



**NORTHERN ROCKIES
COORDINATING GROUP
(NRCG)**

**Interagency Training Program
Operating Plan**

November 2014

RECORD OF REVISION

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This Operating Plan is reviewed and updated annually by the Northern Rockies Coordinating Group's Training Committee.

It can be downloaded from

<http://www.nationalfiretraining.net/nr/committee>

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NORTHERN ROCKIES COORDINATING GROUP

Interagency Fire Training Program

The Northern Rockies Interagency Fire Training Program consists of two main components – the Northern Rockies Training Center (NRTC) and the Northern Rockies Coordinating Group (NRCG) Training Committee. The Interagency Fire Training Program is guided by the NRCG Training Committee and implemented at the geographic level by the NRTC.

1. Mission Statement

The mission of the Northern Rockies Coordinating Group (NRCG) Interagency Fire Training Program is to:

Provide and insure quality training in Wildland Fire Suppression, Incident Management, Aviation Management, and Fuels Management that is responsive to the needs and direction of the Northern Rockies Coordinating Group's member agencies.

The mission of the Northern Rockies Training Center is to be:

Responsible for presenting National Wildfire Coordinating Group (NWCG) 300, 400 and 500 level courses and other types of training as identified by the NRCG Training Committee and NRCG member agencies.

The mission of the NRCG Training Committee is to:

Contribute towards meeting interagency fire management training needs in the Northern Rockies Geographic Area and maximize the benefits to all the NRCG member agencies by coordinating efforts to facilitate the development, presentation, and evaluation of interagency training.

2. Northern Rockies Training Center

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Objectives

In accomplishing the mission of the Training Center, the program develops national, regional and local courses; presents a minimum of 20-30 Interagency courses annually; and participates in special projects as requested.

Organization

Management of the Training Center is the responsibility of the Training Center Manager.

The Training Specialists report to the Training Center Manager. The Training Specialists are responsible for the Wildland Fire Suppression, Incident Management, Aviation Management, Fuels Management and Leadership Management training programs.

An Administrative Officer and Training Clerk provide administrative and clerical support.

Subject matter experts assist in course development, course presentations, and special projects.

3. NRCG Training Committee

Authority

The NRCG Board of Directors identified the need for a training committee to serve as a forum to facilitate the development, presentation, and evaluation of interagency training. The committee will receive direction from and make recommendations to the NRCG Board.

Membership

The NRCG Training Committee will be made up of the seven Zone Training Coordinators. Participation of the NRTC Manager, the NRCG Board of Directors liaison, and the agency training representatives as subject matter experts is encouraged. The Zone Training Coordinator will represent all NRCG member agencies and units within the zone. The voting members of the committee are the Zone Training Coordinators.

At every other fall meeting, a new chairperson will be selected by the committee to serve a two-year term. The following rotation will be used to facilitate this selection: SCZ, NWZ, NIZ, NDZ, SWZ, CMZ, and EMZ. SCZ is the Chair as of Fall 2014 and the rotation will continue respectively.

A list of Training Zones and Training Units is located in Appendix A and is kept up to date on the NRTC website:

<http://www.nationalfiretraining.net/userfiles/NorthernRockies/nrcg.pdf>

The list of current Training Committee members is considered Appendix B, and will be kept up to date on the website above.

Objectives

The committee will:

1. Identify needs for interagency training, course development, and special projects.
2. Evaluate effectiveness of interagency training.
3. Review the interagency training program.
4. Communicate with the NRTC, zones and units on day-to-day interagency training business.
5. Facilitate instructor support for NRCG Zone and NRTC training courses.

Operating Procedures

1. The committee will meet semi-annually in the spring and fall, and as needed at other times of the year.
2. Decisions will be made by the committee members
3. The committee will report to the NRCG Board of Directors semi-annually at its spring and fall meetings or as otherwise requested.

Organization and Duties

The NRCG Training Committee is organized as follows:

Local Units and Zones are responsible for presenting Wildland Fire Suppression and Incident Management courses within the Zones.

Zone Training Committee is responsible for oversight of course selection, presentation, student selection and Training Needs Analysis.

