

Training Working Team

St. Petersburg, FL

February 24-26, 2004

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), Bob Murgallis (NFA), Chad Fisher (NPS), Ira Jolly (Southeastern States), Larry Sutton (Leadership Committee), Bob Murgallis (NFA), Merrie Johnson (NPS), Barb Beck (Facilitator)

Not Attending: Steve Hart (Western States), Wayne Cook (Fire Behavior Committee), Rich Wands (Advisor)

Tuesday

Action Log

Reviewed and updated.

Fire Behavior Committee

The FBC has not responded to requests by TWT over the past year.

Action: Memo to FBC requesting a response to previous TWT information requests. (Glenn)

L-180, Human Factors on the Fireline Inclusion in S-130, Firefighter Training

(HO 1) A revised version of S-130, Firefighter Training was published in February 2004. The course contains a version of the L-180, Human Factors on the Fireline course. All instructors and course coordinators are advised that students successfully completing the 2004 version of the S-130, Firefighter Training course should be given credit and certificates for both courses in order to assure accurate qualifications tracking.

Action: Revise L-180, Human Factors memo. (Epps)

Update on Big Iron Use Guide

(HO 2) There has been a request for inclusion of the Big Iron Use Guide in select training courses. This document is in .pdf format and was developed by the Northern Rockies. The Northern Rockies may have additional updates to this document.

This brings up the question of how to include additional information into courses. This, and similar, resources could be labeled: Supplemental information sources used at the discretion of the training cadre.

Action: Memo to Northern Rockies (cc GATRs) stating the TWT recognizes the Big Iron Use Guide as a useful tool for several courses. A web link to the Northern Rockies page,

where the guide will be housed, on the National Fire Training site, will be identified in courses. (Epps)

Action: Communicate to development leaders the process for including supplemental information into courses. (Epps)

Future of S-133 – ICT5 Training Requirements

(HO 3) The S-133 course is a 4 hour course that is outdated because of obsolete language and use of the Fireline Safety Reference Guide. The video included in the course is good and should be maintained.

The only place this course is referenced as required in the PMS 310-1 is with the ICT5 position. The course is being ordered and used a lot with Volunteer Fire Departments as well as the Federal agencies. Is this occurring because it is easy, available, and convenient or is it a good course? Course has good components but needs to be revised if kept. Is the course expected to be required training for ICT5 in the revision or does IOS expect to replace it with something else? If it will remain we need to put it on the revision schedule.

Action: Revise handout re: S-133 and create issue paper before meeting with IOSWT. (Lee/Epps)

Decision: Issue paper #56 was reviewed jointly with IOSWT, and IOSWT determined that the ICT5s need the knowledge and it will continue to be required training for that position.

Action: The FMCG will be updated to reflect the inclusion of the IRPG in place of the Fireline Safety Reference. (Epps)

Action: Work with PMS to coordinate that replacement in the cache inventory. (Fisher)

Course Length for NWCG Courses

(HO 4) If a course is available through PMS the *recommended* course hours and the “NWCG Position on Course Presentation and Materials” will be adhered to by the course instructors.

If the course is not available through PMS, e.g., L-380, and has been developed using NWCG course criteria, *minimum* course hour requirements have been established and must be adhered to by the course developer and the course instructors.

Course hours for all NWCG courses can be found in the Field Manager’s Course Guide <http://www.nwcg.gov/pms/training/fmcp.pdf>. If the hours are a minimum versus recommended they will be stated as such.

Course Alert Need and Format

Safety and policy updates are not always easily accessible to instructors. Currently there is no NWCG or TWT system in place and no resources available to set up and maintain a system.

Is a formal “Alert” system feasible for the TWT to take on or can these updates be posted informally so the lead instructor can find them more easily? Lead instructors are responsible to stay up to date on these changes with assistance from GATRs.

Decision: TWT will continue to use the informal communication process through GATRs to communicate critical corrections to course materials. We will work with PMS to see if NWCG information decisions can be more accessible. Initiating a formal system may create unrealistic expectations and drain resources from course development and maintenance.

