

Upper Colorado River

Interagency Fire Management



RED CARD PROCEDURES

FOR AUXILIARY FIREFIGHTERS, SUPPORT STAFF AND SUPERVISORS

BLM/USFS
Fire and Aviation





**UPPER COLORADO RIVER
FIRE MANAGEMENT UNIT**

BLM-UPPER COLORADO RIVER DISTRICT

USFS-WHITE RIVER NATIONAL FOREST

INTERAGENCY



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Introduction

An Incident Qualification Card (commonly referred to as a Red Card) is **an accepted interagency certification that documents that a person is qualified to do the required job when arriving on an incident**. A Red Card is issued to any individual who has qualifications used on a wildland fire incident, including positions in logistics, finance, and planning. A signed red card (electronic is acceptable) must be in the possession of any employee assisting on a fire in any capacity. There is a common misconception that employees must take a pack test in order to get a red card, but not all fire positions require one, in fact, there are many ways to support an incident that don't require one at all (e.g., driver). Even these entry level positions require a red card to perform duties on a wildland fire. In short, anyone seeking a resource order to assist on a fire incident needs a signed red card. The National Wildfire Coordinating Group sets minimum training, experience, and physical fitness standards for wildland fire positions. This document will not list every wildland fire position and the required training to achieve them but will touch upon some of the common ones here on the White River NF/UCR. Anyone seeking more advanced (or uncommon) qualifications should always seek input from Forest or Zone Fire Management/Training Officers.

Incident Qualifications and Certification System (IQCS)

IQCS is an interagency information system that tracks responder incident qualifications and training for the federal partners of the National Wildfire Coordinating Group (NWCG), the Department of Agriculture (including the FS), the Department of Interior (DOI) bureaus, the United States Air Force, and the United States Army. Anyone wanting to fight fire or help in the fire effort (i.e., possess a red card), will need to have a profile in IQCS. This is managed at the local level by the Forest Training Officer, Zone FMO, and/or other designated personnel. It is your responsibility to maintain records of all your fire training and experience, and to ensure that copies of training certificates, responder experience records, licenses and certifications, etc. are submitted to Fire Training/Management personnel for entry into IQCS.

Training

Most qualifications for which a red card is needed have at least some degree of training that is required. This training will likely be paid for by the fire program and will not need to come out of any other program dollars (for collateral duty firefighters). Requests for a FS training job code can be made through the Forest Training Officer. Nearly all fire training can be found and registered for using the Wildland Fire Portal (WFLP) at: <https://www.wildlandfirelearningportal.net/login/index.php>. If unable to find a training on the WFLP, some other common providers of training in CO are:

<https://www.cwfima.org/>

<https://www.coloradofirecamp.com/>

A calendar of local UCR course offerings will be posted on the WFLP and will be shared by email each spring. Training certificates must be retained by the student (lost certificates will likely result in retaking the course), and copies must be sent to your IQCS administrator(s) for entry and filing. DO NOT assume that your training is automatically recorded in IQCS as this usually must be handled at the local level most of the time. All training certificates must be scanned and uploaded into IQCS by an IQCS account

manager. Help us help you by sending in copies of your certificates as soon as possible on completion of all fire trainings.

Position Task Book (PTB, or task book)

A PTB provides an observable, measurable, and standardized means to evaluate and document trainee proficiency. PTBs are required for nearly all fire qualifications (with some exceptions) beyond the basic firefighter (FFT2) level. PTBs must be initiated by the Forest AFMO, Zone FMO, or Forest Training Officer. Simply taking a course will never initiate a task book or automatically make you a trainee in the position. Task book initiation will only come after discussion with the Forest or Zone Fire Management staff. All required coursework does not need to be completed prior to task book initiation but will need to be completed before submitting for certification. Once you are in possession of an initiated task book, it is your responsibility to ensure it is filled out completely after every training assignment, including evaluator contact information, fire (or incident) information, trainee information, and that an individual performance evaluation has been completed as well. When your PTB has been signed off by a final evaluator, with the appropriate block initialed on the Evaluation page, and signed by the evaluator inside the front cover, it must be returned to fire staff to be certified by the UCR Unit FMO after review by the Fire Qualifications Review Committee (FQRC). Only after all these steps are completed you're your red card be updated with your new qualification(s).

Initial (New Hire) Red Card

Fill out the IQCS New Responder form linked below, using either the pdf form or the MS online form. Include all information requested in the 'Responder Information' section, using personal email and phone numbers in the Business Email and Phone Boxes (permanent employees with year-round access to government cell and email may use USDA addresses/numbers if they wish). Fill in the EmpowHR ID number in the 'USFS Only' section (pdf form only) and write in your District and Supervisor's name in the 'Other Information' section at the bottom. All other sections can remain blank. Send the completed pdf form to the Forest Training Officer or appropriate Zone FMO, or just click submit when finished with the MS Forms version.

