

## **TIFMAS Adjunct Instructors Guide**

### **Class scheduling, reimbursement, and curriculum requirements for S130/190, G131, G231, and G330 Classes**

# Texas Intrastate Fire Mutual Aid System

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# Texas Intrastate Fire Mutual Aid System

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## Texas Intrastate Fire Mutual Aid System

During the 2011 Fire Season the Texas Intrastate Fire Mutual Aid System experienced the equivalent of 10 years of firefighting and growth, which has required numerous updates and changes in the system. Training in all areas continues to be a high priority for TIFMAS. In agreement with the various Texas Structural Firefighter Stakeholder Groups the Texas Intrastate Fire Mutual Aid System has adopted and implemented the following processes and qualifications to facilitate training and credentialing throughout Texas for wildland firefighting and leadership.

### TIFMAS Adjunct Training Program Process/Requirements

#### Training Approval and Cost Worksheet (Form FRP-CWS-0212) - Adjunct Responsibilities

1. When a department requests TIFMAS Wildland Training the Adjunct Instructor should communicate with the department requesting the training and fill out the Training Approval and Cost Worksheet. The information on this form will be used by TFS to calculate the costs associated with the class. The Training Approval and Cost Worksheet (Form FRP-CWS-0212) is located on the TIFMAS web site [tifmas.org](http://tifmas.org).
2. After the adjunct instructor completes the Training Approval and Cost Worksheet he/she will scan and email to the TFS Training Section at [rmcdonald@tfs.tamu.edu](mailto:rmcdonald@tfs.tamu.edu)
3. Costs for the class may include the following:
  - a) Course materials (on approval will be ordered by TFS and shipped to requesting department)
  - b) Travel/Mileage (reimbursement for personal vehicles only)
  - c) Meals (only reimbursed if you have an overnight stay)
  - d) Lodging (lodging is approved only if you are traveling a minimum of 60 miles one way)
  - e) Instructor time

#### Training Approval and Cost Worksheet (Form FRP-CWS-0212)–TFS Responsibilities

1. TFS will review the Training Approval and Cost Worksheet and prepare a quote which will be sent to the requesting jurisdiction. If the customer agrees with the quote they will sign and return to TFS training (Ray McDonald). The signed quote serves as the approval for TFS to proceed with the scheduling of the class and development of an inter-local agreement. As soon as the quote is signed by the customer all course materials will be ordered. All course materials will ship directly to the requesting jurisdiction. This will include:
  - a. Course manuals
  - b. IRPG's
  - c. Fireline Handbooks

#### Administrative Duties of Adjunct Instructor

1. On completion of the class be sure that:
  - a. The instructor(s) fill out the following:
    - i. Grade sheet (unless grades are recorded on the sign-in sheet)
    - ii. Sign in sheet
    - iii. Class demographics sheet
    - iv. Instructor Evaluation sheets
  - b. Have each student fill out:
    - i. Participant Evaluation

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## ii. Student Registration

2. All students are required to successfully complete the final exam with a grade of 80 percent or better.
3. The Instructor is responsible for insuring that all forms and final exams are scanned and emailed to [rmcdonald@tfs.tamu.edu](mailto:rmcdonald@tfs.tamu.edu) or mail to the Texas Forest Service at:  
Texas Forest Service Training Division  
Ray McDonald  
PO Box 218  
254 Red Raider LN  
Admin Bldg #214  
Junction, TX 76849
4. After TFS receives the above information course certificates will be mailed to the course instructor who will sign and distribute to the students.
5. Students who successfully complete a course delivered by the TIFMAS approved instructors will be eligible to credential under TIFMAS. To apply go to [tifmas.org](http://tifmas.org) and click on credentialing standards for the procedures and link to online application.
6. Whenever materials are ordered thru TFS please notify Ray McDonald when materials are received so that TFS we can maintain tracking/delivery status on orders.
7. Final exams and other course materials (Power Points) are available on the Instructor CD provided to you. All other instructor and class required forms are located at [tifmas.org](http://tifmas.org)
8. The requesting jurisdiction is responsible for securing the classroom facilities.

