

**CENTRAL WEST ZONE  
FIRE TRAINING PLAN**

Prepared by: *Cindy Matthews*  
Committee Chair

Date: 4/7/14

Reviewed by: */s/ Bryant McGee*  
Committee Vice-Chair

Date: 4/7/14

Approved by: *Jeffrey D. Anderson*  
Zone Board Chair

Date: 4/14/14

**CENTRAL WEST ZONE  
FIRE TRAINING PLAN**

**Revised 3/31/2014**

**PURPOSE**

Fire training sponsored by the Central West Coordinating Group is coordinated by the Fire Training Committee with oversight provided by the Central West Coordinating Group Board who interacts with the Zone Training Chairperson. The purpose is to provide cost efficient training through interagency participation to the Central West Zone.

**TRAINING COMMITTEE COMPOSITION**

The Zone Training Committee is composed of the following agencies:

- BLM - Phoenix District
- BLM - Colorado River District (BLM)
- BIA - San Carlos Agency
- BIA -Pima / Salt River Agency
- AZFD - Arizona State Forestry Division
- USFS - Prescott National Forest
- USFS - Tonto National Forest
- BIA - Fort Yuma/ Colorado River
- NPS - Southern Arizona Office
- FWS - Arizona Fire District

Committee members will be assigned by and act as representatives for their agency/unit related to fire training issues. The Training Chair and Vice Chair positions will be filled via the following rotation schedule. Each will serve a two year term with the Vice position replacing the outgoing Chair.

- BLM - Phoenix District
- BLM - Colorado River District (BLM)
- BIA - San Carlos Agency
- BIA -Pima / Salt River Agencies
- AZFD - Arizona State Forestry Division
- USFS - Prescott National Forest
- USFS - Tonto National Forest
- BIA - Western Regional Office, Phoenix
- FWS -Arizona Fire District
- NPS -Southern Arizona Office

The Committee will have a minimum of two meetings annually to accomplish the following:  
Spring Meeting (annually prior to March 15)

- Consolidate agency/unit training needs for the upcoming year. Submit to Southwest Area Training Council Chair.
- Establish priorities for and courses to be offered during the upcoming year.
- Select dates for courses identified.
- Assign agency/unit Coordinator responsibilities for courses to be offered.
- Establish deadline for course announcements and related information to be submitted to the Vice Chair for generating the Zone training schedule. This schedule is due to the SWA Training Coordinator by March 15<sup>th</sup> annually.

Fall Meeting (annually in September/ October)

- Review/reconcile training course progress and any necessary changes to the established Zone training schedule for the current training year. In the case of insufficient nominations for a particular course, review options to consolidate courses with adjacent Zones for efficiency.
- Finalize Coordinator nomination for submission to the Central West Zone Board (every second year).
- Finalize nominations for and select Vice Chair position (every second year).

## DUTIES AND RESPONSIBILITIES

### Zone Training Chair

- Forward course announcements and general fire information to agency/unit Committee Members within the Zone.
- Monitor and provide liaison for agency committee members in resolving conflicts related to course administration.
- Keep the Vice Chair and Committee Members abreast of training activities.
- Monitors course evaluations for Zone sponsored courses.

### Vice Chair

- Works closely with the Zone Chair in all fire training matters.
- Schedules and facilitates the committee's annual meetings. Assures meeting notes are taken and distributed to committee members in a timely fashion.

- Generates the Zone training schedule as approved by the Committee. Distributes the schedule to all agencies/units within the Zone, the Regional Fire Training Specialist for inclusion into the SW Area Schedule and to the Zone Chair.
- Assists the Zone Chair as requested.

### **Committee Members**

- Represents his/ her agency/unit to the Committee regarding fire training matters.
- Participates in committee meetings and provides necessary items as identified in the meeting agendas.
- As a Committee Member is assigned specific course responsibilities and becomes a working cadre member for those assigned courses.

### **Course Coordinator and/or Lead Instructor**

- Arranges for all instructors and secures all needed instructor guides. It's preferable that each instructor has a complete guide in order to know how their unit(s) fit into the entire course.
- Arranges for necessary facilities, course materials and, additional support materials (audio-visual, etc.)
- Reviews course agenda and rearranges and/or approves changes to course material while assuring course objectives are being met.
- Writes the course announcement and submits to the agency/unit Committee Member within established timeframes. These announcements will normally become part of the Zone training schedule. The announcement will include items such as: course number and title, dates and location, nomination deadline, course description and objectives, prerequisites, targeted audience, nomination person and contact point, course cost (if any) and maximum class size.
- Receives nominations and makes student selections for the course. Contacts his/her agency/unit Committee Member to resolve conflicts. Notification will be made to the agency/unit Committee Member prior to any decision to cancel a scheduled course. Student selection notification will be sent to each agency with nominees. Selection notice packets will include facilities information, local lodging recommendations and required materials the students will be expected to bring to the course.
- Prepare and distribute course pre-work in a timely fashion to allow completion and return of said pre-work.
- Facilitates a cadre "dry run" if deemed beneficial or necessary.
- Is present during the course presentation. Responsibilities include: course agenda modifications, material clarification and assisting instructors as needed.

- Determines grading procedures. Tabulates unit test scores and determines the final grade for each student. Prepares completion notices and certificates. Distributes above to each student or their agency/unit Fire Training Specialist as well as providing a copy to the agency/unit Committee Member.

