

FINAL

MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM

**October 1-3, 2002
Bar Harbor, Maine**

Attending:

Bob Leaverton, Chair
Ralph Alworth, FIRESCOPE
Tom Boatner, BLM
Tom Bourn, Northeastern States
Paul Broyles, NPS
Pam Ensley, US FWS
Jim Karels, Southern States (10/1 and 10/3)
Kristy Plourde, USCG
Phil Street, US FWS
Merrie Johnson, Qualls and TWT Liaison
Beth Spencer, Executive Secretary

Guests:

Judy Crosby, NIFC, IRM Liaison
Allan Dietz, NIFC, IRM Program Management Office
Paul Head, NPS Regional FMO (10/2 and 10/3)
Doug Jones, NPS Acadia NP FMO (10/2)
Bill Plough, FIRESCOPE (10/2)

Membership Updates:

Pam Ensley will replace Phil Street as the US Fish & Wildlife Service.

Incident Management System Consortium Update (Alworth):

The IMS Consortium still is considering using the term “Responder Rehab” instead of “Medical Unit.” The reason for this change is to eliminate confusion when Operations establishes Medical Group(s). This term is being used by many of the structural fire departments being supported by the Consortium. The IOS WT prefers the term Medical Unit and will request that an asterisk be added to any organizational chart or position checklist that uses Responder Rehab to recognize that NWCG still uses Medical Unit. Marc Rounsaville will attend the next IMS Consortium meeting in Atlanta.

Follow Up: Jim and Bob will brief Marc prior to the Atlanta meeting regarding the IOS WT opinion on Responder Rehab.

Canadian ICS Update (Bourn):

The Canadians are working on producing training module with modules 1 to 6 to be completed by 2003 and the rest by 2004. Operations will have branches, divisions and sections with their Sector Leader being similar to our Task Force Leader. They are defining their span of control based on number of personnel responsible for. They are currently working on exchange standards for exchanging personnel from province to province and are still working on issues regarding tracking of qualifications, resource ordering, and resource tracking.

Definition of Initial Attack (Broyles):

Paul received a message from John Gould of the BIA regarding the definition of Initial Attack. John wants to discuss this at the next Safety & Health WT meeting. The new definition states that if the IC has not contained the fire within two hours, it should be considered extended attack. The 410-1 Glossary definition does not have a time limit and in the body of 410-1, Initial Attack is considered the first operational period or when Initial Attack resources are being exceeded. The variety of definitions is an example of why there should be one standardized glossary that definitions can be pulled from. The IOS WT does not agree with the two hour definition and reiterates the need for a standardized glossary.

IMT Configuration:

Tom Boatner presented the IOS WT proposal on the IMT Configuration issue to NWCG last year. At that time, they wanted more agency review of the proposal. Originally, the issue was cost containment, but since then responsibilities at the incident have increased for teams, and they are also required to comply with issues like the Work/Rest standard, which has increased the number of team members needed to do the job. In addition, geographic areas do not follow a standard and all teams are different. There is no configuration that will meet the needs of everyone. Bob will present the following to NWCG at their next meeting:

1. Wildland Fire verses All Risk.
 - increased IC expectation/response
 - increased standards (30 Mile, Work/Rest)
 - team size growing
2. Need to look at new solutions.
3. Agency Administrator involvement/response (large fire costs).
4. New standard will not necessarily correct the issues, including safety.

410-1 Update:

Deana Parrish is close to completing the draft for review. When it is completed she will forward to Beth to distribute to the IOS WT. The following are still needed:

- The charts and graphs from Appendix A have not been located. They will have to be done from scratch.
- An electronic copy of Appendix B cannot be located. It was published and ordered as a separate document. There are no changes to this appendix and it is still on the shelves, so it can remain separate for now, unless we need to add it.
- Incident Complexity. Ralph distributed multiple options of an Incident Complexity checklist to look over. With 410-1 being based on incident typing, need to have information that allows for differentiating between incident types. We agreed if it is in 410-1, it needs to be the same as the one in the Redbook. We need to get feedback from the states and if we decide to add it to the 410-1, it will be an appendix. Paul will check with Curt LaRue to determine which analysis they are planning to put in the redbook.
- Glossary. Missing glossary pages were completed at this meeting and given to Beth.