The Northern Rockies Training Center (NRTC) is responsible for presenting courses as identified by the Northern Rockies Training Committee, and other NRCG Board of Directors member agencies. The NRTC Training Specialists can be consulted for course updates and are available to assist and monitor Zone presentations of courses.

NRCG Training Committee Chair Duties:

1. Schedules and facilitates spring and fall training committee meetings, and publishes the notes from those meetings.
2. Serves as the point of contact for requests for fire training not identified by the NRCG Training Committee.
3. Coordinates with the NRTC Manager on training issues.
4. Reports to the NRCG Board of Directors on training issues at the spring and fall NRCG Board of Directors meetings.
5. Coordinates with NRCG agencies to insure NRCG Zone Training Coordinator positions are staffed and briefed on duties and responsibilities.
6. Coordinates with the NRCG Contractor Liaison on private contractor training issues.
7. When a decision needs to be made by the voting members of the committee, facilitates the decision making process.

Zone Training Coordinator Duties

1. Compiles and submits the zone fire management training needs analysis.
2. Analyzes and identifies other priority training needs.
3. **Reviews for accuracy, prioritizes and submits nominations to NRTC. Ensure that the correct winter email address and surface mail address are correct.**
4. Can consult with or seek advice from the appropriate NRTC Training Specialist to aid in presenting any course.
5. Develops a zone training schedule and coordinates with NRTC to post on the National Fire Training website.
6. Coordinates individualized study courses.
7. Monitors zone training for quality.
8. Conducts audits of private training providers work per Training Provider MOU Guidelines.
9. Assists processing, approval and/or management of NR Training Providers MOUs.
10. Coordinates day-to-day fire management training business for the Zone.
11. Communicates with units in the zone on fire training issues and information.
12. Acquaints new Unit Training Representatives to duties and responsibilities.
13. Serves as a member of the Northern Rockies Coordinating Group's Training Committee.
14. Is one of the voting members of the committee.
15. As a voting member, may deem it necessary to vote on an issue, therefore a vote will occur.

Unit Training Representative Duties

1. Compiles and submits the unit's fire management training needs analysis to Zone Coordinator.
2. **Reviews for accuracy, prioritizes and submits nominations to Zone Training Representative. Ensures that the correct winter email address and surface (physical) mail address are correct.**
3. Can consult with or seek advice from the appropriate NRTC Training Specialist to aid in presenting any course.
4. Coordinates individualized study courses.
5. Communicates with personnel on fire training issues and information.
6. Monitors unit training for quality.
7. Coordinates day-to-day fire management training business for the Unit.

NRTC Manager Duties

1. Coordinate with NRCG Training Committee Chair on interagency training issues.
2. Acts as a point of contact for agency(s) training policy questions related to the 310-1 Wildland Fire Qualification System Guide and agency(s) specific training policies and procedures.
3. Represent the NRCG Training Committee as the representative to the Geographic Area Training Representative (GATR) Committee.

4. Training Needs Analysis and Allocation Process

Training needs analyses, position shortages, and direction from the NRCG Board of Directors are the primary ways of determining what courses are to be presented within NRCG Training Zones and at NRTC. Each spring, each zone will prepare a Training Need Analysis. The combined Needs Analyses are analyzed at the spring training committee meeting to determine the priorities for the NRTC curriculum for the following training season. Zones may utilize the analysis in determining their zone schedules.

Course allocations are determined for each course to be presented at NRTC by multiplying the zone needs by the percent of total course needs able to be met (class size/total course needs). Each zone is allowed the flexibility to forfeit, but not required to forfeit, a slot in their allocation if the case can be made that a candidate from another zone is a higher priority. This can be negotiated at the fall committee meeting when the entire Training Committee can compare geographic-level needs against zone needs.

Courses may be under-allocated to the zones to allow room for nominees from outside the Northern Rockies, unanticipated zone needs, transfers, etc. The number of seats held for non-zone students will be decided by the NRTC Manager in consultation with the Course Coordinator and represented in the Zone Allocations' Spreadsheet. A zone may not fill all their allocations. Also, if a student cancels, the next prioritized individual from the zone is selected if it is within the original allocation.