## Administrative Duties of Texas Forest Service

1. On completion of the course and after TFS receives the class roster, TFS will invoice the department who received the training for course materials and instructor costs. The invoice amount is based on the quote which was approved by the department.
2. After receiving the required information from the Adjunct Instructor TFS will prepare the course certificates and mail to the instructor for a signature and distribution to the students.

## When a request for Wildland Training is received by the TFS Training Section

1. Recommend one of the two TFS wildland academies.
2. Recommend and coordinate for a local TFS delivery of training.
3. Recommend Fire in the Field for wildland training.
4. Recommend they contact their TIFMAS training representative to schedule TIFMAS training through an approved TIFMAS instructor.
5. Recommend scheduling through TEEEX

## Administrative Duties of TIFMAS Adjunct (Seasonal Employees only)

1. Enter all hours into Time Trac prior to the end of the pay period the hours are worked in. Any questions contact <mailto:sbrooks@tfs.tamu.edu>
2. Submit a TFS Individual Travel request Form as soon as the TFS quote is signed and send Steve Pollock at <mailto:spollock@tfs.tamu.edu> This form is available on the TIFMAS web site under the TIFMAS Train the Trainer Forms. If you do not submit this form and get approved for travel prior to the class TFS cannot reimburse expenses. Complete the following on the travel request form:
  - a. Check individual travel request
  - b. Employee Name
  - c. Travel Dates

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- d. Mode of transportation (should always be POV, we do not reimburse for AOV)
- e. Estimated travel cost - this should be the same figure you put in the Training Approval Cost Worksheet submitted to Ray McDonald.
  - i. Mileage should be calculated using Mapquest.com from TFS Home Base to course location (round trip) at a rate of 0.555. Intra-city mileage (travel from hotel to classroom or picking up the tool cache trailer) does not require a map quest. You should estimate these miles for the cost estimate and submit for mileage based on the odometer readings.
  - ii. Meals cannot exceed State Rate of \$46 per day (breakfast \$9, lunch \$14, dinner \$23)
  - iii. Hotels cannot exceed State rate of \$77 or GSA rate for that area. You are exempt from State sales tax and must present a signed Texas Hotel Occupancy Tax Exemption Certificate to the hotel on check-in. This form is available under TTT Forms. TFS will not reimburse sales tax. If the city is not listed on the GSA site the \$77 rate applies. For information on GSA rates go to <http://www.gsa.gov/portal/category/21287>
  - iv. Do not direct bill lodging to TFS. Each instructor is responsible for payment of lodging and then submitting for reimbursement
- f. Travel destination and purpose (e.g. TIFMAS 130/190 class)
- g. Sign and date under employee certification and submit for approval.
3. On completion of the class use the TIFMAS Travel Expense Form on the TIFMAS website under the Training Tab for meal, lodging, and mileage reimbursement. This should sent to [cbrewster@tfs.tamu.edu](mailto:cbrewster@tfs.tamu.edu). Chelsea will use this information to fill out the required agency form for accounts payable. This will be sent to you for a signature. After signing scan and email back to Chelsea.

### Contracting directly with requesting department for training

1. Note that all TIFMAS Adjunct Instructors (seasonal and non-seasonal) can contract directly with the requesting jurisdiction for costs associated with the class. You still need to submit the Training Approval and Cost Worksheet for tracking and certification purposes. The instructor should list all required information including the instructors, but indicate no costs. TFS will prepare the cost quote to include course materials if needed and administrative costs and follow the same process normally used.
2. Invoicing and reimbursement of any costs not identified will be the responsibility of the instructor
3. Hourly rate shall be the same as if being paid by TFS (\$20 per hour)
4. Remember you are still working under the umbrella of TFS and must meet all TFS and TIFMAS standards.

### Field Managers Course Guide PMS 901-1 and Wildland Fire Qualification System Guide PMS 310-1

1. All courses and qualifications must meet the standards set for in the current version and errata sheets of the NWCG Field Managers Course Guide PMS 901-1 and Wildland Fire Qualification System Guide PMS 310-1.
  - The recommended hours listed in the FMCG are developed by Subject Matter Experts based on their estimation of the time required to present all material needed to adequately teach the unit and course objectives. The hours listed may

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vary slightly due to factors such as number of students, types and complexity of course activities, and the addition of local materials.

- NWCG does not approve of course delivery varying greatly from the recommended course hours. Instructors and students are cautioned that in order to be recognized as an NWCG certified course, certain guidelines must be followed:
  - Lead instructors are encouraged to enhance course materials to reflect the conditions, resources and policies of the local unit and area as long as the objectives of the course and each unit are not compromised.
  - Exercises can be modified to reflect local fuel types, resources and conditions where the student will be likely to fill incident assignments. The objectives and intent of the exercises must remain intact.
  - Test questions may be added that reflect any local information that may have been added to the course. However, test questions in the certified course materials should not be deleted to ensure the accurate testing of course and unit objectives.
  - Test grades, to determine successful completion of the course, shall be based only on the questions in the certified course materials.

## L180 Objectives

### Objective

- Students will demonstrate an understanding of their responsibilities to address human performance issues so they can integrate more effectively into crews/teams operating in high-risk, dynamic work environments.

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	4
Total Hours	4

## S130 Objectives

### Objectives

- Explain what the LCES (Lookouts, Communications, Escape Routes, and Safety Zones) system is and how it relates to the Standard Firefighting Orders.
- Construct fireline to required standards using various methods.
- Strengthen, reinforce, and use holding actions on a fireline.
- Extinguish the fire with or without the use of water.
- Complete assigned tasks in a safe and efficient manner.
- Given an assignment in a wildfire environment, describe factors in that environment which could impact safety.

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	30-35.5

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Total Hours	30-35.5
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## S 190 Objectives

### Objectives

- Identify and discuss the three sides of the fire triangle.
- Identify the environmental factors of fuels, weather and topography that affect the start and spread of wildland fire.
- Describe the contributing factors that indicate the potential for increased fire behavior that may compromise safety.

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	6-8
Instructor-led training	N/A
Total Hours	6-8

## Skills Crosswalk for Structural and Wildland Firefighters

### Overview

The Skills Crosswalk identifies critical wildland firefighting skills that structural firefighters need to be safe and effective in either of two situations: when making an initial attack on a wildland fire in their jurisdiction, or when working with state and federal wildland firefighter agencies. The *Crosswalk* was developed by analyzing and comparing National Fire Protection Association (NFPA) structural firefighting standards with National Wildland Coordinating Group (NWCG) wildland firefighting Position Task Books. The resulting Crosswalk identifies wildland skills and knowledge not incorporated within standard structural firefighting training. By incorporating a structural firefighter's existing fire suppression knowledge and skills, use of this *Crosswalk* reduces required classroom hours, minimizes curriculum redundancies, and makes efficient use of limited training hours. Coursework, practical demonstration of skills using NWCG Task Books (or other appropriate means), and the use of materials in resource kits assembled for each position have been incorporated into the *Crosswalk*.

See the TIFMAS Business Manual at [tifmas.org](http://tifmas.org) for detailed information on the Crosswalk Curriculum.

## Crosswalk Courses

### G131 (FFI) Objectives

#### Objectives

- Accurately use navigation tools and maps to identify location.
- Use programmable radios and narrowband radios.
- Demonstrate the ability to use fireline reference tools to facilitate the communication and decision making processes.
- Describe the size up elements in a wildland fire situation.
- Demonstrate the ability to apply the standard operating procedures found in the Incident Response Pocket Guide (PMS 461).

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- Demonstrate the ability to apply information found in the Fireline Handbook (PMS 410-1).

