

AGENCY ADMINISTRATOR TRAINING AND CERTIFICATIONS TASK GROUP

CHARTER

I. BACKGROUND

The Line Officer Team first established the Agency Administrator certification program in 2007. This program was designed to;

“Build line officer experience and capacity to successfully manage incidents. To ensure line officers possess the knowledge, skills, and abilities needed to make prudent decisions for the safe and effective/efficient use of resources. To ensure line officer’s skills keep pace with the increasing complexity of fire incidents with which they deal”.

Since this time, tremendous turn over in Agency Administrators, with a wide variety of skills, minimal certifications have resulted in a lack of consistency between Regions. Also, there is a need to recognize and incorporate Agency efforts on Risk Management protocols.

II. PURPOSE

To asses and evaluate Agency Administrator certification and training programs and make recommendations to the Chief and Deputy Chief of State and Private Forestry. The Deputy Chief charters this team for a two-year duration, at which time it is expected this group will be done or the charter will be evaluated.

III. THE SCOPE OF THIS ASSIGNMENT WILL INCLUDE;

Certification

Evaluate and asses AA certification nationally. Elements of this will be:

1. Re-establish the definitions for the Working, Journey, and Advanced AA levels and their authority to manage incidents.
 2. Clarify requirements for various levels of certification.
 3. Clarify pathway for advancement.
 4. What is our capacity (e.g. how many AA’s are Advanced?)
 5. Is there a need for consistent application?
- Explore a “Coaching the Shadows” pilot program in each Region during the summer of 2013. Evaluate the results of this pilot and propose this and other experimental learning opportunities, for further AA certification and training for FY 14.
 - Review and evaluate “Field 420” and how AA’s are included as a model.
 - Devise a system for sharing /networking Advanced AA’s nationally.

Training

- Ensure National Fire Management Leadership (NFML) and the Local Fire Management Leadership (LFML) courses are responsive to the needs of AA's..
- Coordinate with the Regions to consolidate, standardize, and improve the current "Wildland Fire Agency Administrator Shadow Assignment Evaluation Form", Or other means of documenting training and experience with the objectives of increasing AA qualifications.

Other issues may arise when your team explores these issues. Please be flexible and empowered to address any barriers that may occur. Utilize Subject Matter Experts as needed to accomplish these tasks, or when necessary, assign subcommittees to assist.

V. TEAM MEMBERSHIP

Becki Heath, Team Lead – Forest Supervisor Okanogan-Wenatchee NF

Steve Gage - Type I Incident Commander, AD Operations, NIFC

Jon Regelbrugge – District Ranger, Inyo NF

Frank Guzman – Assistant Director Workforce Planning, NIFC

Susan Stewart – Regional Fire Director, Region 4

Ralph Rau – Deputy Forest Supervisor Clearwater-Nez Perce NF



James E. Hubbard

Deputy Chief of State and Private Forestry