TIFMAS
Texas Intrastate Fire Mutual Aid System Qualification Process

Presentation by Katlene Ginn
Program Specialist I

Texas A&M Forest Service
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
Appling 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 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.tamu.edu.

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

What qualifications look like after being entered

Add Qualification: Lee, Katlene

*Qual Type: JOB

*Job Code - Hazard Type - Title: [Select Job]

*Effective Date:

*Expiration Date:

Certifier:

Dispatch Level:

Position Priority:

ROSS Qualification:

Comments:

OK Cancel

<table>
<thead>
<tr>
<th>Qual Type</th>
<th>Job Code - Hazard - Title</th>
<th>*Effective Date</th>
<th>*Expiration Date</th>
<th>Certifier</th>
<th>Dispatch Level</th>
<th>Pos Pr'y</th>
<th>Ross</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB</td>
<td>TFMS-WLD - TFMS - Wildland</td>
<td>6/20/2012</td>
<td>6/20/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
Joephe Liddick

Note: The qualification highlighted in yellow, FFI-HCTS, 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!
Katline Glenn
Texas A&M Forest Service:
TiFMAS Credentialing
Office: 979-862-7337
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@vermontx.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
What I see when I am looking at an individual’s PTB qualifications:

<table>
<thead>
<tr>
<th>Initiated</th>
<th>Expiration</th>
<th>Completed</th>
<th>Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/27/2012</td>
<td>7/27/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TFMS-FFT1 - Firefighter I - I5 Incident Commander</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012-07-27</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/7/2013</td>
<td>11/7/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TFMS-ENGB - Engine Boss</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014-03-07</td>
<td>Review 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What I see when I am looking at each team’s pending reviews:
Another way to see who has been approved, denied, or still needs to send in a PTB.

<table>
<thead>
<tr>
<th>Name</th>
<th>Station/Name</th>
<th>Taskbook</th>
<th>Status</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albright, Del</td>
<td>Brownwood Fire-Rescue</td>
<td>TFMS-FFT1 - Firefighter I - TS Incident</td>
<td>Approved</td>
<td>2012-05-24</td>
<td></td>
</tr>
<tr>
<td>Allen, Shane</td>
<td>Montgomery County ESD #1</td>
<td>TFMS-FFT1 - Firefighter I - TS Incident</td>
<td>Approved</td>
<td>2014-03-05</td>
<td></td>
</tr>
<tr>
<td>Amaya, Reynaldo</td>
<td>Montgomery County ESD #1</td>
<td>TFMS-FFT1 - Firefighter I - TS Incident</td>
<td>Approved</td>
<td>2014-03-05</td>
<td></td>
</tr>
<tr>
<td>Anderson, Clif</td>
<td>Little Elm Fire Department</td>
<td>TFMS-FFT1 - Firefighter I - TS Incident</td>
<td>Approved</td>
<td>2012-01-24</td>
<td></td>
</tr>
<tr>
<td>Anthony, Robert</td>
<td>Nacogdoches Fire Dept.</td>
<td>TFMS-FFT1 - Firefighter I - TS Incident</td>
<td>Approved</td>
<td>2012-07-02</td>
<td></td>
</tr>
<tr>
<td>Apple, Gary</td>
<td>Lewisville Fire Department</td>
<td>TFMS-FFT1 - Firefighter I - TS Incident</td>
<td>Approved</td>
<td>2012-08-22</td>
<td></td>
</tr>
<tr>
<td>Apple, Gary</td>
<td>Lewisville Fire Department</td>
<td>TFMS-FFT1 - Firefighter I - TS Incident</td>
<td>Approved</td>
<td>2012-08-22</td>
<td></td>
</tr>
<tr>
<td>Armstrong, Shane</td>
<td>Frisco Fire Department</td>
<td>TFMS-FFT1 - Firefighter I - TS Incident</td>
<td>Approved</td>
<td>2013-07-18</td>
<td></td>
</tr>
<tr>
<td>Arreguin, Richard</td>
<td>Nacogdoches Fire Dept.</td>
<td>TFMS-FFT1 - Firefighter I - TS Incident</td>
<td>Approved</td>
<td>2012-07-02</td>
<td></td>
</tr>
<tr>
<td>Arreguin, Richard</td>
<td>Nacogdoches Fire Dept.</td>
<td>TFMS-ENGB - Engine Boss</td>
<td>Approved</td>
<td>2012-07-02</td>
<td></td>
</tr>
<tr>
<td>Bachman, Derek</td>
<td>Wichita Falls Fire Dept.</td>
<td>TFMS-FFT1 - Firefighter I - TS Incident</td>
<td>Approved</td>
<td>2012-03-27</td>
<td></td>
</tr>
<tr>
<td>Bailey, Jon</td>
<td>Little Elm Fire Department</td>
<td>TFMS-FFT1 - Firefighter I - TS Incident</td>
<td>Approved</td>
<td>2014-01-24</td>
<td>approved by powell decided to approve</td>
</tr>
<tr>
<td>Bales, James</td>
<td>Azle Fire Department</td>
<td>TFMS-FFT1 - Firefighter I - TS Incident</td>
<td>Approved</td>
<td>2013-08-02</td>
<td></td>
</tr>
<tr>
<td>Barbee, Matthew</td>
<td>Paris Fire Department</td>
<td>TFMS-FFT1 - Firefighter I - TS Incident</td>
<td>Approved</td>
<td>2013-08-23</td>
<td></td>
</tr>
<tr>
<td>Barbee, Matthew</td>
<td>Paris Fire Department</td>
<td>TFMS-ENGB - Engine Operator</td>
<td>Approved</td>
<td>2014-02-17</td>
<td></td>
</tr>
<tr>
<td>Barker, Chet</td>
<td>South Brazos County Fire</td>
<td>TFMS-FFT1 - Firefighter I - TS Incident</td>
<td>Approved</td>
<td>2013-07-18</td>
<td></td>
</tr>
</tbody>
</table>
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.
# TIFMAS Position Task Book Review

**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 items 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. 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@fs.fema.gov.
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.

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Position Task Book is being submitted for (FF/ICTS, FNEP, ENGB, STEN):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Required Items for approved Task Book</th>
<th>Met</th>
<th>Not Met</th>
<th>Action(s) Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. PTB was properly initiated by Fire Chief or designee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. PTB has a signed final evaluation page</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. PTB has a signed Agency Certification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Trainer information documents experience in a minimum of two fuel types.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Trainer information documents a minimum of two assignments which provide adequate experience and time for the position being qualified for.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PTB Review V1.6 3-21-12

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# TIFMAS Position Task Book Review

<table>
<thead>
<tr>
<th>Reviewer Comments:</th>
<th>PTB is Approved:</th>
<th>PTB is not Approved:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.
Questions or Concerns?