

FINAL

MEETING MINUTES INCIDENT OPERATION STANDARDS WORKING TEAM (Joint meeting with Training Working Team) October 19-21, 2004 Tucson, AZ

Attending:

Bob Leaverton, Chair
Ralph Alworth, FIRESCOPE
Andy Bellcourt, BIA
Tom Bourn, Northeastern States
Paul Broyles, NPS
Mike Dudley, FS
Pam Ensley, US FWS
Jim Karels, Southeastern States
Vince Mazzier, BLM
Brian Shiplett, Western States
Merrie Johnson, Quals and TWT Liaison
Kristy Plourde, USGS
Beth Spencer, Executive Secretary

Guests:

Steve Jackson, BLM
Deb Epps, Training Working Team, NWCG Development Unit
Judy Crosby, IRM Program Management Office
Bill Leenhouts, Fire Use Working Team
Chuck Wamack, National Dispatch Steering Committee
Hallie Locklear, Incident Business Practices Working Team
Randy Hart, Incident Business Practices Working Team
Tony McDowell, International Association of Fire Chiefs
Tom Kuntz, International Association of Fire Chiefs
Kelly Hawk, BLM
Paula Nasiatka, Lessons Learned Center
Rich Dolphin, National Hotshot Committee
Glen Johnson, Interagency Helicopter Operations Steering Committee
Steve Tone, Interagency Helicopter Operations Steering Committee

Membership Changes:

Brian Shiplett will be the new Western States Representative, replacing Tim Murphy.

Position Task Book Template (Bellcourt):

A draft template for new Position Task Books was reviewed, along with a written process and editorial checklist for submitting new PTB's. Until PTB's are included in 310-1, the NWCG logo should not be on the PTB. The current downloadable form which includes the NWCG logo needs to be replaced with this draft template.

Follow Up: Andy will make suggested changes to the template and process paper. When finalized, the process and template need to be posted on the IOS WT website.

Unit Identifiers (Crosby):

Judy sent a Unit Identifier Change Proposal to the IOS WT for review and approval. Proposal is to give "quasi" government wildland fire cooperators Unit Identifiers in support of IQCS and ROSS tracking if requested on a change request form. The IOS WT felt the "quasi-government" term was not specific enough and recommended three criteria instead. The recommended criteria are that the unit is recognized by NWCG, has national available pool of resources, and participates in national mobilization. The IOS WT approved the Unit Identifier Change Proposal with the recommended changes.

Follow Up: Judy will make the changes.

Glossary (Alworth):

A few minor changes have and still need to be made to the April 2004 draft Glossary. Once all changes are made, it will be electronically published on the NWCG web page under Publications. It will be posted for 60 days for final review and then it will go to the DAWG to cross-reference with meta-data. NWCG will have final approval and the document date will be following their approval. Request for NWCG approval will tentatively occur at the January 2005 meeting. The current version will also be available by CD. Allan Deitz is the system manager of the Glossary. The Glossary Entry Change Process was reviewed. Proposed changes will be posted, but the document will be updated once a year. The need to form a Glossary Change Board was identified to support Glossary maintenance and currency. Letters of appreciation will be mailed to participating Working Teams and the National Coordinators Group thanking them for their support in the Glossary review and request a representative to serve on the Glossary Change Board.

An IOS WT Issue Paper entitled "NWCG "Super" Glossary" was proposed by Ralph. This would be a complete glossary of NWCG terms, not just Wildland Fire and Fire Use. Under this proposal the IOS WT would not be stewards of the Super Glossary, just custodian of those terms under IOS WT custodianship. A super glossary change board, a repository and an IOS WT contact would need to be established. It is recommended that the current Glossary membership become the Super Glossary membership. It is recommended that the name for this glossary be "NWCG Glossary of Terminology."