<https://forms.office.com/g/J5muFUFgue>

Current or Formerly Red-Carded Employee Transferring from another Unit

Employees who have been in possession of a red card in the past from a different Forest, or Agency, need to contact their former unit's IQCS (or IQS if joining from a cooperator) Administrator (FMO or AFMO is a good place to start if the IQCS administrator is unknown) and request to be made INAC in IQCS. The employee should also request their hard-copy IQCS folder be mailed to their new UCR FMO and Training Officer at this time. Contact information for UCR FMOs and Training Officer can be found in the 'Contacts' section at the end of this document. The WRNF/UCR cannot pick up an employee until these steps have been taken. The employee will also need to fill out the 'New Responder' form linked in

the previous section, taking care to complete the top section of the form, including their Employee ID number which can be found in the upper right-hand corner of their red card.

Work Capacity Test (WCT or Pack Test)

Most operational and many support qualifications appearing on a red card have a physical fitness requirement associated with them and annual completion of the pack test is necessary to maintain the qualification. There are three levels of the WCT ranging from the walk test (1-mile walk, no weighted pack, must be completed in 15 minutes) to the arduous pack test (3-mile walk carrying 45 pounds, to be completed in 45 minutes). The level required varies by qualification and will be included in the 'Commonly Sought Qualifications' section below. Prior to being allowed to take the WCT, at any level, the FS employee must complete the **eMedical** process. This process begins with the employee requesting a packet through the eMedical tab on their ConnectHR (eAuth) Dashboard. *Much of the duty location information will be pre-populated based on ASC-HRM information and cannot be changed at the local level.* **If you find that your information is out of date, please continue the process anyways but inform the Zone FMO or Forest Training Officer and they will be able to claim your packet. Do not delay the process by trying to get your information changed, it will eventually catch up.** Fill out all other requested information. Once your packet has been submitted, it will be claimed by a member of your local fire staff (HSQ Coordinator) to approve. When the packet has been approved by the HSQ Coordinator, the employee will need to log back into the system to complete the Health Screening Questionnaire (HSQ) and Informed Consent documents. These documents will then be reviewed by the HSQ Coordinator who will either clear the employee to take the WCT or refer them to a physician for a full physical, based on the employee's responses to the questionnaire.

BLM employees must also pass a medical screening process prior to taking the WCT. Information on the process can be found here: <https://www.doi.gov/wildlandfire/medical-exam>, and any employee seeking to start the process should start by having a conversation with their Zone FMO or other fire representative.

The medical screening process can be time-consuming, it is imperative to start the process early. Failure to complete the process, or waiting until the last minute, may result in being denied a test and red card.

Annual Fire Refresher (RT130)

Any qualification requiring the baseline training of S130/S190 will require completion of an annual fire safety training refresher (RT130). UCR fire staff host multiple refreshers every year, the schedule of which will be shared through email distribution and posted on the UCR Training flyer. Refreshers typically last from 4 hours to an entire day, depending on material to be covered, delivery method, etc. Failure to complete the annual refresher (if required) will result in loss of red card for that season. Certain qualifications such as Driver (DRIV) do not require an annual RT130, but UCR Fire Management strongly encourages all red card holders to attend as the information covered is important and it allows face-to-face interaction between fire and auxiliary staff members. It also assists fire staff with maintenance of IQCS records and contact lists. Anyone possessing a red card who is not required to, and will not, attend a fire refresher should reach out to Zone Fire Managers/Training Officer in the spring to express their interest in maintaining a red card for the upcoming season.

Positions Requiring Recertification

Similar to the annual fire safety training refresher (RT130) required for line-going personnel, other qualifications may require annual, or periodic, refreshers or recertification. Some of the most common are chainsaw (FAL3, FAL2, FAL1), Forest Protection Officer (SEC2/FPO), Resource Advisor (READ/REAF), EMT, and Agency Administrator (AADM). Specific refresher/recertification requirements will be listed in the following section under position qualification maintenance. It is important to note that many of these refreshers/recertifications are not NWCG sponsored or hosted by fire personnel, so records of training must be sent to fire management personnel for inclusion in IQCS. **This is the sole responsibility of the employee and not that of the trainer or fire personnel.** Failure to do so will result in the qualification being removed from the red card.

