

# **DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION WILDLAND FIRE MANAGEMENT TRAINING**

## **1101 INTRODUCTION**

The Department of Natural Resources and Conservation (DNRC) conducts fire management training activities in support of several goals to accomplish the fire and aviation management mission.

DNRC is mandated by law to “establish and maintain forest fire control training programs for state firefighters and other persons requiring training.” To meet these obligations, DNRC employs several different training delivery programs.

Qualifications and certification determinations are provided by DNRC to ensure employees meet qualifications and also meet our commitment through interagency agreements and as members of associations at all levels. DNRC is a member of the Northern Rockies Coordinating Group (NRCG) as a regional cooperator and the National Wildfire Coordinating Group (NWCG) as a member of the National Association of State Foresters (NASF).

## **1102 FIRE TRAINING OBJECTIVES AND PURPOSE**

### **1102.1 OBJECTIVES**

All DNRC Fire Management Training is predicated on these five objectives:

1. Development of safe, effective and efficient employees, trained to high levels of proficiency, to conduct wildland fire management operations.
2. We will focus on safety, fire, and training fundamentals, and constantly adhere to these principles in any wildland fire management activity.
3. Qualifications and certifications will adhere to NWCG standards as a minimum and may exceed those standards to meet agency operational objectives. Chapter 8, Qualifications and Certifications, of this manual is offered to meet those agency needs. Qualifications and certifications may be based on other laws and agency policy (i.e., National Fire Protection Association [NFPA] Wildland Fire Driver Operator standards, CFR 1910.120, hazardous materials awareness, National Incident Management System [NIMS], etc.) The standards of training, experience and work capacity fitness for DNRC employees is the NWCG 310-1, Wildland Fire Qualifications System Guide and this manual.
4. DNRC will meet the training needs analysis and recordkeeping requirements stipulated by law and agency policy.

5. DNRC training standards and guidelines must be open to appropriate change to meet changing operations. It must be recognized that fire management is not static science or art. The changing dynamics of the discipline require training changes that keep pace with and support operations.

## **1102.2 PURPOSE**

The purpose of these guidelines is to provide consistent direction to all DNRC fire management employees responsible for wildfire training design, development, delivery, qualifications and certification and record keeping within Montana. Performance standards training curriculum and administrative processes must be consistent state-wide in order to:

1. Meet DNRC obligations to employees for safety and individual development;
2. Maintain programs that are responsive to laws and policies; and,
3. Meet the highest professional level of effective, efficient and safe fire management operations that is possible.

## **1102.3 FORMAT—1100 MANUAL—FIRE TRAINING**

Typically, any manual delineates standards and guidelines and references laws, administrative rules (ARMs) and policy specific to the nature of that business. At times, those guidelines appear to try to substitute for rules and laws. In order to clarify requirements, these guidelines will attempt to state the laws or rules, define the DNRC standard and provide guidance for meeting the requirements and performance standard(s).

As working definitions, the following are offered:

1. Rules = DNRC policy and procedure; State and Federal laws.
2. Standards = National Wildfire Coordinating Group (NWCG) standards for fire and aviation management training, experience, and work capacity; for performance, qualifications and certification. The NWCG 3 10-1 and the Wildland Fire Training (1100) Manual is the specific direction and the foundation of the Montana Department of Natural Resources and Conservation wildland fire and aviation management qualifications and certification process. For other specific performance requirements and references; National Fire Protection Association (NFPA), Occupational Health and Safety (OSHA), Department of Transportation (DOT), Environmental Protection Agency (EPA) and the Federal Motor Carriers (FMC) standards will be referenced to avoid duplication of standards, and will be noted in this Manual as is appropriate. DNRC training materials and other programs established for specific performance needs are to be used as guidance to meet those standards. These standards will reflect performance requirements of the fire and

aviation management training program as a whole and must be met to accomplish that program. Adherence to standardized training objectives (regardless of training materials used) and record keeping processes are two prime examples.

3. Guidelines = Avenues and opportunities to achieve the standards. There are many sources available to provide quality training. From the outset, it is important that all managers and trainers understand that the key is specific, measurable, documented performance ability. This end may be reached through several means. Formal training, and/or specific Task Book completion are essential to the desired end result—fire management position performance. These guidelines will offer ways and means to achieve an end result—safe, effective efficient performance.

Montana DNRC will be dependent on NWCG Guidelines as the standard for qualification. We must recognize that specific entities of our operation are better reflected by other training standards and guidelines; i.e., the NFPA. The end result, however, is that once established, regardless of original source, these will be utilized as DNRC standard developmental materials. Chapter 8 of the 1100 Manual further defines the qualification requirements for agency personnel.

### **1103 TRAINING TO STANDARDS IS THE KEY TO REDUCING HUMAN ERROR**

Safety is the top priority in everything we do. Secondly, quality training is a means to the end for individual and team development to achieve pre-determined performance requirements. Top performance and safety can, and should be, the result of quality performance-driven training.

### **1104 FIRE PREVENTION**

Different operational methods are employed at various Land Offices to implement fire prevention measures. Training programs for fire prevention are directed toward meeting the needs of:

1. Fire prevention planning.
2. Statistical analysis to direct fire prevention efforts.
3. Public contacts.
4. Multi-media fire prevention education materials presentation.
5. Fire origin and cause determination.
6. Fire Risk Rating in Wildland/Urban Interface areas.

### **Training Function And Support**

The current and future fire training program must be directed to support the detection performance needs. Consistent interaction between staff and field entities to establish, maintain and update a fire detection training curriculum is necessary in order to service the technical requirements of these positions.

Detection training program development and delivery is driven by fire detection operational needs for both fixed point and aerial platforms at Unit and Land Office levels. Detection training is designed at and for the Land Office and Unit needs. Support is available from the Fire and Aviation Management Bureau; however, standards are met through adherence to the U.S. Forest Service Firefighters Handbook, specific to fixed point detection.

### **1105 FIRE DETECTION**

The DNRC fire detection program is composed of two primary elements: fixed point (lookouts) and aerial detection (fixed wing patrol aircraft).

Training programs for fire detection personnel and systems are directed toward meeting the needs of:

1. Rapid detection from fixed points, generally [from] established lookout towers.
2. Rapid detection from aerial platforms, generally light fixed-wing aircraft.
3. Consistent, accurate and timely reporting of fire occurrence.
4. Support to ground forces in locating fire occurrences.
5. Consistent, accurate communications.

### **Training Function And Support**

The current and future fire training program must be directed to support the detection performance needs. Consistent interaction between staff and field entities to establish, maintain and update a fire detection training curriculum is necessary in order to service the technical requirements of these positions.

Detection training program development and delivery is driven by fire detection operational needs for both fixed point and aerial platforms at Unit and Land Office levels. Detection training is designed at and for the Land Office and Unit needs. Support is available from the Fire and Aviation Management Bureau; however, standards are met through adherence to the U.S. Forest Service Firefighters Handbook, specific to fixed point detection.

## **1106 FIRE PRE-SUPPRESSION**

The DNRC fire training pre-suppression program is composed of several elements. The largest portion of training delivery is undertaken as pre-suppression action to support suppression operations. Outside of fire prevention, fuels/prescribed fire and career development, eight major categories of fire training are extended to meet suppression needs. These are:

1. Direct Protection Initial and Extended Attack
2. State-County Cooperative Fire Protection Initial and Extended Attack
3. Incident Communications
4. DNRC Aviation Operations
5. Type 3 Overhead Team
6. Type 2 Overhead Team
7. Type 1 Overhead Team
8. Area Command / Multi-Agency Coordinating Group(s) (MAC)

## **1107 FIRE DISPATCHING AND RADIO OPERATION**

Operational context for these facets of wildland fire performance needs are to be developed. Currently, there is considerable variation in dispatching and radio operation functional needs across the state. Dispatching and Radio Operator training is designed at and for the Land Office and Unit needs. Support is available from the Fire and Aviation Management Bureau; however, standards are met through adherence to the U.S. Forest Service Firefighters Handbook. (Other reference materials include the NWCG Incident Radio Operator / Dispatcher Task Books, NWCG "D-" course curriculum.)

