# Texas A&M Forest Service

Incident Response Department

Training Section

# Standard Operating Procedures

September 1, 2019

TEXAS A&M
FOREST SERVICE

## Mission Statement

It is the mission of TFS Incident Response Department Training Section to use current information, modern tools, techniques, and experienced instructors to provide our students with the knowledge and skills needed to quickly, efficiently, and safely respond to wildfires and all-hazard incidents in Texas.

## Organization

The Training Section is a program area of the Incident Response Department for the Forest Resource Protection Division of the Texas A&M Forest Service. The section coordinates internal and external training relating to wildland fire management, incident management, and natural resources.

## Authority & Accreditation

Education Code 88.120 WILDFIRE TRAINING – The Texas Forest Service is the lead agency of the state for providing and coordinating training in fighting wildfires.

Education Code 88.122 INCIDENT MANGEMENT TEAMS – The Texas Forest Service may support the state's all-hazard response operations by:

(1) Providing incident management training to Texas Forest Service personnel and other state, local, and volunteer responders to develop and enhance the all-hazard response capability of this state

### National Wildfire Coordinating Group

The National Wildfire Coordinating Group (NWCG) provides national leadership to ensure interoperable wildland fire operations among federal, state, local, tribal, and territorial partners. NWCG consists of nine member agencies and sets the standard for wildland fire operations and training requirements. Through the National Association of State Foresters membership, the Texas A&M Forest Service is allowed to host NWCG training and issue NWCG certificates. All NWCG training must follow the requirements set by the NWCG Standards for Course Delivery (901-1).
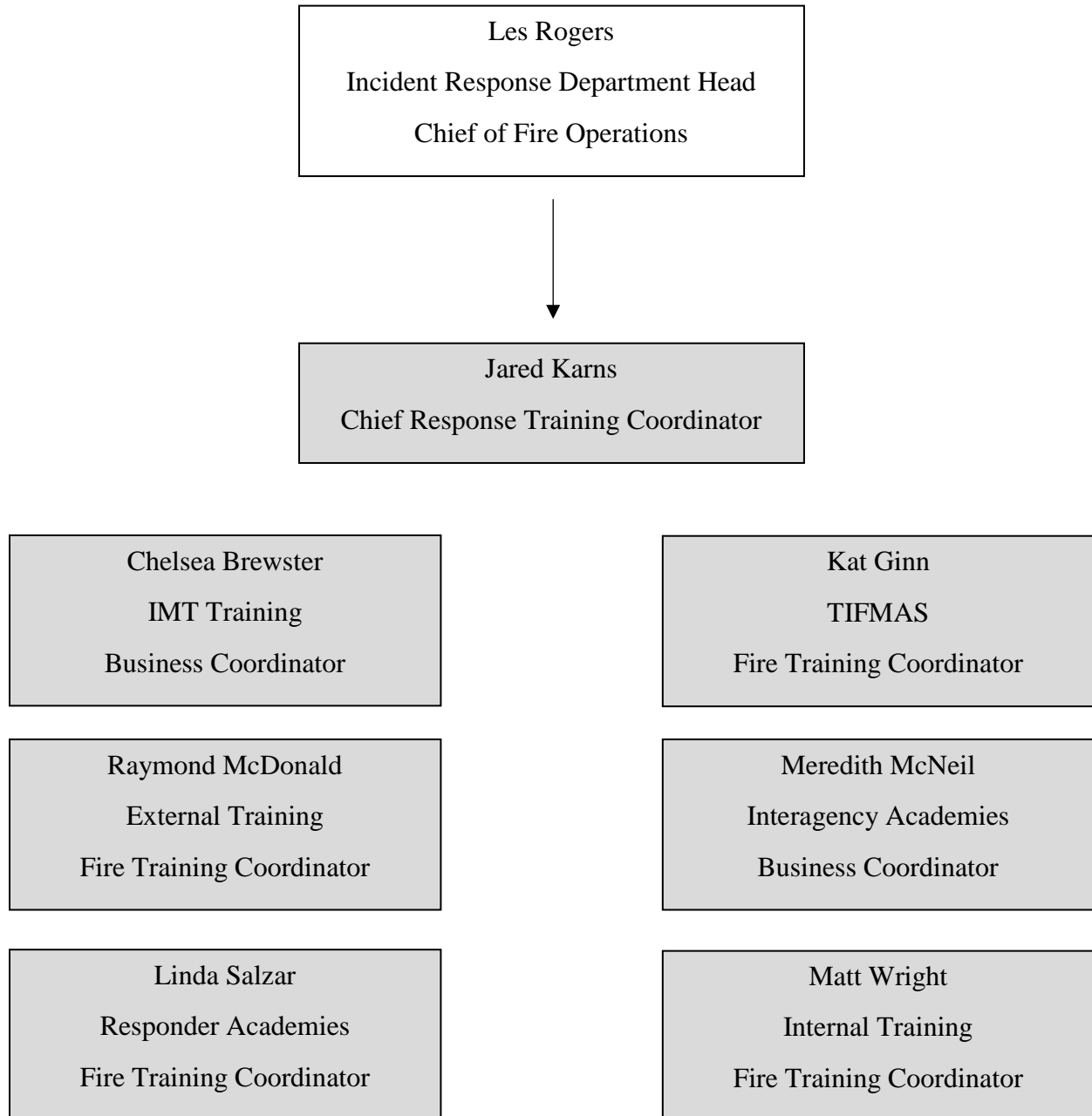
### U.S. Fire Administration & FEMA Emergency Management Institute

The Texas A&M Forest Service coordinates with state partners Texas Division of Emergency Management and Texas A&M Engineering and Extension Services to deliver all-hazard training. Certificates are issued by either the U.S. Fire Administration or the Emergency Management Institute.

