



10/2019

Pacific Northwest Wildfire Coordinating Group

MEMORANDUM OF UNDERSTANDING BETWEEN

Central Oregon Community College
PUBLIC TRAINING PROVIDER

AND

THE PACIFIC NORTHWEST WILDFIRE COORDINATION GROUP

I. PURPOSE

The Pacific Northwest Wildfire Coordinating Group (PNWCG), through its Training Committee (TC), Memorandum of Understanding (MOU) Representative (MOU Rep) and Interagency Zone Training Committees (IZTC), desires to ensure that wildfire training conducted in Washington and Oregon meets or exceeds the standards developed by the National Wildfire Coordinating Group (NWCG).

PNWCG desires to utilize Public Training Providers (PTP) as a resource to provide wildfire training to both member agencies, private contractors and the public.

PTPs desire to offer training for wildland fire qualifications.

NWCG encourages member agencies, at the local level, to assist educational institutions in an advisory and support capacity, establishing or guiding wildland fire training programs consistent with applicable laws, regulations and policies to include both classroom, blended, and field performance-based training.

The PNWCG and the PTP propose to form a partnership to accomplish delivery of the NWCG fire training courses up to the Strike Team Leader level.

II. AUTHORITY

This Memorandum Of Understanding, hereinafter referred to as MOU, is made and entered into by and between *Central Oregon Community College*, hereinafter referred to as the PTP, 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.

III. RESPONSIBILITIES

A. The PNWCG agrees to:

1. Provide NWCG instructor qualification requirements for wildland fire training courses that meet the NWCG Standards for Course Delivery (PMS 901-1) and the Course Coordinator's Guide (PMS 907)
2. Identify to the PTP the source to obtain training materials and other supporting materials necessary to meet the provisions of this MOU.

Expires January 15, 2025

3. Monitor a representative sample of the training provided by the PTP to ensure the quality and standard of training (see Appendix A – Monitoring PTP Courses and Instructor Records).
4. Verify that the PTP instructor qualification records meet current PMS 901-1 and NIMS Wildland Fire Qualification System Guide (PMS 310-1) requirements.
5. Recognize PTP Certificates of Course Completion issued to students successfully completing courses.
6. Recognize PTP instructors who are currently certified in accordance with NWCG standards.
7. Identify a process for the PTP to petition for offering other NWCG classes which are not a part of this MOU (see Appendix B).

B. The PTP agrees to:

1. Provide a written notification to IZTC of courses offered annually. The notification includes the course dates, time schedule, location, and instructor (s) name(s) and qualifications record(s).
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. Required course material shall not be substituted with non-standard material or information.
 - a. Supply course/student training and NWCG Course Evaluation.
 - b. Maintain student records for a minimum of five years. 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 affiliation; and trainee name and ID number.
 - c. Provide PNWCG's designated MOU representative access to student records upon request to the extent permitted by law. PNWCG further agrees not to disclose any such student records to another person or entity.
 - d. Use only instructors who meet NWCG instructor standards identified in PMS 901-1. 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 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), PTP name, and lead instructor name and signature. The certificate may include the PTP logo, but shall not include the NWCG logo unless the lead instructor for the course is an authorized representative of an NWCG member agency.
3. Assure that a minimum of one qualified Lead Instructor is present to ensure the delivery of each course presented by the PTP. The Lead Instructor and/or Course Coordinator may also perform the following responsibilities: evaluate and recommend certification of unit instructors; hold cadre meeting as necessary; assure unit quizzes and final exams are administered properly as identified in each course Instructor's Guide; provide course evaluations and student rosters to the IZTC representative at the end of each course presentation.
4. 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 (see Appendix A - Monitoring PTP Courses and Instructor Records).

Expires January 15,2025

5. Submit non-covered course petitions to the IZTC Chairperson for consideration and approval (See Appendix B).

C. PNWCG and the PTP mutually agree that;

1. The PTP will meet annually with the IZTC Chairperson to establish a course schedule and review previous year's activities.
2. Revisions to this MOU will be made by the issuance of a written modification signed and dated by both parties.
3. Either party may terminate this agreement by providing a 60-day written notice.
4. Failure by the PTP or its instructors to meet the requirements of this MOU may result in PNWCG taking the following actions: requiring remedial action by the PTP to eliminate reoccurrence of the deficiency, suspending this MOU until the deficiency/deficiencies are corrected, not recognizing affected certificates of completion of training issued by the PTP, suspension of the MOU for non-compliance or cancellation of the MOU.

IV. DESIGNATED REPRESENTATIVES

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

OR

Katie Mergel
MOU Representative
U.S. Forest Service
1740 SE Ochoco Way
Redmond, OR 97756
Phone: (541) 504-7339
Katie.mergel@usda.gov

- B. The (Name of PTP) representative to contact for questions or issues arising out of this MOU is:

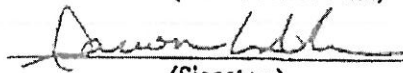
Name: Paula Simone
Title: Wildland Fire Program Director
PTP Name: Central Oregon Community College
PTP Address: 2600 NW College Way, Bend, OR 97703
Work Phone Number: 541-383-7404
Email: psimone@cocc.edu
Website if applicable: <https://www.cocc.edu/programs/wildland-fire/default.aspx>

Expires January 15, 2025

V. EFFECTIVE DATE

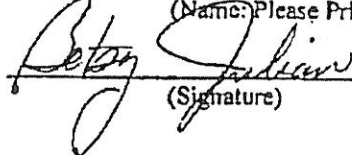
In WITNESS WHEREOF, the parties hereto have executed this MOU as of the date last below written. This MOU will expire on January 15, 2025.

Representing PNWCG:

DARRON WILLIAMS
(Name: Please Print)

(Signature)

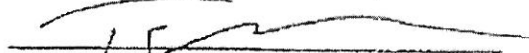
11.6.2019
Date

Representing Central Oregon Community College:

BETSY JULIAN
(Name: Please Print)

(Signature)

10/28/19
Date

Representing Central Oregon Community College:

TYLER HAYES
(Name: Please Print)

(Signature)

10-28-19
Date