## **1108 FIRE SUPPRESSION**

Multiple provisions under Title 76, Chapter 13 of MCA (1995) describe the functions of the department regarding wildland fire and forested lands. Title 77, Chapter 5, part 103, (3) states ".....take such action as is authorized by law to prevent and extinguish forest, brush, and grass fire; enforce the laws pertaining to forest and brush covered lands and prosecute any violation of those laws."

The fundamental charge of the DNRC fire suppression program is to protect state and private classified forest lands from wildfire. This mandate is carried out through various

forms of direct protection, county cooperative fire protection, contract means, and offset protection arrangements with other recognized fire protection agencies.

In order for operational levels to drive training needs, it is essential to determine the complexity of incidents, at least in a general fashion.

21.1 - Incident Complexity. [Fire staff and] line [officer] managers [at all levels] must determine complexity of an incident and assign qualified personnel as needed. More than 95 percent of all wildland fires fall within the low range of complexity and are controlled with Initial Attack and Re-enforcement forces. These are referred to as Type 3, Type 4, and Type 5 Incidents in the Incident Command System; the involved agencies have the latitude to agree on qualifications that meet their needs within the local operating area for incidents at the level of Type 3, 4, and 5 incidents.

21.2 - Guidelines for Determining Incident Complexity. Following are guidelines to assist managers in determining incident complexity. These should be used in conjunction with the NWCG Nationally recognized "Organizational Needs Assessment". The guidelines are presented in order of ascending complexity and describe the fire suppression response and the fire organization that is appropriate to the particular situation and is consistent with established fire management direction (FSM 5130). The Type 5 incident is the lowest level of complexity recognized in the Incident Command System, and Type 1 is the highest range. The Type 1 Incident combines in the Multi-Division and Multi- Branch classification as described in the NWCG Wildland Fire Qualifications Guide (310- 1)."

### **Training Function and Support**

Most pre-suppression direct protection and county protection training is delivered through the winter and spring months, December through May. June is devoted entirely to initial attack training for seasonal and county co-op engine crews, radio operators and fire prevention personnel.

Fire pre-suppression training has one major goal: preparation of fire personnel resources to execute safe, effective and efficient fire suppression actions.

The current and future fire training program must be directed to support initial attack, extended attack, and project fire operations--in that order of priority. Prioritization of training and dedication of existing budget must be consistent with operational frequency at each of these levels. Consistent interaction between staff and field entities to establish, maintain and update a fire suppression training curriculum is necessary in order to service the technical requirements of the appropriate positions.

Training program development and delivery is driven by fire suppression operational needs.

## **1108.1 PRESCRIBED FIRE**

The Department of Natural Resources provides for the wise, controlled use of fire as a basic tool used in the resource management practices on state and private lands in Montana. Planning and application techniques and procedures will continually be refined and updated in order to develop, protect, and conserve state forest and range resources. The decision to use prescribed fire must include cost effectiveness and safety considerations."

### **Training Function and Support**

Prescribed fire training is delivered through the winter and spring months, December through May. Training content involves a full curriculum of fuels treatment options; fire effects, prescribed fire planning, smoke management and air quality impacts, smoke modeling, and approval processes.

Minimal training development for prescribed fire activities takes place within the training section. Professional development is accomplished through section coordination activities with the Northern Rockies regional training center, other regional training centers and the national training center (NAFRI) in Tucson, Arizona.

Training program curricula and current requirements are detailed in the DNRC Prescribed Fire Guidelines (400 Manual) and the NWCG 3 10-1, Wildland Fire Qualifications System Guide.

## **FIRE MANAGEMENT TRAINING NEEDS ANALYSIS**

### **1110 INTRODUCTION**

Comprehensive needs analysis assists supervisory and fire program managers in providing the personnel resources required to meet local area and statewide DNRC fire protection program needs.

Needs analysis is conducted to achieve the following:

1. Provide a qualified and balanced workforce to meet various fire management operations performance requirements at all levels of complexity.
2. Target fire management development for employees based on individual talents and aspirations coordinated with the needs of the State.

Needs analysis is comprised of these primary elements:

1. DNRC initial attack and extended attack and major incident requirements are determined by priority of historic fire incidence and fire protection operations.
2. NRCG Zone training needs are determined by priority of historic fire incidences and current fire protection operations.
3. DNRC employee training needs are determined through individual development plans.
4. Personnel availability to take incident and training assignment dispatches is considered.

Staffing requirements must come first and must be determined by field analysis of "normal" job (fire or resource management), fire history, and needs for specific positions.

### **1111 STANDARD**

DNRC employs a computer program entitled "Incident Qualifications System," or IQS web, to collect and archive personnel information, to target positions for employees, and to record training and experience data for each individual. The program also produces qualifications based on training, experience and physical fitness. This program is the DNRC standard for fire management needs analysis, record keeping and qualifications and certification. The IQS web program is a tool for determining training needs to meet predetermined staffing requirements.

Montana DNRC will use the IQS web program to maintain personnel fire training records, regardless of affiliation with zone dispatch centers, and/or interagency, co-location and/or coordination configurations. It is essential that the agency utilize one record keeping process. Records will be kept at the Unit, Land Office and Forestry



Division, under appropriate levels of authority for records access and qualifications and certification of personnel (see Section 1186).

The Northern Rockies Coordinating Group (NRCG) has divided the Northern Region into geographic zones for interagency cooperation in three primary areas; operations, fire business management and training. Each geographic zone will determine training needs on an interagency basis. The criteria from which training needs of DNRC personnel are drawn remain the same. (See 1115 Training Course Nomination and Selection section at the end of this chapter).

Training costs to include “Seat” costs, if applicable, plus travel for training provided within the zones will be the financial responsibility of the sending unit. “Seat” costs for training provided at the Northern Rockies Training Center plus travel costs will be the responsibility of the training unit within the Fire Bureau.

Any 310-1 training nominations to the Northern Rockies Training Center or out of the geographic area will have to have prior approval from the Fire Bureau. This will typically be done after the fall NRCG training meeting. Nominations to the NRTC should be copied to the Fire Bureau.

Any non 310-1 courses will be agreed upon prior to submitting a nomination to determine who will pay the costs. These will need to have prior approval from the Fire Bureau if the Fire Bureau is paying the expenses.

## **1112 CRITERIA FOR DETERMINING TRAINING NEEDS**

1. Functional training will be grouped in the following manner for priority of training delivery.
  - a. Group 1 - Initial Attack (Type 5), Fire Prevention, Detection.
  - b. Group 2 - Extended Attack (Type 4 overhead, i.e. Multi-Resource IC).
  - c. Group 3 - Type 3 Overhead (Command and General Staff).
  - d. Group 4 - Type 2 Overhead (Command and General Staff) and subordinate unit leader positions.
  - e. Group 5 - Type 1 Overhead, Prescribed Fire, Area Command, Other.
2. The goal of the DNRC fire suppression program is to keep 95% of all fires at 10 acres or less. DNRC will make no major changes in detection and initial attack training content; however, program enhancements over time will occur.

3. Fire Prevention training must be maintained at a prominent level, to include overhead training past the Basic and Intermediate levels. Fire prevention training will use the DNRC standardized curriculum, beginning with agency specific needs and proceeding to the national curriculum as the curriculum is expanded.
4. Development of Type 4 and Type 3 overhead and Initial Attack personnel in all functions is critical to increase safety, to reduce resource loss due to fire and to ensure suppression cost savings.
5. DNRC permanent personnel, specific seasonal and county co-op personnel with fire management specific positions (i.e., Unit Fire Supervisor, Rural Fire Coordinator) within the department will be trained to the following functional levels, as a minimum, based on targeted positions within those functions:

Command	IC Type 3 - Multi-Resource IC
Operations	Division/Group Supervisor
Planning	Unit Leader
Logistics	Unit Leader
Finance	Unit Leader

Personnel will not be trained to these levels in all functions. Rather, they will be trained in those functions most pertinent to their regular job, their interests and the needs of the department. Training needs will be determined from the ground up, with emphasis on overhead development for extended attack (Type 3) incidents. Land Office fire management staff will determine these needs. The Forestry Division fire training and fire suppression staff will determine their own needs and work through the SW Montana Zone. DNRC training needs should be coordinated with those of other agencies within the NRCG Zone.

