

MB

TASK FORCE MEETING # 83-9  
Ventura County  
April 27-28, 1983

Attendance:

- A. Moncrief, LAC, Chairman
- C. Anderson, OES
- C. Creasey, LFD
- K. Hammond, VNC
- M. Barrows, USFS
- D. Castleman, CDF

Guests: J. Monesmith, USFS (27th only)

Absent: H. McElwee, SBC (27th)      Attending: (28th)

Meeting commenced at exactly 1000 hours due to absence of 0900 starting time being identified in the past minutes.

1. Minutes approved for meeting #83-8 as distributed.
2. New Business:
3. Set Agenda Priorities:
  - A. Report on Ops Team Meeting - Moncrief
  - B. Review Staging Area Manager I-236 - Task Force
  - C. Review Receiving and Distribution Mgr. I-253 - Task Force
  - D. Review Ordering Manager I-252 - Task Force
  - E. Prepare Performance Evaluation Form - Barrows
  - F. Prepare Job List for ADP Specialist Group - Task Force
  - G. Prepare Property Recording Form ICS 222 - Barrows
  - H. Report on Review and complete Action Items generated by 1982 "Top Hat" Exercise - Task Force
  - I. Develop and write OCC/MACS Restat Procedures - Task Force
  - J. Prepare Job List for Weather Specialist Group - Task Force

A. Chairman reported on Ops Team meeting held April 11 and 12, 1983. Some confusion generated regarding identification of Information Officers Status/Title. Ops Team will send their comments/suggestions to R. Land. Task Force needs to follow-up on this item.

Resource Order Form MACS 420 was reviewed and it was accepted by the Ops Team. Task Force determined that insertion of date be made on form to further identify the form. M. Barrows will coordinate with SSM, M. Scherr to move this form out to the member agencies.

Next Ops Team Meeting scheduled for June 1 and 2, 1983 at LFD Station #49.

- B. C. & D. Monesmith discussed and reviewed for the Task Force the objectives and course instruction format which was supposed to have been utilized in the assembly of the program texts developed by Ione but apparently was not adopted. General discussion by Task Force as to what criteria is to be used in development and what actions Task Force need to take regarding review of Program Texts for finalization.

It was determined that a letter be drafted by the Task Force addressing the problems identified in the review of the Staging Area Manager I-236, Receiving and Distribution Manager I-253, and Ordering Manager I-252. Program texts to be sent to the Program Office. Copy of letter attached.....

- E. Discussion by Task Force regarding Performance Evaluation Form. Review of letter dated February 10, 1983 by Kenton P. Clark of the USFS addressing this item was reviewed. M. Barrows presented a draft of a proposed format. Task Force chairman to write letter to Ops Team requesting direction on this item.
- F. Discussion of need for ADP Specialist Group and a review made of items requiring attention of such a group was made by Task Force. This subject is a carry-over from previous meeting discussion. Chairman will prepare cover letter and statement regarding the need to establish such a group and will bring back to the Task Force at our next meeting.
- G. M. Barrows presented proposed Property Recording Form - ICS 222. Task Force reviewed and approved format. Barrows will finalize and bring back to Task Force meeting 5-23-83 for final adoption.
- H. Report and review of Action Items generated by 1982 "Top Hat" Exercise was discussed. Determined that this item needs to be reviewed with SSM and will attempt to complete this task at the Task Force meeting on 5-13-83.
- I. Development of OCC/MACS Restat Procedures to be reviewed at Task Force meeting 5-13-83 with SSM, M. Scherr.
- J. Discussion on preparation of Job List/Charter for Weather Specialist Group was made by Task Force. Decision to reproduce "Weather Package" as presented to Ops Team Meeting in February by Program Office for each of the members of the Weather Specialist Group for informational purposes. This presentation to be made when members are known.  
Further discussion revolved around the following items - group

membership, meeting date, package of material to group, list of jobs, charter. Program Office to be contacted to determine extent of any additional information regarding this subject. Additional discussion postponed until Task Force meeting 5-12-83.

NEW BUSINESS:

Task Force determined that an answer to the letter dated April 4, 1983 sent to the Task Force by the Ground Operations Development Committee of their concerns about the development of the lesson plans was necessary. Letter was developed and will be sent by Chairman.

Next Meeting Agenda: 5-12-83

ADP Position Paper

Prepare Weather Specialist Charter & Job List

Computer Ordering Process

5-13-83

OCC 1984 Exercise

Report on 1982 "Top Hat" Exercise

Review OCC/MACS Restat Procedures

Next meeting: May 12 and 13, 1983 at O.C.C. Riverside 0900 hrs.  
(changed from previous noted location - Ione)

Future meeting dates: May 23 and 24, 1983 at USFS Fire Lab- Riverside  
at 0900 hrs.  
(24th is optional visit to Batista for CDF Field Exercises)

June 13 and 14, 1983 at LFD (Site decided later)

June 29 and 30, 1983 at SBC (Site decided later)

NOTE: Please find included a catalog of Computer Training Courses which will be discussed at the Task Force meeting of May 12.

**\*\*FLASH\*\*FLASH\*\*FLASH\*\***

Please note that the next meeting dates are as noted above and not as noted on package previously sent denoting May 11 and 12.

April 27, 1983

Jerry L. Monesmith  
Firescope Program Manager  
4955 Canyon Crest Drive  
Riverside, California

Dear Jerry:

As per direction of the Operations Team and the Task Force has made a preliminary review of the program tests for Staging Area Manager (I-236), Receiving/Distribution Manager (I-253) and Ordering Manager (IO252).

This review indicates that the same problems exists with these texts as existed when we reviewed the program for base/camp manager (I-254).

The Task Force has a concern as to the individual format which is not consistant from text to text. In general we do not consider them to be final drafts acceptable for our <sup>REVIEW</sup> service at this time. Therefore we are returning these documents for future development with the following recommendations:

1. Standardize the format.
  - A. The National Interagency Course Development Procedures.
  - B. Uniform outlining procedures.
2. Course covers - Follow decision process direction.
3. Draft Reading - All documents should be proof read for typing errors, spelling and organizations, etc.
4. NIIMS Definition - This definition is only needed in the I-220 Course.
5. Left handed margin - Adequate for 3-ring binder.

4-27-83

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The Task Force hopes these recommendations will assist in the preparation of future final drafts. If you have need of additional information or clarification please contact the Task Force Chairman,

Battalion Chief Arthur F. Moncrief  
Los Angeles County Fire Department  
352 Foothill Blvd.  
La Canada, California 91011  
Phone # 213-790-4701

Sincerely,

ARTHUR F. MONCRIEF, Task Force Chairman

AEM/to

cc: Operations Team Chairman  
Training Specialist Chairman  
Jim McFadden (IONE)