

TIFMAS

Texas Intrastate Fire Mutual Aid System

Qualification Process

Presentation by Katlene Ginn
Program Specialist I



Contacts

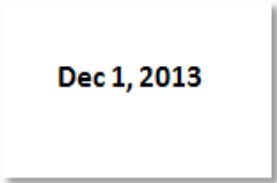
- **Steve Pollock**
 - Chief Regional Fire Coordinator
 - 979-224-8236

- **Ray McDonald**
 - Fire Training Coordinator
 - 979-204-4912

- **TIFMAS Qualifications**
 - **Katlene Ginn**
 - Program Spec. I
 - 979-458-7337

- **TIFMAS Grants**
 - **Ruth Ann Smith**
 - Program Spec. II
 - 936-639-8100

TIFMAS FLOW CHART



Applying for a TIFMAS Card!!

- To apply for a TIFMAS card you go to the TICC website under Incident Response
- <http://ticc.tamu.edu/Response/TIFMAS.htm>
- Click on the link labeled Qualification Card Application

Texas Interagency Coordination Center

[Home](#)[Fire Reporting](#)[Fire Departments](#)[Training](#)[Predictive Services](#)[Incident Response](#)[Other Links](#)[LSSMT](#)[AHMT](#)[TIFMAS](#)[Staff](#)[Fire Activity](#)[Hurricane](#)

Texas Intrastate Fire Mutual Aid System(TIFMAS)



TIFMAS (Texas Intrastate Fire Mutual Aid System) is maintained by Texas A&M Forest Service. The program includes grants, training, qualifications and mobilization systems to make statewide use of local resources.

DEPLOYMENT

[TIFMAS Business Manual](#)
[Appendix 6 to Annex F](#)
[TIFMAS Branch Coordinators](#)

GRANT PROGRAM

[Grant Assistance Program](#)
[All TIFMAS Engine Locations](#)
[TIFMAS Type III Engine Location](#)
[TIFMAS Type VI Engine Location](#)
For TIFMAS grant questions please call
(936) 639-8100.

QUALIFICATIONS

[Qualification Procedures](#) [Qualification Card Application](#) [Task Books](#) [ICS 225](#)
[Employee Performance Eval](#)
For questions concerning credentialing please
email tifmas@tfs.tamuedu.

REIMBURSEMENT

[Reimbursement Rules](#)
[Documentation Checklist](#)
[Reimbursement Form](#)
[Vendor Direct Deposit Authorization](#)
[Unit Log](#)

