes):

Alice is requesting the Check-In Form S-211 be modified to ask a spot for work-rest and driver duty day. The IOS WT believes this information is captured by ISUITES and need to confirm this before making a decision.

Follow Up: Mike Dudley will check with Jeff Park who wrote the ISUITES program to see if the program is capturing the work-rest and driver duty day info and will follow up with a letter to Alice Forbes for Bob's signature.

Fire Prevention Positions:

The Wildland Fire Education WT (WFEWT) is requesting the addition of the Fire Prevention Education Team Leader and the Fire Prevention Team Specialist. NWCG has approved and asked the IOS WT to review and implement into the 310-1. The IOS WT does not feel the position meets the criteria for inclusion into the 310-1. The positions are typically ordered by agencies, not by Incident Management Teams.

Follow Up: Bob wrote letter to Maureen Brooks, Chair of the WFEWT with a cc to Jim Stires that the position does not meet criteria for 310-1 and therefore will not be added.

310-1 Plan of Attack:

At the joint IOS/TWT meeting in February, the IOS WT needs to present how we envision the 310-1 revision process. Position categories need to be evaluated. Currently they are: ICS Positions, Wildland Fire Skill Positions, Technical Specialist Positions, and Fire Use Skill Positions.

Steps:

1. Evaluate current product: What is it, what is its intention and what do we want it to be?

Currently, the purpose of the 310-1 is:

- Meet minimum standards for training and qualifications for interagency wildland and prescribed fire personnel.
 - Maintain a foundation for a performance based system.
 - All agencies have agreed to the standards for national mobilization purposes.
2. Envision revised product: What is it going to look like, i.e., categories, names, etc, what info is needed, what does it obligate us to?
 - Legitimizes positions
 - Provides standards and qualifications
 - Provides training oversight
 - Provides agency support for training/trainee assignments
 - Categories of positions:
 - ICS positions, qualification system calls this Universal positions
 - WF positions, wildland fire positions
 - Dispatch positions
 - Technical Specialist positions
 - Suggested categories for revision:
 - ICS Positions-Incident Command (fire)
 - Incident Support positions
 - Wildland/Fire Use/Rx Fire positions
 - Associated activities-Wildland Fire

3. What changes do we know need to be made?

- a. New Executive Summary
- b. Revise the definition of a Technical Specialist
- c. Define the new 4 categories of positions:

Define difference between:

Interagency NWCG

Nationally mobilized

Levels of expertise

Minimum Qualifications

Agency Specific

Nationally mobilized

May have 2 levels, technician and specialist

No Minimum Incident Qualifications

- d. Review/revise Fitness Levels
- e. Define revision/update process to make 310-1 a dynamic document
- f. Delete Appendix C and refer to website.
- g. Reformatting of document, i.e. moving Appendix A to front, further

referencing

h. Positions we've added to the 310-1 since the last review based on the 6 question inclusion criteria:

HRSP (Human Resource Specialist), Investigator series, IBA (Incident Business Advisor), READ (Resource Advisor), IADP (Initial Attack Dispatcher), SEMG (SEAT Manager), PREV (Prevention Tech), HELB (Helicopter Boss), HCWN (Helicopter Manager-Call When Needed), RADO (Radio Operator), HESM (Helispot Manager)

i. Any reference to Standards for Survival needs to be deleted out of 310-1 as the course is obsolete.

4. How are we going to do the revision process?

-Determine our approval/revision inclusion process

-Estimate 4 meetings of one day each

-Have a complete draft by February 2005

-Locate one person to assist WT. Suggested names were: Frank Bouden, Paul Keller, Steve Jackson, Bill Adams or Titan Systems Incorporated. Go to Fedsources with Statement of Work to determine how much they will pay. Goal is to have individual by the February meeting. Tasks will include editing, typing, maintaining records/notes, process tracking, mailing/receiving comments, meeting objectives, tracking decisions, revising documents, finalizing document into draft.

-Have TWT review decisions first

-PTB's are being reviewed during the training course review process so there is not a need to review each one during this revision process.

-Andy's role is to be the keeper of the process and carry forward the document from draft to final.