Follow Up: Allan Deitz will post the Glossary of Wildland Fire Terminology. Vince will check with PMS on whether the IOS WT will have to pay for removal of existing stock. Ralph will make final edits to the issue paper for the NWCG Glossary and will send it to Bob to forward to Edy for NWCG review.

Burnover Definition (Alworth):

The old Glossary did not have a definition for Burnover and Ed Hollenshead proposed one. The S&HWT also developed a definition.

Follow Up: Ralph will respond to Ed Hollenshead and see if the S&HWT definition will meet his needs.

IMT Terminology (Alworth):

Forwarded from Tim Murphy to Ralph. Teams in Florida were defined as Federal, Regional and Local teams. Suggestion to change terminology to National, Area and Local teams. Officially, they are currently listed as Incident Management Teams Type 1, 2 and 3 and have no other definition terms. The IOS WT did not approve the addition of any terms to the official definition of Incident Management Teams.

No Further Action Needed at this time.

Type 3 Incident Command Characteristics (Mazzier):

There is no definition of what positions and qualifications comprise a Type 3 IMT. BLM is planning to add a bullet to the Red Book defining positions and qualifications. There is a possibility the other federal agencies may endorse the definition. The 310-1 only provides qualification standards for ICT3, SOF3, and IOF3. The OPS3 and DIVS positions for a Type 3 organization have no defined qualifications. A guideline can be included in the 410-1 that the Type 3 IC will determine the level of qualification based on span of control and incident complexity. The IC may assign personnel to any combination of functional areas based on safety and complexity. Agencies can adopt the guideline as policy if they wish.

Follow Up: Steve will write up the guideline referencing the 410-1.

Fire Use Position Qualifications and Task Books (Leenhouts):

The Fire Use WT made some revisions and additions to the Fire Use and Prescribed Fire positions.

-All the positions that had “agency determined” were changed to arduous. IQCS could not support the agency determined category and the FUWT did not have a problem with changing the fitness level. IOS WT approves this change.

- Leadership tasks were added to RXB1, RXB2, RXI1, and RXI2. IOS WT approves this change.
- The requirement to meet competency in specific fuel groups in the RXB1 and RXB2 positions was removed. This was also an IQCS driven decision that the FUWT did not have a problem with. IOS WT approves this change.
- Changed the FUMA to FUM1 and added the FUM2 position. The same PTB's will be used for both FUM1 and FUM2. The FUM2 would manage Wildland Fire Use that does not go to stage 3. IOS WT approved these changes.
- Added the RXB3 position. The 310-1 only applied to moderate and higher prescribed fires with a sharing of resources. If all prescribed fires with shared resources are required to be in 310-1, this position needs to be added. Some agencies have their own standards and the federal agencies are getting direction to align their fire management policies. This position does not meet the criteria for 310-1 inclusion of nationally mobilized and interagency in scope. It would be more appropriate to add it to the Redbook. The IOS WT does not approve the addition of this position.
- Recommends merging of the Firing Boss and the Ignition Specialist positions. The positions are the same, the routes to get there are different. A related issue is identifying suppression and fire use crossover prerequisite experience. The Firing Boss position requires a Single Resource Boss qualification and the Ignition Specialist does not, which is why the positions were not combined before. At this time, the IOS WT does not want to lower the Firing Boss qualification and the FUWT does not feel all geographic areas need to have Single Resource Boss for Ignition Specialist. A crosswalk for incident experience in Fire Use and Suppressions needs to be looked at.
- Safety Officer position on prescribed fires. This is an issue based on a fatality on a prescribed fire. The recommendation was that a Safety Officer should be on prescribed fires because they may have caught some of the errors based on a complexity issue. This is informational at this time. NWCG has this issue on their agenda and we may see more about it in the future.
- FEMO and FOBS. IOS WT agrees that the fitness level is moderate.

Follow Up: The IOS WT will include approved changes in the revised 310-1.