Action: Talk with Allen Deitz to see if he can post NWCG policy decisions in a manner that can be easily accessible to lead instructors and course coordinators. (Lee)

Action: Email to GATRs when critical problems are identified including the need to correct inaccurate slide in the S-290 course. (Epps)

Action: Build the capacity to provide the “alert” service into the TWT web design. (Wilford)

FMCG Errata Sheet #9
(HO 5)

Decision: Approve Errata Sheet #9 with the inclusion of instructor qualifications requirements.

Review/Approve Courses to be Revised Beginning FY05

(HO 6 & 7) The revision/development schedule reviewed by the TWT includes FI-310, Wildland Fire Investigation and S-372, Air Support Group Supervisor for the first time.

Decision: Adopt revision/development schedule presented for revisions beginning in FY05.

Action: Memo to IAT explaining that the TWT is responsible for the development and maintenance of NWCG fire related aviation courses (Koch) (Done)

Action: Memo to Paul Steensland stating that the TWT will initiate development of FI-310 course in FY05. (Glenn)

Issue Paper #49, Modification of Course Hours for S-390, Introduction to Wildland Fire Behavior Calculations (16-32)

(HO 8) The issue paper from the SME group revising S-390 proposes the length of the course be increased from 16 hours to 32 hours.

Decision: Approved. Fire Behavior expertise is a recognized need in the interagency community for both suppression and RX Fire. This critical need is important enough to warrant the increased time commitment.

Issue Paper #50, Modification of Course Hours for S-430, Operations Section Chief (16-24)
(HO 9) The issue paper from the SME group revising S-430 proposes the length of the course be increased from 16 hours to 24 hours.

Decision: Approved. This is not required training in the PMS 310-1. Many geographic areas are already scheduling 24 hours to deliver the training effectively.

Issue Paper #51, Converting J-375, Air Support Group Supervisor from a job aid to a course.

(HO 10) The 1986 Air Support Group Supervisor, I-375, course was converted to a job aid J-375 in 1997. Current proposal from the Development Group and the field is to re-establish the course.

Decision: Approved. This course meets a critical training need and is interagency in nature. A non NWCG version of the course is being presented in some geographic areas, and the job aid doesn't meet the needs of the field.

Issue Paper #54, Proposal to Change the Passing Score for S-260 from 70% to 80%

(HO 11) The S-260 revision group proposes that a minimum score of 80% be required to pass the course. The TWT made a decision at the December 2001 meeting to use education based standards on all NWCG curriculum. The FMCG states that the 80% passing standard for NWCG courses will change to 70% as courses are revised. SME groups are expected to develop tests that are responsive to the 70% standard.

Decision: Denied, based on TWT decision made in December 2001 that all courses be approved at 70%.

Volunteer Fire Department/Rural Fire Department Qualifications Initiative

(HO 12) The following guests represented the International Association of Fire Chief's: Will May, President of IAFC, Tony McDowell, Staff IAFC (this issue was discussed on Tuesday the following was presented on Wednesday)

NWCG has agreed to participate in the implementation plan for the recommendations contained in the report: *The Changing Role and Needs of Local, Rural and Volunteer Fire Departments in Wildland-Urban Interface*. This report was prepared by an interagency team in response to one of the action items in the Implementation Plan for the 10 Year Comprehensive Strategy. Team members included representatives from the FS, the DOI, NASF, the US Fire Administration, NFPA, the International Association of Fire Chiefs, the National Volunteer Fire Council and the National Association of Counties. The report is available on the NASF website at <http://www.stateforesters.org/reports>.

One of the four major issues identified in the report is efficient interagency response. Under this issue there are 8 specific actions items. The IOSWT has been tasked with two.

Homeland Security Presidential Directive 5 is the driving force for this initiative. The vision is to provide continuity for all risk hazards.

IOSWT will provide an advisory member to IAFC and requested an advisory member from the IAFC group to be part of PMS 310-1 revision.

TWT representatives are working on a Task Force led by Kelly Hawk of the BLM addressing three needs:

Task- a: Federal wildland fire agencies should work with local, state and national fire organizations to develop a performance- based wildland fire training “delivery package” that targets volunteer and rural fire departments

Task- b: Federal and state wildland fire agencies should work cooperatively to identify and establish a sufficient number of skilled wildland fire trainers in each state or region. This effort should include “train-the-trainer” programs that would build a cadre of locally-based training resources

Task- c: States and federal agencies should consider paying a fair stipend to local government trainers to assist in delivering training packages. The level of increased training suggested in this report goes beyond the duties of a volunteer training officer

Action: NPS will get a structural firefighter person’s name to Kelly Hawk to add to this group. (Fisher)

Action: Ira Jolly, Billy Terry, Don Johnson will continue to participate in the effort and keep the TWT updated on this issue.