- For fire training purposes, Forestry Division will include the Forest Management Bureau of Trust Lands Management Division on the Missoula Campus and in the Southwestern Montana Zone.
  - For fire training purposes the DNRC, Headquarters personnel based in Helena are in the Central Montana Zone.
6. Determination of target positions will be done by the individual, his/her supervisor and fire and aviation management staff at the Land Office and Forestry Division, referencing the following criteria. These criteria should be used for an overall determination of targets; they are not listed as priorities.
    - a. The individual's personal goals and aspirations.
    - b. The needs of the State for training Groups I, II and III.
    - c. Interagency Type 2 Incident Management Team position needs.

- d. National Interagency Type 1 and Area Command Incident Management Team position needs.
  - e. Normal job requirements.
7. Prescribed fire and all other training needs are best established by normal job function requirements and will be determined on a case-by-case basis.
  8. Prescribed fire training is completed for resource management professional development and to comply with smoke management rules and regulations. Smoke Management training will take precedence in prescribed fire training in order to comply with air quality regulations and to assist in maintaining the slash and brush disposal activities. Trust Lands Management Division (TLMD) will be required to pay tuition and travel for TLMD personnel attending Prescribed Fire (Rx) courses.
  9. Training needs will be forwarded to the Zone Training Representative (ZTR) annually in the spring of each year.
  10. Determination of the courses needed and the selection of trainees will be done collectively by the NRCG Zone and the NRCG Training Committee in the spring of each year.
  11. Selection of trainees and submission of nominations for courses will be done through NRCG Zones in the fall of each year, within the constraints of budget as determined by the DNRC Fire Training and Prevention Staff.
  12. Determination of training needs is not to be prioritized using an individual's employment status--permanent, seasonal or county cooperator. Training needs will be determined at the levels mentioned in items 5 and 6 above; based on the fire management mission for that part of the State and the managing entity. As an example, the training of selected county co-op personnel in ELO as overhead is just as important to the success of the mission in ELO as the training of NWLO permanent personnel is to the success of the fire mission in that geographic area.
  13. DNRC will provide appropriate numbers of personnel to the interagency "pool" of available personnel for the Zone Type 2 teams.
  14. Availability will be key in determining personnel to be selected to attend training. Land Office and the Forestry Division will be required to make available, as a minimum, the following numbers of personnel (including county cooperators) for active membership or as alternates for the Interagency Type 2 teams of these dispatch zones--Western Montana and Eastern Montana (east of the Continental Divide). Note: Alternates must be fully qualified. The Fire Suppression Manual, Section 942.3, outlines the Department requirements for Team participation.

15. Type 1 and Area Command Overhead and specialty positions (i.e., Fire Behavior Analyst) training development will be limited to the levels of commitment determined by the Fire and Aviation Bureau Chief, with input from the field

### **1113 TIME / TASK SCHEDULE**

The following Time/Task schedule is offered as a guideline for training needs analysis. It is important to recognize that NRCG Zones boundaries do not match up with DNRC Land Office boundaries completely. An example is that the Plains Unit administratively is part of NWLO; however, for fire dispatching and training purposes it is attached to Southwest Montana Zone 2. For that reason, needs analysis within all criteria outlined above, must be driven from the Unit up (at all locations) to the Zone and then to the regional level.

### **1114 MONTANA DNRC AGENCY (Sending Unit) UNIT TRAINING REPRESENTATIVES (UTR)**

#### Zone 1 - NW MT

Area Fire Management Specialist, Northwestern Land Office

#### Zone 2 - SW MT

Area Fire Management Specialist, Southwestern Land Office  
(Includes MSO based Forestry and Trust Lands Management Personnel)

Training Program Manager for the Forestry Division

#### Zone 3 - Central MT

Fire Program Manager, Central Land Office

#### Zone 4 - South Central MT

Unit Manager, Bozeman Unit, CLO

#### Zone 5 - Eastern MT

Eastside Training and Prevention Coordinator (will represent all three Eastern Land Offices)

Area Fire Program Manager, Northeastern Land Office

Area Fire Program Manager, Southern Land Office

Area Fire Program Manager, Eastern Land Office

### **1114.1 NRCG ZONE TRAINING COMMITTEE REPRESENTATIVES (ZTR)**

The Northern Rockies Coordinating Group (NRCG) Training Committee membership includes representation from each of the geographic zones. Technical Specialists from the agencies may be included as well as individuals who have expertise in an area of

interest to the Training Committee. Technical Specialists on the Training Committee must be approved by the NRCG Board of Directors.

The Training Committee current membership can be found in NRCG Interagency Fire Training Program Operating Plan website at:

<http://www.nationalfiretraining.net/nr/index.html>

## **1114.2 COURSE PRESENTATION LEVELS**

- Level 1 100, 200, and specific 300 level courses may be presented at the Zone level.
- Level 2 Specific 300 and 400 level training is completed at the NRTC based on Zone input, Regional and State needs. Prescribed Fire and Instructor training should be considered and treated as 300 and 400 level training.
- Level 3 500 and 600 level training is conducted at the national level in either Boise, ID, or Tucson, AZ.

## **1115 TRAINING COURSE NOMINATION AND SELECTION**

Nominations to courses at the 200, 300, 400, 500 and 600 levels will be completed at the Zone level through the training committee. Nominations will be submitted on the standard NWCG Interagency Training Nomination Form to either Northern Rockies Training Center (NRTC) or the course coordinator of Zone sponsored courses in accordance with the Northern Rockies Training Center (NRTC) Interagency Fire Training Operating Plan. <http://www.nationalfiretraining.net/nr/index.html>

1. Transmittal of nomination forms for DNRC personnel to course sponsors will be the responsibility of the DNRC Unit Training Rep for Presentation Level #1.
2. Transmittal of nomination forms for DNRC personnel to NRTC courses will be the responsibility of the NRTC Zone Training Rep for Presentation Level #2.
3. Transmittal of nomination forms for DNRC personnel to national courses will be the responsibility of the NRCG Training Committee through NRTC for Presentation Level #3. DNRC Training Reps must closely coordinate the nomination of agency personnel to national courses with the Fire and Aviation Management Bureau to meet budget and selection requirements. Copies of all correspondence relating to national course nominations and selections must be routed to the Training and Prevention Section Supervisor
4. Transmittal of nomination forms for DNRC personnel to courses at the National Fire Academy will be the responsibility of the Fire Training and Prevention Program.

5. Transmittal of selection notices will be the responsibility of the course coordinator. Notification of selection to a course must be sent to the selected trainee's agency Training Officer (DNRC Zone Training rep), and the trainee. Fire and Aviation Bureau Training and Prevention Section will receive copies.
  
6. Selection for all courses at any presentation level will be based on NWCG and NRTC standards for trainee candidate prerequisites and course need justifications. Prerequisite requirements are found in Chapter 8 of this Manual, the NWCG-310-1 (Appendix 1), Field Managers Course Guide (Appendix 2), NRTC course catalogue and the introductory remarks of individual course packages.

# **FIRE AND AVIATION MANAGEMENT TRAINING CURRICULUM**

## **1120 INTRODUCTION**

For information on training courses and the requirements for instructors please go to the Field Managers Course Guide at the following link:

<http://www.nwcg.gov/pms/training/training.htm>

## **1121 FIRE MANAGEMENT COURSE CERTIFICATION**

Each course within the NWCG curriculum includes a course certification statement. This certification statement attests that the course materials offered within that package were developed under the NWCG Interagency Course Development and Format Standards. Each course is certified by the NWCG Training Working Team (TWT) Liaison and the current Chairperson of the TWT.

Montana DNRC will adhere to the nationally established course development and format guidelines for courses developed within the agency, effective January 1, 1996. Current courseware meets established content standards.

Current agency specific courses need not be revised to meet the format standards at this time. As revision for existing courses and new course development takes place, that course work will meet the NWCG standards.

