

Updated February 6, 2024

**Monitoring Checklist
RT-130 Firefighter Refresher**

To ensure that sufficient wildland fire training opportunities are available for private sector contractors who participate in the Pacific Northwest crew and engine/tender contracts, and that this training meets or exceeds National Wildfire Coordination Group (NWCG) standards, the Pacific Northwest Wildfire Coordination Group (PNWCG) has entered into memorandums of understanding (MOUs) with representatives of two groups of training providers. The groups are firefighting contractor associations (FCA) and public training providers (PTP).

The United States Forest Service (USFS) MOU Representative and staff administer the FCA MOUs for PNWCG and monitor FCA courses and instructors.

The Interagency Zone Training Committee (IZTC) representatives perform PTP MOUs administration for PNWCG and monitor PTP courses and instructors in their respective geographic zones of responsibility. The IZTC may also be asked to have representatives monitor FCA courses by the MOU-Rep when needed.

This checklist outlines the key facilities, course concepts and teaching elements that course monitors should be observing and documenting.

Course monitors will introduce themselves to the lead instructor and explain that they are evaluating the course per the Memorandum of Understanding (MOU). Course monitoring checklists (see APPENDIX A) for each NWCG course being monitored will be provided to the IZTC member agency representative monitors in advance of assignments. The checklists will serve as both a form for evaluating the course instruction and a report to be sent to the IZTC. Course checklists may be completed through course monitoring and by examination of the written agenda, lesson plan, test(s), student evaluations or other documents presented by the instructor. Upon completion of the course monitoring/evaluation, monitor will scan and email the completed monitoring documentation to the R-6 Fire Contract Operations inbox SM.FS.fact@usda.gov (within 2-3 working days of monitoring course delivery). The R-6 Fire Contract Operations Specialist will then forward monitoring documentation to the (FCA) or (PTP) the training provider is affiliated with; within ten (10) working days of training delivery.

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NOTE: Serious deficiencies include omitting required course modules, substitution of training material that results in dropping portions of required course material, course instruction time varying greatly from recommendations listed in the NWCG Standards for Course Delivery, (PMS 901-1), required oral and written testing not done or done with open book, or other deficiencies that limit the ability of students to learn the course objectives.

Annual Refresher Private Sector Training Monitoring Checklist

General: The purpose for monitoring these courses is to assess the quality of the training being provided. This checklist outlines the key elements which an individual assigned to monitor Annual Fire Refresher Training delivery will be observing and assessing.

A system of icons developed to help you identify the Fire Refresher required training topics needed for Incident Qualifications Card certification; may be found at:

<https://www.nwcg.gov/publications/training-courses/rt-130/wfstar-catalog>

Standard, recommended training materials for the Fire Refresher are the New Generation Fire Shelter, PMS 411 (2003) pamphlets and NFES 2712 DVD NEW Generation Fire Shelter. They can be utilized as audiovisual learning aids. The Fire Shelter for shelter deployments exercises will be the NFES 002678 Training Fire Shelter, M-2002 (complete w/case).

- [Disinfecting Practice Shelters](#)
- [2021 Fire Shelter Training Update and Reminders \(pdf\)](#)

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Monitoring Checklist
RT-130 Annual Fire Refresher - Private Sector Training
FCA / PTP Course Monitor

Name of Monitor _____ Phone: _____

Address _____ Unit/Agency _____

Course Location _____ Date: _____

Lead Instructor _____ Phone: _____

Address _____ Certifying Association _____

Unit Instructor _____ Phone: _____

Address _____ Certifying Association _____

Unit Instructor _____ Phone: _____

Address _____ Certifying Association _____

Interpreter _____ Phone: _____

Address _____ Certifying Association _____

Course Documentation: The following are course documents you should check and/or collect.

1. Do they have a complete course agenda/schedule that spells out the times each unit in the course will be presented? Ask to see a copy of the agenda, with topics.
2. When the session is complete, please forward a copy of the completed annual refresher monitoring checklist to R-6 Fire Contract Operations at: SM.FS.fact@usda.gov .
3. **Annual Refresher Training Core Requirements:** It is suggested that a New Generation Fire Shelter PMS 411 (2003) pamphlet and the NFES 2712, video be utilized for the fire shelter portion, but it is not required.
4. The instructor should maintain an attendance sheet of some type for the RT-130 course. Ask the instructor if you can see the process, they use to keep attendance.

Briefly describe the process they use:

5. Per the PNW Training MOU's the training provider is required to issue a Certificate of Course Completion to each student successfully completing the course. Ask the lead instructor if they will issue certificates the day of the course, or if they provide the certificates in a different way.

Briefly describe how the students will receive their certificates:

Key Course Elements to Observe:

1. Were the Unit Objectives shared with the class? _____

2. Were the Unit Objectives covered in the presentation? _____

3. Were practice deployments for all students accomplished utilizing NFES 002678 Practice Fire Shelters M-2002? _____

1. Were the New Generation Fire Shelter, PMS 411 (2003) pamphlets and New Generation Fire Shelter video used, or did the instructor utilize alternate means of presenting the information? Both the DVD and pamphlet explain how the M-2002 fire shelter works, how to deploy it, how to select a deployment site, what the entrapment experience might be like, how to train to use the new shelter, and how to inspect and care for the new shelters. Pamphlets are posted on the NWCG website.