5. Nomination, Selection, and Completion Processes

Zone and Unit Nomination, Selection, and Completion Process

Nominations for NRTC courses will be prioritized by the zone's training committee and submitted through the Zone Training Coordinator to the NRTC via IQCS or the NWCG

Interagency Training Nomination form. Selections will be made by the established selection process based on zone allocations.

Nominee status, selections and successful completion notifications are posted on the NRTC website.

Cancellations of selected nominees are communicated by sending a message to the r1_nrtc@fs.fed.us email profile. This profile is monitored every day and the message will be forwarded to the Course Coordinator and Zone Training Coordinator if a copy was not already sent to each of those people.

NRTC Nomination, Selection, and Completion Process

The course schedule for the upcoming training season will be posted on the NRTC website www.nationalfiretraining.net/nr/index by September 1. Nominations received and other information is accessible through this website.

Nominations to NRTC courses are prioritized and submitted through the Zone Training Coordinator utilizing the IQCS electronic nomination process for students with IQCS profiles. For students without IQCS profiles, nominations will be submitted electronically using the NWCG Interagency Training Nomination form. Selections will be made by the established selection process.

The NRCG Board of Directors meeting notes from Nov 5-7, 2007 state that: "IDL employees will be treated as in GA students whether they reside in northern or southern Idaho."

All nominations must be sent through the Zone Training Coordinator for prioritization prior to zone submission to NRTC. Nominations are to be reviewed for prerequisite requirements and appropriate fiscal information prior to submission to NRTC.

Selection and pre-work information is typically sent out at least 45 days prior to the course. Nominating officials are responsible for providing accurate contact information to ensure they receive all course information and pre-work in a timely manner. This includes postal mail, email and phone numbers.

Selection and successful completion notifications are posted on the Northern Rockies Training Center's web page www.nationalfiretraining.net/nr/index. Students are notified directly via email if possible. For Federal employees, competency for successfully completed courses and for instructing is granted in IQCS by the NRTC Staff.

Any communications referring to NRTC nominations, including status changes, should be sent to: r1_nrtc@fs.fed.us, the Zone Training Coordinator, and the nominee. Additional contacts could include the Course Coordinator and the nominee's Training Officer.

NOTE: Nominations to S-420 require prioritization by the NRCG Operations Committee. Nominations for S-420 are routed to NRTC for tabulation and subsequent prioritization by the NRCG Operations Committee.

All cancellations will follow the process found in Appendix C.

NAFRI Nomination Process

All nominations to National Advanced Fire and Resource Institute (NAFRI) courses are submitted through the Zone Training Coordinator to NRTC. The Training Committee screens and prioritizes the nominations prior to forwarding them to NAFRI.

NOTE: All agency(s) nominations to NAFRI S-520 and S-620 courses require prioritization by the NRCG Operations Committee. Nominations for these courses are routed to NRTC for tabulation and subsequent prioritization by the NRCG Operations Committee.

Nomination Process For Out of Area 300 Level and Higher Courses

Nominations for 300 level and higher courses held outside the Northern Rockies Geographic Area are submitted through the Zone Training Coordinator to NRTC. The NRCG Training Committee screens and prioritizes the nominations. The NRTC manager forwards them on to the appropriate Geographic Area Training Representative (GATR).

Nomination Process For Out of Area 200 Level and Lower Courses

Nominations for 200 level and lower courses are submitted directly to the responsible course coordinator by the Zone Training Representative or Unit Training Representative.

6. NRTC Funding Process

NRTC provides training to an interagency community; however, because the unit is administered by the US Forest Service, fiscal procedures for the Interagency Training Program at NRTC may change as Forest Service fiscal policies, procedures, and processes change.

Costs of the Interagency Training Program are shared by all participating agencies. Program costs include:

- 75% of NRTC staff wages – paid by R1-USFS for 4.5 FTE and Rocky Mountain Region of the BIA for 1 FTE
- Cadre travel and per diem
- Instruction provided by contract vendors
- Non-agency instructor salary costs or agency instructors working outside their tour of duty (rarely)
- Course student and instructor materials
- Classroom equipment and supplies – including chairs, tables, and audio/visual equipment.
- Off-site training room rental
- Travel incurred by NRTC staff and NRCG Training Committee members for activities directly supporting the Interagency Training Program.

