

**NRCG Training Committee Spring Meeting
Whitefish, MT
2009**

Attendees: Kitty Ortman, Paul Fieldhouse, Julia Figgins, Beth Card, Laura Dooley, Jim Blankenship, Tim Crosmer, Jim Clairmont, Rosie LeMire, Mary Reevis, Jeremy Harker, Wally Bennett, Travis Collier, Roger Medley, Andy Randall and Gaylen Yeates. Scribe – Carol Bienhold.

Monday, March 9, 2009

Welcome, Introductions, Additions to the agenda

Kitty Ortman and Carol Bienhold welcomed everyone and provided facility information. No agenda item additions were addressed at this time. Introductions were made with all of the attendees.

Business Committee Input to NRTC Courses. Presented by Bidy Simet

In 2008 the business committee identified the need to have a business representative at the operations courses this year. The committee developed a “Mini-guide for ICS Supervisors” (handout) to highlight where supervisor can locate information related to common business related questions, i.e. driving rules, meal breaks, hazard pay, etc. The information was well received. The presentations were 30-60 minutes in length. If anyone would like the document they used for general discussion of business practices, it is available electronically from Lily Huskey.

Type 3 Incident Business Framework. (handout). The business committee tried to identify what skill set is needed to support the finance section of a type 3 incident. They do not have a final product yet and are compiling suggestions if you would like to provide input. Contact Jane Haker.

Interagency Procurement Training Content Outline (handout) for type 3 incidents. The NPI (NW Procurement Institute) was not very successful. The business committee has developed a draft outline of what they suggest should be included in procurement training without re-inventing S-260 or Contracting Officer training. The objective is to provide guidance, not expecting this to become a sanctioned course. The outline is primarily focused on federal agency policy but will also address state procurement processes and lessons learned from past experience.

I-suite for Locals (IFL). The business committee is developing a 3-day agenda to combine I-suite and procurement training. The focus will be on transition to/from local management to team management and back to local management of incidents. i.e. how to provide enough information in I-suite to make clean transitions. 3 sessions will be held this spring (April 13- NRTC, April 13 - S. Central Zone and in ND this May). The course materials are available on the FS ftp site. Contact Joyce Anderson for further information.

IFL will include the national large fire filing system standards.

There will be a finance/logistics workshop at the end of the IMT meeting on April 9. It will be held at the AFD, Bob Marshall room. The agenda is not final. Try to recruit type 3 level finance support personnel. Contact Bidy by March 27th with names of people you would like to attend.

2009 Interagency Incident Business Management supplements are not final. Check the NRCG website to monitor when supplements become available. The Northern Rockies (NR) AD Pay Plan is final. The National Park Service is going to implement an All Risk Pay Plan. The DOI plans to do the same in 2010.

The next business committee meeting will be held in Billings this fall.

NRTC Operations Plan Changes Paul Fieldhouse

Consider the current plan as we proceed with this meeting. We need to revisit the plan until it becomes the tool we want. The fall version of the plan was presented to the NRCG Board of Directors (BOD). They had a few cosmetic suggestions and a few recommendations for content change that we will need to discuss and arrive at consensus with. Some committee members provided suggestions in advance which we will discuss later. (handout)

NRTC Budget Paul

NRTC has completely revised the funding scheme. NRTC has two new trainers, Paige and Mary, and ideas for new processes.

There was an increase in courses and workshops offered from 2008 to 2009 (37 and 42 respectively). New audio visual equipment and new chairs were purchased in 2008.

In the operating guide the costs for "L" course use to include pre-work materials and mailing. Now, the NRTC does both. The charge for contract classes needs to be readdressed in the operating plan. For example, NAFRI does not want to be the point of contact for the two vendors who conduct L-480. Students may need to purchase their own books from sources such as Barnes and Noble.

The money NRTC expected to collect from courses is down \$50,000 from what was planned. We are currently just \$10,000 above the minimum requirement. Paul recommends a \$20 tuition increase (\$380 to \$400 for high tier, \$30 to \$50 for low tier) for classes. The committee would need to vote on it and make a recommendation to the NRCG BOD.

It was suggested that yearend savings may be shared to training needs outside of NRTC. One need already identified at NRTC was for room dividers at NRTC for breakout sessions. If you have a need for assistance, contact Paul with the information.

This year Paul is mandated to "keep the train on the tracks." In 2010 Paul's mandate is all about change. The class load in 2010 may need to be reduced to allow time to accomplish this. One "change" is to improve how we produce the needs analysis.

The Needs Analysis Paul

The list of classes on the Needs Analysis form we used this year was from information the national fire training web site. There are courses listed in more than one place, i.e. GLFML in under both the "leadership" and "not categorized" sections which altered the numbers of people.