TRAINING

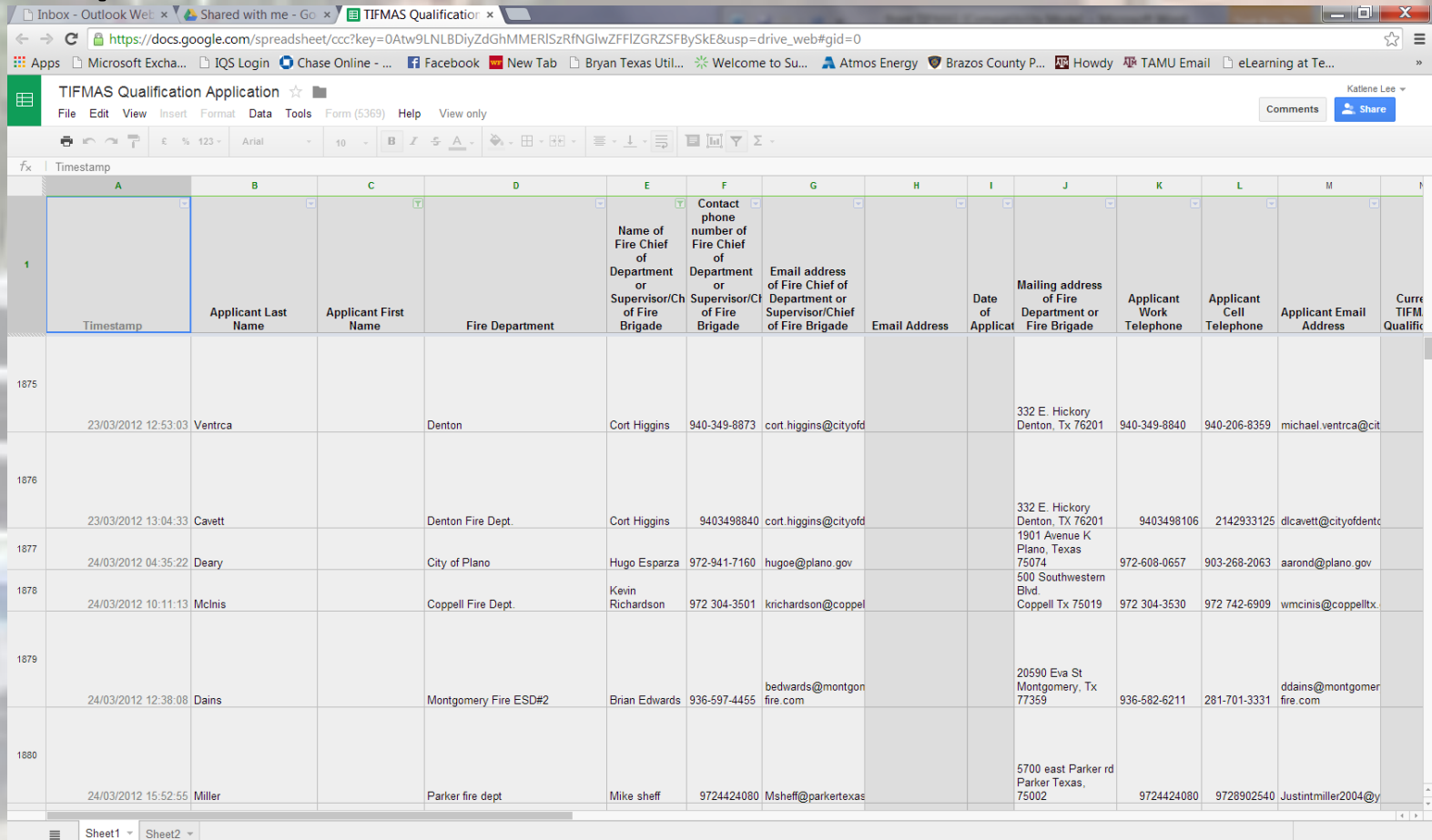
[TIFMAS TTT Forms](#)
[Course Materials](#)
[Wildland Continuing Education](#)
[Recommended Training](#)
[Rx Fire Training process and MOU](#)

Symposium

Join us June 12th and 13th for the 1st
annual TIFMAS Symposium.
[Flyer and Registration](#)

What Happens After You Apply!

- Once you apply, the application is sent to a Google document that I then take and hand enter your information and qualifications into IQS











The screenshot shows a Google Spreadsheet titled "TIFMAS Qualification Application". The spreadsheet contains a table with 14 columns: Timestamp, Applicant Last Name, Applicant First Name, Fire Department, Name of Fire Chief of Department or Supervisor/Chief of Fire Brigade, Contact phone number of Fire Chief of Department or Supervisor/Chief of Fire Brigade, Email address of Fire Chief of Department or Supervisor/Chief of Fire Brigade, Email Address, Date of Application, Mailing address of Fire Department or Fire Brigade, Applicant Work Telephone, Applicant Cell Telephone, Applicant Email Address, and Current TIFMAS Qualification. The table lists several applicants, including Ventra, Cavett, Deary, McInis, Dains, and Miller, with their respective contact information and fire departments.