# Contents

## Training Section - Organization

| Les Rogers |
| :---: |
| Incident Response Department Head |
| Chief of Fire Operations |

| Jared Karns |
| :---: |
| Chief Response Training Coordinator |

| Chelsea Brewster | Kat Ginn |
| :---: | :---: |
| IMT Training | TIFMAS |
| Business Coordinator | Fire Training Coordinator |

| Raymond McDonald | Meredith McNeil |
| :---: | :---: |
| External Training | Interagency Academies |
| Fire Training Coordinator | Business Coordinator |

| Linda Salzar | Matt Wright |
| :---: | :---: |
| Responder Academies | Internal Training |
| Fire Training Coordinator | Fire Training Coordinator |

## Contact Information

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## Websites
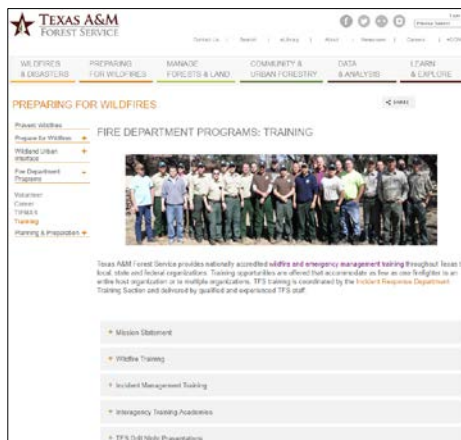
tfsweb.tamu.edu/Training/

tiwa.tamu.edu

ticc.tamu.edu/Training/

# Internal Training Programs

All internal agency training related to fire or incident management will be coordinated through the Training Section to ensure that qualified instructors are used, courses are offered agency-wide, and course information is loaded into the Incident Qualification System (IQS).

Internal training programs consist of the following:

- Responder Academy
- Commercial Driver's License
- Internal Course Delivery
- Training Exchange
- Out-of-State Training

## Responder Academy

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        979-204-3858

Program Overview
The TFS Responder Academy is intended to provide quality training to newly hired employees. The academy provides basic NWCG and agency-specific courses to students. The academy is hosted in different locations throughout the state. Anyone may attend with supervisor approval and justification but the following positions are required to attend:

- Resource Specialist (IRD & ETX OPS)
- Regional Fire Coordinator
- Task Force Coordinator
- District Forester
- Wildland Urban Interface Specialist

Curriculum Management
Curriculum for the TFS Responder Academy will be determined by the East Texas Operations Department Head, Incident Response Department Head, Planning & Preparedness Department Head, Chief Regional Fire Coordinator, and Chief Response Training Coordinator.

Schedule
The Responder Academy will be held twice per year.  The Training Section will:

- Coordinate with other TFS programs to reduce scheduling conflicts
- Determine dates for each session, no less than 6 months in advance
- Once dates are determined, notify the following:
    - Instructors
    - East Texas Operations Department Head
    - Incident Response Department Head
    - Mitigation & Prevention Department Head
    - FRP Associate Director's Office
    - Director's Office

Registration
Additions to the roster are on a first-come, first-serve basis and will be capped at 30 students per academy. It is the supervisor's responsibility to ensure their employee(s) register.  Students must meet prerequisites before they are added to the roster.  Supervisors will send an email to the Program POC to register a student.

Prerequisites:

- Class A CDL (Excluding WUI Specialists)
- TFS-101

The Program POC will confirm prerequisites prior to rostering a student.


Maximum Students: 30
Minimum Students: 15


Attendance
Each student is required to attend the entire academy in order to graduate.  If a student is going to be absent from a session or course, the supervisor must notify the Program POC and include a justification. For those that miss a course due to special circumstances, the respective department head and training staff will review the situation and make a decision on graduation and make-up courses.

All students are expected to attend the entire academy even if they have already taken a specific course or courses.

Certificates
All course certificates will be produced by the Training Section.  All certificates must be signed by the lead instructor and scanned before they are distributed to the students.  The Training Section will retain a digital copy, enter the course into IQS, and send certificate copies to TICC.

Evaluations

Students will be asked to provide evaluations on each of the academy sessions to include coordination/logistics and course delivery.  These will be reviewed by the Training Section to improve future academies.

*Peer Evaluations*

Students will be asked to evaluate one other student during each academy session.  This prepares students to give constructive feedback to their peers in an 'assignment' setting.  Peer evaluations will be forwarded to the student's direct supervisor following each session.

*Student Evaluations*

Training staff will complete an evaluation for students at the close of each session.  These will be discussed individually with each student.  Signed evaluations will be scanned and sent to the employee, employee's supervisor, and chain-of-command up to the department head level. Originals and electronic copies will be retained by the Training Section.

Position Task Books

Position Task Books (PTB) will not be initiated by the Training Section.  Employees should follow the standards set by the State Fire Operations Plan to initiate a PTB.

Expenditures

The Training Section will cover lodging and meal costs for the students and instructors.  Lodging will be either at the training facility or off-site at a hotel, however students may be asked to 'spike-out' during certain sessions.  If meals are not covered through a catering contract, meal costs can be reimbursed through the Training Section.

Costs for fuels and/or other supplies associated with equipment will only be reimbursed if the Training Section requests the equipment for a session.  If any damages occur while using the equipment for a session, the Training Section will cover the cost.  Costs associated with normal equipment maintenance will not be reimbursed.  Equipment will be inspected prior to and following Responder Academy use and damages will be noted for reference.

All charges to a Training Section account will require an S#.  The S# will be assigned by the Training Staff after receiving the following:

- TFS Responder Academy @ **[Session Location]**
- **[Student/Instructor Name]** travel voucher expenses **[$ Total]** reference **[FAMIS doc#L000000]**

Additional Information

Appendix A – Responder Academy Student Expectations
Appendix B – Responder Academy Curriculum
Appendix C – Responder Academy Student Evaluation

# Class A Commercial Driver License Program

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       936-238-9612

Program Overview
Any position that requires a Class A CDL may attend a third-party driving school to receive training.  This has proven to be an effective approach.  Employees are instructed by professional drivers with years of driver and instructor experience.  This relieves the home unit of the initial duties to provide driver instruction.  Once a Class A CDL is obtained, employees should continue to work with experienced drivers at TFS to improve their driving skills.

