

**Training Working Team  
The National Conservation Training Center (NCTC)  
Shepardstown, WV  
May 4-6, 2004**

**Attending:** Jim Glenn (BLM), Deb Epps (Advisor), Geoff Wilford (FIRESCOPE), Joette Borzik (FWS), Deana Parrish/Sue Riedman (Logistics), Billy Terry (USFS), Jim Cook for Larry Sutton (Leadership Committee), Merrie Johnson (NPS), Barb Beck (Facilitator), Rich Wands (Advisor)

**Not Attending:** Don Johnson (Northeastern States), Dave Koch (BIA), Chuck Wamack (Dispatch Committee), Logan Lee (Chair), Bob Murgallis (NFA), Steve Hart (Western States), Wayne Cook (Fire Behavior Committee), Chad Fisher (NPS), Ira Jolly (Southeastern States)

**Tuesday, May 4**

**Action Log**

Reviewed and updated.

**Group Tour and Photo** (Joette Borzik)

A group tour of the NCTC was held at 10:00am and a group photo of the TWT was taken. A photo was provided to everyone the following day.

**October 2004 Agenda Items (Joint w/IOSWT)**

The TWT recommend that the next meeting be held at NAFRI in Tucson.

- FBC Report (action log items)
- FBC BehavePlus Issue
- Procurement Process/Vendor Approval (M. Johnson and Billy Terry)
- Liaison Report (Borzik)
- S-290 Procurement Process and Lessons Learned Implications for Business Practices (Epps)
- Decision on Transfer of P-110 from WUIWT to WFEWT (D. Johnson)
- TWT determine which courses TWT will manage in totality and which to assign to other working teams (joint w/IOSWT) combine with proposal to classify courses based on tiered system of quals and training
- Instructor Quals (review draft and finalize)
- Webpage Redesign (Wilford)
- Charter Revision Task Group to report on Charter modifications (M. Johnson, Borzik, Glenn)

**Airtanker Positions** (Billy Terry)

(HO 1)

Discussed the letter from the Airtanker Working Group regarding establishment of Airtanker Positions in the revision of PMS 310-1.

The TWT determined it is the responsibility of the IOSWT not the TWT to determine if the Airtanker positions should be in the 310-1.

**Action:** Respond to the letter from the Airtanker Working Group through the Forest Service representative. A copy of the letter will be sent to the Forest Service IOS liaison (Terry).

**Process to Review and Approve Vendors Presenting NWCG Criteria Courses** (Billy Terry)  
TWT reviewed Issue Paper #61.

**Decision:** Issue Paper #61 was approved with edits.

**Action:** Send this Issue Paper to Jim Cook. Jim will then attach as cover explanation for the evaluation template. (Terry)

**Funding NWCG Training Development to SME Travel and Per Diem** (Deb Epps/Jim Glenn)  
Currently agencies vary in their approach paying for SME travel and per diem to participate in NWCG development. Does the group think it prudent to try and come up with a common funding approach or leave it as it up to the agencies?

**Decision:** Each agency varies in the way they handle SME travel and it is not feasible to come up with one approach.

**Action:** Email each TWT member and request a short statement describing their agency funding mechanism for SME travel. FS will write the summary on state and private Forestry funding. (Epps/Team)

**Spanish Translated Courses (S-130/S-190)** (Jim Glenn)

There are currently two entities presently working on converting S-130 and S-190 (FS Region 5 and OSHA in Oregon). Both translated versions will be public domain. TWT will recommend to NWCG that the two Spanish versions of S-130 and S-190 be evaluated by a group of Spanish-speaking SMEs to select the best version to be stocked in PMS. The NWCG Training Development Unit will provide oversight. Future revisions of S-130 and S-190 will include revision of Spanish versions.

The GATRs were updated on this issue on Wednesday.

