

PURPOSE

The Nature Conservancy follows the National Interagency Incident Management System (NIIMS) Qualifications for its fire management personnel. These documents provide a guide for training, qualifications, and certification for fire personnel: NWCG Wildland Fire & Prescribed Fire Qualification System Guide (PMS 310.1 <http://www.nwcg.gov/pms/docs/docs.htm>), and the TNC Fire Management Manual, Personnel (<http://www.tncfiremanual.org/personnel.htm>). There are occasions when the qualifications of a Conservancy employee or volunteer needs to be reviewed. Examples include but are not limited to the following situations:

- The person is a new hire with fireline experience and some degree of training, but has no or a questionable NIIMS certification. Generally, this is because the previous employer did not follow the NIIMS system.
- The person was qualified as a TNC Fire Leader under our former qualifications system, and has documentation of training and experience that may adequately demonstrate competency in various fire positions, allowing certification without completing the position task books.
- An incident or repeated incidents occur under the person's supervision, such as an escaped prescribed fire, or injury. A review would assess further training or certification needs.
- The person has a high degree of difficulty attaining a position due to the lack of opportunities for trainee assignments to complete a position task book, but has the ability to demonstrate competency in a nontraditional manner.

GOALS

Qualification Review Committees evaluate the fire qualifications for an individual through an equitable, accountable, and timely process and to make recommendations for training, qualification (trainee) assignments, and certification to the Fire Management Coordinator. A Qualifications Review takes place when a person is being evaluated at the FFT1 level or above.

AUTHORITY

Qualification Review Committees are ad-hoc committees formed under the authority of the Chair of the Fire Management Advisory Team (FMAT). A committee is formed specifically to address the qualifications of an individual person, and must be authorized by the FMAT Chair. After the review is completed and findings are submitted to the Fire

Management Coordinator, the committee will dissolve. Committee duration should last no longer than necessary to review and address the questions identified in the authorization. Typical duration should be less than three months, including setting up the committee, conducting the review, and a final decision by the Fire Management Coordinator.

ORGANIZATION

A Qualification Review Committee will consist of three TNC staff:

- The Fire Manager who oversees the individual being reviewed. In the case that a Fire Manager is being reviewed, another Fire Manager from the region will substitute.
- A second Fire Manager or RxB2, preferably who has fireline experience with the individual being reviewed.
- One of the following individuals: FMAT Chair, the FMAT Regional Representative for the person under review, National Fire Training Coordinator. If the person under review is the FMAT Regional Representative, another FMAT member may substitute.

PROCESS

A review takes place upon the request of a Fire Manager and authorization by the FMAT Chair. Copies of the following documents will be required before a review begins:

- Training records for all wildland fire or other pertinent training courses taken and taught, identifying dates the training was completed.
- All NWCG Position Task Books completed or initiated.
- Fire and incident management records. Records must include date of fire/incident, fuel type, region of country, position held and supervisor.
- All other pertinent documents. Examples may include relevant college/university course syllabi, professional certifications and licenses, Incident Action Plans, Incident reports, previous red cards, etc.
- NWCG Wildland Fire & Prescribed Fire Qualification System Guide (PMS 310.1), and the TNC Fire Management Manual

The FMAT Chair will approve committee makeup. After approval, the individual will submit the above materials to the QRC lead member. The lead is responsible for scheduling a meeting of the QRC, usually via conference call. During the meeting, the QRC will review the training and qualifications records, then proceed through the pertinent position task books and document evidence that each task has been successfully demonstrated. The Committee may ask the person under review for additional information. Committees will *only address position qualifications as directed by the FMAT Chair*. The Committee may consult with previous employers, partners, staff, etc. to inform decisions.

A Qualifications Review Worksheet will be completed for each position for which the individual is being evaluated. The completed worksheets will be submitted as recommendations to the Fire Management Coordinator, who will make a final approval and notify the person under review.

EXCEPTIONS TO QRC PROCESS

Although this process will be used for evaluation of competencies in most instances, a specific exception applies as follows:

A person grandfathered as an RxB2 is missing a training course for a lower level position: The Fire Management Coordinator may use his authority to waive the required training, or extend a “grace period” of a specific time length for the person to obtain the training while still performing in the position. For example, if a person is missing a course for Single Resource Boss qualification, a grace period of one year would be allowed to complete the course while still functioning as an RxB2.

Qualifications Review Worksheet

(complete a separate form for each position qualification evaluated)

Name of Person under review:

Members of Review Team:

Name of Person Completing this Form:

Date:

Evaluation for which position or position task book entry?

Relevant Training (list or attach all NWCG and other training that supports competency in the position, including academic coursework, professional certifications, etc.):

Summarize relevant experience: (cite specific experience for the position under consideration)

Has the individual demonstrated competency in all tasks listed in the PTB within the last five years? (Give names and contact information of any individuals consulted as references.)

Recommendations:

_____ should be certified for the position of _____ without further training or completion of the PTB.

OR

_____ must complete the following training/tasks before being qualified in the position of _____:

Signatures:

Representative from Qualification Review Committee:

Date

Fire Management Coordinator Approval:

Date