

**NATIONAL WILDFIRE COORDINATING GROUP (NWCG)**  
**111<sup>th</sup> MEETING**  
**Final Summary of Decisions, Action Items, and Agenda Items**  
**May 24-26, 2011**

**DECISIONS:**

**DECISION:** On NWCG April 2011 Meeting Minutes, approved meeting minutes as written.

**DECISION:** On Wildland Fire Institute, agreed that the Board of Director, once appointed, will develop a draft strategic plan for years Nos. 3 through 5 for presentation at the next tri-annual meeting in October (tentatively).

**DECISION:** On NWCG Meetings, agreed to change the All-Chairs Meeting to February 2012 instead of January 2012, and the NWCG January Business Meeting will be 1 ½ days long if there is not a December Executive Board Meeting.

**DECISION:** On Incident Business Committee, approved Ann Marie Carlson as the new Chair of the committee.

**DECISION:** On NWCG Taskings in Support of the Cohesive Strategy Phase Two, agreed to test the nimble approach to respond to NWCG taskings in order to meet timeframes of the Cohesive Strategy.

**DECISION:** On Recognition of Prior Learning (RPL), agreed to Tuesday, July 19, 2011 (1:00 to 4:00 p.m.) to meet for the Final Project Report Presentation.

**DECISION:** On NWCG Budget, agreed to fund the non-fire Subject Matter Expert (SME) travel for the Invasive Species Cleaning Techniques Project.

**DECISION:** On RAWS Network Analysis Report, agreed to accept the briefing paper presented by the Fire Environment Committee once the Recommendations and NWCG Actions sections are revised to incorporate the revisions noted at the #111<sup>th</sup> Meeting.

**DECISION:** On Incident Management Organization Succession Planning (IMOSP) Project, agreed that an implementation group will need to be identified.

**DECISION:** On NWCG Strategic Plan, agreed that the PMU will develop a proposal on moving forward with the next steps and bring it before the Executive Board at the August Meeting.

**DECISION:** On NWCG Organization, agreed that the Program Management Unit (PMU), with committee chairs, will review all committee Charters for alignment with the business areas, Strategic Plan, and Executive Board expectations and report their findings at the NWCG September Meeting.

## **ACTION ITEMS:**

### **ACTION No. 11-027: On Wildland Fire Institute:**

a) Schedule a meeting to discuss the operational component of the OWDC and determine under which Branch the roles and responsibilities of the committee best fit. Meeting attendees will be Bonnie Wood, Karyn Wood, Deb Fleming, and Mark Jones, OWDC Chair.

Lead: Bonnie Wood

Due Date: June 15, 2011 and *NWCG July Meeting Topic*

b) Develop recommendations for NWCG Executive Board review and approval for WFI Board of Directors membership, and a proposal to prototype the WFI Deans positions.

Lead: Bonnie Wood and Deb Fleming

Due Date: June 15, 2011

c) Develop recommendations for NWCG Executive Board review and approval on the name of the NWCG Training Branch.

Lead: Bonnie Wood and Deb Fleming

Due Date: July 20, 2011

d) Develop recommendations for NWCG Executive Board review and approval regarding the relationship of the Leadership Subcommittee to the NWCG Training Branch or Wildland Fire Institute and the Operations Workforce Development Committee (OWDC).

Lead: Bonnie Wood (working with Deb Fleming, Tim Blake and OWDC)

Due Date: October 19, 2011

e) Develop recommendations for NWCG Executive Board review and approval regarding the relationship of the Lessons Learned Center with the Wildland Fire Institute.

Lead: Bonnie Wood and Deb Fleming (working with Merrie Johnson and Brit Rosso)

Due Date: October 19, 2011

**ACTION No. 11-028: On Wildland Fire Institute, develop a draft strategic plan for years Nos. 3 through 5 for presentation at the October Meeting.**

Lead: Bonnie Wood (working with Deb Fleming and the WFI Board of Directors)

Due Date: October 2011

**ACTION No. 11-029: On NWCG Executive Board Membership, discuss with Jim Erickson, Intertribal Timber Council (ITC), on the language suggested (authority and interagency) in Bullet No. 1 of the draft Briefing Paper and report back at the NWCG July Meeting.**

Lead: Bonnie Wood and Task Team Members

Due Date: July 20, 2011

**ACTION No. 11-030: On “Featured Committee,” invite the Fire Policy Committee as a “Featured Committee” in the near future, and request that part of the discussion cover the following topics:**

- **The Glossary Terms Tasking (TM-2009-12)**
- **Their business area and role in the NWCg Organization.**
- **Presentation and discussion of their Charter and Intent Document (if the documents are completed.)**

**Lead: Elaine Waterbury**

**Due Date: September 21, 2011**

*[This date is proposed by the PMU. It was not fully discussed at the Executive Board Meeting]*

**ACTION No. 11-031: On NWCg Standards Development Organization, write a tasking for the committees to review their “standards” and develop a prioritized list of standards they recommend should become voluntary consensus standards.**

**Lead: Branch Coordinators**

**Due Date: June 15, 2011**

**ACTION No. 11-032: On NWCg Standards:**

**a) Identify 2 or 3 standards that NFPA may be interested in working with NWCg on to become voluntary consensus standards.**

**Lead: Branch Coordinators**

**Due Date: June 9, 2011**

**b) Discuss with NFPA their interest in this collaborative work using these standards as examples.**

**Lead: Dan Smith**

**Due Date: TBD after a) is accomplished**

**c) Following our meeting with NFPA, NWCg will need to discuss the use of that organization or another SDO to complete NWCg voluntary consensus standards for those standards we decide need documentation.**

**Lead: Bonnie Wood**

**Due Date: TBD**

**ACTION No. 11-033: On RAWs Network Analysis Report, revise the briefing paper to clarify the three (3) actions and change the fourth action to “draft a memorandum to the field.”**

**Lead: Paul Schlobohm, working with FENC**

**Due Date: October 18, 2011**

**ACTION No. 11-034: On RAWs Network Analysis Report, perform the four action items outlined in the briefing paper.**

**a) Develop a collaborative process to be used to guide local units through the evaluation process to add, remove, or move RAWs. Set up steps to develop the guide and pilot. NPSS needs to be involved.**

**Lead: Paul Schlobohm, working with FENC**

**Due Date: February 1, 2012**

**b) Develop guidance to use non-NFDRS weather station observations, and a description of how to access the observations based on how the user needs to use the data.**

**Lead: Paul Schlobohm, working with FENC**

**Due Date: November 1, 2011**

**c) Review and update NWCG RAWS data standards.**

**Lead: Paul Schlobohm, working with FENC**

**Due Date: December 1, 2011**

**d) Deliver to the Executive Board a draft memorandum with the briefing paper and Final Project Report attached.**

**Lead: Paul Schlobohm, working with FENC**

**Due Date: April 1, 2012**

**ACTION No. 11-035: On IMOSP Project, Roberta D'Amico will develop an NWCG Memo to the field to describe the status of the project and the next steps for the Project Team and the Executive Board.**

**LEAD: Lyle Carlile, working with Roberta D'Amico**

**Due Date: Following the July NWCG Briefing by the IMOSP Team**

**[Briefing will be at the August Meeting instead of the July Meeting]**

**ACTION No. 11-036: On NWCG Strategic Plan, develop a proposal to implement the following and brief the Executive Board at the NWCG August Meeting:**

**a) Share and explain the relationship model with the committees.**

**b) Share the six (6) key priorities of the Executive Board (identified in January 2010) with the committees.**

**c) Review, update, and validate the O&M list (1300 lines). Do these fit with the budget?**

**d) Set timeline for Strategic Plan review and key issues review.**

**e) How will the above (next steps) be accomplished?**

**Lead: Bonnie Wood and PMU**

**Due Date: August 17, 2011**

**ACTION No. 11-037: On NWCG Organization, review all committee Charters for alignment with the business area, Strategic Plan, and Executive Board expectations and report findings at the September Meeting.**

**Lead: Bonnie Wood and PMU**

**Due Date: September 21, 2011**

## **AGENDA ITEMS:**

*AGENDA ITEM FOR FUTURE MEETING: Wildland Fire Institute – Review and Approval of Board of Directors Proposal and Dean Position Prototype – Bonnie Wood and Deb Fleming – 30 minutes – June Meeting [After the meeting, this topic was moved to the July Meeting]*

*AGENDA ITEM FOR FUTURE MEETING: Wildland Fire Institute – Review and Discussion on Operations and Workforce Development Committee (OWDC) and Wildland Fire Institute (WFI – Bonnie Wood, Deb Fleming, and Merrie Johnson – 1.0 hour – July Meeting*

*AGENDA ITEM FOR FUTURE MEETING: Wildland Fire Institute – Review of Draft Strategic*

*Plan for Years Nos. 3 through 5 – 90 minutes – October Meeting*

*AGENDA ITEM FOR FUTURE MEETING: NWCG Membership – Review Decision from the Discussion on Membership of Executive Board with Jim Erickson and Intertribal Timber Council (ITC) – Bonnie Wood, Dan Smith, Howard Hedrick, Paul Schlobohm, and Allen Deitz – 45 minutes – July Meeting*

*AGENDA ITEM FOR FUTURE MEETING: FEMA: IQCS Pilot Project – Update – Aitor Bidabur – 15 minutes – June Meeting*

*AGENDA ITEM FOR FUTURE MEETING: February All-Chairs Meeting – Review and Approval of Agenda Proposal – Bonnie Wood and PMU – 15 minutes – August Meeting*

*AGENDA ITEM FOR FUTURE MEETING: NWCG May Meeting (114<sup>th</sup>) – Review and Approval of Meeting Proposal (date and place) – Bill Kaage – 15 minutes – October Meeting (112<sup>th</sup>)*

*AGENDA ITEM FOR FUTURE MEETING: Recognition of Prior Learning – Presentation of Final Project Report – Howard Hedrick – 3 hours on Tuesday, July 19<sup>th</sup> and Final Report of Oversight Group – Aitor Bidaburu – 1.0 hour – July Meeting*

*AGENDA ITEM FOR FUTURE MEETING: Wildland Fire Decision Support System (WFDSS) – Review of Operational Guidelines White Paper – Tom Zimmerman – 15 minutes – June Meeting*

*AGENDA ITEM FOR FUTURE MEETING: NWCG Budget – Review of Third Quarter Budget – Elaine Waterbury and Cheryl Molis – 30 minutes – July Meeting*

*AGENDA ITEM FOR FUTURE MEETING: Possible Presentation on Missoula Technology and Development Center (MTDC) – Paul Schlobohm and Dave Haston – 1.0 hour – Tentatively Scheduled for September Meeting  
[This agenda item was added during the Minutes Review process.]*

*AGENDA ITEM FOR FUTURE MEETING: Incident Management Organization Succession Planning (IMOSP) Project – After Action Review (AAR) – Bonnie Wood or Facilitator – 1.0 hour – October Meeting*

*AGENDA ITEM FOR FUTURE MEETING: NWCG Strategic Plan – Review and Discussion on Proposal to Move Forward – Bonnie Wood and PMU – 30 minutes – August Meeting*

*AGENDA ITEM FOR FUTURE MEETING: NWCG Organization – Report on Findings of Committee Charters Review – Bonnie Wood and PMU – 15 minutes – September Meeting*