**Action:** Update NWCG to reflect the TWT recommendations. Billy will present the briefing paper to NWCG next week. (Glenn)

**Leadership Course Delivery Briefing Paper** (Jim Cook)  
(HO 2)

The Leadership Committee reported the findings back to the TWT on the impact of course hours for L-381. The minimum course hours are set at 32. Jim distributed a handout that provided Leadership Committee guidance for agencies identifying where criteria can be found and who is responsible for the evaluation process. This is a model and they will leave it with agencies to implement guidance (Action Item #82). This will be a generic agency template. The group discussed having the evaluation template on the Leadership Committee's website.

The group discussed options for the field to be able to determine if a vendor is qualified to teach courses while meeting NWCG criteria (by specific agency). One possible solution discussed was listing qualified vendors on the internet.

**Decision:** The TWT agreed to accept the recommended generic Evaluator Profile template for agencies to use at their discretion. The group suggested adding an information feature to the Leadership website that directs employees to their own agency training officer.

**Action:** The TWT will review the updated IBPWT guidance on certification of non-NWCG entities. (Team)

**Leadership Committee Charter** (Jim Cook)

(HO 3)

Updates to the Leadership Committee Charter were reviewed and accepted.

**Decision:** TWT approved the following changes to the Leadership Committee Charter.

**Paul Gleason Lead by Example Award** (Jim Cook)

(HO 4)

Jim distributed a handout to the group describing the criteria to nominate individuals for the Paul Gleason Lead by Example Award. The information is also on the Fireline Leadership web site.

**ICS SME Briefing Paper** (Deb Epps)

Currently there are multiple versions of ICS courses being developed and taught by a variety of departments and agencies. This is resulting in inefficiencies. Need to identify who we need to coordinate with during our revision.

**Decision:** An interdepartmental training task group with representatives from USDA, USDI, NWCG, DHS, National Fire Academy (that are knowledgeable of training development) should be convened immediately to develop alternatives, identify related costs and schedule to coordinate course development.

**Action:** Prepare a briefing paper by May 14 and distribute to the TWT for review. This will be discussed on the next conference call May 24. (Terry/M. Johnson)

## **Thursday, May 6**

### **Learning Knowledge Management** (Rich Wands)

The need for a knowledge management system has been identified. Lessons Learned was tasked by NWCG to establish a Lessons Learned Project. DOI funded the project. Now the Lessons Learned project is ready to expand to other groups however, funding is not available to do so.

There are other successful knowledge management systems currently being used. The Learning Organization Advisory Group requested \$280,000 from the Federal Fire Directors (NWCG) to support a knowledge management system. This is not currently being included in the current course curriculum.

**Decision:** Individual agencies need to address the issues with Lessons Learned.

### **Certification Sheet for Criteria Based Courses** (Deb Epps)

The new certification sheet for criteria based courses was presented to the Team for approval.

**Decision:** The TWT approved the criteria. When revisions are needed for course criteria, the Leadership Committee will submit a request to the TWT for certification. The Standards Unit will do a final edit on the criteria and issue a certification sheet for signature as with an NWCG course. They will maintain the original certification sheet with a copy of the criteria.

**Action:** Decision will be relayed to the Standards Unit and Criteria Certification Sheets for L-380 and L-381 will be completed. (Epps)

### **FMCG Errata Sheet #10** (Deb Epps)

(HO 5)

Reviewed and discussed Errata Sheet #10.

**Decision:** The TWT approved the Errata Sheet. Updates will be made and posted on the PMS website.

### **Issue Papers** (Deb Epps)

(HO 6, 7, 8)

Reviewed discussed Issue Paper #58 (Modification of Course Hours for Crew Boss, S-230)

**Decision:** The TWT approved this issue paper.

Reviewed discussed Issue Paper #59 (Modification of Course Name for Interagency Helicopter Training Guide, S-271)

**Decision:** The TWT approved this issue paper.

Reviewed discussed Issue Paper #60 (Modification of Course Format for ICS Curriculum)

**Decision:** The TWT approved this issue paper.

**Revision of the Food Unit Leader, S-357** (Deb Epps)

The 2000 version of this course is scheduled to begin revision in FY06 which would put a new version on the shelf at the end of 2007. As per comments from the Northwest Area, should we move this course up since the course references the old contract?

