

INTERLOCAL AGREEMENT South Puget Sound Fire Coordinating Group

This agreement is made and entered into by the undersigned municipal corporations, referred to as “Participating Agency” or “Participating Agencies” Pursuant to the provisions of the *Washington State Interlocal Cooperative Act, Chapter 39.34 RCW* for the mutual advantage of all Participating Agencies in the provision of efficient and effective public fire protection services.

Status

The **South Puget Sound Fire Coordinating Group (SPSFCG)** shall be an administrative sub-entity of the South Puget Sound Region Fire Defense Board.

Purposes

The purposes and objectives of the *South Puget Sound Fire Coordinating Group* are:

- 1) Establish a coordinated interagency fire training, qualification and certification program in the DNR South Puget Sound Region.
- 2) Establish procedures for mutual and interagency recognition of training, experience and certification of wildfire firefighting personnel in compliance with standards and components of *NWCG Wildland and Prescribed Fire Qualification PMS 310-1 System Guide*.
- 3) Cooperate with the Pacific Northwest Wildfire Coordinating Group and its working teams in providing and facilitating wildfire personnel training and certification.
- 4) Provide timely review and certification of qualified wildfire incident personnel.

Operating Committee

The Fire Defense Board shall form a SPSFCG Operating Committee comprised of one representative from a Participating Agency located in King County, a Participating Agency located in Pierce County, a Participating Agency located in Kitsap County, a Participating Agency located in Mason County, Participating Agency located in Thurston County, DNR, Federal wildland fire agency and the Regional Coordinator.

- Five members of the Operating Committee shall constitute a quorum.
- The Operating Committee shall administer this Agreement and the joint and cooperative undertaking of the SPSFCG as outlined herein.
- The Operating Committee may establish guidelines and procedures as necessary for the fulfillment of the purposes and objectives of the SPSFCG.

Standards

Personnel Qualification Standard and Training

The standards and components of *NWCG Wildland and Prescribed Fire Qualification PMS 310-1 System Guide* shall apply. All personnel position certifications shall be in full compliance with or exceed 310-1 requirements. These shall be *NWCG ICS Qualification Card* ["Red Card"] certifications.

Additionally, the SPSFCG may adopt incident position training, experience and qualification requirements for additional specific and defined incident roles and may certify personnel meeting or exceeding those requirements.

Training

A participating agency shall submit its wildfire training request(s) for National Wildfire Coordinating Group (NWCG) certification courses to the Operating Committee to host a course. The course shall meet the NWCG Field Managers Course Guide *PMS 901-1*. The Operating Committee, either on its own or through a designated training committee, shall coordinate the wildfire training program among the participating agencies to assure quality of training and maximum participation opportunity.

Personnel Training, Experience and Qualification Records

Complete and up-to-date records of all personnel training, experience and qualification shall be maintained using prescribed *Incident Qualification System (IQS)* software as described by the Operating Committee of the SPSFCG.

All Participating Agencies will have access to the IQS and shall enter and track their own members.

Peer Review

Interagency Peer Review Committee

The *Interagency Peer Review Committee* (IPRC) shall be appointed by the Operating Committee and shall be comprised of seven (7) members, a minimum of three (3) of whom shall be currently certified as Type 2 Division Supervisor or higher. Of these seven members, at least one shall be from Washington State DNR and at least one if available from a Federal wildland fire agency.

Four (4) members of the IPRC shall constitute a quorum. With either four or five members present, three supporting votes shall be required to approve action. With either six or seven members present, four supporting votes shall be required to approve action.

The IPRC should meet at least quarterly and may meet further as required to provide timely review and action on personnel certification proposals.

Interagency Peer Review

Prior to any Participating Agency certifying any person in any position that may result in a wildland incident assignment supervising interagency personnel, the supporting training, experience and qualification records of the person, together with any recommendations, shall be reviewed by the IPRC.

The primary task of the IPRC is to assure that any person submitted for qualification in such a supervisory position is fully qualified for the proposed position in accordance with the Personnel Qualification Standard prescribed by this Agreement.

Definition: Position that may result in a wildland incident assignment supervising interagency personnel means (1) any Operations Section position above Single Resource Boss, and (2) any overhead position of Unit Leader or higher.

In the event a quorum cannot be obtained by members of the IPRC or circumstances warrant more timely action, the Committee Chair may at the Chair's discretion, forward a completed Position Task Book and supporting documentation to the South Puget Sound Region DNR Training Officer for subsequent review and qualification. Individual records rejected by the SPS DNR Training Officer may be resubmitted to the IPRC for review at their next regularly scheduled meeting.

The secondary task of the IPRC is to review and confirm agency training, experience and qualification records as it deems necessary or advisable to assure full agency compliance with the Personnel Qualification Standard prescribed by this Agreement of all agency-certified wildland personnel.

Personnel Records Review

Participating Agency records of all personnel training, experience and qualifications relevant to the specific qualification under review shall be available for review by the IPRC on its request. The Participating Agency shall provide copies of such records in the form requested by the IPRC.

Participating Agency Certification

Participating Agency Certification

The Participating Agency may certify its own qualified personnel in the wildfire incident positions that do not have interagency supervisory responsibility, i.e., Operations Section positions through Single Resource Boss and overhead positions below Unit Leader. Participating Agency certifications may be subject to review and confirmation by the IPRC and the Participating Agency shall cooperate and assist the IPRC in any records audit it may request.

The Participating Agency shall request and obtain IPRC review and recommendation before certifying personnel in wildfire incident positions above Single Resource Boss and overhead positions of Unit Leader or above. All Participating Agency certifications shall be approved by the Participating Agency Fire Chief or designee.

De-Certification

An individual may be de-certified by the individual's Participating Agency in accordance with the provisions of Chapter 2.26 of the Forest Service Fire and Aviation Qualification Guide. De-certification is not an adverse action; an individual may be re-certified according to the procedures set out in Section 22.5 of the referenced chapter.

Withdrawal

Any Participating Agency may withdraw from the SPSFCG by providing written notice of such withdrawal to the Secretary of the SPSFCG or such other person as may be designated.

Termination

The participation of any Agency in the SPSFCG may be terminated by resolution of a super-majority (at least 60 percent) of all Participating Agencies in accordance with adopted cause and procedures.

Property

SPSFCG shall not acquire real or personal property in its name.

Finance

No provisions for direct financial support are provided by the SPSFCG.

Duration

The duration of this Agreement shall be perpetual unless dissolved by action of the Participating Agencies in accordance with the provisions herein.

Dissolution

The SPSFCG may be dissolved by the action of 75% of the Participating Agencies.

Amendment by Representative Action

Substantive amendment of this Agreement may be made by affirmative vote of 75% of the Participating Agency representatives provided that 90 days written notice of such amendment and the date of its scheduled consideration is provided by the Operating Committee within SPSFCG to all Participating Agencies.

Agreement in Fulfillment of Participating Agency Responsibility

No part of this Agreement shall in any way relieve any Participating Agency of any obligation or responsibility imposed upon it by law except that to the extent of the actual and timely performance thereof by the SPSFCG that performance may be offered in satisfaction of the obligation or responsibility.

The Participating Agencies have executed this Interlocal Agreement for the South Puget Sound Fire Coordinating Group as of the last date written below.

This Agreement may be signed in multiple counterparts and shall be effective as to a Participating Agency upon that Participating Agencies signature.

Agency Name

Address

City

Zip Code

Agency Representative Signature

Title

Date

South Puget Sound Fire Defense Board

Regional Coordinator

Date

Central Region Fire Defense Board

Regional Coordinator

Date