FMCG Instructor Qualifications

(HO 13)

The Standards for Instructor Qualifications is laid out in the FMCG. Those standards state that the currency requirements in the PMS 310-1, pg. 8, Section D must be met in order to instruct an NWCG course. A TWT memo from May appears to have created confusion in the field. This confusion relates to the requirements for lead instructor, unit instructor, and the SME. Clarifying information is being proposed with this memo.

Decision: Affirm and clarify existing direction that lead and unit instructors must be both qualified and current less fitness and refresher training to teach courses. This will be provided as an update to the FMCG.

Action: Memo to NWCG informing them of the issue and affirming qualification and currency requirements. (Fisher)

Action: Add the update to the “NWCG Instructor Levels and Requirements” in the FMCG for the next revision. (Epps/DJohnson)

Action: Include in FMCG. (Epps)

Action: Document this decision in an Issue Paper. (Fisher/Terry)

Action: Billy Terry will convey this decision/information to GATRs on a conference call. (Terry)

Decision: Create a task group within the TWT to assess on a course by course basis the requirement to have the lead instructor be qualified at the next higher job level. Until that assessment is complete the existing requirement will remain in place. Exceptions will be provided as a future FMCG amendment when approved.

Action: Establish task group to review each course and determine exceptions to the requirement to be qualified at the next higher level for lead instructors. (Borzik, Glenn, Epps, Wilford)

Certifying Training Organizations and Lead Instructors against Training Criteria
(HO 14 &15)

L-380 Fireline Leadership and L-381 Incident Leadership are criteria based training courses which do not have a standard NWCG course package. The course description and criteria are available at: <http://www.fireleadership.gov/courses/courses.html>.

The FS has elected to certify Lead Instructors who desire to develop materials that meet the intent and criteria established by the NWCG TWT Leadership Committee. The Committee is asking the TWT to make this a policy for all agencies to certify vendors in order to provide quality assurance. TWT members considered the Leadership Committee proposal including the need to assess the effectiveness of the criteria based model for potential future use.

These courses represent a significant change in how course development and delivery has traditionally occurred. This new approach to course development, delivery and evaluation is in evolution and how we communicate it is very important. We have multiple objectives as we discuss these courses, 1) how to make this applicable to future courses with this approach, and 2) making the Leadership courses work.

Decision: We need to be sensitive to the fact that we are building a new model for NWCG training at the same time that we are trying to deliver critical new training and information. We need to consider how decisions about Leadership courses may set an expectation for future issues. We will revisit both issues in upcoming meetings and will continue staff work.

Action for broader issue: Draft a package that clarifies how we assure standards for criteria based courses and how that is different that the agencies' determination of equivalency. How do we assure the oversight that the Standards Unit typically provides for criteria based courses? (Fisher/Terry)

Action for the Leadership Courses: Work with the Standards Unit to develop a certification sheet for criteria based courses. (Epps/Sutton)

Action for the Leadership Courses: Update Leadership Course Delivery briefing paper to be responsive to State concerns (HO 15). Review on the April conference call and add to May agenda. (Ira/DJohnson/Sutton)

Action for the Leadership Courses: Provide draft Leadership Charter language to include proposed monitoring and evaluation role. (Glenn)

Action: TWT members provide input to Leadership Committee liaison on any of the above action items. (Team/Glenn)

Course Criteria for Leadership Courses

(HO 16) The TWT previously stated that the course criteria for L-381 would only become effective in October 2004 when S-381 was taken off the shelf. The Leadership Committee recommends we approve the L-380 and L-381 criteria with an effective date of March 1, 2004, to allow interested contractors to begin working on products.

The TWT was somewhat concerned that the 40 hour requirement for L-381 would limit participation because of overtime and travel costs.