Dispatch Position Additions (Wamack):

The National Dispatch Steering Committee is requesting the addition of three dispatch positions: Aviation Dispatcher, Intelligence Support and Intelligence Lead. The National Coordinators have sent a letter endorsing the addition of these three positions. The Aviation Dispatch course has been put on several times. The IOS WT approves the addition of the Aviation Dispatch position. The Intelligence positions are approved, but it will be determined which position category they will be in.

Follow Up: The IOS WT will add the Aviation Dispatcher and determine the position category for the Intell positions in the revised 310-1.

Issue Paper #62. Modification of Required Training for the ICT4 Position (Epps):

Currently, for the ICT4 position, S-215 is required and S-200 is recommended. The SME group evaluating the S-200 course is recommending it be changed to required as all the PTB tasks are included in it. The IOS WT approved this change with the additional change of S-215 to recommended. Signed approval given to Deb.

Follow Up: S-215 needs to be changed to recommended for the Single Resource Boss positions also when doing the 310-1 revision.

Issue Paper #63. Modification of Required Training for the ICT3 Position (Epps):

Currently the ICT3 positions lists S-390 as required and S-300 as recommended. The SME group is recommending changing S-300 to required as formal training in some areas is only covered in the S-300 course. The IOS WT will look at this in the December meeting during the PTB and course review.

Follow Up: *December agenda item.*

Field Observer PTB Revision (Epps):

PTB revision of the FOBS PTB done by the SME group. Most changes were wordsmithing and the addition of GIS. The IOS WT approved the revised PTB. Signed approval given to Deb.

Follow Up: Revised PTB needs to be included in the 310-1 revision process.

ICT5 and FFT1 Comparison (Epps):

At the IOS WT request, Deb compared the positions of ICT5 and FFT1. Both positions are identical in intent and the PTB's are very similar. In the field, some areas are issued both PTB's at the same time to be worked on concurrently. The qualifications for the positions are significantly different with the ICT5 position being a level above the FFT1. The recommendation is to either combine the two PTB's and bring the qualification requirements together or redo the ICT5 PTB to adequately reflect the difference between the positions. The S-133 course will be revised in 2006 and is currently the only requirement for ICT5 and the SME group could evaluate this issue at that time.

Follow Up: Deb will have the S-133 SME group evaluate the ICT5 and FFT1 positions and provide a recommendation back to the IOS WT. *Future agenda item.*

PTB Performance Requirements Data-Base as a Reference for the Development of NWCG Courses (Epps):

Training courses provide the specific knowledge and skills required to perform tasks identified in the PTB's. Course reviews begin with a review of the identified skills in the PTB and course material to determine if they are still valid, accurate and complete. The PTB's are reviewed independently of each other and lack continuity and contain redundant tasks. The Development Unit has developed tables to compare performance requirements between the PTB's that precede and follow the PTB under review. This is a time consuming effort. There is a current project underway to develop a database comparing NWCG course objectives with the common objective of ensuring continuity while eliminating unnecessary redundancy. A similar database created for PTB's would provide an important link between performance requirements in the PTB and course objectives. The IOS WT will consider developing this database following the 310-1 review, possibly using a contractor.

Follow Up: *Future agenda and budget item.*

Issue Paper #64. Removal of P-130 Wildland Fire Cause Determination for First Responders from the PMS:

From the TWT, informational only.

Task Force Leader/Strike Team Leader PTB Combination (Epps):

Follow up from the April meeting. Brian Eldredge and the SME group recommended the combination of the TFLD and STL positions because only two tasks are different. With the positions combined, they also recommended changing S-290 to S-390. The IOS WT had some concerns including the ICT3 connection. Another suggestion is to use one PTB for both positions.

Follow Up: *Tabled for now. Future agenda item.*

Prevention Positions (from Maureen Brooks):

The Wildland Fire Education Working Team is submitting their revised PTB's and qualification standards to the IOS WT, after revision at the St. Pete's meeting. They also included a Wildland Fire Prevention Education Qualls System Guide which is unnecessary and should be deleted. The qualification standards are included in the WF Prevention Education Position Descriptions, Responsibilities, Special Knowledge and Skill. The PTB's need to follow the proposed template and the position qualifications need to be submitted in the one page statement.

