



BURNS INTERAGENCY FIRE ZONE

Training and Qualifications Review

Committee Charter

Prepared by:
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BIFZ Training Officer
Kristina Thissell
Date: 03/23/2011

Reviewed by:
Ken Hagle

BIFZ FMO
Ken Hagle
Date: 03/25/11

Approved by:
Kenny McDaniel

**Burns District BLM
Manager**
Kenny McDaniel
Date: 04/14/10

Approved by:
Doug Jones

**Emigrant Creek USFS
District Ranger**
Doug Jones
Date: 03/30/11

**Burns Interagency Fire Zone
Training and Qualifications Review Committee
Charter**

Purpose:

The purpose of the Training Qualifications and Review Committee is to ensure all Fire and RX Fire Qualifications and Training requirements are being met.

The committee will develop a Fire Training and Qualifications Plan the Zone will follow to ensure consistency and safety.

Committee Duties:

Annually review Fire Training and Qualifications plan.

The Committee will provide oversight for wildland and prescribed fire training and ensure a pool of qualified personnel is maintained within the area.

The Committee ensures that NWCG sponsored courses are taught to improve and strengthen the knowledge, skills and abilities of employees and to foster employee development.

The Committee will determine if each employee possesses the personal characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner.

The Committee will recommend the employee for final sign-off of Position Task Books to the FMO for signature.

Training Officer Duties:

The Training Officer will schedule meetings and notify committee members.

The Training Officer will update and make changes to the charter and plan with input from committee members.

The Training Officer with the help of the committee will monitor interagency training requirements, policies, and needs, and sponsor courses that can be offered locally. Ensure that NWCG courses meet standards as outlined in the Current Field Manager's Course Guide.

The Training Officer will ensure that training nominees meet minimum requirements for attending courses.

The Training Officer will certify that the qualifications generated by IQCS are valid by reviewing the training and experience of each employee.

The Training Officer, will review redcards and qualifications to ensure that employees are meeting the requirements of the agency they are employed by; FS – 5109.17, BLM- 310-1, and the Interagency Standards for Fire and Aviation Operations (Red Book).

Committee Meetings:

The Committee may convene at the request of the Committee members, to review critical needs positions, training, and qualifications. These special sessions will be outside of normal spring and fall review meetings.

Review of task books will take place during the spring and fall meetings. The Training and Qualifications Review Committee can convene if there is a need to review and certify a critical needs task book, or if there is an abundance of task books turned in that need to be reviewed and certified.

Committee Terms and Members:

Length of terms for Non-Fire Representative and Captain Level will be 1 year. District Leadership Team and Management Team will select appropriate candidates to participate on the Committee.

The Chairman of the Committee will be the FMO.

Committee Members will consist of the following:

FMO/Committee Chair person – Ken Higle
Zone Training Officer – Kristina Thissell
Resource /District Manager’s Representative-Jeff Rose/Doug Jones
Malheur Refuge Representative- Shane Theall
Aviation Representative – Robert Dauphinais
Fuels Representative – Chad Rott/Ryan Curtis
Division Fire Management Officer’s – Dave Toney, Cody McConnell
Burns Fire Operations Supervisor – Mark Fenton
Frenchglen Fire Operations Supervisor – Ryan Hussey
Allison/Crow Flat FS Fire Operations Supervisor – Kevin Thissell
Captain Level Representative – Toby White(or delegated representative in his absence)
NFFE Representative (FS Union) – Lisa Wolf

The Committee must have Fire Staff, Resource/ or District Manager Representative, and the Zone Training Officer present, and a total of seven participants to have a valid quorum.