

**Helicopter Manager Planning Tool:**

This tool has been developed as a means to identify developmental criteria which will help to meet 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
<b>Program Management</b>	<ul style="list-style-type: none"> <li>• Develop, implement and evaluate program goals and objectives in support of mission accomplishment.</li> <li>• Perform the full range of supervisory responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Competency in program management at next lower fire program management level (ie Asst. Helitack Foreman, or IA Module leader).</li> <li>• Knowledge of agency financial management systems, project work plans, expenditure/cost tracking, and working knowledge of FPA.</li> <li>• Proficiency with PC and Windows-based software, and working knowledge of fire-related computer applications.</li> <li>• Job experience in team building and developing crew-cohesion.</li> <li>• Manage and supervise 2-5 career employees in addition to 8+ temporary-seasonal employees.</li> <li>• Development of crew Standard Operating Procedures, and ensure compliance with agency</li> </ul>

Element	Element Descriptions	Development Elements
		<p>specific manual and handbooks relating to fire suppression and preparedness.</p> <ul style="list-style-type: none"> <li>• Experience in managing exclusive use helicopter contract.</li> <li>• Knowledge of agency specific contracting policies and procedures.</li> <li>• Suggested Training: <ul style="list-style-type: none"> <li>○ M-581 Fire Program Management</li> <li>○ Supervisory curriculum offered by OPM (1<sup>st</sup> 40 hr and 2<sup>nd</sup> 40 hr).</li> <li>○ Technical Fire Management (identify for future career development)</li> <li>○ Agency specific Contract Representative (COTR) training</li> </ul> </li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>• Manage and provide oversight to helicopter operations in support of fire suppression, wildland urban interface situations, and resource management projects.</li> <li>• Perform as helicopter specialist at the unit, providing technical expertise for helicopter projects such as aerial ignition, spraying, seeding, etc.</li> <li>• Perform fire related assignments and project work at the unit, such as monitoring fuels inventories, pre-attack planning, and implementing fuels and prescribed fire projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Meet NWCG 310-1 or FSH 5109.17 qualification standards for HELB and ICT5 (minimum).</li> <li>• Develop qualifications towards HEB2, ICT4, and RXI2 to manage varying complexity of fire suppression incidents or fire use operations, per NWCG 310-1 or FSH 5109.17.</li> <li>• Meet Interagency Helicopter Operations Guide for qualification standards, aviation operations, skills competency, and physical fitness.</li> <li>• Technical expertise in helicopter operations for wildland fire suppression and fire use operations.</li> <li>• Knowledge of fire behavior and weather to be able to make tactical decisions during initial attack and extended attack operations.</li> <li>• Knowledge of ICS and Incident Management Team operating guidelines to interact within that organization to provide for safe and efficient</li> </ul>

Element	Element Descriptions	Development Elements
		<p>operations.</p> <ul style="list-style-type: none"> <li>• Knowledge of interagency operating guidelines of other federal or state agencies.</li> <li>• Develop ICS qualifications to manage varying complexity of fire suppression incidents or fire use operations, per NWCG 310-1 or FSH 5109.17.</li> <li>• Develop and implement a Physical Training program for the crew, and ensure that the program is monitored for health and safety of crewmembers.</li> <li>• Conduct pre-season critical preparedness training, including Annual Fire Fighter Refresher, workshops for Incident Commanders, helicopter manager workshops, HazMat awareness, defensive driving, Work Capacity Testing, fire shelter training, First Aid / CPR... etc.</li> <li>• Involvement with instructor cadre for local, geographic, and national level training.</li> <li>• Job experience in planning and implementing various types of project work involving use of helicopters for: aerial ignition, fire rehabilitation / BAER projects, cargo hauling for remote project areas, ...etc.</li> <li>• Required Training: <ul style="list-style-type: none"> <li>○ All training required for agency specific Helicopter Boss or Helicopter CWN Manager per NWCG 310-1 or FSH 5109.17.</li> </ul> </li> <li>• Suggested training: <ul style="list-style-type: none"> <li>○ L-380 Fireline Leadership</li> <li>○ L-381 Incident Management</li> <li>○ S-300 Extended Attack Incident Commander</li> <li>○ RX-300 Burn Boss</li> <li>○ RX-310 Introduction to Fire Effects</li> <li>○ I-400 Advanced ICS</li> </ul> </li> </ul>

Element	Element Descriptions	Development Elements
		<ul style="list-style-type: none"> <li>○ Agency specific aerial ignition workshop</li> <li>○ Incident Aviation Management System or agency equivalent.</li> </ul>
<b>Safety and Welfare</b>	<ul style="list-style-type: none"> <li>● Provide oversight related to safety laws, policies and guidelines to include:               <ol style="list-style-type: none"> <li>1. Occupational Safety and Health Act</li> <li>2. Applicable state safety regulations</li> <li>3. Department and agency policies and guidelines</li> <li>4. NWCG guidelines</li> </ol> </li> <li>● Conduct safety related education programs focusing on:               <ol style="list-style-type: none"> <li>1. Training</li> <li>2. Certification</li> </ol> </li> <li>● Prepare or oversee preparation of hazard, and risk analyses for:               <ol style="list-style-type: none"> <li>1. Wildland fire environment hazards:                   <ol style="list-style-type: none"> <li>a. Fuels</li> <li>b. Weather</li> <li>c. Topography</li> </ol> </li> <li>2. Associated hazards:                   <ol style="list-style-type: none"> <li>a. Aviation</li> <li>b. Mechanized equipment</li> <li>c. Hazardous materials</li> </ol> </li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>● Working knowledge of agency specific health and safety code handbook.</li> <li>● Ensuring all subordinates are trained, certified, and prepared for wildland fire operations or prescribed fire implementation.</li> <li>● Inspect helicopter, fuel truck, equipment and helibase facilities for hazards and unsafe working conditions.</li> <li>● Ensure maintenance is conducted for all equipment and facilities.</li> <li>● Experience in assessing hazards and risks for all projects, and ensuring risk mitigation in place prior to engagement or implementation (IRPG Risk Mitigation, Complexity Analysis, Aviation Risk Assessment...).</li> <li>● Adhere to qualification standards in NWCG 310-1 or FSH 5109.17 for all ICS positions. Participation on unit Redcard Review Committee.</li> <li>● Involvement as Subject Matter Expert for NWCG course revision.</li> <li>● Conduct pre-season preparedness planning, including preparedness inspections.</li> <li>● Coordinate with local, regional, or national safety officers on accident reviews and prevention.</li> <li>● 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.</li> </ul>

