

Training Working Team

Kingsland, GA

December 2-4, 2003

Attending: Jim Glenn (BLM), Deb Epps (Advisor), Don Johnson (Northeastern States), Geoff Wilford (FIRESCOPE), Joette Borzik (FWS), Dave Koch (BIA), Chuck Wamack (Dispatch Committee), Sue Riedman (Logistics), Billy Terry (USFS), Logan Lee (Chair), Phyllis Krietz for Bob Murgallis (NFA), Kristy Plourde (USCG), Chad Fisher (NPS), Ira Jolly (Southeastern States)

Not Attending: Steve Hart (Western States), Larry Sutton (Leadership Committee), Wayne Cook (Fire Behavior Committee), Bob Murgallis (NFA), Rich Wands (Advisor)

Guests: Sam Lindblom (TNC)

Tuesday

Kristy Plourde, US Coast Guard was introduced and has joined the TWT as a non-voting member. She also participates on the IOSWT.

Action Log

Reviewed and updated.

NWCG Meeting Information

Larry Hamilton and Logan Lee had a conference call on NWCG issues.

NWCG Action Log identified four issues for the TWT which were discussed and will be addressed during this TWT meeting or next conference call.

NWCG Development Group Update

The Development group has two new staff members, U.S. Forest Service Project Leader, Ingrid Sather and U.S. Fish & Wildlife Service temporary Editorial Assistant, Robin Farrell.

S-420 Command and General Staff Field Course

Is the quality of the current S-420 what is expected for this level of training? What is our goal with this course? How is this course being used? Are the objectives clearly defined? There is a bottleneck in the system for the positions based on the design of this course. How does this course interface with S-520/S-620?

S-420 is a required course in the PMS 310-1 and at this time there is nothing to replace it. The leadership curriculum will address some of the objectives of this course. The TWT needs to make a recommendation to IOSWT and NWCG on what to do with this course.

Decision: Put together a Task Group to come up with recommendations on what to do with S-420. Representation to include members from IOSWT, TWT, GATR, Type 1 Team or Type 2 Team member(s), Leadership Committee member, L-480/L-580 NARTC representative, S-520/S-620 NART representative, Leadership Curriculum member. (Epps)

The task group will be tasked with the following:

- Assess the use of the course.
- Review the prerequisite requirements for this course and provide any recommendations to strengthen through the PMS 310-1, as appropriate.
- Review the course and unit learning objectives to determine if they are appropriate for this level.
- Consider the complexities of today's environment and determine what the content and quality of the S-420 course package should be expected for this level.

Action Item: Contact targeted candidates for the task group and set up first meeting. (Epps)

Decision: Course will not be removed until a solution is reached.

Action Item: Verbally convey the above decision to the GATRs. (Terry)

Revision of S-133, Look up, Look Down, Look Around

This course is outdated but is not on the revision schedule; does it need to be revised or eliminated? Who is using this course? What is this course being used for? Why is this course required for ICT5s?

Action Item: Provide a briefing paper to the TWT and IOSWT prior to February meeting. (Epps)

Field Manager's Course Guide Update

Decision: Approved errata sheet #8.

Action Item: Follow-up with the Fire Behavior Committee on the target audience language in the errata sheet for S-492, Long Term Risk Assessment. (Glenn)

P-110, Inspecting Fire Prone Property Course

Fire Education Working Team wants to transfer P-110 to the Wildland Fire Urban Interface Working Team.

Action Item: Memo to Fire Education and Urban Interface Working Teams regarding the transfer of the P-110 course requesting response to the purpose and need for the transfer and suggestions/recommendations on accomplishing the revision. (DJohnson/Epps)

Training Management

Working Teams are going directly to NWCG with training and budget requests. The TWT is responsible for the management of all of the training that resides in PMS and should also be requesting and managing all course funding. The role of the other Working Teams (WTs) should be as Technical Specialists (TS) and Subject Matter Experts (SMEs). The lack of a process/guidelines to route training requests through TWT is undermining priorities and the investment of development resources.

Action Item: Prepare briefing paper for January NWCG meeting regarding future management of NWCG courses. (Epps/Glenn/Lee)

Action Item: Subject to NWCG approval, prepare guidelines for training and budget submittals from other WT's and committees to assure fair and equitable processing of new training proposals and revisions. (Epps/Glenn/Lee)

TWT Budget Cut

The TWT discussed where the money would come for the 8% cut NWCG is requesting.

Action Item: Memo to NWCG on the affects of the 8 % budget cut. (Lee)

The Nature Conservancy

(HO 1)

Sam Lindblom reviewed the cooperative agreement between The Nature Conservancy and USFS, NPS, USFWS, BIA, and BLM. The agreement was established in January 2002. TNC works with partners to identify priority training opportunities to aid fire restoration. 85% of courses that TNC has presented are NWCG courses. A host of ancillary projects have spun off from the core agreement, such as state wide revision of agency fire plans, stewardship contracting, fire crews sent on western details, fire strike teams hired to implement fire treatments, input to management policies, and funds for public fire education.

TNC's Fire Initiative was honored to receive the first ever group award for *Excellence in Implementing the National Fire Plan* for the accomplishments of this project to date.

Proposal is to expand core course offerings, focusing on Fire Ecology, Prescribed Fire, State Prescribed Fire Course development and Fire Education and Line Officer Workshops.

National Fire Academy

Phyllis shared information on the All Hazard Risk Incident Management Team training package. The package is ready for the implementation phase, contingent on funding.

Update from Leadership Committee Fall Meeting

The Leadership Committee continues to meet and move ahead on the implementation of their Charter. Several opportunities have been identified to integrate leadership concerns into the curriculum and into the PMS 310-1.

Issue Paper 38, Elimination of the S-281 and S-381 Courses

The Chair of the TWT previously approved Issue Paper 38, but requested that the removal of S-381, Leadership and Organizational Development be postponed until the team identified whether or not L-380 was appropriate for non-operations personnel (ie: unit leaders). (L-380 is appropriate leadership training for non-operational unit leaders; S-381 will be removed from PMS on 9/30/04).

Action Item: Complete a PMS deletion request for S-381. (Epps/Fisher)

Action Item: Update FMCG with this decision at the appropriate time. (September errata sheet) (Epps)

Action Item: Verbally update GATRs on this decision. (Terry)

Leadership Course Status

(HO 2, 3)

The Leadership Committee provided us with a copy of their course status document from the Leadership web page.

Decision: The TWT has determined that L-280 should be considered a new course and not a replacement for S-201/281. In addition L-380 should be identified as a replacement of S-301/S-381 effective 09/30/04.

Action Item: Request the Leadership Committee modifies the course status document. (Borzik)

Action Item: The Leadership Committee will accompany the TWT at TWT's next scheduled meeting with NWCG. (Lee)

Leadership Committee PMS 310-1 Recommendations

The Leadership Committee has provided recommendations for leadership courses they would like to see incorporated into the PMS 310-1.

Decision: The TWT believes it appropriate to convey the committee recommendations, without modifications, to the IOSWT for their consideration. TWT recommendations for review at the joint IOSWT/TWT meeting in February. The Leadership Committee Chair will present these recommendations for review at the meeting.

Action Item: Memo to IOSWT with the recommendations from the Leadership Committee. (Lee)

Leadership Curriculum Changes

While discussing the identified changes to S-281/S-381 it was identified that when courses are replaced, deleted or modified, the TWT needs to better document and track these decisions.

Action Item: NWCG development group will formalize the record keeping for curriculum changes. (Epps)

Course Criteria for Courses that are not available through PMS

In reviewing course criteria for L-380, Fireline Leadership, the Committee proposed unique course standards. This is a course that was not developed by NWCG but by an outside contractor. The Committee proposed criteria requiring minimum hours instead of recommended hours for course presentation. In reviewing this proposal the TWT concurs that it is appropriate to require minimum standards for contractor provided training.

Decision: The TWT will use established NWCG Course Criteria for those courses deemed appropriate for development. This criteria will be provided to vendors or agencies developing the course.

Decision: New direction will be provided in the FMCG and the Course Development Format Standards to incorporate the NWCG course criteria.

Draft Direction: If a course is available through PMS we will continue to use recommended hours and “NWCG Position on Course Presentation and Materials” will be adhered to. If the course is not available through PMS and is being developed using NWCG course criteria, minimum hour requirements will be established by the TWT. (language to be finalized)

Action Item: Assure the language used for NWCG course criteria doesn't conflict with or duplicate other TWT development criteria. (Epps)

Action Item: Finalize the above language for review and add to the FMCG and Course Development Standards after a final product is agreed upon. (Epps)

Briefing Paper from the Fire Behavior Committee

(HO 4)

TWT discussed the briefing paper. For technology transfer, avenues other than training may need to be considered; e.g., Fire Behavior symposium or conference - other than incorporating this information into a training course which needs annual revision.

