

## CHAPTER 20

### NWSA TRAINING ORGANIZATION

**20 – NWSA PRESIDENT AND BOARD OF DIRECTORS.** The Board of Directors is responsible for overseeing the training program. They will approve recommendations made by the Training Committee or the Training Coordinator.

**21 - TRAINING COMMITTEE.** The membership of the Committee shall number eight, which will include the Training Coordinator, Assistant Training Coordinator and six Instructors. The Executive Secretary, technical specialists or members of the National Wildfire Coordinating Group may be asked to participate if their area of expertise is needed for clarification on issues. Preference is for committee members to be from different geographical areas.

**21.1 Members of the Committee** are nominated from the current list of instructors and elected by instructors in good standing at the annual meeting.

**21.2 The election of committee members** is to take place at the annual meeting. Members are elected for a two-year term, and they are eligible to serve two consecutive terms.

**21.3 Should a member's place on the Committee become vacant,** the Training Committee shall elect by majority vote, a successor to fill the remainder of the vacant term until the next annual meeting.

#### **22 - TRAINING COMMITTEE GOALS.**

- A. Provide leadership and facilitate communications on training needs, safety and effective training programs that meet the needs of NWSA members.
- B. Advise Board of Directors on needed changes to association policies and procedures.
- C. Keep instructors and members advised of current issues and changes in agency standards.
- D. Review training issues and concerns from Association members and formulate recommendations for the Board or the Association.

**23 - MEETINGS.** The Committee will meet during the fall Board of Directors meeting. This meeting is held at Eagle Crest Resort, Redmond, Oregon. Most of the communications during the year will be conference calls or e-mails.

**24 - TRAINING COORDINATOR.** The Training Coordinator is responsible to the Board of Directors.

The Training Coordinator position is responsible for certifying Lead, Unit and Adjunct Instructors. This position will coordinate all training matters for the association and its members. Instructors should make the Training Coordinator aware of any training issues.

NWSA members that have training needs, should forward a planned training schedule to the Training Coordinator. This schedule should outline the tentative dates, number of students, location, and the name of the Course Coordinator or Lead Instructor. The submission of this information should be forwarded to the Training Coordinator two weeks prior to the scheduled training date. This can be sent by first class mail, via facsimile or e-mail. The Course Coordinator or Lead Instructor should be familiar with the notification requirements of the NWCG MOU for the geographical area they are instructing in.

**25 - PLANNING YOUR TRAINING SESSION.** Any NWSA personnel having the responsibility of a Course Coordinator should use the latest version of "**NWCG Course Coordinator's Guide, PMS 907**" as their basic source of information. A link for this guide can be found in the Appendix D. If there is no Course Coordinator, the Lead Instructor will assume this responsibility.

The Course Coordinator's Guide is designed to provide information to training officers, course coordinator's, lead instructors and other managers presenting a training course. The contents provide general instruction for course planning, management, presentations, and follow up. If NWCG courses require specific considerations for presentation, they will be listed within the Instructor's Guide for that specific course.

It is the **responsibility of every Course Coordinator and Lead Instructor** to review the NWCG National Fire Equipment System CATALOG PART 2: PUBLICATIONS before planning each training session for a listing of current training courses and material. This publication is listed as PMS 449-2 and is revised annually with a new edition available each April with updates made periodically throughout the year.

The "**Field Manager's Course Guide PMS 901-1 (FMCG)**", is the authoritative reference for information concerning NWCG training curriculum. It is to be used in conjunction with the "Wildland Fire Qualifications System Guide," PMS 310-1. Only NWCG certified training material is included in this Guide. This Guide is not available in a hard copy and is usually revised every four months.