| Timestamp | Applicant Last Name | Applicant First Name | Fire Department | Name of Fire Chief of Department or Supervisor/Chief of Fire Brigade | Contact phone number of Fire Chief of Department or Supervisor/Chief of Fire Brigade | Email address of Fire Chief of Department or Supervisor/Chief of Fire Brigade | Email Address | Date of Application | Mailing address of Fire Department or Fire Brigade | Applicant Work Telephone | Applicant Cell Telephone | Applicant Email Address | Current TIFMAS Qualification |
|---------------------|---------------------|----------------------|-----------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------|---------------------|----------------------------------------------------|--------------------------|--------------------------|--------------------------|------------------------------|
| 23/03/2012 12:53:03 | Ventra | | Denton | Cort Higgins | 940-349-8873 | cort.higgins@cityofd | | | 332 E. Hickory Denton, Tx 76201 | 940-349-8840 | 940-206-8359 | michael.ventra@cit | |
| 23/03/2012 13:04:33 | Cavett | | Denton Fire Dept. | Cort Higgins | 9403498840 | cort.higgins@cityofd | | | 332 E. Hickory Denton, TX 76201 | 9403498106 | 2142933125 | dicavett@cityofdenton | |
| 24/03/2012 04:35:22 | Deary | | City of Plano | Hugo Esparza | 972-941-7160 | hugoe@plano.gov | | | 1901 Avenue K Plano, Texas 75074 | 972-608-0657 | 903-268-2063 | aarond@plano.gov | |
| 24/03/2012 10:11:13 | McInis | | Coppell Fire Dept. | Kevin Richardson | 972 304-3501 | krichardson@coppel | | | 500 Southwestern Blvd. Coppell Tx 75019 | 972 304-3530 | 972 742-6909 | wmcinis@coppelltx | |
| 24/03/2012 12:38:08 | Dains | | Montgomery Fire ESD#2 | Brian Edwards | 936-597-4455 | bedwards@montgonfire.com | | | 20590 Eva St Montgomery, Tx 77359 | 936-582-6211 | 281-701-3331 | ddains@montgomerfire.com | |
| 24/03/2012 15:52:55 | Miller | | Parker fire dept | Mike sheff | 9724424080 | Msheff@parkertexas | | | 5700 east Parker rd Parker Texas, 75002 | 9724424080 | 9728902540 | Justintmiller2004@y | |

Entering the Applicant's Information

I enter any personal contact information that you supply in your applications.

| | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| *Last Name: <input type="text"/> | | *First Name: <input type="text"/> | | Middle: <input type="text"/> | (Tag): <input type="text"/> |
| IQS ID: <input type="text"/> | Quals Updated: <input type="text"/>  | | Fitness Level: <input type="text" value="None"/> | | |
| RC ID: <input type="text"/> | Review Date: <input type="text"/>  | | Certifier: <input type="text"/> | | |
| ROSS? <input type="checkbox"/> | Job Title: <input type="text"/> | | Effective: <input type="text"/>  | | |
| Dispatch: <input type="text"/> | Emp. Status: <input type="text"/> | | Expires: <input type="text"/>  | | |
| Provider: <input type="text"/> | Ant. Sep. Date: <input type="text"/>  | | Comments: <input type="text"/> | | |
| *State-NWCG: <input type="text" value="TIFMAS"/> | | Station: <input type="text"/> | | Work Phone 1: <input type="text"/> | |
| *Org Level 1: <input type="text" value="Central"/> | | Address: | | Work Phone 2: <input type="text"/> | |
| *Org Level 2: <input type="text" value="CENTRAL"/> | | Home Address: <input type="text"/> | | Cell Phone: <input type="text"/> | |
| *Org Level 3: <input type="text" value="Brazos"/> | | City, State, Zip: <input type="text"/> <input type="text"/> <input type="text"/> | | Pager: <input type="text"/> | |
| *Org Level 4: <input type="text" value="(Placeholder)"/> | | Email Address: <input type="text"/> | | Fax Number: <input type="text"/> | |
| *Org Level 5: <input type="text" value="(Placeholder)"/> | | | | Home Phone: <input type="text"/> | |
| <input type="button" value="Archive"/> | | Allergies: <input type="text"/> | | Available? <input type="checkbox"/> Last updated: <input type="text"/>  | |
| Sex: <input type="text"/> | | Medications: <input type="text"/> | | Team/Crew: <input type="text"/> | |
| Height: <input type="text"/> | | Clothing Sizes: <input type="text"/> | | Jet Port 1: <input type="text"/> | |
| Weight: <input type="text"/> | | Emergency Contact Info: <input type="text"/> | | Jet Port 2: <input type="text"/> | |
| | | | | Comments: <input type="text"/> | |
| Save Changes  Cancel Changes  | | | | | |

