

**National Wildfire Coordinating Group
95th Meeting Minutes
January 24-26, 2006**

Action	Decision	Item
		1. Welcome, Introductions, Meeting Packet Review
		2. Agenda: Review and Finalize
	X	3. 94th NWCG Meeting Minutes: Review and Approval
		4. NWCG Action Items Table
	X	5. NIMO
X	X	6. Third Party Certification of Qualifications
X	X	7. FEWT: Equipment Standards and Automated External Defibrillators
	X	8. IOSWT: Agreement on Recommendation of Incident Management Team
X	X	9. TWT: Instructor Qualifications and NWCG Response to PNWCG Letter
X	X	10. Crosswalk Project
X		11. Parallel Training Concept Task Group: Draft Implementation Plan
	X	12. PMO/NWFEA: Status Update
X	X	13. IBPWT: Status of Task Groups, Alternative Hiring Authorities, EERA Test Forms, Emergency Firefighter Time Report Test Forms, Standard Clauses to EERA Form, Interagency Business Management Handbook, Mutual-Aid Agreement Template, and AD Pay Plan
X	X	14. Holmes Fire Fatality
X	X	15. Lessons Learned Center
		16. All Risk Response
X	X	17. NWCG Charter Signing Protocol
		18. Retardant: Update
	X	19. NIC/AC: Recommendations on Draft Charter
	X	20. Quarter-Turn Coupling
	X	21. Budget: 2007 WT/AG Requests
X	X	22. NWCG MOU Operating Principles
		23. Meetings Schedule
X	X	24. NWCG Officers Election: Chair and Vice-Chair
X	X	25. FENWT
X	X	26. National Institute for Occupational Safety and Health (NIOSH) Meeting
X	X	27. NWCG Response to PNWCG Letter and Northwest Contract Firefighter's Association
X	X	28. Mutual-Aid Template
	X	29. NWCG Strategic Planning Session
X		30. Round Robin

National Wildfire Coordinating Group
95th Meeting Minutes
January 24-26, 2006

The 95th Meeting of the National Wildfire Coordinating Group was held in Orlando, Florida, on January 24-26, 2006.

Members Attending: Kirk Rowdabaugh (Chair), NASF, Western States
Tory Henderson, (Acting Vice-Chair), USDA Forest Service
Mike Hilbruner, USFS – Fire Systems Research
Jim Erickson, Intertribal Timber Council
Mike Long, NASF, Eastern States
Tim Murphy, Bureau of Land Management (Acting)
Mike Wallace, National Park Service (Acting)
Phil Street, Fish and Wildlife Service
Lyle Carlile, Bureau of Indian Affairs
Hugh Wood, U.S. Fire Administration
Bonnie Bradshaw, NWCG Executive Secretary

Guests Attending: Kelly Hawk, BLM
Shari Shetler, BLM
Elaine Shellabarger, Mike Long's Administrative Assistant

Call-Ins: Logan Lee (TWT)
Mike Dougherty, U. S. Fire Administration
Phyllis Krietz, U. S. Fire Administration
George Jamison, U.S. Fire Administration
Don Artley, NASF
Deb Epps, BLM
Chris White
Tom Kuntz
Judy Crosby, BLM
Frank Peters, DOI
Hallie Locklear, BLM

1. Welcome, Introductions, and Meeting Packet Review (Kirk Rowdabaugh and Bonnie Bradshaw)

Discussion: Kirk Rowdabaugh welcomed everyone to the meeting. Elaine Shellabarger covered the attractions contained in Orlando Folder. Bonnie Bradshaw covered the documents contained in the Meeting Folder.

2. Agenda: Review and Finalize (Kirk Rowdabaugh)

Discussion: Order of Agenda will be changed to accommodate people calling in.

3. NWCG Meeting Minutes: Review and Approval (Kirk Rowdabaugh)

Handout distributed and reviewed:

1. NWCG 94th Meeting Minutes (Gettysburg)

Edits:

- a) Page 1 - Change: Jim Erickson's name is misspelled.
- b) Page 2 - Add: Dennis Haddow as Chair for FAICG
- c) Page 3 - Delete/Add: Chair of NIFCG - Delete: Dennis Haddow, Add: Tim Sexton
- d) Page 20 - Change: B13 - NWCG instead NFAEB

DECISION: On NWCG 94th Meeting Minutes, agreed that Minutes are approved, with noted changes.

4. NWCG Action Items Table (Kirk Rowdabaugh)

Handout distributed and reviewed:

2. NWCG Action Items Table from October 2005 Meeting

Discussion: The Table was covered, with only four items still outstanding. Those items will be checked on by the Executive Secretary.

5. NIMO (Tim Murphy)

Discussion: Tim Murphy gave a status update and discussed decisions made at the NFAEB Meeting of January 20, 2006. Agency Directors will be briefed solely for concurrence and funding issue. