

SOUTHWEST OREGON INTERAGENCY TRAINING ZONE CHARTER
(SWOITZ)

GOALS AND OBJECTIVES

The goal of the committee is to support, sponsor and coordinate wildland fire training and other related training, for all agencies in Coos, Douglas, Curry, Josephine, Jackson counties and ODF offices in Linn and Lane counties that protect forest lands against wildfire. The responsibility may be direct or indirect on both public and private lands.

The specific objectives are to:

1. Consolidate and coordinate wildland fire training needs on an interagency basis in the most cost effective manner possible.
2. Define the area agency training needs by local, regional and national level and have submitted to Redmond by March each year.
3. Analyze and prioritize the courses to be presented locally at the May meeting.
4. Develop an annual area course schedule and make available on the web site by Mid September.
5. Standardize training and eliminate duplication while providing a quality training experience and interagency exposure for the benefit of all members.
6. Evaluate all training sponsored by the zone training committee to assure the training is meeting NWCG and IAT (Interagency Aviation Training) standards and agency needs.
7. The zone will monitor 10% of all courses presented by public training providers in accordance with the PNWCG MOU Operating plan.

MEMBERSHIP

The Southwest Oregon Training Zone Committee includes a representative from the following agencies:

USDI Bureau of Land Management
Coos Bay District
Medford District
Roseburg District

State Forestry & Protection Associations
Coos Forest Protective Association
Douglas Forest Protective Association
Southern Oregon Area

Structural Fire Services
Coos County
Curry County
Douglas County
Jackson County
Josephine County

USDA Forest Service
Rogue River / Siskiyou National Forest
Umpqua National Forest

Participant – Non voting
RCC, UCC, S(W)OCC

COMMITTEE ORGANIZATION, DUTIES, AND RESPONSIBILITIES

The training committee will consist of one representative from each agency. The organizational structure of the committee will include a chairperson, an assistant chairperson and members. Course Lead Instructors/Coordinators and other individuals may be appointed by the committee to accomplish specific tasks or as needed for training courses.

Committee meetings should occur with the first meeting at the beginning of each training year (in the fall following fire season) to re-confirm participation and the need for individual courses. The second meeting should occur around the beginning of May to decide which courses we should deliver the next year based on the needs analysis completed by March. Conference call schedule will be set in May and occur as needed through the year.

The duties and responsibilities for the chairperson and assistant chairperson positions will be rotated bi-annually per the schedule included in Appendix A. The rotation schedule in Appendix A only shows those agencies that are currently active in the committee. If activity changes the rotation schedule can be changed during a regularly scheduled meeting by the agency representatives. The leadership role rotation is based on a four year commitment; two as the assistant chairperson and then a transition to the chairperson position for two more years. The period of office runs from July 1st to June 30th, even years to even years.

The duties and responsibilities of each position are;

Chairperson:

The chairperson is responsible for the overall preparation and conduct of the business meetings. This includes, but is not limited to preparation of meeting agendas, and establishment of meeting times and locations. The chairperson may elect to utilize someone from outside the committee to facilitate meetings and or record the proceedings.

The chairperson is the primary contact with other area wildland fire training committees, regional training organizations, regional training facilities, public training providers and seeks training opportunities available outside the SWOTZ via these contacts.

The chairperson may appoint or assign individuals to perform specific duties and tasks as needed for the good of the training zone.

The chairperson will involve the assistant chairperson in procedures, contracts, decisions, MOU's and meetings so that this person will be informed to perform as a backup when needed in order to facilitate an easier transition when taking over the chairperson position.

The chair person is responsible to forward PTP (Public Training Provider) request for MOU with the PNWCG on to the TWT (Training Working Team). Also, to forward any petitions to present 300 and 400 level courses that has not been handed down to the local level at the zone level.

Assistant Chairperson

The assistant chairperson will serve as the committee chairperson in the absence of the chairperson, with the same duties and responsibilities. The assistant chairperson is responsible for preparing and distributing the annual training schedule and send to the web host.

The assistant chairperson will move into the chairperson position at the end of the chairperson's bi-annual term.

Course Coordinator – With reference to the Course Coordinators Guide PMS 907, and Field Managers Course Guide PMS 901-1.

The course coordinator is responsible for organizing training to meet the National Wildfire Coordinating Group (NWCG) and/or IAT standards.

Course coordinators are responsible for obtaining the necessary instructors, facilities, equipment and instructional materials. Unless otherwise agreed to, all expenses associated with course coordination and instruction will be incurred by the individual coordinators and instructor's agency. All pre-work materials shall be sent to the agency training representative, which will then be forwarded to each student.

Course coordinators are responsible for evaluating the course and all requirements listed below unless specifically assigned to course evaluator. The course evaluator will not be the lead instructor.

Course Evaluators

The Course Evaluator are responsible for monitoring a specific training course to determine if the training is meeting NWCG objectives and member agency objectives. All expenses associated with course evaluation, i.e. evaluator's time, per diem (if applicable), duplication of evaluation forms, etc., will be incurred by the course evaluator's agency. A written assessment of the course shall be sent to the Chairperson within 30 days of completion of the course.

Lead Instructor – Are encouraged to enhance course materials to reflect the condition, resources and policies of the local unit and area as long as the objectives of the course and each unit re not compromised. If a lead instructor feels that any course materials are inaccurate, that information should be submitted by e-mail to NWCG fire training at nwcg_standards@nifc.blm.gov. Materials submitted will be evaluated and, where and when appropriate, incorporated into the appropriate courses.

Associated Costs

Within the SWOTZ no tuition will be charged for any costs associated with the presentation of a course. Unless other wise agreed to, the sponsoring agency will bear all costs for the coordinator, materials, facilities and equipment. Each agency providing instructors and evaluators will bear their own costs. This will in theory balance between agencies as courses are distributed.

NOMINATIONS

SWOTZ or NWCG nomination form should be used for all nominations. Nominations from member agencies take priority over nominations from agencies outside of the training zone. Nomination deadlines will be November 15th unless otherwise posted. Selections will be made by December 15th unless otherwise posted.

As needed, course coordinators will contact the training zone members prior to the close of nominations to ensure that nominations have been submitted.

If the nominations for a course are below a logical minimum level at the end of the nomination period, the course coordinator will contact the training zone members in an effort to increase attendance. Course cancellations must be agreed upon by the training zone members.

Individual agencies wishing to cancel/or exchange a selected nominee for a course will notify the course coordinator in a timely manner. The nominee's agency may elect to send an alternate; otherwise other member agencies will have the opportunity to fill the vacant slot. Many courses require pre-work; therefore timeliness of cancellation of a selected nominee is essential, allowing alternate time to complete prework.

APPENDIX "A"
CHAIRPERSON / ASSISTANT CHAIRPERSON
ROTATION SCHEDULE

Chairperson

RITA
Coos Bay BLM
Umpqua N.F.
Coos Forest Protective Assoc.
Medford BLM
Oregon Dept. of Forestry
Rogue River-Siskiyou N.F.
Douglas Forest Protective Assoc
Roseburg BLM

Assistant Chairperson

Coos Bay BLM
Umpqua N.F.
Coos Forest Protective Assoc.
Medford BLM
Oregon Dept. of Forestry
Rogue River-Siskiyou N.F.
Douglas Forest Protective Assoc.
Roseburg BLM
RITA

SOUTHWEST OREGON TRAINING ZONE CHARTER

APPROVED AND SIGNED BY:

SCOT CONROY – Forest Supervisor, Rogue River / Siskiyou N.F.

CLIFF DILS – Forest Supervisor, Umpqua National Forest

DAN SHULTS – Area Director, Oregon Department of Forestry, Southern Oregon Area

TIM REUWSAAT – District Manager, Medford District BLM

MARK JOHNSON – District Manager, Coos Bay District BLM

JAY CARLSON – District Manager, Roseburg District BLM

GREG ALEXANDER – President, Rogue Valley Fire Chief’s Association

MELVIN THORNTON – District Manager, Douglas Forest Protective Association

MIKE ROBISON – District Manager, Coos Forest Protective Association

(Name)	(Agency)	(Date)
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