FBAN verse LTAN Training (Leaverton):

LTAN is an agency sponsored course which is expensive and difficult to put on. It is also difficult to find individuals to go out in this position even after they have had the training. Individuals may be taking the course to get the computer training (RERAP, FARSITE) without intending to go out as an LTAN. This class was moved from NARTC to the field because it was determined to be a 400 level course rather than 500. The coordination centers are one of the biggest users of this position. BLM Phoenix Training Center is going to be hosting these classes which may alleviate the issue.

Follow Up: Merrie and Bob will follow up with Logan Lee to see if anything further needs to be done.

IADP Qualification Amendment, Issue Paper #34:

The issue paper was sent to the IOS WT from Deb Epps for consideration. Amendment requests that D-311 be moved from Required Training to Recommended Training and removal of EDSD as a position that maintains currency. IOS WT approved the amendment.

Follow Up: Beth will type a letter for Bob's signature to Deb with the IOS WT decision.

Revised ATGS and TNSP Position Task Books:

Revised PTB's sent to the IOS WT from Deb Epps with requested changes completed. The IOS WT approved the revised PTB's.

Follow Up: Beth will type a letter to Deb for Bob's signature with the IOS WT decision.

Helicopter/Air Tanker Typing, Issue Paper #37:

Deb Epps forwarded this issue paper to the IOS WT. Marion Matthews, project leader for S-270, has identified differences between IHOG (01/2002) and Standards for Fire and Aviation Operations 2002 (Redbook) versus the 410-1 regarding helicopter and air tanker typing. The IOS WT has two questions regarding the attached recommended chart:

-Why is the minimum gallon capacity for helitankers 600 instead of 1100? Per Kevin Hamilton, the Helitanker has not been changed in IHOG. The IHOG and 410-1 do not match.

-Why is a type 4 listed as "799 and below" rather than "100 minimum" gallons. Per Kevin, type 4 minimum gallons are stated in the contract. The IOS WT prefers that the chart state 100 minimum for consistency.

The IOS WT is denying the approval of the chart until the above issues are resolved.

Follow Up: Phil will follow up on the Helitanker issue. Beth will write up a letter to Deb with the IOS WT decision.

SEMG Position:

This position was given to Mark Bickham, chair of the Aviation group under the TWT for review. The group is interagency with federal and state participation. The PTB and the training have been completed, a review by all the partners was needed. Once this review is done, we should recommend the position to the parent group and then forward to the TWT and get a letter to the field.

Follow Up: Tom will check with Mark Bickham to see if the review was done.

Publications (Merrie Johnson):

PMS is cleaning up and need to know if we are planning to revise PMS 201 The History of ICS and also Look Up, Look Down, Look Around (LULDLA). LULDLA probably does not fall under the IOS WT.

Follow Up: Need to check with Tim Murphy who is in charge of forms regarding PMS 201 revision.

Contractor Qualifications:

The amount of contractors is increasing. The issue is that there is no standard on how to question qualifications or performance of a contractor. The Pacific Northwest does have a contractor association, but there is no requirement to join. Who is going to sponsor the contractors in regards to training, certification and qualifications. The TWT and the Incident Business Practices WT are working on this issue and have a joint meeting the week of November 18th. The IOS WT will assist with language regarding qualifications.

Follow Up: Agenda item for update at joint IOS/TWT meeting in February.

Glossary Update (Judy Crosby, Allan Dietz, Ralph Alworth):

In February 2002, The IOS WT and NWCG IRM-PMO agreed to partner on the update of the Glossary to create a master glossary. Ideally, the NWCG Glossary will be the base for all the other glossaries. The IOS WT has business operation responsibilities for the glossary including oversight and rules of operations.

The existing glossary was published on the PMO website and 12 working teams have submitted worksheets requesting which terms they should be responsible for. Some terms were unclaimed and some were claimed by multiple working teams. These terms will be sent out again to see if one team can be identified as term custodian or the IOS WT will determine which working team will be term custodian. There may be terms which will have joint-custodians.