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	9
Total Hours	9

## G231 (Single Resource Boss) Objectives

### Objectives

- Identify and describe the environmental, topographical, and fuel factors which influence the behavior of wildland fire.
- Identify and describe the causes of extreme fire behavior, such as spotting, crowning, fire whirls, plume dominated and wind-driven fires.
- Assess fireline data and fire behavior estimations, and identify areas where fire suppression limitations exist.
- Describe crew boss responsibilities during mobilization, on the incident and during demobilization.
- Identify the hazards and risks on various incidents and describe how to mitigate them.
- Describe wildland tactics which are appropriate to wildland fire situations and procedures to implement them through the chain of command.

Course Components	Hours to Complete
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	42-48
Total Hours	42-48

## G330 (Strike Team Leader) Objectives

### Objectives

- Demonstrate the ability to apply the Risk Management Process found in the Incident Response Pocket Guide (IRPG) to various incidents.
- Demonstrate the ability to apply appropriate tactics in various incident situations with various resources organized into strike teams or task forces.
- Describe elements of structure protection from wildland fire exposure.

Course Components	Hours to Complete
Pre-selection assessment	2
Pre-course work	N/A
Online training	N/A
Instructor-led training	15
Total Hours	17

## RT-130, Annual Fireline Safety Refresher Training



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Annual Fireline Safety Refresher Training is required for all positions as identified in the *Wildland Fire Qualifications System Guide* (NWCG 310-1). Annual Fireline Safety Refresher Training must include the following core topics:

- **Entrapment Avoidance** – Use training and reference materials to study the risk management process (as identified in the Incident Response Pocket Guide) and rules of engagement (as appropriate to the participants, e.g. LCES, Standard Firefighting Orders, Eighteen Watch Out Situations, WFSA direction, Fire Management Plan priorities, etc.).
- **Current Issues** – Review and discuss identified hot topics and national emphasis topics as found on the current WFSTAR web site. Review forecasts and assessments for the upcoming fire season and discuss implications for firefighter safety.
- **Fire Shelter** – Review and discuss last resort survival. Conduct hands on fire shelter inspections. Practice shelter deployments in applicable crew/module configurations and while wearing typical fireline personal protective equipment. When possible, practice shelter deployments should be conducted in rough terrain and windy conditions. No live fire exercises for the purpose of fire shelter deployment training will be conducted.
- **Other Hazards and Safety Issues** – Choose additional hazard and safety subjects, which could include SAFENET, current safety alerts, site/unit specific safety issues and hazards.

Course Components and Hours to Complete <b>Course Components</b>	<b>Hours to Complete</b>
Pre-selection assessment	N/A
Pre-course work	N/A
Online training	N/A
Instructor-led training	Varies
<b>Total Hours</b>	Minimum of 4 hours annually

Fire Refresher modules are available online at the following website:

<http://www.nifc.gov/wfstar/index.html>

With the addition of the web modules, facilitators have the option of building their own presentations from new and past modules.

## TIFMAS Tool Cache Trailer

1. The TIFMAS Lead Instructor is responsible for picking up and returning the TIFMAS tool cache trailer for use on the field day of 130/190. Cache trailers will be located in McKinney, Austin, Nacogdoches, and a TFS tool cache in Junction Texas.
  - a) Junction tool manager and cache point of contact is Ray McDonald with Texas Forest Service <mailto:rmcdonald@tfs.tamu.edu> (note there is no trailer equipment can be picked up in truck)
  - b) Austin trailer manager and cache point of contact is Nichole Roberts with Austin Fire Department <mailto:Nicole.roberts@austintexas.gov>
  - c) McKinney trailer managers and cache points of contact are Keith Whiteside with McKinney Fire Department <mailto:KWHITESIDE@MCKINNEYTEXAS.ORG> or Michael

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- Stiltz with McKinney Fire Department <mailto:MSTILTZ@MCKINNEYTEXAS.ORG> or John McDaniel with McKinney Fire <mailto:jmcdaniel@mckinneytexas.org>
- d) Nacogdoches trailer manager and cache points of contact are Del Birdwell with Nacogdoches Fire <mailto:birdwell@ci.nacogdoches.tx.us> and Chuck French with Nacogdoches Fire <mailto:frenchc@ci.nacogdoches.tx.us>

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## Wildland Fire Training Cache Trailers Guidelines

Texas Forest Service - Forest Resource Protection - Incident Response Department - Training Section (TFS Training Section) operates a number of wildland fire training cache trailers (WFTCT).

