

FINAL

MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM November 8-10, 2005 Denver, CO

Attending:

Bob Leaverton, Chair
Ralph Alworth, FIRESCOPE
Andy Bellcourt, BIA
Tom Bourn, Northeastern States
Paul Broyles, NPS
Mike Dougherty, USFA/Homeland Security Liaison
Mike Dudley, USFS
Jim Karels, Southeastern States
Jim Kelton, USFWS
Vince Mazzier, BLM
Brian Shiplett, Western States
Merrie Johnson, Qualls Liaison
Beth Spencer, Executive Secretary

Guests:

Steve Jackson, BLM, Writer/Editor 310-1
Brad Gibbs, IHOP Steering Committee
Randy Hart, IBP WT Liaison
Roberta Whitlock
Mike Lohrey, AC/IC Council

Membership Changes:

Jim Kelton is the new US FWS representative, replacing Pam Ensley.
Tom Bourn is retiring, Northeast States have not selected a replacement representative.
Blair Young will replace Merrie Johnson as the Qualls Liaison

310-1 Final Issues:

Bob presented the final draft of the 310-1 to NWCG at their last meeting. NWCG had no major comments on the draft.

Course equivalency language. Suggested wording change from TWT. IOS WT approved and draft was modified.

Language regarding who can serve as an evaluator, the evaluator needs to be qualified in the positions, except in regards to “O” tasks, an SME can sign off “O” tasks. The language in 310-1 will remain.

Historical recognition. Any position already in existence was modified with an errata sheet regarding “grandfathering.” ***Merrie will review 310-1 to ensure all changed positions have been covered under historical recognition.***

Course numbers will be verified with the current Field Managers Course Guide by Merrie and on the qualifications pages by Steve.

The statement will be added under currency that “Any higher position for which this position is a prerequisite.” IOS WT members will review positions for the statement following the rules below.

1. Remove the word “none” if inappropriate and vice versa.
2. List the statement when it is true.
3. Add other position that are not in the path of rule number 2 on a case by case basis, but list to only the next level up. (ie FSC2, not also FSC1).

Beth will forward the rules and Steve will forward the revised draft to the IOS WT the week of November 21 for review and discussion on a conference call on Dec. 8. Vince will set up web conferencing capabilities. Godfathers will concentrate on their areas. If a change is proposed, it should be emailed to the IOS WT members prior to the conference call.

PTB’s need to be reviewed for all new positions added to the 310-1.

Positions Pending:

- STPS Position: The qualifications page was approved for inclusion, under the Wildland Fire category.
- Aviation Positions recommendations from the IHOP Steering Committee (Brad Gibbs, IHOP Steering Committee):
 - HESM Position: The IHOP group has withdrawn their request to have this position added back into the 310-1, as they feel the HECM should be able to meet these qualifications.
 - AOBD: Delete IAMS as it is no longer a course.
 - ASGS: Move J-375 from “Other” training to required. IOS WT will leave the training in “Other” but it will be re-numbered as S-375.
 - HELM: The IHOP group is recommending the combination of HELB and HCWN into one position of HELM, Single Resource Boss, Helicopter. The history of the position is that the old HEMG position was split into two positions—HCWN and HELB. In October 2004, the IHOP requested the HCWN be renamed to Single Resource Boss, Helicopter Manager (HELM) and keep the HELB. At this point, the IOS WT is keeping two positions. Changed Biennial workshop to triennial.
 - ATGS: Request to add HLCO as maintaining currency. IOS WT denied.
 - HLCO: Request to add STL Engine/Crew/Dozer as an “OR” with TFLD under prerequisites and to remove HELB and HELM as prerequisites. IOS WT approved.

--SEMG: Biennial refresher training changed to triennial. The course (RT-273) still needs to be approved by the TWT.

--DECK and TOLC: Request to add HEB1/HEB2 as positions that maintain currency. IOS WT denied. The positions will remain in 310-1.

--ABRO: Request to remove RADO as prerequisite. IOS WT approved.

