

SW Area Training Committee Meeting Minutes

April 25-26, 2016

Gilbert, AZ

Attendees:

Tracy Allen (SFZ), Jeff Walther (NAZ), Rita Booth (WMZ), Steve Grater (SEZ), Rob Martin (CWZ), Una Pesata (Tonto NF), Tony Sciacca (AZIWA), Charley Luevano (NM BLM), Caleb Finch (SBWFA), Nancy Moore (SWCC Aviation), Glenda Womack (GLZ), Tiffany Fralie (PEZ), Jake Nuttall (GATR), Bea Day (SWEA), Kelly Castillo (SWCG Liaison).

Zones Not Represented: ABZ and TAZ (SFZ Represented for them)

April 25th, 2016

Welcome/Introductions

- Some zones within the SW Area are moving to a Training Committee format with a rotation of the Zone Training Committee Chair

GATR/RTO Role

- Jake Nuttall is currently acting GATR and RTO for the SWA until selections on the position is made.

SWATC Charter Update

- SWATC Charter was looked at line by line and updated with input and consensus of those present.
- The Charter and Operations Handbook for the Southwest Area Training Committee was decidedly done away with and the parts contained within the document that were still relevant were added into the new SWATC Charter.
- The Charter was updated to include a Zone Rotation for the SWATC Chair position. The Chair will remain in place for 2 years then rotate out. The GATR will remain the Vice-Chair position to facilitate transition of chairs and provide continuity to the group.
- Draft Charter will be discussed on conference call in May for approval by the committee and forward on to SWCG for final approval. Once approved the charter will be posted to the SWCC site under the SWCG Sub Committee's SWATC.

Training Calendars

- As of now there is no template or standard for Zone training calendars
- Task group created to come up with a template and ideas for a web based data entry program where Zone Training Officers can input their training and be collected onto one central location for all training open to non-zone resources.

Course Delivery Knowledge

- Hosting of 500 level courses is dealt with at the National level
- Hosting of 300-400 level courses will be decided and agreed upon by the SWA Committee
- Hosting of 100-200 level courses will be done at the zone/local level
- L-380/L-381 MCS vs R3 instructors. Would regional instructors be sustainable and supported?
- Agency IQCS Account Managers need to be proactive about adding instructor history into IQCS as lead or unit.
- SWA Training Committee will work on compiling a list of Cadre members to help facilitate providing quality instructors for 300/400 level and specialty courses. Each Zone Training Rep will be responsible for submitting a list to the SWA Chair who will compile the list and keep an updated copy.

- If cadre members for specific courses are requested, SWA Chair will work on providing and managing the cadre list.
- How will the selection criteria be made for cadre placed on the availability list? How will bad instructor evaluations be handled and noted?

SW Training Needs Analysis

- Is the Analysis a legitimate product? Each zone has different way of gathering their information, making the response from each zone not uniform across the SWA. For example, IQCS driven vs. agency training officer/duty officer feedback.
- Zone training reps need to get better by in from agency line officers by stressing the “Why”. Additional pressure from SWCG members would help increase buy in for some zones.
- Issue of travel caps might start coming into play with training opportunities
- Purpose:
 - The Training Needs Analysis is mainly created for identifying the 300/400 level course needs as well as a few pre-determined 200 level courses that require specialized cadre or a course difficult to find across the SWA.
 - The 100/200 level course identified is used solely by the Zone Training Rep to identify the need of lower level courses within their own zone.
- The List of courses on the TNA will need to be constantly updated due to changes in course numbers and addition of FEMA/All Hazard type courses
 - Add Wilderness training
 - Add more aviation training
- Zone Hosts for 300/400 level courses will be assigned based on zones willingness to Host course and geographic area of student need.

