



National Wildfire Coordinating Group Training Delivery Committee

Meeting Minutes

DATE: March 23, 2023

ATTENDEES:

Arnberger, Jeff, Liaison, N
Benoit, Annie, Primary Member, Y
Black, Mike, Liaison, N
Buhrig, Chris, Primary Member, Y
Burkhammer, Erin, Primary Member, Y
Cota, Heath, Co-Chair, Y
Craig, John, Guest, Y
Dinkel, Anna, Primary Member, N
Dukart, David, Primary Member, Y
Dutchick, Peter, Co-Chair, Y
Faller, Lydia, Guest, Y
Figgins, Liz, Guest, Y
Flanagan, Sean, Primary Member, Y
Frost-Madrid, Karin, Primary Member, N
Gividen, Rick, Guest, Y
Heather Gonzalez, Guest, Y
Jacks, Randy, Primary Member, N
Jones, Amanda, Guest, Y
McWilliams, Zeb, Guest, Y
O'Hara, Katy, NWCG Coordinator, Y
Palmgren, Glenn, Primary Member, Y
Patterson, Stephen, Primary Member, N
Phillips, William, Guest, Y
Reichert, Heather, Notetaker, Y
Sexton, Richard, Primary Member, N
Sink, Sara, Guest, Y
Skraba, Amy, Primary Member, Y
Skudlarek, Mark, Primary Member, Y
Snyder, Wade, Guest, Y
Trauernicht, Nathan, Primary Member, Y
Wegner, Melissa, Primary Member, Y
Williamson, Kerri, Primary Member, Y

I. TDC Update on Current Actions:

- NWCG Updates

Heather Gonzalez

Large contract is on track to be awarded mid-May, and work should begin by early June.
First course will be S-271 Helicopter Crewmember.



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Working on a test course for S-359 MEDL in the SW.

Curriculum Management Papers:

Paper 141: Removal of FFT2 from S-212 requirements.

Paper 142: Combining RX-301/341 into RX-300, effective Oct 2023.

NextGen PTB Memo was signed by Executive Board. It will be shared with participants (trainees, their training officer, and their certifying official or QRC) in the NextGen PTB/Performance Package testing process, with the goal of gaining the support of the entire unit.

D-110 summary of changes: Course went from 20 to 24 hours to allow for expanded dispatch simulations. Course objective and unit objective have also been updated.

- OWF/WFLP Governance Board Updates Rick Gividen

New WFLP Help Center has been implemented, please use the help center rather than the legacy email account.

Working group is looking at transitioning NWCG course content into the learning portal, seeking consensus on functional requirements, should be ready to move to contract by next WFLP Governance Board meeting.

- ETSC Update Mark Skudlarek

Small working group that reviewed the WFLP SOPs included GATR, NWCG rep, Rick Gividen, state representative, and Mark Skudlarek. Presented draft document to Governance Board, they will review over the next month.

Considering future of ETSC, where the group fits in.

- GATR Group Update Chris Buhrig

Met last week, everyone is fully engaged in delivering courses. GAs are starting to advertise and collect applications for their priority trainee programs. GATRs will take some time on either side of Gettysburg to discuss GA business practices in the LP, nominations, implementation of CIM, agency administrator PTBs, and the future role of GATRs in blended national deliveries presented in pods, example S-491.

- National Delivery Team Coordination Liz Figgins

S491 was an overall success with 180 students between the 2 satellite deliveries, with many lessons learned for next time. Will reconsider the number of students/locations and the amount of technical support in the future.



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Aviation Delivery Team is in full swing, delivering 3-4 trainings/week, using a form for the nomination process, outside of the IAT website, 37 sessions between now and May, may add 3 or 4 A-314s (aviation for AAs)

Working on content reviews for CE-130 and IFTDSS

Next delivery team will be starting in August, with Liz as the long-term lead.

- PMS-901 Pete Dutchick

Need to finish up integration of VILT language this spring, working with Katy O'Hara on process, deadline June 2023.

- Leadership Committee Collaboration Dutchick/Cota

Working with Patrick Morgan, with circle back with GATR needs analysis for L-course lead instructors/agency cadres.

- Course Completion Certificate Discussion Pete Dutchick/Melissa Wegner

Duplication of effort currently happening with IQCS document upload for federal students. If we are completing the courses in IQCS (and there's an IQCS session number attached), why are we also uploading completion certificates?

Current language in PMS-901 for completion certs:

“Course completion certificates should be given to students at the end of the course. The course coordinator should ensure that the certificates are typed and signed by the lead instructor.” The course coordinator should use IQCS to create the course and award student completion, award instructor competency, and print certificates. Non-federal course coordinators should coordinate with federal partners to accomplish this.”

State perspective: States will likely want certificates in addition to master records when students move from federal to state agencies. Also, need to be mindful of language regarding who can issue an NWCWG certificate, to ensure that there's not a free-for-all.

This topic is important as we discuss needs and requirements for IQCS 2.0.

Next steps: Evaluate downstream effects, especially impact on states. Will post to TDC SharePoint. Topic will be highlighted in the “change list” for Executive Board review, to potentially incorporate into PMS-901 update, deadline June 2023.



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- Action Item Review

Pete Dutchick

PMS-901: VILT language and completion certificates/document upload.

Follow-up with Leadership Committee on policy for developing lead instructors.