

**GATR MEETING AGENDA**  
**May 5-7, 2015**  
**Boise, ID**

**Welcome/Introductions**

Chair

Woody Kessler – Development, Deb, Fleming – Training Program, Amy Skraba – AK, Renee Beams – NW, Chair, Kim Bang – RM, Rosie LeMire – NR, Melissa Wegner – NR via phone, Sharon Allen-Brick – SA via phone, Kelly Woods – GB, Anna Dinkel – S CA, James Villard – SW, Marlene Eno-Hendren – BLM Fire OPS, Rebecca Sorensen – GB, Mark Skudlarek – GB, Scott Swendesen – RMACC, Suzie Stingley – NICC, Donna Kreiensieck – ATPM, Tim Blake – NWCG Preparedness, Sean Cross – NWCG, Mike Ellsworth – BLM-NTO, Russ Babiak – FWS- NTO, Jill McCurdy – FS- NTO, Jim Shultz NPS –NTO, Robert Ridgeway – FEMA via phone, Chris Buhrig – Facilitator, Opal DePue –Note Taker

Renee opened the meeting discussing all the change that is going on in the training world and the need for the GATRs to continue to have a voice and stay engaged in those changes; looking for opportunities to affect the change and make sure that it doesn't adversely affect the boots on the ground fire fighters.

**Review and Update Action Log/ Update GATR Mailing List**

Facilitator

The Action Log was updated.

**FEMA Courses via Conference Line**

Beams/Woods/Robert Ridgeway

Open discussion with group prior to phone call with Robert Ridgeway. Some of the following challenges with ICS 300 and ICS 400; Large print jobs, cost per course material, possibilities of printers for zones or print on demand contract with cache? Field manager course guide, need to look at it, not our language, conflicting. Our instructor qualifications, where are we? and are we close? February document regarding FEMA page, our experience path is recognized, the language and we will be in their instructor data base. Give names to Leigh-Anne, will there be a notification when the names are in the data base?

Hard copy course materials are too bulky and voluminous: discussed the need to transition the course materials into an electronic format, possibly with a workbook to use for exercises. Bob explained that EMI was looking at doing that for all future courses and related course materials, and that he anticipated that the All-Hazards Position Specific course materials would be converted to an electronic format as the course are updated and revised in the future; within the next few years.

Students are not issued certificates immediately upon completion of classes: Bob explained that current EMI policy was to not issue certificates until completed FEMA 119 applications from the class were received in Admissions. A problem for the end users with that policy is that some organizations will not reimburse students for the expenses incurred in attending the class until they see a copy of the completion certificate, leading to delays in reimbursement. He noted that the current system had improved over the past year, as certificates are now e-mailed to students by Admissions, which has reduced the time needed for students to receive them. In addition, he has raised this issue with his Branch Chief and suggested a change in policy that would allow the certificates to be issued by the local AHJ, which would eliminate this problem. This is an EMI-wide issue, so it may take some time and study before any changes are made to the existing policy. However he will continue to work on it and push for improvement to the existing system.

**Action Item Task # 206 update: Write a white paper to Tony Russell the Superintendent of EMI regarding certificates process and logos, process for SME to be involved, curriculum and rewrites for NWCG.**

Bob mentioned any agency can issue a certificate using the FEMA material.

NIMS training program is FEMA's bible, the September 2011 document is in the process to be updated. Examples given EL952 POI- it has conflicting information, requirements and 3<sup>rd</sup> set of criteria, ICS 400; C & G, optional for unit leader course, there are conflicts because of updates and publication dates. Three different rule sets for one course.

Course evaluation forms currently used for the evaluation of courses have expired dates: Bob explained that EMI/FEMA policy was to continue using forms until they are replaced by a more current version, so their use is not a problem. However EMI is also looking at the possibility of replacing hard copy evaluations with electronic versions in the future, at least for some classes. One issue that will need to be dealt with is that EMI offers many classes in rural areas, where access to computers and electronic versions of course evaluations are not as prevalent as they may be in more populated areas. EMI will continue to study this issue with an eye toward making improvements in that area in the future.