Current action items for the IOS WT:

Action Item Description	IOS WT Decision
What role does the IOS WT want to play in the review and approval of the Glossary?	The IOS WT will be a participant in the change, review and approve any changes. Ralph will be the contact.
Can we assign stewardship to groups outside NWCG? For example, the Aviation Management Council and the FFALC Budget and Finance Group?	The IOS WT recommends using interagency wildland fire groups only. For example, use the TWT's Aviation group who can use SME's if necessary.
PMS Request Form to move Glossary to the NWCG PMS website.	The IOS WT signed the form to move the Glossary.
Do you want to continue with hardcopy or migrate to web-only publication?	The IOS WT would like to have a count of how many website hits there are and how many hardcopies are ordered before deciding.
Do you want to ask the NIFC webmaster to replace the NIFC	Yes. Ralph, Judy and Allan will research the proper channels.

Glossary with a link to the NWCG Glossary website?	
Do you want to initiate a proposal to NWCG that the NWCG Glossary be used as the source for all glossaries contained within NWCG publications?	Bob will discuss with NWCG and will request a letter to go out nationally if they are in agreement.
Do you acknowledge that the IRM-PMO is providing the glossary application as a tool that matches their glossary needs, but that further enhancements required by IOS WT may require a move to a different application no longer supported by the PMO?	The IOS WT will try to not impact the IRM-PMO in the future with a lot of development.

Future Action Items include:

- Identify Stewardship for each term (Spreadsheet). Responsibility of each WT Steward. (Target date 9/15/02).
- Reconcile unclaimed or in-conflict terms.
- Establish Business Categories.
- Review Change Procedures.
- Establish Quality Assurance Process
- Design formats for print and web views
- Write memo to be sent to the NIFC webmaster
- Initiate proposal to NWCG that the NWCG Glossary be used as the source for all glossaries contained within NWCG publications.
- Ensure the data standards change process interfaces with the Glossary change process. Responsibility of DAWG.

The IOS WT expressed their appreciation for all the work done by Judy, Allen, and Ralph.

ICS 209 Update (Bill Plough):

Bill Plough from FIREScope gave an update on the automated ICS 209. All geographic areas utilized the automated form this last fire season. Some changes have been suggested by the users:

- Add “Injuries to Date” where it currently has “Injuries this Reporting Period”
- Add “# Damaged” and “Seasonal Residents” to structure information

All the early season problems with the ICS 209 have been fixed. Future changes are to change the incident number section from just a block to state, unit, and number. Another potential change is to elaborate in the incident kind block. Instead of just HM, WF, RX, etc. it will say HM/Hazmat, WF/Wildfire, RX/Prescribed Fire, etc. Also, help menus for each block are planned. In the Reports menu, query capabilities are being added. In addition, to pull up archived data will be the same process as to retrieve the current data.

Currently to get archived data, there are multiple steps (scheduled for 2004). Another change requested was to add “structures saved” to the structure information. However, GACC’s, agencies and teams all have different definitions of what constitutes a structure saved, but this information could still be included in the remarks section.

The IOS WT has ownership of this form and approves changes to the form. All of the above changes were approved. The form needs to be included in the Incident Computer Programs, to be added to the list of programs that PMO maintains, and a message needs to go out to replace all existing forms with this one.

Follow Up: Paul will ensure that Tory Majors, the Incident Business Practices WT Chair, is aware that this program needs to be included with the Incident Computer programs. Judy will take it to IRM to add to PMO maintained programs. Bob will complete the PMS request form to change the current form to this one, to destroy all existing hardcopies, and to add to the PMS website as the current form.

Refresher Training:

Jim Stiers, Chair of NWCG, sent a letter tasking the IOS WT to include language on required refresher training in the qualification standards (310-1), including amount of refresher training and topics covered. Different agencies have a wide variety of amount of training. Under currency requirements in 310-1, the following language will be added:

“Annual Fireline Safety Refresher Training is required for all personnel participating in fire suppression or prescribed fire activities who may be subject to assignments on the fireline. This applies to personnel subject to assignment on the fireline, for example, technical specialists, bus drivers and ground support personnel delivering resources to the fireline. All others, without Safety Refresher Training need to be accompanied by a qualified individual. It is recommended to focus the safety training on stated core subjects and not on minimum time frame standards.

