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# REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: December 3, 2012

## TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Resource and Economic Development, Division of Forests and Lands requests permission for 2 employees or their designees to travel to Freehold, NJ for 7 days of out-of-state travel status from January 13, 2013 to January 19, 2013

### Conference/Workshop/Seminar Title

Intermediate National Fire Danger Rating System (NFDRS) Training

### Purpose of Travel

In accordance with Manual of Procedures 1100, Section 1102-General Reimbursement Policy, authorization is requested for Ranger Neil Bilodeau and Special Deputy Warden Karyn Cote to travel to Freehold, NJ to attend Intermediate National Fire Danger Rating System (NFDRS) training sponsored by the Eastern Area Coordination Center (EACC). This course is designed to develop the knowledge and skill to operate, maintain, and manage the NFDRS at the local unit. This course is designed for dispatchers and others charged with editing and inputting weather information into the Weather Information Management System (WIMS) used for NFDRS calculations, fire management staff who apply NFDRS outputs to decision making, and fire behavior specialists who incorporate NFDRS products into assessments and projections. Ranger Bilodeau is currently the Fire Weather Program Coordinator for the Forest Protection Bureau and Karyn Cote currently assists Ranger Bilodeau with the Fire Weather Program. This class will benefit both Ranger Bilodeau and Special Deputy Cote. This class will allow them to come away with a better working knowledge of how to use, update and maintain the state weather station system allowing them to produce more accurate fire weather information and report data.

We are requesting that they be allowed to drive a State vehicle instead of flying down. The total cost for flying would be \$2,965.60 versus \$2,307.00 for driving for a savings of \$658.60, please see attached expense worksheet.

### Attendees and their Titles

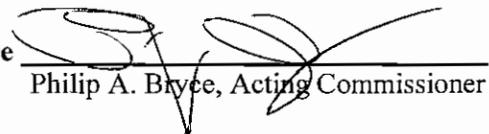
- 1. Neil Bilodeau, Forest Ranger
- 2. Karyn Cote, Special Deputy Warden

### Fiscal Information – Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 0	Appropriation of Out-of-State Travel	\$4,000 \$4,000
0711	Per Diem in Lieu	\$ 0	Amount Expended to date	\$2,054 \$ 0
0712	Meals	\$ 644	Available Balance	\$1,946 \$4,000
0713	Hotel	\$ 1,248	Amount requested this authorization	\$1,946 \$ 361
0714	Mileage	\$ 0	Estimated Balance Available	\$1,946 \$4,000
0715	Operation State Car	\$ 370		
0717	Miscellaneous	\$ 45		
0719	Registration Fees	\$ 0		
	Total	\$ 2,307		

Appropriation Code: 03-35-35-351010-35290000-080 and 35140000-080  
Source of Funds: Forest Protection Pers Training and State Fire Assistance -II

Authorized Signature

  
Philip A. Bryce, Acting Commissioner

## Cost Comparison Worksheet - Flying vs. Driving

### Flying \*

\* From Manchester Airport to NJ Airport to Newark, NJ. Average Travel Time of 6 Hours.

Flight	\$	850.40
Rental Car	\$	503.20
Hotel	\$	1,040.00
Meals	\$	552.00
Tolls	\$	20.00
<i>Total:</i>	\$	2,965.60

### Driving \*

\* From Barrington, NH to Freehold, NJ (338 Miles One-Way or 676 Miles Round Trip). Average Travel Time of 5 Hours and 41 Minutes.

Hotel	\$	1,248.00
Meals	\$	644.00
Tolls	\$	45.00
Gas	\$	370.00
<i>Total:</i>	\$	2,307.00

<i>Cost Difference:</i>	Flying	@	\$	2,965.60
	Driving	@	\$	2,307.00
			\$	658.60

# S491 - Intermediate National Fire Danger Rating System - Details

<b>Session Dates</b>	January 14, 2013 to January 18, 2013
<b>Status</b>	Upcoming
<b>Tuition</b>	<b>Tuition:</b> None
	<b>Code &amp; Name:</b> S491 - Intermediate National Fire Danger Rating System
<b>Course Information</b>	<b>Category:</b> Suppression Skills <u>Course Description</u> <b>IQCS Session Number:</b> 66 <b>Noms Due:</b> October 31, 2012
<b>Nomination &amp; Attendance Information</b>	<b>Form Link:</b> <u>Nomination Form - Pre-filled with Session Information</u> <b>IQCS Nomination Process:</b> No - Do not use the IQCS Nomination Workflow Process. Follow standard nomination procedures. Contact your Training Officer for more information. <b>Offer Level:</b> National - Open to students from all Geographic Areas. <b>In Area Only:</b> Yes - Session is offered to students within the specified Offer Level only.
<b>Coordinator</b>	Matt Dillon <a href="mailto:matthewdillon@fs.fed.us">matthewdillon@fs.fed.us</a> Phone: 610-557-4143 Fax: 610-557-4154
<b>Pre-Work Information</b>	<b>Pre-Work Due:</b> Not specified
	<b>Rosters</b>
<b>Rosters &amp; Downloads</b>	No Rosters available at this time
	<b>Downloads</b>
	No Downloads available at this time
	Eastern Area Freehold, NJ 07728 <u>Logistics Information</u>
<b>Location &amp; Logistics</b>	<b>Facility Information</b>
	Monmouth County Fire Academy 1027 Highway 33 East Freehold, NJ 07728