**Decision:** The TWT decided not to change the revision schedule. The COTR training will cover current contracting process requirements.

**Action:** A note will be added to the October FMCG Eratta Sheet to the effect that the contracting guidance has changed and instructors will need to adopt appropriately.

**Fire Behavior Committee Charter** (FBC)  
(HO 9)

The revised FBC Charter was reviewed and approved.

**Course Description Changes for S-492**

**Decision:** The TWT decided to table the issue on course description language. Individuals who need this course for suppression should be able to enroll into courses without any problems.

**Review of Glossary of Wildland Fire Terms**

**Action:** Provide the information on the Glossary of Wildland Fire Terms to the IOSWT. (M. Johnson)

**S-290 CD**

**Decision:** When S-290 is revised, the CD will also be revised with clear instructions on its use related to administrative requirement

**Fire Fighter Math**

**Decision:** The TWT recommends no action on this issue; this course is outside the purview of the team.

**Field Reference Guides**

**Decision:** The TWT agreed with the recommendation to form a task group (a member from TWT and Development Unit) to determine a plan of how the FBC will transmit updated information to the field. Products/plans to be presented back to TWT in October 04.

**Campbell Prediction System**

**Decision:** This is not an NWCG sponsored product therefore this is not the responsibility of the TWT. No action taken.

**Distance Learning Course (BehavePlus)**

**Decision:** The TWT decided to table this issue until the October meeting.

**Action:** Follow-up with GBTU on the use of the BehavePlus software. (Glenn)

### **Fire Training Development Cycle**

**Decision:** TWT does not concur with recommendations from the FBC. As the Fire Behavior courses are revised the FBC will be involved as appropriate through the project leader.

### **S-290 CD Course Revision** (Deb Epps)

S-290 is currently being revised. The revision will make the CD version outdated. Does the TWT want to continue to maintain two versions of the courses? A Canadian vendor originally created the CD. LaMar St. John from the NWCG Standards Unit oversaw this project. The CD was paid for by the number of CDs sold since they were only allowed to recover their costs and not make a profit. The CD is currently being used in lieu of the paper base course with an administrator in some locations. TWT needs to make a decision whether to update/not update the CD.

**Action:** Follow-up with LaMar St. John to discuss overseeing the CD revision. LaMar will be tasked with tracking the process, identifying lessons learned and reporting back to TWT. (Glenn)

### **Australian Training Trip Briefing** (Billy Terry)

(HO 10)

Billy discussed the Australian and New Zealand Equivalency for the 2004 Fire Season which he will present to NWCG next week. The memo to NWCG identifies the key points, findings, and recommendations.

**TWT/GATRs Joint Meeting**  
**The National Conservation Training Center (NCTC)**  
**Shepherdstown, WV**  
**May 5, 2004**

**Attending:** Shirley Sutliff, Joette Borzik, Jim Glenn, Rich Wands, Jerome MacDonald, Renee Beams, Merrie Johnson, Sharon Allen-Brick, Deb Epps, Billy Terry, Roger Corner, Bob Hartlove, Neil Nelson, Bob Cunningham, Risa Lange-Navarro, Barb Beck, Diana Van Curler, Rich Caballero, Deana Parrish, Debra Burgos, Greg Power, and Geoff Wilford

The joint meeting of the TWT and GATRs began with introductions and review of the joint meeting agenda.

**Update on NWCG Training Unit** (Epps)

Deb gave an update on new developments taking place in the NWCG Training Unit.

SME nominations are due June 15, 2004. There are currently 10 courses scheduled for revision and only 40 nominations have been received to date.

All test course locations have been determined. The S-390 test course in Redmond, OR has been cancelled due to some conflicts with the material that need to be fixed prior to testing. Both S-390 and S-490 will be tested this fall and stocked early next year.

