

EXHIBIT N – QUALIFICATIONS

WILDLAND FIRE PERSONNEL QUALIFICATION REQUIREMENTS

I. Purpose:

The purpose of this exhibit is to define the qualifications a Contractor's employee must have before the employee can be certified in each Incident Command System (ICS) position required under these Agreements. Table 1, below, shows the sequence in approximate time to complete the training and experience requirements to become certified in each position covered by this agreement.

II. Scope:

The qualifications defined are for the ICS positions of Single Resource Boss-Crew (ENGB); Advanced Firefighter/Squad Boss (FFT1); and Firefighter (FFT2). In addition to the standards listed below all personnel shall meet the minimum requirements of the Wildland Fire Qualification System Guide (PMS 310-1) at the time of qualification.

NOTE:

1. A firefighter may work on only one task book at a time.
2. All required prerequisite experience must be completed before the firefighter can begin working on the task book for the next higher position.
3. Per NWCG 310-1 Position task books (PTB's) can be initiated prior to attendance and successful completion of Required Training. However, Trainees cannot become fully qualified for the position until Required Training has been successfully completed. A Trainee must be qualified in the prerequisite position(s) before a PTB can be initiated.

III. Position Qualifications Standards:

A. SINGLE RESOURCE BOSS-ENGINE (ENGB)

1. REQUIRED TRAINING

ICS for Single Resources and Initial Action Incidents (ICS-200)
 Annual Fireline Safety Refresher (RT-130)
 Crew Boss (Single Resource) (S-230) NOTE: Required of all ENGBs certified after Dec. 31, 2002.
 Intermediate Wildland Fire Behavior (S-290)

2. ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Basic Air Operations (S-270)
 Engine Boss (Single Resource) (S-231)
 Followership to Leadership (L-280)
 Firing Operations (S-219)
 Interagency Incident Business Management (S-260)

3. EXPERIENCE

Satisfactory performance as an Advanced Firefighter (FFT1). After the FFT1 has completed this experience requirement they may be considered for becoming a Trainee ENGB.

AND

Satisfactory performance for a total of fifteen (15) operational periods on three (3) separate wildland fire incidents as an Engine Boss (ENGB) Trainee on a wildland fire incident.

4. PHYSICAL FITNESS Arduous

5. ONCE CERTIFIED AS ENGB, OTHER ASSIGNMENTS THAT WILL MAINTAIN CURRENCY OF THAT CERTIFICATION

Any Single Resource Boss (Dozer, Crew, Felling, Tractor/Plow, Helicopter, Firing)
 Any higher position for which this position is a prerequisite

- A person must have at least one qualifying assignment every five (5) years to maintain a current certification in a position.

B. ADVANCED FIREFIGHTER/SQUAD BOSS (FFT1)

1. REQUIRED TRAINING

Annual Fireline Safety Refresher (RT-130)
 Firefighter Type 1 (S-131)
 Look Up, Look Down, Look Around (S-133) NOTE: Required after 1/06 for FFT1

2. ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Firing Operations (S-219)
 Portable Pumps and Water Use (S-211)
 Wildland Fire Chain Saws (S-212)

3. EXPERIENCE

Satisfactory performance as a Firefighter (FFT2). After the FFT2 has completed this experience requirement they may be considered for becoming a Trainee FFT1.

AND

Satisfactory performance for a total of fifteen (15) operational periods on three (3) separate wildland fire incidents as an Advanced Firefighter/Squad Boss (FFT1) Trainee on a wildland fire incident.

4. PHYSICAL FITNESS Arduous

5. ONCE CERTIFIED AS FFT1, OTHER ASSIGNMENTS THAT WILL MAINTAIN CURRENCY OF THAT CERTIFICATION

Any higher position for which this position is a prerequisite.

- A person must have at least one qualifying assignment every five (5) years to maintain a current certification in a position.

C. FIREFIGHTER (FFT2)

1. REQUIRED TRAINING

Basic Firefighter Training:
 Introduction to ICS (ICS-100)
 Human Factors in the Wildland Fire Service (L-180) NOTE: Required after 1/06 for FFT2
 Firefighter Training (S-130)
 Introduction to Wildland Fire Behavior (S-190)
 NIMS: An Introduction (IS700)
 Annual Fireline Safety Refresher (RT-130) NOTE: Not Required with first year FFT2

2. The FFT2 position does not require completion of the FFT2 Position Task Book.

3. EXPERIENCE None

4. PHYSICAL FITNESS Arduous

5. ONCE CERTIFIED AS FFT2, OTHER ASSIGNMENTS THAT WILL MAINTAIN CURRENCY OF THAT CERTIFICATION

None (Only FFT2)

- A person must have at least one qualifying assignment every five (5) years to maintain a current certification in a position.

D. SUPPORT WATER TENDER OPERATOR (WTOP)

1. REQUIRED TRAINING
Annual Fireline Safety Refresher (RT-130)
2. EXPERIENCE None
3. PHYSICAL FITNESS None

WATER HANDLING CONTRACTOR RECORDS FORMAT & VERIFICATION FORM

A. EMPLOYEE FILE SYSTEM CREATION AND MAINTENANCE

The **ENGINE and/or WATER TENDER CONTRACTOR** (Vendor) shall maintain a file system which will contain the employee's training, certification (PTB and evaluation), current position qualification and next higher training position, wildfire/prescribed fire experience records, and fire assignment documents (i.e., assignment evaluations, etc.).

It is further recommended that a position-progressive format be maintained for each employee. In other words, an employee can not move from FFT-2 qualified to ENGB. Records must show, from the most recent to the first over time, that the individual has been trained and has performed each qualifying requirement in sequence to reach certification of the individual's current qualification status.

The file must be maintained in such a manner that easy verification and/or inspection can be accomplished when required. This file configuration meets inspection requirements for the Engine/Tender Agreements.

Following is a manual file system that can be implemented at each **CONTRACTOR** office. For the purpose of the Interagency Engine and Tender Agreement, the only elements that will be recorded are employee payroll name, **ENGINE and/or WATER TENDER CONTRACTOR** Company name and fire qualifications. The **ENGINE and/or WATER TENDER CONTRACTOR** will maintain a file system which will contain the employee's training, certification (PTB and evaluation), current position qualification and next higher training position, and wildfire/prescribed fire experience records, and fire assignment documents (i.e., assignment evaluations, etc.).

B. RECORD SYSTEM CONTENT

Section 1 – Employee Information:

- Employee payroll name
- Last 4 digits of employee's Social Security Number

Section 2 - Employee Qualification and Certification Verification Summary:

- This should be a form that summarizes the employee's complete history for wildfire training, task book completion and incident experience. (see sample Employee Training and Qualification Summary Form below)

Section 3 – Position Task Books: This section contains specific documentation of all applicable position task books.

- Highest ICS level PTB on top followed by progressively lower level PTBs.
- Completed PTBs and PTBs in progress should all be kept in this section of the file.
- All PTBs must include all pages.
- The PTB on file may be the original or a copy.

Section 4 – Training Record: This section contains specific documentation of all wildfire training.

- Record of formal classroom training and support documentation (i.e., certificates, etc.)
- FFT2 files, as a minimum, must have a copy of the S-130 and S-190 basic firefighter training course certificate, signed by a recognized instructor. L-180 is required for FFT2s beginning in 1/06. ICS-100 and IS-700 are required.
- FFT1 files, as a minimum, must have everything a FFT2 file has plus a training certificate, signed by a recognized instructor. S-131/S-133 are required for FFT1s beginning in 1/06.
- ENGB files, as a minimum, must have everything a FFT1 file has plus training certificates, signed by a recognized instructor, from both S-230 and S-290. ICS-200 is required.
- All returning firefighters (FFT2, FFT1, and ENGB) must have a copy of the course roster or certificate that contains their name, signed by a recognized instructor, from the current year's Annual Fireline Safety Refresher Training (RT-130) session they have attended.

Section 5 – Incident Experience: This section contains specific documentation of all wildfire and prescribed fire assignments including Training and Position Evaluation Assignments.

- Documents in this section should be sorted by position with the highest level on top and lowest level on the bottom.

- The first (top) document in this section should be the employee's Incident Assignment History(See sample form below.)
- Readable copies of any Incident Blanket Purchase Agreement (I-BPA) Performance Evaluations (Exhibit E) completed by **ENGINE and/or WATER TENDER CONTRACTOR'S** and GOVERNMENT evaluators.
- Readable copies of incident shift tickets from crews should be kept showing that the employee as a FFT2, FFT1 and/or ENGB. For incident assignments lasting longer than five (5) operational periods, only the first five day's and the last day's shift tickets need to be kept in the file.

Section 6 – Physical Work Capacity Fitness Test: This section contains specific documentation of all fitness tests taken and passed.

- All files must have a pack test roster or similar document that contains their name, signed by the test administrator, from the current year and any previous year pack tests they have taken and passed.
- The document must show the test's location, date taken, level of the test and the time it took the individual to complete the test.

Refer to the next two pages for copies of the Incident Assignment History Record and Employee Training and Qualification Summary Form.