Decision: Criteria for L-381 was approved, and criteria for both L-380 and L-381 will have an effective date of March 1.

Action: Leadership Committee will monitor impact of 40 contact hours for L-381 and report findings back to the TWT. (Glenn/Sutton)

Action: Leadership Committee will develop a template to evaluate a vendor and share information with others. It will be used to provide consistent review of course presentation effectiveness. (Sutton/Glenn)

Action: Conference Call April 14, Leadership Committee will provide a status report on the evaluation tool. (Glenn/Sutton)

Tracking of Job Aids in IQCS

Job aids are currently tracked in IQCS. Job aids are not courses but are position specific reference material. Does a job aid need to be tracked in IQCS?

Decision: Track Job Aids in IQCS as a non required competency.

Training Meta Data Definition

Update on what is going on with the DAWG and establishing identifiers for Non-NWCG courses. They are working on making sure that the codes have meaning in the field. The DAWG will be sending meta data terms for other Working Team review over the next 6-12 months. TWT discussed ways to provide review without it being cumbersome to all.

When TWT is requested to review the metadata terms, Merrie Johnson will screen and email to TWT members those requests that relate to TWT business.

Update on the Potential Use of Fuel Models in Fire Behavior Training

There is no interagency agreement on the update of fuel models. No new fuel models will be incorporated into NWCG curriculum until an interagency agreement is reached.

Status of the "Certification of non-NWCG entities"

NWCG issued direction at their Spring meeting which should have been distributed through the agencies.

Wednesday February 25

Joint with IOSWT

Ralph Alworth, Tom Bourn, Tim Murphy, Bob Leaverton (Chair), Paul Broyles, Andy Bellcourt, Pam Ensley, Vince Mazzier, Jim Karels, Beth Spencer (Exe. Secretary), Allen Deitz

Guests: Will May, President of IAFC, Tony McDowell, Staff IAFC

The morning focused on coordination and advice related to the revision to the PMS 310-1.

IOSWT Plan and Status Report

IOSWT is working on the revision and hopes to complete the PMS 310-1 within a year. The TWT and IOSWT will have an additional meeting this year in October to try and make this happen. The PMS 310-1 will be tweaked and reformatted, not redone in its entirety.

Potential Improvements Being Considered by IOSWT for the PMS 310-1

- New executive summary
- More dynamic over the web
- Restructuring the PMS 310-1 to include different position categories
- Annual revision process
- Move appendix A to the front
- Revise fitness levels
- Some new positions need to be added
- Define Technical Specialist outside the PMS 310-1
- SFS language will be replaced
- Negotiate and package to give TWT more flexibility on course management

Steve Jackson, BLM-Salt Lake City will be the writer editor and assist with revising document.

TWT/IOSWT Agreements:

1. TWT and IOSWT agree that PMS 310-1 does not need to be redone, just revised.
2. Agree that Technical Specialist positions in the PMS 310-1 are a concern. These positions will always exist and be available for order. If we take them out of the PMS 310-1, do we need to redefine them?
3. Will work together on wording in qualifications section in terms of training.

4. TWT will provide comments to the IOSWT as they occur. This coordination should not wait for formal meetings.
5. We will strive to reference each others documents as much as possible rather than duplicating information in multiple documents.

Proposed Course Equivalency Guidelines for Revision

(HO 17) In an effort to reduce field confusion, TWT has tried to clarify that the FMCG is the document that provides definitive direction for training. The FMCG helps reduce redundancy. TWT requests that the PMS 310-1 reference the FMCG rather than duplicating the information.

Decision: IOSWT agrees to reference the FMCG in the PMS 310-1.

Proposed Additional Training Which Supports Knowledge and Skills, for Revision

(HO 18) Background to this issue is “additional training which supports development of knowledge and skills” is not being consistently interpreted. The handout proposes alternative language.

TWT also recommends that in the next revision of the PMS 310-1, the information contained in the Appendix A should be moved to the body of the document.

Decision: IOSWT concurs with TWT on the changes requested in the verbiage.

NWCG/IQCS Glossaries

Ralph Alworth is coordinating the glossaries and working with Allen Deitz to get an update published.