**Course Coordinator and/or Lead Instructor cont.**

- Notifies failed students with the specifics and recommendations for improvement prior to their departure from the course. Also notify in writing the student’s agency/unit Fire Training Specialist as well as providing a copy to the agency/unit Committee Member.
- Ensure at the completion of the course: that all training materials are returned appropriately, and that a cadre critique is conducted to identify changes to be made for future presentations. Provide a report of such recommendations to the agency/unit Committee Member who will forward a copy to the Zone Chair.

**Instructors**

- Work with the Course Coordinator to assure all needed materials are being secured.
- Determine responsibility for securing viewgraphs and handouts.
- Receive agenda from the Course Coordinator and notify him/her if allotted times for assigned units are adequate.
- Advise the Course Coordinator of any changes or modifications being recommended.

**COURSE ANNOUNCEMENTS**

Each course will have an announcement generated to provide specific information about the course. See Appendix A. The course coordinator will assure the announcement is developed and submitted through his/her agency committee member to the Zone Training Committee for inclusion into the Zone and SW Area schedules.

**NOMINATION PROCESS**

Nominations will be submitted using the IQCS Nomination Workflow Process. Units that do not have access to IQCS will continue to use the NWCG nomination form with all requested information and necessary signatures (see more information at the following link). Requests for training enrollment should have the appropriate contact information for the employee listed in the comment section (to include phone number(s) and email addresses).

[http://www.nationalfiretraining.net/iqcs\\_nom\\_process.html](http://www.nationalfiretraining.net/iqcs_nom_process.html)

For courses with tuition costs, the financial section must be also completed. If electronic signature forms are submitted, an original signed copy must be on file at the requesting unit.

Each course will have a nomination deadline and nominations will be accepted until that date with selection to occur once all nominations have been received. This deadline should be sufficiently in advance of the course dates to allow for selection and notification of selected students, necessary pre-work to be completed, and distribution to selected student of pertinent course related items.

### **SELECTION PROCESS**

Selection of students should occur following the established nomination deadline. CWZ nominees will hold priority for selection. Selections will be based on the following:

- a. All course prerequisite training and experience have been met.
- b. Emphasis is made to assure an interagency mix of students.
- c. Zone or Agency priorities considerations are evaluated.

Selection letters will be distributed to selected individuals' agency Fire Training Specialist along with any needed pre-work and logistical information about the course, to include the following: Location, local hotels, and meal accommodations. A copy will also be forwarded to the sponsoring Agency Committee Member.

### **COURSE COMPLETION**

Upon course completion, certificates will be provided to each student who successfully completes the course. A completion letter will be forwarded to each student's Agency Committee Member and a copy will be forwarded to the sponsoring Agency Committee Member. In the event of a no call/ no show, the course coordinator will make contact with the employee's supervisor.

APPENDIX A

**Central West Zone  
Course Training Announcement**

Course Number:

Course Title:

Course Dates:

Course Location:

IQCS Course No.:

Nomination Deadline Date:

Notification of Selection Date:

Target Group:

Coordinator/Contact Person:

Name:

Mailing Address:

E-Mail Address:

Phone:

Fax:

Course length in Hours:

Maximum Enrollment:

**APPENDIX B**

***Central West Zone  
Fire Training Committee  
April 1, 2014***

Prescott National Forest  
Cindy Matthews (Chair)  
928-777-5690  
970-214-4286 Cell  
[cindyamathews@fs.fed.us](mailto:cindyamathews@fs.fed.us)

Tonto National Forest  
James King  
480-610-3300  
[jamesking@fs.fed.us](mailto:jamesking@fs.fed.us)

National Parks Service SGP  
Vacant

Bureau of Indian Affairs, Western Region  
Carlos Nosie & Leon Ben  
(602) 379-6798  
[Carlos.Nosie@bia.gov](mailto:Carlos.Nosie@bia.gov)

Pima and Salt River Agencies  
Alan Sinclair  
(520) 562-3974  
(520) 610-0611 Cell  
[alan.sinclair@bia.gov](mailto:alan.sinclair@bia.gov)

Phoenix District, BLM  
Rob Roy Williams  
602-509-3325 Cell  
[r8willia@blm.gov](mailto:r8willia@blm.gov)

Colorado River District, BLM  
Gary Cook  
928-718-3745  
928-830-8039 Cell  
[gcook@blm.gov](mailto:gcook@blm.gov)

Bryant McGee (Vice Chair)  
928-718-3726  
928-830-7813 Cell  
[bmcgee@blm.gov](mailto:bmcgee@blm.gov)

AZ State Forestry Division  
Russ Shumate  
(928) 778-9567  
[russshumate@azsf.gov](mailto:russshumate@azsf.gov)

Fort Yuma and Colorado River Agencies  
Ron Morrison  
(928) 782-1202  
(928) 920-3214 Cell  
[Ronald.Morrison@bia.gov](mailto:Ronald.Morrison@bia.gov)

San Carlos Agency, BIA  
Duane Chapman  
(928) 475-2868  
(928) 961-2912  
[Duane.Chapman@bia.gov](mailto:Duane.Chapman@bia.gov)

USFWS  
Rob Martin  
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(520) 419-0187  
[robert\\_martin@fws.gov](mailto:robert_martin@fws.gov)