Costs are paid by a tuition charge applied to each seat in NRTC offerings (classes, workshops, and train-the-trainer courses). The same tuition charges will apply to students from NRCG as well as those who are from non-NRCG agencies.

There is a 4-category breakdown of tuition charges – high-tier, low-tier, contract, and special. The NRCG Training Committee will work with NRTC to reach consensus on the category each offering will fall into. This will occur during the spring meeting preceding the

training season for which the charges will apply. Established tuition charges will apply for the entire training season and will not be changed.

High-tier sessions make up the bulk of NRTC's workload, thus collections from this tuition charge covers the majority of the Interagency Training Program costs. All high-tier offerings have the same tuition charge. All students with the exception of R1 USFS pay high-tier tuition charges. Examples of courses in this tier include S-339, RX-310, and D-310.

Low-tier sessions are those with a significantly lower per seat charge than the high-tier sessions. This lower per seat charge is applied to courses and workshops that are typically not required for position qualification and yet provide important skill development and/or maintenance. The low-tier charge covers basic costs of presenting the offering. All low-tier offerings have the same tuition charge. All students with the exception of R1 USFS pay low-tier tuition charges. Examples of low-tier courses or workshops include Incident Medical Specialist Refresher, Fire Behavior Workshop, or RT-372 Helicopter Manager Refresher.

The contract category refers to courses provided by contract vendors where NRTC is administering the contract. The tuition charge for contract courses is calculated on a full class to cover the cost of the contract plus a surcharge per seat to cover the costs incurred by the NRTC to support the contractors' courses. Overall tuition charges for contract courses will vary depending on contract costs and costs of materials and supplies provided by NRTC. To these costs are added the NRTC contract surcharge which is at the same level as the low-tier courses. All students pay contract category tuition charges. Examples of the contractor category are Aviation Contracting Officer's Representative or L-380.

Special category sessions include those that have unusually high costs for which a special tuition charge is required and is calculated specifically for each class. Whether all students pay the tuition or there is an exception for R1 USFS students is determined on a course-by-course basis. Examples include S-420 in the Field, and M-581.

Current tuition charges are listed in Appendix D.

7. NRTC Cadre Travel Expenses

One hundred percent of approved cadre travel expenses will be paid or credited to the sponsoring agency by the Northern Rockies Training Center (NRTC).

All cadre expenses must be pre-approved by the Course Coordinator prior to scheduled travel. Cadre members should normally utilize agency-owned vehicles, and the use of personal vehicles should be the rare exception to this direction.

Reimbursement for cadre travel expenses will be made through a reduction in the NRCG member agency's year-end training bill or in rare cases, directly to individuals on a trip-by-

trip basis.

Each NRTC Training Specialist will update the Instructor Per Diem Spreadsheet for their courses. Outside Course Coordinators (those who are not NRTC employees) will provide the NRTC Administrative Officer an estimate of cadre travel information which will include: course, dates, instructor, unit, per diem days, airline ticket cost, and mileage for inclusion in the Instructor Per Diem Spreadsheet. This information will be provided by November 1st for courses scheduled through January 14th, and by January 15th for the remainder of the courses in the training season.

Forest Service Instructors

1. The NRTC Administrative Officer or the Course Coordinator will provide Forest Service Cadre with a financial code and override for the internal process of travel authorization and travel voucher.
2. The Travel Voucher must be processed within 5 days of completed travel.
3. Each Cadre member must send a copy of the voucher to the Administrative Officer or Course Coordinator.

Other Agency Instructors

1. All non-Forest Service Cadre and NRCG member agencies who want an individual reimbursement must contact the Administrative Officer or Course Coordinator at least 2 weeks PRIOR to the travel date to request the correct forms that need to be filled out. Forms that are not submitted in a timely manner (as above) are subject to getting the Albuquerque Service Center (ASC) FS budget unit approval and acceptance. A late submission of a request for travel reimbursement to ASC runs the risk of denial.