SWA Course Hosting Commitments

- PEZ: S260, 261, S290, S341, RX410, D310, FI110, FI210, L-280, WIMS
- TAZ:
- NAZ: S300, M410
- SNZ: S330, M410
- WMZ:
- GLZ: S-203, S-390, READ, I300, I400, L380, M410
- SEZ: D311, D312
- ABZ:
- CWZ: RX301, RX310, RX341, M581
- AWIMA: I300, I400, S244, S258, S330, S339, L952, S404, RX301, RX310, RX341, RX410, FI210, FI310, M410
- GACC: S248, S490, S491, L381
- NAFRI: S520, S590, RX510, M580

SW Academies

- [Sierra Blanca Wildland Fire Academy](#)
 - Mission: *To develop professional and safe responses in the wildland environment by offering training and education that meets the National Wildfire Coordinating Group Standards.*
 - Historically the academy is held during late January or early February in Ruidoso New Mexico. This year in 2016 there will be holding a second academy December 5 -11, 2016 due to convention center scheduling conflicts.
 - The academy operates as a non-profit and is able to keep the operating costs extremely low. The Academy in February 2016 consisted of 240 students.

- SBWFA has no needs for the committee at this time. Will be hosting 25 courses during the December Academy.
- **Arizona Wildland Fire and Incident Management Academy**
 - Mission: *The purpose of our academy is to "provide training that meets or exceeds the National Wildfire Coordinating Group and Federal Emergency Management Administration standards" to provide the highest quality training in an incident management setting offering our students the opportunity to establish a mentoring network.*
 - 2016 was the academy's biggest year. It is a non-profit academy and has an operating cost of \$270,000
 - AWIMA is held in March every year in Prescott Arizona. Next academy is March 11-17, 2017.
 - Academy has FS agreement to use USFS lands for training and F.S. Cache in exchange for waiving course tuition.
- **SW Engine Academy**
 - Mission: *To provide an advanced training academy for students to refine their driving skills in a variety of environments, become more proficient in pumping operations on all types of engines and portable pumps, maintain fire apparatus to Agency standards, and provide the home unit a comprehensive and objective evaluation of their employees.*
 - The next session of the SWEA will be held February 12-23, 2017, which will host 40 students. Nominations due September 2, 2016. Academy is run on a bi-annual basis.
 - Cadre for Academy must be a graduate of the program. Academy run using an ICS configuration. Cadre to Student ratio is 1 to 1
 - SWEA is looking at somehow producing a continued education refresher or newsletter.
 - Operating budget is \$240,000 every other year.
 - Needs: May need to look at paying for a driving track to secure a facility, right now their location is free but can be told at any time they can't hold academy there.

YWNSA – You Will Not Stand Alone

- Program is geared towards line officer involvement and provides an overview on what needs to happen during an incident
- Course may possibly be given to NAFRI to host.
- SWA Committee could help facilitate course and process for nominations. Zone Training officers need to promote the course and provide direction on who would benefit.

CISM – Critical Incident Stress Management

- Course is led by Kenan Jaycox. There is an application process that can be found on the SWCC Website.
- There needs to be better communication on what type of incidents need CISM
- SW Working on creating a charter that will aid in keeping the Interagency concept of the class

LFML/M-581 Courses

- Next session possibly April 10th, 2017 and will be on an every other year rotation
- Evaluations have shown there needs to be more interagency line officer involvement and interagency cadre
- SWA Training committee members need to work on pitching the training to line officers at their home units. Help inform them WHAT LFML is.

Dispatcher/Aviation Course Coordination

- RT-312 Aircraft Dispatch Refresher Workshop
 - Led by Nancy Moore and will be held November 14-18, 2016
 - Cadre will consist of flight crew and cover Incident Within and Incident, AC Crash, Sandtables, Sims. Emphasis on helicopter operations.

- Talks of turning workshop into a National course and Beta testing
- Dispatch Course D-312 and D-311 being combined into D-313.
 - Dispatch Courses will be put on a rotation, every other year
- It would be helpful to have an Aviation Committee Liaison part of the SWA Training committee to promote updates and coordinate the need for aviation course.

Prescribed Fire Courses

- Led by Pam Bostwick
- Committee looking at building an RX cadre, Jake Nuttall will help facilitate cadre

National Training Site

- No consistency to Forest Specific or Zone Training Calendars.
- Task Group created to develop a Zone Training Calendar that will allow each Zone Training Rep to update with course open to the SW.
 - Members: Rob Martin, Dwayne Mortenson, Cindy Matthews, Steve Grater, Tracey Allen, Jay Ellington (SME)
 - Update due on next conference call
 - Deadline: Draft of new calendar program needs and structure due August 31st.