As mentioned in the Operating Plan, the courses NRTC decides to conduct are based on this Needs Analysis, input from the Operations Committee, high priority needs identified by the teams, IFPM and the investment in trainers.

What factors are considered in course offerings for 2010? Type 3 level courses are too Forest Service specific, 310-1 courses are required by everyone, workshops are to maintain currency and we cycle alternate years for Planning and Logistics section training.

The training committee needs input from the NR dispatchers for the 2010 dispatch course. Should it be D-311 or D-312? A "D" course will be offered but is yet to be determined which course it will be. D-510 will be held at NAFRI in 2010.

Note from Kitty 4/7/09: Andy Randall will be our Dispatch Committee contact, and he reported back that the Dispatch Committee decided they would like to put on D-312 Aircraft Dispatcher in 2010. No Lead Dispatcher was identified, but we can follow up with Gary Boyd on that because he has been one in the past.

Managing Wildland Fire for Resource Benefit (MWFRB) has been approved to meet the S-580 equivalency for FUM1 and FUM2 for 2009 only.

M-581. We need a steering committee to redesign how we conduct the class.

S-491. Recommend it be every other year rather than annual. Paul will discuss it with Risa.

Weather Station Maintenance. All sessions are held in Boise.

2008-2009 Classes

There was a noticeable lack of preparation by some instructors this year which impacted the quality of instruction they provided. This issue needs to be addressed. The cost invested in each student for training including instructor preparation, travel and per diem costs, student time, travel and per diem and the training room/materials is a large investment; approximately \$2000/student and \$2 million annually.

Mary would like to enhance the M-410 training. Perhaps instructors need an M-410 refresher if it has been a significant length of time since they had the course. There is a revised version of M-410 scheduled for 2009 or 2010. Lead Instructor requirements have changed. NWCG Field Managers Course Guide now states that Lead Instructors at the 300-600 level must have at least 80 hours of instructor training. We need to document past instructor experience in IQCS.

Tuesday, March 10, 2009

Three recommendations provided through Kitty's daily review handouts: distribute the completed Zone Needs Analysis list in advance, hold the meetings in Missoula (they are free and more centralized), have handouts from outside speakers available to the scribe in advance so copies are available to attendees.

Additions to Agenda:

1. Needs Analysis changes
2. Determine the NRTC 2009-2010 courses
3. Determine the Zone allocations to courses
4. Course Priorities and Student Selections
5. Cancellations

Determining 2010 NRTC courses

We went through the data provided and corrected zone numbers, then we prioritized courses into three groups, 1, 2 and 3 based on the highest needs. A useable course list was established.

Course Pre-requisites and Cancellation Policy

There were a significant number of nominees who didn't meet the course pre-requisites according to the Field Manager's Course Guide (FMCG). Some of those nominees ranked higher in priority than people who did meet the requirements. The FMCG states that there must be documentation included on a nomination if the nominee does not meet the course prerequisites, including:

1. Unusual unit need or agency policy
2. How nominee acquired the skills to be successful in the class

The committee asked for specifics so we can notify the agencies of the concerns and improve future practices.

1. When you submit nominations, add remarks in the nomination to justify your actions. If the nominations are submit through IQCS, this must be in the first block of remarks for the course coordinator to be able to see them.
2. On the Zone Prioritization, include good remarks to validate the candidate's need for the class. e.g. Agency Administrator responsibilities, District Fire Management Officer, Forest Aviation Officer, Unit Duty Officer, etc.

Cancellations:.. The change to 30 day notice is acceptable to everyone. When you cancel a student from a course send a message to the r1_nrtc@fs.fed.us , course coordinator and cc to the zone coordinator.

- Provide a brief reason as to why. e.g. a conflict developed with another agency required task, changed agency position and is no longer required, accepted a fire assignment and will not be available, etc. (Note: this year, several courses, workshops and meetings generated by FS Region 1, Northern Rockies groups caused significant problems.
- Cancellation before the selection letter comes out would be helpful.

Contact Information on Nomination Form

Many nominees are seasonal and cannot be contacted during the training season at their agency email or postal addresses unless that information is given in IQCS or on the NWCG nomination form. NRTC is increasingly moving to email for communication and digital pre-course work. To accomplish this NRTC must receive email contact information for the nominee during the training season. Barring that, Training Officers will have to be the conduit of correspondence with their nominees.

Correct the mailing addresses in IQCS to receive Fed Ex packages (street address only because FedEx will not deliver to P.O. Box) for pre-work. This causes problems because temporary and seasonal employees may be at different locations during the off- season. Make sure supervisors know the best means to get pre-work to their nominees.