Certification of DNRC agency specific training must be reviewed by the Fire and Aviation Management Bureau Training and Prevention Program, or field trainers approved by the Section prior to instructional presentation. Course certification will require the signatures of the Chief, Fire and Aviation Management Bureau, and the Supervisor, Fire Training and Prevention Program. This includes courseware currently in use and courseware proposed for development.

# TRAINING INSTRUCTOR QUALIFICATIONS

## 1130 INTRODUCTION

Quality instruction first requires qualified instructors. Certification of employees for fire qualifications for any position must meet the national standards at a minimum.

All training must be presented by instructors qualified to perform the position being trained. Instructor standards of the Department of Natural Resources and Conservation training personnel will meet the standards of the Field Managers Course Guide:

<http://www.nwcg.gov/pms/training/training.htm>

### **Obligations in Training**

DNRC capabilities to extend training in order for employees to meet expectations of performance and operations are key to operational success. Strict adherence to instructor qualifications is a must for safety of the individual, proper instruction, fulfilling commitments to cooperating agencies, complying with state and federal laws, and protecting the interests of both the individual and the State.

<http://www.fs.fed.us/r1/fire/nrcg/>



# **FIRE SAFETY TRAINING**

## **1140 INTRODUCTION**

### **DNRC Commitment to Firefighter Safety**

In the State of Montana, we often say "our employees are our most important resources." All Montana wildland firefighters and their supervisors must adopt and display safety behaviors that support that concept. The following actions will positively supplement the strong safety ethics we need in our firefighting personnel. We should all be proud of Montana's past Fire and Aviation safety record.

The firefighting community keeps a large number and variety of statistics for several reasons. The statistics that mean the most, and are the very best record Montana DNRC has thus far, are three zeros:

- 0 - wildland fire serious injuries
- 0 - wildland shelter deployments
- 0 - wildland fire fatalities

That's a record we must maintain.

We cannot rest on our successes; we must continue to look forward and search for ways to strengthen our fire safety program. The following items describe the:

### **"Firefighter Code of Conduct"**

- **Firefighting is inherently dangerous.**
- **Firefighter safety comes first on every fire, every time.**
- **Every firefighter will use the 10 Standard Fire Orders to develop their situational awareness, make a plan, communicate the plan, and then work the plan.**
- **Every firefighter has the right to know that his or her assignments are safe.**
- **Every fireline supervisor has the responsibility to confirm that safe practices are known and observed.**

We are required to make this part of our ordinary operating procedure. All line officers are expected to make sure the all employees know these principles, and that they understand that these procedures are never to be compromised. This will be done through Unit orientations and/or through Delegations of Authorities.

### **Commitments**

We must be committed to take the following actions to institutionalize safe wildland firefighting for the State of Montana:

Fire and Aviation Management Bureau staff will contact each Area Fire Program Manager at the start of each fire season to check on readiness and safety considerations in their fire programs.

Fire and Aviation Management Bureau staff will personally review Fire Pre-suppression readiness inspections and reports to ensure that safety and training programs are in place to generate the critical skills necessary for firefighter health and welfare.

All wildland fire staff will be held accountable to ensure that firefighter safety is never compromised by any social or political pressures during strategic or tactical decision-making. We have no business compromising firefighter safety because of social demands for fire protection in any fuel type, in any location.

### **Expectations**

- DNRC firefighting personnel are responsible for their own and their fellow firefighters' safety. This includes all aspects of firefighting on the line – the 10 Standard Orders and the 18 Situations That Shout Watch Out and the elements of fatigue that enter into lengthy fire incidents, or long-term fire situations.
- Each line officer will brief incoming Incident Management Teams on his/her expected adherence to the rules of engagement which will include a safety emphasize that incorporates the intent behind the “Firefighting Code of Conduct”,
- Each Area Manager, Area Fire Staff, Unit Manager, Unit Fire Supervisor, Fire Team Leader, and Engine Boss required to undertake fireline duties will ensure that those fire personnel and their subordinates have taken the annual refresher training Requirements of field personnel apply to Fire Staff. Requirements of DNRC personnel will apply to Emergency Firefighters (EFFs).
- Each Area Manager, Area Fire Staff, Unit Manager, Unit Fire Supervisor, Fire Team Leader and Engine Boss will ensure that operations personnel or any positions that go on the fire line meet the NWCG physical fitness standard (as stipulated in the 900 Manual) prior to dispatch.. Requirements of DNRC personnel will apply to Emergency Firefighters (EFFs).

Ensure that all current (DNRC) and potential (EFF) employees of DNRC are informed that the mobilization of local government forces guidelines are written to clarify and stipulate any and all personnel hired for fire line duty by DNRC will meet or exceed the NWCG arduous physical fitness requirement.

Personnel not meeting training, experience and physical fitness requirements will not be placed in a position requiring fireline duty.

Safety has always been the most important factor in DNRC wildland fire training and operations. It must continue to be.

Above all, Montana DNRC must hold firm to the concept that our employees are our most important resources, and that no one in DNRC or connected with State of Montana wildland fire suppression will violate the "Firefighting Code of Conduct" and threaten the lives of those that protect our natural resources.

Safety training and awareness is the most important factor of employee development. These standards are offered in a separate section in order to emphasize their importance.

## **1141 WILDFIRE SAFETY TRAINING STANDARDS**

### **1141.1 MINIMUM STANDARDS**

1. Attendance at an Annual Fire line Safety Refresher (RT-130) is required for designated positions identified in the Wildland Fire Qualification System Guide, 310-1 in order to maintain currency, and for all personnel assigned to positions with fireline duties and for any position assigned to the fireline for non-suppression tasks i.e. Field Observers, Situation Unit Leaders, Fire Behavior Analysis, Incident Communications Technicians, etc. Annual fireline safety training will focus on core content subjects or based on other training or case studies approved by the Fire and Aviation Management Bureau and not a minimum timeframes.

Core content can be found under Wildland Fire Safety Refresher Training at:  
<http://www.nifc.gov/wfstar/index.html>

2. All personnel in positions that necessitate going to the fireline, in any function or capacity, must view the fire shelter video and complete a practice fire shelter deployment. All practice fire shelter deployments must be completed in full Personal Protective Equipment (PPE) and fireline gear. Shelter deployments must be completed in accordance with NWCG standards.
3. It is recommended, but not required, that ALL personnel involved in fire suppression activities, regardless of functional position, view the fire shelter video and complete a practice fire shelter deployment in the field in proper PPE.

### **1141.2 DRIVER/OPERATOR STANDARDS**

The Montana Department of Natural Resources and Conservation, Fire and Aviation Management Bureau has recognized the need to provide training for their employees in vehicle operations. This will be done by:

- Providing a training program that will demonstrate proficiency, accuracy and safety in the driving of a wildland engine and/or utility pickup through the combined mediums of classroom experience and actual driving in the context to real life firefighting conditions as possible.

- To instill in the student an awareness of legal requirements, statutes and regulations that pertain to driving wildland engines and utility pickups.
- Ensure that the student can satisfactorily demonstrate the accurate and safe operation of wildland engines and/or utility pickup that they will be required to drive through the successful completion of a driving course and practical exercises.
- Make sure the student has a working knowledge of the mechanical condition of his/her vehicle consisting of the pre-trip inspections, minor maintenance and periodic maintenance.
- Ensure the student has a working knowledge of all aspects of defensive driving.
- Provide the student with a knowledge of necessary vehicle physics properties including center of gravity, weight transfer centrifugal force, steering and braking effectiveness and traction/friction coefficient and how these properties affect the performance and safety of their vehicle.
- DNRC will reference DOT, State MCA and the NFPA standard 1002. It is recommended that personnel attend the Advanced Driver Education Program held in Lewistown as opportunities arise.

### **1141.3 TYPE 3 INCIDENT COMMANDER**

In addition to the 310-1 standards of Type 3 Incident Commander the DNRC has added “Type 3 Incident Commander Team” which includes all 310-1 requirements except the Physical Fitness requirement shall be “Light”. The “Type 3 Incident Commander Team” position shall only be utilized when there is a command staff in place and the IC is not required to be on the line to manage the incident.

