

# Utah Fire Service Wildland Certification System



# Red Card Packet

*January 2021*

## **Purpose**

To assist State and local resources throughout Utah in the process of obtaining and maintaining wildland fire qualifications and certifications. Open Season periods have been established to allow for timely response with limited impact to operations. Requests outside of the “Open Season” will be processed as available.

### **Initial Red Card Process Open Season November 1<sup>st</sup> to May 31<sup>st</sup>**

- Receive a learning experience in the required NWCG and FEMA courses
- Take and Pass exams given during course
- Earn course completion **NWCG** and **FEMA** certificates
- Work with Area FMO to record certificate completion into IQS database
- Complete the required fitness test for level of Red Card being requested
- Complete the “Red Card Request Form” with ALL required Information
  - Firefighter name
  - Type of fitness test and pass/fail
  - Fitness test completion date
  - Appropriate signatures
  - Supporting documentation
    - New Firefighter IQS profile request
    - Copy of Certificates
- Submit form to Area FMO for updates and validations
- Requests for training qualifications and certification of new qualifications will go through the FMO

### **Yearly Red Card Renewal Process Open Season November 1<sup>st</sup> – May 31<sup>st</sup>**

- Attend the RT-130 course and provide a copy of the attached roster to the Area FMO
- Complete the required fitness test for level of qualification being requested
- Complete the “Red Card Request Form” with ALL required Information
  - Firefighter name
  - RT-130 / RT-212 completion date, location and instructor\*
  - Type of fitness test and pass/fail
  - Fitness test completion date\*
  - Appropriate signatures
  - Supporting documentation
    - Experience records
    - New Certificates
  - Experience records should be submitted to the Area FMO yearly between November and January
  - New Certificates should be submitted to the Area FMO upon completion of the course
- Red Cards with new qualifications will be requested following the process listed above

*\*A copy of original documentation verifying attendance and completion must be kept within the requesting department and be made available to FFSL training representatives upon request.*

## Required Courses

Training for the Red Card can be obtained by completing a combination of NWCG and FEMA training courses. Performance Task Books (PTB's) will be required for most qualifications. Courses may have delivery options including; Instructor led, online or Blended. NWCG courses must be taught by an NWCG recognized instructor and hosted by an NWCG member agency as described in NWCG Standards for Course Delivery (PMS 901-1) to be recognized. FEMA courses must be taught to the standard established by FEMA. Proof of completion must be provided in the form of training certificates issued by the appropriate authority.

The required training for qualifications is established by the “NWCG Standard for Wildland Fire Position Qualifications” (PMS 310-1). The PMS 310-1 is updated annually. Standards for “Agency Specific” qualifications are established by the Utah Wildland Training Committee (UWTC), approved by the Division of Forestry Fire and State Lands (DFFSL) Fire Management Officer group and can be found in the [UWTC Training Toolbox](#).

## Work Categories and Fitness Tests

Work category	Test	Distance (miles)	Pack (pounds)	Time (minutes)
Arduous	Pack	3	45	45
Moderate	Field	2	25	30
Light	Walk	1	None	16

**Arduous**—“Duties involve field work requiring physical performance calling for above-average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency situation.” —NWCG 310-1

The pack test is a job-related test of the capacity for arduous work. It consists of a 3-mile hike with a 45-pound pack over level terrain. A time of 45 minutes, the passing score for the test, approximates an aerobic fitness score of 45, the established standard for wildland firefighters. The energy cost of the test is similar to the energy cost demanded on the job. The test is correlated to measures of performance in field tasks such as working with handtools or carrying loads over rough terrain and with measures of aerobic and muscular fitness. The test’s length ensures that successful participants will have the capacity to perform prolonged arduous work under adverse conditions, with a reserve to meet emergencies.

**Moderate**—“Duties involve field work requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods, lifting 25 to 50 pounds, climbing, bending, stooping, squatting, twisting, and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods. Individuals usually set their own work pace.” —NWCG 310-1

The field test is a job-related test of work capacity designed for those with moderately strenuous duties. It consists of a 2 mile hike with a 25-pound pack. A time of 30 minutes, the passing score, approximates an aerobic fitness score of 40.

**Light**—“Duties mainly involve office-type work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting. Individuals almost always can govern the extent and pace of their physical activity.”