The NWCG Training Unit is starting to place course materials onto DVDs while also continuing to use VHS for the time being. Some problems have been identified while using the DVD in conjunction with projectors. Laptops need to be at least a Pentium 4 in order for the projector to work properly.

The Unit will not combine videos onto one DVD at this time since this creates confusion when ordering. DVDs covers will be different than the CD covers to eliminate confusion between CDs and DVDs.

FI-210 pre-work will be online.

The revision of I-100 is planned as web-based training. It costs approximately \$10,000-18,000 per course hour to develop on-line training (industry standard).

From now on, most appendices and the Student Workbook will not be available in the Instructor Guide but can be printed from the CD. There is no cost difference for the field but the cost of eliminating the plastic pocket and extra paper is significant. S-212 is the first course to be published in a new format.

Deb Epps will be detailed as the Four Rivers Field Office Manager on the Boise for 100-120 days. Tim Blake will be acting in her absence.

**Action:** Send a second notice to GATRS and the TWT to remind them of the due date for SME nominations. (Epps)

**Delay in Receiving Courses** (Rich Caballero)

There was discussion regarding delays in receiving courses from the cache.

Rich Caballero will follow-up to Cindy Wolf to find out why there has been delays. Rich suggested inviting Cindy to the next GATR meeting to discuss the process.

**ICS Curriculum Briefing Paper** (Deb Epps/Bob Cunningham)

(HO 11)

I-100/I-200 met last fall and I-300/I-400 recently met in Boise to begin the revision of these courses. The SMEs expressed concern about the Federal influence on Department of Homeland Security.

The questions was asked if there would be any advantage to bringing various groups together to discuss the advantages and values of having a unified, training curriculum. A unified curriculum development (standard package) can be expected to result in substantial cost savings and preventing duplicate development processes. A generic standard package could be developed and tailored to specific audiences with possibly only having to change the scenarios. The scenarios could change to meet specific agency training. The core curriculum differences still need to be addressed. (See TWT Thursday notes for follow-up).

**Status Report of ICT3 Simulation Assessments** (Billy Terry)

(HO 12)

Each student participating in the ICT3 simulation was requested to complete an evaluation. Their feedback helped to determine if the simulation was a valuable teaching mechanism. The ICT3 simulation also provided an opportunity to put into practice the simulation design. There was also discussion on the value of using sand tables vs. simulations; both worked well. The group was asked if the required evaluation should be part of the training. The ICT3 Assessment Analysis Handout describes the results from the simulation.

**Update on Formalizing the Record Keeping For Curriculum Changes** (Deb Epps)

Deb discussed tracking courses and recording a history of courses curriculum. Prior to a couple of years ago issue papers, curriculum status, or other documents currently used to track course curriculum changes were not often used. A process is being put in place to more closely track the history of the curriculum. A draft document should be available this fall.

**S-420 Task Group** (Deb Epps)

(HO 13)

A handout distributed to the group described three options of modifying S-420. The options were reviewed and discussed.

**Decision:** The TWT accepted the Long Term Action #2 recommending that a TWT ad-hoc committee be established under the management of the NWCG Development Unit to

accelerate the revision of S-420 in coordination with the development of L-480 and the revision of the PMS 310-1. The committee would then implement a short-term action and work on Long-Term Actions #2 and #3.

Long Term Action #3 states a committee will: 1) discuss alternatives/contingencies for filling vacant “hard to fill” positions created by the team configuration. 2) be responsible for further developing the strategy for the revision to provide to the SMEs who would be revising the content. 3) make a recommendation to the IOSWT as to whether L-480 should be required training or additional training which support knowledge and skills.

This course will need to be moved up on the revision schedule to FY05.

**Action:** Communicate decision to the ad-hoc committee so they can begin implementation. (Epps/Blake)

**Action:** Provide recommendation on what course will be bumped. (Epps)

#### **GATR/TWT Joint Meeting Issues** (Rich Caballero)

##### Meeting Notes (Caballero)

Meeting notes are distributed and often reference handouts. However, the handouts are not included in the electronic meeting notes. One option discussed for distributing handouts was to have the liaison receive a complete package of the handouts which then could be distributed to the GATRs as necessary. The TWT often wait until decisions are finalized before they are openly posted to the public. If the TWT has action items for GATRs they will be addressed in the TWT minutes.