Action Item: Jim will verbally convey this decision to Wayne Cook. (Glenn)

Aircraft Dispatcher Training

The Dispatch Committee requested TWT support Aircraft Dispatcher as a position in the PMS 310-1.

Historically Support Dispatcher needed to be trained in all aspects of Dispatch. The Dispatch Committee believes that Aircraft dispatching is significantly more complex and requires unique skills. Training course exists and is available through the BLM.

Decision: TWT supports the Committee and will request that the IOSWT review this proposed new position.

Action Item: Draft a request for IOSWT to review position package, including the PTB and 310-1 qualifications. Request consideration and discussion at the joint February meeting. (Koch/Wamack)

Intelligence Positions

The Dispatch Committee requested TWT support for 3 new Intelligence positions, Level I, II, and III. The Committee does not believe the INTEL position is a function of the Support Dispatcher, but requires a different set of skills.

Decision: The TWT does not agree that these positions are necessary at this time and recommends the Dispatch Committee work with Billy Terry to see if the Forest Service will sponsor INTEL position as a Technical Specialist position.

ROSS Training

Currently ROSS training is provided through a contractor. The Dispatch Committee would like ROSS to be a prerequisite to D-310. A Support Dispatcher cannot function without ROSS. In order for it to be a prerequisite training, the Committee feels ROSS needs to be inside the NWCG curriculum. Current standard for ROSS training is 40 hours; TWT is concerned about integrating it into the NWCG training system since it will be costly to maintain and deliver.

Decision: TWT believes ROSS training should be treated like other software training and considered to be a base level skill and not be included in the NWCG curriculum.

Action Item: Write a memo to IRM requesting that ROSS training provisions and expectations be written into the maintenance contract for the out years. (Koch)

Dispatch Committee

Decision: TWT accepts the recommendation of two new members to the Dispatch Committee, Cynthia Foster, State of Texas and Dollie Davis, BIA Northwest Area Coordination.

Action Item: Draft memos to the new members of the dispatch committee. (Koch)

Liaison Roles

TWT discussed whether or not to realign liaison roles.

Decision: Liaison roles will remain the same with two minor changes. Liaisons will assist each other to assure TWT attendance at key meetings. Any TWT member may attend meetings but request they coordinate with the assigned liaison.

Action Item: Update the Liaison Role list. (Riedman)

Web Redesign Task Group

(HO 5)

It was recognized that the current TWT portion of the NWCG website needs to be redesigned to provide for greater usability and increased content. A redesign group met last month and created a draft layout of the web content. The draft was discussed and input was incorporated.

Decision/Action Item: The group will create examples of the content that will be required to support the revision. TWT members will then be assigned to create guidelines for subject areas. (Wilford/Epps/Riedman/Glenn)

PMS 310-1 Revision

IOSWT does not have a format established for the revision of PMS 310-1 yet. IOSWT will provide that information at the joint meeting with TWT February 2004 meeting. The IOSWT wants an additional meeting with TWT next year, proposed week of September 13, 2004.

Action Item: TWT proposes alternative week of October 18 to IOSWT. (Lee)

Action Item: Email draft paper to TWT on potential support category that could be identified for PMS 310-1 revision. (Djohnson)

Action Item: Develop log and collect information on the TWTs input for the PMS 310-1 revision. (Riedman)

Budget

The proposed FY 05-07 budget was reviewed and agreed to by the TWT.

Action Item: Provide budget package to NWCG for January meeting. (Lee)

Converting Courses into Spanish

NWCG has tasked the TWT with finding out what it would cost and take to accomplish converting S-130 and S-190 into Spanish.

Action Item: Cost assessment to be completed for May meeting. (Glenn)

Needs Analysis/Plan for Replacement of Standards For Survival (S.F.S)

The proposal to remove Standards for Survival has raised concerns in the field. PMS 310-1 language requiring training for non-operations personnel specifically refers to S.F.S.

Decision: The team recommends the following language replace language in PMS 310-1 related to non-operations personnel on the fire line: "Non-operations personnel must possess a basic knowledge of fire behavior and fireline survival skills. Such knowledge can be found in the annual refresher, Unit 4A of the 2003 version of S-130, or other agency designated training materials."

