

# Arizona State Wildfire Qualification Review Committee

MINUTES **October 08, 2013**

**1000 – 1530**

**PHOENIX, AZ**

MEETING CALLED BY	Susan Burger, AZSF Training Specialist
TYPE OF MEETING	Qualifications Review Meeting
COMMITTEE MEMBER ATTENDEES	Az State Forestry Reps: Susan Burger, Jim Downey, Kevin Boness, Gene Beauadoin Phoenix District Reps: Bob Arthur – Canyon FD, Al DiBenedetto – Scottsdale FD Flagstaff District Reps: Jayson Coil – Sedona FD Tucson District Reps: Dugger Hughes – Northwest FD, Al Kingsley – Tubac FD, Mark South – Tubac FD
COMMITTEE MEMBERS ABSENT	Darrell Willis – Phoenix FD Randy Chevalier – Show Low FD, Dennis Stern – Lakeside FD Stu Rodeffer – Northwest FD
CHAINSAW SUB-COMMITTEE GUESTS	None
GUESTS	Gary Bernard – Peoria FD, James Cantelme – Daisy Mountain FD, Kevin Dodds – Phoenix FD, Tim Durby – Phoenix FD, Tyson Esquibel – Peoria FD, Nade Galligan – Daisy Mountain FD, Harley Harmon – Mohave Valley FD, Joe Hernandez – Groom Creek FD, Mike Laing – Fort Mohave Mesa FD, PJ Lingley – Sedona FD, Troy Lutrick – Glendale FD, Todd Miranda – Sedona FD, Bryan Monreal – Pinewood FD, Carl Nelson – Pinewood FD, Mark Sachara – Ponderosa FD, Paul Summerfelt – Flagstaff FD

ITEM #1 <b>Discussion Items</b>
<ul style="list-style-type: none"> <li>• <b><u>Chain Saw Program Update:</u></b> <ul style="list-style-type: none"> <li>* There are no revisions or updates to announce regarding the Chain Saw Policy at this time. Susan will follow up with the Chair of the Chain Saw Sub-Committee (Bruce Banke) to discuss the next step in the full implementation of the Chain Saw Policy and to find out if there will be a submission for review of Faller positions at the meeting on December 11<sup>th</sup></li> </ul> </li> <li>• <b><u>Discussion/Revisions (Clarifications) to Committee By-Laws or the SOG 804:</u></b> <ul style="list-style-type: none"> <li>* EMT, Advanced, and Paramedic Fireline Positions have been implemented in IQS. The qualification/currency for all EMT Fireline expiration dates will match the dates on the individual's EMT Card; given the person has completed the Basic Wildland Firefighting Courses and has passed the arduous fitness test per the requirement.</li> <li>* It was posed to the Committee that we adopt several of the Technical Specialist Positions from the USFS 5109.17. The members of the Committee will review USFS 5109.17 between now and the next meeting on December 11<sup>th</sup> at which time we will decide which, if any, positions will be included in the Arizona State Forestry SOG 804.</li> <li>* Following up on the use of the Skills Crosswalk (Wildland Training for Structural Firefighters) in Arizona. Per the State FMO (David Geyer) the first priority is to train all new IQS users to follow the 310-1 and the SOG804 as they are currently written. Once a majority of people have a working knowledge of that we can address use of the Skills Crosswalk.</li> <li>* The Program Manager of IQS (Keith Smith) will be coming to Arizona the first week of December and is offering 3 training sessions in the use of IQS. Each session is 12 hours and is limited to 20 participants per session. The location of these training sessions will be announced no later than October 31<sup>st</sup>.</li> <li>* The Committee agreed that once a person has been approved by the Qualification Review Committee to initiate a position in a shared "Unit Leader" taskbook from either the Finance Section (COMP/PROC/TIME) or the Logistics Section (FACL, COML, FDUL, GSUL, MEDL, SPUL) they will not need to return to the Committee to initiate a second position within that same taskbook. They DO need to submit all required training and experience documentation to the training specialist (Susan Burger) prior to working on the second position. If the person has already been approved by the committee as qualified in one of the positions from a shared "Unit Leader" taskbook in either the Finance Section or the Logistics Section they do not need to return to the committee for review to initiate a second position from that same taskbook. They DO need to submit all their pre-requisite documentation to the training specialist for approval and processing.</li> <li>* A proposal was made to add a minimum experience requirement to the SOG 804 for the initiation of the Section Chief Taskbook. The Committee agreed to require 14 operational periods as a qualified Unit Leader prior to initiating a Section Chief taskbook. This revision will not impact anyone who has already been approved to initiate a Section Chief taskbook but will be effective for anyone who requests to initiate a Section Chief Taskbook in the future.</li> <li>* The Qualification Committee is requesting that the Training Sub-Committee meet prior to the next Qualification Committee meeting. It is agreed that establishing a priority trainee list is a necessity for this State and will support us in maintaining a balanced and appropriate resource pool and also support efficient use of the resources we have. The Qualification Committee is particularly interested to know what positions are needed, what will distinguish an individual as a priority for training, how will we support them in getting out on an assignment. Perhaps a rep from the Training committee could attend next meeting and give us an update.</li> </ul> </li> </ul>