# S491 - Intermediate National Fire Danger Rating System

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## Upcoming Sessions of S491 - Intermediate National Fire Danger Rating System

For a complete & detailed list of Sessions, please go to the National Schedule.

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### Course Description

Reviewed: 2010

This Description is verbatim from the NWCG Field Manager's Course Guide and accurate as of October 02, 2012

<b>Type &amp; Category</b>	Course Suppression Skills
<b>Description</b>	The course develops the knowledge and skill to operate, maintain and manage the NFDRS at the local unit. Course lecture and exercises support practical and technical application of the intellectually complex subject matter. The course requires a computer classroom with Internet access to present.
<b>Objectives</b>	<ul style="list-style-type: none"><li>• Upon completion of this course the student will demonstrate the knowledge and skills necessary to operate, apply, and manage the National Fire Danger Rating System.</li></ul>
<b>Components and Hours to Complete</b>	<b>Pre-selection Assessment 8</b> <b>Pre-course Work</b> N/A <b>Online Training</b> N/A <b>Instructor-led Training</b> 36 <b>Total Hours</b> 44
<b>Target Group</b>	The course lessons and exercises support training for dispatchers and others charged with editing and inputting weather information into WIMS used for NFDRS calculations, fire management staff who apply NFDRS outputs to decision making, and fire behavior specialists who incorporate NFDRS products into assessments and projections.
<b>Minimum Instructor Qualifications</b>	It is required that course coordinators consult with the S-491 Course Unit of the NWCG Equipment and Technology Branch, Fire Environment Committee, Fire Danger Subcommittee in selecting the lead instructor to present the S-491 course to maintain consistency and oversight of courses taught nationally. At a minimum, the lead instructor has general knowledge of the entire S-491 course material; has previous experience as a Lead Instructor or Unit leader for S-491; has broad experience applying NFDRS outputs; has the ability to relate each unit and lesson to the next and to the entire course; and is competent to teach any lesson in the course. The lead instructor shall be responsible for selecting the remainder of the cadre for the course. The subject matter of this course is highly technical and complex. The lead instructor shall make every effort to select the most qualified individuals to teach individual lessons and lead units, paying special attention to matching the instructor to the content and complexity of those units.
	Unit and Lesson Instructors: At a minimum, has completed S-491, preferably has attended the Advanced NFDRS course. The unit leader must be competent in all the areas of emphasis within the unit, be able to teach any of the lessons or provide answers to detailed questions

about the lesson's content, and provide leadership to coaches.

The lesson instructors should be competent and comfortable in presenting the content of the lesson, answering technical questions on the lesson subject matter, and have expertise with the course software sufficient to coach students through course exercises.

The ratio of instructors and coaches to students must be no less than 1:5 to insure availability of adequate coaching during exercises.

#### Computer Specialist

It is essential that a computer specialist either be one of the cadre members or be immediately available to the course presentation to resolve any computer, network or printing problems encountered. Persons selected to fill this capacity must be thoroughly familiar with the hardware (personal computers, network, Internet connection, printers, projector) used in presenting the course, with directory structures used, and to a lesser extent the software and its installation.

#### Course Materials

Course materials are housed at the Instructors Corner at the Lessons Learned Center. Course coordinators or Lead Instructors must contact the Chair of the NWCG Equipment and Technology Branch, Fire Environment Committee, Fire Danger Sub-Committee at <http://www.nwcg.gov/branches/et/fenc/subcommittees/fds/contacts.htm> to obtain a password to download course materials.

#### **Prerequisites**

- Demonstrate at least intermediate skills with the current Windows™ operating system.
- Successful completion of Intermediate Wildland Fire Behavior (S-290).
- Possess a valid Weather Information Management System (WIMS) and Wildland Fire Management Information system (WFMI) logon identification.
- Current and comprehensive working knowledge of WIMS (the WIMS course is strongly recommended to attain this prerequisite knowledge)
- Successfully complete the pre-selection assessment with a minimum passing score of 70% or higher.

**Offer Level** Regional, state, or area