8. NRTC Billing Procedures

NRCG Member Agencies

1. Region 1, Forest Service will allocate money at the beginning of the federal fiscal year as their entire share of the Interagency Training Program – salary for 4.5 FTE.
2. Rocky Mountain Region, BIA will allocate money at the beginning of the federal fiscal year for salary for 1 FTE.
3. All NRCG agencies will be sent notification of the training charges for the year. Notification will include contact and procedure information for payment. Notification of year-end charges will be accomplished via email by June 1 or the first business day in June.
4. Training charges will be calculated by adding the charges for the number of seats in high-tier, low-tier, and special categories “bought” by the relevant agency. “Bought” seats includes seats left unoccupied because of late cancellation (defined by NRTC Cancellation Policy) with no alternate student available.

5. Upon notification, each agency will prepare a funding agreement (IGO, PFP, etc.) or make arrangements for a credit card payment to transfer the funds to the Forest Service as the agency that administers the NRTC budget.

Non-NRCG Member Agencies

1. SF-182 for FS (other Regions) and credit card is the only accepted payment method.
2. Upon selection to an NRTC course, the instructor and the NRTC Administrative Officer will initiate the reimbursement process by sending the student the appropriate forms.
3. Students will receive a receipt near the end of the course they are attending or receipt will be mailed to the credit card holder if different.

9. NRCG Training Committee Calendar of Events

WHEN	WHAT	WHO
By Jan 1	Receive list of courses to be taught by Private Training Providers with Memoranda of Understanding (MOU) with the NRCG.	Zone Training Coordinators

Jan-Mar	Zone Training Needs Analysis Compiled	Zone Training Coordinators
March	Determine potential NRTC Courses for the following training season at Spring Training Meeting	Training Committee
Mar-June	Audit Private Training Providers with MOUs	Zone Training Coordinators
June	NRTC Tentative Schedule and Zone Allocations distributed	NRTC
Sept	NRTC Course Schedule Published on the web.	NRTC
Oct	Course Nominations Submitted to NRTC Fall Training Committee Meeting prioritize out of geographic area training nominations, and others as needed.	Zone Training Coordinators
Nov/Dec	Zone Training Schedules Distributed	Zone Training Coordinators
Nov-May	Trainees Selected for Zone and NRTC Courses	Zones /NRTC
Jan-Dec	Courses Presented	Zones /NRTC

10. Signature Page

/s/ _____ Date ____
Rick Seidlitz
Chair, Northern Rockies Coordinating Group

/s/ _____ Date March
Angie Pollock
NRCG Training Committee Chair

Appendices

Appendix A. NRCG Training Zones and Units

Central Montana Zone (CMZ)

Helena Dispatch Area

Broadwater County
Bureau of Reclamation
Central Land Office
Disaster and Emergency Services
Helena National Forest
Jefferson County
Lewis & Clark County
Meagher County

Dillon Dispatch Area

Beaverhead County
Beaverhead/Deerlodge National Forest
Big Hole Battlefield
Bureau of Reclamation
Dillon Resource Area (BLM)
Dillon Unit (CLO)
Grant-Kohrs Ranch
Headwaters Resource Area
Madison County
Red Rocks National Wildlife Refuge

Great Falls Dispatch Area

Benton Lake NWR
Blackfoot Tribe
Forest
Chippewa Cree Tribe
Conrad Unit (CLO)
Disaster and Emergency Services
Fort Belknap Agency

Glacier County
Cascade County
Lewis & Clark National
Liberty County
Pondera County
Teton County
Toole County

Eastern Montana Zone (EMZ)

Bighorn National Recreation Area
Billings District
BLM State Office
Charles M. Russell NWR
Crow Agency
Custer National Forest
Eastern Land Office
Fort Peck Agency

Great Falls Field Office (BLM)
Lewistown District
Medicine Lake NWR
Eastern Montana Dakotas District
Northeastern Land Office
Northern Cheyenne Agency
Rocky Mountain Regional Office
Southern Land Office

North Dakota Zone (NDZ)

Arrowwood NWR
Audubon NWR
Bureau of Reclamation
Chase Lake NWR
Corps of Engineers
Dakota Prairie Grasslands
Des Lacs NWR
Devils Lake Wetland Management District
Fort Berthold Agency
Fort Totten Agency

