



4/2018

## **Pacific Northwest Wildfire Coordinating Group**

### **MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**Rural Metro Fire**  
**CONTRACT FIREFIGHTER TRAINER**

**AND**

**PACIFIC NORTHWEST WILDFIRE COORDINATING GROUP**

#### **I. PURPOSE**

The Pacific Northwest Wildfire Coordinating Group (PNWCG) has broad responsibility for coordination of firefighting resources within the Pacific Northwest Geographic Area. These responsibilities include providing NWCG wildland fire training to non-agency personnel. The PNWCG believes that to provide the highest level of safety and productivity, all resources utilized on fire suppression incidents within the Pacific Northwest must meet or exceed all training experience, and physical fitness standards identified in the NWCG Wildland and Prescribed Fire Qualification System Guide (PMS 310-1).

**WHEREAS, PNWCG** will only recognize non-agency, instructors, firefighters<sup>1</sup> and trainee certifications when formal agreements are in place with *Contract Firefighter Trainer*.

**WHEREAS, PNWCG** will only recognize NWCG courses that have covered all course objectives and included all of the prescribed course material and has been presented by an instructor who meets NWCG instructor qualifications as found in the Field Managers Course Guide (FMCG) PMS 910-1.

**THEREFORE, the PNWCG** will recognize and accept the training provided by *the Contract Firefighter Trainer* when all of the provisions of this agreement are met. This agreement will only authorize NWCG fire training courses up to the Strike Team Leader level, except as approved through the special petition process in this agreement.

#### **II. AUTHORITY**

This MEMORANDUM OF UNDERSTANDING, hereinafter referred to as MOU, is made and entered into by and between *the Contract Firefighter Trainer* hereinafter referred to as CFT, and the PACIFIC NORTHWEST WILDFIRE COORDINATING GROUP, hereinafter referred to as the PNWCG under provision of the charters and/or other authorities of each organization  
Additional authorities are contained in the following citations:

ORS 407.406(1)  
ORS 526.046

ORS 341.665	
ORS 342.445	
RCW 76.04.015	
16 USC 661-667e	F&WS Coordination Act
16 USC 742a-742j	The Fish and Wildlife Act
31 USC 6305	Intergovernmental Cooperation Act
31 USC 153	Economy Act
16 USC 1-LA	NPS Organic Act

### III. RESPONSIBILITIES

#### A. PNWCG agrees to:

1. Recognize NWCG instructor qualification requirements for wildland fire training courses that meet or exceed the FMCG and the Course Coordinator's Guide (PMS 907) for CFT instructors.
2. Identify to CFT the source for obtaining training materials and other supporting materials necessary to meet the provisions of this MOU.
3. Monitor a representative sample of the training provided by CFT to ensure quality and standard of training.
4. Recognize CFT Certificates issued to students for completion of courses presented under this MOU.
5. Recognize CFT instructors who have been certified in accordance with NWCG standards and this MOU.
6. Identify a process for CFT to petition for offering NWCG classes.

#### B. PNWCG will not:

1. Qualify or certify any CFT or its members' instructors.
2. Authorize CFT to use any federal or state shield, agency/group/working team name or insignia unless a license for such use is obtained in advance.
3. Authorize CFT to use NWCG Certificates of Course Completion for any training conducted. PNWCG shall request NWCG certificates that are issued without authorization, be reissued on appropriate forms.

#### C. *The Contract Firefighter Trainer* agrees to:

1. Provide PNWCG with the following documents through the MOU Application Process:
  - a. Procedures for instructor certification, monitoring instructional and course quality and how instructor performance will be enhanced.
  - b. Code of Ethics or other form of agreement between CFT and certified instructors.
2. Provide wildland firefighter training that meets or exceeds NWCG standards for course content and objectives. Course materials may be enhanced with appropriate related materials and/or information, and required course material shall not be substituted with non-standard materials or information.
  - a. Supply course/student training and evaluation materials.

- b. Maintain student records for a minimum of five years on individuals successfully completing courses presented under this MOU. As a minimum, these records shall contain the following: course title, hours of instruction, location and dates; instructor(s) name(s), level of instructor certification, and company/organization affiliation; and trainee name.

