

# ***FINAL***

## **MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM**

**October 31 – November 2, 2000  
Williamsburg, VA**

### Attending:

Bob Leaverton, Chair  
Ralph Alworth, FIRESCOPE  
Tom Boatner, BLM  
Tom Bourn, NE States  
Paul Broyles, NPS  
Harlan Henderson, USCG  
Jim Karles, Southern States  
Tim Murphy, Western States  
Nate Shourds, BIA  
Phil Street, US FWS  
Beth Spencer, Executive Secretary

### Guests:

Carol Gilbert, USCG NSFCC (10/31-11/2)  
Kristy Plourde, USCG NSFCC (10/31-11/2)

### **TWT Liaison:**

Liaison needed to the Training Working Team. Marc Rounsaville volunteered by his absence.

### **14-Day Policy:**

NWCG has tasked the IOS WT with looking at this issue. The 14-day policy was implemented for the 2000 fire season. Policy states assignments are limited to 14 days excluding travel and there may be exceptions if life and property is in danger with the approval of the IC and Agency Administrator. However, no assignment is to exceed 21 days. The old policy was 21 days, including travel. Joe Stutler, representing the National Incident Commanders, wrote a letter to NWCG discussing their issues with the new 14-day policy. Their recommendation is to change length of assignment to 21 days, with 1 day R&R in 14 days and 2 in 21 with the individual being home on day 21. In looking at the policy, we need to keep in mind an average fire season year.

Major considerations were:

- Safety

- Cost
- Resource Availability/Work-life Issue
- Productivity/Credibility
- State Agreements of 14 days

We evaluated the following alternatives:

1. 14-day assignments, exclusive of travel, for all incident personnel. Same policy as fire season 2000.
2. Varied length of assignments:
  - 14 days, exclusive of travel, for all line personnel with arduous fitness level required.
  - 21 days, including travel, for all other overhead personnel and incident management teams.
3. 21-day assignments, including travel, for all incident personnel. Policy in past fire seasons.

The above alternatives would apply to national Planning Levels 1 – 4. During national Planning Level 5, incident personnel could be extended an addition 14 days, following 2 days of R&R. This would require the concurrence of the resource and the home unit and upon arrival home, resource would be allowed a minimum of 4 days, excluding travel, at their home unit before receiving another assignment.

Correspondence from Dr. Brian Sharkey, MTDC, indicates that there are too many variables to make a recommendation which would alter our proposed policy. Research is being conducted under funding from NWCG's Safety & Health Working Team which may provide further direction at a future time.

Our recommendation to NWCG:

- Incident assignments not exceed 14 days, excluding travel. Situations where life and property are so imminently threatened or suppression objectives are close to being met may allow an exception to this policy per the joint agreement of the Incident Command and Agency Administrators (of the incident and the resource's home unit).
- No assignment should exceed 21 days except as stated below.
- During National Preparedness Level 5, personnel can be given 2 days R&R after first 14 day assignment and may be extended or reassigned for up to 14 more days with the concurrence of the individual and their home unit. At the end of the second 14 day assignment, resource will be release to the home unit and should be allowed a minimum of 4 days at home unit, excluding travel, before receiving another assignment.

**FOLLOW UP:** Beth will forward draft letter to Bob for submittal to NWCG.

**Crew Typing Issue:**

Most of the comments back on the IOS WT proposal to develop a Type 3 crew were negative. It was decided to revise our proposal to two types of crews and establish standards. In addition, we established additional standards for Type 2 crews to be used for Initial Attack.

We revised our proposal to reflect the standards for Type 1 crews, Type 2 crews, and Type 2 crews with Initial Attack capability.

**Follow Up:** Beth will forward revised proposal to Bob to send to NWCG.

### **Team Configuration:**

We began the discussion regarding Type 1 and 2 team configuration and size in San Diego in February. In May 2000, the IOS WT met and discussed the issues with IC's Wally Bennett, Steve Frye and Don Black. Core issues regarding the reduction in size of overhead teams were identified. The IC's in attendance felt we needed more input from both Type 1 and 2 IC's and Agency Administrators. An August 2000 meeting was cancelled due to fire season and rescheduled for December 13, 2000 in Denver. The purpose of the Denver meeting will be to listen to the IC's recommendations and come to a consensus.