Registration
To register for a driving school, the employee must meet these prerequisites:

- Obtain a Class A CDL permit

All employees must follow these steps in order to obtain approval:

1. Send proof of Class A CDL Permit to the Program POC
2. Send name, location, and detailed cost to Program POC
3. If desired school is not on the list, send name, location, and detailed cost to Program POC
4. Sign and return 'Student Expectations' letter
5. Program POC will send notification letter to school

Once approved, the home unit is responsible for registering the employee and providing a status update to the Program POC about pass/fail and/or retest status.

Once Class A CDL is obtained, the employee must send proof of the license to the Program POC as well as the Environmental Health & Safety Officer.  The employee must also complete and submit an evaluation of the training program and travel expenses to the Program POC.

Expenditures

- All tuition costs (up to $4,500) for the school will be covered by the Training Section
- All associated travel costs are the responsibility of the home unit
- The S# process will be utilized to issue account numbers for funding

Additional Information
Appendix D – Approved Driving Schools
Appendix E – CDL Program Student Expectations

# Internal Course Delivery

POC    Matt Wright
         mwright@tfs.tamu.edu
         936-238-9612

Program Overview
Some courses may be delivered internally by the Training Section.  These courses will consist of specialized classes, TFS-specific, and mid-level NWCG curriculum.  The goal of general course delivery is to bridge the training gap between lower-level courses offered at the Responder Academy and the higher-level courses offered at our annual Wildfire & Incident Management academies.  The Training Section will also attempt to deliver any specialized or TFS-specific courses required by employee development manuals.  The Program POC will evaluate course needs on an annual basis.

Schedule
The TFS Internal Training Schedule will be released agency-wide at the beginning of each fiscal year.  It will include a document with course descriptions, pre-requisite requirements, and position training requirements for each course.

Registration
In order to register, individuals must contact the Program POC via email.  If the individual meets the course pre-requisites, they will be added to the roster.  If pre-requisites are not met, a justification letter may be requested from the immediate supervisor.  If a student is registered but then is unable to attend the class, they must notify the Program POC as soon as possible.

If a course requires a waiting list, the Training Section will prioritize students based on EDM and/or qualification requirements.

Certificates
All certificates for training must be produced by the Training Section.  The Program POC will produce certificates for each class they coordinate.  All certificates must be signed by the lead instructor.  The Training Section will retain a digital copy, enter the course into IQS, and send certificate copies to TICC.

Evaluations
The Program POC will provide forms to the instructor for each course so that the students can evaluate that class.  These evaluations will be returned to the Program POC.   The Training Section will take into account any feedback that may require adapting or changing the coursework moving forward.

Expenditures
Tuition will not be charged for internal courses.  The Training Section will cover the cost of materials, instructor travel, and any equipment damages incurred at the training.  Student costs will be the responsibility of the home unit.

# Training Exchanges

POC     Matt Wright
            [mwright@tfs.tamu.edu](mailto:mwright@tfs.tamu.edu)
            936-238-9612

Program Overview
Training Exchanges are a great way to work with cooperators, develop skill sets, and complete tasks in certain Position Task Books (PTB).  Training Exchanges generally coincide with prescribed burn season. Information about the current year's exchange will be sent out at the appropriate timeframe to include all details of the exchange and available weeks for signup.

Cooperators

- US Forest Service (NFGT)
- Texas Parks & Wildlife
- U.S. Fish & Wildlife Service

Registration
Individuals interested in attending the exchange must complete a registration form, have their supervisor sign it, and send it to the Program POC.  Prior to each week of the exchange, an email will be sent out to each of the participants of the upcoming week with the complete details of when and where to report, what to bring, and the expectations of them.

Evaluations
Participants of the exchange are asked to complete an evaluation of their experience at the end of their assignment and return it to the Program POC.  They are also asked to retain a map of each burn they participated in and send that to the Program POC so that acreage and location can be captured for reporting.

Expenditures
All costs associated with a training exchange will be the responsibility of the sending unit.  The Training Section does not cover costs related to this program.

# Out-of-State Training

POC     Matt Wright
        mwright@tfs.tamu.edu
        936-238-9612


Program Overview
If an employee cannot find a course in state that is required for an EDM or NWCG qualification, they may request to attend an out-of-state offering.  Additionally, if opportunities arise for special trainings, the Training Section may ask for candidates.


Process
If requesting to attend an out-of-state training, the employee must submit the following information to the Program POC:

- TFS Out-of-State Training Request
- NWCG Nomination Form
- Any additional information required by the course


If the Training Section is requesting candidates for an out-of-state training, the Program POC will work with department leadership to identify potential students.  Once identified, the employee must submit the following information to the Program POC:

- NWCG Nomination Form
- Any additional information required by the course


Expenditures
All tuition costs will be covered by the employee's base operating account or at the discretion of the department head.  Travel costs should also be covered by the base operating account.  The Training Section may cover travel costs with justification from the sending unit.


Additional Information
Appendix F – TFS Out-of-State Training Request

# External Training Programs

All external training requests will be coordinated through the Training Section to ensure that qualified instructors are used, correct cost estimates are provided, and course information is loaded into the Incident Qualification System (IQS).

External training programs consist of the following:

- All Hazard IMT (Emergency Management Institute, US Fire Administration)
- Interagency Wildfire & Incident Management Academies
- External Training Events
- External Course Delivery
- Texas Intrastate Fire Mutual Aid System (TIFMAS)

## All Hazard IMT Training

POC     Chelsea Brewster
        cbrewster@tfs.tamu.edu
        979-458-7350

Program Overview
The AHIMT Training Program consists of course delivery through the Emergency Management Institute (EMI) and US Fire Administration.  The Type III All Hazard IMT Course (O-305) is required for qualification in the Texas Regional IMT Program.  EMI offers position-specific courses for further qualification.  Courses may be requested through TFS.