### **1141.4 CHAINSAW/FALLER STANDARDS**

#### **DNRC Forestry Division (Fire & Aviation Management) Chainsaw/Sawyer Training and Certification Policy**

##### **I. Certification Levels and Procedures**

**A-Level Sawyer:** has completed a NWCG, S-212, “Wildfire Powersaws” course including a field day resulting in written documentation stating that this individual’s proficiency is at the A-level. The A-level sawyer is certified to limb, brush, slash, buck, and fell small trees no greater than 8 inches DBH. The cutting situation exhibits no indication of complexity or the presence of a hazard tree.

**B-Level Sawyer:** has completed a NWCG, S-212, “Wildfire Powersaws” course including a field day resulting in written documentation stating that this individual’s proficiency is at the B- level. The B-level sawyer is certified to limb, brush, slash, buck,

and fell trees no greater than 24 inches DBH. These cutting conditions may include moderate complexity situations or moderate hazard trees.

**C-Level Sawyer:** has completed a NWCG, S-212, “Wildfire Powersaws” course and recommend the DNRC “Advanced Sawyer Training” course. The individual has completed field exercises resulting in written documentation stating this individual’s proficiency is at the C-level. The C-level sawyer is certified to limb, brush, slash, buck, and fell trees up to and larger than 24 inches DBH including high complexity and/or hazard trees. This person may recommend certification of A -and B-level sawyers.

**C-Level Certifier:** has completed the NWCG, S-212, “Wildfire Powersaws” course and recommend the DNRC “Advanced Sawyer Training” course. Certifier candidates will complete and pass a field evaluation with a minimum of two C-level Certifiers as evaluators. C-Level Certification training should be coordinated with the Statewide Chainsaw Operations Coordinator. The C-level Certifier is considered a master sawyer who may recommend certification of all levels of sawyers (A, B, and C) and has demonstrated solid communication skills, the ability to transfer and relate concepts to others, and has current knowledge of DNRC policy and standards related to chainsaw operations.

## **II. Training Requirements and Procedures**

1. NWCG “Wildfire Powersaws” (S- 212) and DNRC’s Advanced Sawyer Training will be the standard curriculum used for training and certification of DNRC chainsaw operators.
2. All wildfire qualified chainsaw operators (A, B, and C) will pass the arduous-level work capacity test each field season.
3. All S-212 and Advanced Sawyer Training courses must include a field day portion to teach, maintain, evaluate, and certify operators. Field day evaluation shall include written documentation utilizing the DNRC Field Evaluation form.
4. The DNRC will develop a chainsaw training program that includes the following minimum requirements for chainsaw operations:
  - a. Completion of NWCG, S-212, “Wildfire Powersaws” course
  - b. Certification according to proficiency level;
  - c. Supervision by an appropriate, certified operator for new or trainee saw operators
  - d. Utilization of the DNRC “Advanced Sawyer Training” course for those who are to be recommended for certification at the C-level or higher.

5. Supervisors shall monitor the proficiency of sawyers to recognize the need for recertification prior to the expiration of the three-year currency in cases where operators have not demonstrated appropriate skills or have failed to comply with all safe-operation procedures authorized by the Montana DNRC Chainsaw/Sawyer Training and Certification Program. The appropriate actions for recertification will be addressed by the Statewide Chainsaw Operations Coordinator, the Unit Fire Supervisor, and/or the Fire Program Manager.
6. It is recommended that Advanced and experienced B-level sawyers attend the DNRC “Advanced Sawyer Training” course.
7. Once every three years, all A, B, C, and C-level certified sawyers must complete and pass a field evaluation.
8. The Chainsaw Operations Committee (a sub-committee of the DNR Training Working Team) will appoint a Statewide Chainsaw Operations Coordinator at least every three years. The appointee must be a C-level Certifier and be approved by the Fire Bureau Chief.
9. The Fire Program Manager at each Land Office will appoint a Chainsaw Coordinator to assist in the training coordination, evaluation, and certification.
10. All certified saw operator qualifications will be maintained through the IQSweb system and have a currency of three years.
11. A- and B- level sawyers may be trained by a B-level or C-level sawyer, or C-level certifiers. A- and B-level sawyers must be recommended for certification by a C-level sawyer or a C-level certifier.
12. B-level sawyers may instruct in the classroom and assist C- level sawyers in field evaluations. They may sign DNRC evaluation forms to verify the proficiency level selected by the C-level sawyer or certifier.
13. C-level sawyers must be recommended for certification by a C-level certifier.
14. C-level certifier candidates must be designated by: the Unit Fire Supervisor, and/or the Fire Program Manager, with input from Statewide Chainsaw Operations Coordinator.
15. All IQS certifications must be approved by one of the following: the Unit Fire Supervisor, or the Fire Program Manager.
16. It is recommended that two evaluators be present during the field certification process for sawyers of any level. C-level certifier evaluation exercise will have a minimum of two C-level certifiers as evaluators.

## 1142 HAZARDOUS MATERIALS

As first responders, DNRC firefighters must be trained to the Hazardous Materials Awareness Level per 29 CFR 1910.29. Other Montana laws regarding this issue can be referenced in:

MCA Chapter 50, section 78.

Hazardous Materials Awareness per 29CFR 1910.120:

“Are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release.”

“First responders at the awareness level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:”

\*“An understanding of what hazardous substances are, and the risks associated with them in an incident.”

\*“An understanding of the potential outcomes associated with an emergency created when hazardous substances are present.”

\*“The ability to recognize the presence of hazardous substances in an emergency.”

\*“The ability to identify the hazardous substances, if possible.”

\*“An understanding of the role of the first responder awareness individual in the employer’s emergency response plan including site security and control and the U.S. Department of Transportation’s Emergency Response Guidebook.” (ERG)

\*“The ability to realize the need for additional resources, and to make appropriate notifications to the proper authorities.”

The Director of the Directorate of Enforcement Programs OSHA further states that personnel trained to the “first responder awareness level may make an effort to identify hazardous substance, but they must do so from a safe distance”. Further it is noted in the OSHA Standard Interpretations that responders trained to the “awareness level have not been trained to select and use appropriate PPE and they are not permitted to approach the point of release. They have not been trained to establish perimeters or boundaries designating safe and unsafe areas.”

## **1142.1 TRAINING GUIDELINES**

1. Hazardous Materials Awareness Level training shall meet the intent of 29 CFR 1910.120 as outlined above. Training may be accomplished using a number of resources including but not limited to: local fire departments, the Montana State University Fire Services Training School, or web-based programs provided they meet 29 CFR 1910.120 as outlined above.
2. It is imperative during the training that personnel are made fully aware that DNRC is NOT a hazardous material response agency. The awareness level of training is strictly designated for employee safety and avoidance of hazardous situations and is not designed for hazard mitigation.
3. Only in rare circumstances will DNRC personnel be trained past the awareness level to any level of operational response to Hazardous Materials incidents. Area Manager or Bureau Chief approval is required to be trained past the awareness level.
4. At this time DNRC has not requirements to provide any training to any level of the organization for Homeland Security.

## **1143 FIRST AID**

1. All DNRC employees engaged in firefighting are required to complete an accredited Basic First Aid training course. First Aid training and skills completed through either the American Heart Association or Red Cross multi-media First Aid course meet this requirement.
2. First Aid Training should be completed at either the Land Office or Unit level within the first 30 days of employment or as soon as possible.
3. First Aid recertification will occur as required by the selected training program but annual refresher training is encouraged. Documentation of the training will be the issuance of a First Aid Card upon successful completion of the training, and the recording of the successful completion of S-070, First Aid, in the IQS program.

## **1144 CARDIO-PULMONARY RESUSCITATION/AUTOMATED EXTERNAL DEFIBRILLATOR**

1. All DNRC employees engaged in firefighting are required to complete an accredited Cardio-Pulmonary Resuscitation and Automated External Defibrillator (CPR/AED) training course. Training and skills completed through either the American Heart Association or Red Cross multi-media CPR/AED training course to meet this requirement.
2. CPR/AED should be completed at either the Land Office or Unit level within the first 30 days of employment or as soon as possible.



3. CPR/AED recertification will occur as required by the selected training program but annual refresher training is encouraged. Training can be acquired and completed through qualified instructors of local fire department or hospital services. Documentation of the training will be the issuance of a Cardio-Pulmonary Resuscitation certificate of completion or CPR/AED card upon successful completion of the training, and the recording of the successful completion of S-071, Cardio-Pulmonary Resuscitation, in the IQS web Program.

