

United States
Department of
Agriculture

Forest
Service

R-6

OR/
WA

Bureau of
Land
Management

United States
Department of
Interior

Reply Refer To: 5100/1700 (FS)/9210(BLM) (OR-934) P

Date: February 21, 2003

**EMS TRANSMISSION 03/03/03
BLM-Information Bulletin No. OR-2003-091**

**To: Forest Service Region 6 Forest Supervisors, Area Manager, Regional
Directors, and BLM District Managers**
Subject: Incident Command Human Resource Specialist Refresher Workshop
Reply Due March 6, 2003

The Pacific Northwest Region is planning a Human Resource Specialist (HRSP) Refresher Workshop to cover issues from this past fire season that have impacted the effectiveness of HRSPs while assigned on incident. In addition, the workshop will provide facilitated discussions that will prepare HRSPs for this upcoming fire season. (Agenda, enclosure A)

This is not HRSP training; therefore, please do not send attendees hoping to gain the appropriate training to become a certified HRSP.

To retain red card certification as an HRSP, the Forest Service requires attendance at geographical area refresher workshops. (See enclosure B, 5109 handbook reference.) The last Region 6 refresher was held in 2002 and not all HRSPs attended. Generally R-6 holds refreshers every other year; however, since not all HRSPs could make it last year AND since this past season had such a heavy impact of issues for our HRSPs, we are planning a refresher this year to catch those missed last year and to debrief from this past season.

BLM recognizes the above requirement is a Forest Service Policy and not BLM. However, it is felt this is an appropriate policy and request BLM District Managers send their HRSPs in support of maintaining consistency between agencies and current in the HRSP program.

Forest Service HRSPs who did not attend last year's refresher are at risk of losing their red card certification, and it is critical they attend this session. A current listing of certified and trainee R-6 HRSPs is enclosed as enclosure C. Many HRSPs from years past have already been dropped from the list. If you have employees that have been performing as HRSPs, and are not on the enclosed listing, they are required (as well as those HRSPs listed) to attend the refresher to again be recognized as certified **and** to regain their valid red card status as an HRSP.

Please provide the names of those HRSPs on your units who plan to attend by March 6, 2003.

The workshop will be held from 0900 on March 10, 2003, through 1630 on March 11, 2003. Human Resource Specialists recognized in the Regional program have been notified of these dates for several weeks, allowing them enough time to plan for attendance. The location of the session will be the Sheraton Portland Airport Hotel, 8235 Northeast Airport Way, Portland, Oregon 97220. The Sheraton Portland Airport Hotel number for reservations is 1-800-808-9497.

Forest Service Region 6 Forest Supervisors, Area Manager,
Regional Directors, and BLM District Managers

Page 2

The Hotel is holding a block of rooms for this workshop until March 3, 2003. Please have those attending the workshop call prior to March 3rd for reservations, and mention they are attending the Human Resource Specialist Workshop.

The Region is inviting all outside agency trained HRSPs to this workshop as well. Those trainees and qualified HRSPs within the Pacific Northwest area from Bureau of Indian Affairs, Fish and Wildlife Service, Bureau of Land Management, Washington State Department of Natural Resources, National Parks Service and Oregon Department of Forestry, who have been trained and/or are an active HRSP within our Region, are invited to attend.

Logistics for the HRSP Workshop is being handled by Jacquelyn Oakes. Please provide your list of HRSPs to her directly by **March 6, 2003**. Those who may require reasonable accommodations at this session, please contact Jacquelyn directly to assist you in meeting your needs. If you have questions or concerns, Jacquelyn can be reached at 503-630-8815 or e-mail joakes@fs.fed.us. Her mailing address is Clackamas River Ranger District, 595 Industrial Way, Estacada, Oregon 97023.

/s/ Laura L. Perrett
LAURA L. PERRETT
Director of Fire and Aviation Management
Forest Service
Region 6

/s/ JA Kendell Snell (for)
LEO SIDEBOTHAM
State Fire Mgmt. Officer
Bureau of Land Management
Oregon/Washington

Authenticated by
Mary O'Leary
Management Assistant

Enclosures (3)

Encl. A - [Agenda](#)

Encl. B - [5109 handbook reference](#)

Encl. C - [Listing of Certified and Trainee R-6 HRSPs](#)

cc:

R-6 Qualified HRSPs

R-6 Trainee HRSPs

Mike Spencer for disbursement to

Regional Fire Training Officers

Gerry Day for disbursement to R-6 Dispatchers

BLM DISTRIBUTION

WO (FA-100)-1

-

Enclosure A

**HUMAN RESOURCE SPECIALIST ANNUAL REFRESHER
10-11 MARCH 2003**

Tentative Agenda

Monday, March 10, 2003

0900-0930	Welcome, Logistics, Agenda Review	Robin Udey Jacquelyn Oakes
0930-1000	Testing your Current Knowledge Participants Take Final Exam for HRSP Course	
1000-1130	Region 6 HRSP Update What's on the Radar Screen? Review of last season	Robin Udey
1130-1230	Lunch	
1230-1430	Cumulative Stress-Symptoms, Behaviors, etc.	Vard Miller
1445-1630	Cue-Card Explanation/Exercise (Development of cue cards to help us accomplish our work)	Bill Otani

Tuesday, March 11, 2003

0800-0900	Working with contracting on contract crew conduct	Robert Gavenas
-----------	---	----------------

issues - Bill Otani getting someone for this piece

0900-1000	Documentation review	Robin
1015-1130	Accident Investigations-HRSPs support to the process.	Robin
1130-1230	Lunch	
1230-1330	Fire Board of Directors upcoming presentation input/review.	All – facilitated by Robin
1345-1630	Open Forum Discussion – past season debriefing	Group discussion