There are issues with course content, accuracy and editing in some courses: A specific issue was raised about the Supply Unit Leader course (970) in regards to editing and in some cases information that needs to be updated. Information was provided that EMI would be updating all Position Specific courses within the next 1 – 2 years and that when that occurs, they will be assembling a group of SME's and personnel who teach the course and are well familiar with the course materials to accomplish the task. In the interim, editing and other corrections as needed will be made to the materials and the corrected versions will be posted on the Position Specific website. Bob is currently soliciting any needed corrections that need to be made to course materials, so if anyone else has any corrections, please forward those to him as soon as you can.

How to get feedback to Bob: Evaluations are completed by every student. There is also a course evaluation summary that he reviews regarding any errors or possible rewrites.

## **NWCG Development Update**

Woody Kessler

NWCG Curriculum Revision Status – Handout #1- Provides details on courses, project leader and status.

The target is ROSS and its illusiveness. D310 can be put on in February 2016; Richard Deliro POC for access and is on board.

### RX310-

- Arkansas, Mississippi: Instructional materials, driven by cadre, enhance, make it local.
- Project based evaluations
- Take home exam an option? Needs to be agreed upon.
- Pre-course work (when finalized it will be required) not a pass/fail to get in, still keep it, 70%.
- Close to field review (need two more units information)
- Woody will send out a request for SME's for two units (4E, 4F) Melissa will send stuff to Woody.

RX410- New project lead is Josh. Continue to follow smoke management guide, local, state, regional, specific to where class is being held. RX-410 committee- Mark Fitch is the POC. It has a similar design to RX-310, longer shelf life.

S-130- In the process of trying to sync ILT and on-line (ILT/ blended match), August/ September starting the contract.

S-203- Add social media guidance, plan is to go back to PIO2 from PIOF - mnemonic change.

S-262- Better plan coming soon, there are two geographic areas looking into it.

S-290- Sync ILT/ online course material.

S-390 is scheduled for FY 16 and S-490 is scheduled for FY 17.

### S-300-

- Experimental method of what the class can look like, 6 months to develop, product complete. Course is more student focused, and driven.
- Overview: front end- 4 competencies areas, some required/optional modules.
- Narrowed down application into a one day course. How do we manage it?

S-336- SME's updating.

S-482- nearly done, June 3<sup>rd</sup> should be completed.

NWCG committees: FI revisions on hold due to litigation.

D110 – Not being revised by NWCG right now.

Development in the hopper: RX-340/341, S-244, D311/312, S-262, S-339

A request is in now in with fire behavior committee for building a Behave program- online course through the same contractor, this next FY. Canadian Behave.

S-260- online or classroom portion, facilitate online course- LCMS next year.

Updating the website:

- Training program; maintain site.
- 508 compliance; enterprise team is working on documents on website for compliance.
- Working towards more online content.

Refresher:

- New strategic plan for refresher program, staying in the training program.
- Moving towards renaming: Continuing education instead of refresher.

**Develop Topics for NTO's**

All

- Update on what NTO's are working on
- Leadership training they are planning on sponsoring (example L-380, funding and delivery)
- L-481 all agencies
- Communication on SME and funding processes
- 2015 310-1 update, comments data
- FML/NFML tasking
- FEMA implementation, FEMA certificate
- NAFRI nomination process
- L-580 process/ coordination
- Until FEMA has a baseline qualifications document, second guessing, what pieces will change?
- L-580 Coordination
- Intel positions
- M-581
- IQCS web based feedback

What is NIC? National Integration Center- oversees NIMS for FEMA. Also provides guidance documents for nation. Doc Lumpkin is the Director of NIC.

### **ADs and Training (Attendance/ Instructors)**

Beams/ Stingley

Heard three geographic areas regarding AD's, application process FS determines the need. What is the national perspective on need? What is the direction/ policy by doing this?

Seeing AD get required training, paid for two weeks and then never available for a fire again. Letter came out PNWCG on capped qualifications with AD's. Dispatch centers overloaded with AD's, forest by forest, district by district. There is no set policy.