#### **1145 OTHER MEDICAL STANDARDS AND TRAINING**

1. Each Land Office can decide what level of medical standards and training is best for their geographic area not covered in above policies. Each Land Office/Unit will have the ability to train, recertify, and supply medical equipment for EMT, First Aid, and AED programs. Expenditures could include: travel, training, equipment, and time. Land Offices, Units and or individual EMT's are responsible for the tracking and documentation of training, equipment, maintenance, education as required by State and Local Government protocol and requirements.
2. All Land Offices and Units will have Emergency Medical Evacuation Plans in place for field personnel. Whenever possible; local EMS and Air Ambulances should be involved in the planning and development of these plans. Training on emergency medivac procedures should occur in conjunction with other annual safety refreshers at the Unit/Land Office Level.

## **FIRE PREVENTION TRAINING**

### **1150 INTRODUCTION**

The Fire Prevention duties have been deleted from fire suppression position(s) Task Book requirements. They remain in job descriptions of duties normally undertaken by seasonal and permanent personnel.

Requirements for training are based upon position needs of knowledge, skills and abilities, but are undefined regarding working environment, expectations and performance requirements. Expectations and requirements also vary among the various Units and Land Offices. Therefore, no standard of performance is offered in this manual. The following courses are customarily delivered semi-annually or as demand dictates:

- P-100, DNRC Basic Wildland Fire Prevention
- P-200, DNRC Intermediate Wildland Fire Prevention
- FI-210, NWCG Wildfire Origin and Cause Determination
- FI-110, DNRC Wildland Fire Cause Determination for First Responders

It is recommended that all seasonal employees receive the P-100/200 Prevention Courses. These courses are required before an employee can advance to the Grade 10 firefighter level. Additional Fire Prevention courses can be obtained through local, state, regional and national outlets dependent upon individual employee development plans and performance needs

It is recommended that each Unit and Land Office look for opportunities to further develop Prevention Training by taking advantage of other resources including, but not limited to:

- The Annual Northern Rockies/Great Basin Fire Prevention Workshop
- Local and National Firewise Training Workshops
- Pertinent Prevention and Investigation Courses

Development standards are individual to the Land Office and Unit for performance needs and are attained through individual development plan and performance appraisal.

## **FIRE SUPPRESSION TRAINING**

### **1160 FIRE SUPPRESSION TRAINING**

Fire suppression is defined as “All the work of extinguishment or confining a fire beginning with its discovery.” This Chapter will set the Standards and Guidelines for fire suppression training for DNRC.

### **1161 FIRE SUPPRESSION AVIATION TRAINING**

It is a POLICY of the DNRC that ALL PERSONNEL functioning on behalf of the Department will be qualified according to the criteria defined in this section. DNRC Aviation personnel and others participating in aviation will be fully qualified per the NWCG "Wildland Fire Qualification System Guide (PMS 310-1)”

**NOTE: Reference the 1500 “Fire Air Operations Manual” for further information on DNRC operated aircraft.**

### **1162 DNRC SEASONAL TRAINING**

The Montana DNRC trains its personnel in both general and highly specialized areas. Seasonal fire management personnel training programs are implemented to meet the needs of job descriptions and job performance requirements.

The training and job performance requirements at each level utilize national standards as a minimum, and in most cases exceed those standards for qualification at that specific level. As a DNRC seasonal fire management employee, qualifications are derived from a combination of training and experience. Both requirements must be satisfied to be fully qualified. Training needs and experience requirements are referenced in the NWCG 310-1 and in this Manual.

The fire management training and job performance requirements will involve seasonal fire prevention, pre-suppression and suppression performance requirements only.

Each Land Office and Unit operates somewhat differently on a day-to-day basis, while executing duties to meet the policies stipulated in Forestry Division Fire and Aviation Management Manuals. However, when engaged in fire prevention, pre-suppression readiness, detection, dispatching, suppression and post suppression activities, the duties and procedures of the various Land Offices and Units are very similar. Therefore, these job performance requirements apply Statewide to all seasonal fire management personnel.

For each Job Performance Requirement (JPR) there are specified action(s), condition(s), and standard(s). The action states what you must be able to do. The conditions state the situation in which you must be able to perform the action. The standard states how well you must be able to perform the action. Following each JPR will be training guidance. This section indicates the reference for obtaining the necessary information to complete

the training that enables you to perform to a specified standard. Training references direct the trainer or firefighter to the publications, visual aids and/or training courses(s) which cover the subject in detail. The Firefighter's Qualification Test for your job will be based on the Job Performance Requirements, policy guidelines stipulated in the Forestry Division Prevention (700 Series), Suppression (900 Series), the NWCG 410-1 Fireline Handbook and this manual. These manuals and the handbook are available at each Land Office or Unit.

Qualifications are not met the first day on the job, or the first week, or month. However, a progressive and regular training program accompanied by appropriate experience should bring you to full qualifications by the end of your first season in a specific position.

Seasonal Fire Management personnel are expected to meet job performance requirements by the end of their first season in a specific job status. If so, they meet the requirements of the job for which they were hired. If not, any further action will be at the discretion of their direct supervisor.

## **1163 LOCAL GOVERNMENT**

Guidelines in this document apply when Local Government Forces or fire apparatus and personnel supplied by private contractors are hired by NRCG agencies within Montana. Initial guidelines were established May 1, 1991.

The term "Local Firefighting Resources" in this document refers to:

Local Government Forces:

- County, municipal, rural (e.g., town or city) equipment and personnel.
- Volunteer and paid personnel, from fire service organization(s).

Private Contractors: Privately-owned, for-profit entities, equipment or individuals that are not part of a Fire Service Organization.

**NOTE:** If an individual who is a member of a Fire Service Organization contracts himself/herself or his/her privately owned equipment under a separate agreement, he/she is considered a private contractor and does not fall under any policy or rules pertaining to Fire Service Organizations.

### **1163.1 TRAINING STANDARDS**

**It is a POLICY of the of DNRC that Local Government forces hired by the DNRC will be fully qualified per the NWCG "Wildland Fire Qualification System Guide (PMS 310-1**

Local Government Forces utilized within their own jurisdictions are responsible for meeting local standards. "Local Standards" (e.g., NFPA) are the minimum physical

fitness, experience, training, and equipment standards, recognized within their counties or jurisdictional areas.

All firefighters hired by DNRC for use by NRCG agencies on wildland fires, and all structural firefighters assigned to structure fire fighting duties on wildfires must have completed at a minimum DNRC's Basic Wildland Firefighting (S-001) or an equivalent course recognized by NRCG (e.g., I-100, S-130, and S-190), and the "Standards for Survival" course. The 2000 revision of DNRC's "Basic Wildland Firefighting" meets the Standards for Survival requirement and NFPA 1051 Wildland Firefighter I Standard (2002).

All firefighters hired by DNRC for use by NRCG agencies, assigned to NWCG Type I or II engines, must be certified as a Firefighter I (NFPA Standard 1001) or be able to perform at the Firefighter I level as approved by the chief officer of the Fire Service Organization.

**NOTE:** Firefighters assigned to NWCG Type III, IV, V, VI, or VII engines for exterior structure protection do not need NFPA Firefighter I certification or equivalency. DNRC will maintain training and experience records for Local Government personnel at and above the level of Strike Team/Task Force Leader, all Unit Leaders and ICT3 and above. Training and experience records below this level are to be maintained at the local level by Fire Chiefs or his/her designee.

## **1163.2 RED CARDS**

**DNRC will not issue Red Cards to Local Government below the Unit Leader level, i.e., Strike Team/Task Force Leader, Resource Unit Leader etc, unless they have gone through a Recognized Prior Learning evaluation.** The chief officer of each Fire Service Organization is responsible for ensuring that Local Government firefighters meet standards.

## **1163.3 PHYSICAL FITNESS STANDARDS**

The following physical fitness standards apply to all firefighters hired by DNRC for use by NRCG agencies.