Follow Up: Bob will write a letter to NWCG requesting this change to 310-1.

Data Standards (Judy Crosby and Merrie Johnson):

Merrie and Judy are working with the DAWG on Data Standards and where they overlap. Examples are position data, certification and person information. The IOS WT will be the stewardship group for Position Mnemonics & Title and Criteria Category vs. Incident Kind (ROSS). It was recommended that the Incident Business Practices WT be the stewardship group for Agency Charge Code/Management Code and the National Coordinators Group for Incident Number. DAWG will probably be the group for the Unit Role (Event Host, Resource Provider, Home) data standard.

TWT/Quals Liaison Issues (Merrie Johnson):

Update on IQCS system: The system design has been accepted and the decision has been made to go ahead with the production phase. The project has been extended two weeks for construction due to the project leader leaving and the added needs to look at the work force and medical requirement changes.

Questions are coming up on how to implement the 310-1 in an automated environment. IQCS could have drop downs for the 310-1 information and become the 310-1 record rather than a word perfect document. There is also a question of what reports will be needed. A difficulty is trying to determine needs for positions and Jim Grant in the Northern Rockies is trying to set up a model to determine this.

Training management in IQCS is very good and the program is being worked on to do the qualification standards. Currently, no states are planning to use IQCS, they are still developing IQS. The states do have the option of using it and also the pipeline will be there for them to download tables, etc. into IQCS. The joint owners of this program, the IOS WT and the TWT, need to consider who will be allowed into the system, for example Bureau of Reclamation, DOD, OAS, DOE, contractors, etc. who do not have their own certification systems. The IOS recommendation is all government agencies with wildland fire participants down to the state level. Merrie will check with the TWT for their opinion.

Another IQCS issue is complexity. Currently, complexity is currently being tracked as levels 1 to 5, but Area Command is also a complexity level. The IOS WT agrees that Area Command should be added as a complexity level.

Position types in the 310-1 may change. Merrie will ensure the program developers know this and that position types can be modified later. In addition, some agency qualification systems are more restrictive than the 310-1 and some local areas have other qualifications and different mnemonics. Currently the IQCS system could check what agency the individual works for and will then apply the correct qualification system. The system could go as low as needed. This should be forwarded to NWCG as an issue paper. Another issue is the positions that are not in the 310-1, but have established training/PTB's. In addition, there are PTB's that are in the 310-1, but not in the qualifications system. When a position and training is added to the 310-1 it becomes the responsibility of the TWT. The IOS WT and the TWT need to work on this issue together.

Merrie will document some of the questions the IQCS study team has and some possible wording changes to 310-1 for the next revision and forward to Bob.

Protocol for notification when a PTB is added to the system. The process will be to send a memo to the WT chairs which will then incorporate the Geographic Area chairs, web site and qualification managers for each agency.

Redbook:

NWCG has asked the IOS WT to recommend whether the BLM redbook should be made interagency. NWCG recommended an interagency federal group from NIFC look at this document. The states do not want to adopt the redbook, therefore the IOS WT can not recommend the redbook become a NWCG document.

Incident Response Pocket Guide (Broyles):

The IOS WT recommends waiting until 410-1 has been completed before revising the Incident Response Pocket Guide and compare the two documents at that time. Current version of the Incident Response Pocket Guide is 2002. Suggested process for review:

1. Establish a group to review.
2. Review and compare Incident Response Pocket Guide to 410-1.
3. Delay any re-printing of the Incident Response Pocket Guide until the 410-1 is finalized.
4. Ensure future versions are compatible.

Recommended review group is Ralph Alworth, Jim Cook, Kurt LaRue (BLM), and Paul Broyles.

Physical Fitness Levels (Leaverton):

Bob was contacted by Ed Hollenshead that there may be some issues with how fitness levels were determined for positions. This may be a future issue.

Mnemonics:

Neil Hitchcock has received requests for additional mnemonics. The Mnemonics Change Board needs to increase membership and develop a plan to process the requests.

Follow Up: Paul will follow up with the Change Board.

30 Mile Accident Prevention Plan (Leaverton):

NWCG has asked the IOS WT to deal with 18 action items. The items and the IOS Action are below:

Action Item	Description	IOS Action
A-1	Transition Fire	All books (Fireline Handbook, Incident Response

	Management	Pocket Guide and Interagency Standards for Fire and Aviation Operations) will be synonymous. The IRPG will have a tickler list and the other two will have the complexity analysis.
A-2	Fire Management Plans	The revision group for the federal interagency version was not under the IOS WT. It has been completed.
A-3b	Pocket Cards	Completed
A-4	Transition Fire Policy	Same answer as A-1.
A-5a	Fatigue Management	410-1 Safety Chapter, Firefighter health.
A-5c	Daily Hour Limitation	The IOS WT recommends referral to the IBP WT
A-8a	Agency Administrators Expectations	The IOS WT feels inclusion in the 410-1 Fireline Handbook is not appropriate because it is federal fire policy, but should be included in the Standard for Fire Operations.
A-8b	Positive Check-in	Already included in following chapters in the Fireline Handbook: Transfer of Command, Initial Attack and Extended Attack chapters
A-11	Standardized Briefing Format	Include the briefing checklist from the IRPG into the 410-1 in Appendix A. Initial Attack chapter will refer to it. Briefing checklist below.
A-12a & b	Dispatch Identification of Incident Commander	This is already included in 410-1
A-13	Revision of the Fireline Handbook	For the fireline user the action verbs initial attack and extended are still need. Types 1 to 5 have been defined.
A-14	Complexity Analysis	Already completed, will be in 410-1
A-15	Dedicated Incident Commander	Will be included in 410-1 in chapters 2 and 3, Wording: “The IC position will require focused energy and time to adequately perform the duties as described below. Other duties are secondary to the duties of the IC.”
A-16	Standard Operation Guide	Not IOS WT task
A-17	Adoption of the “Red Book”	Not IOS WT task
A-27	Risk Management Process	Included in IRPG, 410-1 and Redbook
A-28	Improved Fire Shelter, Implementation	Not IOS WT task

Briefing checklist for Appendix A:

Briefing Checklist

Situation

- Fire name, location, map orientation, other incidents in area
- Terrain influences
- Fuel type and condition
- Fire weather (previous, current, and expected)
Winds, RH, Temperature, etc.
- Fire behavior (previous, current, and expected)
Time of day, Alignment of slope and wind, etc.

Mission/Execution

- Command
Incident Commander/Immediate supervisor
- Commander's intent
Overall Strategy/Objectives
- Specific tactical assignments
- Contingency plans

Communications

- Communication plan
Tactical, Command, Air-to-ground frequencies
Cell phone numbers
- Medivac plan

Service/Support

- Other resources
Working adjacent and those available to order
Aviation operations
- Logistics
Transportation
Supplies and equipment

Risk Management

- Identify known hazards and risks
- Identify control measures to eliminate hazards and risks
Anchor point and LCES
- Identify trigger points for disengagement/re-evaluation of operational plan

Questions or Concerns?

Website Ideas:

The following are ideas for IOS WT website:

- Updated assignment sheet, roles and responsibilities.

- 310-1 process
- Review process
- Approval process/communication to:
 - WT Chairs (including GACC's)
 - NASF
 - NWCG

Follow up: Beth will have the 310-1 process posted and the other items are an agenda item for February.

Conference Calls:

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

- Dec. 10, 2002
- Jan. 8, 2003
- Feb. 11, 2003
- March 11, 2003
- April – no call, will be meeting that week
- May 13, 2003
- June 10, 2003
- July 8, 2003
- Aug. 12, 2003
- Sept. 9, 2003

Future Meetings:

- February 25-27, 2003: Carmel, CA (Joint with TWT)
- April 8-10, 2003: New Orleans, LA
- October 21-23, 2003: Possibly Portland, OR