Action: Make sure the two glossaries match. (Koch/IOS)

Proposed Trainee Language for Revision

TWT requests the IOSWT provide clarification of the trainee language ie: trainee, trainee in classroom, trainee in field, etc. in the PMS 310-1, pg 7, Certification and Recertification section. Request that IOSWT clarify all language related to all trainee and position performance assignments. TWT provided suggested language to IOSWT.

Decision: IOSWT accepted the language.

Knowledge Requirements of Non-operations Personnel- for Immediate PMS 310-1 Amendment

(HO 19)

Requirement for non-operations personnel unescorted on the fireline are obsolete, because they specifically require Standards for Survival training. Current language in PMS 310-1, p. 11, J. Position Categories, first paragraph needs to be replaced.

Decision: IOSWT approved the new language for knowledge requirements of non-operations personnel. New language will be placed into the PMS 310-1 by amendment now with a memo.

Action: Draft a memo from IOSWT/ TWT to the NWCG parent group with an NWCG memo for distribution to the field. (Lee/Leaverton) (Done)

IOSWT Position Review Status

-HRSP approved	-Fire Investigator Series Pending
-IBA pending	-IA Dispatcher approved
-READ pending	-SEAT approved
-HELB approved	-HCWM approved
-HESM pending	-PETM pending
-PETL pending	

Proposed Course Equivalency Guidelines for Revision

(HO 20)

Proposed draft language to affirm and clarify that agencies have the responsibility to determine course equivalency.

Decision: IOSWT concurred but would like some refined language.

Action: Provide a sample course equivalency evaluation template for agencies to use at their discretion at the May meeting. (Borzik)

Issue Paper 55, S-245, Display Processor Course and DPRO Position

(HO 21)

The SME group and project leader working on the S-245 course revision would like confirmation on the direction they are heading with this course, specifically the future of the S-245, Display Processor Course and DPRO Position.

Decision: Approved.

Type 3 ICs – (Info Sharing Only)

The Cramer Fire incident brought up the need in the FS for Type 3 ICs to demonstrate leadership skills. The Incident Review Team says that an interim assessment process for Type 3 ICs will be implemented by April 30th with a permanent process in place by October. This fire season, no FS ICT 3s will be allowed on a wildland fire without going through the assessment process. The assessment process will be done through simulation exercises.

Action: Report back assessment results at the May meeting. (Terry)

A Tiered System of Qualifications and Training

(HO 22) Over the past several years, there have been increased pressures upon the NWCG to meet additional needs within the wildland fire community. As a result, the number of positions and associated training, within the NWCG has expanded greatly. In addition, there has been pressure to elevate positions from technical specialists to full-fledged positions within the PMS 310-1 guide.

This has had and is having severe impacts upon the TWTs ability to deliver high quality training to meet interagency needs. The TWT offers the concept of a tiered system of positions with associated qualifications/training as a way to think about the levels of qualification and training within the NWCG.

The TWT and IOSWT both agree with the need to change the structure of course management structure. They have two separate approaches that they will continue to discuss as revision of the PMS 310-1 continues in order to develop a consistent approach.

Action: TWT to take a look at courses and determine which courses they will manage in totality and, which to assign to other WT or agencies (May Agenda). At the October meeting IOS and TWT will further discuss an approach that meets the needs of both teams.

Leadership Training Recommendations for ICS Positions

(HO 23 a/b)

As requested by the NWCG the Leadership Committee has developed a leadership curriculum for inclusion in the NWCG program. It is now time to fit the leadership program into the qualification system. The Leadership Committee is proposing in this paper where they believe the targeted leadership skills fit in the quals system. At this time L-180, L-280, L-380, and L-381 are all available and being delivered. NARTC is working on L-480/580. The Committee is proposing where they feel the first four courses fit in the PMS 310-1. There are few Leadership focused tasks in the task books at this time. The integration and clarification of leadership requirements for qualification purposes is the responsibility of IOSWT. Training requirements will be linked to IOSWT identified skill requirements.

L-380, Fireline Leadership is for leaders and larger groups of people or multiple resources. It is currently delivered by a vendor and replaces S-281. L-381, Incident Leadership is for leaders of multiple resources in high complexity situations i.e. ICT3, and DIVS. It is also being delivered by a sole vendor. Where possible, the Leadership Committee tried to replace existing training instead of adding requirements. The emphasis is on Command and Operations where the most risk exists, but other leaders are included in the proposal.