Action Item: Draft a memo to IOSWT with proposed language for PMS 310-1 amendment. (Fisher)

GATR Issues

Billy Terry attended the recent GATR meeting. The following concerns were expressed.

Nomination Process: There continues to be confusion with the nomination process.

Geographic Training Boards should be setting priorities for courses and should be addressing this issue not TWT. The nomination process as we know it is going away. IQCS should streamline some of this confusion. This is being worked on and fixed as issues are identified and revisions are completed.

Consistency: between the FMCG and the PMS 310-1

Instructor Currency: See Instructor Qualifications Agenda Item page 10.

Lead Instructor issue: See Instructor Qualifications Agenda Item page 10.

IQCS Update

(HO 6)

IQCS user acceptance testing took place the end of September. Enhancements were identified and changes made as needed. Construction phase is complete and the implementation phase has commenced. Target audience for this training is the account managers for the red card systems. Implementation schedule has been established and can be found on the web at <http://www.fs.fed.us/fire/iqcs/>.

TWT Publications/PMS

(HO 7)

Reviewed the work of the task group assessing publications the TWT is responsible for in PMS. There are many documents that reside in PMS that need to be deleted including, S-290, Intermediate Wildland Fire Behavior Slide Set (#2379), PMS 402-Wildfire Hand-tools (Video), PMS 908-5-ICS National Training Curriculum Index, PMS 910-Unified Command, PMS 911-Fire in the Interface (Video), PMS 924-Fire Management in the NPS (Video). Requests for deletion have been completed and will be forwarded to Allen Deitz.

In addition, the group has been coordinating with other WT's to reassign responsible where appropriate.

Action Item: Memo to PMS regarding transferring the responsibility of products to SHWT as agreed to. (Fisher)

Issues Related to Additional Training Which Supports Development of Knowledge and Skills PMS 310-1 dated January 2000

(HO 8, 9)

There is still confusion in the field regarding whether "Additional Training which supports development of Knowledge and Skills" in the PMS 310-1 dated Jan 2000, is mandatory training or whether it is discretionary.

Should all required training to be completed prior to task book initiation or prior to certification? The TWT recognizes the importance of training to the performance based qualification system. For safety reasons required training must be completed prior to task book initiation, with the exceptions which are identified in the PMS 310-1.

If a course is important enough to be required it is important enough that it be completed prior to certification.

Decision: Propose amendment for incorporation into the PMS 310-1 revision.

Action Item: Re-draft the briefing paper based on TWT review. Paper will be discussed with IOSWT at February meeting. (Borzik)

NWCG Publications Management System Procedures Guide

Current PMS business rules require a working team to sponsor materials into PMS. PMS updates occur annually. The failure to incorporate changes in a timely manor appears to be reducing service to the field. Customers cannot identify recently updated materials through the catalog.

Action Item: Draft memo to PMS Chair, outlining the above concern, with a cc: to WT Chairs. (Fisher)

Changes to S-404

(HO 10)

Reviewed the memo to TWT from SHWT. The NWCG Safety and Health Working Team is concerned about noticeable “trends” in the ordering and placement of Safety Officers on every Division on many fires. This behavior is not desirable in view of the severe shortage in Safety Officers and sends an errant message to DIVS and others concerning responsibility for safety oversight and management. Part of the issue may be found in S-404, where recommendations have become requirements. SHWT is requesting changes be made in the revision of S-404 and the TWT forward direction to the GATRs to immediately incorporate.

Decision: TWT concurs with SHWT and will distribute information through the training network in order to incorporate this information immediately and will include it in the revision of the course.

Action Item: Memo to GATRs with an attached Course Alert attachment. Send to GATRs and GACGs to put on the TICs website. (Terry/Epps)

Course Equivalency Guidelines

(HO 11)

There has been confusion in the field regarding the process for establishing course equivalency.

Decision: Clarify language in the PMS 310-1 through an amendment with reference to the FMCG.

The TWT requests language on page 8 in the PMS 310-1 regarding course equivalency be replaced with a reference to the Field Managers Course Guide. The guidelines are meant to provide agencies additional direction and criteria they may utilize when making these equivalency determinations.

