

# Training Working Team

## Polson, MT

September 23-25, 2003

**Members & Advisors Attending:** Jim Glenn (Acting Chair, BLM), Deb Epps (Advisor), Don Johnson (Northeastern States), Geoff Wilford (FIRESCOPE), Joette Borzik (FWS), Merrie Johnson (NPS), Bob Murgallis (NFA), Ed Secakuku (BIA for Dave Koch), Chuck Wamack (Dispatch Committee), Sue Riedman (Logistics)

**Members & Advisors Not Attending:** Billy Terry (USFS), Dave Koch (BIA), Steve Hart (Western States), Larry Sutton (Leadership Committee), Wayne Cook (Fire Behavior Committee), Logan Lee (Chair), Ira Jolly (Southeastern States)

**Guests:** Chad Fisher (NPS), Lou Bloom (NFA), Phyllis Krietz (NFA)

## Tuesday

### Action Log

The TWT action log was updated.

### Liaison Report

Due to the extended fire season, Don Johnson will do the extensive liaison report at the December meeting.

### Courses Not Within NWCG Curriculum

Publication Management System (PMS) is currently structured for NWCG publications. Courses and/or publications that are not NWCG, but are shown to have interagency use, must be sponsored by a Working Team to get into PMS. The recommendations to PMS is that there be links to agency sites that offer the trainings and information that are not NWCG, but will allow these items to be accessed from the PMS page through a link. The Team would also like to see the PMSWT review their procedures for non NWCG courses being sponsored into PMS. The distribution issue is hampering access and distribution to the field of some good products. The Team would also like to recommend that the Publications Catalog be electronic versus paper based so it can be updated more than once a year.

- **Action Item: Draft a memo to PMSWT recommending the above issues be reviewed for consideration. (Chad Fisher)**

### Determination of Course Equivalency

(HO 1, GATR Course Equivalency Guidelines)

Private vendors are re-packaging NWCG training material and then asking the TWT to deem their courses equivalent to NWCG courses; is this a TWT responsibility? Through NWCG policy, TWT cannot provide course equivalency. Equivalency is agency specific.

There are no set standards currently in place for helping an agency determining equivalency. It was felt by the TWT that we could help the field by providing some process/guidelines to assist the agencies in determining course equivalency.

- **Action Item: Task group (Joette Borzick, Geoff Wilford, Don Johnson, Deb Epps) will work up guidelines to help determine equivalency and recommend where these guidelines will reside. Due/Finalize: TWT December meeting. Present: February meeting with IOSWT.**

## **NWCG Instructor Requirements-What is “qualified”?**

*(Discussion continued on Wednesday)*

The PMS 310-1 defines “**certification**” (D-3) as the process whereby an agency manager confirms through the issuance of an incident qualification card that an individual is qualified to perform in a specified position. The document also defines **currency** (pg. 8) as the requirement to perform satisfactorily in a specified position within the last five (5) years (three (3) years for air operations and expanded dispatch positions) to maintain qualification for the position.

As it states in the Field Manager’s Course Guide (FMCG), a Lead Instructor must have sufficient experience in presenting all units of the course to be capable of last minute substitution for unit instructors. It is recognized that exceptions may occur where courses are of such a technical nature that no one person may be technically competent to instruct all units. For 300 level and above courses, the Lead Instructor must be **position qualified** at the next higher job level. Guidelines for this are in the FMCG and the Course Coordinator’s Guide. These guidelines will be further clarified. The TWT reemphasizes that instructors must be current in the positions (less physical fitness) to be qualified instructors

- **Action Item: Task Group (Jim Glenn, Merrie Johnson, Geoff Wilford, Deb Epps). Clarify the verbiage in the FMCG and the Course Coordinator’s Guide.**

## **Overview of the Incident Management Team, National Fire Academy**

(HO-2, IMT Training Concept)

Department of Homeland Security has been asked to give direction, to provide a road map to establish Incident Management Teams to help limited resource areas. Strategic objective is to establish a metro area Incident Management Team (IMT), regional overhead teams based on the United States Forest Service model. Develop and train IMT to support command, provide mutual aid staff, unified command training and course development. The road map is still in the initial phase where standardization is being developed.

## **Design of Revised “I” Courses**

The NWCG Development Unit is requesting clarification on the revision of the “I” curriculum. This curriculum, although designed under NWCG for the fire community will continue to serve a wide variety of interested parties in the all risk environment. At this point there is no funding for internet based training. Revision will begin this winter.

