

FISHLAKE NATIONAL FOREST AND
RICHFIELD AND FILLMORE BLM FIELD OFFICES

**Training Committee
OPERATING PLAN**

2012



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I. Purpose and Objectives

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 provide second level approval for training requests 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.

This operating plan provides guidance for the training committee and will be updated as needed.

II. Roles and Responsibilities

1. Training Coordinator

- a. Relay training opportunities and schedules to all employees.
- b. Be the final collection point for all nominations. Check nominations for accuracy and pre-requisites.
- c. Schedule and facilitate 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 copies of all fire experience and ensure entry into IQCS database.
- h. Track status of all employees in IFPM and FSFPM positions and ensure entry into the IQCS database.
- i. Get appropriate approval to sponsor local upper division training courses (300 level and above).
- j. Maintain Training Page of the RIFC website.
- k. Maintain a list of what employees are attending TFM, FUTA, CEEM, Engine Academies, and the Apprentice program.
- l. Track other required trainings listed on the training spreadsheet for fire and fuels personnel.

2. Assistant Fire Management Officers

- a. Function as the Supervisor for all training requests for ADs sponsored within your area.
- b. Provide budgetary guidelines for employee training.
- c. Provides input for local, regional, and national training needs.
- d. Has the final say on training requests if fire is paying the bill.

3. Training Committee Members

- a. Be available to answer questions of employees that you are the representative for.
- b. Receive and review training nominations from employees in your area of responsibility and route them to the unit training coordinator as appropriate.

- c. Attend local nomination prioritization meetings.
- d. Provides input for local, regional, and national training needs.
- e. Provide input on local courses and instructors.

4. Supervisors

- 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, Assistant Fire Management Officers, or Fire Operations Specialists, identifies training needs that are realistic in relation to the needs of the local and geographic area.
- c. Provide first level approval for appropriate training requests for your employees.

5. Employees

- 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 your committee member. 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 are provided to the unit training coordinator.

III. Central Utah Interagency Training Committee Operating Procedures

1. Committee Members

For a current list of committee members go to http://www.fs.fed.us/r4/rifc/local_training_committee.htm

Name	Position	Area of Responsibility
Noni Dalton	Training Coordinator Chair Of Committee	
Tyler Monroe	AFMO Fishlake NF	Supervisors Office FS ADs
Robert Lopez	DAFMO Fillmore RD	Fillmore Ranger District Fillmore Fire Crew (FS)
Greg Coleman	DAFMO Fremont River RD	Fremont River Ranger District Fremont River Fire Crew
Vacant	DAFMO Beaver RD	Beaver Ranger District Beaver Fire Crew
Glen Chappell	DAFMO Richfield RD	Richfield Ranger District Richfield Fire Crew (FS)
Russ Ivie	Fuels Program Manager Fishlake NF	All FS Fuels Personnel
Gary Bishop	AFMO Fillmore FO	Fillmore Field Office/FFO ADs Little Sahara Recreation Area
Ken Wright	FOS Fillmore FO	Fillmore Fire Crew (BLM)
Jay Beckstrand	FOS Little Sahara	Little Sahara Fire Crew
Fritz Mueller	Fuels Specialist Fillmore Field Office	Fillmore FO Fuels Personnel
Todd Murray	AFMO Richfield FO	Richfield Field Office/RFO ADs Hanksville BLM Field Station
Jeff Bergfeld	FOS Richfield FO	Richfield Fire Crew (BLM)
Matt Madariaga	Fuels Specialist Richfield Field Office	Richfield FO Fuels Personnel
Tandy Bolling	Assistant Center Manager Logistics	Fire Center Personnel

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. (A representative from the State will be invited to this meeting.)
- 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. Budget

- a. For nominations approved by the Training Committee, the Fire and/or Fuels Programs will pay the tuition and per diem expenses for fire, fuels, 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 FMOs, AFMOs, and DAFMO/FOSs.
- 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 for current job/position requirements (IFPM/FSFPM).
- b. Training necessary to maintain current fire qualification (refreshers, biennial workshops).
- c. Training for individuals with the ability to commit to assignments.
- d. Training necessary for position upward development.
- e. Previous priority nomination that was not selected.
- f. Training for critical need positions.

7. Prioritization process for Trainee Mobilization

Trainees within Central Utah will be prioritized so when orders come into dispatch they have a list to go off of. Whenever a "Trainee Acceptable" order comes in, first priority should go to trainees.

Priority for local positions where a trainee order may not be placed with dispatch will be decided by the FOS/DAFMO for each area.

For all other positions the following guidance will be considered for determining priority:

- a. Qualification necessary for current job/position requirements (IFPM/FSFPM).
- b. PTB about to expire.

- c. Trainee assignments in a critical need position.
- d. Re-certification assignments due to lapsing currency.
- e. Ability to commit to needs/assignments.
- f. Team mobilization.
- g. All risk mobilization (NIMS).
- h. Other.