<p>* There was some discussion regarding the role and function of the Qualification Review Committee regarding the suspension of an individual's qualifications. The Committee will look into situations that occur during an assignment which result in the person being reprimanded or asked to leave the incident due to questionable job performance. This Committee looks at the validity of qualifications and does not address personnel topics or disciplinary actions as those areas are most appropriately addressed by the home agency. If the Fire Chief or their Wildland Training Coordinator wishes to suspend an individual's qualifications they should contact the State Training Specialist to have those qualifications suspended from IQS and ROSS.</p> <p>* While the Committee is willing to support the request from some of its members to propose some revisions to the 310-1 to the NWCG regarding some qualifications and their pre-requisite requirements, they suggested a different avenue that they think will be more effective.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Meet w/ Chain Saw Sub-Committee</li> <li>Meet w/ Training Sub-Committee</li> <li>Update IQS/ROSS/Red Cards following the Committee Meeting</li> <li>Update SOG 804</li> </ul>	Susan Burger Jim Downey Susan Burger Susan Burger	November 22, 2013 November 22, 2013 November 15, 2013 December 31, 2013

ITEM #2	<b>File Reviews</b>
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REQUESTS/ CONCLUSIONS	<ul style="list-style-type: none"> <li><b><u>ABEL, Todd – Central Yavapai FD:</u></b> File Review for ICT4 qualification – Approved.</li> <li><b><u>APPELS, Ron – Arivaca FD:</u></b> Initiate ICT4 taskbook – Not Approved until Training Certificate for IS-700 and current fire experience logs have been submitted. Does not need to return to committee; training specialist will review and approve the IS-700 certificate and the experience logs. The committee strongly recommends that Ron complete Interagency Incident Business Management (S-260) to support his overall development and knowledge of skills before requesting ICT4 qualification.</li> <li><b><u>ASHCRAFT, Chad – Pinetop FD:</u></b> Initiate ENGB taskbook – Not Approved. Chad does not meet the fire experience requirement with the experience logs that have been submitted. The Committee will review again after fire experience logs for the 2012 and 2013 season have been submitted.</li> <li><b><u>BAILEY, Kevin – Tempe FD:</u></b> Completed CRWB taskbook – Approved. Completed PIO2 taskbook – Approved. Initiate STEN taskbook – Approved.</li> <li><b><u>BARRARAS, Joe – ADOC:</u></b> Initiate ICT4 taskbook – Approved. The committee strongly recommends that Joe complete Interagency Incident Business Management (S-260) to support his overall development and knowledge of skills before requesting ICT4 qualification.</li> <li><b><u>BAUGUS, Brandy – Rincon Valley FD:</u></b> Initiate FOBS taskbook – Approved.</li> <li><b><u>BERNARD, Gary – Peoria FD:</u></b> Completed STEN taskbook – Approved.</li> <li><b><u>BLISS, Scott – Central Yavapai FD:</u></b> Initiate FOBS taskbook – Approved.</li> <li><b><u>BOEHM, Stephan – Summit FD:</u></b> Completed CRWB taskbook – Approved.</li> <li><b><u>BREWER, Will – Az. State Forestry (Phx):</u></b> Completed ENGB taskbook – Approved.</li> <li><b><u>BROTZMAN, Adam – Scottsdale FD:</u></b> Initiate ENGB taskbook – Not Approved. Adam does not meet the fire experience requirement with the experience logs that have been submitted. The Committee will review again after fire experience logs between 2001 and 2013 have been submitted. Adam will also need to submit Training Certificate for IS-700</li> <li><b><u>BROWN, Eric – Flagstaff FD:</u></b> Completed TFLD taskbook – Approved.</li> <li><b><u>CAROTHERS, Cougan – Central Yavapai FD:</u></b> Initiate ICT4 taskbook – Approved. Initiate STEN taskbook – Approved.