EASTERN WASHINGTON INTERAGENCY TRAINING ZONE

Eastern Washington Interagency Training Zone
Operating Plan

MISSION:

To provide and promote National Wildfire Coordinating Group (NWCG) approved courses, to be offered, with a coordinated interagency approach to Incident Management training in Eastern Washington.

OBJECTIVES:

- ENSURE THAT SAFETY, APPROVED INTERAGENCY TRAINING AND COST EFFECTIVENESS REMAINS HIGH PRIORITIES.
- Identify and resolve issues and make recommendations with proactive solutions to problems related to the Interagency Wildland Fire and All Risk training programs.
- Deal with task group assignments for consideration by Eastern Washington Interagency Training Zone (EWITZ) in an effective and timely manner.
- Develop recommendations for consideration and/or concurrence by the Pacific Northwest Coordinating Group (PNWCG).

    * Present the idea with alternatives for solution.

- Provide the membership with new techniques, practices, and procedures, which facilitate more effective Interagency Wildland Fire Management/All Risk training in Eastern Washington.
- Serve as a focal point for Interagency All Risk and Wildland Fire Management training in Eastern Washington with the spotlight on these items:

    * Collection of needs analysis for Eastern Washington 100, 200, and some 300 (as approved by PNWCG) courses.
    * Providing interagency courses at the 100, 200, and some 300 levels. All requests for 300 and 400 level courses can be held with PNWTG approval, through the EWITZ process.
    * Providing Interagency Cadre and publishing the list of qualified individuals in EWITZ yearly publication.
    * Maintain a record of NWCG course announcements, agendas, and completion rosters.

- Provide course coordinators with proper credentials as stated in the Course Coordinator Guide, produced by NWCG and EWITZ.
- Coordinate MOUs with educational institutions for the delivery of NWCG training courses to optimize training opportunities for cooperative fire suppression.

EWITZ TEAM ROLES & RESPONSIBILITIES:

- Coordinate 100, 200, and some 300 level courses (reference Field Manager's Course Guide)
- Support area training needs by coordination of NWCG courses.
- Identify pertinent Eastern Washington issues and training concerns and make recommendations through Chairperson to the Pacific Northwest Coordinating Group.
- Evaluation and monitor 100, 200, and 300 level courses for quality control.
- Maintain a Eastern Washington Interagency Instructor/Cadre list.
- Publish annual EWITZ catalog/calendar via website.
- Verify/monitor instructor qualifications for 100, 200, 300 and some 400 level courses.
- Keep tuition costs to courses at minimal expense to Interagency Cooperators.
- Selection of Co-Chairpersons and Secretary will be on a rotational basis by agency. Chairpersons will be from separate agencies, i.e., state, federal, counties.
- EWITZ members will have equal opportunities for participation in regional and national training.

MEMBERSHIP:

The Eastern Washington Interagency Training Zone will be composed of a representative from each of the following agencies:

- Okanogan/Wenatchee National Forest
- Colville National Forest
- Bureau of Land Management
- Washington State Department of Natural Resources, Northeast Region
- Washington State Department of Natural Resources, Southeast Region
- Washington State Fisheries and Wildlife Service
- Bureau of Indian Affairs, Colville Agency
- Bureau of Indian Affairs, Yakama Agency
- Bureau of Indian Affairs, Spokane Agency
- Bureau of Indian Affairs, Kalispell Agency
- National Park Service
- Washington State Parks
- Region 6 Training Committee
- Region 7 Training Committee
- Region 8 Training Committee
- Region 9 Training Committee
- Eastern Washington Fire Defense Committee
- County DEM Training Officer
- Sheriff Department Training Officers
- Washington State Patrol Training Officers
- US Fish and Wildlife, Turnbull, Little Pend Orielle, Mid-Columbia

COMMITTEE POSITIONS:

Officer Selection Process

The EWITZ group will have as a governing body a Lead Chairperson, Assistant Co-Chairperson, and Secretary for one year terms. Officers will begin service October 1st annually. Selection is based on an agency rotation. Each office of the governing body will be held by a representative of the member agencies on a rotational basis. Representative service begins in the Secretary position and transitions to Assistant Co-Chair after one year of service. Assistant Co-Chair transitions to Lead Co-Chair also after one year service. Lead Co-Chair serves one year.

Officer Term Progression

ROTATION SCHEDULE

→ Washington State Department of Natural Resources
→ U.S. Forest Service
→ National Park Service
-Bureau of Land Management
-U.S. Fish and Wildlife
-Washington Fire Service
-Bureau of Indian Affairs

Duties of Co-Chairpersons

- Responsible for administrative action to ensure mission attainment.
- Assign task groups as needed with concurrence of EWITZ group.

  * The chairperson may delegate individual members specific duties or tasks, as needed for the good of the committee. This may include assigning a representative to monitor a specific college for quality of class schedule and content through the signed MOU.

- Establish meeting time, place, and agenda.
- Attend Pacific Northwest Interagency Training Group meetings as an Area Representative. Presents pertinent training issues or concerns and makes recommendations from EWITZ group.
- Records notes, edits and distributes to EWITZ members.
- Coordinates printing of yearly EWITZ catalog.
- Coordinates EWITZ Instructor/Cadre catalog via website.
- REPRESENT ALL AGENCIES IN EASTERN WASHINGTON IN THE INCIDENT MANAGEMENT TRAINING ARENA.
- Explore avenues to increase awareness of EWITZ with all agencies.

Duties of Secretary

- Ensure that minutes of meetings are taken, edited, filed, and distributed.
- Ensure products from task committees are reproduced and distributed to agencies.

EWITZ CALENDAR PROCEDURE:

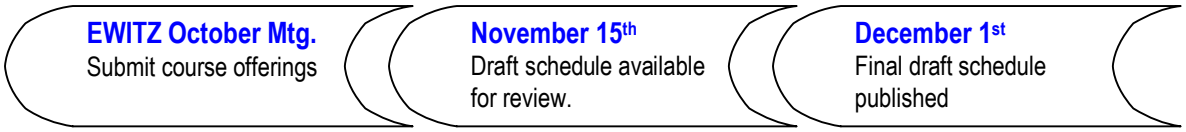
a) Lead Chairperson will distribute compiled local needs analysis prior to October EWITZ meeting, so that agency representatives can decide on possible sponsorship of courses.

b) By the October meeting, agency representatives will make a commitment to sponsor courses in the coming year. The number of courses that each agency sponsors should be proportional to the number of candidates that each agency identified in the needs analysis. Course offerings will be submitted in the preferred format below.

Date	Nomination Due Date	Course Title	Location	Coordinator/ Phone #	Tuition

Other formats will be accepted, as long as it contains the above elements.

c) Calendar will be compiled by EWITZ Co-Chairperson and a draft schedule will be available to review by November 15th.

d) EWITZ members can request edits and add-inns at this time. Edit requests are directed to the EWITZ Co-Chairperson.

e) Final version of EWITZ course catalog will by published by December 1st.