Pacific Northwest Wildfire Coordinating Group

MEMORANDUM OF UNDERSTANDING BETWEEN

CLATSOP COMMUNITY COLLEGE PUBLIC TRAINING PROVIDER

AND

THE PACIFIC NORTHWEST WILDFIRE COORDINATION GROUP

I. PURPOSE

WHEREAS, The Pacific Northwest Wildfire Coordinating Group (PNWCG), through its Training Committee (TC), Memorandum of Understanding (MOU) Representative (MOU Rep) and Interagency Zone Training Committees (IZTC), desires to ensure that wildfire training conducted in Washington and Oregon meets or exceeds the standards developed by the National Wildfire Coordinating Group (NWCG);

WHEREAS, PNWCG desires to utilize Public Training Providers (PTP) as a resource to provide wildfire training to both member agencies, private contractors and the public;

WHEREAS, PTPs desire to offer training for wildland fire qualifications;

WHEREAS, NWCG encourages member agencies, at the local level, to assist educational institutions in an advisory and support capacity, establishing or guiding wildland fire training programs consistent with applicable laws, regulations and policies to include both classroom and field performance-based training.

THEREFORE, PNWCG and the PTP propose to form a partnership to accomplish delivery of the NWCG fire training courses up to the Strike Team Leader level.

II. AUTHORITY

This MEMORANDUM OF UNDERSTANDING, hereinafter referred to as MOU, is made and entered into by and **between** *the PUBLIC TRAINING PROVIDER*, hereinafter referred to as the PTP, and the PACIFIC NORTHWEST WILDFIRE COORDINATING GROUP, hereinafter referred to as the PNWCG under provision of the charters and/or other authorities of each organization.

Additional authorities are contained in the following citations:

ORS 407.406 (1)	
ORS 526.046	
ORS 341.665	
ORS 342.445	
RCW 76.04.015	
16 USC 661-667e	F&WS Coordination Act
16 USC 742a-742j	The Fish & Wildlife Act
31 USC 6305	Intergovernmental Cooperation Act
31 USC 1535	Economy Act
16 USC 1-1A	NPS Organic Act

III. RESPONSIBILITIES

A. The PNWCG agrees to:

1. Provide NWCG instructor qualification requirements for wildland fire training courses that meet the Field Manager's Course Guide (PMS 901-1) and the Course Coordinator's Guide (PMS 907)

2. Identify to the PTP the source to obtain training materials and other supporting materials necessary to meet the provisions of this MOU .

3. Monitor a representative sample of the training provided by the PTP to ensure the quality and standard of training (see Appendix A – Monitoring PTP Courses and Instructor Records).

4. Verify that the PTP instructor qualification records meet current Field Managers Course Guide (PMS 901-1) and Wildland Fire Qualifications Subsystem Guide (PMS 310-1) requirements.

5. Recognize PTP Certificates of Course Completion issued to students successfully completing courses presented in accordance with this MOU.

6. Recognize PTP instructors who are currently certified in accordance with NWCG standards.

7. Identify a process for the PTP to petition for offering other NWCG classes which are not a part of this MOU (see Appendix B -).

B. The PTP agrees to:

1. Provide the chair of the IZTC an annual operating plan as described in Appendix A.

2. Provide wildland firefighter training that meets or exceeds NWCG standards for course content and objectives. Lead instructors are encouraged to enhance course materials to reflect the conditions, resources and policies of the local unit and area as long as the objectives of the NWCG course and each unit are not compromised.

   a. Supply course/student training and evaluation materials.

   b. Distribute to all students the appropriate language version of the PNWCG Training Committee, Trainee Course Evaluation form.

   c. Maintain student records for a minimum of five years on individuals successfully completing courses presented under this MOU. As a minimum, these records should contain the following: course title, hours of instruction, location and dates; instructor(s) name(s), level of instructor certification, agency or company affiliation; and trainee name.

   d. Provide PNWCG or its representative access to instructor and/or student records pertaining to this MOU upon request of PNWCG or its representatives.

   e. Use only instructors that meet or exceed the Minimum Instructor Qualifications as found in the Field *Manager's Course Guide.* Bilingual interpreters, when used, will either meet NWCG instructor standards or will be paired with a qualified instructor. "Paired with," means that a qualified instructor shall be present in the classroom or field exercise at all times during instruction when presented by a bilingual interpreter who is not instructor certified.

f. Issue Certificates of Course Completion to individuals successfully completing training. Certificates shall display course number and title, course completion date, hours of instruction (total classroom and field exercise), PTP name, and lead instructor name and signature. The certificate may include the PTP logo, but shall not include the NWCG logo unless the lead instructor for the course is an authorized representative of an NWCG member agency.

3. Assure that a minimum of one qualified Lead Instructor is present to ensure the delivery of each course presented by the PTP. The Lead Instructor and/or Course Coordinator may also perform the following responsibilities: evaluate and recommend certification of unit instructors; hold cadre meeting as necessary; assure unit quizzes and final exams are administered properly as identified in each course Instructor's Guide; provide course evaluations and student rosters to the IZTC representative at the end of each course presentation.

