

Updated February 10, 2022

**Monitoring Checklist
S-131 Firefighter Type 1**

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.

Monitoring Checklist
S-131 Firefighter Type 1

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 _____

Language Requirements		
	Y	N
Non-English Speaking Students Present?		
Instructor able to Converse Fluently in Language of Non-English Speaking Students?		
If Instructor was Non-Fluent in Specific Language, was a Fluent Translator Present?		
Translators Name:		
Comments/Suggestions:		

Student Materials		
<i>Were any of the materials below handed out?</i>	Y	N
Incident Response Pocket Guide (IRPG), PMS 461		
Leading in the Wildland Fire Service, PMS 494-2		
NWCG Standards for Wildland Fire Position Qualification, PMS 310-1, Position Descriptions for FFT1 and ICT5		
Example of kit for FFT1 and ICT5.		
Comments/Suggestions:		

Audiovisuals		
<i>Were any audiovisual aids used to instruct including:</i>	Y	N
NWCG Fire Environment Poster, PMS 439		
Computer, projector, and screen.		
White board with markers and eraser.		
Easel with extra flip chart pads and markers.		
Fire Weather Cloud Chart, PMS 438		
NWCG Glossary of Wildland Fire, PMS 205		
S131 CD ROM Course Materials		
Language Specific A/V Aids Provided for Non-English Speaking Students?		
Comments/Suggestions:		

Teaching Facility		
<i>Did the Teaching Facility Provide for Adequate?</i>	Y	N
Space?		
Lighting?		
Seating?		
Ventilation?		
Comments/Suggestions:		

Course Administration		
	Y	N
Was Daily Attendance Documented with the use of Sign in Sheets?		
Was a Course Agenda Provided?		
Was A Final Test Administered?		
Were Field Exercises Included?		
Hands on Student Participation Observed?		
Comments/Suggestions:		

S-131 Course Objectives

Unit 0 – Course Introduction		
(30 Min) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following?</i>	Y	N
Introduce instructors and students.		
Discuss administrative concerns.		
Explain the purpose of the course.		
Review the course objectives.		
Discuss course expectations.		
Explain course evaluation methods.		
Comments/Suggestions:		

Unit 1: Position Responsibilities and Operational Leadership		
(1 Hour) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Identify position responsibilities of Firefighter Type 1 (FFT1) and Incident Commander Type 5(ICT5).		
Demonstrate the ability to apply operational leadership principles.		
Demonstrate the ability to locate and apply standard wildland fire operating procedures found in the Incident Response Pocket Guide (IRPG), PMS 461, and other identified fireline references.		
Comments/Suggestions:		

Unit 2 - Communication		
(1 Hour) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Identify the communication and documentation responsibilities of a Firefighter Type 1 (FFT1) and Incident Commander Type 5 (ICT5).		
Demonstrate the ability to give and receive a briefing following the Briefing Checklist found in the Incident Response Pocket Guide (IRPG), PMS 461.		
Comments/Suggestions:		

Unit 3 – Lookouts, Communications, Escape Routes, and Safety Zones (LCES)		
(2.5 Hours) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Demonstrate the ability to apply the principles of Lookouts, Communications, Escape Routes, and Safety Zones (LCES).		
Comments/Suggestions:		

Unit 4 – Look Up, Down and Around		
(2.5 Hours) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Identify Look Up, Down and Around Indicators.		
Comments/Suggestions:		

Unit 5 – Decision-Making		
(4 Hours) Start Time: _____ End Time: _____		
<i>Did the instructor cover the following objectives?</i>	Y	N
Demonstrate the ability to apply the Risk Management Process in a changing environment.		
Demonstrate the ability to assess resource capabilities.		
Demonstrate the ability to develop tactical and logistical plans.		
Demonstrate the ability to locate and apply standard wildland fire operating procedures found in the Incident Response Pocket Guide (IRPG) and other identified fireline references.		
Comments/Suggestions:		

