

## APPENDIX D

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### MOU APPLICATION PROCESS

**Purpose:** The purpose of this appendix is to describe the application process Firefighting Contractor Associations must follow to enter into this Memorandum of Understanding with PNWCG.

**Scope:** Applications submitted will be for the purpose of certifying wildfire instructors, verifying private sector firefighter qualifications, issuing Incident Qualification Cards to private sector firefighters and maintaining hard copy and electronic records of these activities.

**Application Process Overview:** The process for a Firefighting Contractor Association to apply for and enter into a MOU with the PNWCG is a three-step process. If an application is not accepted there is an additional two-step appeal process.

**Step 1:** An interested Contract Firefighting Association requests (by phone or in writing) a blank copy of the MOU form from the PNWCG MOU Representative. After a review of the MOU document, the Association submits to the PNWCG MOU Representatives the document or documents that cover the procedures for accomplishing the five major elements of the MOU listed on page two of this Appendix.

**Step 2:** The MOU Representative will review and evaluate the document(s) for completeness and sufficiency.

- a. If the document(s) is found to be satisfactory the MOU Representative will notify the Association of this determination and proceed with Step 3.
- b. If the document(s) is found to be unsatisfactory the MOU Representative will notify the Association of the specific deficiencies and provide the Association the opportunity to correct and resubmit the document(s).
  - (1) If the document(s) is approved after subsequent review by the MOU Representative the Association will be so notified and the MOU Representative will proceed with Step 3.
  - (2) If the document(s) is found to be unsatisfactory after a subsequent review the MOU Representative will notify the Association of the remaining specific deficiencies and the application will be denied. In this case the Association may proceed to Step 4 the appeal.

**Step 3:** The MOU Representative will prepare three copies of the MOU between PNWCG and the Association and distribute them for signature to the Chairperson of PNWCG and the Association. The Association will keep one fully signed copy and two signed copies will be kept by PNWCG.

**Application Appeal Process Overview:** When an Association's application for an MOU has been denied by the MOU Representative they may choose to appeal to the PNWCG, Training Working Team (TWT) as described below.

**Step 4 (Appeal):** The Association may choose to correct and submit their application document(s) or resubmit their most recent document(s) to the TWT for review and approval.

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**Step 5 (Appeal):** The TWT reviews the document(s) and evaluates it for completeness and sufficiency.

- a. If the document(s) is found to be satisfactory, the TWT Chairperson will notify the Association of this determination and direct the MOU Rep. to proceed with Step 3.
- b. If the document(s) is found to be unsatisfactory, the TWT Chairperson will notify the Association of this determination and the application will be denied. The decision by the TWT is final.

**Documentation that Firefighting Contractor Association must submit to be considered for this MOU:**

1. Proof of registration as an Association in the state of Oregon or Washington from the appropriate state agency.
2. Written procedure document(s) explaining how the Contractor Association will manage the instructor-related elements of this MOU and how instructor performance will be enhanced. These procedures must include the following:
  - a. Procedures used to determine instructor qualifications and issue instructor certifications to instructors that meet the standards in this MOU.
  - a. Procedures for monitoring instructional and course quality of courses conducted by Association's certified instructors.
  - b. Procedures for correcting or enhancing instructor performance.
  - c. Code of Ethics or other form of agreement between the Association and instructors they certify.
1. Written procedure document(s) explaining how the Contractor Association will manage the verification of firefighter record elements of this MOU. These procedures must show that both member and non-member companies will be treated equally in terms of standards, fees and processing priority.
2. Written procedure document(s) explaining how the Contractor Association will manage elements of this MOU relating to the issue of Incident qualification cards.
3. Written procedure document(s) explaining how the Contractor Association will manage the electronic database elements of the MOU. These procedures must detail the database application capabilities used to record firefighter qualifications and experience.

**APPENDIX E**

**TRAINEE EVALUATION OF COURSE FORM**

Course Title: \_\_\_\_\_ Course Dates: \_\_\_\_\_ to \_\_\_\_\_

Location: \_\_\_\_\_ Student Name: \_\_\_\_\_

The Pacific Northwest Wildfire Coordinating Group, Training Working Team is interested in obtaining your comments of the different factors that affected the instruction of this course. Your evaluation of these factors and constructive suggestions are valuable guides for maintaining and improving the quality of instruction that you are given.

Check (X) the response that best reflects your opinion about the items listed.

Check (X) "NO OPINION" if you do not have an opinion about the item, "Do not guess".

If you evaluate an item unfavorable, or if an item is especially good, briefly explain why in the "REMARKS" section.

Please mail this evaluation to: Oregon Department of Forestry  
Attn: Wildfire Training  
2600 State Street  
Salem, OR 97310

Your comments are important and greatly appreciated.

1. Was enough time given for the course presentation so that you understood the course objectives?

\_\_\_ Not Enough Time \_\_\_ Adequate amount of Time \_\_\_ To Much Time \_\_\_ No opinion

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Understanding what your Instructors were teaching, was it:

\_\_\_ Too Easy \_\_\_ Appropriate \_\_\_ Too Difficult \_\_\_ No opinion

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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3. Did you get enough Field/Homework assignments to understand the course objectives?

Satisfactory  Unsatisfactory  No opinion

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Instructor presentations: (Consider objectives, clarity, and experience of instructor(s) for subject, and interest shown in student progress.)

Excellent  Good  Not an experienced instructor  Poor

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Did the Instructor provide enough Training Aids to help you understand the course?