**Decision:** The TWT decided not to post all handouts on the web. All handouts can be collected and put into a package that would go to the liaison and it would be the liaison’s responsibility to disseminate information to the GATR chair.

**Action:** This issue needs to be discussed and finalized at the next meeting. (M. Johnson)

##### Communication Process (Rich Caballero)

The Chair will have the responsibility of determining what information is decision-based or draft information. There is a new liaison will be assigned to the GATRs. Information will be collected and disseminated through the liaison.

##### Joint Meetings (Rich Caballero)

The group discussed the value of the TWT and GATRs meeting annually. The group was in consensus that the joint meeting valuable, but the GATRs would still like the option to choose their own location and flexibility to decide if they need to participate in a joint meeting. Planning is critical prior to the joint meeting.

**Action:** Send out an updated mailing list of the GATRs to the TWT (Riedman).

### **Spanish Translated Courses** (Jim Glenn)

Jim provided an update to the group. There are currently two entities working on converting S-130 and S-190 (FS Region 5 and OSHA in Oregon). A NWCG Spanish speaking SME group will be appointed to evaluate the two courses. Their review will determine if courses are acceptable and choose the best version to be stocked in PMS. If the SMEs determine neither of the courses is acceptable then the Team would revert to Option #4 as the preferred option.

### **Metadata Definitions for Course Numbers** (Merrie Johnson/Deb Epps)

Merrie described a new numbering system being designed for non-NWCG training courses. Each agency will be assigned an agency/state code followed by a range of 4-digit numbers for training codes. The draft Metadata Definitions will be distributed to the field for comments since it is still in the design stage. Once the comments are incorporated, a final draft will be distributed to every working team. The metadata course numbers will be part of IQCS.

### **IQCS** (Merrie Johnson)

The IQCS staff has begun implementing this system in October 2003. Existing data has been converting from SACS(DOI) and the Redcard system. DOI will begin inputting data into ROSS next week. Data transition to ROSS has also been set up.

The GATRs discussed using IQCS and strongly felt they need some hands-on time to become familiar with the system. The question was asked how this system will work with state and external agencies. The GATRS felt they still had a lot of work to do to prepare for the implementation of IQCS. A hands-on training will take place June 14-18, 2004, at the Idaho State Office in Boise for the GATRS and other users.

### **Update on USDA NIMS** (Greg Power)

Greg showed a PPT presentation to the GATRs/TWT on National Information Management System (NIMS). The following topics were presented and discussed and can be found on the following website: <http://www.dhs.gov.interweb/assetlibrary/nims-90-web.pdf>

- NIMS approved by Secretary Ridge on 3/1/04
- Summary of Significant Changes
- NIMS Integration Center Concept
- NIC Components
- Status of National Response Plan
- Incident Management Teams
- USDA IMTs will be used for emergencies that involve American's food and agriculture.
- FEMA IMTs
- USDA ICS Training being housed on the USDA Learning Management System (AgLearn) and is in the process of being housed on OPM's Learning Management System (GoLearn). I-100/I-200 has been written into web-based training and I-401/I-402 courses have been delivered.
- USDA Command & Staff training is being developed and planned to be delivered in October 04. ICS position specific training to occur in 2005. Discussion took place regarding concern using the same course numbers for courses developed by FS. There could be confusion with

courses having the same number. Greg assured the group that all ICS positions will have the same qualifications as the 310-1.

- Other – Qualifications Guide and Qualifications System

The group expressed concern that NIMS is using the same NWCG numbers for their courses which will create confusion. It was also noted that the NIMS courses are not NWCG equivalent.

The FS will be reviewing I-200 an I-300 for FS equivalency.

