BURNS INTERAGENCY FIRE ZONE

Training and Qualifications Review

Committee Charter

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Date: 2/14/12

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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 posses 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 – Fire and Aviation Qualifications Guide, FWS/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
Deputy Fire Management Officer – Dave Toney
Division Fire Management Officer – Cody McConnell
Resource /District Manager's Representative - Jeff Rose/Doug Jones
Zone Training Officer – Kristina Thissell
Malheur Refuge Representative- Shane Theall
Aviation Representative – Robert Dauphinais
Dispatch – Carla Davies
Fuels Representative – Chad Rott
Burns Fire Operations Supervisor – Mark Fenton
Frenchglen Fire Operations Supervisor – Ryan Hussey
Allison/Crow Flat FS Fire Operations Supervisor – Kevin Thissell
Captain Level Representative – Marcus Johnson
NFFE Representative (FS Union) – Teresa Weaver

The Committee must have Fire Staff, and the Zone Training Officer present. There must be a total of seven participants to have a valid quorum.

Burns Interagency Fire Zone
Fire Training and Qualifications Plan

Based on Policy changes to the Training and Qualifications System in the Region and the adoption of Wildland Fire Qualifications Guide (PMS 310-1) by PNWCG and changes in the FS Fire and Aviation Qualifications Guide, we need to ensure that a standard program be used on the Burns Interagency Fire Zone for the issuing of task books, receiving training, filling trainee fire assignments, and qualifying personnel for positions.

In addition, the Zone must also ensure that a Passion for Safety is followed by every position to ensure public and firefighter safety.

The Training and Qualifications Process for the Zone includes the following areas:

1. Training Announcements, Nominations and Course Attendance.
2. Zone Training and Instructor Expectations
3. Issuing and Completing Task books
4. Trainee Assignments
5. Red Card Issuance
6. Performance Ratings and Qualification Reviews
7. Training and Qualifications Annual Cycle

The responsibility for the training and qualifications program rest with the Line Officers and their commitment and support will help to make the program a success. Fire is every ones responsibility and there are various ways of fulfilling that responsibility. Safety is our number one concern and it will not be compromised.

1. TRAINING COURSES DETERMINATION

Tasks -the Training Officer conducts A Training Needs Analysis. The analysis addresses critical position shortage categories, zone needs and employee needs. From this analysis, names and numbers for each potential course are developed. The number of potential trainees determines whether a course will be scheduled or not. Normally this analysis is conducted in January of each year. The Regional program for the next year is determined in March by the various Area Chairpersons.

2. TRAINING ANNOUNCEMENTS, NOMINATIONS AND COURSE ATTENDANCE

Individuals have the opportunity to submit their names for the offered courses through their supervisors. Once all nominations are submitted, the Training and Qualifications Review Committee, along with Supervisors, will decide on priority for attendance. The prioritization process for the Zone is:

1. The individual needs training for current position.
2. The individual needs the training to fill a critical need on the zone, or a National Incident Management Team.
3. The individual needs the training for career development.
4. The individual can contribute to the diversity of the fire organization.

Overview- The priority listings are shared with the Redmond Training Center and final selection is made there, based on the slots available and the original needs analysis. Local and Area Training is handled in a similar fashion with final selection being done by the Area Training Officer. It is extremely important that people are truly available for the training before they are nominated. Cancellations by students should not occur; if a student does need to cancel they must go through the Zone Training Officer. Out of Region Training should only be used when an agency priority need exists. If a priority need does exist, the nomination will be routed through the Zone Training Officer to Redmond, who will contact the appropriate out of Region Training Center.

Tasks- The Zone Training Officer distributes the yearly schedule of training courses that will be offered. The Zone Training Officer will ensure that the announcements are shared with all functions in the Zone. The employee needs to notify their supervisor that they wish to be considered for attendance. Upon supervisor approval, the nominations will be turned into the Training Officer to compile the list of training. The Training and Qualifications Review Committee, along with Supervisors will determine the priority for each nomination. The Training Officer will submit the nominations to the Regional Training Center in Redmond where they are prioritized regionally. Redmond will notify the selected students. A selections list is on the Redmond Training Center Website. Student information and pre-work packages will be mailed directly to the students by the Redmond Training Center.