NRTC Training Specialist visit to Zone Priority Meetings in Fall

Invite an NRTC representative to your Zone prioritization meeting to help them understand our decision process.

Course Updates

S-490: some students were not ready. Some of these students passed but they just barely scraped through.

S-290, S-390 and S-490: All have curriculum problems. Risa and a small working group will send recommendations to Boise for fire behavior course changes.

Before you conduct the courses at your unit, try to find someone who has conducted one recently to identify the problems. If you have updated PowerPoint presentations for courses, send a copy to Rosie. We need to find a process to identify the problems and bring them forward at the national level. Paul will bring this concern forward to the GATR meeting.

RX-301: Risa recommends that we conduct this in 2010..

RT-300: The FS prescribed fire burn boss refresher is required by November 2009. If you have not completed it you will lose your burn boss qualification. There are 5 required elements but no structure as to how they need to be presented. The Clear Nez NF and Idaho Panhandle NF have developed

curriculums if you would like an example. There is also a website for Rocky Mountain Burn Boss information. <http://www.wy.blm.gov/fireuse/2009mtg/index.htm>

L381: IMST is a new vendor. They had a rough start in Redmond, and are back for a beta test. There is still no guarantee it will be a certified course. The course price can be negotiated. It took Mission Center Solutions three attempts to get certified. If students attend a non-certified class, the vendor will meet the course objectives and students will receive credit.

L480: Doug Booster is now certified as a provider/contractor of this class as well as Dr. Larry Iverson.

M-581: The class design and audience has changed to a "need for career development" course rather than a "keep your job" class. Michael Dardis (FNF) may be on a national steering committee for this course.

ATGS: Regional oversight has increased. They facilitate helping identify trainees to receive quality experience to become qualified. IATT suggests we have an ATGS ride in the back seat for 5 hours. If we use AD ATGS we may recommend an Exemption AD rate for the additional trainer responsibilities.

RT271: It is another annual refresher for FS that does not have a curriculum. The IPF has a sample agenda.

S234: It is not completed. It is now 16 hours, but allows you to add additional material, just like as all classes allow.

I400: It is now only 16 hours. There will be a course in Kalispell soon for the local government. Contact Wally Bennett for information. This may be a class that we can video-conference in the future.

I300: They recommend we use the old Jette Lake fire exercise that Jim Steele created.

S300: There are problems identified with the exercise.

RX301/341: RX341 is not a pre-requisite for RX301 but it is recommended to take RX341 first. If you've had RX300, neither is needed.

Field Manager's Course Guide

The revision may be completed in July. They have relaxed some of the pre-requisites.

5109.17 Chapter 30. Document instructor certification in IQCS. This history will be important for lead instructor.

Zone Updates

NRTC Comment: Brian Shiplett is the NRCG BOD Training Liaison. Brian has never attended a training meeting. Paul will request a new representative who will have the time and be able to participate in NRTC activities.

NWZ: M410 has been cancelled. The lead instructor has transferred to a new job.

CEZ: M410 has been cancelled due to lack of nominations.

SCZ: There is a peak in courses for local government. Tim said there is a lack of interest right now due to the lack of a fire season in 2008.

SWZ:

- Course attendance numbers are down this year.
- S520 CIMC meets Thursday to determine if there will be a DNRC hosted session here this fall. Anticipate a late September or early October session. There will be 3 NR teams and 2 outside teams.
- Recognized Prior Learning (RPL). The BLM will review 8 states and will report to the NRCG board. 2 states will be selected. RPL will be used for operations (FFT1 and FFT2, STL, TFLD) to evaluate a persons' knowledge for qualification certification.
- Rick Trembath has FEMA Gap course available.

Ronan: NAC camp crews may be required to meet the arduous fitness requirements.

ND: Will host L280 and S336 this spring.

NID: Will host an Equipment Inspector workshop this spring.

Crew Cohesion materials are available from Leslie Anderson at MTDC (landerson@fs.fed.us).
<http://fsweb.mtdc.wo.fs.fed.us/pubs/htmlpubs/hm09512807/index.htm>

IFPM and Technical Fire Management (TFM) Update

TFM is hosted by Humboldt State University now, no longer by Colorado State University. Humboldt will certify 20 credits (CSU credited 18). Next year NR is allocated 4 seats.

There is still a moratorium on IFPM requirements. Who is the FS Regional lead for IFPM information?

Updates from other Committee Liaisons

Aviation: Who is the rep? It was Rogers Warren. It was suggested to assign Paige Houston.

Business: Biddy Simet spoke earlier.