The team concurred with the direction of these revisions.

## **Brainstorm Information Technology (IT)**

Individual agency policies in IT often inhibit training opportunities. We are unable to provide distance learning training in some areas due to IT limitations. When creating training packages we need to be aware of agency specific limitations. Is this a TWT responsibility? What can be done to alleviate some of this? It was determined that the teams' concerns be communicated to the IRM Working Team. The Development Unit needs to assure clear direction is given within the courses as to what IT requirements are so course coordinators and lead instructors can meet expectations.

- **Action Item: Memo to IRM Working Team. (Geoff Wilford/Dave Koch)**

## **Appropriate Role of PMS in the Distribution of Non-Course Related Fire Education Tools**

This issue was discussed and needs further discussion during the November conference call prior to any actions by the TWT.

## **Resource Advisor Guide**

Discussion ensued on the decision made at the May 2003 TWT meeting to delete the Resource Advisor Guide from PMS. The decision to sponsor the Resource Advisor Guide was revisited. Many copies are being ordered from PMS. This publication was updated by the BLM at the request of the TWT. It is being used by an interagency audience.

**Decision: Rescind the decision to drop the Resource Advisor Guide from the PMS. The TWT will continue to sponsor the Resource Advisor Guide in PMS and the 2003 version will replace the 1996 version. Any future materials will be reviewed on a case by case basis.**

- **Action Item: Complete a PMS request. Submit with revised guide to PMS. (Jim Glenn)**

## **Dispatch Courses-Revision Schedule**

With the advent of ROSS, the dispatch community is aware that the existing course D-310, Support Dispatcher, as well as the other dispatch courses require revision. The courses require revision to maintain the current state of knowledge, and to provide our customers with the appropriate skill set.

D-310 is additional training which supports development of knowledge and skills in the PMS 310-1, not a required course. It is currently on the revision schedule for FY06. With the implementation of ROSS, the current course cannot be taught without revision to include ROSS.

### **Decision:**

- **Changed revision schedule of D-310, Support Dispatcher to begin in FY 2004.**
- **Delayed revision of S-354, Facilities Unit Leader course.**
- **The Dispatch Committee will solicit candidates for potential SMEs for the D-310 Course and submit them to Deb Epps.**

- **A Project Leader will be assigned for the D-310 revision.**
- **Action Item: Solicit SME's. (Chuck Wamack)**
- **Action Item: Assign Project Leader for D-310. (Deb Epps)**
- **Action Item: Revise Revision Schedule. (Deb Epps)**
- **Action Item: S-354 nominees will be notified of the delay in the revision. (Deb Epps)**

The Dispatch Steering Committee is discussing the future of D-110, deciding whether ROSS training is sufficient as a replacement for D-110. The Committee will provide information on this to the Team at a future time.

### **310-1 Revision Strategy with IOSWT**

*(Discussion Continued on Wednesday)*

The TWT needs to find out what goals and process the IOSWT has in mind for the PMS 310-1 revision. IOSWT has a planning meeting in November.

- **Action Item: TWT liaison to the IOSWT will attend the IOSWT November meeting. (Merrie Johnson/Chad Fisher)**

### **Publication Management System (PMS) Requests**

Update request form needs to be completed each time there is a revision and deletion for PMS. These forms are submitted through Allen Deitz, PMSWT Chair. Several requests were submitted and signed. The S-234 slide set will no longer be stocked in PMS and the FMCG will be updated.

### **NIFC Fire Staffing Update**

Vice Erkelens (FS) Training Specialist position has been filled.

Vice Mathews (BLM) Training Specialist position selection is in progress.

Vacant Editorial Position selection is in progress.

### **Fire Behavior Committee Replacement**

Robert Ziel has been recommended as a replacement for Steve Creech on the Fire Behavior Committee.

**Decision: the TWT approved of this recommendation.**

- **Action Item: Memo to Robert Ziels' supervisor requesting Roberts participation as a member of the Fire Behavior Committee. (Jim Glenn)**

### **NWCG Glossary**

The glossary needs to be completed by the November IOSWT meeting. Merrie has not received much input for glossary updates. Aviation glossary terms have not been reviewed yet. Since the

Aviation Committee has been disbanded, Merrie will discuss with the IOSWT who will update the Aviation glossary terms.

