

**CENTRAL UTAH INTERAGENCY  
TRAINING COMMITTEE  
OPERATING PLAN**



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# **I Purpose and Objectives**

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The purpose of the Central Utah Interagency Training Committee is to ensure that the training needs of individuals involved in Wildland Fire within the Central Utah area are met. This includes making sure those individuals seeking training have met all pre-requisites and are deemed ready to progress to this position. The committee will approve requests for training and prioritize nominees for courses where local competition exists. The committee will also decide which courses, if any, will be sponsored locally.

In addition the committee will determine priorities for trainee mobilization.

# **II Roles and Responsibilities**

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## **1. Training Coordinator**

- a. Relay training opportunities and schedules to all employees.
- b. Be the collection point for all nominations. Check nominations for accuracy and pre-requisites.
- c. Schedule and chair nomination prioritization meetings; track outcome, and relay results to employees.
- d. Submit approved nominations to the next level.
- e. Collect copies of all certificates and ensure entry into IQCS database.
- f. Attend other local and geographic level training priority meetings as required.
- g. Collect copy of all fire experience and ensure entry into IQCS database.
- h. Track status of all employees in IFPM positions and ensure entry into IQCS database.
- i. Get appropriate approval to sponsor local upper division training courses.
- j. Maintain Training Page of the RIFC website.

## **2. Fire Management Officer(s)**

- a. Approve all training requests for ADs.
- b. Provide budgetary guidelines for employee training.
- c. Provides input for local, regional, and national training needs.

## **3. Training Committee Members**

- a. Post training schedules and be available to answer questions of employees in the area where you are the representative.
- b. Attend nomination prioritization meetings.
- c. Provides input for local, regional, and national training needs.
- d. Provide input on local courses and instructors.

## **4. Supervisor**

- a. Identify employee training needs that are realistic to the employee's skill level as well as the employee's progression within the Incident Command System.
- b. Provide for the development of the employee's skills to enable a high level of performance. With the aid of the Fire Management Officer or Fire Operations Specialists,

identify training needs that are realistic in relation to the needs of the local and geographic area.

- c. Approve appropriate training requests.
- d. Implement an annual Individual Development Plan identifying present and future organizational training needs. Submit copy of IDP to the fire training coordinator to enter into IQCS.

## 5. Employee

- a. Accurately and completely fill out nomination forms for training ensuring that you include the prerequisite positions and training that is required.
- b. Route completed nominations to the unit training coordinator. Nominations must be electronic unless otherwise specified.
- c. Relay any course cancellation information to the unit training coordinator.
- d. Ensure copies of all fire training certificates, incident performance evaluations, task book events, completed task book, or change in employment status are provided to the unit training coordinator.
- e. Maintain documentation of qualifications. For validation of qualifications, this information needs to be consolidated and readily available upon request.
- f. Help develop and review the Individual Development Plan

## III Central Utah Interagency Training Committee Operating Plan

### 1. Committee Members

Name	Position	Area of Responsibility
<b>Noni Dalton</b>	<b>Training Coordinator Chair Of Committee</b>	<b>Supervisors Office Richfield Ranger District Richfield BLM Field Office</b>
<b>Karen Feary</b>	<b>Logistics Coordinator</b>	<b>Dispatch ADs</b>
<b>Jamie McIntosh (Acting)</b>	<b>Helicopter Manager</b>	<b>Helitack</b>
<b>Todd Murray</b>	<b>Fire Operations Specialist Richfield</b>	<b>Hanksville BLM Field Station Richfield Fire &amp; Fuels Crew</b>
<b>Greg Coleman</b>	<b>Fire Operations Specialist Fremont River</b>	<b>Fremont River Ranger District Fremont River Fire &amp; Fuels Crew</b>
<b>Lee Freeman</b>	<b>Fire Operations Specialist Beaver</b>	<b>Beaver Ranger District Beaver Fire &amp; Fuels Crew</b>
<b>Robert Lopez (Acting)</b>	<b>Fire Operations Specialist Fillmore</b>	<b>Fillmore Ranger District Fillmore Fire &amp; Fuels Crew</b>
<b>Jay Beckstrand</b>	<b>Fire Operations Specialist Little Sahara</b>	<b>Fillmore Field Office Little Sahara Fire Crew</b>
<b>Kim Soper Gayle Sorenson Tom Suwyn Fred Johnson</b>	<b>Fire Management Officers</b>	<b>While FMOs are not actual committee members they will be informed of all meetings and are welcome to attend.</b>

## **2. Meetings**

- a. A meeting will be held each fall to prioritize and approve nominations for training at UFRA, GBTC, NAFRI or any other out of area training.
- b. A meeting will be held each spring to prioritize and approve nominations for training at the Utah Wildfire Academy.
- c. A meeting will be held each spring to determine trainee mobilization priorities.
- d. Meetings will be held as needed to discuss the need to put on local training courses.

## **3. Documentation**

- a. All committee decisions will be documented by the chair and relayed on to employees.
- b. The training committee operating plan will be reviewed annually to reflect current members and procedures.

## **4. Payment**

- a. Fire will pay the tuition and per diem expenses for fire and militia employees for attendance at fire and fuels courses as the budget allows.
- b. Whether or not the budget can support all training requests will be decided by the FMO and Fire Administrative Assistant.
- c. If fire cannot cover all costs for militia employees, they will be notified and they can then decide if their own budget can cover the expenses.

## **5. Instructor Qualification and Review Process**

- a. Instructors will be evaluated on an annual basis, taking into consideration:
  - Instructor Standards in compliance with the current 5109.17 and Field Manager's Course Guide (PMS 901-1).
  - Course Evaluations.
- b. A list of qualified instructors will be compiled and submitted to the primary Account Manager for entry into IQCS.

## **6. Prioritization process for Training Nominations**

- a. Training necessary to maintain current fire qualification (i.e., refreshers, biennial workshops).
- b. Tenure/experience/ability to commit to needs/assignments (Availability).
- c. Training necessary for current job/position requirements (IFPM).
- d. Training necessary for Academy Required Supplemental Training (specifics for the organized programs).
- e. Training necessary for position upward development.
- f. Previous priority nomination that was not selected.
- g. Shortage/Needs.

## **7. Prioritization process for Mobilization**

- a. PTB about to expire
  - b. Trainee assignments in a critical need position.
  - c. Lapsing currency.
  - d. Re-certification assignments.
  - e. Tenure/experience/proven ability to commit to needs/assignments.
  - f. Team mobilization.
  - g. All risk mobilization (NIMS).
  - h. Other.
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