Follow Up: Bob will contact Maureen with the changes above and to redo the PTB's once the template is finalized.

Human Resource Specialist Position (from Jan Everett):

This position was approved by the IOS WT in the interim until the 310-1 was revised with the change of I-100 to I-200. Jan has resubmitted the qualification statement with I-100 recommended because I-200 adds 8-12 hours and some ICS information is covered in the HRSP training. The IOS WT approves the change back to I-100.

Follow Up: Beth will type up a response to Jan for Bob to sign.

310-1 Comments (Jackson):

The IOS WT reviewed all the comments submitted to Steve who will capture all the comments in a table sorted by topic and bring to San Antonio. The IOS WT agreed that only approved positions in the 310-1 can have the NWCG logo on the PTB. A response letter will be sent to all who commented to let them know the process and timeline. Merrie has copies of all the PTB's that were approved since the last 310-1 revision and will review all the past minutes, NWCG records and the Development Unit Issue Papers for other potential changes. In the future, the IOS WT will provide Issue Paper #'s to all approved positions for tracking purposes.

Follow Up: Steve will bring a table with the suggested revisions to our December meeting. Steve will develop a form letter response for Bob's signature to send to individuals who suggested changes on the 310-1. Merrie will bring all the changes approved by the IOS WT since the last 310-1 revision. Vince will contact Cindy Wolf regarding the removal of the NWCG logo from the cache position PTB's.

Lessons Learned Center (LLC) Overview (Nasiatka):

Paula Nasiatka gave an overview of the Lesson Learned Center (LLC) activities. The LLC is chartered by NWCG and tasked to work with all the working teams. Some of the information they receive applies to the IOS WT. Currently, information they receive is categorized and forwarded to the TWT and they would like a better process for getting information to the IOS WT. The LLC can also provide data such as surveys and trends to the IOS WT if needed.

Follow Up: The LLC will work with the IOS WT when appropriate.

National Hotshot Committee (Dolphin):

The National Hotshot Committee would like to have a liaison with the IOS WT as some of the IOS issues are applicable to them. Rich Dolphin will be added to our mailing list and will attend meetings if there are agenda items they need to be involved in. The National Hotshot Committee has a current issue regarding crew typing. They would like to have an additional typing for Hotshot crew due to the qualification being higher than the Type 1 Crew qualifications. More Type 1 Crews are emerging that are not Hotshot

crews and some are falsely listed as Hotshot crews on IAP's. A position paper will be forwarded from the committee to the IOS WT regarding this issue. The IOS WT would be willing to revisit this issue if others groups, such as GACC's, dispatch communities, IC's or agencies also had an issue with the crew typing.

Follow Up: The IOS WT will discuss further and respond formally to the National Hotshot Committee when the position paper is received.

Helicopter Manager Issues (G. Johnson/S. Tone):

The old HEMG position was changed to the HCWN and HELB positions to provide more resources to the field. The IHOP group feels there is confusion regarding the HCWN position due to the name and position code that it is only to manage a CWN helicopter and it is also available to manage exclusive use ships. The IHOP is proposing the name be changed to Helicopter Manager, dropping the "Call When Needed" part, and the position code be changed also. The qualifications statement includes S-372 as required and a biennial workshop every two year after course completion, additional training of I-200, S-234, S-260 and S-270, prerequisite experience as an HELB, CRWB or ENGB and HECM and Helicopter Manager on a wildland fire. The requirement for wildland fire needs to be looked at. The IOS WT approved the proposed changes.

Follow Up: Steve and Glenn will review the PTB to see if the requirement for an assignment on a wildland fire is necessary. Vince will forward the name change to the Position Code Change Board to determine the appropriate position code. Changes will be included in the 310-1 during the revision process.