Decision: None made at this time; IOSWT is considering the Leadership Committee proposal for inclusion into the PMS 310-1. The WTs will review IOSWT recommendations at the joint October meeting.

Aircraft Dispatcher Qualifications and Taskbook

(Emailed in advance)

Demand for Aircraft Dispatchers has significantly increased in recent years. Resource orders for this position have increased from an estimated 325 orders nationally in 1998, to well over 1, 250 orders in 2003, as verified by the National Interagency Coordination Center (NICC). It is believed that the role of Aircraft Dispatcher has increased in complexity to a point in which typical Support Dispatchers do not have the necessary skill set to adequately perform tasks associated with the role.

Decision: None made at this time, IOSWT is considering the proposal for inclusion into PMS 310-1.

PMS Documents

A review of documents in PMS has been underway for over a year. PMS documents that TWT feels should fall under the IOSWT area of responsibility were reviewed.

Decision: IOSWT has agreed to accept the responsibility for the identified documents.

Action: Write a memo to PMS identifying that the TWT will transfer the responsibility of the following documents IOSWT has agreed to accept: PMS 201, PMS 202, PMS 203, and PMS 204. (Fisher)

Website Redesign

Allen Deitz has been working on cleaning up the NWCG website over the past year. The Working Teams can be responsible for the information and design of their website. He would like to see improvement in the website & wants to work with us. The TWT will continue to define website needs and coordinate with Allen.

Federal Fire Training Task Group (FFTTG)

(HO 24)

A Federal Fire Training Task Group chartered has been chartered. The group is comprised of Training Officers of the Federal agencies, many of whom are on TWT. This is seen as a forum to reduce the opportunity for TWT to get pulled into purely federal issues.

Thursday

Stocking of Slides in PMS

Most member agencies are currently using PowerPoint presentations rather than slides for course delivery. Slides currently stocked in the cache would be reordered under normal protocols. The following questions were addressed:

1. What do we want to do when slide sets are sold out and no longer in stock?

Decision: Continue with case by case decisions on stocking depending on when the course is to be converted to PowerPoint.

2. Can we eliminate the slide sets for I-200, I-300, I-400 and I-401?

Decision: Yes. The slide sets for these courses are already in PowerPoint, so can be eliminated.

3. Does the TWT handle P-110 and if so should the slide tape be restocked as it has been out of stock since last year?

Action: No, TWT is not responsible for the course. It is in transition between two working teams. Don will talk to Maureen Brookes regarding P-110. (Johnson)

Action: Convey decisions and results of Don's dialogue with Maureen to Cindy. (Fisher)

Update of the PMS

The NWCG National Fire Equipment System Catalog Part 2: Publications will continue to be published annually. This catalog is not a PMS publication it is a cache publication so NWCG does not control its management. There is a need to get course update information out to the field in a timely manner.

Action: Work with PMS to post amendments/changes to the catalog for course revisions on the website with links between the TWT and PMS websites. (Epps)

Liaison Changes

Joette expressed the concern that she was not able to meet her obligation as liaison to the Leadership Committee because of schedule conflicts. She requested that another member take on this role. In addition, IBPWT has identified a liaison to TWT.

Decision: Jim Glenn will replace Joette Borzik as the liaison to the Leadership Committee.

Action: Memo to the Leadership Committee confirming the change in liaison responsibilities. (Riedman)

Action: Follow-up with Business Practices on liaison contact. (Koch)

Access to Issue Papers on the Web

Issue papers are of interest to the GATRs and field but they are difficult to locate on the web because they are located on the Development Unit web page under Fire Training.

Decision: Issue Papers will be linked to the TWT NWCG website for easier access.

Action: Send link information to Allen Deitz. (Riedman)

Information Technology (IT) Issues related to Training

Trainees are arriving at computer based training without required software loaded. Computer security and compatibility issues prevent access and impact course delivery. If there is an IT component in a course it should be included in the Instructor Guide so that they can be addressed in advance.

It is unclear to TWT if this is a TWT or an agency issue.