### **Leadership Courses** (Rich Caballero)

(HO 2)

If contacted by a vendor, whom do you contact? There needs to be a single point of contact for referring vendors. It is the contractor's responsibility to develop a course. However, it was recommended that NWCG develop specific guidance for vendors. The agencies should make the decision on how to develop a course, assess and certify.

### **Criteria Evaluation Process Format** (Billy Terry)

(HO 14,15,16)

- Criteria Evaluation Process Format
- NWCG Curriculum management Issue Paper #61
- Status of Certification of non-NWCG entities

Criteria Evaluation Process Format - Each member of the team **MUST** have heavy involvement in the area of training at the local, regional, and national levels. Efficiencies should be briefed back to vendor. It is not the agency's responsibility to do the evaluation.

NWCG Curriculum management Issue Paper #61 – Discusses the difference between course equivalency and course criteria approval.

The issue of how to allow different vendors and agencies develop and deliver standard courses in the Leadership Curriculum was discussed. Who is going to bear the costs of directing vendors? Specific criteria (requirements and expectations) needs to be identified to potential contractors. Are the students going to be required to pay at test courses if the course is being put on by a contractor? Agencies can determine their own course criteria and equivalency. There is a definite need to have well defined criteria.

GATRs asked Jim Cook to develop a process on Criteria Evaluation Process. The group decided to wait until Jim Cook could provide feedback to the group before they further discussed this issue.

**Recommendation:** NWCG participating agencies should develop criteria approval procedures and forms for vendors or agency instructor(s) to assist with the criteria approval process.

**Action:** Develop a recommended criteria certification form and process. Whatever process is developed, we probably need to involve contracting to ensure legalities. (Leadership Committee)

**Draft Course Equivalency Evaluation and Guidelines** (Joette Borzik)

(HO 17,18,19)

There has been confusion in the field regarding the process for establishing course equivalency. The guidelines in the DRAFT Course Equivalency Guidelines memo to the IOSWT are meant to provide agencies additional direction and identify criteria that may utilize when making equivalency determinations. When complete these guidelines need to be made available to the field. The Course Equivalency Evaluation template is still in draft and is not an approved NWCG document.

**Action:** Provide feedback/suggestions for improvement to Joette.

**Instructor Qualifications** (Deb Epps)

(HO 20)

The issues of Instructor Qualifications were discussed at the last TWT meeting. The task group presented a draft table showing instructor qualifications for all NWCG courses.

**Action:** Email draft to GATRs and TWT for review. Finalize the table at the October meeting and update the FMCG. (Epps)

**Prevention/Fire Investigation Curriculum** (Deb Epps/Rich Caballero)

The Fire Education Working Team is meeting this week and is reviewing the Prevention Curriculum.

The Fire Equipment Working Team has not responded to NWCG on how they want to proceed with P-110, FI-110 and FI-210 are in final edit and should be out this fall. FI-310 will begin development this fall.

**NAFRI** (Rich Wands)

Rich briefed the group on the National Advanced Fire and Resource Institute (formerly NARTC) located in Tucson, AZ. Rich showed the facility layout and presented other information.

Many things were considered when decided the location of NAFRI. Some of the considerations were:

- 15 US cities
- 8 existing training centers
- 26 Tucson sites
- University of AZ

### Move Schedule for 2004

06-01 – Take ownership of new building  
06/07 – Furniture, computers, and phone installation  
06/14 – Move equipment, files, and personnel  
06/23 – Operating at new site  
09/01– Opening Ceremony

Contact Rich to reserve the facility for training. Most of the hotels will provide transportation to the facility. Rich asked for donations for art work to display in the facility.

NAFRI is located at 3265 East Universal Way, Tucson, Arizona.

### Future Meetings

October 19-21, 2004 (Tucson, AZ) TWT/IOSWT  
December 14-16, 2004 (Corpus Christi/South Padre Island, TX)  
May 2, 2005 (Sacramento, CA) TWT/GATR

### Future Conference Calls

**May 24, 2004, at 1200PM to inform missing TWT members on actions/decisions made on 5/4/04.**

July 14, 2004  
November 10, 2004