Schedule
The Program POC may develop a schedule of courses depending on funding.  Generally, courses must be requested through the Program POC for delivery.  If a schedule is developed, it will be shared with RIMT Team Leads and Steering Committee.  The Program POC may also conduct a training assessment with the RIMT program to determine needs.

Registration
For EMI (position-specific) courses, students may register through the Texas Division of Emergency Management website, https://www.preparingtexas.org.

For USFA (O-305) courses, students may register through the Texas A&M Engineering & Extension Service (TEEX) website, https://my.teex.org/TeexPortal/Default.aspx.

Certificates

For EMI courses, FEMA is the issuing agency.  Certificates are emailed to students based on the address they provide on their FEMA 119-25-1 Form.  The length of time to receive a certificate will vary but may take months.  TFS will produce a "TFS Certificate of Attendance" for each student.  This is not the official certificate but may assist with any administrative needs.  If a student needs an official certificate, they should contact the National Emergency Training Center (NETC) Admissions Office by email (netcadmissions@fema.dhs.gov) or phone (301-447-2259).  NETC will need course dates, location, and instructor's name.

For USFA courses, TEEX will issue the certificate on the student portal.  Certificates will typically be available a few weeks after course completion.  If a student needs a certificate, they should contact the Program POC or TEEX representative.

Expenditures

Generally, courses must be invoiced for payment.  Some courses may be grant funded and will have separate requirements.  For course delivery fees, contact the Program POC.

Course costs will be evaluated annually and an updated catalog will be produced each fiscal year.

Instructor and material costs will be covered by the Training Section.

Grant Funded

TFS applies annually for a TDEM grant to cover the costs of the Marty Martinez AHIMT Conference as well as any training or exercises requested by the AHIMT Steering Committee.

*Marty Martinez AHIMT Conference*

The Program POC will work with the AHIMT Steering Committee to determine a location and dates of the conference.  The Program POC will coordinate with the venue to contract services and arrange for any logistical needs.  Registrations should be submitted to the Program POC by fax or email.  The attendee will be responsible for securing lodging and travel.  If eligible, the attendee may request for reimbursement through the Program POC.

*Grant-Funded Training*

If funded, TFS may host position-specific or O-305 courses.  These courses are open enrollment with no tuition costs.  Lodging, meals, and fuel may be reimbursed.  To seek reimbursement, contact the Program POC.

Memorandum of Agreement (MOA)

To participate in the RIMT Program, all members must have a signed and current version of an MOA with TFS.  The Program POC will notify members of an expiring MOA.  The Program POC will also be responsible for submitting all new MOAs to the TFS Contracts Officer.

Additional Information

Appendix G– AHIMT Course Catalog

# Interagency Wildfire & Incident Management Academies

POC    Meredith McNeil
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       979-458-7330

Program Overview
The Texas Interagency Wildfire & Incident Management Academies are held in October (Bastrop) and May (Lufkin).  These academies offer basic to advanced NWCG courses.  TFS-specific or FEMA courses may also be offered.  Due to the workload and complexity of delivering an academy, no more than three academies will be held each year.

Assessment & Schedule
The Program POC will work with cooperating agencies and the Training Section to identify course needs. The assessment will be completed 4-6 months prior to each academy.  Feedback from the assessment will determine the courses offered.   Each academy's brochure and schedule will be posted online at ticc.tamu.edu and emailed to the fire department listserv at least four months prior to the academy start date.

Registration
Registration will begin three months prior to the start date of the academy.  Students can register by sending a paper registration to the Program POC or by logging into the TIWA website.

Online Registration

If the student is not a current user, they will fill out the New User application and wait for an account to be created.  Once approved, they will receive a username and password.  Current users will login with their username and password, and then register for the desired course.

Students are required to meet the prerequisites for each course.  If prerequisites are not met, the student will be removed from the roster.

Tuition
The Program POC will evaluate student tuition rates each year.  Tuition is subject to change and will be based on materials, facilities, catering, and supply costs.

Cadre
The Program POC will coordinate cadre, including instructors, for each academy.  Potential cadre will receive an email outlining academy dates, schedule, and a commitment letter.  Once cadre have submitted the commitment letter to the Program POC, a needs assessment will be completed to identify any instructional or logistical needs.

Certificates

Certificates will be issued by the Training Section.  Certificates must include the lead instructor's signature. Certificates will be scanned and given to students after successful completion of the course.

Certificates for TFS employees will be sent to TICC for record keeping and entered into IQS.

Expenditures

The Training Section will not cover any costs related to student or instructor travel.  If an outside instructor is required, TFS may enter into a contract with the individual.  If a refund is required, the Program POC will issue the refund as soon as possible.

# External Training Event

POC     Raymond McDonald
        rmcdonald@tfs.tamu.edu
        979-204-4912

Program Overview
TFS Branches may work with external partners to host an external training event.  An external training event may deliver up to ten courses and are limited to 100 and 200 level courses.  These events are coordinated by the local unit, similar to general external training delivery.  The Program POC will provide a cost quote for materials and supplies.  The Program POC will also validate instructor qualifications.  The local unit will be responsible for coordinating instructors, facilities, and other logistical needs.

Registration
Students will register through the TIWA website and the Program POC will provide rosters to the local unit.

Certificates
Certificates will be issued by the Training Section.  Certificates for TFS employees will be sent to TICC for record keeping and entered into IQS.  To issue an NWCG certificate, the instructor must meet the requirements set forth in the Field Manager's Course Guide (PMS 901-1) and must be acting under the authority of an NWCG member agency.

Expenditures
If the local unit requests special items to be covered for the event, the Training Section may approve but it will be added to the cost quote.  Materials will be covered in the cost quote.  Instructor travel will be covered by their home unit.