Provide PNWCG MOU representative notification of course dates, time schedule, location, and Lead Instructor for all NWCG courses presented. Such notification shall be provided at least seven (7) working days in advance of the course starting date. When courses must be scheduled to meet emergency training needs, this seven (7) day notification may be waived by the PNWCG MOU representative. Requests for waiver may be made by electronic notification. Waivers granted under such emergency requests will not be reduced below 48 hours. Electronic Notification is available on the Contract Operations Page found at: <http://www.fs.usda.gov/goto/r6/workingtogether/contracting/fact>

- c. Provide PNWCG or its representative's access to student records upon request.
  - d. Use only instructors who meet NWCG instructor standards identified in FMCG. Bilingual interpreters, when used, will either meet NWCG instructor standards or will be paired with a qualified instructor. "Paired with," means that a qualified instructor shall be present in the classroom or field exercise at all times during instruction when presented by a bilingual interpreter who is not instructor certified.
  - e. Issue Certificates of Course Completion to individuals successfully completing training. Certificates shall display course number and title, course completion date, hours of instruction (total classroom and field exercise), location, lead instructor name, the CFT logo. The certificate shall be signed by the Lead Instructor.
3. Verify instructor records to ensure that instructors meet or exceed NWCG Instructor qualifications listed in FMCG and certify that these standards are met.
    - a. Maintain qualification records on all Lead and Unit Instructors certified by CFT to instruct courses presented. These records must contain documentation necessary to verify the instructor meets the requirements in the FMCG for the courses and level of instructor qualifications (Lead Instructor and/or Unit Instructor).
    - b. Annually, by January 15, provide PNWCG a current list of instructors that shows their level of qualification (Lead Instructor and/or Unit Instructor) for each of the courses for which they are qualified and that are covered by this MOU. The list shall give their full name, company affiliation if any. As instructors are added or certifications change, a new list shall be provided to the MOU Representative.
    - c. Provide PNWCG or its representative access to instructor records upon request.
  4. Assure that a minimum of one qualified Lead Instructor is present to ensure the delivery of each course presented by the CFT. The Lead Instructor and/or Course Coordinator may also perform the following responsibilities: screen students to ensure they meet all prerequisites (training and experience) to attend training course; evaluate and recommend certification of unit instructors; hold cadre meetings as necessary; assure unit, final exams are administered properly as identified in each course Instructor's Guide; provide course evaluations; and student roster to the instructor at the end of each course presentation.
  5. Monitor the quality of the training provided and records maintained by their certified instructors to verify that the training and records are in compliance with the established standards.
  6. Provide course evaluations and student rosters to the PNWCG MOU representative, upon request.

D. PNWCG and CFT mutually agree that;

1. Both Parties will meet prior to January 1, to have an annual program review of this MOU and previous calendar year's activities. Revisions to this MOU may be identified during that meeting.
2. Revisions to this MOU will be made by the issuance of a written amendment signed and dated by both parties.
3. Either party may terminate this agreement by providing a 60-day written notice.

Failure by CFT, its membership, or its recognized instructors to meet the requirements of this MOU may result in PNWCG taking the following actions: requiring remedial action by CFT to eliminate reoccurrence of the deficiency, suspending this MOU until the deficiency/deficiencies are corrected, not recognizing affected certificates of completion of training and/or incident qualification cards issued by CFT, suspension of the MOU for non-compliance, or cancellation of the MOU.

- a. PNWCG will give written notice to CFT when a failure to comply with the provisions of this MOU is discovered and verified through an appropriate investigation of the facts.
- b. The written notification will provide the detailed findings of non-compliance, recommended corrective action necessary and a time frame for CFT to correct the deficiency.

**IV. DESIGNATED REPRESENTATIVES**

- A. The PNWCG representative to contact for questions or issues arising out of this MOU is:

Katie Mergel  
Fire contract Operations Specialist  
[kmergel@fs.fed.us](mailto:kmergel@fs.fed.us)  
Desk: 541-504-7339  
Cell: 541-589-2175  
<https://sites.google.com/site/factcontractoperations/>

- B. The *Contract Firefighter Trainer* representative to contact for questions or issues arising out of this MOU is:

Name: Ryan Bradbeer  
Phone: O: 541-474-1218 C: 541-660-2481  
E-mail: [ryan.bradbeer@ruralmetrofire.com](mailto:ryan.bradbeer@ruralmetrofire.com)  
Address: 807 NE 6<sup>th</sup> St. Grants Pass Or, 97526

**V. EFFECTIVE DATE**

In WITNESS WHEREOF, the parties hereto have executed this MOU as of the date last below written.  
This MOU will expire on December 31, 2024.

Representing: Contract Firefighter Trainer

Ryan Bradbeer  
(Name: Please Print)

5-7-2018  
(Date)

Ryan Bradbeer  
(Signature)

Pacific Northwest Wildfire Coordination Group, Chairperson

Charles W Turkey  
(Name: Please Print)

5/16/18  
(Date)

Charles W Turkey  
(Signature)