3. ZONE TRAINING AND INSTRUCTOR EXPECTATIONS

The Training and Qualifications Review Committee would like to emphasize the importance of providing professional, quality training. **(See Appendix A)**

The Training and Qualifications Review Committee will ensure that NWCG courses meet standards set forth in the Current Field Manager's Course Guide, and that the course meets the outlined objectives set in the lesson plan.

4. ISSUING AND COMPLETING TASKBOOKS

Overview- In order to become qualified for ICS Positions, a Task book must be completed. Task books will be issued when the trainee completes all required training for the position. Task books will be issued by the Zone Training Officer after the supervisor submits the request on the "Request for Task book form". The task book will only be issued if the employee meets all the prerequisite experience and training requirements.

Once a task book has been completed it will be turned into the supervisor for review, once the supervisor reviews the task book for completion, they will turn it into the Training Officer. Completed task books must go through the Training and Qualifications Review Committee. (For hints on completing task books see **Appendix B**).

Tasks- The Training and Qualifications Review Committee will review and evaluate experience types, quality of assignments, task completion, and the individual's knowledge and skills. After review the committee will make a recommendation to either certify the task book, or recommend the employee needs additional experience before certification.

The Burns Interagency Training and Qualifications Review Committee has recommended criteria for certain Fire position task books, see **Appendix C**.

Red Cards will be updated annually in the spring. Additional qualifications can only be added through the Task book process for those positions covered in PMS 310-1, and the FS Fire and Aviation Qualifications Guide. All qualifications must be approved by the Training and Qualifications Review Committee, and submitted to the FMO for final signature.

5. TASKBOOK CERTIFICATION/FOREST QUALIFICATIONS REVIEW COMMITTEE

Overview-The BIFZ Training and Qualifications Review Committee Charter outlines Committee members and duties.

Tasks- The BIFZ Training and Qualifications Review Committee meets at a minimum in the spring, and in the fall. The committee can convene at the request of the committee members to review task books as needed, or when an abundance of task books are turned in for certification. The Committee may also have a critical needs or a circumstance that requires the members to review a task book outside of the formal meeting. This process will consist of task books to be individually reviewed by the committee members and each individual will note their review by initialing the cover page. The task book will then go to the FMO for certification.

6. TRAINEE FIRE ASSIGNMENTS

Overview- The training and qualifications system is heavily based on performance. Only persons, who have been issued a Task book and received the required training, will be dispatched on trainee assignments. In addition to having a Task book, a person must also have a red card that indicates that they are a trainee for the position for which they are being dispatched. The Zone Dispatcher will maintain a listing of all trainees and will strive to ensure that every opportunity for a trainee assignment is taken advantage of whenever possible. Once final certification is made on a Task book, the person's name will be removed from the trainee list.

Tasks- The Zone Training Officer needs to ensure that the Trainee system is accurate and all trainees identified have received Task books for their trainee positions. A complete review of the Red Cards needs to be made in the spring and all trainees need to be issued Task books. A person can only be a trainee for three years as a maximum. This allows sufficient time for the completion of the Task book.

A list of all those employees who are available for assignment will be given to The Zone dispatcher, and updated on a daily basis. Only those individuals who are on the available list will be available for assignments. The preferences for assignments will be as follows:

1. Assignments needed to retain qualifications.
2. Trainee Assignments by priority
3. Others

7. RED CARD ISSUANCE

Overview- Every year, new red cards are issued to all employees. Red cards are only valid for one year. Prior to issuance, a review needs to be conducted in order to ensure that a person meets all currency requirements. Currency requirements are that a person must perform in an approved position at least once in a 5-year period, or as stated in the new Red card system. Aviation positions have a 3-year currency requirement. Additional qualifications will only be added to a red card, if a Task book has been completed and certified by the Training and Qualifications Review Committee, and passed on to the FMO for concurrence.

Some positions that do not require a task book, such as DRIV (Driver) can be awarded, however due to safety, the zone has set minimum requirements, (see **Appendix D**).

Tasks- During the annual red card review and approval by the FMO (or Deputy in FMO's Absence), the red card files will be reviewed to ensure that currency requirements have been met and that task books have been completed for any added qualifications.
All persons who have open task books need to be listed as trainees for those positions, and The list will be turned in to dispatch.

The Training Officer will maintain the incident qualifications system. When the Work Capacity Test Sheets have been received, and individuals have attended the annual fire refresher training, the Training Officer will print the incident qualifications cards, have them signed, and they will be distributed to individuals.

8. PERFORMANCE RATINGS AND QUALIFICATIONS REVIEWS

Overview- Accurate and timely performance ratings are required for all above and below average performance, for position currency, for all trainee assignments and/or when requested by the employee. Below average performance, needs to be dealt with immediately. Corrective action must be identified and documented by the FMO, and the employee's immediate supervisor. Persons who have received below average performance ratings will not be dispatched until after the performance issue is dealt with. Depending on the corrective action, the red card qualification may be lowered, dropped or identified as a training need.

Task- All performance ratings need to be reviewed by the FMO and below average ratings need to be dealt with immediately. Persons will not be dispatched until after the rating has been discussed and corrective action identified. If changes in the red card qualifications need to be done, the Training Officer needs to be notified. Employees upon return from an incident need to inform the FMO, if they have received a below average rating.

9. TRAINING AND QUALIFICATIONS ANNUAL CYCLE

The majority of National, Regional, and Area Training occur during the winter months with local training occurring in the month of June. The majority of fire trainee assignments occur during the months of Jul-Oct. Task Books are issued year round.

Highlights of the Program:

Feb	Zone training needs Analysis Completed	Training Officer
Mar	Regional Training Program Developed	Area Chairpersons
Apr	Red Cards Reviewed and Updated Task Books Issued as Needed	FMO, (or delegate), Training Officer
May-June	Fitness Testing of Personnel	Packtest Administrator
June	Basic Fire Training Begins Red Cards Issued Red Cards Signed	Zone Training Officer FMO, (acting)
July-Oct	Fire Season Task Book Certifications Fire Trainee Assignments Review of Performance Ratings	Training Officer/Committee Zone FMO/Training Officer
Sept-Oct	Area and Regional Training Calendars Issued Training Nominations Accepted/Prioritized Individual Course Announcements Issued Training Begins	Training Officer Training Officer/committee Training Officer
Nov 1st	Training Nominations Due to Redmond Individual Course Announcements Issued Training Begins	Training Officer Training Officer
Dec-Jan	Experience Sheets Entered into IQCS Individual Qualifications Files updated	Training Officer

APPENDIX A
BIFZ Instructor/Training Roles and Responsibilities

Lead Instructor:

- Is responsible for acquiring the course materials in a timely manner from the training officer. Distributing lesson plans to the cadre so they may be prepared. This includes making copies of all quizzes, tests, and handouts applicable.
    - Ask for help if you need help
- Is responsible for overseeing the entire presentation of the course, and set-up/tear-down of facilities/field.
- The Lead Instructor must be prepared to teach all units of the course, in the event that an instructor is unable to teach at the last minute.
- Drafting agenda's, updating agenda's and passing them on to all involved parties including the training officer, update Supervisor and Training Officer on status or issues.
- Have a Cadre meeting and discuss your assignments, and expectations of the cadre which may even include problems from the past and how to overcome them.
- Turning in roster's to the training officer in a timely manner as to ensure certificates can be printed and awarded prior to the class ending.
    - Rosters shall include - Name of class, Date of class, Lead Instructor, and legible student names and the agency/district they belong to.
- Distributing and turning in course evaluations to the training officer.
    - Follow up on poor evaluations, review previous evaluations and make adjustments if necessary.
- Ensuring all course materials are complete, stored properly in the Blue Room and all equipment gets turned in appropriately.
- Complete AAR when course is complete, identify things to work on for next course presentation, ensure that information is passed onto training officer so that it can be passed onto the next Lead Instructor.