- PETM/PETL positions: Reviewed the qualifications pages for the two positions. Neither position should have any required training. The PTB's still need to be discussed with Maureen Brooks and revised. *Conference Call Agenda item for January.*
- Fireline EMT: The S&HWT and FIREScope are requesting the addition of this position. The IOS WT decided not to add it at this time. *Jim Karels will write a letter back to the S&HWT and FIREScope.*
- IBA1/IBA2: Position standards are completed, approved and distributed.
- FINV: Still pending approval of qualifications statements and PTB's. One position will be approved at this time, (INVF) for the type 3 level. Ralph will invite Paul Steensland to the March meeting. *March Agenda item.*
- IRIN: Position was removed from the 310-1 because it had no requirements only additional training of S-443. The IOS WT received a request from Alice Forbes, USFS, to put the position back in. The IOS WT determined it is a Technical Specialist position. *Mike Dudley will call Alice Forbes and Bob will write a response letter.*

Follow Up: Ralph will check with Paul Steensland.

COTR White Paper (Randy Hart, Robert Whitlock, IBPWT):

Proposal from the IBP WT to create two COTR positions, one for Incident Base Services and the other for Fireline Services to provide better management of contracted resources. They would like to add the two positions into the 310-1 in the next revision. The IOS WT has not determined the positions meet the criteria for inclusion.

Follow Up: IOS WT will discuss further and Bob will follow up with Hallie.

Contractor Provisions (Randy Hart, IBP WT):

Paper regarding concerns with contractor qualifications and certifications. The contractors train themselves with oversight and their instructors have to meet NWCG qualifications. NWCG agencies cannot initiate or certify their positions. NWCG has concerns regarding this issue. At this point, the IOS WT will not change language in the 310-1

Follow Up: Vince will follow up with the IBP WT to see what they are requesting of the IOS WT. *March Agenda item.*

AC/IC Charter (Mike Lohrey, AC/IC Council):

NWCG has requested the IOS WT look at the charter for the proposed National AC/IC Council under NMAC. The IOS WT felt two items listed in the charter felt under the responsibility of the IOS WT.

Follow Up: Mike Dudley will relay the IOS WT comments to Alice Forbes.

Team Size Mobilization:

The IOS WT was tasked with evaluating team size for both Type 1 and 2 teams. NWCG is requesting an opinion from the IOS WT for team size for next year. The IOS WT feels the 2005 was not a good year to evaluate fire mobilizations. Currently in the mobilization guide size is 27 with 4 additional and 6 trainees. Subcommittee of AC/IC group and IOS WT proposed 44 with 27 of those core members, excluding trainees.

Follow Up: Paul and Mike Lohrey will write up a proposal to be signed by the AC/IC group (Mike Lohrey) and Bob.

Type 3 Teams:

Geographic teams are designated Type 3 for all disciplines and this can lead to false expectations of team's ability. This may be a future issue from NWCG for the IOS WT.

Glossary Change Board Charter (Alworth):

The IOS WT reviewed the charter for the Glossary Change Board and would like the other WT's to review.

Follow Up: Ralph will forward draft charter to WT chairs and gather responses.
March Agenda Item.

Glossary Change Requests (Alworth):

Reviewed requests for changes to the Glossary for terms under IOS WT custodianship.

Follow Up: Ralph captured IOS WT decisions and will modify charter and notify PMS for any global impacts.

Position Naming Board Chair Replacement (Merrie Johnson):

Recommendation to select Blair Young as the Chair of the Position Naming Board and to serve as the Quals liaison to the IOS WT. IOS WT approved.

Follow Up: Vince will write letter for Bob's signature.

IQCS Issues (from Blair Young):

--"Other Positions that maintain currency." Issue is with Air Ops positions, by maintaining currency for air operations positions through line operation assignments, the 3 year currency for air ops can be avoided. The IOS WT agrees this should be resolved.

--IQCS maintains criteria for qualifications for different agencies. When an individual is transferred, they keep their current qualification. Because of this, the IQCS system does not provide an electronic check as the individual moves up and the agencies need to be aware of this loophole.

--Position currency for technical specialists is not defined as the IOS WT does not set standards for technical specialists positions. IOS WT will discuss further.

Follow Up: Merrie will contact the programmers to ensure the 3 year currency applies.

Qualifications Process (Merrie Johnson):

Merrie presented a draft flowchart of the Position Development Process for the IOS WT review. Some modifications were discussed.