Equipment: Jim Blankenship. Chapter 20 revisions are in. There will be 2 equipment workshops this spring (Helena and Coeur d'Alene). There was a conviction of a private company for fraudulent training and fitness records. Tim Murphy will have 4 auditors of MOU Provider training.

Note: Lesson Learned: On training certificates Lead Instructor signatures should be handwritten with a typed name below.

Fire Use: Now integrated into wildland fire.

FPA: No rep.

NAC: Already addressed.

Operations: Wally Bennett. If you need a fire use IMT, order a type 2 and identify fire use. NR will host 1 fire use team, a shared R1/R3 fire use team, 2 type 1 teams and 5 type 2 teams. Mark grant does not have a finance section chief for his type 2 team and he will rely on host unit support for finance. Neither type 1 team has a deputy IC. Bennett will mobilize with Poncin's team and Stanich or Frye will mobilize with Turman's team.

-S-520. 9 students did not pass, 4 of them were from NR. Our students only had 2 assignments. We recommend 5 good assignments and the students usually do well in S520.

-All teams should recommend local type 3 personnel shadow the team for experience to enhance development.

- A letter referencing local firefighters was just sent out recently. This practice will increase in WUI areas.

Prevention: Tim. The NR/GB workshop will be more informational classroom vs. workshop style. NR will assist with the Reno workshop.

-P101 – is now 32 hours. There will be specialized modules based on local needs, i.e. railroad fires.

Dispatch: Dispatchers need to identify which course will be needed in 2010, D311 or D312. *It was decided that it will be D-312.*

S130/S190 Online Training

S130/S190 training is available online. It is NWCG certified for everyone. The field day is still required for S130 and requires a SRB lead instructor. The NWLO prefers the NIFC package for local government.

Fall Training Committee Meeting & Spring 2010

The committee needs more flexibility in the amount of time. Next year we will prioritize local nominations as well as NAFRI priorities. The nomination deadline will still be November 1 for other Geographic Area courses.

Fall Meeting : Tuesday, October 27 at 0800, October 28 and 29 (if needed) at NRTC, Missoula.

Spring Meeting: Work independently from Dispatch Workshop. Date to be determined but needs analysis deadline will still be March 1 so anticipate about the same time next year. Must not interfere with the April team meeting, the FS FMO meeting, school spring break, Easter, etc Tentatively, March 9-11. Brian Connelly, Belgrade, offered to host it last fall, so we are taking him up on that offer.

GATR Update from Paul

-S420 may be removed as a requirement for command and general staff. Experience is more beneficial than the course. The "L" curriculum meets the needs. For instance, S440 and S450 should be taken instead. The recommendation will be forwarded to the IOS.

-Planning Section Chief. There is a crossover proposal out of PNW including a reduction in line requirements for SITL. The operations/planning proposal will open up prior learning or appropriate learning opportunities.

-S420F. Evaluate the costs of doing it in conjunction with a fire versus a classroom setting. Travel, per diem, preparation time are about the same at \$5000/student. If we don't have section chief trainees and need to bring qualified people in to fill empty slots, the cost goes up to \$7500/student. We hope to conduct two sessions in 2009, back to back if possible.

- A new NIMO team has been assigned to the NR, Jeff Whitney - Phoenix. The Phoenix team may be available for cadre.

-L380. Bill Miller will conduct a class in Missoula.

-S440. There may be a class for the bridge from OSC2 to PSC2.

-S339. There isn't a high need. Paul wants to decrease the lecture portion by moving more to the pre-work and use a simulation to apply the student knowledge. It will take some work to convert course material to pre-work format and to develop the simulation.

-S300. May do something similar to S-339. L381 is very incorporated into S300 already so maybe it would be better to combine S300, S339 and L381.

-M480, MWFRB and RX310 may be good candidates for video-conferencing.

-FEMA has a 6-day All Hazard training available. They can be paid through a grant which would be easiest to receive through local government.

-IS700 must be recorded in IQCS for federal agencies. If a qualification card is issued outside

of IQCS the course must be registered with FEMA for certification.

-Partnerships with the SWGA and NWGA may increase. Perhaps we can do 3-way video-conferencing training in the future.

ICT3 Time Pressure Simulation for the Forest Service

To meet the time pressure simulation requirement, maybe do it at the end of the class. This wouldn't meet the 5109.17 current policy because you must have at least two assignments before you do the simulation as well as a completed taskbook

Electronic Nominations

IQCS versus Pathlore. Should the NRTC put the state and local government nominations into IQCS? In the GB, the Geographic area training center entered them the first year, and then the zones took it over. It was suggested that there be further discussion to determine if the zones will be willing to assume the additional workload.

NRCG Training Operating Plan Review

A very good discussion with recommendations. Kitty will distribute updated version before it is sent to NRCG for approval.