**Follow Up:** Beth will forward logistics information regarding Denver meeting.

### **Fireline Leadership Update:**

Tom Boatner updated the IOS WT. It has been an issue that leadership needs to be developed from the ground up. An informal group has been formed to work on developing modules to incorporate into existing training courses. The group includes Tom Boatner (MT BLM), Jim Cook (USFS), Dan Buckley (NPS Yosemite NP), Rowdy Muir (UT BLM), and Larry Sutton (NIFC).

The group is working on four levels of training: Follower (entry level), Leader of People (squad boss/crew boss/engine boss level), Leader of Leaders (IC level), and Leader of Organizations. The intent is to incorporate these modules into existing classes. Contractors may be used to help with course development.

We will discuss this further at joint meeting with TWT in February.

### **NFPA 1051 Update:**

NWCG's Prevention Working Team requested NFPA to identify a Prevention Specialist position. Two new positions were developed by NFPA—Wildland Urban Interface Coordinator and Wildland Urban Interface Prevention Specialist. These positions do not

have PTB's. The job performance requirements are identified by NFPA and each local agency determines how they will meet them. Tim's group would like to have the structural standards state that if you are fighting wildland fires you need to meet the NFPA 1051 standards they developed. If these positions are approved, NFPA will have the only standards for Wildland Urban Interface Coordinator positions, as NWCG does not define technical specialist positions. The positions should be out for public review in January.

**Follow Up:** Tim will continue to keep us updated.

### **Investigator/LE:**

There is a working team looking into Investigator positions. Ralph Alworth will work with this group. We may get a recommendation to add this position to the 310-1 and develop a task book.

### **10% Trainee Proposal:**

The IOS WT received a proposal from the Eastern Area Coordination Center proposing that on any large wildland fire incident, 10% of the overhead positions are ordered with trainees automatically. This may be an eastern area issue, as they do not get much opportunity for trainee assignments in their area. We did not see where this proposal would necessarily benefit the east. This proposal also went to the TWT and Bob will call Logan Lee to see if they had any discussion. We will forward our letter to the GACC's and NICC, the solution may be for the east to prioritize their trainees and negotiate assignments.

**Follow up:** Bob will write a letter to be forwarded to the GACC's/NICC.

### **Fire Prevention Course Proposal**

Information only. The Fire Prevention and Education Team has contacted NARTC regarding the establishment of a Fire Prevention and Education course that could be ordered and presented by geographic areas. The IOS WT may be contacted by the Fire Prevention and Education Team regarding the creation of prevention positions and qualifications.

### **National Wildland Fire Qualification Modules**

The IOS WT requested the TWT update the six National Wildland Fire Qualification curriculum modules at our joint meeting in February 2000. At the time, the National Fire and Aviation Support Group could not accept that task due to other priorities and

commitments. The TWT has now written us a memo stating that Eva Brown of the BLM Training Unit has been assigned the task, which is targeted for Spring 2001. She may need assistance from the IOS WT regarding specific project objectives.