Excellent  Good  Not Enough  Did not provide any

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. How were the Teaching Exercises and did they help to your learning about the course objectives:

Excellent  Good  Boring  Poor  No opinion

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Reference materials: (Were there enough student workbooks, handouts, and current or updated reference materials provided for all of the students.)

Excellent  Good  Not Enough  None Provided  No opinion

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### La Evaluación del Curso

Título del Curso \_\_\_\_\_ Fechas del Curso \_\_\_\_\_ hasta \_\_\_\_\_

La Ubicación \_\_\_\_\_ Nombre del estudiante (opcional) \_\_\_\_\_

El Pacific Northwest Wildfire Coordingating Group Training Working Team es interesado a obtener sus comentarios con respecto a este curso. Su evaluación constructiva del contenido de instructores y curso es las guías valiosas para mantener y mejorar la calidad de la instrucción usted recibe.

Ponga un (x) cerca "**La Respuesta**" que refleja mejor su opinión acerca de los artículos listó.

Ponga un (X) cerca "**Ninguna Opinión**" si no tiene una opinión acerca del artículo. "**Por favor, no adivina.**"

Envíe por favor esta evaluación a: Oregon Department of Forestry  
Attn: Wildfire Training  
2600 State Street  
Salem, OR 97310

O usted PUEDE TELECOPIAR esta forma a: (503)945-7454  
Sus comentarios son importantes y mucho apreciados.

1. Permitieron ellos tiempo suficiente para la presentación del curso para que usted pudiera entender lo que el contenido de curso?

No Tiempo Bastante  El Tiempo Adecuado  El Tiempo Demasiado  
 Ninguna Opinión.

LOS COMENTARIOS:

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2. Entendió usted lo que enseñó sus instructores? Era:

Demasiado Facil  El Tiempo Adecuado  Difícil  Ninguna Opinión

LOS COMENTARIOS:

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3. Recibió usted suficiente las tareas de aula y/o deberes para entender los objetivos del curso?

Satisfecho     No Satisfecho     Ninguna Opinión

LOS COMENTARIOS:

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4. Las presentaciones del instructor: (Considera los objetivos, la claridad, y la experiencia de instructores (s) para el sujeto, y para su interés mostrado en el progreso de estudiante.)

Excelente     Bueno     El instructor no es experimentado     Inferior  
(Identifique por favor a instructor/instructores)

LOS COMENTARIOS:

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5. Proporcionó el Instructor Ayudas de Entrenamiento suficientes para ayudarlo a entender el curso?

Excelente     Bueno     No Bastante     No proporcionó las ayudas.

LOS COMENTARIOS:

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6. Lo ayudó la Exercicios del Clase a aprender el curso?

Excelente     Bueno     Taladrar     Inferior     Ninguna Opinión

LOS COMENTARIOS:

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7. Las materias de la referencia: (recibió usted suficientes cuadernos de estudiante, las distribuciones, y las materias actuales de la clase para todos estudiantes?)

Excelente     Bueno     No Bastante     Ninguno Proporcionó     Ninguna Opinión

LOS COMENTARIOS:

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## Special Course Petition Procedures

**GENERAL:** PNWCG recognizes that the Firefighter Contractor Associations (FCA) may identify situations where a training need will be served by offering the I-300, S-330, S-390, S-490 or M-410 ICS and NWCG wildfire courses. When such a course offering benefits the readiness of the wildfire community, does not conflict with other Pacific Northwest training schedules and the FCA is capable of presenting a quality course; the PNWCG will support presentation of the course.

This APPENDIX contains the procedures FCA's are to use to submit such a course petitions to PNWCG for approval. These course petitions must be reviewed and approved by PNWCG prior to a course advertised by a FCA.

### PROCEDURES:

1. The Firefighter Contractor Association will submit the petition for any I-300, S-330, S-390, S-490 and M-410 course to the PNWCG MOU Representative. More than one course may be included on a single petition. The written petition should include the following:
  - A. Description of the identified need for the course including the anticipated target audience
  - B. Lead Instructor's and Unit Instructor(s) names and brief description of their qualifications for instructing the course.
  - C. Beginning and ending dates and total classroom and/or field exercise hours.
  - D. Location where the course will be offered.
  - E. Course contact person/coordinator and phone number where they can be contacted during working hours.
  - F. Any special considerations being planned for delivery of the course such as; pre-work, pre-testing, field exercises, etc.
  
- C. The PNWCG MOU Representative will forward petitions for any I-300, S-330, S-390, S-490 and M-410 courses to the PNWCG TWT members for review. A cover letter will be sent with each petition. The MOU Representative, in coordination with the Chairperson, will coordinate the following TWT actions:
  - D. Compile TWT member comments prior to the next scheduled PNWCG TWT meeting.
  - E. Request from the TWT Chairperson time on the TWT agenda to present member responses.
  - F. Lead a discussion on FCA petitions and gain consensus for a recommendation back to the FCA.
  - G. Write a letter to the FCA approving or disapproving the petition(s).
  
3. Course critiques or the evaluator's summary will be submitted to the Pacific Northwest Training Center to be placed in files.

**Courses That Do Not Require a Petition:**

- All 100-level Skill (S) courses.
- All 200-level S courses.
- Introduction to the Incident Command System I-100
- Basic Incident Command System I-200

**Courses That Require a Petition:**

- Intermediate Incident Command System I-300
- Task Force / Strike Team Leader S-330
- Introduction to Wildland Fire Behavior Calculations S-390
- Advanced Wildland Fire Behavior Calculations S-490
- Facilitative Instructor M-410