Entering Qualifications

Add Qualification: Lee, Katlene

*Qual Type:

*Job Code - Hazard Type - Title:

*Effective Date:

*Expiration Date:

Certifier:

Dispatch Level:

Position Priority:

ROSS Qualification: ☐

Comments:

What
qualifications
look like after
being entered



Person: Fitness: (none) OrgPath: ROSS: ☐ Quals Updated: Email

Address:

Qualifications

| | *Qual Type | *Job: Code - Hazard - Title | *Effective Date | *Expiration Date | Certifier | Dispatch Level | Pos Pr'y | Ross | Comments |
|--|------------|------------------------------------------|-----------------|------------------|-----------|----------------|----------|--------------------------|----------|
| | JOB | TFMS-AH/S - TFMS - All-Hazard/Structural | 9/3/2013 | 9/3/2018 | | | 1 | <input type="checkbox"/> | |
| | JOB | TFMS-WLD - TFMS - Wildland | 6/20/2012 | 6/20/2017 | | | 1 | <input type="checkbox"/> | |

[View Incident Qual Card](#)

After Entering Qualifications!

- I email the agency representative to approve the applicant's request



Sample of what the email looks like

Chief :

We have received applications for the following personnel in your department. Please confirm or deny the qualification(s) for the position(s) listed below in a return email to TIFMAS@tfs.tamu.edu.

Firefighter I (FFI), All Hazards/Structural & Basic Wildland

Adrian Garcia

Joseph Liddick

Note: The qualification highlighted in yellow, FFI-ICT5, requires the submission of a completed Position Task Book. Please have the applicant scan and send their **entire completed** PTB to me via email. Once received I can send the task book off for review.

If you are unsure whether or not they are qualified you can refer to our [website](#), and click on the credentialing standards link in the center of the page. This is a pdf detailing the credentialing procedures under TIFMAS. There is a very handy yellow chart near the bottom that explains the different levels of qualifications and the certifications necessary to meet those different levels. Once you verify that these credentials are correct I can print & send out the TIFMAS cards.

Let me know if you have any questions.

Thanks, and gig'em!

Katlene Ginn

Texas A&M Forest Service:

TIFMAS Credentialing

Office - 979-458-7337

klee@tfs.tamu.edu

After Agency Representative Approval

- **If the applicant's qualifications are approved by the agency representative and the qualification is the Basic Wildland or All-Hazard /Structural, then the card is printed and sent to the department.**
- **If the qualification is one of the four that require Position Taskbooks (PTB), then it moves to the next step.**

Position Taskbooks

- **When the approval requesting email is sent for any qualifications which need a PTB, we request that the PTB be sent in electronically with the agency representative approval email.**
- **Once the PTB is received, I then send it to one of the five review teams. The PTB is sent to the team that has the least number of PTBs pending review.**