Commonly Sought Qualifications

The qualifications listed below are not intended to cover all wildland fire positions, but to be an easy reference for some of the more common qualifications possessed, or sought, by UCR militia/auxiliary personnel. Individuals seeking information on qualifications not listed below can find a comprehensive list by looking at the following 3 sources:

<https://www.nwcg.gov/positions>,

https://iqcsweb.nwcg.gov/sites/default/files/documents/Federal_WF_Supplement.pdf

<https://iqcsweb.nwcg.gov/usfs-incident-qualification-standards>

Completion of coursework listed below needs to be documented on a certificate of training (except for RT courses when a roster or email documenting participation will suffice) which needs to be sent to FMO or Training Officer. It is the responsibility of the individual to ensure this happens, and not of the fire staff to track down certificates. Failure to do so may result in qualifications “disappearing” from red cards.

Firefighter Type 2 (FFT2)

This is the basic firefighting certification needed to work on the fireline as a member of an organized crew, engine, or other module type.

Coursework:

S130

S190

L180

I100 (aka ICS100, IS100)

IS700

WCT Level: Arduous

Task book Needed: No

Qualification Maintenance:

Annual fire refresher (RT-130)

Annual WCT

Note: Copies of **ALL** certificates must be sent to the Forest Training Officer and/or the respective Zone FMO. If S130/190 is taken online a field day must be completed. The field day and most other

trainings referenced in this document are offered through a number of vendors, but the most common in CO are: <https://www.cwfima.org/>; and <https://www.coloradofirecamp.com/>. Field days may be offered locally through contacting Forest/Zone personnel but is not guaranteed.

I-100 (online): <https://training.fema.gov/is/courseoverview.aspx?code=is-100.c&lang=en>

IS-700 (online): <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b&lang=en>

L-180 (online): <https://wildlandfirelearningportal.net/index.php?redirect=0>

Driver (DRIV)

This qualification enables the individual to assist fire operations and support staff as a driver of non-specialized vehicles including cars, pickup trucks and stake-side or flat-bed trucks. Often used to deliver supplies or personnel to and from fire camps.

Coursework:

ICS100

IS700

Defensive Driving

WCT Level: None

Task book Needed: No

Qualification Maintenance:

Defensive Driving (every 3 years)

Note: *Must possess a valid and current state driver's license and have taken defensive driving within the last 3 years. Those seeking to attain this qualification must send a copy of their defensive driving certificate to their IQCS administrator. Information on becoming a qualified driver on the White River National Forest can be found here: <https://usdaqcc.sharepoint.com/sites/fs-r02-wrnf/SitePages/Fleet.aspx>.*

Resource Advisor (READ/REAF)

The Resource Advisor (READ) and Resource Advisor, fireline (REAF) work for the local unit to provide fire personnel with information on local resources and concerns (such as sensitive archaeological sites) which may need to be addressed by fire personnel.

Coursework:

IS700 (READ/REAF)

ICS100 (READ/REAF)

ICS200 (READ/REAF)

N9042 (READ/REAF)

S130 (REAF only)

S190 (REAF only)

L180 (REAF only)

WCT Level: REAF-Moderate, READ-None

Task book: No

Qualification Maintenance:

READ refresher, annually

RT130 (REAF only)

WCT (REAF only)

Note: *No task book is required for this position, however, the Lead READ on the Forest wants new READs/REAFs to work with experienced individuals before operating on their own. Please initiate discussion with Lead READ Chris McDonald, prior to seeking this qualification.*

Emergency Medical Technician (EMTB, EMTF, EMTP, EMPF)

Allows qualified EMTs to operate in a camp or fireline setting.

Coursework:

- ICS100 (all)
- ICS200 (all)
- IS700 (all)
- S130 (EMTF, EMPF only)
- S190 (EMTF, EMPF only)
- L180 (EMTF, EMPF only)
- State approved EMT Course (all)

WCT Level: EMTF, EMPF Arduous

Task book: No

Qualification Maintenance:

- RT130 (EMTF, EMPF)
- WCT (EMTF, EMPF)
- EMT recertification (as required by state. Every 3 years in CO)

Note: *A valid state license or agency issued credential is required for EMT inclusion on a red card. National Registry alone will not suffice.*

Chainsaw Operator (FAL3, FAL2)

Allows qualified sawyers to cut, within their level of training/qualification, while on a fire. Must be qualified as FFT2, at minimum.

Coursework:

- S212

WCT Level: Arduous

Task book: No, however must demonstrate competency through FS field evaluations performed by a qualified FAL1.