Implementation-

- AD workload? MA study, IDOT study, AD's have tripled from 2008
- Actions on a localized level- looking at agency and geographic area.
- Streamline automated- National AD process? **Put Susie on list (GATR priority list) - Kim is doing this.**
- Gate keeper? Closest forces? Initiative on the geographic area.

### **Intelligence Support Specialist**

Scott Swendsen

- The INTS training course is out of date, does not meet current NWCG training standards and has not been maintained since 2008.
- The INTS training course content does not reflect current intelligence roles, tasks and activities.
- The INTS training course content does not address the changing technologies, computer applications and social media processes.
- The INTS qualification and PTB are also out of date and do not reflect the skills and competencies needed to be a quality INTS on an assignment

### Current Resources in ROSS

- 165 INTS
  - 83 Qualified / 77 Trainees
  - 22 EFF/ADs
  - AKC 5 / NO 17 / SO 26 / RMC 18 / SAC 17
  - NRC 10 / SWC 15 / GBC 14 / NWC 15 / EAC 27
  - NICC 2
- 28 INTL (INTL qualification no longer supported)
  - 20 Qualified / 8 Trainees / 6 EFF/ADs
  - NO 6 / SO 7 / NWC & GBC 3 / EAC 2
  - RMC, SAC, NRC, SWC each has 1

## Ross orders 2014

- Intelligence Support Specialist
  - 101 total requests for INTS
  - 52 were name requests
  - 14 INTS had 67 total requests
- Intelligence Support Lead
  - 37 total requests for INTL
  - 22 were name requests
  - 7 INTL had all 37 requests

## Current Status

- National cadre met in December 2014
- Membership
  - NICC Intel Coordinator
  - 6 GACC Intel Coordinators
  - 3 Local Intel Specialists
- Initial meeting to begin INTS training course revision; however was evident that the INTS qualification & PTB had to be updated first

## INTS PTB

- Reformatted to current NWCG standard PTB
- Rewritten to add additional competencies, behaviors and tasks
- Added tasks which need to be completed geographic and national levels which will require assignments to GACCs and NICC
- Strengthen the expectations of what knowledge set will be required as INTS

## INTS Training

- Used updated PTB to redevelop course objectives
- Rewrote course objectives to NWCG standards
- Content revised to address current intel issues / workload (SIT/209, daily reports, COGNOS)
- Additional simulations and exercises added
- Course lengthened to 32 hours & 4 hours pre-work

## Next Steps

- NWCG Training Certification??
  - Tie in with Dispatch certification process

- Unlikely due to NWCG reluctance to have courses with specific application training
- Non-NWCG Certification Process
  - New FEDERAL WILDLAND FIRE QUALIFICATIONS SUPPLEMENT (January 2015)
  - FWS Certification
  - National Training Officers / GATRs
- PTB Certification and posting to NWCG web
- Course re-write
  - Initial draft completed
  - Cadre will be reviewing each unit and doing 2<sup>nd</sup> draft
  - Course editor/writer will combine into 1<sup>st</sup> full course draft
  - This fall, a walk-through of course will occur
  - Alpha & Beta courses to occur late fall/early winter
    - California and Rocky Mountain Areas to host

INTS is primary focus, current and revised PTB, 310-1 (pg. 29, 30) for criteria to get INTS position considered, new course objectives, current supplement. Federal agencies buy in-common qualifications, path of least resistance. Go supplemental. Funding? RS initiative then what? After Beta testing: Training/ Cadre development.

### **NWCG Tasking Memo 15-003**

Sean Cross

Refer to Memo 15-003 -Hand out #2 that was emailed out to everyone.  
Time to revise P101 Prevention, last rewrite was 2007. There are 14 documents-NWCG publications that CPC owns.

Wrestling with:

- training curriculum- house standards, to do the job, qualifications 310-1
- PTB's- little vague, is not the house standards it's a tool to meet that qual. More opportunities.
- PMS 210- position by position
- Base of issue is what to fix
- Required vs recommended
- Where would you start? A course or function area or across a functional area. Tasking group?
- Standards- Day time job? PTB?
- Leadership curriculum- latitude/freedom-contractors have had, strength but at the same time building generation of folks. Key courses from different vendor's consistency?
- SME only state, labor is funded. Course development funded by NWCG? Cost of Contractors and requests for new products.
- L series- very loose, cadres, Challenges: Need to pay attention to the consistency of courses in different geographic areas.