- **Action Item: Determine with IOSWT who will “own” aviation terms. (Merrie Johnson)**

### **IQCS Training Certificates**

The new IQCS system will have a standard format for training certificates that will line up with the NWCG certificate for printing. There was some question as to whether the system is set up for the revised certificate that is now in PMS.

- **Action Item: Follow up with IQCS on Certificate. (Merrie Johnson)**

### **Status of S-381/S-301, Fireline Leadership**

Where are we in the removal of S-301/S-281 from PMS?

- **Action Item: Follow-up with Larry Sutton on the status of S-381/S-301. Report at December meeting. (Joette Borzik)**

### **SME Nominations**

The TWT representatives have done a good job soliciting for SME nominations for courses. Suggestion was made that if an SME applies to participate in more than one course, have them identify their priorities on the SME nomination form.

- **Action Item: Add SME priority listing to the SME nomination form. (Deb Epps)**

### **Wednesday**

**Guests:** Neil Nelson, Chair N. Rockies Coordination Group Training Committee, Eric Kurtz, MT Department of Natural Resources and Conservation Fire Mgmt. Training Officer, Kitty Ortman, Southwest MT NRCG Training Committee Zone Representative, Jeff Scussel, USFS Region 1 Assistant Director Fire, Aviation and Air, Bob Cunningham, Region 1 Fire Training Officer/Geographic Area Training Representative, Dale Glenmore, N. Rockies BIA FMO, Jim (Buttercup) Claremont (Ronan BIA), Dick Mangum (Retiree)

### **Authoritative Reference for Guidance of NWCG Course Delivery**

(HO 3, NRCG Member Agencies Memo)

There is concern within the Northern Rockies regarding the NWCG’s TWT memo dated May 7, 2003 titled Authoritative Reference for Guidance of NWCG Course Delivery; pages 4, 35, 36, and 37 of the 2003 NWCG Field Manager’s Course Guide (FMCG). The current guidance provided by the TWT as well as a supporting letter from the Northern Rockies Coordinating Group (NRCG) has had an adverse effect on the ability of some NRCG agencies and private contactors to provide training. The NRCG Training Committee is asking the TWT to provide an overview of where the Team expects to go with this issue. In addition the NRCG Training

Committee would like to provide written recommendations to the TWT on this issue and would like a timeline on when to provide recommendations.

Concerns on this issue revolve around currency of instructors for training in all aspects of the fire organization. Private contractors are affected heavily by the direction above.

### **“ARRIVE ALIVE” and LCES to LACES**

(HO 4, Arrive Alive)

The NRCG Training Committee recommends the TWT review and adopt both the "ARRIVE ALIVE" and "LCES to LACES" wildland fire safety training packages. The NRCG says that the IOSWT has previously reviewed the “Arrive Alive” concept and agreed this will be included as part of safety in the 410-1.

LACES is being used in several geographic areas and in Canada. IOSWT and Safety and Health Working Team did not approve LACES for NWCG purposes. The concept of not defining the “A” is very confusing to some; others like it.

### **Big Iron Use Guide**

(HO 5, CD Big Iron Use Guide)

The NRCG Training Committee recommends the TWT incorporate the “Big Iron Use Guide” Tactical and Logistical Considerations for Using Industrial Logging Equipment for Wildland Fire Suppression into appropriate NWCG suppression courses currently in revision. Additionally the Guide could be used as supplemental training material in Command and General Staff position courses until such time as the knowledge contained in the Guide is widely disseminated.

With the lack of hand crews that are available nationally, using heavy equipment such as Feller Bunchers, Skidders, Dozers, Excavators etc. needs to be considered. Using this Guide as a supplement to the lower level suppression courses would be beneficial for awareness of uses of and availability of equipment.

A suggested avenue to get this information disseminated might be through a video showing the equipment working, showing the capabilities of the equipment.

Jim Steele is the main contact for this project. Eric Kurtz will take the project over in December.

- **Action Item: Project Leaders for S-232, S-233, S-336 and the Tactics Guide will review the CD and visit with Jim and Eric. (Deb Epps)**

### **Field Manager’s Course Guide Update**

The FMCG contains information on the latest changes in the NWCG curriculum. It is updated four times a year. The process to update the FMCG is Project Leaders give Deb Epps suggested changes when a course is revised. Deb brings the changes on an errata sheet to the TWT meetings for approval, when approved, the changes are electronically updated. In cases where the FMCG contradicts the PMS 310-1, the PMS 310-1 will be the overriding document.

