**IQCS & TNC:**

**Frequently Asked Questions**

4 March 2011

TNC has been issuing Interagency Incident Qualification Cards to some of its fire staff and volunteers since 2004. The IQCS database system lists what jobs the individual is qualified to perform based on his or her training, experience and fitness level. These cards open the door to allowing fire professionals to participate in or assist with wildfires and prescribed burns with many agency partners.

Below is a list of some questions you may have about this system and how it affects you and TNC’s role in the greater fire community. This information and ancillary documents are also at <http://www.conservationgateway.org/content/incident-qualifications-and-certification-system>.

**Q: Who administers this system for TNC employees?A:** TNC's Fire Director, Blane Heumann oversees this system for the Conservancy. Currently there are several TNC staff trained on entry and use of the IQCS system- please see the below chart to see who you should work with.

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| --- | --- |
| Heather Montanye | Access to all states, does all states w/no trained staff |
| Larry Belles | Access to all states, responsible for TX |
| Sam Lindblom | Access to all states, responsible for VA |
| Jeremy Bailey | Access to all states, responsible for UT and NV |
| Zach Prusak | FL |
| Lara Rainbolt | MI, WI |
| Lisa Morris | KY |
| Mike Babler | CO |
| Paula Matile | KS, OK |
| Tom Dooley | SC, NY |
| Mike Melnechuk | AR |
| Erick Brown | GA, AL, MS, LA |

**Q: Am I required to be in the system and have a Qualification Card?A:** No. That is up to you and your Fire Manager. We encourage everyone to participate at least in managing staff data in the system, even if a Card is not issued. This gives each state’s Fire Manager a computerized tracking system for staff qualifications, and the helps TNC collectively to understand and manage its fire capacity at all levels.

**Q: How do I sign up?A:** You will need to fill in an “IQCS Checklist,” which can be downloaded from <http://www.conservationgateway.org/file/iqcs-checklist>. Fill this out and send the completed form to the appropriate person in the chart above. Once an IQ card is printed, it will be sent to the appropriate Fire Manager for verification and signing. **IT IS THE RESPONSIBILITY OF THE FIRE MANAGER TO ENSURE THE INFO ON THE CARD IS ACCURATE AND THE INDIVIDUAL HAS REQUIRED TRAINING CERTIFICATES, TASK BOOKS, AND OTHER DOCUMENTS TO BACK IT UP.** State Fire Manager’s qualifications records will be verified and signed by the Fire Director, Blane Heumann.

**Q: What do I do to participate on a fire detail with partners?A:** You and your supervisor have to determine if the assignment is appropriate- guidance can be found at <http://home.tnc/firemanual/fireadministration/art29871.html>. If you both decide you should be available for fire details, list any position you are interested in going out on in the bottom right hand corner of the IQCS checklist where it asks what positions you want sent to ROSS (Resource Ordering and Status System). You will also have to notify the local area coordination center in your area to let them know you are available (your IQCS staff rep can provide you with that information). The default status will have you listed as unavailable, unless you specifically notify them otherwise.

**Q: What sorts of positions might I fill on a fire detail? A:**  The options are diverse, from Firefighter (in order to gain more experience in fire suppression skills) to Fire Effects Monitor to Engine Operator, depending upon your position qualifications and possible training needs. The strong science and ecology backgrounds of most TNC fire staff make them valuable to our partners during a fire incident.

**Q: How will I get paid if I go on a fire detail? A:** Typically,you will be paid through the agency that hires you. When you are dispatched, you must take either unpaid leave or vacation from TNC for that period. See the flow-chart table on the Intranet for more details and other possible situations. <http://home.tnc/firemanual/files/fire_chart_rev.doc>

**Q: How do I know what jobs I’m qualified for? A:** Qualifications for all positions are listed in the Wildland and Prescribed Fire Qualification System Guide issued by the National Interagency Incident Management System (PMS 310-1) at <http://www.nwcg.gov/pms/docs/pms310-1.pdf>. Specific information on TNC fire personnel qualifications can be found at <http://www.tncfiremanual.org/personnel.htm>.

**Q: What if I’m missing a required task book? A:** We will be able to issue you an IQ Card only in positions for which you have completed all position requirements, including having copies of completed task books. If you are missing a task book in the standard NWCG sequence – for example, you completed an RxB2 task book, but never completed an ICT4 task book – we will NOT be able to qualify you as RxB2 until either:

1. you have completed (or found) the missing task book/s, or

2. a TNC Qualifications Review Team has examined your experience, determines that you possess the position competencies, and recommends to the Fire Director who accepts the qualifications review.

If you would like your case brought up before a TNC Qualifications Review Team, contact your representative on the TNC Fire Management Advisory Team (FMAT) (<http://www.tncfiremanual.org/FMAT_roster.pdf>).

**Q: What if I’m missing a required course? A:** In some instances you can be exempted for required classes that you did not take. For example, an individual never took S-290 Intermediate Wildland Fire Behavior and is looking to be qualified as a Single Resource Boss. The Fire Management Coordinator can be give credit for the class if the individual has documented mastery of the knowledge imparted by the course, e.g. the individual has record of instructing the course material in a non-NWCG training environment (University, State or local agency, etc). The issue may also be addressed during a TNC Qualifications Review.

**Q: What about physical fitness tests? A:** You can only receive an IQ Card if both your fitness test ***and*** annual safety refresher are current. The IQ Card will expire a year after your fitness test and/or fireline safety refresher. You will need to resubmit an IQCS Checklist with updated information in order to receive a new IQ Card.

**Q: Can TNC issue IQ Cards for its volunteers? A:** Our access to the Federal IQCS database is intended primarily for TNC employees. We can, however, issue cards to volunteers in certain situations. The guidelines can be found at <http://home.tnc/legal/files/issuance_of_qualifications_cards_memo_12_20_10_final.docx>

**Q: Can TNC issue IQ Cards to partners? A:** In general, no. Decisions on awarding IQ Cards to state or local partners will be made on a case-by-case basis and typically will require a written agreement with legal review. Inquiries should be made through your Fire Manager to Blane Heumann at bheumann@tnc.org.

**Q: I already received an IQ Card through a federal or state partner. Can’t I continue to do that? A:**  If you’re already in the IQCS system with a *federal* partner, we will need to get your IQCS file transferred from the agency you are currently working through to TNC. You can do that by instructing the federal agency you are working with to put your IQCS file into inactive status. Then notify your state IQCS staff person with your IQCS Employee Identification Number.

If you are working through a *state* partner, you are in IQS, not IQCS. Complete the IQCS Checklist and follow the instructions listed above for filing it. Now that TNC is able to issue IQ Cards, it is appropriate that your card come through TNC rather than another agency.

If you have further questions that are not answered here, please contact Heather Montanye at hmontanye@tnc.org or 850-342-1200.