

**WESTERN WASHINGTON INTERAGENCY TRAINING ZONE (WWITZ)
OPERATING PLAN**

Revised March 2014

MISSION:

To provide National Wildfire Coordinating Group (NWCG) approved courses with a coordinated Interagency approach to Incident Management Training in Western Washington.

OBJECTIVES:

- Identify issues and recommend pro-active solutions to potential problems related to interagency Wildland Fire and All-Risk training programs.
- Develop recommendations for consideration and/or concurrence by the Pacific Northwest Wildfire Coordinating Group (PNWCG).
- Provide the membership with new techniques, practices and procedures, which facilitate more effective interagency Wildland Fire Management / All-Risk Training in Western Washington with the emphasis on these items:
- Facilitate on-the-job training opportunities between agencies.
- Collect training needs analyses for Western Washington 100, 200 and 300 level (as approved by PNWCG) courses.
- Provide Interagency Courses at the 100, 200 and 300 levels. All requests for 400 level courses (except ICS-400) will obtain approval through the WWITZ who will obtain approval through PNWCG-TWT (Training Working Team).
- Provide Course Coordinators with proper guidance. Course Coordinators will utilize the NWCG Course Coordinators Guide and Field Manager's Course Guide.
- Coordinate Memorandums of Understanding (MOUs) with Public Training Providers (PTPs) for the delivery of NWCG training courses to optimize training opportunities for cooperative fire suppression agencies and provide for periodic evaluation/monitoring of PTP courses.

Membership

The WWITZ will be composed of one representative from each of the following agencies. The Agency representative will be authorized to make specific decisions and commitments for their unit. Member agencies include:

Bureau of Indian Affairs,
Olympic Peninsula Agency
Puget Sound Agency
Quinault Agency (QIN)
Federal Emergency Management Agency (FEMA), Region 10
Joint Base Lewis-McChord

National Park Service
 Mt. Rainier National Park
 North Cascade National Park
 Olympic National Park
US Fish and Wildlife Agency
US Forest Service
 Gifford Pinchot National Forest
 Mt. Baker-Snoqualmie National Forest
 Olympic National Forest
Washington State Dept. of Natural Resources (DNR)
 Natural Resources Building and Olympia Staff
 Northwest Region
 Olympic Region
 Pacific Cascade Region
 South Puget Sound Region
Washington State Fire Defense Committee
 Central Region
 Northwest Region
 Olympic Region
 South Puget Sound Region
 Southwest Region

Additional membership from other agencies or associations having wildland fire training programs or wildland/urban interface are welcome to join the WWITZ.

Committee Chairperson

1. The chairperson of WWITZ will be selected from the Agency representatives.
2. The chairperson will serve a two-year term beginning October 1.
3. The position of chairperson will rotate among all member agencies. The order of rotation will be: Department of Agriculture, Department of Natural Resources, Department of Interior, Fire Defense Committee, Quinault Indian Nation, FEMA Region 10, Department of Defense (Ft. Lewis-McChord Joint Base).
4. The chairperson will be responsible for scheduling committee meetings, preparation of meeting agendas, recording meeting minutes, maintaining committee records, preparation of training schedules, handling committee correspondence and communication.
5. The chairperson may appoint or assign individual members specific duties or tasks, as needed, for the good of the committee.
6. The vice chairperson will be the chairperson elect and the primary role of the vice chairperson is to provide a smooth transition to the chairperson position. He/she will serve 2 years as vice chairperson and 2 years as chairperson.

Procedures:

1. WWITZ will meet at least twice each calendar year, on or about February 15 and October 15. The chairperson may call for additional meetings as needed. The meetings will be centrally located in Western Washington.
2. Each WWITZ member agency will provide an annual training needs analysis through its own agency process. The needs analysis for regional and national courses at the unit level (Agency, Area, Park or Forest) will be completed and sent to the Pacific Northwest Training Center by **March 1** each year. The needs analysis for local training courses will be sent to the chairperson by **October 15** each year.
3. The chairperson or appointed member will combine the local needs analyses, and identify courses having 20 or more candidates as a critical need. The chairperson will distribute the compiled data to agency representatives at least five working days prior to the October meeting, so that agency representatives can decide on possible sponsorship of courses.
4. By the October meeting, agency representatives will make a commitment to sponsor courses in the coming year. The number of courses that each agency sponsors should be proportional to the number of candidates that each agency identified in the needs analysis. Sponsoring agencies will select and arrange for a course coordinator, instructor cadre and training facility. Training materials will be provided by the course-hosting agency. It is the goal of the WWITZ to not charge member agencies tuition to attend courses. It is understood that at times there are circumstances in which tuition must be charged, due to the high costs of materials, equipment, facilities and/or instructors. If an agency must charge tuition, the sponsoring agency will notify WWITZ members that a course will require tuition and the reason it must be charged. If the cost of course materials is substantial, in lieu of charging tuition the course-hosting agency may request, via a course announcement, that the sending agency provide specific materials for their students. The NIFC catalog number (NFES#) and cost of identified material will be listed in the course announcement.
5. At the October meeting, the agency representatives will provide the detailed information needed for posting on the National Fire Training website. The information will contain the course title and description, course date(s), location, the name of and the contact information for the course coordinator, course prerequisites, and nomination deadlines. The chairperson will consolidate the course details and publish the zone training catalog by **November 15** each year.
6. A WWITZ representative will update the National Fire Training web page with current information when classes change or are added. Changes to classes should be sent directly to the WWITZ representative responsible for the website.
7. Nominations will be sent to the course coordinators in writing (FAX, mail or email). Any nomination received by the course coordinators must have already been cleared with the appropriate personnel in the nominating agency.
8. The course coordinators will be responsible for the notification to students and training officers of final selection of the course attendees. The final selection should be proportional to the numbers identified in the combined needs analysis.
9. Course coordinators of WWITZ sponsored training will use the *NWCG Course Coordinator Guide* and *Field Manager's Course Guide* as their operating guidelines for all course planning.

WWITZ course coordinator will compile a course completion list and send it to the unit training officers for USDA/USDI, the training manager in Olympia for DNR trainees, and the Fire Defense Board representatives for fire service trainees. The course coordinator will also issue completion certificates to trainees.

10. WWITZ will act as a steering and oversight group for all proposed zone training to ensure that course instructional objectives, course content, trainee prerequisite requirements, presentation methods, audio-visual aids, testing methods and course evaluation procedures meet the highest possible standards, maintain interagency scope and applicability and fully utilize all agencies' training resources and talents.
11. A WWITZ representative will represent the committee at the PNWCG-TWT meetings and serve as liaison between the WWITZ and the PNWCG-TWT and the other zone training committees. The purpose of such contacts will be to communicate WWITZ training concerns and issues, recommendations for curriculum changes, improvements in course presentation techniques and the adequacy of the regional training plan in meeting WWITZ member needs.
12. Decisions needing to be made by the agency representatives for the WWITZ will be by a simple majority present at the meetings.