REVIEW TEAMS

Team 1

Randy Denzer - <mailto:randy@randydenzer.com> - 512-825-0731

Josh Portie - <mailto:Josh.Portie@austintexas.gov> - 512-422-5239

Eric Carlson - <mailto:ecarlson@ltfr.org> - 512-203-0629

Team 2

Terry Jones - <mailto:tjones@midlandtexas.gov> - 432-631-7791

Darren Brinkkoeter - <mailto:dbrinkkoeter@gmail.com> - 830 837-9271

Guy Duncan - <mailto:James.Duncan@sanantonio.gov> - 210-325-0572

Team 3

Steve Bisbee - <mailto:sbisbee@windstream.net> - 817-781-3913

Jeremy Powell - JPowell@ci.greenville.tx.us - 903-217-2136

Kent Smead - <mailto:ksmead@vernontx.gov> - 940-357-9177

Team 4

Patrick Shipp - <mailto:pshipp@websterfd.com> - 832-738-7908

Bill Baylis - <mailto:Bill.Baylis@baytown.org> - 281-806-1575

Chuck French - <mailto:frenchc@ci.nacogdoches.tx.us> - 936-553-4006

Team 5

Del Albright - <mailto:dalbright@ci.brownwood.tx.us> - 325-642-9470

Jimmy Chew - <mailto:jchew@ci.stephenville.tx.us> - 254-485-6601

David Martinez - <mailto:David.martinez@colemanfire.com> - 325-320-5770

Info

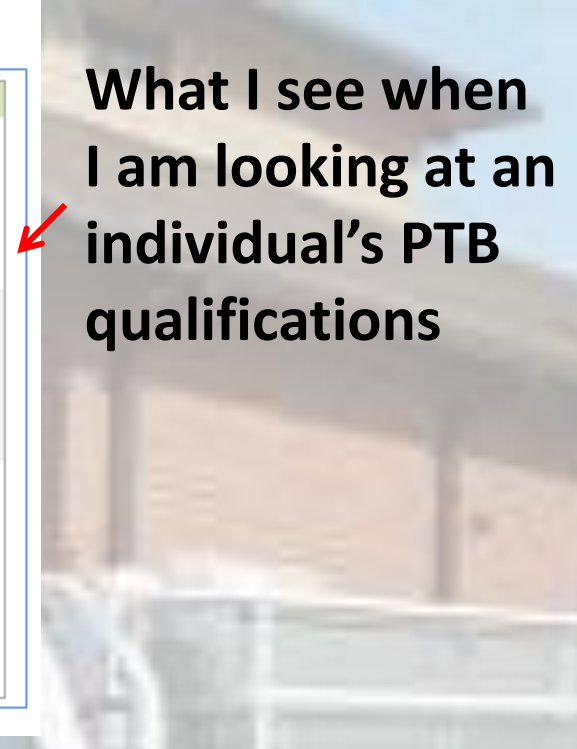
Qualifications

Task Books

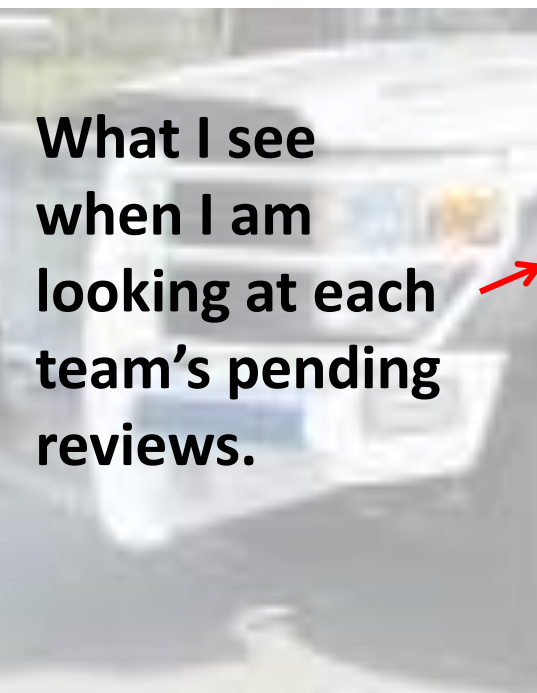
Station

Wichita Falls, TX 76301

| Initiated | Expiration | Completed | Certified |
|---------------------------------------------------|------------|-----------|-----------|
| 7/27/2012 | 7/27/2017 | | |
| TFMS-FFT1 - Firefighter I - T5 Incident Commander | | | |
| 2012-07-27 | Approved | | |
| Edit Status | | | |
| 11/7/2013 | 11/7/2016 | | |
| TFMS-ENGB - Engine Boss | | | |
| 2014-03-07 | Review 2 | | |
| Edit Status | | | |