SWA Priority Trainee List

- Led by Jake Nuttall, List is currently available on the SWCC website.
- ATGS was not ranked by Zone priority form
- SWA Committee proposes to get rid of Zone point box as there is no standard process for utilizing extra points, instead add a 6 bullet step process to break tied trainees. Add comment box as to how you broke the tie.

NAFRI

- Zones could offer more assistance with role players to help with courses hosted at NAFRI
- SWA committee will make an effort to email NAFRI and ask what type of assistance they need for upcoming sessions
- Invite NAFRI to meetings and to share training calendars.

NWCG Updates

- **National Accelerated Training Program (NATP)**
 - Nationally sponsored – FS only
 - Future will be housed with GATR programs
 - 20 students each session chosen, 1 year program, selections have been made and letters will be sent out soon
- **Regional Training Officer Committee**
 - Tasked to revamp Forest Service Fire and Aviation Guide
 - Help submit out of GACC nominations
 - Process is to submit paper copy to GATR and in IQCS
 - GATR takes nomination to GATR meetings for prioritization

SWCG/Sub Committees

- Establish more dialog between the SWATC and SWCG for information flow and to identify tasking's as necessary.
- Establish communications between other Sub Committees under the SWCG for potential Cadre, SME's, and direction for training needs in Dispatch, Aviation, Prescribed Fire, etc.

Round Robin

- WMZ – No updates
- TAZ – Need better communications with agencies on training
- SNZ – Has good participation from agencies with training
- ABZ – No updates
- Northern NM Training Group – Working on partners to set up meeting to discuss updates and Academy. The state and local governments are the ones pushing for an academy in Northern New Mexico
- GLZ – Hosted I-300, I-400, L-381, M-410, S-290 and Isuites as the SBWFA has a WFDSS course coming up.
- CWZ – Getting up to speed on training and needs. Have 10 agencies on Zone training Committee.
- PEZ – Hosted 25 courses at the SBWFA which covers training needs for the entire zone within 7 days.
- SEZ – New training committee working on a draft charter. Hosted a Training week with 100-200 level course and trained 225 people. Will try to do this every January.

SWATC Action Items

The following is the updated SWATC Action Item and Assignment List. Completed Action Items have been removed.

Topic	Action Needed	Responsibility	Date
SWATC Charter Revision	<ul style="list-style-type: none"> ▪ Update the Charter for approval by the SWATC. Once approved by the committee forward to the SWCG for final approval 	<ul style="list-style-type: none"> ▪ Fralie/Nuttall 	<ul style="list-style-type: none"> ▪ May 19
SWATC website updates on the SWCC page	<ul style="list-style-type: none"> ▪ Updated Charter after SWCG approval and signature (Coordinate with Jay Ellington) ▪ Updated SWATC Contact List (Coordinate with Jay Ellington) ▪ Notes approved by the committee and posted to the SWCC site (Coordinate with Jay Ellington) 	<ul style="list-style-type: none"> ▪ Fralie/Nuttall ▪ Fralie/Nuttall ▪ Fralie/Nuttall 	<ul style="list-style-type: none"> ▪ May 19 ▪ May 19 ▪ May 19
300/400 Course Cadre List	<ul style="list-style-type: none"> ▪ Establish a working excel document for the SWATC to track Lead/Unit Cadre members for 300/400 level courses and specialty courses as identified. 	<ul style="list-style-type: none"> ▪ Fralie/All 	<ul style="list-style-type: none"> ▪ Ongoing
Website Management & Functionality	<ul style="list-style-type: none"> ▪ Task Group to establish a place to have one stop training calendar for all zones. (Coordinate with Jay Ellington) <p>(Rob Martin, Una Pesata, Cindy Mathews, Jeff Walther, & Tracy Allen)</p>	<ul style="list-style-type: none"> ▪ Martin? 	<ul style="list-style-type: none"> ▪ August 31
SWATC Fall Meeting	<ul style="list-style-type: none"> ▪ Finalize date and location for Fall Meeting 	<ul style="list-style-type: none"> ▪ Fralie/Nuttall 	<ul style="list-style-type: none"> ▪ August 31

NEXT MEETING

Conference Call May 19th at 1000 NM Time/0900 AZ Time

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