Enclosure B

5109.17_20.6-25.16
Page 1 of 1

25.14 - Exhibit 01--Continued

Planning Position Qualifications

HUMAN RESOURCE SPECIALIST (HRSP)

<u>TRAINING:</u>	<p>LEVEL 1 Geographic Area Human Resource Specialist Training</p> <ul style="list-style-type: none"> I-100 Introduction to Incident Command System S-110 Wildland Fire Suppression Orientation for Non-Operations Personnel S-260 Interagency Incident Business Management
<u>CERTIFICATION:</u>	Attendance at Geographic Area Human Resource Specialist Refresher Workshop
<u>PREREQUISITE EXPERIENCE:</u>	<p>Experience and/or training that equipped the individual with a general knowledge of civil rights, equal employment opportunity and personnel programs; conflict resolution; facilitation, fact finding and effective communication skills; and administrative and management advisor skills.</p> <p style="text-align: center;">AND</p> <p>Satisfactory position performance as a Human Resource Specialist</p>
<u>PHYSICAL FITNESS:</u>	None
<u>OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY:</u>	None

Enclosure C

LAST NAME	FIRST NAME	STATUS	AGENCY	LOCATION	PHONE NUMBER	EMAIL ADDRESS	REG HRSP COORD
ALVARADO	ROBERT	C	FS	R6-RO	503-808-2901	ralvarado@fs.fed.us	RU
ANDRICH	NANCY	T	FS	R6-UMPQUA	541-496-3532	nandrich@fs.fed.us	RU
BAMBE	DAINA	T	FS	R6-MT. HOOD	541-352-6002	dbambe@fs.fed.us	JE
BARNETT	YOLANDA	T	FS	R6-WINEMA	541-883-6772	ybarnett@fs.fed.us	RU
BLODGETT	TINA	T	FS	R6-WENATCHEE NF	509-763-3103x231	tblodget@fs.fed.us	RU
BOLLINGER	SALLY	C	STATE	WA-WDNR OLYMPIA	360-902-1119 or 509-925-0918	Sally.Bollinger@wadnr.gov	RU
BSTEVES	JOSEPH	C	FS	R6-GIFF/PIN NF	509-395-3424	jesteves@fs.fed.us	RU
BURD	EARL	C	FS	R6-GIFF/PIN NF	360-891-5105	eford@fs.fed.us	RU
HAASE	DANIEL	C	FS	WO-PORTLAND	503-326-3294	dhaase@fs.fed.us	RU
HANSON	SHELLEY	T	FS	R6-MT. HOOD NF	503-622-3191X652	sbutler@fs.fed.us	RU
MANEZES	SUSIE	T	BLM	OR-VALE	541-473-6249	Susie_Manezes@or.blm.gov	RU
MARTINEZ	ROBERT (Alex)	C	FS	R6-WENATCHEE NF	509-664-2785	ramartinez@fs.fed.us	RU
MELSON	MARIA	C	FS	R6-SIUSLAW	541-750-7023	mnelson@fs.fed.us	RU
MELSON	NANCY	C	STATE	WA-WDNR OLYMPIA	360-902-1141	nlholm@attbi.com	RU
MORTON	DEBBIE	C	BLM	OR-SALEM	503-375-5656	Debbie_Norton@or.blm.gov	RU
JOAKES	JACQUELYN	C	FS	R6-MT HOOD NF	503-630-8815	joakes@fs.fed.us	RU
MORTEGON	ROLANDO	C	FS	R6-RO	503-808-2220	rortegon@fs.fed.us	RU
MOTANI	WILLIAM	C	FS	R6-MT. HOOD (WO)	503-668-1601	wotani@fs.fed.us	RU
MTPASS	TOM	T	FS	R6-UMATILLA NF	541-427-5306	tpass@fs.fed.us	RU
MTPATTERSON	WAYNE	C	FS	R6-SIUSLAW NF	503-392-3161	wpatterson@fs.fed.us	RU
MTCREED	ROBERT	C	FS	R6-UMATILLA NF	541-427-3231	rcreed@fs.fed.us	RU
MROMERO	RAYMOND	C	FS	R6-FREMONT-WINEMA	541-365-7020	rromero@fs.fed.us	RU
MURKE	MARY	C	FS	R6-COLVILLE NF	509-775-3305	mrourke@fs.fed.us	RU
MUNDERS	CINDY	C	STATE	WA-WDNR OLYMPIA	360-374-2812	Cindy.Sanders@wadnr.gov	RU
MSTEWART	JON	C	FS	R6-DESCHUTES NF	541-593-8406	jstewart@fs.fed.us	RU
MATE	NORVERY	T	BLM	OR-MEDFORD	541-618-2318	N1Tate@or.blm.gov	RU
MTHOMPSON	TOM	T	FS	R6-UMATILLA NF	541-427-3231	tdthompson@fs.fed.us	RU
MGIL	RUBEL	C	BLM	OR-BAKER	541-523-1438	Rubel_Vigil@or.blm.gov	RU
MWATSON	DEVI	C	STATE	WA-WDNR OLYMPIA	360-902-1288	Devi.Watson@wadnr.gov	RU
MORNOM	NITA	C	FS	R6-UMPQUA NF	541-957-3397	nwornom@fs.fed.us	RU