</li> <li><b><u>CONGER, Patrice – Tubac FD:</u></b> Completed TIME taskbook – No Approved until Training Certificates for IS-700, IS-800, I-100, I-200, I-300 have been submitted. Does not need to return to committee; training specialist will review and approve the training certificates.</li> <li><b><u>DECK, Duane – Summit FD:</u></b> Completed MEDL taskbook – Not Approved until Training Certificates for IS-800 and I-300 have been submitted. Does not need to return to committee; training specialist will review and approve the training certificates.</li> <li><b><u>DOBBS, Dave – Flagstaff FD:</u></b> Completed PSC2 taskbook – Not Approved until fire experience logs for 2013 have been submitted. Does not need to return to committee; training specialist will review and approve the 2013 fire experience log.</li> <li><b><u>ELLIOTT, Flip – Az. State Forestry (Tus):</u></b> Initiate ICT3 taskbook – Approved. Completed TFLD taskbook – Not Approved. Committee will review when all required training and experience documentation has been submitted (missing S-330, taskbook pages, logs documenting TFLD training assignments)</li> <li><b><u>ENTEMAN, Mark – Black Canyon City FD:</u></b> Initiate ENGB taskbook – Not Approved. Committee will review after Training Certificates for BWFF and IS-700 have been submitted. Also missing fuel type on his fire experience logs which is needed to assess whether or not he has met the fire experience requirements per the SOG 804.</li> <li><b><u>ESQUIBEL, Tyson – Peoria FD:</u></b> File Review for STEN – has already been approved as STCR and is current as an ENGB. Per 310-1 is eligible for STEN. (Committee has also already approved Tyson to Initiate TFLD) Not Approved until Training Certificate for I-300 has been submitted. Does not need to return to committee; training specialist will review and approve the I-300 training certificate.</li> </ul>
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- **ESTER, Stacey – Highlands FD:** Initiate MEDL taskbook – Approved.
- **FISHER, Benny – Gilbert FD:** Initiate LOFR taskbook – Approved.
- **FOSTER, Shawn – Sedona FD:** Initiate FACL taskbook – Approved.
- **GALLIGAN, Nade – Daisy Mountain FD:** Completed ENGB – Under Administrative Review.
- **GARTIN, Wil – Phoenix FD:** Completed ENGB taskbook – Approved. The committee strongly recommends that Wil complete Firing Operations (S-219 or Ignition Operations S-234) and Interagency Incident Business Management (S-260) to support his overall development and knowledge of skills.
- **GILLESPIE, Mike – Flagstaff FD:** Completed SOF1 taskbook – Approved.
- **GIRON, TJ – Northwest FD:** Completed LSC2 – Not Approved until Training Certificates for S-420, IS-800, I-200, I-300 & I-400 have been submitted. Does not need to return to committee; training specialist will review and approve the training certificates.
- **GRAHAM, Zach – Pine Strawberry FD:** Initiate ENGB taskbook – Approved.
- **HALL, Roy – Az. State Forestry (AZS):** Initiate LOFR taskbook – Approved.
- **HANSEN, Bruce – Wickenburg FD:** Completed ENGB taskbook – Approved.
- **HERNANDEZ, Joe – Groom Creek FD:** Initiate STEN taskbook – Approved.
- **HEUN, Bryan – Apache Junction FD:** File Review. Previously with BLM – reviewed file for transfer qualifications. Committee Approved all current IQCS qualifications; including ENGB, ICT4 and CRWB(t). It is strongly recommended that Bryan complete Firing Operations (S-219 or Ignition Operations S-234) and Interagency Incident Business Management (S-260) to support his overall development and knowledge of skills.
- **HUGHES, Dugger – Northwest FD** Completed ACDP taskbook – Approved.
- **LAING, Mike – Fort Mohave Mesa FD:** Completed ENGB taskbook – Approved. The committee strongly recommends that Ron complete Interagency Incident Business Management (S-260) to support his overall development and knowledge of skills.
- **LEAKE, Ken – Phoenix FD:** Initiate TIME taskbook – Approved. Initiate FSC2 taskbook – Not Approved (has completed COST but must also complete TIME before initiating FSC2)