Follow Up: Merrie will incorporate changes and resend to the IOS WT.

Issue Papers from the Training Development Group:

The TWT is requesting that all Issue Papers received from the Training Development Group (Deb Epps) have a copy sent to the TWT. The IOS WT agrees to this.

Follow Up: Vince will respond to Chad Fisher of the TWT.

Complimentary Training/Management Project Inter-relationships (Dougherty):

Information regarding crosswalk equivalencies for NWCG, Rural fire departments and DHS-USFA. Core competencies are still being developed with the idea that all risk and

wildland fire would take the same core competency training and then additional training for the specific discipline.

Follow Up: Mike will continue to update the IOS WT.

PMS Items (Mazzier):

--PMS is requesting the publication date be changed to January 2006 on the PTB's due to the website being down. IOS WT approved.

--PMS is requesting deletion of the following out of date publications: History of ICS, ICS Position Description and Responsibility, ICS Forms Catalogue. Vince will bring all the publications to the March meeting for IOS WT review. *March Agenda Item.*

Fireline Production Rate Study:

Deferred to March meeting.

Follow Up: Paul will invite George Broyles to March meeting. *March Agenda Item.*

Position Manuals (Bourn):

Position Manuals handed off to Mike Dougherty.

FUWT Recommendations (Bellcourt):

Proposals sent to the IOS WT. Deferred to March meeting.

Follow Up: Andy will invite Tim Sexton to March meeting. *March Agenda Item.*

Fireline Equipment Typing:

The FEWT has questions regarding the staffing levels for engines in the Fireline Handbook. DHS is looking at this also. The IOS WT will invite a representative from the FEWT to attend March meeting.

Follow Up: Vince will invite the FEWT to send a representative to the March meeting. *March Agenda Item.*

PTB Revisions (from Deb Epps):

The IOS WT reviewed PTB revisions proposed by the SME groups:

--SITL: Need to use updated template and task #11 needs a code. IOS approved with the code of "W" added to Task #11 and the updated template used.

--TFL/STL combination. The IOS WT approved with use of updated template and the code changes below.

Task #3 is "I/O," should be "I."

Task #9 is "W/Rx," should be "W."

Task #16 is "W/Rx," should be "W."

Task #28 should be "W."

Task #32 has no code, should be "W."

--PIOF: Task # 19 is "I/R," should be "I." Modify 4th bullet under Task #2 to "follow the risk management process, including LCES." IOS WT approved with use of updated template and changes above.

--EDRC: IOS WT approved with use of updated template.

--ACDP: Task codes missing and the "Position Performance on Wildland Fire Required" should be removed from the cover as there are no "W" tasks. IOS WT approved with changes below.

Task #5 is blank, should be "O."

Task #7 is blank, should be "I."

Task #11 is "O," should be "I."

Task #15 is "O," should be "I."

Task #13, delete the first bullet.

Areas of Responsibility:

Needs to be reviewed and revised.

Follow Up: *January Conference Call Agenda Item.*

Action Log:

Needs to be reviewed.

Follow Up: *January Conference Call Agenda Item.*

Future Meeting Dates:

March 7-9, 2006. Joint with TWT in Florida. Logistics: Ira/Jim.

May 23-25, 2006. Tucson. Logistics: Merrie/Beth

Oct 24-26, 2006. Quincy, MA. Logistics: ??

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
Cancelled: September 2005, Boise ID – State of Idaho
November 2005, Denver CO – FWS
March 2006, Naples FL - State of Florida
May 2006, Tucson AZ – FWS
October 2006, Quincy MA - NPS

Conference Calls:

Conference calls are the second **Wed.** of each month at **1200 hours, Mountain Time.**
Dial in number is 505-842-3895.

Dates: December 8, 2005 (special time 1000-1200 MDT, special call in number TBA)

January 11, 2006
February 8, 2006
March 2006- No call, regular meeting.
April 12m 2006
May 2006- No call, regular meeting.
June 14, 2006
July 12, 2006
August 9, 2006
September 13, 2006
October 2006- No call, regular meeting.
November 8, 2006
December 13, 2006

Follow Up: Beth will send out reminders.