Unit Instructor/Cadre:

- Responsible for receiving your lesson plan from the Lead Instructor, and preparing to deliver a quality presentation.
    - Ask for help if you need help.
- Assisting the Lead Instructor in set-up and tear down of facility/field materials and equipment.
- If you are a part of the cadre commit to it, however if an issue or emergency comes up notify your supervisor and Lead Instructor ASAP so they are prepared!

Training Coordinator:

- Reserves training rooms, coordinates alternative/field sites with Cadre and Supervisor's.
- Orders course materials and distributes to the Lead Instructor.
- Coordinate student nominations and selections per the Current Field Manager's Course Guide and zone/area priority and needs.
- Coordinate with the Lead Instructor, keep informed on issues, needs, and status of course and provide assistance.
- Print course completion certificates and distribute to Lead Instructor for issuance to students prior to class completion. Enter completion into IQCS.
- Participate in Cadre meetings, AAR's, and assists Lead Instructor with follow up on course evaluations.

APPENDIXB

Filling out Task Books and Evaluations:

It is important to fill out evaluations with all information correctly, as this is documentation of record. Please take the time to fill out task books correctly the first time, or they will be returned to the final evaluator for all the information.

Specific incident name and/or number must be put in the incident block, credit is applied to that specific fire in the incident qualifications system, BIFZ Wildfires does not exist. If a person has had multiple fires, an evaluation block will need to filled out for each incident.

Final evaluators marking successful completion of all tasks, need to be sure to fill out the front cover. Make sure to fill out the line for what specific position the task book being certified is (this is especially important for multiple position task books).

It is also helpful to fill out the recommendations line for either why the trainee did not perform all tasks, or why they are being recommended for full certification.

Complete dates with month, day and year are required.

APPENDIXC

BIFZ Training and Qualifications Review Committee, recommended criteria for task book certification in specific Fire Positions:

DIVS and above will require a type 1 or 2 Assignment.

TFLD, STL, CRWB, ENGB will require an organized off/on district assignment with evaluator.

ICT3 will require an assignment in each fuel type represented by BIFZ, South-half Desert and North-half Timber.

RXB2 will require an assignment in each fuel type represented by BIFZ, South-half Desert, and North-half Timber.

FIRB will require an assignment in each operational area of wildfire and prescribed fire.

FFTI will require an organized on/off district assignment with at least one assignment block signed by a CRWB evaluator.

APPENDIX D

BIFZ Training Requirements for Specific Red Card positions:

DRIV- (Field Driver for wildland fire or prescribed fire activities)

Must take Light Work Capacity Test, and attend Annual Fire/or Driver Refresher.

Driver Orientation/Refresher Includes:
Radio Use or updates, Fire Shelter Deployment video and exercise, Safety Zone Identification, and any current lesson's learned or safety alerts pertinent to driving.

Recommended is I-100 Introduction to ICS online module.

Driver orientation training will count as a refresher for Driving Positions, however driver refresher does not count as RT-130 fire refresher.

READ (Resource Advisor) Training as suggested per the Resource Advisors Guide:
S-130, Firefighter Training
S-190, Introduction to Wildland Fire Behavior
I-100, Introduction to ICS (self-study)
IS-700 NIMS an Introduction (self-study)
I-200, Basic ICS (referenced as suggested in READ guide, recommended per the zone)

Annual Wildland Fire Refresher Training and at a minimum Light Work Capacity Test

Bi-Annual Resource Advisor Training/Refresher