Action Item: Review draft Course Equivalency Guidelines with the GATRs requesting their comments to Billy by January 20, 2004. GATR comments to be shared on the January 21 conference call. (Terry)

Action Item: Finalize guidelines with IOSWT in February. (Terry)

Action Item: Provide electronic version of FS template (electronic) for equivalency determination to TWT members. (Terry)

NWCG Meeting Issues

Working Team Chairs have an opportunity to meet with NWCG in January. The group brainstormed issues to include in those discussions.

- Training Management Plan as proposed
- Budget needs
- Liaison function and expectations, how meeting information is conveyed
- Training Management - role of NWCG to consult with us when one of our issues comes to them

Action Item: Develop agenda items for NWCG January meeting. (Lee/Epps/Glenn)

Instructor Qualifications

(HO 12)

In follow up to the September meeting a draft amendment to the FMCG (NWCG Instructor Levels and Requirements) was reviewed. The discussion on the language continued and final edits were agreed to.

Decision: Final review will occur on the January conference call.

Action Item: Memo with attached amendment language will be provided for final review on the conference call. (DJohnson)

Liaison Reports

Don Johnson

Fire Education Working Team

The FEWT is working on improving the function of the National Fire Education Prevention Working Teams. A contractor, Punky McClellan, was hired to take over the dispatching functions from the prevention teams. Prevention Specialist course has been reviewed by the Standards Unit at NIFC Fire Training. WFEWT will spread the word that the courses outside the NWCG curriculum that were labeled with P #'s were incorrectly labeled and should be numbered.

Eastern States representatives are very concerned about the Leadership curriculum that will be proposed to be included in the revision of the PMS 310-1.

Fire Use Working Team

(HO 13)

Training course framework for the new Prescribed Fire Planning course. Course Objectives: Understand Prescribed Fire Plan format, elements, and element relationships. Understand the roles and responsibilities of the plan preparer, technical reviewer and approval personnel. Burn Boss III will continue to be an agency position. Burn Boss III task book is being used by FWS, BLM, and BIA.

Dave Koch

BIA Training position at the Northern Rockies training center will not be filled or funded at this time.

Geoff Wilford

FIRESCOPE will be coming out with a new Field Operations Guide the first quarter of 2004. It includes revised Hazardous Materials, Mass Casualty, and Urban Search and Rescue sections, addition of the US Coast Guard planning "P" as an alternative to the current Planning Wheel, and clarification of the Safety Officer/Assistant Safety Officer-Hazmat roles. The Task Force is implementing a Safety Officer Specialist Group to ensure all safety related issues are address. They are also tasking the Information Technology Group to work on issues relating to the transfer of technology from the military to the fire service. FIRESCOPE members are also assisting in the National Typing Initiative required by Homeland Security Presidential Directive #5.

Jim Glenn

As of January the new fuel models will be sent out for review. Implementation is expected for the Spring.

Future Conference Calls

January 21, 2004

April 14, 2004

July 14, 2004

November 10, 2004

January 21- Agenda Items

1. Email list of PMS 310-1 issues prior to call. (Riedman)
2. Category of Positions (DJohnson)
3. GATR input (Terry)

Future Meetings

February 24-26, 2004 (St. Petersburg, FL)

May 4-6, 2004 (Shepardstown, WV)

September 13 or October 18, 2004 (Joint with IOSWT - TBD)

February Agenda Items:

1. Update on the potential use of fuel models in Fire Behavior training. (Glenn)
2. A Tiered System of Qualifications and Training for the NWCG

Action Item: Don e-mail to Team (DJohnson)

3. PMS 310-1 related issues
 - Future of S-133 in the PMS 310-1 revision
 - Status of HRSP
 - Incident Business Advisor Training Course
 - Course Equivalency
 - Leadership
 - Additional Training
 - NWCG Course Criteria
 - Standards for Survival

Hand-outs

1. Summary of Accomplishments and Future Direction of TNC
2. Course Status of the L-Courses
3. Leadership Training recommendations for ICS Position.
4. Fire Behavior Committee
5. TWT website
6. IQCS Project Update
7. Publications Sponsored by the TWT
8. Issues Related to Additional Training which Supports Development of Knowledge and Skills
9. Required Training as Related to Position Task Book Issuance
10. SHWT Recommended changes to S-404
11. Course Equivalency Guidelines
12. Instructor Qualifications Draft
13. RX-340 Prescribed Fire Planning Training Course Framework