—NWCG 310-1

The walk test is designed to determine the ability to carry out light duties. It consists of a 1-mile test with no load that approximates an aerobic fitness score of 35. A time of 16 minutes, the passing score for the test, ensures the ability to meet emergencies and evacuate to a safety zone. The instructions for the pack test also apply to the field and walk tests. Test requirements for a given position may change. Consult the latest version of NWCG 310-1 for the current requirements

**Altitude**—Use this chart (table 2) to adjust for tests administered above 4,000 feet:

Table 2—Altitude corrections for work capacity tests. Add the correction to the required test time.

Altitude (feet)	Pack test (seconds)	Field test (seconds)	Walk test (seconds)
4,000 to 5,000	30	20	10
5,000 to 6,000	45	30	15
6,000 to 7,000	60	40	20
7,000 to 8,000	75	50	25
8,000 to 9,000	90	60	30

For the pack test at 6,000 to 7,000 feet, add 60 seconds to the test standard (45 minutes) for an altitude-adjusted standard of 46 minutes.

The altitude adjustment assumes that the participant has had an opportunity to acclimate to the altitude of the test site. If a participant doesn't meet the required standard even with the adjustment, encourage training at the altitude of the test site before retaking the test.

Refer to the Work Capacity Test Administrators guide for specific information on administering the physical fitness tests. It is the responsibility of the employees Chief Officer to complete the tests and to keep and record accurate results.

<https://www.nwcg.gov/sites/default/files/publications/pms307.pdf>

## NWCG Positions - Required Training & Fitness

For a list of all NWCG positions and their required training and fitness category refer to the National Incident Management System: Wildland Fire Qualification System Guide, PMS 310-1.

This guide can be found at: <https://www.nwcg.gov/publications/310-1>

## **Red Card Request Form**

Complete the “Red Card Request Form” with all required information and send to the appropriate FFSL Area Office. There is a web submission option that will provide tracking of your request on the FFSL website under “Fire Department Resources”. The signature by the Chief on the form signifies that the information on the form is true and accurate. The department should keep a copy of all records.

## **Yearly RT and WCT Training Manifest**

All of the included information within this manifest will be used to update your electronic records allowing us to produce the Red Card. Take note that the RT-212 is only required every three years for chainsaw operators. DFFSL provides a template in the training toolbox for RT-212 delivery. [For additional individual pages click here](#)

## **Experience Record Update Worksheet**

Wildland firefighting qualifications are experience based. The dispatch system captures experience for fires that you receive a resource order for. It will capture the position listed on the resource order and the days deployed. FFT2 position will not expire without experience as long as the WCT and RT training is completed annually.

The worksheet is primarily provided for those that do not receive resource orders but perform locally in fully qualified advanced wildland firefighter positions. Performance as a chainsaw operator will also need an experience record every three years and this is rarely captured through dispatch. A full experience record of every deployment is not necessary but rather actual job performance that is necessary to keep qualifications current. If you have questions on this please work with your local DFFSL FMO for clarification. [For additional individual pages click here](#)

## **New Firefighter IQS Profile Request**

This worksheet is for firefighters that are not currently in the DFFSL IQS system. If the firefighter has been in another system that previously Red Carded them, a transfer will need to occur. Please provide appropriate contact information for the previous agency so that a transfer can be requested. For newly trained firefighters please provide the required information so that their profile can be complete and migrated into the dispatch system. Incomplete profiles will not migrate into the dispatch system.

With new profile requests all source training documentation needs to be included for validation. This includes transferred employees. The necessary documentation is training certificates issued by the proper authority. Signed off task books with agency certification are necessary for transfers with advanced qualifications. [For additional individual pages click here](#)

## - RED CARD REQUEST -

<b>Department Information</b>
-------------------------------

The following department/participating agency requests that the Division of Forestry Fire and State Lands issue a Red Card for the individuals listed on the accompanying training manifest.

**Department Name:** \_\_\_\_\_

<b>Required Documentation and Signatures</b>
--

<p>If this is a request for <b>AN INITIAL RED CARD</b>, the chief or administrator of the organization shall attest and sign for the following:</p> <p style="text-align: center;">By my signature below, I certify that department records exist to support that each individual listed on this form:</p> <ol style="list-style-type: none"> <li>1. Received a learning experience in the required NWCG and FEMA courses</li> <li>2. Received an NWCG course completion certificate and the certificate has been provided to the Area FMO or designee.</li> <li>3. Completed and passed applicable fitness test for appropriate work category.</li> <li>4. Is a member and in good standing with the department or organization.</li> </ol>	<p>If this is a request for <b>RED CARD RENEWAL</b>, the chief or administrator of the organization shall attest and sign for the following:</p> <p style="text-align: center;">By my signature below, I certify that department records exist to support that each individual listed on this form:</p> <ol style="list-style-type: none"> <li>1. Completed a 4 hour minimum refresher course (RT-130) as outlined by NWCG. Lead instructor is qualified Single Resource Boss.</li> <li>2. If indicated completed the State of Utah RT-212.</li> <li>3. Completed and passed applicable fitness test for appropriate work category.</li> <li>4. Is a member and in good standing with the department or organization.</li> </ol>
--	--

\_\_\_\_\_  
Chief / Training Officer Signature

\_\_\_\_\_  
Chief / Training Officer Name (typed or printed)

Department/Agency Mailing Address	Chief / Training Officer Daytime Telephone #
-----------------------------------	--

City	State	Zip	Chief / Training Officer Email Address
------	-------	-----	--

**Please sign and return to the appropriate  
FFSL Area Office  
Attach any additional supporting documentation**







## New Firefighter IQS profile request

### **NEW FIREFIGHTER-**

FULL LEGAL NAME: (**LAST, FIRST, FULL MIDDLE**)

OTHER NAME YOU COMMONLY GO BY \_\_\_\_\_ Birth month/day \_\_\_\_ / \_\_\_\_

EMAIL \_\_\_\_\_ PHONE #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

#### Optional information:

Allergies: \_\_\_\_\_

Emergency Contact: Name and phone

number: \_\_\_\_\_

- HAVE YOU EVER BEEN WILDLAND FIRE CERTIFIED BEFORE (RED CARDED)?

\_\_\_ YES \_\_\_ NO \_\_\_

IF YES, WITH WHO, WHEN AND WHERE?

\_\_\_\_\_  
\_\_\_\_\_

**STOP**

### **Basic Qualification Checklist**

#### **FFT2**

- COMPLETED REQUIRED NWCG COURSES; S-130 (with field day or Skill Sheet completed), S-190, L-180
- COMPLETED REQUIRED FEMA COURSES; ICS-100 and IS-700.
  - TRAINING RECORDED IN IQS
  - CERTIFICATES UPLOADED (File name; course\_name\_date.pdf)
- ARDUOUS PACK TEST COMPLETED
  - RECORDED IN IQS
- FFT2 QUALIFICATION ENTRY CREATED IN IQS AND PRIORITIZED.

#### **FFT1/ICT5**

- COMPLETED REQUIRED COURSES; S-131, ICS-200(ICT5)
  - CERTIFICATE UPLOADED (File name; course\_name\_date.pdf)
  - TRAINING RECORDED IN IQS
- TASK BOOK INITIATED
  - INITIATION RECORDED IN IQS TASK BOOKS TAB
  - SET PRIORITIES
- TASK BOOK COMPLETED
  - COPY OF CERTIFYING PAGES UPLOADED IN IQS
  - TASKBOOK TAB IS UPDATED IN IQS, QUALIFICATION IS PRIORITIZED

#### **FAL3/FAL2**

- COMPLETED REQUIRED COURSES; S-212 ,Triennial RT212
  - CERTIFICATE UPLOADED (File name; course\_name\_date.pdf)
- CURRENT FIRST AID CPR OR EMT
  - CURRENCY DOCUMENTED IN IQS
    - FCPR IS A SKILL NOT SET FOR INTIGRATION
    - EMT IS A SKILL NOT SET FOR INTEGRATION
    - EMTF IS A QUALIFICATION WITH ADDITIONAL NWCG REQUIREMENTS
- CHAINSAW FIELD EVALUATION OR PTB COMPLETE
  - CERTIFIED EVALUATION UPLOADED INTO IQS
  - QUALIFICATION CREATED IN IQS AND PRIORITIZED



# Forestry, Fire and State Lands



## Fire Management Officers and Contact Information

