

Fire Program Management Curriculum Subcommittee

Reno, NV

May 14-15, 2019

Attendance: Scott Lucas (Chair), Dennis Darling (NW), Ben Newburn (CA), Randy Jacks (RM), Matt Gibson (NR), Beth Maclean (GB), Jake Nuttall (SW), Rich Nieto (SW), Lucas Minton (SE), Amy Skraba (AK), Eric Johnson (NW), Mike Ellsworth (OTC)

NWCG Committee Structure Update

- Committee structure for the Fire Program Management Curriculum Subcommittee may change as NWCG PMU looks at reorganized or realigning committees including the Fire Program Management Curriculum Subcommittee and Agency Administrator Advanced Wildland Fire Curriculum Steering Committee under the same organization.

Review of Past Year Course Deliveries

- **SW:** Course cancelled due to furlough. Waiting for the LMS site to be available to use for future course management. Concerned with M-582 separation and potential duplication of effort. Sent 5 Agency Administrators (AA) to other Geographic deliveries.
- **RM:** 40 students. Used the proposed new prework (reading agency chapter in the Redbook and Leading in the Wildland Fire Service), and utilized a Google Forms to complete a questionnaire. One issue in past deliveries has been introducing fire centric knowledge and concepts to incoming AA. The prework did provide a better baseline for the students. Litigation and liability was presented by a representative from the Solicitor's Office and was very well received. Presented several scenarios with mostly discussion with positive feedback. Was able to present everything in the Design Criteria. Held a panel discussion at the end of each day to expand on any content that may have been cut short.
- **NR:** Furlough had a major impact on the preparation of the course. NR was able to host several out of geographic area students. Total class had 49 students. This year we saw an increase from state partners (MT-DNRC) in sending their AA to the course. Some of the cadre is retiring in the near future and will have to replace. Only had 5 units that were lecture, 70% of the course is through exercises (a long connected scenarios throughout the week). Included a MAC scenario that students really liked. The NR delivery does not cover much detail of the investigation and review section. We feel we meet the design criteria. Surprisingly students requested to increase course time by added 4 additional hours for more discussion time.
- **GB:** Furlough impacted the cadre participation. Class was 50 students. Second year following the design criteria. Each cadre member is asked to make something interactive within their presentation. Still struggling with the right prework and what is meaningful prework. Next year may incorporate a questionnaire prior to the course. Working on creating a week long scenario to use throughout the week. This year we used a simulation as an AAR on a previous year's fire and was very popular with the students.

- **CA:** 80 students and still have huge backlog, good feedback and students requested adding more time as some of the subject are cut a little short. Finding that most of the AA are lacking a foundation of fire concepts and we are looking to expand the prework to help. Investigation and Review section seem to overlap with Legal and Liability section. Seem like these are two distinct units; the fireside review vs law and criminal. The Agreement section was greatly expanded into its own unit because of CA state complexities. The Risk Management unit may be too simplistic so we are expanding it incorporate more strategic risk management. Added two units: responding to critical incidents and information/marketing of the fire program. Delivery was focused more on scenario and discussion. Continue moving to structure of Design Criteria (currently meeting about 90%). Also looking to move to the LMS platform for next year's delivery.
- **SE:** Delivered the combined course by integrating both AA and fire coaches. Received complaints about the varying levels of experience. Had great involvement of all the agencies. Made time for agency specific breakouts to ensure agency specific topic could be covered. Trying to find a way to create a better prework package. Hazardous fuels section was greatly expanded to better fit the geographic need. Used a lot of panel discussion. Meeting about 90% of the Design Criteria. Next year we are going to conduct a student profile prior to course. One success was incorporated the Leading a Wildland Fire Service exercise for the culture.
- **NW:** 48 students, some students and cadre were from WA-DNR. Moved to all electronic delivery using Google Doc (firenet). Added the 'responding to a critical incident' and legal and investigation. Deliveries will be moving to every other year as backlog seems to been meet. One new thing this year was the use of video conferencing to teach virtually (google hangouts). Delivery is meeting 80-85% of the design criteria. Biggest challenge this year was delivery of prevention and trespass. Conducted an after-hours catch up session mid-week to help clarify any fire terminology or concepts. Created a good prework package to help find the information in documents and also requiring the students to interview their local AA and FMO.
- **AK:** no course was scheduled for this year. In the process of deciding on an every other year vs every 3- year delivery.

LMS (Learning Portal) Discussion

- The new Wildland Fire Learning Portal has potential for housing course material and prework nationally. In addition can provide a process for sharing different geographic delivery ideas. WFLP is still in development.

Prework Ideas

- Proposed required prework:
 - Awareness of students agency specific policy section in the Redbook.
 - Read the Leading in Wildland Fire Service.
 - Students interview local Agency Administrators and FMO.
- **ACTION** - Send Beth and Eric any interview questions and ideas by **May 28th**.
- **ACTION** - Gibson will work on a Post-course questions to test for next year deliveries.

Additional Course Material: Managing Critical Incidents

- **ACTION** - Ben and Beth will draft new Learning Elements Due June 1.
- Ben will share presentation material that was used in California's delivery.

Connection Material to M-582

- Need M-582 to create a design criteria so we can ensure the right material is being covered in M-581 and M-582.
- **ACTION** - Ellsworth will work with M-582 committee and Executive Board to discuss options for creating a design criteria for M-582.

WFDSS

- NW used an expert to work through the WFDSS scenario throughout the week long scenario however there seemed to be desired from the students to learn more about how to do WFDSS.
- **Decision:** M-581 is not the place to learn how to do WFDSS.

Agenda Organization

- There was a benefit and efficiency in how material is sequence that meet each delivery need.
- **ACTION** - Clarify in the Instructional Design Guidelines that is not a requirement to deliver the content is the exact order as identified in the Design Criteria. (Lucas, due June 1).

Action for Next Year Deliveries

- Continue to Identify what materials could move to prework and/or created in an online environment.
- Continue to evaluate what should be moved to M-582 as 'advanced' material.
- Evaluate if there is any Redbook connection that needs to be evaluated or changed due to the actual performance of the job of AA or FMO.
- Need to continue to let agency leadership know that M-581 is an interagency course.

Summary of Action Items

- Create prework with interview questions to have students interview local AA and FMO. Send Beth and Eric any interview questions ideas by May 28th.
- Gibson will create and test a post-course questions to test for next year deliveries.
- Ben and Beth will finalize new Learning Elements for the new Managing Critical Incidents Unit. Due June 1.
- Ellsworth will work with M-582 committee and NWCG Executive Board to discuss options for creating a design criteria for M-582.
- Lucas will draft language to clarify the content does not have to be delivered in its exact order as identified in the Design Criteria, due June 1.