### **2000 Accomplishments:**

- 310-1 completion
- Initiated Crew Typing proposal (first and second draft)
- NFPA Interfacing, completed urban interface action items. Knowledges, skills and abilities completed.
- Met with parent group
- Began 410-1 review
- Approved revised ICS 209 form
- Supported national All-Risk ICS review
- Continued to work on Fire Leadership proposal
- Participated in NFPA 1051 committee
- Participated in IQS committee
- Joint meeting with TWT
- Approved IADP Position Taskbook
- Updated IOS WT Charter
- Reviewed PTB's for FOBS-RXFM compatibility
- Participated in Fire Program Management Competencies and Quals Projects
- Reviewed need for national standard for fireline EMT
- Assisted USCG in finalizing one week training curriculum for ICS planning
- Assisted USCG as technical specialist regarding update of oil field operations guide
- Assisted USCG with forms update
- Assisted USCG with developing Incident Management Teams
- Reviewed and acted upon a variety of external proposals
- Change in membership:
  - BIA Representation, Nate Shourds replaced Rich Caballero
  - USFS Representation, Marc Rounsaville replaced John Roberts
  - USFWS Representation, Phil Street replaced Mike Phillips
  - SE States Representation, Jim Karles replaced Roger Browning
  - Executive Secretary, Beth Spencer replaced Claudia Standish

**Follow Up:** Beth will send above to Bob to send to NWCG.

### **410-1 Review:**

IOS WT agreed to target the revised handbook towards the fireline user with supplements or another handbook for additional information for the needs of managers or others. Sections of the handbook were assigned for review at the May 2000 meeting, as follows:

Chapter 1 (Initial Attack)	Alworth/Street
Chapter 2 (Extended Attack)	Karles/Rounsaville
Chapter 3 (Transition)	Bourn/Leaverton
Chapter 4 (Large Fire Mgmt Teams)	Shourds/Henderson
Chapter 5 (Firefighting Safety)	Murphy/Broyles
Chapter 6 (Common Responsibilities)	Boatner

Four things were identified that need to be included in new handbook:

- Calculation of Control Forces
- Incident Complexity Analysis (formerly in 310-1)
- Resource Typing Changes (Engines, Water Tenders, Crews)
- Urban Interface Operations

The following sections were discussed:

COVER: Agreed to put LCES prominently on the front or back cover.

CHAPTER 1 (INITIAL ATTACK): Discussed order of document and printing the safety information on bright orange or bright yellow paper. Discussed outline of chapter:

- I. Definitions
- II. Characteristics
- III. Example of Initial Attack Organization
- IV. Duties of Incident Commander
  - A. Upon Dispatch
  - B. Enroute to Incident
    1. Area
    2. Fire Behavior
    3. Local Weather
    4. Smoke Column
  - C. Arriving on Scene
  - D. Taking Action
    1. Determining Incident Action Plan
    2. Brief Crew and Begin Work
    3. Continue Assessment
    4. Cause Information
- V. Fire Suppression Tactics
- VI. Assessment of Incident Program

Ralph will incorporate changes and corrections into this chapter.

EXTENDED ATTACK. Need to work on definition of extended attack. When complexity levels exceed initial attack resources, additional resources should be added.

Page 16, 4<sup>th</sup> bullet, add a range of 1 to 4 operational periods.

Page 22, add Extended Attack Complexity Analysis

TRANSITION and INCIDENT MANAGEMENT TEAMS. Combine chapters 3 and 4 with all the transition references into this chapter. Other chapters will just have a note to refer to this chapter.

Order of the new chapter:

- Transition Definition
- Transition – Extended Attack – Type 2 – Type 1
- Unified Command
- Type 2 Organization
- Type 1 Organization
- Chart
- Complex
- Area Command

Tom Bourn will work with Harlan and Nate on this combined chapter.

COMMON RESPONSIBILITIES. Tom Boatner will bring a draft to the next meeting.

### **Conference Call Schedule:**

Jan. 23, 2001 – noon, MST  
Feb. 13, 2001 – noon, MST  
March 13, 2001 – noon, MST  
April 10, 2001 – noon, MDT

Beth will send out reminders with the call-in number prior to the scheduled conference call.

### **Upcoming Meetings:**

- December 13, 2000 – Denver, CO: All day meeting with Type 1 and 2 IC's to discuss team configuration. Logistics to follow.
- February 27-March 1, 2001 – Florida, possibly Tampa area: Joint meeting with Training Working Team. Jim Karles (IOS) and Ira Jolly (TWT) working on the logistics.
- May 1-3, 2001 – San Antonio, TX. Logistics to follow.