Standards = experience+ education+ training

## **NWCG Update**

Sean Cross

13 committees, 45 subcommittees, 400 products, 400 people-structure, Executive board, NWCG staff, Training program-Deb +20

Big Challenge: Governness. What is NWCG establishing as policy?

Updating website- June 1<sup>st</sup>, simple site, understand, availability, and organizational structure of every single committee. Support us, there will be errors.

NWCG Master Committee Charter- 27 pages, executive board looking at draft now, hoping for sign May 20<sup>th</sup>.

## **S-341 GIS Specialist for Incident Management**

Emmor Nile

2016 Training Opportunity- Hand out # 3 – provides details on course description, target group, and course requirements.

**DECISION: GIS trainees for FY 16, and location to hold it, finance / hosting responsibilities: NW. Beams will get dates to Emmor.**

Issues with the target group: Students not qualified or do not have GIS skills. S-341 is not a training course for GIS.

From an informational stand point: priority trainee list?? Less than 30 percent of trainees get called, solicitation for ideas to get more trainees out on assignments. What is the accessibility of S-341 across geographic areas?

Denver/ Florida classes went well. Some frustrations with monies in the southern area state foresters, reimbursement from private was difficult.

## **OAS & Hosting Aviation RT Courses/ NWCG vs IAT Ownership**

Kelly Woods

RT- 372, Helicopter Manager Workshop- Hand Out # 4 Refresher that was recently held in Boise Idaho

- RT-372 rotating on a three year interval, four hour course
- Agenda had all A courses
- Doesn't meet field manager course guide for helicopter managers
- 300 level classes and above approval is necessary
- Where is the line NWCG-IAT-RT 372 interpretation

Challenges:

- Definition on handling this? S, RT, Aviation, Fire line Courses
- Supervisor Vito agreement
- Fire vs non fire helicopter manager

***Action Item: Write a white paper to elevate open dialogue with OAS regarding opportunities shared and missed. Due July 1<sup>st</sup> 2015- Kelly Woods***

Define an OAS notification process when courses are being put on in geographic area RT- NWCG verbage.

**AGENDA ITEM: OAS representative invitation to meeting, IAT subcommittee meeting for NIAC.**

- NAFRI Nomination process
- Google Docs
- GATR stand point: 310-1-discussion, GATR comments- concerns, consequences, FEMA, etc.

**Meet with National Training Officers**

All

NTO Updates:

NPS-

- No issues, developing budgeting course (WF Budget FMO) online. NPS user as of now.
- L Courses- information sharing- GATR/NTO being put on and impact on numbers and classes.
- L-381 – SE- Florida Parks in June
- Dual fund L481, SE Atlanta ( Fall- Nov./Dec. TBA)
- All hazard IMT audience – Sean Nagle
- Side note worked with Ann Black on MFIT, strategy briefing paper tramatic stress and correlation with wildland firefighters. Will send to GATR when roll out
- Reinvigorating wildland fire module program
- Funds good

FWS-

- Funds for workforce nationally trimmed down, field – stabilized.
- Concern: with limited time with employee development. Training attendance is low in the last 5 years
- Interest in priority training list
- L-courses- Gettysburg invested; investing in L580 in the fall.

#### BLM-

- New standard for READ implement by 2016
- Working on new standard for chainsaw refresher
- L courses- BLM 2017 standards
- New effort- create L580 for emerging leaders, engine module, ICT3 FOS
- Waldo Canyon Staff ride
- Leadership committee- Colorado springs for place

#### FS-

- NIMO's target- FS validation of Fire and Aviation Quals guide. Letter for comments for changes comes out next week.
- National Engine Academy- went to meeting, audience for ENOPs, maintenance, safety and rules, direction from Tom Harbour.
- Standardization- audience?
- Course design and development-SME process/selection- Project lead needs to work with SME. Solicitation of SME's, opportunities for more models. Career seasonals for target audience of SME's.
- Tasking, expectations, standards of SME's needs to be clear intent and established.

#### Russ-

- Keep focus on fire related staff rides IQCS logged as training. Continuing education rather than N course. L #? Or individual course name.
- Kim- GIS-GEO reference site map for staff ride- rolls out in the next few weeks.

#### L481 Complex competency in IQCS, S420 or L481 by 1<sup>st</sup> of June.

- Course design criteria- commentary over
- Edits- recertify design criteria
- MCS getting out of L-480. Jim Shultz new L-480 curriculum lead.
- Alternative pathway- final draft available

#### 310-1 2015 update

- OTC meeting- looking at those comments, consolidation, common themes, clarifications to change.

#### NFML/FML tasking

- Ties in M581. Looking at education training to teach agency administrators. What does FMO need to know? SME – classroom education for fire management and agency administrators. The word “leadership” is being taken out.
- OTC being tasked, need a tie to NWCG training shop, educational design criteria, facilitating, desiring outcome to lead.
- BLM side- draft memo, looking at qualification side, AEOM shadowing program
- FS- no changes

- Training committee tasking- receiver-OTC to build two SME task teams and design criteria.

#### OAS RT 372 update to NTO

- BLM- if four objectives being met then it's a RT372- not national training
- Geographic areas- decision space to send folks or not
- NPS- Agrees with Ellsworth
- FS- Meets right now (NIAC)- IAT subcommittee, recommends request for change, standard issue.

#### FEMA Implementation

- Updated NTO's with yesterday's notes
- Woody- on demand brief to NTO's for printing purposes
- FEMA certificates-NWCG point of interest, Deb will bring to table. NIC training group will get together for oversight- state training officers.
- Funnel all FEMA feedback to developmental shop NWCG
- Need to get more SMEs from Wildland Fire to help FEMA with their course revisions

#### NAFRI Nom Process

- Different Nom dates- mess
- Google Docs, IQCS- awareness to NTO's
- Agency policy- all noms to NAFRI go thru GATR
- FS NTO sit down with Pietz to discuss agency policy of nomination process
- Definition of nom form?
- Training vs. assessment

#### L580 Coordination - Kelly updated NTO's from yesterday's discussion

#### Intel position

- Process for change- does not meet 7 criteria for 310-1
- Bring up agency channels thru training
- Committee interagency
- PTB- Agency stamps, on who adopts that task book. N #- expectations, standards package.
- IQCS web-based feedback, survey out there for feedback on web based training, glide path to do away with instructor lead courses for IQCS.

#### **Briefing on TICS status**

Beams

- 1998 Task group built the national web page, different policies
- Website looking at moving under NIFC
- New IT behind Jill
- June may start the move

## **RAWS Materials Consistency between GEO Areas/Request for RAWS classes**

Herb

October 19-23 2015 – NR

October 26-30 2015 – GB

November 2-6 2015 - ?

March 21-25 2016 - ?

March 28- April 1 2016 – NR

(James Villard- will pick the date for the travel one)

## **Course schedule sharing and identification Geographic Area Training needs analysis** All

Shared course schedules and geographic area needs

## **Geographic Area Priority Trainee Program Update/Review**

Bang/Wegner

- Clearly identified process/Doc. Located on Coordination Center web pages
- All geographic areas are not doing the same process with IMT1 and IMT2 prioritization of trainees.
- What is the percentage of success that people are getting assignments from GATR priority lists?
- What is the percentage of success of folks getting out in different geographic areas?
- Could a national priority list be valuable?
- Local line officers buy off on the number of trainees on IMT's
- This program is another tool to be marry up with another tool
- Good idea to have training specialists on IMT's.

## **Endorsements Update**

Ellsworth

- Tasking OTC to work on endorsement for wildland fire and what it would look like
- FEMA- NQS (FEMA 310-1) hasn't come out yet.
- Looking at required training at a performance based system
- NWCG is in charge of wildland fire endorsements
- Positions to be endorsed?
- ROSS contract is coming up soon, driving this
- Outside folks getting into wildland fire endorsed, will FEMA grab our support functions? Or will they be singled out?
- How does this relate with our dispatch side of things?