4. Monitor the quality of the training provided and records maintained by their certified instructors to verify that the training and records are in compliance with the established standards (see Appendix A - Monitoring PTP Courses and Instructor Records).

5. Submit non-covered course petitions to the IZTC Chairperson for consideration and approval (See Appendix B).

C. PNWCG and the PTP mutually agree that;

1. The PTP will meet annually with the IZTC Chairperson to establish an annual operating plan, to have an annual program review of this MOU and previous year's activities. Revision recommendations for this MOU may be identified during that meeting, documented and presented to the MOU-Rep for consideration.

2. Revisions to this MOU will be made by the issuance of a written amendment signed and dated by both parties.

3. Either party may terminate this agreement by providing a 60-day written notice.

4. Failure by the PTP or its instructors to meet the requirements of this MOU may result in PNWCG taking the following actions: requiring remedial action by the PTP to eliminate reoccurrence of the deficiency, suspending this MOU until the deficiency/deficiencies are corrected, not recognizing affected certificates of completion of training issued by the PTP, suspension of the MOU for non-compliance or cancellation of the MOU (see Appendix C – Processing Complaints Received).

IV. DESIGNATED REPRESENTATIVES

A. The IZTC representative to contact for questions or issues arising out of this MOU is:

Sheila Barry
Northwest Oregon Area Interagency Training Zone Chairperson
3106 Pierce Parkway Suite D
(541) 225-6414
sbarry@blm.gov

OR

Contract Operations
MOU Representative
U. S. Forest Service
1740 SE Ochoco Way

Redmond, OR 97756
Phone: (541) 504-7380
FACT@fs.fed.us

B. The **Clatsop Community College** representative to contact for questions or issues arising out of this MOU is:

Kristen Wilkin
Dean – Workforce Education and Training
Clatsop Community College
1651 Lexington Ave, Astoria, OR 97103
Phone: (503) 338-2411 FAX: (503) 325-9777
kwilkin@clatsopcc.edu

V. EFFECTIVE DATE

In WITNESS WHEREOF, the parties hereto have executed this MOU as of the date last below written. This MOU will expire on December 31, 2020.

Representing PNWCG:

Sheila Barry
(Name: Please Print)

02/18/2015
Date

Sheila Barry
(Signature)

Representing (Name) Community College:

Kristen Wilkin
(Name: Please Print)

02/18/2015
Date

(Signature)

APPENDIX A

MONITORING PTP COURSES AND INSTRUCTOR AND STUDENT RECORDS

1. Courses

   a. PTP provides a written notification to IZTC of courses offered as part of the annual operating plan. The notification includes the course dates, time schedule, location, and instructor (s) name(s) and qualifications record(s). In collaboration with the MOU-Rep, the IZTC member agency representatives will annually monitor and evaluate the delivery of 20% of instructors. **A member of the PTP Advisory Committee may be asked to monitor PTP courses by the IZTC when needed.** The instructors and/or courses monitored will be chosen randomly by the IZTC for each PTP.

   b. Course monitoring checklists (available from the PNWCG Training Committee website http://www.nationalfiretraining.net/nw/policies for each NWCG course being monitored will be provided to the IZTC member agency representative monitors in advance of assignments. The checklists will serve as both a form for evaluating the course instruction and a report to be sent to the MOU- Rep.

   c. Course monitors will introduce themselves to the lead instructor and explain that they are evaluating the course per the MOU. Upon completion of the course monitoring/evaluation, monitor will tell the lead instructor that a copy of the completed packet will be mailed to him/her within ten (10) working days.

   d. When serious deficiencies are identified, monitors will contact the MOU-Rep immediately following the completion of the training and describe the situation. NOTE: Serious deficiencies include: omitting required course modules, substitution of training material that results in dropping portions of required course material, course instruction time reduced by more than 10%, required oral and written testing not done or done with open book, or other deficiencies that limit the ability of students to learn the course objectives.

2. Instructor Records

   The PTP screens all instructors and keeps records to ensure that instructors meet or exceed NWCG instructor qualifications requirements. The IZTC verifies all instructor qualifications as part of the annual operating plan.

3. Student Records

   The PTP keeps records of students who successfully complete courses delivered under the MOU for a period of 5 years.

APPENDIX B

List of Wildfire Courses Approved for Public Training Provider Delivery And Non-covered Course Petition Procedures

GENERAL

PNWCG recognizes that a PTP may identify situations where a training need will be served by offering NWCG wildfire or ICS courses that are not specifically covered under this MOU. When a non-covered course offering benefits the readiness of the wildfire community, does not conflict with other Pacific Northwest training schedules, and the PTP is capable of presenting a quality course; the PNWCG will support the incorporation of the course into an annual operating plan.

NON-COVERED COURSE PETITION PROCEDURES:

The Public Training Provider will submit the petition for a 300-level and 400-level course to the IZTC Chairperson listed on the MOU. More than one course may be included on a single petition. The written petition should include the endorsement of their Advisory Committee and include the following information required located at the link below:

http://www.nationalfiretraining.net/nw/policies

APPENDIX C

COMPLAINT/ISSUE PROCESS

Process and forms can be found at:
http://www.fs.usda.gov/goto/r6/workingtogether/contracting/fact
under the Contract Operations page