

Utah Fire Service Wildland Certification System



Red Card Packet

March 2024

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 1st to May 31st

- ☐ 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 1st – May 31st

- ☐ 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 involve running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency condition,” as defined in the *NWCG Standards for Wildland Fire Position Qualifications*, 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. Completion in a time of 45 minutes approximates a relative oxygen consumption value (a measure of aerobic fitness) of $22.5 \text{ ml} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$ while performing the activity. For more detailed information on oxygen consumption values and aerobic fitness, refer to Publication, Fitness, and Work Capacity, PMS 304-2

The energy cost of the test represents the energy costs occurring on the job, as evidenced by numerous field studies. The following link provides access to the most recent field study regarding aerobic intensities during wildland firefighter (WLFF) hiking activities in training and on large incidents (<https://www.sciencedirect.com/science/article/pii/S1080603218300607?via%3Dihub>).

Moderate—“Duties involve fieldwork requiring complete control of all physical faculties and may include considerable walking over uneven 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. In 30 minutes, the passing score approximates a relative oxygen consumption value of $20 \text{ ml} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$ while performing the activity.

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 evaluates an individual's fitness level to support the performance of light duties. It consists of a 1-mile test with no load approximating a relative oxygen consumption of approximately $17.5 \text{ ml} \cdot \text{kg}^{-1} \cdot \text{min}^{-1}$. A time of 16 minutes, the passing score for the test evaluates an individual's ability to meet the physical demands of emergencies and evacuate to a safety zone. For more detailed information on oxygen consumption values and aerobic fitness, refer to Fitness and Work Capacity, PMS 304-2, <https://www.nwcg.gov/publications/304-2>.

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 Standards for Wildland Fire Position Qualifications, PMS 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 and RT-212, First Aid, CPR/AED Manifest

All of the included information within these manifests will be used to update your electronic records allowing us to produce the Red Card. Take note that the RT-212 is recommended and not required for chainsaw operators. FFSL 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 -

Department Information

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: _____

Required Documentation and Signatures

If this is a request for **AN INITIAL RED CARD**, the chief or administrator of the organization shall attest and sign for the following:

By my signature below, I certify that department records exist to support that each individual listed on this form:

1. Received a learning experience in the required NWCG and FEMA courses
2. Received an NWCG course completion certificate and the certificate has been provided to the Area FMO or designee.
3. Completed and passed applicable fitness test for appropriate work category.
4. Is a member and in good standing with the department or organization.

If this is a request for **RED CARD RENEWAL**, the chief or administrator of the organization shall attest and sign for the following:

By my signature below, I certify that department records exist to support that each individual listed on this form:

1. Completed a 4 hour minimum refresher course (RT-130) as outlined by NWCG. Lead instructor is qualified Single Resource Boss.
2. If indicated completed the State of Utah RT-212.
3. Completed and passed applicable fitness test for appropriate work category.
4. Is a member and in good standing with the department or organization.

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**

Current Season Experience Worksheet

Use this worksheet to update experience that is not naturally captured by the dispatch system to maintain qualifications. Experience is required within 5 years for operational positions and every 3 years for aviation, dispatch and chainsaw qualifications. **Experience for Current Season**

Name				Name			
Date	Position	Incident	Shifts	Date	Position	Incident	Shifts

Name				Name			
Date	Position	Incident	Shifts	Date	Position	Incident	Shifts

Name				Name			
Date	Position	Incident	Shifts	Date	Position	Incident	Shifts

Name				Name			
Date	Position	Incident	Shifts	Date	Position	Incident	Shifts

Yearly RT-130 and WCT Training Manifest									
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[illegible]

Notes:

RT-212, First Aid, CPR/AED Manifest
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[illegible]

***Accredited CPR Provider**

****State EMT/AEMT/Paramedic License**

*****Recommended but not Required**

Notes: _____ Page |

NEW FIREFIGHTER-
Fire Department

FULL LEGAL NAME: (**LAST, FRIST, FULL MIDDLE**) _____

OTHER NAME YOU COMMONLY GO BY _____ Birth **month/day** ____ / ____

EMAIL _____ PHONE #: (____) _____ - _____

- ☐ HAVE YOU EVER BEEN WILDLAND FIRE CERTIFIED BEFORE (RED CARDED)? ____YES____NO____
IF YES, WITH WHO, WHEN AND WHERE?

STOP

FFT2

- ☐ COMPLETED REQUIRED COURSE; S-130 (with field day or UFRA Skill Sheet completed), S-190, L-180, I-100, RT-130 IF REQUIRED.
- ☐ COPY OF TRAINING CERTIFICATE UPLOADED (File named as such; course_name_date.pdf)
 - ☐ TRAINING RECORDED IN IQS
- ☐ ARDUOUS PACK TEST COMPLETED
- ☐ RECORDED IN IQS
- ☐ IS-700 COMPLETED
- ☐ TRAINING RECORDED IN IQS
 - ☐ COPY OF TRAINING CERTIFICATE UPLOADED (File named as such; course_name_date.pdf)
- ☐ FFT2 QUALIFICATION ENTRY CREATED IN IQS.