Qualification maintenance:

- RT130-annual
- RT212-annual
- WCT-annual
- Recertification every 3 years using FS field evaluation form

Note: *Individuals must possess a valid agency sawyer qualification card, signed by a FAL1 certifier. Competency must be demonstrated and documented every 3 years. Sawyers must maintain current CPR and 1st Aid qualifications. It is the responsibility of the individual to track certification expiration and complete recertifications in a timely manner as well as to provide fire staff with documentation for IQCS documentation.*

Public Information Officer, Technician (PIOT)

Individual assists with the collection and dissemination of incident information and may act as the first point of public and media contact, under the direction of the Agency Administrator or Incident Commander.

Coursework:

ICS100
ICS200
IS700
S110

WCT Level: None

Task book: No

Qualification Maintenance:

RT130-annual

Note: *Individuals seeking this qualification must have prior approval from fire staff or recommendation of agency administrator/public affairs officer.*

Firefighter Type 1 (FFT1)

Qualifies the individual to lead squads of firefighters in performance of fireline duties. Must first be qualified and experienced as FFT2.

Coursework:

S131

WCT Level: Arduous

Task book: Yes

Qualification Maintenance:

RT130-annual

Note: *An assignment as a squad boss on a Type 2 or Type 2 IA crew is strongly recommended by the Qualifications Review Committee. A taskbook being recommended for certification without this experience may be returned to the employee until the experience is gained.*

Incident Commander Type 5 (ICT5)

Qualifies the individual to manage low complexity fire incidents, typically involving a small number of resources and one operational period.

Coursework:

ICS200
S131

WCT Level: Arduous

Task book: Yes

Qualification Maintenance:

RT130- annual

Note:

Agency Administrator (WFA3/RXA3, WFA2/RXA2, WFA1/RXA1)

Line Officer level position used to provide oversight and direction to fire managers and incident commanders.

Coursework (All levels):

A-200 (Every 3 years)

A-314 (Every 3 years)

IS700

IS800

ICS100

ICS200

L180

M581

NWFDSS

FS514

Additional Courses for Level 2:

N9074 (You Will Not Stand Alone)

Additional Coursework for Level 1:

M582

WCT Level: None

Task book: Yes

Qualification Maintenance:

WFDSS Refresher-annual

RT-130: Annual fire refresher

Note: *AADM is the only task book and qualification in this guide that does not work through the fire management chain of command for initiation and certification but is tracked and recorded at the regional level. It should, however, be included on a red card and must therefore be entered into IQCS. This is not typically done at the regional level. Early communication with fire managers/training officers regarding changes in status, training assignments, and task book completion is appreciated to make timely changes in IQCS and on red cards.*

Prevention Technician (PREV)

Allows the individual to be ordered on a fire, all-hazard, or severity incident to assist with patrolling closure areas, scouting for unattended campfires, hanging signs, etc.

Coursework:

IS-700

ICS-100

WCT Level: None

Task Book: None

Qualification Maintenance: None

Note: *PREV qualification will only be granted at the recommendation of White River NF Lead Prevention Technician, Mary Flynn. Please discuss your desire to work in this capacity first with your supervisor, then with Mary, before approaching fire management personnel to have this added to your red card.*

Security Specialist Level 2 (SEC2)

The SEC2 may assist law enforcement officers in providing base camp security, staffing Forest and road closure checkpoints, making public contacts, and enforcing Forest rules, laws and orders.

Coursework:

IS-700

ICS-100

Forest Protection Officer (FPO) training

WCT Level: None

Task Book: None

Qualification Maintenance: Annual FPO refresher

Note: *It is incumbent upon the employee to provide training certificates and/or confirmation of FPO refresher attendance to the IQCS administrator as soon as possible to maintain qualification.*

Maintaining Qualification Currency

It is the responsibility of the individual firefighter to keep track of necessary recertification schedules and to forward documentation of recert completion to fire staff. It is also important to maintain a seasonal experience record where all fire experience, training assignments, and course work is recorded. This record should be submitted to fire staff by November 15 each year. All training certificates and/or recertification documents should be sent to fire staff upon completion of training and does not need to wait until the Responder Update form is submitted at the end of the employee's season. Individuals that have not shown any experience in IQCS in 3 years will automatically be reverted to trainee status. The experience record can be found here: https://iqcsweb.nwcg.gov/sites/default/files/2017-10/IQCS_Responder_Update.pdf

Reference Material

<https://www.nwcg.gov/positions>

<https://www.nwcg.gov/publications/position-taskbooks>

<https://www.nwcg.gov/publications/agency-taskbooks>

<https://www.nwcg.gov/publications/pms310-1>

https://iqcsweb.nwcg.gov/sites/default/files/inline-files/FedSupplement_2021.pdf

<https://www.nwcg.gov/term/glossary/work-capacity-test-wct>

Contacts

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