Local Government PPE (Alworth):

Some local fire departments responding to California fires did not arrive with wildland fire PPE. This may become more of a problem.

Follow Up: If this continues to be a problem, the IOS WT will forward a letter to NASF.

Forms (Bourn):

Forms are scheduled for review in 2006 and have not been reviewed since 1996, other than the ICS-209. Most forms are available on CD's and are often computer generated on incidents and modified to meet the needs of the Incident Management Team which may affect standardization. A proposal is that the IOS WT adopt standards regarding the intent of each ICS form and provide a sample. The forms are possibly being reviewed by the SME's during course revision.

Follow Up: Tom will contact Deb to see if the forms review could be integrated into the course revision. He will write up a proposal for the TWT and forward to Bob to forward to Logan.

ICS LE Organization Proposal (Dudley):

Mike received a proposal from Roger Seewald to create a position description for a LE Liaison Officer to handle all LE issues. His letter stated the IC's supported this position. The IOS WT believes the current Liaison Officer could be utilized to fulfill this need.

Follow Up: Mike contact Alice Forbes with the IOS WT opinion. If a formal response is needed, the IOS WT will write a letter.

Policy on IA/Extended Attack (Leaverton):

Draft response review by the IOS WT.

Follow Up: Bob will finalize and forward to NWCG.

NFPA 1051:

Brian will contact Tim Murphy to get the information on this.

Change Management Board Charter (M. Johnson):

The IOS WT reviewed the charter for the Change Management Board and approved. Bob signed charter and returned to Merrie.

Position Naming Board (M. Johnson):

The Position Naming Board is receiving requests for position codes for position which have not been approved yet by the IOS WT. These proposed positions need to be reviewed by the IOS WT.

Follow Up: Vince will forward any proposals for position codes to the IOS WT for approval and position categorization prior to the Position Naming Board review.

Position Manuals:

The Position Manuals were reviewed by the contractor (Edrington/Gale) and updated.

Follow Up: Tom will review the suggested changed and report back to the IOS WT. Pam will check into whether the contractor was paid.

Agenda Items for San Antonio Meeting:

- Continue 310-1 Revision
- Review Annual Refresher Training (Vince will develop a framework prior to meeting. Merrie will send the chart to Beth to distribute to the IOS WT. Paul will forward NWCG Safety Refresher Memo to everyone)
- Revise Roles and Responsibilities
- ICT3 (if time permits)
- How to Handle Change Comments? (Broyles)
- 410-1 Comments (send to Jim Karels)

Future Meeting Dates:

November 30-December 2, 2004. San Antonio, TX. NPS will sponsor.
March 15-17, 2005. (Joint with TWT). Boise, ID. BLM will sponsor?
June 7-9, 2005. Salt Lake City/Park City, UT. FS will sponsor?
October 4-6, 2005. New York City, NY. Sponsor to be determined.

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
March 2005, Boise ID – BLM
June 2005, Salt Lake City UT – USFS
October 2005, New York City, NY -

Conference Calls:

Conference calls are the second **Wed.** of each month at **1200 hours, Mountain Time.**

Dates: November 10, 2004

December – regular meeting, no call

January 12, 2005

February 9, 2005

March – regular meeting, no call

April 13, 2005

May 11, 2005

June 2005 – regular meeting, no call

July 13, 2005

August 10, 2005

September 14, 2005

October – regular meeting, no call

Follow Up: Beth will send out reminders.

JOINT ITEMS WITH TRAINING WORKING TEAM

Instructor Currency through Associations (from Rickey Dice, National Wildfire Suppression Association):

A letter was sent from Rickey Dice to the TWT regarding alternative approaches to assure and track instructor certification through association certification. The current TWT instructor qualification is currency in the position, this proposal is that once the individual is not current in the position, the association will maintain instructor certification by an evaluation process each 3 or 5 years. The TWT is opposed to this instructor currency proposal and the IOS WT supports the TWT in this decision.