What I see when I am looking at an individual's PTB qualifications



What I see when I am looking at each team's pending reviews.

01 - Email

02 - Pending Chief Approval

03 - Cards Ready to Print

04 - Taskbooks

05 - Review Team

Team 1

Team 2

Team 3

Team 4

Team 5

| Name | StationName | Taskbook | Status | Date | Comment |
|----------------------|----------------------------|-------------------------------------------|----------|------------|--------------------|
| Balough, Christopher | Arlington Fire Department | TFMS-FFT1 - Firefighter I - T5 Incident C | Review 1 | 2013-03-07 | |
| Bruce, Jody | FLOWER MOUND FIRE DEPT. | TFMS-FFT1 - Firefighter I - T5 Incident C | Review 1 | 2014-01-24 | |
| Campbell, Sid | LEWISVILLE FIRE DEPARTMENT | TFMS-FFT1 - Firefighter I - T5 Incident C | Review 1 | 2014-01-24 | |
| Hanks, Michael | EULESS FIRE DEPARTMENT | TFMS-FFT1 - Firefighter I - T5 Incident C | Review 1 | 2014-03-07 | approved by denzer |
| Hirth, Billy | Arlington Fire Department | TFMS-FFT1 - Firefighter I - T5 Incident C | Review 1 | 2014-03-07 | denied by denzer |
| Ledford, John | Lufkin Fire Department | TFMS-FFT1 - Firefighter I - T5 Incident C | Review 1 | 2014-02-07 | |
| Rasmuson, Larry | LONE CAMP VFD | TFMS-FFT1 - Firefighter I - T5 Incident C | Review 1 | 2014-02-07 | |
| Snyder, Rob | STEPHENVILLE FIRE DEPT. | TFMS-FFT1 - Firefighter I - T5 Incident C | Review 1 | 2014-02-07 | |
| Williams, Jimmy | New Waverly VFD | TFMS-FFT1 - Firefighter I - T5 Incident C | Review 1 | 2014-02-07 | |
| Zepeda, Douglas | Montgomery County ESD #1 | TFMS-FFT1 - Firefighter I - T5 Incident C | Review 1 | 2014-02-07 | |

