

Northern Rockies Coordinating Group

Training Memorandum of Understanding (MOU) Audit Program

The Northern Rockies Coordinating Group (NRCG), through its Training Committee, is responsible for managing a wildland and prescribed fire training and certification program for its member agencies. All NRCG personnel, who have successfully completed required training, receive National Wildfire Coordinating Group (NWCG) Certificates of Course Completion (CCC). Furthermore, NRCG believes that to provide the highest level of safety and productivity, all resources utilized on fire suppression incidents within the Northern Rockies must meet or exceed all training, experience, and physical fitness standards identified in the NWCG Wildland and Prescribed Fire Qualification System Guide (PMS 310-1).

NWCG encourages all member agencies at the local level, to assist “training providers” in an advisory and support capacity, in establishing wildland fire training programs consistent with applicable laws, regulations and policies, and that such programs include both classroom and field performance-based training. The Training Provider knows individuals or can recruit individuals who meet or exceed the NWCG instructor qualifications and who desire to offer wildland and prescribed fire training to non-NRCG individuals who meet NWCG and NRCG standards.

NRCG desires to make use of the Training Provider’s expertise and facilities and therefore, is willing to formalize training, advisory and support arrangements with the Training Provider. Under the terms of this MOU, NRCG and the Training Provider propose to form a partnership to accomplish the delivery of fire training courses to non-members of NRCG, administer the Work Capacity Tests, and certify that personnel meet NWCG, PMS 310-1 Standards. This process will provide the checks and balances necessary for NRCG to recognize Incident Qualification Cards and Position Task Books issued by the Training Provider in accordance with NWCG 310-1, to non-members of NRCG.

Under the terms of the Memorandum of Understanding the NRCG Zone Training Committee entered into a audit program for monitoring the compliance of Training Providers who have signed an MOU in their zones. Each zone will audit sufficient number of Training Provider in their zone to assure all Training Providers are audits at least once every three years. The zones have the discretion to audit more often if they so desire. The audits do not need to be done by Zone Training Committee members. Anyone familiar with NWCG Course requirements and who has knowledge of the NWCG 310-1 and other reference materials can be authorized by the Zone Training Committee to conduct the audit.

It is suggested that the Zone Training Committee identify Training Providers to be audited. The audit should take place when the Training Providers are providing the service, normally in the winter and spring of the year. Once the Training Provider to be audited is selected, that Training Provider should be notified of the time and date of the audit. It is also appropriate to spot check courses that are being presented by any Training Provider within his/her zone. Upon the complete of the audit a recommendation will be made to the Zone Training Committee for

consideration. The Zone Training Committee can forward that recommendation to the NRCG Training Committee if necessary. The NRCG Training Committee can in turn forward the recommendation to the NRCG Board of Directors if it feels that action by the Board is warranted.

Prior to conducting the audit obtain a copy of the most current Training Provider's Memorandum of Understanding from the NRCG Executive Secretary. Other reference materials should include the most current edition of the following:

- NWCG 310-1 Wildland and Prescribed Fire Qualification System Guide (January 2000)
- Field Manager's Course Guide (October 2002)
- PMS 907 - Course Coordination Guide (May 2002)
- USFS Publication "Fitness and Work Capacity", NFES 1596.

NRCG TRAINING PROVIDER AUDIT

Use the following form to document the compliance with the Memorandum of Understanding between the Firefighting Contractor Association and/or Training Provider (herein referred to as the Training Provider) and the Northern Rockies Coordinating Group (NRCG). Answer the questions that are appropriate for the services the Training Provider has agreed to provide.

Name and Address of the Training Provider:

TRAINING INFORMATION

Class being taught:

Lead Instructor: _____

Qualifications Verified:

(Include NWCG rating for the appropriate section of the ICS organization)

Unit Instructors: _____

Qualifications Verified:

(Include NWCG rating for the appropriate section of the ICS organization)

Unit Instructors: _____

Qualifications Verified:

(Include NWCG rating for the appropriate section of the ICS organization)

Unit Instructors: _____

Qualifications Verified:

(Include NWCG rating for the appropriate section of the ICS organization)

Did the Training Provider use only instructors who met NWCG instructor standards?

Did the Training Provider verify instructor records to ensure that instructors met or exceeded NWCG instructor qualifications listed in the Field Manager's Course Guide and maintain qualification records on all Unit and Lead Instructors certified by the Training Provider to instruct courses? These records must contain documentation necessary to verify that the instructor meets the requirements in the Field Manager's Course Guide.

Is the Training Provider maintaining qualification records for all instructors of the Training Provider and providing NRCG or its representative access to said records upon request?

Is the Training Provider providing a minimum of one qualified Lead Instructor who meets or exceeds the standards for instructional objectives contained in each course package for each course presented by the Training Provider (*Reference the PMS 907, Course Coordinator's Guide and the Field Managers Course Guide*).

Is the Training Provider monitoring training provided by his/her instructors to determine compliance with the established standards?

TRAINING STUDENT AND COURSE INFORMATION

Did the Training Provider maintain and provide access to student records of individuals successfully completing courses presented under this MOU? At a minimum, said records will contain the following: course title, hours of instruction, location, and dates; instructor(s) name(s), level of instructor certification and company affiliation; and trainee name.

Was a NWCG Nomination form used to determine acceptance to the class? How was it determined that the students met the prerequisites? Did the students meet the prerequisites?

Did the Training Provider supply course/student training and evaluation materials?

Was the facility suitable for the course?

A.V.

Seating

Lighting

Outside Exercise area – if required

Did the Training Provider certify Position Task Book(s) for tasks accomplished during training courses and field exercises in accordance with Position Task Book Administration, of the Wildland and Prescribed Fire Qualification System Guide (PMS 310-1)?

Was an examination required for the course? Was it administered?

Did the Training Provider issue to individuals successfully completing the training presented, Certificates of Course Completion (CCC) that were signed by the Lead Instructor?

Are there field exercises required for the completion of this course? Were they completed in accordance with the instructor guide?

Did the students do course evaluations? What was the predominant nature of student comments?

What type of permanent record keeping system is being used? Is there an electronic database of all trainees being maintained?

POSITION TASKBOOKS

Is the Training Provider authorized by their MOU to initiate and certify Position Task Books (PTB)?

Name of person initiating and certifying Task Books:

Is the Training Provider initiating and certifying Position Task Book(s) in accordance with Position Task Book Administration, of the Wildland and Prescribed Fire Qualification System Guide (PMS 310-1)?

WORK CAPACITY TESTS

Is the Training Provider authorized by their MOU to conduct Work Capacity Testing?

Name of person issuing conducting the Work Capacity Test?

Is the administration of Work Capacity Test in accordance with USFS Publication “Fitness and Work Capacity”, NFES 1596, available through the NIFC publications warehouse?

INCIDENT QUALIFICATIONS

Name of person issuing the Redcard:

Process for verification of the Redcard qualifications:

Are all records of training, Position Task Books and Work Capacity tests documented to substantiate the position being certified in accordance with the NWCG 310-1, Wildland and Prescribed Fire Qualifications System?

RECOMMENDATIONS AND ACTIONS

The Training Provider fully complied with the Memorandum of Understanding and no further action is needed?

It is recommended that NRCG Zone Training Committee give written notice to the Training Provider for failure to comply with the provisions of this MOU and documented in this form.

The Training Provider failed to meet the requirements of the MOU that would result in NRCG not recognizing any students graduating from below-standard courses and might result in NRCG suspending this MOU until the deficiency/deficiencies are corrected?

Name(s) and phone number(s) of individual(s) conducting Audit:

Date Audit Conducted: