2024 Minnesota IQSweb TERMS & CONDITIONS for Service

To gain or maintain access to the State of Minnesota IQS program, these Terms and Conditions must be signed and returned ~~to~~ no later than December 31, 2024. Access is valid for one calendar year, January 1, 2024, to December 31, 2024.

Local governments and state agencies in Minnesota are welcome to utilize Incident Qualification System (IQSweb) software to track wildland fire qualifications of their personnel. While IQSweb is not required, government agencies involved in wildland fire response within Minnesota are strongly encouraged to utilize IQSweb to track the wildland fire qualifications of their personnel. IQSweb access is a privilege and may be revoked for violation of these terms and conditions.

New to IQSweb
Government Agencies who do not have access to the State of Minnesota IQSweb software computer program and data server must complete the *Minnesota IQSweb Server, Terms and Conditions* form to gain access to this program. Users need to print, complete, and sign this form. Submit a scanned copy of the completed *Minnesota IQSweb Server, Terms and Conditions* form to MIFCTraining.dnr@state.mn.us

Current IQSweb user
Government agencies who already have access to the State of Minnesota IQSweb software computer program and data server must complete the *Minnesota IQSweb Server, Terms and Conditions* form to maintain access to this program. Users need to print, complete, sign, and submit a scanned copy of the completed *Minnesota IQSweb Server, Terms and Conditions* form to MIFCTraining.dnr@state.mn.us

Incident Qualification System (IQSweb) TERMS AND CONDITIONS:

I, representing the Agency listed below (Agency), agree to these usage terms and conditions:

1. Logging into the IQSweb indicates consent to the Terms and Conditions of Service for applications hosted by the Minnesota Department of Natural Resources. The Terms and Conditions of Service identifies the conditions of use, privileged access, and commitment to uphold security requirements within the IQSweb. This includes commitment to adequately protect and not share individual user IDs and passwords. Violation of these Terms and Conditions of Service may result in the loss or limitation of access to the IQSweb. Minnesota Department of Natural Resources will handle each infraction on a case-by-case basis

2. Provide computers and internet access to utilize IQSweb.

3. Access IQSweb for Agency business only and keep IQS private data protected.

4. MN IQSweb private data must be collected, handled, and stored in a secure manner according to Minnesota State Statues and Rules governing private data.

5. The Agency is required to maintain IQSweb training and work capacity training (WCT) records locally and be subject to periodical **review and audit** by the MIFC Fire Training Supervisor and/or his/her designee.

6. Enter information into IQSweb following the data standards outlined in the *State of Minnesota Incident Qualification System User's Guide for Fire Departments Wildland fire training | Minnesota DNR (state.mn.us)* and the *Help* function in the IQSweb software program.

7. Invest time and effort to have a comprehensive understanding of NWCG PMS 310-1 , Minnesota Red Card Manual for Fire Departments and Federal Wildland Fire Qualifications Supplement

8. Ensure persons uploaded to Interagency Resource Ordering Capability (IROC) meet National Wildfire Coordinating Group (NWCG) minimum standards:
   a. 310-1, *Wildland Fire Qualification Systems Guide*, and
   b. 901-1, *Standards for Course Delivery, and*
   c. *Federal Wildland Fire Qualifications Supplement*

9. Upload electronic records (naming convention format) into IQSweb to support NWCG qualifications. At minimum, these records shall include:
    a. Completed Taskbooks (Pages ALL and evaluation records)
    b. Initiated Taskbooks (Page 1)
    c. NWCG Training Certificates
    d. FEMA ICS Certificates
    e. RT-130 Rosters/Certificates
    f. WCT Test Rosters
    g. WCT Individual
    h. Resource Orders, Incident Evaluations, MNDNR IQS Experience Form (located on MNDNR website), etc. to document proof of currency required for qualifications
10. Be solely responsible for the qualifications and the issuance of incident qualification cards (Red Card) for agency personnel.
11. Follow the State of Minnesota Incident Qualification System User's Guide and Red Card Manual for MN Fire Departments.

MNDNR will:

1. Provide access to:
    a. IQSweb software computer program (or successor software), and
    b. State of Minnesota server hardware.
2. Update the IQSweb software computer program to the latest available version.
3. Backup data every 24 hours on server hardware through official State of Minnesota of Information Technology (MNIT) policies and protocols to protect the agency's data as much as feasible.
4. Suspend or revoke access to IQSweb until the terms and conditions are met.
5. Provide IQS training and support as requested, or as needed.
6. Provide support for NWCG cross walk courses, WCT training and position task book training,
7. Be solely responsible only for the qualifications of MNDNR personnel, not other IQS Users.
8. Ensure Minnesota state personnel uploaded to IROC meet NWCG minimum standards:
    a. *310-1, Wildland Fire Qualification Systems Guide, and*
    b. *901-1, Standards for Course Delivery, and*
    c. *Federal Wildland Fire Qualifications Supplement*

COMPLIANCE:

The MNDNR goal is to work proactively with agencies to ensure data entry, program requirements are being met, and that resources are available to meet response needs within the State of Minnesota. As part of that approach, each MNDNR Fire Training and Agency Certification Supervisor or designee **will** perform two random audit compliance reviews. This is not intended to challenge the integrity of an individual and/or organization, but rather an attempt to maintain the integrity of the Minnesota IQS database, the information, and data it holds, and ensure that the Minnesota IQS database is being used to aid in mobilization of NWCG qualified persons.

To confirm *Minnesota IQSweb Server, Terms and Conditions* compliance, MNDNR will take the following steps:

- When missing documentation for an individual person's qualifications is identified:

    1. Day 1 - Day 30: The agency will be notified of missing documentation. The agency will have 30 days to upload the documentation to support the qualification. During the 30-day period that agencies are granted to gain compliance, the person may still be active in IROC and act in the qualification in question.

2. Day 31: After 30 days, if the documentation is not uploaded and compliance met, MN DNR Fire Training and Agency Certification Supervisor remove the qualification in question from the IQS database and notify the agency of the deletion with a copy to the MN DNR Fire Section Manager.

- When an Agency missing documentation for all persons is identified:

   1. Day 1- Day 30: The Agency will be notified of the missing documentation, reminded of the signed *Minnesota IQSweb Server, Terms and Conditions*, and advised on the NWCG PMS 310-1 Guidelines for reference. The Agency will be advised that they have 30 days to upload the documentation to support the qualification.

   2. Day 31: After 30 days, if the documentation is not uploaded and compliance met, MN DNR Training and Agency Certification Supervisor will remove the qualification(s) in question from the MN IQS database and notify the Agency and MN DNR Fire Section Manager.

- When *Minnesota IQSweb Server, Terms and Conditions* are not signed and returned by the date required:

   1. January 16th: MN DNR will notify the Agency of missing signed *Minnesota IQSweb Server, Terms and Conditions* and advise them that they have <u>15</u> days to return the signed terms and conditions. MN DNR Fire Section Manager will be copied on the notice sent.

   2. January 31st: After 15 days, the IQS account will be locked until a signed document is received

Upon agreeing to these terms and conditions, the Agency will receive IQSweb access:

_____   _____
            Local Government Agency Name   Date

_____   _____
                 Local Govt. Fire Chief   Local Government Chief Executive Name

Agency Email Address: _____

Agency Contact Phone Number: _____

For questions on the *Minnesota IQSweb Server, Terms and Conditions*, the IQSweb Database or IQSweb compliance, please feel free to contact MN DNR Fire Training and Agency Certification Supervisor, Taylor ~~Schenck~~ Schenk, at taylor.schenk@state.mn.us or 218-322-2683.