- **LINGLEY, PJ – Sedona FD:** Completed STEN taskbook – Approved. Initiate TFLD taskbook – Approved (PJ was given interim approval on 8/23/13 for STEN and has met the pre-requisite STEN experience hours)
- **LITCHFIELD, Ron – Central Yavapai FD:** Initiate ENGB taskbook – Not Approved missing documentation has been submitted. The missing documentation that needs to be submitted is as follows: Training Certificate for S-131, fire experience logs for FFT2 experience and FFT1 trainee experience.
- **LOHR, Matt – Sun City FD:** Completed ENGB taskbook – Approved.
- **LUCAS, Ralph – Prescott FD:** Initiate OSC2 taskbook – Approved.
- **LUTRICK, Troy – Glendale FD:** Completed DMOB taskbook – Approved.
- **MACHADO, Ray – Rio Rico FD:** Completed ENGB taskbook – Not Approved. The Committee will review again after all documentation (Needed taskbook pages, Training Certificate for I-200, fire experience logs that show the required assignments) has been submitted.
- **MACKEY, Adam – Northwest FD:** Completed FIRB taskbook – Approved. Initiate ICT4 taskbook – Approved.
- **MAYHALL, Matt – Chino Valley FD:** Completed STEN taskbook – Not Approved until Training Certificates for IS-700, IS-800, I-200 & I-300 have been submitted. Does not need to return to committee; training specialist will review and approve the training certificates.
- **MIRANDA, Todd – Sedona FD:** Completed TFLD taskbook – Approved.
- **MORRIS, Billy – Peoria FD:** Completed DIVS taskbook – Not Approved until Training Certificates for IS-800 and I-300 have been submitted. Does not need to return to committee; training specialist will review and approve the training certificates.
- **OJEDA, Andres – Beaver Dam Littlefield FD:** Completed ENGB taskbook – Not Approved until the Verification/Certificate page has been submitted. Initiate MEDL taskbook – Approved.
- **OTTOMAN, JD – Az State Forestry (Tus):** Completed CRWB taskbook – Not Approved until Training Certificate for I-200 has been submitted. Does not need to return to committee; training specialist will review and approve the training certificate.
- **PALLETTE, Asa – Rincon Valley FD:** Initiate ICT4 & FOBS taskbooks – Approved.
- **ROBINSON, Brian – Northwest FD:** Completed TFLD taskbook – Approved.
- **RUSH, Patrick – ADOC:** Initiate CRWB taskbook – Approved.
- **SACHARA, Mark – Ponderosa FD:** Completed DIVS taskbook – Approved.
- **SCHLOSS, Derek – Northwest FD:** Completed ICT4 taskbook – Approved.
- **SCHRIPSEMA, Jeff – Phoenix FD:** Completed COML taskbook – Not Approved. Jeff had not been approved to initiate COML taskbook. Jeff is now approved to initiate COML taskbook and only needs to submit 1 fully successful taskbook evaluation from a wildland incident. Jeff will not need to return to the Committee for review for COML. The training specialist will review and approved the COML taskbook (and evaluation) for completeness.
- **SCOTT, Hunter – Pine Strawberry FD:** Completed ENGB taskbook – Approved.
- **SHELDON, James – Rio Rico FD:** Initiate ICT4 taskbook – Not Approved. Committee will review again after completed Fire Experience Logs have been submitted.
- **SMITH, Pete – Gilbert FD:** Initiate LOFR taskbook – Approved.
- **STANLEY, Debra – Az. State Forestry (Tus):** Initiate COST taskbook – Approved.
- **SUMMERFELT, Paul – Flagstaff FD:** Completed ACPC taskbook – Approved.
- **THORSEN, Harold – Picture Rocks FD:** Initiate ENGB taskbook – Not Approved. Harold's file was reviewed on 4/3/12 and not approved until he submitted legible logs. Harold resubmitted his logs through 2006. The Committee is requesting his current fire experience logs to address his request to initiate an ENGB taskbook. The committee will review again after current logs have been submitted.
- **WALTER, Jay – Daisy Mountain FD:** Completed STPS taskbook – Approved.
- **WARD, Wade – Prescott FD:** Initiate PIO2 taskbook – Approved.
- **WEAVER, Don – Buckeye Valley FD:** Completed ENGB taskbook – Approved.