## General Course Delivery – External

POC    Raymond McDonald
       rmcdonald@tfs.tamu.edu
       979-204-4912

Program Overview
A fire department may request delivery of a single course. These courses will be coordinated by the respective RFC and vetted through the Program POC. The RFC will be responsible for coordinating logistics, instructors, and facilities.

Registration
The RFC will coordinate registration for the course. Final rosters with student and instructor signatures will be submitted to the Program POC. If the requesting organization wishes to set the course up as "open enrollment," the course may be posted on the TIWA website.

Certificates
Certificates will be issued by the Training Section. Certificates for TFS employees will be sent to TICC for record keeping and entered into IQS. To issue an NWCG certificate, the instructor must meet the requirements set forth in the Field Manager's Course Guide (PMS 901-1) and must be acting under the authority of an NWCG member agency.

Expenditures
The Program POC will develop a cost quote based on the course materials and number of students. All instructor-related costs, such as travel, are the responsibility of the home unit. If a hosting agency charges above the quoted price (i.e. to cover facilities, meals, etc.), those costs should be provided to the Program POC by the RFC or requesting agency.

Additional Information
Appendix H – External Training Catalog
Appendix I – NWCG Instructor Standards

# Texas Intrastate Fire Mutual Aid System (TIFMAS) Training

POC    Raymond McDonald
       rmcdonald@tfs.tamu.edu
       979-204-4912

Program Overview
TIFMAS-qualified instructors may provide wildfire training and issue a 'TIFMAS' certificate.  Instructors must be qualified in the TIFMAS program at or above the level of the course that they are instructing.  The Program POC will provide a cost quote for materials (if applicable) and will verify instructor qualifications.

Registration
The lead instructor will be responsible for course registration and submitting a final roster with signatures and closeout package to the Program POC.

Certificates
Certificates will be issued by the Training Section.  To issue a TIFMAS Certificate, the instructor must be qualified at or above the course level that they are delivering and must be a member of the TIFMAS program, acting under the TIFMAS program or respective Fire Department.

Expenditures
The Training Section may charge for cost of materials if applicable.  All other costs will be the responsibility of the home-unit.

Qualifications
For questions regarding qualifications, contact Kat Ginn at kginn@tfs.tamu.edu or 979-458-7337.

# Appendix A

# Responder Academy Student Expectations

## Student Conduct Expectations

- Arrive on time and attend each class in its entirety.
- Demonstrate a professional appearance and comply with agency uniform policy.
- Demonstrate a professional and positive attitude towards the public, cadre, and peers.
- Be a team player and put the needs of the cadre and your peers above your own.
- Uphold the values of Duty, Respect, and Integrity.

## Student Evaluations

Students will receive evaluations following each academy session. All evaluations will be shared with the student's chain of command, to include direct supervisor, Assistant Chief or Regional Forester, and respective Department Head. If a student fails to meet the expectations set forth, the academy coordinator will discuss this with the supervisor and may result in disciplinary action.

## Zero-Tolerance

The following actions will result in immediate dismissal from the Responder Academy.

- Possession or consumption of alcohol or non-prescribed drugs
- Any unlawful action
- Unauthorized absence
- Conduct unbecoming of an employee

# Appendix B

# Responder Academy Curriculum

| Course | Hours |
|---|---|
| S-130; Firefighter Training | 30 |
| S-190; Introduction to Wildland Fire Behavior | 6 |
| S-211; Portable Pumps and Water Use | 24 |
| S-212; Wildland Fire Chainsaws | 32 |
| L-180; Human Factors in the Wildland Fire Service | 4 |
| L-280; Followership to Leadership | 16 |
| ATV/UTV Operator | 12 |
| PMS-419; Engine Operator | 40 |
| Heavy Equipment Operator | 56 |
| Emergency Vehicle Driver Training | 12 |
| Land Navigation | 8 |
| CPR | 8 |
| Basic First Aid | 8 |
| BMP: Water Resources | 4 |
| BMP: Proper Tree Care | 4 |
| Planning & Preparedness | 4 |
| Incident Business | 2 |
| Fire Prevention | 2 |
| Predictive Services | 4 |
| Capstone | 24 |

# Appendix C

# Responder Academy Student Evaluation

TFS Responder Academy: _____  Session: _____  Location: _____

Employee Name: _____  Employee's Supervisor: _____

Date: _____  Evaluator Name & Title: _____

| Code | Performance | DESCRIPTION |
|------|-------------|-------------|
| O | Outstanding | Demonstrates proficiency and is recognized as a leader |
| V | Very Good | Performance consistently exceeds the standard |
| S | Satisfactory | Performance consistently meets the standard |
| N | Needs Improvement | Performance is inconsistent and/or substandard and requires improvement |
| U | Unsatisfactory | Performance is unsatisfactory and requires substantial improvement |

| # | TASK/SKILL/BEHAVIOR | RATING |
|---|---------------------|--------|
| 1 | Demonstrates a respectful and professional attitude towards peers and cadre | |
| 2 | Demonstrates effective communication with peers and cadre | |
| 3 | Exhibits willingness to receive constructive feedback from others | |
| 4 | Demonstrates professionalism through actions and appearance | |
| 5 | Actively participates in all aspects of academy | |
| 6 | Demonstrates initiative and positive attitude towards assigned tasks | |
| 7 | Demonstrates ability to work as part of a team | |
| 8 | Abides by TAMU System, Agency, and Academy policies and procedures | |
| 9 | Completes all records, reports, and correspondence in an accurate and timely manner | |
| 10 | Punctual and prepared for assigned tasks | |
| 11 | Demonstrates ability to evaluate and maintain situational awareness | |
| 12 | Recognizes and communicates hazards and/or hazardous situations | |
| 13 | Exhibits composure during stressful situations | |
| 14 | Follows orders/directives and effectively completes tasks in a safe manner | |
| 15 | Demonstrates proper and safe operation of all assigned equipment | |