Changes to the FMCG are being made as courses are revised and the development unit will assure these inconsistencies are corrected at that time.

**Decision: Team approved current errata sheet.**

- **Action Item: Email current FMCG updates to the TWT next week. (Deb Epps)**

**Standards for Survival, S-132**

The TWT signed the PMS deletion request for Standards for Survival at the last meeting; it is to be taken out of distribution in December.

The TWT needs to assure that we don't pull it prematurely and leave people without an alternative. We require initial training before non-line fire people go out to work in fire camps. These people have often been given the Standard for Survival course for this purpose; what will replace this course? The language in the 310-1 needs to be updated and relayed to the field.

- **Action Item: Coordinate with the IOSWT and SHWT to assure that we are giving the field alternatives to the S.F.S. course. Follow up on November conference call. (Deb Epps/Chad Fisher/Merrie Johnson)**

**Course Numbering**

Course numbers are assigned through the NWCG Fire Training Development Group and approved by the TWT. IQCS has developed a standard on how to assign numbers to courses outside of NWCG. ie: agency specific courses. State IQS is set up to cross reference IQCS with their course numbering system. The TWT needs to help assure renegade numbers aren't being assigned in the field.

- **Action Item: Follow up with the Wildland Fire Education Working Team on "P" numbers that are being used but were never assigned. (Deb Epps)**

**NWCG Nomination Form**

There is a problem with the mechanism currently in place for non-Federal people to pay for NWCG courses. It is cumbersome and not working. The GATR's will be discussing this at their November meeting and bringing a proposal forward to the TWT.

**S-420/S-520/S-620**

The GATR group is developing a proposal on the future of these courses, particularly S-420. No action required until the issue paper is received.

**PMS 310-1 Strategy**

*(Discussion continued from Tuesday)*

With the upcoming revision of the PMS 310-1 the TWT will need to provide information to the IOSWT at the February meeting on items that need to be updated in the revision.

- **Action Item: October 31, 2003, TWT deadline to gather information and get the information to the person identified in “bold”. Prepare for IOSWT meeting in February.**
  - New Standards for Survival language (**Dave Koch**)
  - Approved qualification updates (**Deb Epps**)
  - Course Equivalency (**TWT**)
  - New language for “additional training for knowledge/skills”. (**Joette Borzik/Dave Koch/Jim Glenn**)
  - Clean up the trainee language( ie. “trainee”, trainee in classroom, trainee in the field, trainee) (**Don Johnson/Chad Fisher**)
  - Assignments vs. performance testing (PTB to sign off). PTB prior to required training. (**Don Johnson/Chad Fisher**)
  - Performance based system (**Jim Glenn**)
  - Leadership Curriculum (**Joette Borzik**)
  - Request IQCS/PMS 310-1 glossary check. (**Chad Fisher**)
  
- **Action Item: Find out if the FBC has any items to update in the PMS 310-1. (Jim Glenn)**

### **TWT Web Page**

The planning of a web page is the biggest part of revising the web page. The task group that was previously formed still needs to meet, with a facilitator, to work through the initial planning phase. The facilitator needs to be someone who can ask the right questions.

- **Action Item: See action log item from 05/03. (Deb Epps)**

### **Instructor Requirements**

*(Discussion continued from Monday)*

The team received feedback about the memorandum dated May 7, 2003, sent to the GATR's concerning instructor qualifications. It was evident from the feedback that the memorandum created confusion for GATR's and others. The team discussed how to address these concerns and settled on new language that better conveys the team's intent.

- **Action Item: Draft the new language, and to write a memo to the GATR's with the new language. (Don Johnson)**

### **Course Equivalency**

The assigned work group will continue to work on the guidelines and develop a template to bring to the TWT by the TWT Conference Call on November 5, 2003.

### **December Agenda Items**

1. Status of S-381 (Joette Borzik)
2. Present list of ideas/concepts of what we want from our web presence. (Deb Epps)

## **Future Conference Call**

November 5, 2003, 9am (MST)

## **Future Meetings**

December 2-4, 2003 (Kingsland, GA)

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

May 4-6, 2004 (Shepardstown, WV)

September 21-23, 2004 (TBD)

## **Hand-outs**

1. GATR Course Equivalency Guidelines
2. NFA IMT Training Concept-Response Branch
3. NRCG Member Agencies Memo re: Equivalency
4. "Arrive Alive"
5. CD-Big Iron Use Guide