Pending

Received

Review

Approved

Denied

| Name | StationName | Taskbook | Status | Date | Comment |
|-------------------|----------------------------|-----------------------------------------|----------|------------|------------------------------------|
| Albright, Del | BROWNWOOD FIRE-RESCUE | TFMS-FFT1 - Firefighter I - T5 Incident | Approved | 2012-05-24 | |
| Allen, Shane | Montgomery County ESD #1 | TFMS-FFT1 - Firefighter I - T5 Incident | Approved | 2014-03-05 | |
| Amaya, Reynaldo | Montgomery County ESD #1 | TFMS-FFT1 - Firefighter I - T5 Incident | Approved | 2014-03-05 | |
| Anderson, Clif | LITTLE ELM FIRE DEPARTMENT | TFMS-FFT1 - Firefighter I - T5 Incident | Approved | 2012-01-24 | |
| Anthony, Robert | NACOGDOCHES FIRE DEPT. | TFMS-FFT1 - Firefighter I - T5 Incident | Approved | 2012-07-02 | |
| Apple, Gary | LEWISVILLE FIRE DEPARTMENT | TFMS-ENGB - Engine Boss | Approved | 2012-08-22 | |
| Apple, Gary | LEWISVILLE FIRE DEPARTMENT | TFMS-FFT1 - Firefighter I - T5 Incident | Approved | 2012-08-22 | |
| Armstrong, Shane | FRISCO FIRE DEPARTMENT | TFMS-FFT1 - Firefighter I - T5 Incident | Approved | 2013-07-18 | |
| Arreguin, Richard | NACOGDOCHES FIRE DEPT. | TFMS-ENGB - Engine Boss | Approved | 2012-07-02 | |
| Arreguin, Richard | NACOGDOCHES FIRE DEPT. | TFMS-FFT1 - Firefighter I - T5 Incident | Approved | 2012-07-02 | |
| Bachman, Derek | Wichita Falls Fire Dept. | TFMS-FFT1 - Firefighter I - T5 Incident | Approved | 2012-03-27 | |
| Bailey, Jon | LITTLE ELM FIRE DEPARTMENT | TFMS-FFT1 - Firefighter I - T5 Incident | Approved | 2014-01-24 | |
| Bales, James | Azle Fire Department | TFMS-FFT1 - Firefighter I - T5 Incident | Approved | 2013-08-02 | approved by powell decided to appr |
| Barbee, Matthew | PARIS FIRE DEPARTMENT | TFMS-FFT1 - Firefighter I - T5 Incident | Approved | 2013-08-23 | |
| Barbee, Matthew | PARIS FIRE DEPARTMENT | TFMS-ENOP - Engine Operator | Approved | 2014-02-17 | |
| Barker, Chet | South Brazos County Fire | TFMS-FFT1 - Firefighter I - T5 Incident | Approved | 2014-02-11 | |

Another way to see who has been approved, denied, or still needs to send in a PTB

PTB Reviews

- **Every PTB must be reviewed by two individuals, and both reviewers must agree that the PTB is approved or denied.**
 - **If they do not agree, then a third reviewer is used to make the determination.**
- **Every reviewer must submit a review form for documentation.**

**Position Task Book Review Guidelines:**

1. All task books will be reviewed by two TIFMAS evaluators. The evaluators must agree on the status, either two positive recommendations to be approved or two negative recommendations to be denied.
2. All required items (1 through 9) must be met for PTB to be approved.
3. If the evaluators are not in agreement on the status of the PTB, the two evaluators should review/discuss the issues identified and work towards consensus on whether or not the PTB meets the requirements (approved or not approved).
4. In the event the reviewers cannot reach consensus on the status of the Position Task Book the book will be sent to the alternate team for review. If consensus cannot be reached by the second team the PTB will be returned as not approved with comments for improvement.
5. Please provide action needed if not approved (e.g. all tasks were signed on one assignment, needs second assignment)
6. If all items are checked and approved but there are concerns about the PTB you can indicate to not approved, but must include comments as to why.
7. On completion this form should be emailed to tifmas@tfs.tamu.edu
8. A member of the review committee cannot review their own task book. When a member of the review committee submits a task book it will be sent to a secondary branch team as identified below.

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------|-----------------------|
| Applicant Name: | | Position Task Book is being submitted for (FFI/ICTS, ENOP, ENGB, STEN): | |
| Department Name: | | | |
| Required Items for approved Task Book | Met | Not Met | Action(s) Recommended |
| 1. PTB was properly initiated by Fire Chief or designee | | | |
| 2. PTB has a signed final evaluation page. | | | |
| 3. PTB has a signed Agency Certification | | | |
| 4. Trainee information documents experience in a minimum of two fuel types. | | | |
| 5. Trainee information documents a minimum of two assignments which provide adequate experience and time for the position being qualified for. | | | |