**Comments:**                                                **Overall Rating**: _____

_____
Employee Signature                    Date

_____
Evaluator Signature                   Date

# Appendix D

# CDL Program – Approved Driving Schools

| Company | Location | Base Cost | Duration |
|---|---|---|---|
| Panola College - Marshall Campus | Marshall, TX | $3,500.00 | 5 weeks (200 hrs) |
| Kilgore College | Kilgore, TX | $4,250.00 | 5 weeks (200 hrs) |
| Lone Star College | Spring, TX | $3,825.50 | 6 weeks (240 hrs) |
| 160 Driving Academy | Houston, TX | $4,350.00 | 4 weeks (160 hrs) |
| Texarkana College (@ RRAD) | Texarkana, TX | $4,191.00 | 5 weeks (200 hrs) |
| Roadmaster Drivers School | Dallas, TX | $6,995.00 | 3 weeks (160 hrs) |
| ATDS | Killen, TX | $4,995.00 | 4 weeks (190 hrs) |
| Weatherford College | Mineral Wells, TX | $4,000.00 | *4 weeks (160 hrs)* |
| Weatherford College | Mineral Wells, TX | $3,200.00 | *5 weeks (160 hrs)* |
| ATDS | Elm Mott, TX | $4,995.00 | *4 weeks (190 hrs)* |
| Black Wolf CDL Training Center | Bryan, TX | $3,600.00 | 190 hrs |
| Community Truck Driving School | Round Rock, TX | $4,200.00 | 4 weeks (160 hrs) |
| Victoria College | Victoria, TX | $3,780.00 | 7 weeks (286 hrs) |
| Star Career Training | Del Rio, TX | $4,035.00 | 5 weeks (160 hrs) |
| Star Career Training | Del Rio, TX | $2,500.00 | 2 weeks |
| Roadmaster Drivers School | San Antonio, TX | $6,995.00 | 3 weeks (160 hrs) |
| Southwest TX Junior College | Uvalde, TX | $4,000.00 | 4 weeks (160 hrs) |
| Action Career Training | Abiline, TX | $3,365.00 | 4 weeks (160 hrs) |
| Midland College | Midland, TX | $4,100.00 | 4 weeks (160 hrs) |
| Action Career Training | San Angelo, TX | $4,495.00 | 4 weeks ( 160 hrs) |
| Star Career Training | Plainview, TX | $4,035.00 | 5 weeks (160 hrs) |
| Star Career Training | Plainview, TX | $2,500.00 | 2 weeks |

*For a more detailed list, contact the Program POC.

# Appendix E

# CDL Program – Student Expectations

All students participating in the CDL Training Program will:

1. Follow all applicable TFS Administrative Procedures and Guidelines

2. Report to class on time each day

3. Stay for the entire class period

4. Participate actively in class

5. Maintain a positive, professional attitude throughout the program

6. Update their supervisor regularly of their progress in the class

7. Notify supervisor and Training Section POC of pass/fail status following testing

8. Upon issuance of Class A CDL, ensure copy is sent to Training Section POC and TFS Environmental Health & Safety Officer

9. Complete CDL Training Program Evaluation form and send it to Training Section POC

# Appendix F

# Out-of-State Training Request

Please submit this form along with the 'NWCG Interagency Training Nomination' form.

Name: _____          Course Number: _____

Supervisor: _____          Course Title: _____

Account #: _____          Course Location: _____

Why do you need the course? (Please circle)

EDM Requirement                Position Qualification                Personal Development

Is the course offered in Texas? (Please circle)

Yes              No

If required for EDM or PTB, indicate the percentage completed in EDM or PTB.  (Please circle)

0-20%          20-40%          40-60%          60-80%          90-99%          100%

Is there a tuition for the course? If so, please provide amount.

Tuition: _____

_____
Employee Signature

_____
Department Head Signature

# Appendix G

# AHIMT Course Catalog

## O-305; All Hazard Incident Management Team (USFA)

Duration:  40 Hours                                      Maximum Students:  40
CEU:  4 Hours

Course Description
The overall goal of USFA's Incident Management Team (IMT) program is to develop state and regional IMTs to function under the National Incident Management System (NIMS) during a large and/or complex incident or a major event. This course is designed for those who are assigned to function in an All-Hazards IMT during a large/complex incident, typically extending into the second operational period. The AHIMT can either support an existing ICS structure, or can assume command of an incident if requested to do so. The AHIMT can ease the transition to a Type 2 or Type 1 IMT for incidents of national significance.

## E0950:  NIMS ICS All-Hazards Incident Commander (EMI)

Duration:  35 Hours                                      Maximum Students:  30
CEU:  3.5 Hours

Course Description
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Incident Commander (IC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and command needs of the incident, and 2) effectively fulfilling the position responsibilities of an IC on an All-Hazards ICS IMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

## E0952:  NIMS ICS All-Hazards Public Information Officer (EMI)

Duration:  35 Hours                                          Maximum Students:  30
CEU:  3.5 Hours

Course Description
This course is designed for a Public Information Officer (PIO) assigned to an incident as a member of an All-Hazards Incident Management Team (AHIMT) and local IMTs, as well as for the PIO assigned to an incident as an Assistant PIO in a variety of capacities. This course will help participants develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced functions to concentrate training on the fundamental duties and responsibilities of the PIO in an all-hazards environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

## E0954:  NIMS ICS All-Hazards Safety Officer (EMI)

Duration:  28 Hours                                          Maximum Students:  30
CEU:  2.8 Hours

Course Description
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Safety Officer (SOFR) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the safety needs of the incident, and 2) effectively fulfilling the position responsibilities of an SOFR on an AHIMT.  Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

## E0956:  NIMS ICS All-Hazards Liaison Officer (EMI)

Duration:  14 Hours                                          Maximum Students:  30
CEU:  1.4

Course Description
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Liaison Officer on an All-Hazards Incident Management Team (AHIMT). Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

## E0958: NIMS ICS All-Hazards Operations Section Chief (EMI)

Duration: 28 Hours                                   Maximum Students: 30
CEU: 2.8 Hours

Course Description
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Operations Section Chief (OSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the command needs of the incident, and 2) effectively fulfilling the position responsibilities of an OSC on an AHIMT.