- **WHITING, Carl – Ponderosa FD:** Completed ENGB taskbook – Not Approved until Training Certificate for IS-700 has been submitted. Does not need to return to committee; training specialist will review and approve the training certificates.
- **WILLIS, Darrell – Prescott FD:** Initiate OSC1 taskbook – Approved.
- **WRIGHT, Larry – Cottonwood FD:** Initiate STEN taskbook – Approved.

	PERSON RESPONSIBLE	DEADLINE
• Update IQS/ROSS/Red Cards accordingly	Susan Burger	March 05, 2014

**Next Meeting  
December 11, 2013  
Globe, Az.  
Time: 1000-1530**

**Friday November 8<sup>th</sup> is the deadline for requests to be included  
on the agenda for the December 11<sup>th</sup> Qualification Review Meeting**

**If you were approved to initiate a new task book please send a copy of the initiation page (the task book cover sheet) to Susan Burger. IQS, ROSS, and your 2014 Red Card will not be updated with the new trainee position until that page is received.**

The Committee spent several hours discussing administrative business during this qualification review meeting. Not all requests that were submitted on time were reviewed. The Following People submitted requests but their files were not reviewed by the Committee during this meeting either because of the amount of time spent on committee business or because their files were not received before the September 6<sup>th</sup> deadline. The following requests will be reviewed during the next scheduled committee meeting on December 11<sup>th</sup>:

- **BABNEW, Les – Tubac FD:**
- **BARBER, Will – Three Points FD:**
- **BARR, Ariel – Sun Lakes FD:**
- **BARR, Jesse – Northwest FD:**
- **BEAUBRIAND, Jean – Alpine FD:**
- **BRAMBLE, Dan – Payson FD:**
- **BREHL, Mark – Flagstaff FD:**
- **CARLOTT, Chris – Glendale FD:**
- **CARR, Cooper – Sedona FD:**
- **COCHRANE, Dave – Sedona FD:**
- **DAVIDSON, Glenn – Chino Valley FD:**
- **DOUGAN, Chad – Prescott FD:**
- **ELLIOTT, Phillip – Az State Forestry (A3S):**
- **ENO, Phillip – Phoenix FD:**
- **GLEASON, LAWRENCE – Phoenix FD:**
- **GRAINGER, Tony – Tri City FD:**
- **HARMS, Todd – Phoenix FD:**
- **HOUSE, Eric – Avra Valley FD:**
- **JARVIS, Rob – Christopher-Kohls FD:**
- **JOHNSON, David – Chino Valley FD:**
- **JOHNSTON, Bradley – Phoenix FD:**
- **LESS, Dale – Christopher-Kohls FD:**
- **LEWIS, Eric – Sedona FD:**
- **LUBETZ, Jerome – Payson FD:**
- **MEZULIUS, Ed – Sedona FD:**
- **MORSE, Colin – Wickenburg FD:**
- **OJEDA, Pat – Sedona FD:**
- **OTTMAN, JD – Az State Forestry (Tus):**
- **PACE, Mike – Sedona FD:**
- **PARRA, Jorge – Rio Rico FD:**
- **POND, Jim – Highlands FD:**
- **REED, Jeremy – Peoria FD:**
- **ROSAS, Walter – Az. State Forestry (Deer Valley):**
- **ROSE, Cody – Chino Valley FD:**
- **SCHUSTER, Alan – Chino Valley FD:**
- **SHILL, Nicholas – Christopher-Kohls FD:**
- **SMITH, Justin – Az. State Forestry (Phoenix):**
- **TYLER, Norval – Az. State Forestry (Deer Valley):**
- **VAN SLYKE, Zackery – Alpine FD:**
- **WELCH, Stephan – Wittman FD:**

NEXT MEETING

**If you have submitted a request for the Qualification Review Committee and your name is not on the list above please contact Susan Burger at 623-445-0274 x220 to make sure your request gets on the list. Thank You. SB**