Incident Business Advisor Position (Locklear/Hart and Tory Henderson via Conference Call):

The IBA position was approved by the IOS WT in 1999 and in 2000 a curriculum was developed and tested. In 2004 the IOS WT contacted the Incident Business Practices Working Team (IBP WT) that the PTB and qualification language was necessary to finalize the incorporation of the position into the 310-1. The IBPWT established a task group to develop the PTB and position qualifications, who developed both the IBA1 and the IBA2 positions due to the variety of incident complexity and the experience needed. The IBP WT is recommending two levels of the IBA position. The proposed additional training for the qualifications for IBA1/2 is all the section chief courses. The skills from these courses would need to be included in the PTB. It would be very difficult to obtain all the section chief skills. The IBP WT agrees to delete this requirement from additional training. Some minor changes need to be made to the PTB, as this is the first time the IOS WT has reviewed it and comments will be send to Hallie. The IOS WT agrees to the IBA1/2 positions and will probably include it in the Support category. The IOS WT will approve the PTB following some word smithing and adaptation to the PTB template being developed. The maintenance of the training will probably be required of the Incident Business Advisors group. Additional information: The WFLC has requested the development of a course for agency administrators on what an IBA can do for them.

Follow Up: The IBP WT will make the changes above and utilize the PTB template and re-submit the final PTB and qualification requirements to the IOS WT.

Cost Containment/S-260 Requirement (Locklear/Hart):

The IBP WT recommended that S-260 be required for single resource bosses, finance section positions and all unit leader positions. The TWT denied this request. The IBP WT is working on the possibility of making this course a distance learning course, which may alleviate some of the state's cost issues. The Development Unit is exploring this possibility, but it will be awhile, as the new course is on the shelf. There may be a

possibility to have some of the pre-work done via distance learning. The new S-260 course is 16 hours and includes a module on cost containment. States still feel the new course is primarily federal and is not applicable to them and do not want to require it of all 50 states. The IBP WT would like to see a cost containment module added to all 300 level and above courses. Hallie will work on a tickler list to provide to the Development Unit for what they want covered. The IOS WT and the TWT do not approve the requirement of S-260 to the above positions. The IOS WT is willing to revisit this issue once the new course is completed and there is a possibility of a different delivery method.

Concern over 70% Passing Grade Requirement for Courses (Locklear/Hart):

The IBP WT sent out an issue paper recommending changing the 70% required for a passing grade to 80% for S-260. The TWT denied this request because they want to maintain consistency in the administration of courses and the system is performance based not training based.

Follow Up: Sue will re-send the TWT response on this issue to Hallie.

International Association of Fire Chiefs (McDowell/Kuntz/Hawk):

The IAFC was tasked with developing a method of reciprocity of positions between the structural fire departments and wildland fire. They have since combined their efforts with the federal agencies. Kelly Hawk from BLM is heading a group looking at the changing role and needs of local, rural and volunteer fire departments. IAFC provided a summary of their work with NASF to create a program to train VFD's in wildland fire skills to expand IA capability. They would like IOSWT and TWT to support or concur with their recommendations. They are going to submit recommendations to NWCG and WFLC and seek funding mechanisms to initiate a pilot program. This is a proposal to help bridge the gap between the local VFD's by using the policy. The objective of the policy is to identify the appropriate use of VFD's within the suppression organization. Draft policy allows VFD's to participate in local suppression activities of any duration under local agreements. Local qualifications and standards would be under local agreements and operating plans with local partners. Any comments on this issue need to be forwarded to Don Artley.

Follow Up: The IOS WT will forward any comments to Don Artley.

