



National Wildfire Coordinating Group Training Delivery Committee

Meeting Minutes

DATE: April 27, 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
Dinkel, Anna, Primary Member, Y
Dukart, David, Primary Member, Y
Dutchick, Peter, Co-Chair, Y
Figgins, Liz, Guest, Y
Flanagan, Sean, Primary Member, N
Frost-Madrid, Karin, Primary Member, N
Gividen, Rick, Guest, Y
Graeve, Phillip, Guest, Y
Jacks, Randy, Primary Member, Y
Jones, Amanda, Guest, Y
Leschuk, Victoria, Guest, Y
Mix, Cannon, Guest, Y
O'Hara, Katy, NWCG Coordinator, N
Palmgren, Glenn, Primary Member, Y
Patterson, Stephen, Primary Member, N
Reichert, Heather, Notetaker, Y
Sexton, Richard, Primary Member, N
Sink, Sara, Guest, Y
Skraba, Amy, Primary Member, N
Skudlarek, Mark, Primary Member, Y
Trauernicht, Nathan, Primary Member, N
Wegner, Melissa, Primary Member, Y
Williamson, Kerri, Primary Member, Y

I. TDC Update on Current Actions:

- NWCG Updates

Annie Benoit

Staffing:

Received cert for the Supervisory eLearning Specialist, which will manage the instructional designers and the online development shop, will panel, and hire soon. Just



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got the approval for 2 new training specialists and 2 AV specialists, hoping to advertise the training specialists in the next 2-3 months, followed by the AV specialists.

Current NWCWG Efforts:

Fire Behavior Subcommittee is contracting with U of I on S290, project well underway.

S-390: Working with a group of SMEs in-house to finalize/certify.

FI-110: Committee and contractor turned this back to NWCWG, working to finalize and tailor it to the WFLP.

Supporting the Forest Service IDIQ contract with a smoke module, just completed 2 IBC modules (Compensation for Injury or Illness & Claims Process), will be posted soon.

Large Contract: Interviewed firms 2 weeks ago, evaluating quotes, should be wrapped up by 5/5, hoping to award contract mid-May, but could get bumped out a week or 2. Plan to kick off with contractor the 1st or 2nd week of June, and start work on HECM by the end of June. Next will be Safety Officer Field (new position), then PTRC and EQTR, followed by SCKN or possibly CIM training.

Final test course for CRWB slated for next 2 weeks, looking to certify course by end of June or July.

MEDL is moving along, with test course planned for July in Sedona, AZ.

FAL3 in development stage

FAL2 looking at asynchronous, on-line training w/no field day (added training, but minimal burden to the field). Looking to right-size training overall, but in some cases such as FAL2, this means adding new training.

Working on FWPT in-house.

Received material for RXB2, hoping to certify by July.

Looking at basic and advanced IMT courses, steering committees will be functioning as ICs on this effort, with NWCWG functioning as planning and logistics, to ensure that whatever is developed can be implemented. Will start on Basic IMT course in earnest in the fall.

Testing performance packages (IPDs, standards, training, next gen PTBs) for CRWB and RXB2 for the next 6-8 months, will compile all feedback and deliver to IPSC in December/January, to hopefully finalize next gen PTB in spring 2024.



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Interagency Fire Unmanned Aircraft Systems Subcommittee (IFUAS) reached out to NWCWG looking to make changes to RT-373. TDC purview, as they are changing the delivery method. Looking to cut time requirement in half and move training to online. Will send their letter to TDC members, would like decision by 5/5 if possible.

- OWF/WFLP Governance Board Updates Rick Gividen

Working towards moving the NWCWG instructor-led materials into the WFLP, with a target date of November 1.

Adding the Wildland Fire Federal Workforce Development Program and the Wildland Fire Leadership Development Program to the National Training Center and Programs dropdown on the WFLP.

Made a push to restrict the audience-based visibility of past courses to “enrolled users only”, as a means of improving the search experience for WFLP users. Within less than a week reduced the number of past courses visible to all users by nearly 300. For more information and instructions on completing this task, please refer to Help Center article: <https://wflms.zendesk.com/hc/en-us/articles/14763236069012-How-do-I-help-users-find-my-courses-more-easily-And-also-find-other-courses-more-easily->

As the result of implementing the new Zen Desk help center software, median initial response time has reduced from 2 business days to 6 hours. Please encourage users to visit the Help Center articles first, submitting a Help Center ticket second.

Upgrading to Totara Version 14. Most changes will be on the back end, but a major improvement will be the addition of a course catalog. Looking at July 5-7 as down days for the site, to complete transition. Will socialize prior to down days.

- ETSC Update Mark Skudlarek

Updated WFLP SOPs (now calling them business practices and processes), have a few items still to vet through the field, will share once complete.

No update from ETSC this month



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- GATR Group Update

Chris Buhrig

All regions engaged in training delivery, including academies in the Southern and Eastern Areas.

Considering required hours for training when moving from ILT to VILT.

Will discuss nominations and prioritizations at GATR meeting.

Amy Skraba will be taking over GATR chair next week.

- National Delivery Team Coordination

Liz Figgins

Just over 400 students have completed aviation training delivered through the NDT, 140 through A-314. Nominations are closed now for A-314 (recognize that there is still a significant need for more A-314 offerings) but remain open for other courses. This delivery teams goes through May. Looking at aviation courses for the next team, also, which starts in fall.

Working on some short explainer videos on aviation training, drop zone clearance, and communicating with aviation resources. Next will be an aerial supervision module. Considering options for sharing these modules.

Launching alpha for CE-130 next week and to everyone in the fall.

Open to suggestions from the regions on what future areas of focus for NDT should be.

Liz will remain as lead for NDT project.

- Developing Lead Instructors for L-courses

Heath Cota

In discussion, Patrick Morgan will bring this up at spring Leadership Committee Meeting

- PMS-901/Course Completion Certificate Review

Pete Dutchick

Working to integrate commonly used VILT language into PMS-901, modernize the PMS-901 to capture opportunities to streamline training.



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Chris Buhrig and others made some suggested edits to the PMS-901 (document in TDC SharePoint) regarding course certificates, that certificates shouldn't necessarily be required for federal agencies since training is tracked by multiple methods. Looking to streamline the process into something more modern and more in line with educational institutions, but also considering implications for state and local partners, contractors, etc. Will be socialized extensively and will consult OGC as final step.

- Action Item Review

Pete Dutchick

RT-373

PMS-901: VILT language, course certificates

L-course lead instructors