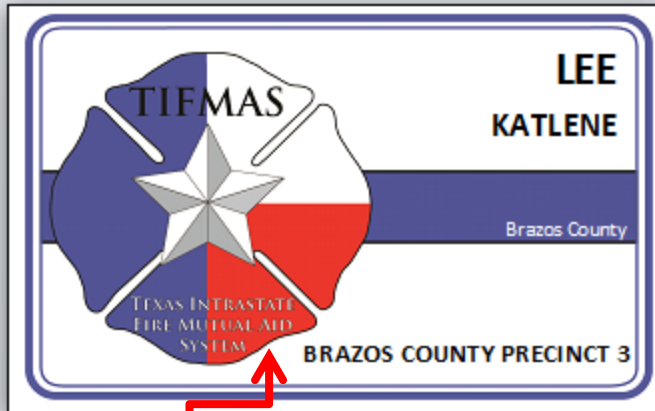
TIFMAS Position Task Book Review

| | | | |
|---------------------------------------------------------------------------------------------------------------------|------------------|----------------------|-------|
| 6. Trainee information documents a minimum of two evaluators with positive review. | | | |
| 7. All tasks pertinent to the position being approved have an evaluation review number and are initialed and dated. | | | |
| 8. Trainee has submitted a minimum of one satisfactory ICS 225 performance evaluation with task book. | | | |
| 9. Task book is current - initiated within the last 3 years | | | |
| Reviewer Comments: | | | |
| Status of Review – Reviewer should initial appropriate box to indicate PTB status | PTB is Approved: | PTB is not Approved: | |
| Reviewer | | | |
| Printed Name: | | | |
| Signature: | | | Date: |

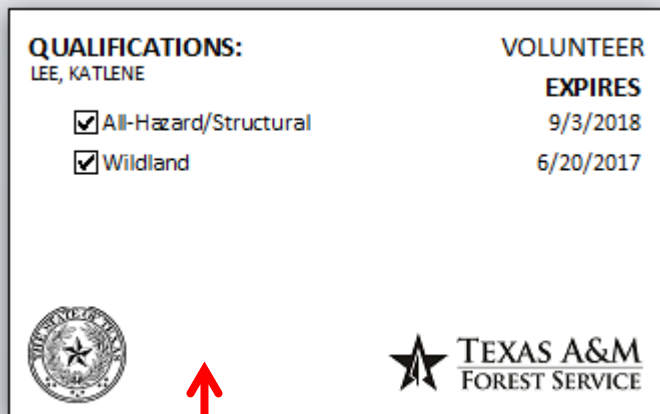
PTB Reviews Cont.

- **If the PTB is approved, then it is ready to be updated on the individual's qualification card.**
- **If the PTB is denied, I send the review forms to the individual's agency representative.**
 - **After issues are resolved, the PTB can be resubmitted for approval.**

Printing and Mailing



Front



Back

Cards are sent with
cover letters like this
one



Smokey Bear
Attention: Chief
200 Technology Way
Big Place, TX

Dear Chief,

Thank you for your participation in the Texas Interstate Fire Mutual Aid System or the TIFMAS Program. TIFMAS is a fairly new program maintained by the Texas A&M Forest Service. The program includes training, qualification and mobilization systems to make state wide use of local resources.

Enclosed you will find your TIFMAS card(s) with your current listed credential(s). If you have **any** questions please feel free to contact us via email at:

TIFMAS@tfs.tamu.edu or by phone at (979)458-7337

Thank you,

Katlene Ginn
TIFMAS Credentialing
klee@tfs.tamu.edu

Changes Forthcoming!!

- **We are in the process of developing PTB cover sheets that will be required for submission with every PTB.**
- **The cover sheets have two sections**
 - **Individual's biography, just a short synopsis of the individual's background.**
 - **Qualification checklist, this is to be checked off and signed by the individual's agency representative.**

A white pickup truck with a utility bed is parked in front of a brick building. The truck has a Texas state flag decal on its side and a blue stripe. The building has a large overhang and a brick facade. The text "Questions or Concerns?" is overlaid in the center.

Questions or Concerns?