**Update GATR course rotation schedule, update GATR operating plan/GATR Charter** All  
**Update TICS annual report in operations guide**

**AGENDA ITEM: Go over course list FY16; make sure there are no holes. Add FY 2018 to course rotation schedule.**

No changes to Operations Guide, will update date on cover to reflect review of the document.

Course Planning Schedule:

Take off S-403 and FEMA courses  
2016 add RM to S-375  
2016 remove SW add NW for S-470  
2016 remove RM add SW for S-481  
2016 remove AK from L-480  
2017 add SW to S-482  
2018 no updates

Updates:

New WIMS running side by side with old WIMS; will be a smooth transition when switched.

NFDRS S-491 and WIMS is changing- tie in with Woody on that

***ACTION ITEM: Get update from NFDRS cadre and send a message to GATRs and Deb at NWCG development department. Due June 1<sup>st</sup> 2015, James Villard.***

GATR operating plan and charter were reviewed, no changes. Also no changes with TICS annual report.

**GATR Updates** All

SW-

- James is hiring an assistant
- Next year Glenda will still be doing the bulk as training coord.
- Last season was an ordinary season
- Schedule will be out Mid July/August
- YWNSA- Certified cadre in SW now. Great Course. NAFRI oversight?

AK-

- Doug Gibbs position closed, pulled cert, selection will be soon
- M581 went well, on a 3 yr rotation

- CB academy is going on- 25 students
- Issue with online training- can't run IQCS, etc

GB-

- New Admin assistant ½ time, ½ time smoke jumper
- Training specialist/ air attack duties
- Fire refresher at NIFC, state office
- Updated earlier on OAS, RT 372, SUPL issues

RM-

- Staffing is still Kim and Randy
- Looking at detailer- funding dependent
- Scott McDermott- Engine Academy, Interagency Agreement
- S230 blended course- tip from Colorado that a fire dept. gave out 250 certificates without any field day.
- Staff ride coming up
- PTSD Vets training- integration ( Effective problem solving class)

NR-

- Matt Gibson, paper reduction exercise
- RX340 – 2 units to Woody
- Good Season
- M581, FML delivered last week
- Combined course hitting mark with audience
- Info to OWDC to Kitty, Google Docs regarding 310-1, pathways to TFLD, ICT4

CA-

- 3 Basic academies and 2 advanced completed
- Same courses as last year
- Changes: Both GATR details- SOPS flies next month, TCM still vacant
- Finalize next week Esperanza staff ride
- Primary leader academy is going on now

NW-

- Awards sent for design of D311/312
- Gomez is contact for RX 341/301
- Filling workforce position soon
- GS7 PD is done, GS8 and 9 PD still working on
- Stand-alone specialist GS 12 PD working on

## Schedule conference calls

All

2015-

July 8- GATR Call- 0900

September 29<sup>th</sup>- GATR call- 0900

### **AGENDA ITEM: Finish conference call scheduling at November Meeting**

## **Next Meeting November 2015**

Portland, Oregon – November 4-5, 2015

## **Kelly adopting Melissa to Mentor**

## **Bin Items**

All

- ATGS Academy process- informing candidates of getting in, not getting in and why?
- Notifications by roster, good split with agencies. Awareness of extra time involved for students, so that supervisors know – in selection letter.
- L580 process and coordination- steering committee, target audience- senior leaders in organizations. Rotation list-Spring delivery NWCG funded and geographic lines. Unannounced-Fall pay to play- agency lines and who wants to pay contractor. Kelly will send out geographic area spring FY 16 rotation list for L580. Gettysburg only option out there for now. R5 is working on another. \*Is it staying at GATR level or going back to NAFRI?
- L-courses- web page GATR decisions, advertise as needed, will be included on schedules, and change numbers.

***ACTION ITEM: Write white paper to give to coordinating group on our priority processes. Due June 1<sup>st</sup> 2015. Bang, Beams, Dillon, Wegner***