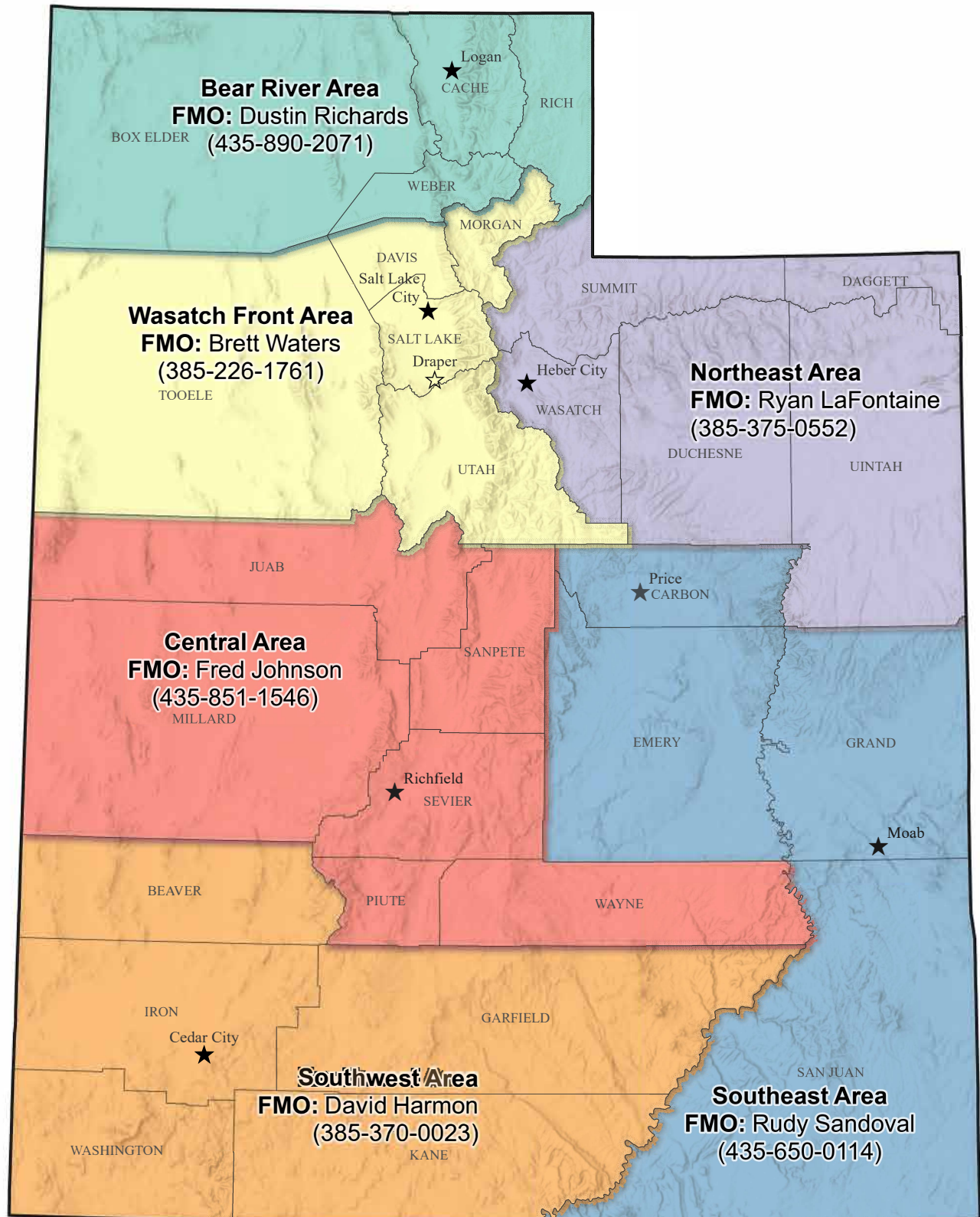
FFT1/ICT5

- ☐ COMPLETED REQUIRED COURSE; S-131
- ☐ COPY OF TRAINING CERTIFICATE UPLOADED (File named as such; course_name_date.pdf)
 - ☐ TRAINING RECORDED IN IQS
- ☐ TASK BOOK INITIATED
- ☐ INITIATION RECORDED IN IQS
 - ☐ SET PRIORITIES
 - ☐ COPY OF INITIATION PAGE UPLOADED IN IQS
- ☐ TASK BOOK COMPLETED
- ☐ COPY OF CERTIFYING PAGE UPLOADED IN IQS



Forestry, Fire and State Lands

Area Fire Management Officers



★ Area Office ★ Satellite Office ☆ Lone Peak

Updated: 12/26/2023