INCIDENT ASSIGNMENT HISTORY RECORD

Name of Individual			
Qualified position for which this record corresponds (check only 1 for Engine Crew)	ENGB _____	FFT-2 _____	FFT-1 _____

Incident Name	Incident Kind*	Agency	State	Number of Days	Mo. & Year

*Incident Kind – WF = Wildfire, RX = Prescribed Fire, AH = All Hazard

REMINDER ON POSITION QUALIFICATIONS:

ENGB: Satisfactory performance as an Advanced Firefighter (FFT1). After the FFT1 has completed this experience requirement they may be considered for becoming a Trainee ENGB.

AND

Satisfactory performance for a total of fifteen (15) operational periods on three (3) separate wildland fire incidents as an Engine Boss (ENGB) Trainee on a wildland fire incident.

FFT1: Satisfactory performance as a Firefighter (FFT2). After the FFT2 has completed this experience requirement they may be considered for becoming a Trainee FFT1.

AND

Satisfactory performance for a total of fifteen (15) operational periods on three (3) separate wildland fire incidents as an Advanced Firefighter/Squad Boss (FFT1) Trainee on a wildland fire incident.

INDIVIDUAL EMPLOYEE TRAINING VERIFICATION FORM Interagency Water Handling Agreement

Employee Name: Government Issued Photo Identification Verified (e.g. Drivers License, Passport, etc.) _____ If CDL with Tank Endorsement Required verify; Y____ N_____ Medical Certificate if Required, verify; Y____N_____ PACK TEST Arduous or Light (circle as appropriate) Time_____ Date_____	Qualified ICS Position:
Contractor/Company:	Hiring Date:

WILDLAND FIRE COURSES & POSITION TASK BOOKS COMPLETED (Certification of Training Must Be In Employee's Training File)

ICS Position	Required Course/PTB	Month & Year Of Training Or PTB Completed	Instructor, Institution or PTB Certifier	Location &/or Phone # of Instructor, Institution or Certifier
Firefighter II	S-130			
	S-190			
	I-100			
	L-180 (1/06+)			
Firefighter I	S-131			
	S-133 (1/06+)			
	PTB			
ENGB	S-230			
	S-290			
	I-200			
	PTB			
All Positions (Tactical Water Tender, FFT2, FFT1 & ENGB)	IS-700a			
All Positions (Support Water Tender, FFT2, FFT1 & ENGB) *Required Annually	RT-130 Annual Fireline Safety Refresher			

Wildland Fire Experience (List the Previous 5 Years Wildland Fire Experience)

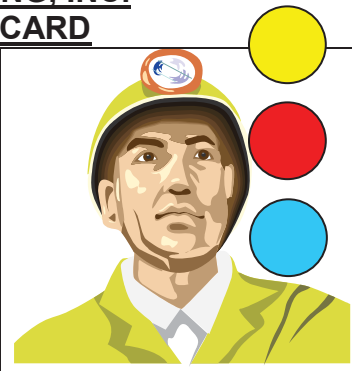
YEAR	POSITION	INCIDENT NAME	LOCATION (City & Agency)	Fire Size (Acres)	Number of Days Worked

Signature of Contractor (or representative)	Contractor/Representative (Print Name)	Phone Number	Date of Submission
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Incident Identification/Qualification Card

EXAMPLE INCIDENT IDENTIFICATION / QUALIFICATION CARD

This is the required minimum information. The sample card pictured below is an example only. Identification cards need not necessarily adhere to this format.

<u>JONES CONTRACTING, INC.</u> <u>IDENTIFICATION CARD</u>	
Name:	
Employee Number:	
(Pack Test level)	
Language Evaluation (SLE/SLS)	
CRWB 10-07-02 ENGB 06-10-03	

CARD IDENTIFIER COLOR CODE (shown in example as dots):

- YELLOW** For employees with LESS THAN ONE SEASON
- RED** For employees with ONE SEASON OR MORE
- BLUE** For SUPERVISORY employees (ENGB, FFT1, CRWB, STCR, STEN, ICT5)

BACK OF CARD

MOU Provider Name		
PO Box 1234 Anywhere, OR 97111 541-555-1234		
Additional Skills		Additional Positions
Sawyer	05-12-96	FFT1 08-20-00
Certified Class B Faller	10-12-98	FFT2 05-24-99
Driver Training	05-03-00	
EMT/FIRST AID/CPR	06-10-07	
Owner Signature	Issue date	
Verification by (signature)	(date)	(Affiliation)
	(date)	(Affiliation)
Verification by (signature)		

EXHIBIT O – QUALIFICATIONS

TRAINING AND QUALIFICATIONS REQUIREMENTS FOR NON-NWCG ENTITIES

NWCG Standard Wildland and Prescribed Fire Agreement Provisions

The following are standard contract provisions pertaining to training and qualifications for wildland and prescribed fire contractors.

Minimum Qualifications

By signing this agreement or contract, the CONTRACTOR certifies that all employees hired by CONTRACTOR and employed in firefighting or prescribed fire operations meet the minimum qualification requirements pursuant to the following categories and defined by the Wildland Fire Qualification System Guide (PMS 310-1). <http://www.nwcg.gov/> Position qualification requirements are included in “Publications” then go to the “Qualifications” section.

Engine Crews

Engine Crews must be supervised by and contain at least one Single Resource Engine Boss (ENGB). The remaining engine crew personnel must be minimally qualified as Firefighter (FFT2).

The GOVERNMENT reserves the right to reject any contractor or contractor’s employee(s) that is not in full compliance with the qualification requirements for the position they occupy. Failure of any contractor or contractor’s employee(s) to demonstrate an ability to perform tasks listed in the Position Task Book (PTB) or standard tasks of the position they occupy shall be cause for immediate release.

Proof of Qualifications

The CONTRACTOR will ensure that all employees possess a valid and current Wildland Fire Qualification System certification record. This certification card will identify the qualifications for the position the employee is occupying.

Information on the certification card shall include: name of the person typewritten or printed, list of position(s) the person is qualified for, the date they passed the work capacity fitness test if required for the position(s), and the date of the individual’s annual refresher training.

The certification card must be signed by the Certifying Official (Contractor or MOU Training Provider), which validates the contractor or contractor’s employee(s) qualifications. The CONTRACTOR must maintain all documentation (training certificates, performance evaluations, proof of work capacity testing, and completed position task books) that supports qualifications.

The GOVERNMENT is not responsible for certifying or maintaining qualification records for contractors or contractor’s employee(s); however, it is the Government’s responsibility to validate the training and qualification records of vendor personnel periodically. The certification card will be in the possession of each employee while assigned. The

CONTRACTOR or their representative must also have a copy of this certification while assigned.

Training Requirements

- A. In addition to the training requirements defined by the 310-1, the CONTRACTOR shall ensure that all employees receive Annual Fireline Safety Refresher Training (RT-130). This training will include core course components as identified in the Instructor Guide and shall be a minimum of 4 hours. <http://www.nifc.gov/wfstar/>

CONTRACTOR will ensure that all training received by employees meets the course content and instructor standards listed in PMS 907 (Course Coordinator Guide) and **PMS 901-1 (Field Managers' Course Guide)**. Instructors used by Contractors for fire training must be recognized through a Geographic Area Coordinating Group Memorandum of Understanding or other formal agency agreement.

Contractor may use Government incidents, for which they are assigned, to qualify and certify employees for FFT1 and ENGB positions. Only one training position or evaluation assignment will be permitted per engine on each incident. The coach/evaluator must, as a minimum, be certified in the position(s) they are coaching or evaluating.

Position Performance Assignments

Position Task Books

The CONTRACTOR may allow employees to perform position performance assignments (task book assignments) in order to qualify for upper level positions, as long as the minimum engine crew position requirements are not compromised.

The Crew manifest shall clearly identify CONTRACTOR employees who are considered trainees while participating on an Incident.

Pursuant to PMS 310-1, the evaluator/coach of the trainee must be fully qualified in the position.

Record Keeping

A. Contractor Responsibilities:

The CONTRACTOR shall maintain a complete set of training and experience records for each employee. Training and experience records for employees separated from the company will be maintained for a minimum of three years from the date of separation. Training and experience records will, at a minimum, include course certificates required as a prerequisite for the position employee is occupying, task books for each employee, showing proof of final evaluation and certification by contractor or MOU Training Provider, Annual Fireline Safety Refresher Training (RT-130) documentation, and work capacity test records, and applicable performance evaluations

The CONTRACTOR will maintain employee training, performance evaluations and experience records, including records and certification cards for workers that are hired subsequent to receiving a dispatch order, in such a manner that they can be easily obtained and available for inspection at any time during the Agreement period.

Upon written request from an employee or previous employee, within ten days the Contractor will make available copies of all documentation to the employee relative to the individual's training and experience.

B. Government Responsibilities

Contracting Officer may review the contractor's certification records for all employees prior to agreement award. The Contracting Officer may request employee training and experience records prior to award during spring inspections. The government reserves the right to review records and evaluate contractor employee's qualifications at any time during the agreement period.