**OPERATIONS**

A more detailed and accurate report of data should be compiled. These numbers were the best available…

* **Total Number of “Courses”: 33\***
	+ \*33 S-130, S-190, & L-180 listed separately in the registration data.
	+ 31 individual “classes”
	+ Total Classroom Contact Hours (#students x course hours) = 13,447 hours
	+ Registration Capacity: 76% (actual students/potential students: 794/1046)
* **Student Body Numbers & Home Units**
	+ Total number of registered students: 794 (many students take more than one class)
	+ Total number of actual students: approximately 550
	+ Minnesota Based Students (approximate list):
		- MN DNR – numerous Divisions
		- Chippewa and Superior National Forests
		- Voyageurs NP
		- Numerous Tribal entities and BIA
		- Numerous USFWS Units
		- Numerous MN Fire Departments
		- The Nature Conservancy
		- Conservation Corps of MN & IA
		- Camp Ripley
		- MN Dept of Transportation
	+ Out of State Based Students (incomplete data)
		- Ottawa NF (MI)
		- Chequamegon-Nicollet NF (WI)
		- Pisgah NF (NC)
		- Shawnee NF (IL)
		- Mark Twain NF (MO)
		- Big Cypress National Preserve (FL)
		- USFWS – South Dakota (unknown unit)
		- Numerous others but data unavailable as of 6/7
* Instructors
	+ Total Number of Lead Instructors: 31
	+ Total Lead and Unit Instructors: 75 (based on CTR data)
		- MNDNR
		- USFS (CPF, SUF, CNF)
		- BIA/Tribal
		- NPS?
		- Michigan DNR
		- MN HSEM
		- Advanced Minnesota
		- All Hazard Medical Solutions
		- Other?

**Assigned Tasks**:

* Provide operational support for instructors and students.
* Ensure all classes, outdoor field exercises and aviation operations run efficiently.
* Coordinate with other C&G to meet needs and identify SOP’s since many tasks and responsibilities are not “classic” operational efforts.
* Fulfill Operational roles and responsibilities related to real and simulated incidents and scenarios.

**What went well:**

* OSC2 trainee & 3 DIVS's, perfect! I recommend that for next year also (KS).
* Briefing @ 0700, most of the instructor's attended 1 or more of these briefing (KS).
* New helibase trailer & location. Area control was set up, worked well this year (KS).
* Food @ ICC & field lunch's. Good food & good lunches. LOTS of prep work to make this field lunch situation work much better this year (KS).
* Communications plan was preloaded prior to this event taking place. Much better then past years (KS).
* Fewer classroom complaints than years past. A few classrooms were too warm early in the week but mitigated to some extent with fans and other efforts (KS & MR).
* Updating the IAP as needed worked well (KS &MR).
* Great mix of agency instructors (KS).
* The “tracking” spreadsheet worked well as a modified 215. The modified 215A also worked well (KS & MR).
* Incidents within the Incident scenarios went well and are extremely valuable to the students and the IMT (MR).
* The “C&G Staff Incident Emergency Action Plan & Check List” worked well (MR).

**Opportunities for improvement:**

* Needs improvement: turning in CTR's, rosters, sign in sheets. Who, when, etc. Rob Heavirland had an excellent idea for next year: Put a folder or envelope outside the classroom so the instructors can put their paper work in there & it can be picked up through-out the day (KS).
* Letter to all the students needs much improvement! The letter's failed to include correct start times, prework information, etc (KS)
* Training: no good tracking procedure for "non" agency personnel that got into some classes (KS).
* Better communication about the "aviation exercise" that took place on Tuesday. ASGS did a great job setting everything up but more coordination may be needed. Signatures, who has control, how does the IMT fit in this situation. Lots of moving parts. The teachable moments of this event were awesome, just need more coordination with all the partners @ MIFC (KS).
* A Project Aviation Safety Plan (PASP) is planned for next year. This will help with coordination and working with other Functions (Ops and Safety) to understand the aviation risk management process and overall plan (MR).
* Some IMT functions need to engage on Academy Prep several weeks prior to the event (MR).
* Ops positions that are in place for the entire Academy week with no other collateral duties (e.g. Instructing or taking courses) and minimal home unit obligations. OSC2 and 3 DIVS (MR).
* Assign DIVS to specific Divisions (aka groups of classes) for the entire week. Each 204 would have one DIVS (MR).
* Improve and update the “Instructor Needs” form and provide the Leads with Academy SOP’s and “game plan” prior to the academy (MR).
* The 0700 briefing taxes the Lead Instructor’s time. Not sure if there is a better way to communicate the Operational Briefing information? Perhaps the Leads are given a formal in-brief upon Check-In? (MR)
* Having the IMT in place should reduce the workload and make things easier for the Instructors but many of the Leads had feedback to the contrary (MR).
* The Tracking Spreadsheet (modified 215) worked well but can be easily improved and include added functionality for 2018 (MR).
* Identify more “back-up” or unassigned classrooms for the inevitable changes and unexpected issues (MR).
* What is the true carrying capacity of ICC, Grand Rapids, and the MNICS Agencies to support the MN WF Academy? More analysis by Training WT and Task Force is needed (MR).

…Submitted by Mike Rice, OSC2t (working with Kurt Schierenbeck OSC2)