Follow up: Merrie will check with Frank Bouden and Bill Adams. Vince will check with Steve Jackson. Mike Dudley will check with Paul Keller.

NWCG Bylaws and Operating Principles:

Above document, signed by NWCG Chair Jim Stires in October 2002, was distributed to IOS WT members.

Position Naming Board (Johnson):

Merrie Johnson distributed the Charter for the Position Naming Board under the IOS WT. The WT approved the Charter.

The Board is requesting approval for the term "Position Code" to replace the term "Position Mnemonic," and approval for new term "Position Title." They are also requesting approval on Change Initiation Procedures which explains how to add, change or delete positions on the Position List. The IOS WT approved all requests.

Follow Up: Merrie will forward the WT approvals to the Position Naming Board and will forward Board future meeting minutes to Beth and Bob.

National Incident Management Organization (NIMO) (Dougherty):

The National Interagency Complex Incident Management Organization Study Findings and Recommendations were distributed to the IOS WT for information.

Follow Up: Mike will continue to keep the IOS WT informed on NIMO.

Glossary Review (from Ralph Alworth):

Final draft was distributed to the IOS WT and team members need to review their terms one more time. Currently 120 pages with current font, IOS WT recommends the font be one size larger. Glossary will be hardbound front and back, should LCES and the Standard Firefighting Orders be included on the inside covers? The IOS WT decided not to include these. The inclusion of all Position Codes was discussed and the recommendation is to put a disclaimer at the beginning of the Glossary that not all positions are included and for a complete list refer to the Position Change Board. A statement needs to be included that this is the master glossary and all others are subsets. Edy is requesting info on the status of the Glossary and also is concerned that Mark Beighley and Wally Josephson are working on something concurrently.

Follow Up: Bob will contact Ralph to notify IOS WT members of their terms to review and to touch base with Mark Beighley and Wally Josephson to see what they are doing. Merrie will write up the master glossary statement and send to Ralph. Bob will update Edy on the status of the Glossary.

Position Manuals:

A decision has been made to revise the Position Manuals and the review/revision process was discussed. Originally they were scheduled for review in 2000, but the IOS WT needed to determine if they were still needed. The Position Manuals are a source document and should not need a lot of revision. The 410-1 Position Checklists need to be referenced. The Position Manual booklets are divided by functional area and the positions listed only go down to the Unit Leader level. The original Position Manuals evolved from FIREScope documents. The recommendation is to combine this with the 310-1 revision and have a contractor do it.

Follow Up: Mike Dougherty will check the FIREScope documents to see if they have been revised and will contact Mike Edrington/Rick Gale's company to get a bid for availability and cost.

Website:

Areas the IOS WT would like on their website are:

- Actions Pending
- Pending Decisions to be reviewed
- Finalized Decisions (letters to NWCG)
- Basic Team Info including Roster, Areas of Responsibility, 10 year plan, How to get items to the team for discussion.

Vince will have website oversight. Part of each future agenda will be to review the website for accuracy and currency. Each conference call will include reviewing the Action Log, which needs to include assigned team member, target date and completion date. Old information will be archived.

Follow Up: Team members will get examples of current Action Logs to Beth who will develop one for the IOS WT. Vince and Beth will work with Allen Deitz on getting the website areas established.

Tampa Agenda Items:

- Meet with Prevention and Education WT (Tuesday)
- Meet with contractor for 310-1
- Final decision on 410-1 and written review process

Future Meetings:

February 24-26, 2004: St. Pete's Beach, FL (Joint with TWT)
April 20-22, 2004: Boise, ID
Week of September 13, 2004 joint with TWT???
Week of November 29, 2004???

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

September 2004, TBD – BLM
December 2004, TBD – NPS

Conference Calls:

Conference calls will be held the second Tuesday of each month at **1200 hours, mountain time.** Dates:

Dec. 9, 2003
Jan. 13, 2004
Feb. 10, 2004
March 9, 2004
May 11, 2004
June 8, 2004
July 13, 2004
Aug. 10, 2004
Sept. 14, 2004

Follow Up: Beth will send out reminders.