



## **Rocky Mountain-Great Basin Interagency Hotshot Crew Initial Certification Process**

When necessary a certification team will be assembled by either Rocky Mountain or Great Basin Interagency Hotshot Crew Certification Coordinator, based off of Chapter 5 of the SIHCO ([Link to SIHCO](#)).

Certification will be based on the current *Standards for Interagency Hotshot Crew Operations (SIHCO)*, the *Interagency Standards for Fire and Fire Aviation Operations*, and the preparedness review form (attached). The initial certification team review will take as long as required, but plan on two full days excluding travel to accomplish.

### **Additional Initial Crew Certification process will be as follows:**

Crew programs seeking to be recognized as an IHC in the Rocky Mountain-Great Basin Area will complete the following requirements as part of their certification process in addition to the requirements in chapter 5 of the SIHCO. (The Key Points are listed in priority order of completion).

### **Key Points:**

- A draft copy of Appendix C and Appendix B will be sent by the Agency FMO and Superintendent to the hosting Geographic Area Coordination Center (GACC) and Rocky-Basin Steering Committee chairperson to verify readiness for crew certification.
- **Peer Review;** Candidate crews will successfully complete a peer review that will be conducted by current IHC Superintendent(s). The review will be based on the SIHCO Appendix E and will be treated similar to a NWCG Position Task Book (PTB) in that all elements must be successfully completed. Reviewers shall be working on the same division or “side by side” with the candidate crew and have sufficient opportunity to evaluate the candidates crew’s corporate knowledge and operational abilities.
- The candidate crew will notify the appropriate Geographic Area Crew Certification Coordinator when they are nearing completion of the peer review process. The coordinator will then arrange for available embedded reviewers (see bullet below). The intent is to allow time for the coordinator to request several current or past IHC Superintendents to fulfill the need for the embedded review process. It may take multiple embedded reviewers to validate and recommend the candidate crew for initial certification.

Key points continued:

- **Embedded Review**; when a candidate crew successfully completes the peer review process they will then move to the embedded review. The embedded review(s) will be conducted by a current or past IHC Superintendent as approved by the Geographic area crew certification coordinator. Using appendix E (peer review) in the SIHCO.
- The embedded reviewer will participate in one or more assignments as needed in order to evaluate the candidate crew. The intent is to validate the peer reviews, observe the candidate crew's overall ability, institutional knowledge, and provide recommendations to all individuals involved in the certification process.
- **Certification Team**; Hosting unit will be responsible for travel and accommodation costs associated with the Certification Team. (follow guidance as established in the SIHCO Chapter 5 Certification Process)
- See attached example review schedule.

Our goal is to provide an IHC certification team with a process that will uphold the high standards set forth in the *Standards for Interagency Hotshot Crew Operations* document and in the long tradition of the IHC programs.

**Rocky Mountain-Great Basin IHC Steering Committee, Chair**

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## IHC Certification Review and Time Frames

To fully complete the certification process as outlined in the *Standards for Interagency Hotshot Crew Operations* and to reach the core knowledge level and cohesion of the crew, I recommend two full days excluding travel. Within this process, time is allowed to create a full understanding of the process while removing any barriers created by animosity making it a learning environment for all parties involved and providing clear communication during the evaluation process. .

Some recommended aids to assist in this process are: stick on nametags, tabletop paper nameplates, magic markers, Wildland Fire Safety topic reference materials. Other review aids include, but are not limited to: radios, practice fire shelters, wind-generating fan, flagging. Incident Response Pocket Guides etc.

½ to 1 hour	Meet Certification Team, briefing	
1 hour	Meet with entire crew; introduce team members including background, brief crew on certification process. Expectations	
2 to 2 ½ hours	Meet with crew overhead. Go over admin duties, plans, record keeping, and qualifications.	
2-3 hours	Meet with crew, in training room. 10 & 18, LCES, Common Denominators, Downhill Checklist, etc. During this process individuals not only recites Order or Watchout, they explain to the team what it means to them and mitigation. Discuss IRPG, SOP's, etc.	
1-2 hours	Inspecting the station, barracks, caches, vehicle caches, vehicle operations and maintenance, take those individuals that may be responsible for those areas and have them show you that area being inspected and also brief you on components, process used, and individual responsibilities. Team may want to split up to accomplish.	
1 ½ -2 hours	Conduct individual or group drills consisting of fire shelter deployments, hose lays, portable pump operations, aircraft orientation and communication, medical aid, Haz Mat.	
3-4 hours	Field exercise, flag fire with Superintendent IA IC. Given weather elements to gauge fire behavior, series of fire suppression skill inputs from spot fires, helicopters, air attack, injury and other suppression modules. Crew can be quizzed on 10-18 or other questions throughout drill.	
1/2	After Action Review	
1/2	Certification Team compiles information and documents.	
½ to 1 hour	Crew Evaluation and close out.	