Effective January 1, 1998, all firefighters hired by DNRC for use by NRCG agencies, who are required to be Red Carded with an Arduous physical rating, must successfully pass the Work Capacity Test at the Arduous level (Pack Test). This consists of carrying a pack weighing 45 lbs. for 3 miles in a time of 45 minutes or less. Please see guidelines Work Capacity Test Administrator's Guide (PMS 307) NFES #1109.

## **1164 FORMER STATE EMPLOYEES**

It shall be the policy of the DNRC to have the option to train, certify, and support former state employees if:

- Training and Experience Records have been and will continue to be maintained by DNRC.
- Former employees must demonstrate a commitment to assist DNRC in fire related duties.
- It is in the best interest of DNR.C

Support may consist of maintaining records and providing certification, sponsoring and paying for required training, provide travel and per diem to attend required training.

## **1165 PRIVATE CONTRACTORS**

***It is a POLICY of the DNRC that qualification and certification of private sector contract firefighters must be determined by a qualified private consultant wildland fire trainer as sanctioned by the Northern Rockies Coordinating Group (NRCG).***

***It is a POLICY of the DNRC that we do not provide training to private contractors and will refer all private contractors to approved NRCG Training Providers for training.***

Private consultant wildland fire trainers must meet all instructor requirements of NWCG and can be sanctioned to certify (red card) at the level of their instructor qualifications by NRCG. NRCG will maintain a list of accredited wildland fire suppression instructors.

## **1166 TRAINING MANAGEMENT**

1. DNRC encourages at the local level, to assist educational institutions in an advisory and support capacity, establishing or guiding wildland fire training programs consistent with applicable laws, regulations and policies. Programs should include both classroom and field performance-based training.
2. Memorandums of Understanding (MOU's) to formalize training advisory and support arrangements between DNRC members and educational institutions or recognized contractor associations are highly recommended. These MOU's should be done at the local level with educational institutions, and at a regional geographic board level with national contractor associations.
3. Certification of non-DNRC instructors and students is not the responsibility of DNRC, but rather that of educational institutions and/or recognized training contractors. This policy particularly includes contract instructors.

## **PRESCRIBED FIRE TRAINING**

### **1170 PRESCRIBED FIRE TRAINING**

Prescribed Fire, as used in these guidelines, is defined as a fire resulting from ignition by persons or natural causes; that are burning in wildland fuels according to approved plans, confined to a specific area, and achieving resource management objectives.

The objective of fuel management is to establish and maintain vegetative conditions which are responsive to resource management goals and objectives, and which support resource management activities.

### **1171 PRESCRIBED FIRE POLICY**

***It shall be the POLICY of the DNRC to provide for the wise, controlled use of fire as a basic tool used in resource management practices on State and private lands in Montana.***

Planning, application techniques, and procedures will continually be refined and updated in order to develop, protect, and conserve state forest and range resources as per the State Forest Land Management Plan (SFLMP). The decision to use prescribed fire must include the consideration of cost effectiveness and safety.

### **1172 PRESCRIBED FIRE QUALIFICATIONS**

***It is a POLICY of the DNRC that ALL PERSONNEL functioning on behalf of the Department will be qualified according to the criteria defined in this section. DNRC Burn Bosses and others participating in prescribed fire will be fully qualified per the NWCG "Wildland Fire Qualification System Guide (PMS 310-1,***

DNRC Land Office Managers have the authority for administrative approval of prescribed fire operations conducted by their Land Offices. The DNRC Land Office Training Officer will maintain qualifications for prescribed burning for all personnel under his/her administrative control. The Training Officer in the Fire and Aviation Management Bureau will likewise maintain a list of the qualifications for prescribed burning for all personnel within the Fire and Aviation Management Bureau, Trust Land Management and Forestry Division on the Missoula Campus. From the technical approval standpoint, DNRC employees who write or approve Rx Burning Plans, or function in a position on prescribed fire operations, will be considered fully qualified when they meet the following criteria commensurate with the approved Type of prescribed burn.

### **1173 FUNDING OF PRESCRIBED FIRE TRAINING**

**NOTE: Reference the 400 "Prescribed Fire" Manual for further information on Qualifications and Procedures.**

# **FIRE SUPPRESSION TRAINING QUALIFICATIONS AND CERTIFICATION**

## **1180 INTRODUCTION**

This manual WILL include the NWCG 310-1, Wildland Fire Qualification System Guide requirements. The 1100 Manual expands on the national qualifications and certification (Q & C) requirements. This has been done in order to provide for a Q & C program that supports the NWCG concepts, maintains DNRC agency specific requirements, and meets fire suppression personnel training and promotional needs.

## **1181 QUALIFICATION AND CERTIFICATION**

Qualification and certification processes must follow NWCG guidelines as a minimum. For individual skill level positions within DNRC, below the Strike Team / Task Force Leader, additional agency specific needs are required.

**"Grandfathering" of personnel through past certification processes is no longer allowed.**

The training, job aid and Position Task Book process will be used by DNRC for qualifications and certification of personnel. Regardless of the development path selected for individual employees, Task Books must be completed to achieve full qualifications. Documentation of qualifications will require that a hard copy of the Task Book be on file and that archived training, experience and physical fitness records be in the computer records. Records kept prior to July 1, 1994, can be in hard copy form. The standard for qualification will be the NWCG 310-1 and this Manual.

The NWCG 310-1 contains the national requirements as a minimum. The 1100 Manual incorporates Department of Natural Resources and Conservation courses that meet national requirements as equivalencies, and includes additional requirements for specific positions to meet critical agency needs. These are primarily for positions subordinate to the Strike Team Leader level. This guide also contains requirements for DNRC positions specific to our operational need; i.e., County Fire Advisor (CFAD). The IQS web system will accommodate these equivalencies for comparison to the NWCG curriculum and ICS-310-1 requirements.

## **1182 QUALIFICATION AND CERTIFICATION PROCESS**

The Wildland Fire Qualification System is a “performance-based” qualification system. In this system, the primary criterion for qualification is individual performance as observed by an evaluator certified in that position using approved standards outlined in the NWCG 310-1, Wildland Fire Qualification System Guide, Appendix A, Position Task Book Administration, and documented in an approved position task book (PTB).



In a performance-based system, qualification is based upon demonstrated performance as measured on wildland fires, prescribed fires, other incidents, normal job activities, in simulated exercises or classroom activities.

**Personnel who have learned skills from sources other than actual performance on wildland and prescribed fires or NWCG curricula, such as agency specific training programs (structural fire, law enforcement, search and rescue, etc.), may not be required to complete specific courses in order to qualify in an NWCG position.**

The qualifications and certification system utilizes the following paths to qualifications. they are: (Note: "S" = Skill course, I = ICS course, J if developed = Job Aid, PTB = Task Book)

### **1183 INCIDENT QUALIFICATIONS (RED CARDS)**

**It is a POLICY of the DNRC to COMPLY with the NWCG Certification procedures, per NWCG Wildland Fire Qualification System Guide, PMS 310-1.**

DNRC individuals can be certified by the home Unit, DNRC Land Office, fire training personnel or Fire Training Staff only. In order to maintain accurate files and the orderly transfer of the document the following rules apply:

- At the Home Unit - certified by the Unit Fire Supervisor
- At the Land Office - certified by the Land Office Training representative

The following positions may also be approved to certify:

- Fire Management Specialist
- Area Fire Program Manager or Rural Fire Specialist  
(or, at their discretion, the DNRC Dispatcher in the case of interagency dispatch centers)
- Forestry Division - Fire Training and Prevention Program Manager

A Unit, Land Office of the Fire and Aviation Management Bureau may establish a Red Card/Certification Committee to determine certification of individuals in their organizations.

Montana DNRC **will** use the Incident Qualifications System (IQS web) computer software program to maintain personnel fire training records, regardless of affiliation with zone dispatch centers, and/or interagency, co-location and/or coordination set-ups.

## 1184 TASK BOOKS

**It is a POLICY of the DNRC to COMPLY with the NWCG Task Books procedures, per NWCG Wildland Fire Qualification System Guide, PMS 310-1, Appendix A, Position Task Book Administration.**

Position Task Books can be issued by the home Unit, DNRC Land Office fire training personnel or Fire Training Staff only. In order to maintain accurate files and the orderly transfer of the document the following rules apply:

- At the Home Unit - issued by the Unit Fire Supervisor
- At the Land Office - issued by the Land Office Training representative

The following positions may also be approved to certify:

- Fire Management Specialist
- Area Fire Program Manager or Rural Fire Specialist  
(or at their discretion, the DNRC Dispatcher in the case of interagency dispatch centers)
- Forestry Division - Fire Training and Prevention Staff

When issuing the Task Books, it is the above person's responsibility to ensure that the front page of the document is full and complete and accurate.

1. Task Books can also be issued on the incident by a designated Training Specialist and with approval by the home unit.
2. The individual trainee will keep and maintain the Task Book until it is fully completed. She/he should keep it with his/her fire gear as part of his/her preparation for possible dispatches.
3. When the Task Book is completed, and after final certification, the trainee should duplicate the document and send it to the person who issued the Task Book listed in #1 above.
4. The fire training representative or Unit Fire Supervisor who issued the Task Book should review the document to ensure it is complete, contains each evaluator's signature as is appropriate with each task, and the final evaluator's signature on the inside front cover of the Task Book.
5. The individual who issued the document, or another of the positions listed in #1 above must complete the Agency Certification on the inside front cover of the Task Book. A copy of the completed original Task Book is then filed and kept by the appropriate Land Office or Forestry Division staff fire training personnel. The individual shall maintain their completed Task Book.

6. The final experience is documented as "Qualified" in the computer training records and a completed date for the individual is credited to the "Task Book" section of the IQS web database for that individual.
7. The PTB must be completed within the three-year time limit. This time limit is three years from the time the first task is evaluated until the task book is complete. If it is not completed, the trainee must begin the process with issuance of a new task book, but the trainee can use completed tasks from the previous task book.

## **1185 JOB AIDS**

Job Aids are "how to" books to assist an individual in performing specific tasks associated with a position. They are considered part of the fire training curriculum, but lack the structure of a formal course. They have no instructors, course administrators, or prerequisites, and there is no certificate issued for their completion. Job Aids may be used by an individual in a trainee position, if the trainee has not completed the position task book for that position. They may continue to be used after the individual has become qualified, as an aid or refresher for doing the job. The following is a list of the job aids currently available or under development. Order by NFES number.

- J-158 NFES 1968 Radio Operator 2002
- J-236 NFES 2508 Staging Area Manager 2004
- J-252 NFES 1555 Ordering Manager 2003
- J-253 NFES 1244 Receiving and Distribution Manager 2003
- J-254 NFES 1532 Base/Camp Manager 2004
- J-255 NFES 1558 Equipment Manager 2004
- J-257 NFES 1533 Incident Communication Center Manager 2003
- J-259 NFES 1246 Security Manager 2004
- J-342 NFES 1909 Documentation Unit Leader 2008
- TS-256 NFES 2607 Cache Demobilization Specialist 1999

## **1186 TRAINING EQUIVALENCIES**

NWCG provides guidance that the block of numbers MTS-000 through MTS-099 are agency specific. This provides an avenue for agencies to use equivalencies to the national courses. Most often this need is directed by agency needs for specific positions.

A good example of this process is DNRC's Engine Boss/Incident Commander Type 5. The national minimum standards do not provide a training curriculum suitable to meet the performance requirements of this position.

While DNRC seasonal training may not be identical to some course packages of the 100 and 200 level curricula, the elements of the training meet the objectives of those courses. Equivalency will be granted when this occurs.

On the one hand, a combination of DNRC training courses may be needed to meet the NWCG equivalent. On the other, one DNRC training course may meet the agency needs of more than one NWCG course.

**LAST FIVE YEARS EXPERIENCE REQUIREMENT**-The experience portion of qualifications needs. Once training and physical fitness are met, the individual must satisfactorily perform one of the jobs listed within a five-year period (three years for aviation and dispatch positions) in order to maintain the qualification listed under **POSITION NAME**.

**RECERTIFICATION** - When re-certification is necessary due to lack of currency, it is recommended that the individual experience a minimum of three operational periods, under the supervision of an evaluator, before re-certification is granted. However, re-certification is a determination that each certifier at the Area or Unit must make based on task evaluations, position performance evaluations and his/her own judgment of the quality of the individuals training and experience.

**WORK CAPACITY REQUIREMENT** - Work Capacity test and the acronym detailing the required level to obtain the work capacity levels of the qualifications needs for that position. See Suppression (900 Manual), <http://www.dnrc.mt.gov/Forestry/Fire/Manuals/manuals.asp>

## **1187 WORK CAPACITY TEST REQUIREMENTS FOR FIRE ACTIVITIES**

Work Capacity Test will be used by Montana DNRC to measure job-related work capacity. The Step Test and the 1-1/2 mile run will no longer be used to establish aerobic fitness scores. The National Wildfire Coordinating Group (NWCG) approved and released the **Work Capacity Test Administrator's Guide** (PMS 307) NFES #1109,

***It is a POLICY of the DNRC to COMPLY with the NWCG Work Capacity Test Administrators Guide (PMS 307, -current version procedure as amended in this section.***

A download of the guide can be found on <http://nwcg.gov/pms/pubs/pubs.htm> DNRC is not requiring DNRC employee testing candidates to undergo a mandatory medical exam by a physician. It is highly recommended that those DNRC employees who have or suspect they have a serious medical condition consult their personal physician before practicing or taking a Work Capacity Test.

ALL DNRC EMPLOYEES shall complete the revised Health Screening Questionnaire (HSQ) and Informed Consent for Work Capacity Test documents.

One should double-side copy Appendices B and C of the WCT Administrator's Guide to be signed by each DNRC work capacity testing applicant. This document is then returned and retained by the local DNRC WCT Administrator indefinitely. Testing Administrators shall continue using a Work Capacity Test Data Sheet; also, written

documentation should be provided to candidates who successfully complete a Work Capacity Test.

Please remember, DNRC shall **only** conduct Work Capacity Tests for DNRC permanent, seasonal, potential DNRC EFFs (e.g. RFD members we put on our payroll) and other State of Montana cooperating employees. **DNRC does not provide Work Capacity Testing to non-DNRC employees or to private contractors.**

The Interagency Red Card System requires indication of work capacity for all individuals. With the Work Capacity Test, the appropriate level of fitness will now be checked, but a specific score will NOT be entered.

Designation(s) for work capacity levels are:

- A = Arduous (Pack Test)
- M = Moderate (Field Test)
- L = Light (Walk Test)
- N = None

Redcards for permanent personnel, seasonal personnel, and emergency firefighters (EFF's) can be printed and issued by the Unit, Land Offices and the Forestry Division, or as per guidelines described in the publication, "Mobilization of Local Government Forces." Redcards will only be issued when appropriate Work Capacity Test have been achieved in accordance with training and qualifications and certification standards and guidelines.

#### References:

- DNRC Mobilization of Local Government Forces Guidelines.
- PMS 310-1, NFES 1414; NWCG Wildland Fire Qualifications and Certification Subsystem.
- Fitness and Work Capacity, second edition PMS #1596, Missoula Technology and development Center, #9751-02812-MTDC; with Questions and Answers addendum.
- For any more information of the Work Capacity Guide refer to the Guide at the following link: <http://www.nwcg.gov/pms/pubs/PMS307.pdf>

## **1188 USE OF ENGINE OPERATORS (ENOP)**

DNRC may use Engine Operators (ENOP) on engines when the engine is included in a Strike Team and a qualified Strike Team Leader Engine (STEN) is assigned and in charge of the Strike Team. Not more than two engines in the strike team can be manned by Engine Operators. ENOP may also be used when the engine is paired up with another engine that has a qualified Engine Boss (ENGB) assigned. The Engine Boss will provide direct supervision to the engine manned with an ENOP.

These engine configurations will only be used in area dispatches and are not for national mobilization. The receiving agency or organization will have the option to accept or reject the use of engines that are not manned by fully qualified Engine Bosses.

For qualification requirements for ENOP see Firefighter 1 (FFT1) in the 310-1, Wildland Fire Qualification System Guide.