

Updated February 8, 2022

Monitoring Checklist
S-231 Engine Boss (Single Resource)
(Blended)

To ensure sufficient wildland fire training opportunities are available for private sector contractors who participate in the Pacific Northwest crew and engine/tender contracts, and that training delivery 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.

Redmond Air Center
Contract Operations Specialist
Aaron Olmos
SM.FS.fact@usda.gov
1740 SE Ochoco Way
Redmond, OR 97756
(541) 610-3674

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.

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** _____

S-231(Blended) Course Administration

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?		
Translator's Name:		
Comments/Suggestions:		

Student Materials		
<i>Were the following materials utilized?</i>	Y	N
January 2012 NWCG S-231(blended) course materials		
NFES 2972 S-231 Student Workbook		
NFES 1077 Incident Response Pocket Guide		
PMS 311-13 Single Resource Boss Position Task Book (students are instructed to bring to class in selection correspondence)		
Language Specific Course Materials Provided for Non-English Speaking Students?		
NFES 2971 S-231 Instructor Guide		
NFES 2943 Wildland Fire Incident Management Field Guide (1 copy per student) (students are instructed to bring to class in selection correspondence)		
Comments/Suggestions:		

Audiovisuals		
<i>Were audiovisual aids used to instruct including:</i>	Y	N
NFES 2973 S-231 CD-ROM Course Materials (contains instructor guide, student workbook, S-231 Electronic Presentation (PowerPoint) Files		
Computer with LCD projector and presentation software		
A projector screen large enough to be viewed by the entire class.		
Flip charts with paper		

White boards		
Markers, both dry erase and permanent, in a variety of colors		
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 Attendance Documented with the use of Sign in Sheet?		
Was a Course Agenda Provided?		
Was A Final Test Administered?		
Were tactical decision game exercises included?		
Hands on Student Participation Observed?		
Comments/Suggestions:		

S-231(blended) Course Objectives

Unit 0 – Course Introduction		
(1/2 Hour) Start Time: _____ End Time: _____		
<i>Did the instructor address the following objectives?</i>	Y	N
Introduce the course coordinator, instructors, and students.		
Discuss Course logistics.		
Present course overview.		
Discuss course expectations.		
Comments/Suggestions:		

Unit 1 – Engine Boss Fundamentals		
(1 ½ Hours) Start Time: _____ End Time: _____		
<i>Did the instructor address the following objectives?</i>	Y	N
Recall content provided in Modules 1-6 of the online course.		
Apply knowledge and skills to scenario-based questions.		
Instructor will lead the review of Single Resource (ENGB), to refresh the students’ memories of the content they learned previously covered in the online portion of the course.		
Strategy:		
This unit is designed to serve as a review of the content from the online portion of the course. The review is in a game show style format and is called “Fire-Away. In the game there are four categories of questions: situation awareness and fire size up, engine/crew capabilities, tactics, and wildland urban interface (WUI). The game will require students to apply their knowledge in a variety of scenarios.		
Comments/Suggestions:		

