

Center Manager Planning Tool

Planning Tool:

This tool has been developed as a means to identify developmental criteria which will help to meet Common and Position Competencies identified, and further outlined through the Competency Descriptors, for each position in the *IFPM Qualifications Standards and Guide*.

Introduction:

The purpose of this planning tool is to provide the current employee or an aspiring employee with suggested developmental activities to achieve the required competencies for this position. Individual agency requirements, employee's background and personal initiative may dictate alternate developmental activities to achieve these competencies. The suggested developmental activities can be used (a) by the employee and supervisor to customize an Individual Development Plan towards meeting position competency as described in the *IFPM Qualifications Standards and Guide*; and/or (b) to identify the employee's future training and development towards this position as a short or long term goal.

For complete competency details, refer to the Competency Descriptors for each key position in the *IFPM Qualifications Standards and Guide*.

Element	Element Descriptions	Development Elements
Fire Program Management Support	<ul style="list-style-type: none"> ▪ Develop and implement goals and objectives in support of Fire Program management. ▪ Supervise and develop employees. ▪ Communicate orally and in writing, using appropriate technology. 	<ul style="list-style-type: none"> • OJT in program management under guidance and mentoring of Fire Program Manager. • OJT in developing PWP, expenditure/cost tracking, and working knowledge of FPA. • Mentored/OJT in planning and coordinating an initial attack dispatch center during daily operations and emergency situations with other federal, state, tribal, county and local cooperators. • Experience in supervision of following established agency and interagency procedures for records creation, maintenance, and disposal. • OJT developing dispatch operating guides for expanded dispatch, technical and administrative support within the incident support organization.

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		<ul style="list-style-type: none"> • OJT cost effectively overseeing the dispatch center • Required Training: <ul style="list-style-type: none"> ○ S-491 NFDRS ○ 40-Hr Supervisory Training ○ Basic dispatcher computer skills training ○ Training to provide intermediate computer skills and working knowledge of various fire management computer programs • Suggested Training for future development: <ul style="list-style-type: none"> ○ D-510 Supervisory Dispatch ○ M-581 Fire Program Management ○ M-580 Ecosystem Management ○ M-410 Facilitative Instructor I ○ Supervisory curriculum offered by OPM (1st 40 hr, 2nd 40 hr, and 3rd 40 hr). ○ Technical Fire Management or Continuing Education Ecosystem Management curriculum. –or– ○ Natural Resource Degree (Bachelors of Science)
Mobilization	<ul style="list-style-type: none"> ▪ Provide local, geographic and national mobilization and demobilization support 	<ul style="list-style-type: none"> • Required ESD Support Dispatcher ICS qualification according to agency standards currency not required. • Participation on interagency committees/MAC groups. • Working knowledge of local, geographic area, and national interagency mobilization guides. • Working knowledge of unit Fire Management Plan • OJT in developing or implementing Cooperative Fire Protection Agreements and AOP's (State-wide or local) with other federal agencies, state, and county

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		<p>(including VFD, RFD, and Municipal FD).</p> <ul style="list-style-type: none"> • Experience in supporting prescribed fire burn plans (RXBP), and working knowledge of agency specific manual or handbook direction. • Knowledge of unit Prevention program. • Knowledge of the fuels program management. • Knowledge of agency specific Smoke Implementation Plan (SIP) • Suggested Training: <ul style="list-style-type: none"> ○ Fire computer applications training ○ Aviation safety, operations, and management training ○ D-510 Supervisory Dispatcher ○ D-310 Support Dispatcher ○ D-311 Initial Attack Dispatcher ○ D-110 Dispatch Recorder ○ I-401 Multi-Agency Coordinating (MAC) Group
Operations	<ul style="list-style-type: none"> • Provide preparedness dispatch support services. • Provide suppression, fuels, and prescribed fire support services. • Provide suppression, fuels, and prescribed fire support services. 	<ul style="list-style-type: none"> • Job experience in preparedness planning as an assistant center manager. • Ability to present dispatch training, and develop or modify existing training packages. • Ensure tracking availability of resources • Prepares employee IDPs for subordinates to further their qualifications and experience. • Knowledge of WIMS, FireFamily Plus, and NFDRS. • Job experience in developing out year budgets, project work plans, tracking expenditures and cost. • Knowledge of unit specific standards and guidelines for fire suppression / management direction. • Working knowledge of agency specific manual and

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		<p>handbooks relating to fire suppression and preparedness.</p> <ul style="list-style-type: none"> • Job experience in managing the fire reports and agency specific reporting processes. • Develop ICS qualifications to manage varying complexity of incidents. • Gain IMT experience as Unit Leader/RESL/DMOB • Job experience in use of Emergency Equipment Rental Agreements and knowledge of inspection process. • Suggested training: <ul style="list-style-type: none"> ○ L-380 Fireline Leadership ○ L-381 Incident Management ○ S-491 National Fire Danger Rating System ○ I-100 Introduction I-400 Advanced ICS ○
Safety and Welfare	<ul style="list-style-type: none"> • Support wildland and prescribed fire operations in accordance with safety-related laws, policies and guidelines, including: <ol style="list-style-type: none"> 1. Occupational Safety and Health Act 2. Applicable state safety regulations 3. Department and agency policies and guidelines 4. NWCG guidelines • Conduct safety related education programs focusing on: <ol style="list-style-type: none"> 1. Training 2. Certification • Assist with the preparation of hazard, risk, 	<ul style="list-style-type: none"> • Evaluate initial attack and extended attack process for safe and efficient initial attack and extended attack on the unit. • Monitor all initial attack fires that transition into extended attack. • Working knowledge of agency specific health and safety code handbook. • Ensure all fire personnel are trained, certified, and prepared for wildland fire operations or prescribed fire implementation. • Develop office Safety Plan and inspect office and facilities for hazards and unsafe working conditions. • Ensure maintenance is conducted for all equipment and facilities. • Experience in assessing hazards and risks for all projects, and ensuring risk mitigation in place prior to

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	<p>and trend analyses for wildland fire environment hazards including, but not limited to:</p> <ol style="list-style-type: none"> 1. Fuels 2. Weather 3. Topography <ul style="list-style-type: none"> • Identify hazards and risks with appropriate mitigation actions. 	<p>engagement or implementation (Aviation Risk Assessment...).</p> <ul style="list-style-type: none"> • Participation on unit Redcard Review Committee. • Conduct pre-season critical preparedness training, including expanded support, COOP, medivac/accident notification procedures, etc. • Involvement with pre-season EERA contracts and inspections. • OJT Pre-season preparedness planning, including preparedness inspections. • Coordinate support local, regional, or national safety officers on accident reviews and prevention. • Ensure all JHA's are updated each season, and reviewed by personnel. Ensure tailgate safety sessions or 6-minutes for Safety sessions are being conducted. • OJT ensuring the health and safety of employees and managing work/rest