Action: Contact the Chair of the IRMWT to discuss the issue of IT needs, report back to the TWT. (Problem definition) (already in Action Log)(Wilford)

Requirements/Minimums for Proposed New Courses (no established course criteria)

Private sector is interested in developing unsolicited courses. There was a question whether we needed to establish any kind of consistent approach or process for responding.

Decision: TWT does not support the development of unsolicited courses. Individual agency training representatives have the option to respond and bring forward any products TWT might be interested in. TWT will not develop any guidelines.

Fire Behavior Field Reference Guide

TWT has been approached regarding the need to restock and continue to carry this guide in the PMS catalog. This guide is referenced in S-490. Course revision is currently underway & scheduled to be completed in 2005. The revised course will not reference this publication. Wayne Cook needs to take a look as the Fire Behavior Committee Chair, from a broader view.

Action: Let Cindy Wolf know she needs to have enough copies to support the current course, but the revised course will not use the Guide. (Fisher)

Action: Ask Wayne Cook to take a look at whether the Fire Behavior Field Reference Guide still needs to be in PMS, from a Fire Behavior Committee perspective. (Glenn)

TWT Budget

NWCG has proposed WT budget cuts. If requested additional budget work will be completed by Epps, Glenn and Lee and shared with the team.

TWT Operations

TWT is looking at ways to improve effective operations and meeting management.

Action: Develop a proposal for TWT's consideration to address problem of revisiting decisions because initial decision wasn't fully considered or evaluated. (DJohnson/Wilford)

Action: Provide the Team with information on a book called "Six Thinking Hats". (Riedman/Beck)

Action: Apply the following practices starting next meeting (all)

At the end of the meeting each day print out notes, each member/advisor will review/edit their topics. Target time will be announced prior to a topic being discussed.

Future Meetings

May 4-6, 2004 (Sheperdstown, WV)

October 19-21, 2004 (Albuquerque, NM) (Joint with IOSWT)

December 14-16, 2004, (Billy make recommendation)

Future Conference Calls

April 14, 2004

Lead Instructor Quals exceptions

Leadership course assessment template

HO17 revision

Follow-up with IBPWTliaison contact. (Koch)

May Agenda Items (Joint w/GATRs):

1. Decision on transfer of P-110 from WUIWT to WFEWT (Due: 4/30/04-See memo)
2. Leadership Course Delivery briefing paper (HO 17)
3. Review Leadership Committee Charter
4. Develop proposal to classify coursed based on tiered system of quals & training
5. Webpage redesign
6. TWT to take a look at courses and determine which courses they will manage in totality and, which to assign to other WT or agencies.

October Agenda Items (Joint w/IOSWT):

1. Course classification per tiered system or IOS category
2. Leadership Curriculum

Hand-outs

1. Memo: L-180, Human Factors on the Fireline inclusion in S-130, Firefighter Training
2. Memo: Inclusion of the Big Iron Use Guide in Select Training Courses
3. IP #56, Incident Commander Type 5 Training Requirements
4. Course Length for NWCG Courses
5. Errata Sheet #9
6. NWCG Projected Course Revision Schedule
7. NWCG Course Revision SME Nomination Form
8. Issue Paper #49, Modification of Course Hours for S-390
9. Issue Paper #50, Modification of Course Hours for S-490
10. Issue Paper #51, Converting J-375, Air Support Group Supervisor from a job aid to a course
11. Issue Paper #54, Proposal to Change the Passing Score for S-260 from 70% to 80%
12. Memo: VFD Training and Qualifications Strategy
13. Field Managers Course Guide Instructor Qualifications (Draft)
14. NWCG Instructor Levels and Requirements
15. Lead Instructor Requirements for 300 level Leadership "L" Courses
16. Course Criteria for L-381, Incident Leadership
17. Course Equivalency Guidelines
18. Proposed Additional Training Which Supports Knowledge and Skills, for Revision
19. Knowledge of the requirements of Non-operations Personnel for Immediate PMS 310-1 Amendment S.F.S. language.
20. Quality Assurance in Leadership Course Delivery
21. Issue paper 55, S-245 Display Processor
22. A Tiered System of Qualifications & Training for the NWCG
23. a/b Leadership Training Recommendations for ICS positions
24. Establishment of a Federal Fire Training Task Group (FFTTG)