## E0960: NIMS ICS All-Hazards Division/Group Supervisor (EMI)

Duration: 21 Hours                                   Maximum Students: 30
CEU: 2.1 Hours

Course Description
The course will provide local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Division/Group Supervisor on an All-Hazards Incident Management Team (AHIMT). The course walks participants through general information, including an overview of the Operations Section and information on incident mobilization, initial situational awareness, and unit management. It also provides detailed instruction on responding to the incident and the command needs of the incident, and emphasizes the importance of risk management and safety considerations.

## E0962: NIMS ICS All-Hazards Planning Section Chief (EMI)

Duration: 28 Hours                                   Maximum Students: 30
CEU: 2.8 Hours

Course Description
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Planning Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) managing the planning cycle, and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

## E0964:  NIMS ICS All-Hazards Situation Unit Leader (EMI)

Duration:  35 Hours                                        Maximum Students:  30
CEU:  3.5 Hours

Course Description
This course helps participants establish the essential core competencies required for performing the duties of the Situation Unit Leader (SITL) in an all-hazards incident. This course addresses all responsibilities appropriate to an SITL operating in a local- or state-level All-Hazards Incident Management Team (AHIMT). These responsibilities include processing information and intelligence and developing displays. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring participants to bring an SITL Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of an SITL.

## E0965:  NIMS ICS All-Hazards Resource Unit Leader (EMI)

Duration:  28 Hours                                        Maximum Students:  30
CEU:  2.8 Hours

Course Description
This course provides an overview of Unit Leader responsibilities, the Planning Section, and the planning process to contextualize the Resources Unit for participants unfamiliar with the planning process or the Incident Command System. It then explores specific Resources Unit Leader functions and responsibilities including resource tracking systems, operational planning, and resource products/outputs. The Status/Check-in and Demobilization functions are covered to provide participants with the knowledge to perform those duties if necessary.

## E0967:  NIMS ICS All-Hazards Logistics Section Chief (EMI)

Duration:  35 Hours                                        Maximum Students:  30
CEU:  3.5 Hours

Course Description
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: responding to the incident and effectively fulfilling the position responsibilities of a Logistics Section Chief on an AHIMT.

## E0969:  NIMS ICS All-Hazards Communications Unit Leader (EMI)

Duration:  21 Hours                                          Maximum Students:  30
CEU:  2.1 Hours

Course Description
This course helps participants establish the essential core competencies required for performing the duties of the Communications Unit Leader (COML) in an all-hazards incident. This course addresses all responsibilities appropriate to a COML operating in a local- or state-level All-Hazards Incident Management Team (AHIMT). These responsibilities include the collection, processing, and dissemination as needed to facilitate Operations of Command, General Staff, and Unit Leaders within the confines of a Type 3 AHIMT. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises.

## E0970:  NIMS ICS All-Hazards Supply Unit Leader (EMI)

Duration:  28 Hours                                          Maximum Students:  30
CEU:  2.8 Hours

Course Description
This course helps participants establish the essential core competencies required for performing the duties of the Supply Unit Leader (SPUL) in an all-hazards incident. By requiring participants to bring jurisdiction-specific information to the instruction, the course provides a realistic, hands-on approach to mastering the skills of an SPUL organized by the fundamental steps of the ordering process. Participants identify information required for ordering, as well as complete required forms and documentation related to ordering, and anticipate ordering and supply needs for the incident. In addition to the ordering process, the course discusses mobilization, setting up and managing the Supply Unit, and demobilization.

## E0971:  NIMS ICS All-Hazards Facilities Unit Leader (EMI)

Duration:  35 Hours                                         Maximum Students:  30
CEU:  3.5 Hours

Course Description
The course will help participants establish the essential core competencies required for performing the duties of the Facilities Unit Leader (FACL) in an all-hazards incident. The course walks participants through general information, including an overview of the Logistics Section and information on incident mobilization, initial situational awareness, and unit management. It also provides detailed instruction in setting up and maintaining incident facilities, including facilities infrastructure, services, layout, and security. Each unit contains a discussion-based exercise and there is a capstone tabletop exercise at the end of the course to give participants hands-on practice functioning as an FACL.

## E0973:  NIMS ICS All-Hazards Finance/Administration Section Chief (EMI)

Duration:  21 Hours                                         Maximum Students:  30
CEU:  3.5 Hours

Course Description
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities include managing the Finance/ Administration Section personnel and managing the finances and administrative responsibilities during an incident.

## STAM:  Staging Area Manager (TFS)

Duration:  12 Hours                                         Maximum Students:  30

Course Description
The Staging Area Manager (STAM) is responsible for managing all activities within the staging area. Staging areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment on a 3 minute available basis. Staging areas are managed by the Operations Section. The STAM has been identified as a position within the Incident Command System (ICS). This course uses the J-236 job aid to support this course and is a part of the National Wildfire Coordinating Group's (NWCG) curriculum. This course is intended for anyone that maybe charged with managing a Staging Area.

# Appendix H

# External Training Catalog

## BEAST; Basic Engine and Suppression Tactics

Duration:  16 Hours                             Maximum Students: 15
Prerequisites:  None                            Minimum Students:  10

Course Description
This course will introduce students to basic wildland engine suppression tactics in both the rural and wildland urban interface settings. Students will also be introduced to basic engine terminology, structure triage, hose operations, and foam and water use practices to optimize the water available. The course consists of 8 hours of classroom studies and 8 hours of field work.

## DOZ OPS; TFS Dozer Operations and Maintenance

Duration:  16 Hours                             Maximum Students:  15
Prerequisites:  None                            Minimum Students:  10

Course Description
This course is designed for the equipment operators that will be working in a wildland fire environment. It will cover basic dozer and heavy equipment tactics, safety, personal protective equipment, and supervision.