J. Clark Salyer NWR
Knife River Indian Villages NHS
Long Lake NWR
Lostwood NWR
North Dakota Forest Service
North Dakota Game & Fish Dept.
North Dakota State Office
Theodore Roosevelt National Park
Turtle Mountain Agency
Upper Souris NWR

Fort Union Trading Post NHS

North Idaho Zone (NIZ)

Nez Perce Clearwater National Forest	Kootenai NWR
BLM Coeur d'Alene District	
Coeur d'Alene Tribe	Idaho Department of Lands
Tribe	Nez Perce
Idaho Panhandle National Forests	North Idaho Fire Chiefs Association

Northwest Montana Zone (NWZ)

Flathead County	Lake County
Flathead National Forest	Lincoln County
Glacier National Park	Northwest Land Office
Kootenai National Forest	Plains Unit (NWLO)*

* Physically located in a different zone.

South Central Montana Zone (SCZ)

Bozeman Unit (CLO)	Gallatin National Forest
Gallatin County	Park County
	Yellowstone National Park

Southwest Montana Zone (SWZ)

Aerial Fire Depot	FS Regional Office
Aldo Leopold & Arthur Carhart Centers	Lee Metcalf NWR
Bitterroot National Forest	Lolo National Forest
BLM Missoula Field Office	Missoula Technology & Development Center
Confederated Salish & Kootenai Tribes	National Bison Range
DNRC Forestry & Fire Bureau	Rocky Mountain Research Station
Flathead Agency	Southwest Land Office

Appendix B. NRCG Training Committee Members

Please refer to <http://www.nationalfiretraining.net/nr/committee> for most current information.

Appendix C. NRTC Student Cancellation Policy

Notification of cancellation by students attending courses at the Northern Rockies Training Center (NRTC) is required 30 days prior to the start of a course sponsored by the NRTC. Late cancellations or students who do not attend the course (“no-shows”) but were selected to attend them at NRTC will be subject to the applicable tuition charge if the course seat can not be filled. If there is no replacement student available, applicable tuition charges will be applied.

Request for tuition-free cancellation made less than 30 days prior to the course must be communicated to the NRTC Manager. The NRTC Manager will forward the request to the applicable Agency Training Representative for consideration and decision. Legitimate requests include: illness, family emergencies or inclement weather, and must include documentation by the employee’s supervisor.

Cancellation by the student must be communicated from the canceling student/Unit Training Officer to the Zone Training Coordinator. The Zone Coordinator will then notify NRTC via e-mail of the cancellation. In the absence of the Zone Training Coordinator the student /unit will need to notify their Agency Training Representative (see NRCG Training Committee roster) of the cancellation. The Agency Training Representative will notify NRTC with follow-up to Zone Training Coordinator via e-mail.

All cancellations will be made by e-mail to r1_nrtc@fs.fed.us. Verbal cancellations will not be accepted.

It will become the responsibility of the Zone Training Coordinator to work with NRTC and the Course Coordinator to identify a replacement from the established alternate list, if there is one. Every effort should be made by the student or representative to forward all course information, letters, e-mails including pre-course work assignment to the replacement.

NRTC will send a statement to the respective Agency Training Representative at by the end of the course for any no-show students from their agency. A final statement will be sent in June of each fiscal year outlining all charges to the agency including late cancellation and no-show tuition charges. All out of area students will be billed immediately.

Appendix D. Tuition Charges

Tuition charges for 2014-2015 training season:

1. High-tier tuition is \$400 per seat
2. Low-tier tuition is \$50 per seat
3. Contract surcharge will be \$50 per seat
4. Special category will be determined on a case-by-case basis

Appendix E – Committee Liaisons

Committee	Training Committee Member or SME Liaison	Other Committee Member Liaison to the Training Committee
NRCG Board	Todd Opperman	Sarah Tunge
Aviation	Dennis Morton	Dennis Morton
Business	Lily Huskey	Lily Huskey
Dispatch	Tammy Stevens	Tammy Stevens
Equipment	CJ Johnson	
Logistics	Mary Reevis	
Fuels	Risa Lange-Navarro Will need a replacement	Risa Lange-Navarro Will need a replacement
Native American Crews	Jim Clairmont	Kevin Weaver
Operations	CJ Johnson	
Prevention	Tim Crosmer	Tim Crosmer