

**Updated February 8, 2022**

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

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 MOU 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](mailto: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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Contract Operations Specialist  
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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.

**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 Course Administration**

<b>Language Requirements</b>		
	<b>Y</b>	<b>N</b>
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:		
<b>Comments/Suggestions:</b>		

<b>Student Materials</b>		
	<b>Y</b>	<b>N</b>
<b><i>Were the following materials utilized?</i></b>		
November 2004 NWCG S-231 course materials		
NFES 1401 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 1400 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)		
<b>Comments/Suggestions:</b>		

<b>Audiovisuals</b>		
<b><i>Were audiovisual aids used to instruct including:</i></b>	<b>Y</b>	<b>N</b>
NFES 1402 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		
<b>Comments/Suggestions:</b>		

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

<b>Course Administration</b>	<b>Y</b>	<b>N</b>
Was Daily Attendance Documented with the use of Sign in Sheets?		
Was a Course Agenda Provided?		
Was A Final Test Administered?		
Were tactical decision game exercises included?		
Hands on Student Participation Observed?		
<b>Comments/Suggestions:</b>		

**S-231 Course Objectives**

<b>Unit 0 – Course Introduction</b>		
<b>(1 Hour) Start Time: _____ End Time: _____</b>		
<b><i>Did the instructor address the following objectives?</i></b>	<b>Y</b>	<b>N</b>
Introduce the course to the students.		
Introduce the instructors and the course coordinator.		
Introduce the students.		
Identify and explain administrative concerns.		
Explain course process and expectations.		
<b>Comments/Suggestions:</b>		

<b>Unit 1 – Engine and Crew Capabilities and Limitations</b>		
<b>(1 Hour) Start Time:</b> _____ <b>End Time:</b> _____		
<b><i>Did the instructor address the following objectives?</i></b>	<b>Y</b>	<b>N</b>
Identify engine capabilities and limitations that the Engine Boss must consider when deciding to attempt an assignment.		
Describe assignments that require specialized training of engine crew members.		
Describe the observations the Engine Boss must make of crewmembers to ensure safety is not compromised.		
Describe the criteria used to maintain the engine inventory		
Did the instructor review the unit objectives?		
<b>Comments/Suggestions:</b>		

<b>Unit 2 – Information Sources</b>		
<b>(1 Hour) Start Time:</b> _____ <b>End Time:</b> _____		
<b><i>Did the instructor address the following objectives?</i></b>	<b>Y</b>	<b>N</b>
Identify sources of information needed to complete tactical assignment?		
Describe the coordination required to accomplish tactical assignment?		
Did the instructor administer the unit 2 exercise?		
<b>Comments/Suggestions:</b>		

<b>Unit 3 – Fire Size up Considerations</b>		
<b>(1.5 Hours) Start Time:</b> _____ <b>End Time:</b> _____		
<b><i>Did the instructor address the following objectives?</i></b>	<b>Y</b>	<b>N</b>
Describe the size up elements in a fire situation		
Identify the four fuel groups and describe expected fire behavior in each.		

Determine the tactics to be used after size up occurs.		
Did the instructor administer the unit exercises (3)?		
<b>Comments/Suggestions:</b>		

<b>Unit 4 – Tactics</b>		
<b>(2 Hours) Start Time:</b> _____ <b>End Time:</b> _____		
<b><i>Did the instructor address the following objectives?</i></b>	<b>Y</b>	<b>N</b>
Describe the advantages and disadvantages of direct, parallel, and indirect attack in a fire situation.		
Develop alternative plans based upon equipment failures and/or personnel problems.		
Determine appropriate tactics to be used based upon changes in fire behavior, fire weather, and terrain.		
Did the instructor review and discuss the unit objectives?		
<b>Comments/Suggestions:</b>		

<b>Unit 5 – Wildland/Urban Interface</b>		
<b>(2 Hours) Start Time:</b> _____ <b>End Time:</b> _____		
<b><i>Did the instructor address the following objectives?</i></b>	<b>Y</b>	<b>N</b>
Identify wildland/urban interface characteristics that must be monitored.		
Describe safety hazards commonly encountered in wildland/urban interface fires.		
Did the cadre revisit student expectation lists (Unit 0); and address how these were accomplished or how they may be accomplished in the future?		

<b>Comments/Suggestions:</b>

<b>Unit 6 – Final Examination</b>
<b>(1 Hour) Start Time:</b> _____ <b>End Time:</b> _____
<b>Comments/Suggestions:</b>



<b>Total Hours of Instruction = (Minimum =12 Hours)</b>		
<b>Monitor's Observations and/or Recommendations</b>		
<b>Signature of Monitor</b>	<b>Printed Name &amp; Title</b>	<b>Date</b>