VFD Draft Policy (Leaverton):

The IOS WT was tasked by NWCG in February 2004 to develop a clear and consistent policy to utilize local fire personnel for initial and extended attack. NWCG will accept jointly defined standard at the local level or per Agency Operating Plans/Mutual Aid Agreements for all fire incidents within an impacted jurisdictional area. IOS WT policy: -ICS Positions must meet current NWCG standards on all multi-jurisdictional incidents. The rationale for this is all-risk utilization, NIMS integration, safety/liability, and national mobilization.

- Support Positions have the same standards as ICS Positions.
- Wildland Fire/Fire Use/Prescribed Fire Positions. NWCG will accept jointly defined standard at the local level or per Agency Operating Plans/Mutual Aid Agreements for all fire incidents within an impacted jurisdictional area. The TWT definition for course equivalency will be accepted. Qualification equivalency needs to be coordinated with NFPA and IAFC.
- Associated Activities Positions are the same as Wildland Fire Positions.

Follow Up: Bob will forward the IOS WT memo to NWCG prior to their January meeting.

PMS 310-1 Revision Overview (Leaverton):

The IOSWT is proposing 4 category positions in the revision of the PMS 310-1. Every current position with a position code was categorized.

1. ICS (68 positions)
2. Incident Support (27 positions)
3. Wildland Fire Positions - Wildfire/Fire Use/RX Fire (26 positions)
4. Associated Activities (5 positions)

The IOSWT has 194 Technical Specialist (TS) positions that have official NWCG position codes and titles. Throughout the revision of PMS 310-1, the biggest issue has been the Technical Specialist (TS) positions. The definition for Technical Specialist is that the position has a special skill set used somewhere in the organization. At this time IOSWT will not include TS in the revised PMS 310-1. Many of the previous technical specialist positions will fall under one of the other categories above in the revised document. The above position categories and their criteria will make it easier for the fire community to add a valid position. In the future, it may be necessary to establish a policy to determine a set of core course to be maintained and the individual working teams may be responsible for course maintenance. Currently, the TWT has maintained training for the I and S courses. Their charter states they deal with wildland fire training and they are working on a strategy on how to deal with training and will respond back to the IOS WT after the TWT December meeting.

The 310-1 revision timeline is that the IOS WT is reviewing process comments at this meeting. A draft will go out for review by February/March and the document finalized in April/May. At the next joint IOS/TWT in March, the IOS WT would like to review the draft with the TWT. Possible effective date of document will be January 2006.

Follow Up: The TWT will review categories and their influence on future course management. Feedback will be provided to IOSWT after the December meeting. Steve will distribute a draft 310-1 to both working teams 2-3 weeks prior to the March meeting.

Leadership Curriculum (Leaverton):

The TWT Leadership Committee proposal to IOSWT for integration of Leadership Curriculum into NWCG positions standards was reviewed prior to IOSWT decision making. The Leadership Committee is proposing that 13 positions have leadership training as required. While this is only 10% of the positions, the positions build on one another, so it affects more positions. State concerns about the cost of the training were discussed, especially in regard to required versus recommended training. L-280 may be acceptable to the states as required as it is an off-the-shelf course that can be presented locally. The integration of L-180 into the S-130 helps this issue and there is a recommendation to include L-480 into the S-420 curriculum and possibly the S-520/S-620 curriculum. The TWT is discussing this issue and would like to have a contractor analysis of the courses (S-420, S-520, S-620, L-480, L-580) as a package prior to revising or including L-480. Rich Wands is having a group evaluate S-520 this year. Both working teams agree that the courses should be looked at as a package. Jim Glenn will be the lead on the statement of work and contract bid.

Follow Up: The TWT will keep the IOS WT updated on the course analysis package.

NIMS vs. NIIMS (M. Johnson):

NIMS is the national standard for all emergency responding. It will be managed by the Department of Homeland Security. An issue paper is being presented to forward concerns to NWCG this week regarding the opportunity to highlight the foundation NIIMS can provide to the new program and recommend NWCG involvement in the NIMS development.