

# **Arizona State Wildfire Qualifications Review Committee Bylaws**

## **Article 1. Name**

1.1: The name of this committee shall be Arizona State Wildfire Qualifications Review Committee.

## **Article 2. Purpose and Powers**

2.1: This committee is formed to provide oversight for the certification of those individuals participating in wildland firefighting assignments as follows:

- a. Single Resource Boss and above in the operations section of an ICS based incident management organization. This provides oversight for individuals who might supervise personnel from other agencies beside their own.
- b. Incident commander type 3 within command and general staff.
- c. Any of the unit leader positions within the planning section.
- d. Any of the unit leader positions within the logistics section.
- e. Any of the unit leader positions within the finance section.
- f. Arizona State Structure Protection Specialist.
- g. Arizona Firewise Communities Advisor and Assessor positions.

The committee shall review the qualification files of those individuals under cooperative agreement with the Arizona State Land Department, Forestry Division and make recommendations to the State Fire Management Officer as to signing/issuing qualifications cards. No statement in these by-laws will conflict with the State Forester's authority to qualify individuals outside regular committee meetings under emergency circumstances as specified by the State Forester.

2.2 The Wildland and Prescribed Fire Qualification System as published by the NWCG (PMS310-1) shall be the recognized authority for defining standards for certification. In addition, Arizona State Land Department, Forestry Division Policy Number 25 titled: MINIMUM EXPERIENCE REQUIREMENTS GUIDE FOR RED CARD STANDARDS CERTIFICATION shall be used to determine experience needs not defined in NWCG 310-1.

## **Article 3. Membership**

3.1 Membership on this committee shall consist of the Forestry Division district foresters (3), representatives of local fire departments (6), one alternate fire department representative from each Forestry Division District (3), the state training officer, and the state training specialist. Alternates will have full voting privileges during the absence of a fire department representative from the respective Forestry Division District in order to maintain the required quorum.

3.2 The fire department representatives will be selected equally from each of the Forestry Division Districts and shall serve for a period of two years.

3.3 All committee members will be knowledgeable about ICS, and the Wildland and Prescribed fire Qualification System as supported by the NWCG (PMS310-1).

3.4 There will be no dues or other charges for membership on the committee.

#### **Article 4. Officers**

4.1 The officers of this committee shall be a Chair, Vice Chair, and Secretary. The State Training Officer will be the permanent Chair and the State Training Specialist shall serve as Vice and secretary.

4.2 The Chair shall act as a facilitator in conducting the business of the committee. The Vice Chair shall act as Chair in the absence of the Chair. The secretary shall take notes at meetings to document the activities of the committee and distribute such minutes to the membership. The Forestry Division will be the depository for meeting minutes and other documents produce by the committee.

#### **Article 5. Meetings and Tasks**

5.1 Meetings to review individual qualifications shall be held twice yearly; in mid November and mid March.

5.2 Firefighter certifications and training files will be evaluated at these meetings.

5.3 Red Cards will be issued no later than April 1 of each year, through June 1, with the exception of “Emergency” Cards as defined within the Committee By Laws (example: a dire need for someone in that position when there are no others available). In such cases the state FMO will approve the new certification as appropriate. Any taskbooks completed after June 1 will be presented to the Committee in the first Fall review. In order to meet the April 1 deadline Fire Experience Records are required to be submitted no later than December 1 of each year, allowing for adequate time for data entry prior to the issuance of Red Cards.

5.4 Special meetings may be scheduled by a majority vote of the membership.

5.5 In order to conduct the business of this committee a quorum consisting of no less than seven (7) committee members must be present or available through teleconferencing.

5.6 The Forestry Division webmaster will post by-laws and current meeting minutes (excluding personnel findings) to the Division website.

5.7 The Forestry Division webmaster will maintain a current list of qualified individuals on the Division website based on the findings of the committee.

5.8 Red Cards issued will have space for dates of Refresher Training and Pack Test results. This will require the receiving party to document their pack test (see section 6.5 below) and refresher training prior to April 1 each year.

## **Article 6. Evaluation Guidelines**

6.1 As stated previously, The Wildland and Prescribed fire Qualification System as published by the NWCG (PMS310-1) shall be the recognized authority for defining standards for certification.

6.2 Candidate's training files will include copies of training courses attended certificates, incident experience records showing the dates of the incident, type of incident, position filled, trainee or qualified status, number of operational periods, and copies of the title, certification, and evaluation pages of task books.

6.2 When evaluating a candidate's training records, time will be provided to candidates to provide additional documentation and information in case of incomplete files. The amount of time will be determined by a majority consensus of the committee at the time deficiencies are noted.

6.3 If approved documentation is not available (lost or destroyed) the committee shall determine what substitute information will be acceptable. Examples include signed letters from the chief of the department with specific information including candidates name, date and location of training/experience, name of trainer/evaluator. Printouts from the federal IQCS (Incident Qualifications and Certification System) will be accepted in lieu of formal training and experience records for former federal employees whose original records are no longer available.

6.4 No position qualifications will be grandfathered after 1995.

6.5 Certification of physical fitness is the responsibility of the individual's home unit. A letter documenting physical fitness shall be provided to the state training officer for inclusion in the individual's training file annually.

6.6 Committee recommendations shall be passed by a majority of the voting members present.

6.7 Persons disagreeing with the findings of the committee may appeal to the committee through the chair or co-chair for re-evaluation by appearing either in person or providing additional written materials. Those persons disagreeing with the committee and using Incident Qualifications cards not approved by the committee will be suspended for 30 to 90 days at the discretion of the committee. Such persons will show unavailable in dispatch records for the stated time period.

## **Article 7. Amendment**

7.1 These bylaws may be amended by a two-thirds vote of the committee at any regularly scheduled meeting.