

Initial Attack Dispatcher/Assistant 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 to 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"> • Training in pre-suppression, suppression, detection, and fire management activity plans as they apply to dispatching. • Working knowledge and understanding of agency and interagency financial code system (FIRECODE), financial management system, documentation, and records maintenance. • Training/overview to gain working knowledge of federal, state, tribal, county, and local wildland firefighting organizations, terminology, techniques, resources, Mutual Aid Agreements and operating plans for the dispatch center's jurisdictional area of responsibility. • Computer training necessary to use specialized

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		<p>applications specific to support initial attack extended attack, large fire support in relation to fire, wildland fire use and prescribed fire, aviation management and administration.</p> <ul style="list-style-type: none"> • Processing information and/or preparing the daily situation report, annual fire report, fire statistics, and aviation activity reports. • Develop skill in operating telecommunication equipment, computer based applications, and other related communications equipment in the dispatch center. • Suggested Training: <ul style="list-style-type: none"> • D-111 “Entry Level Dispatcher” • D-110 “Dispatch Recorder” • D-310 “Support Dispatcher” • I-100 “Introduction to ICS” • I-200 “Incident Command System” • S-110 “Basic Fire Suppression Orientation” • S-130 “Basic Firefighting” • S-190 “Introduction to Fire Behavior” • S-201 “Supervisory Concepts & Techniques” • S-260 “Fire Business Management Principles” • S-270 “Basic Air Operations” • S-290 “Intermediate Fire Behavior” • Aircraft dispatching • Airspace management & coordination • Aviation acquisition/procurement • Aviation policy and regulations • Aviation safety, operations, and management training • Aviation transport of HAZMAT

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		<ul style="list-style-type: none"> • Basic dispatcher computer skills • Flight payment document • Interagency aviation organizations • Mission planning & flight request process • Personal responsibility & liability • Training to provide intermediate computer skills and working knowledge of various fire management computer programs. • Training in pre-suppression, suppression, detection, and fire management activity plans as they apply to dispatching. • Working knowledge and understanding of agency and interagency financial code system (FIRECODE), financial management system, documentation, and records maintenance. • Training/overview to gain working knowledge of federal, state, tribal, county, and local wildland firefighting organizations, terminology, techniques, resources, Mutual Aid Agreements and operating plans for the dispatch center's jurisdictional area of responsibility. • Computer training necessary to use specialized applications specific to support initial attack extended attack, large fire support in relation to fire, wildland fire use and prescribed fire, aviation management and administration. • Processing information and/or preparing the daily situation report, annual fire report, fire statistics, and aviation activity reports. • Develop skill in operating telecommunication equipment, computer based applications, and

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		<p>other related communications equipment in the dispatch center.</p> <ul style="list-style-type: none"> • Suggested Training: <ul style="list-style-type: none"> • D-111 “Entry Level Dispatcher” • D-110 “Dispatch Recorder” • D-310 “Support Dispatcher” • I-100 “Introduction to ICS” • I-200 “Incident Command System” • S-110 “Basic Fire Suppression Orientation” • S-130 “Basic Firefighting” • S-190 “Introduction to Fire Behavior” • S-201 “Supervisory Concepts & Techniques” • S-260 “Fire Business Management Principles” • S-270 “Basic Air Operations” • S-290 “Intermediate Fire Behavior” • Aircraft dispatching • Airspace management & coordination • Aviation acquisition/procurement • Aviation policy and regulations • Aviation safety, operations, and management training • Aviation transport of HAZMAT • Basic dispatcher computer skills • Flight payment document • Interagency aviation organizations • Mission planning & flight request process • Personal responsibility & liability • Training to provide intermediate computer skills and working knowledge of various fire management computer programs.

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Mobilization	<ul style="list-style-type: none"> • Provide local, geographic and national mobilization and demobilization support. 	<ul style="list-style-type: none"> • Mentoring experience to gain working knowledge of standard fire dispatch procedures, predefined initial attack response zones, and operating guides used in ordering and mobilization of overhead, crews, aircraft, equipment and supplies for wildfire, prescribed fire and other non-fire emergencies. • Training of agency and interagency mobilization policies, procedures and guidelines. • Working knowledge of fire management resources, fire position qualifications, equipment, capabilities, sources and ordering procedures. • Detail out side of local unit dispatch to gain understanding of the organization and function of the National Interagency Coordination Center, geographic area coordination centers, and national cache system. • Training and/or experience to gain understanding of field operational procedures, principles, and techniques employed in all aspects of fire suppression. • Experience in monitoring and tracking qualifications and/or capabilities of resources following standard guidelines and procedures, including aircraft, overhead, crews, equipment and supplies.
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"> • Knowledge of aerial and land-based detection systems and technologies. • Understand wildland fire prevention principles and techniques, fire prevention guides and applications. • Knowledge of fire permitting processes and closures. • Experience in relaying daily fire weather forecasts,

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		<p>"Red Flag" warnings, spot weather forecasts, predicted weather and burning indices and the relation to preparedness levels and staffing for suppression and aviation resources.</p> <ul style="list-style-type: none"> • Training and knowledge on how to input and retrieve information and weather data from Weather Information Management System (WIMS).
<p>Safety and Welfare</p>	<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, and trend analyses for wildland fire environment hazards including, but not limited to: <ol style="list-style-type: none"> 1. Fuels 2. Weather 3. Topography • Identify hazards and risks with appropriate mitigation actions. 	<ul style="list-style-type: none"> • Knowledge in fire suppression and prescribed fire strategies, tactics, methods and procedures. • Skill in keeping field personnel and agency administrators or MAC Group informed of critical information (Red Flag, fire behavior, burning conditions, resource shortages) • Knowledge of the relationship between fuels, weather conditions, and fire behavior. • Knowledge of Department and Agency policies and guidelines as they relate to safety.