## S-130/190 (Includes I-100 & L-180)
**Firefighter Training; Introduction to Wildland Fire Behavior; Human Factors in the Wildland Fire Service**

Duration: 40 Hours                                    Maximum Students: 20
Prerequisites: None                                  Minimum Students:  10

Course Description

**S-190:** This course provides instruction in the primary factors affecting the start and spread of wildfire and recognition of potentially hazardous situations. S-190 is typically taught in conjunction with or prior to Basic Firefighter Training, S-130. It is designed to meet the fire behavior training needs of a Firefighter Type 2 (FFT2) on an incident as outlined in the NIMS: Wildland Fire Qualification System Guide, PMS 310-1, and the position taskbook developed for the position.

**S-130:** This course is designed to provide entry-level firefighters skills. Field time is encouraged, and many of the units are set up so they can be taught in either the classroom or the field. The field exercise for Unit 12 is required. A version of L-180, Human Factors on the Fireline, has been included as part of this course. Credit should be issued for both S-130 and L-180 upon completion of this course.

**L-180:**  This training course is designed for unit-level supervisors to use when delivering orientation training to new crewmembers. The stand-alone training package is available in the NWCG Products Management System. An adapted version is included as Unit 4 in the 2003 edition of S-130, Firefighter Training. Presentation of the course involves a few short lecture segments, but the primary content is delivered by video and supported with small group exercises. Topics include situational awareness, basic communication responsibilities, attitude and stress barriers, decision-making process, and teamwork principles.

## S-131; Firefighter Type I

Duration:  12 Hours                                   Maximum Students: 20
Prerequisites:  S-130/190                             Minimum Students:  10

Course Description
S-131, Firefighter Type 1, is a 12-hour course designed to meet the training needs of the Firefighter Type 1 (FFT1) and/or Incident Commander Type 5 (ICT5). This course is designed to be interactive in nature. It contains class discussion and several tactical decision games designed to facilitate learning the objectives. Topics include operational leadership, communications, LCES, and tactical decision-making.

## S-211; Portable Pumps & Water Use

Duration:  20 Hours                                Maximum Students:  15
Prerequisites:  S-130/190                          Minimum Students:  10

Course Description
This course is designed to provide knowledge and skills to design, set-up, operate, troubleshoot, and shut down portable water delivery systems. The focus is on portable pumps; it does not address water delivery for engines. Topics covered include: portable water delivery systems; equipment; roles and responsibilities; and system design and hydraulics. There is also a field exercise where students will apply what they learned in the classroom.

## S-212; Wildland Fire Chain Saws

Duration:  36 Hours                                Maximum Students:  15
Prerequisites:  S-130/190                          Minimum Students:  10

Course Description

This is an instructor-led course intended to be presented at the local level. The course lessons provide introduction to the function, maintenance and use of internal combustion engine powered chain saws, and their tactical wildland fire application. Field exercises support entry-level training for firefighters with little or no previous experience in operating a chain saw, providing hands-on cutting experience in surroundings similar to fireline situations.

## S-215; Fire Operations in the Wildland Urban Interface (WUI)

Duration:  24 Hours                                Maximum Students:  20
Prerequisites:  S-130/190                          Minimum Students:  10

Course Description
This is an instructor-led course intended to be presented at the local level. Instructional units include firefighter safety in the interface, managing human factors in the interface, pre-incident planning, size up and initial strategy, structure triage, structure protection overview, tactics in the interface, tactical operations and resource use in the interface, action assessment, plan update, and after action review.

## S-230; Crew Boss (Single Resource)

Duration:  26 Hours                                        Maximum Students:  20
Prerequisites:  S-130/190                              Minimum Students:  10

Course Description
This is a classroom course designed to produce student proficiency in the performance of duties associated with the Single Resource Boss position from initial dispatch through demobilization to the home unit. Topics include operational leadership, preparation and mobilization, assignment preparation, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization, and post-incident responsibilities.

## S-231; Engine Boss (Single Resource)

Duration:  16 Hours                                        Maximum Students:  20
Prerequisites:  S-130/190                              Minimum Students:  10

Course Description
This is a skill course designed to produce student proficiency in the performance of the duties associated with Engine Boss, Single Resource (ENGB). Topics include engine and crew capabilities and limitations, information sources, fire size up considerations, tactics, and wildland urban interface.

## S-270; Basic Air Operations

Duration:  17 Hours                                        Maximum Students:  20
Prerequisites:  S-130/190                              Minimum Students:  10

Course Description
This course covers aircraft types and capabilities, aviation management and safety for flying in and working with agency aircraft, tactical and logistical uses of aircraft, and requirements for helicopter take-off and landing areas. Note: The regulations, procedures, and policies addressed in this course are primarily those governing federal agency and ICS operations. State, county, or other political subdivisions using this course will need to consult their agency having jurisdiction with respect to regulations, procedures and policies.

# Appendix I

# NWCG Instructor Standards

To issue an NWCG certificate in Texas, the lead instructor must be acting under one of the following authorities.

1. US Forest Service
2. US Fish & Wildlife Service
3. National Park Service
4. Bureau of Land Management
5. Texas A&M Forest Service

Additionally, lead instructors from local government may serve as a lead instructor and issue an NWCG certificate under one of the following authorities.

1. Administratively Determined (AD) employee for one of the Federal land management agencies

    a. Instructors under this umbrella must follow the procedures set by the agency they are working under

2. Employee for a Texas fire department with a current Memorandum of Understanding (MOU) with the Texas A&M Forest Service to deliver NWCG training

    a. Instructors under this agreement must be acting under the authority of the fire department, either as a paid-employee or volunteer and follow the procedures set by TFS

All instructors must follow the guidelines set forth by NWCG in the Standards for Course Delivery (901-1).