WFTCTs are assembled and maintained in order to provide accessibility to wildland fire training tools to TFS employees, TFS adjunct instructors and other authorized persons (User.) In addition, WFTCTs are available to supplement tools and equipment needed for emergency response operations. Approval must be obtained prior to using WFTCTs for incident response.

Authorized persons wishing to use a WFTCT must meet the following guidelines:

1. The training event or incident for which the WFTCT will be used must be TFS administered and/or sponsored.
2. A "Trailer Manager" will be assigned to each WFTCT by the Chief Incident Response Training Coordinator (CIRTC)
3. Coordination for use of the WFTCT should be done directly with the Trailer Manager.
4. The "Training Cache Checklist" and the "Trailer Inspection Checklist" must be completed by, and signed by, BOTH the "User" and the "Trailer Manager" upon check-out and check-in.
5. Any missing items, damage or deficiency regarding the trailer or contents should be reported to the CIRTC or his/her designee.
6. Any items removed or added to any WFTCT must first be approved by the CIRTC or his/her designee.
7. WFTCT tow vehicles should be approved by the Trailer Manager and rated with a towing capacity sufficient to tow the WFTCT.
8. It is the responsibility of the User to ensure that all TFS equipment is used properly, rehabbed properly and returned to the WFTCT after each use.
9. It is the responsibility of the User to replace, or cause to be replaced, any consumable items used from the WFTCT.
10. It is the responsibility of the User to notify the Trailer Manager of any damaged or severely worn items that need to be repaired or replaced in the WFTCT.

### **NOTICE:**

WFTCTs are State owned vehicles and users must abide by all Federal, State and local jurisdiction laws and ordinances as well as TFS and Texas A&M System policies, procedures and guidelines that regulate the use of such vehicles.

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## Trailer Inventory - Austin, McKinney, and Junction

<b>Qty</b>	<b>Item</b>
5	Fire Line Combination tool
5	Pulaski Tool with sheath
5	McLeod Tool with sheath
5	Fire Rake
5	Fire Shovel with sheath
1	Collapsible Firefighting Rake
3	Type 1, Standard 1" diameter wildfire hose
1	Wildland Fire Nozzle 1"
1	Fire Hose Wye Valve 1"
0	Hoseline Tee with Capped Male Branch 1"
1	Backpack Pump Outfit
12	File (American Pattern)
0	First Aid Kit for 20-25 people
2	Training/Practice Fire Shelter
2	Training/Practice Fire Shelter - Large
20	Wildland Fire Helmet
20	Safety Glasses
5	Firefighter Work Gloves (s)
10	Firefighter Work Gloves (m)
15	Firefighter Work Gloves (l)
10	Firefighter Work Gloves (xl)
1	Drip Torch
20	Smoke Chaser's Compass
1	IGLOO 48-quart Cooler

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## Trailer Inventory - Nacogdoches

5	Combi Tools
10	Pulaskis
5	McCleods
5	Fire Rakes
5	Shovels
1	1.5" gated wye
2	100' sections 1.5" hose
1	1.5" to 1" Reducer
2	1" to ¾" reducers
1	1" gated wye
2	100' sections 1" hose
1	1" inline T
2	1" throw down nozzles
1	1" throw down nozzle
4	¾" hose
3	¾" gated wyes
3	¾" nozzles
1	Box multi Colored flagging
1	Box killer tree/escape route/spot fire flagging
1	Belt weather kit
8	New generation training shelters
20	Old generation fire shelters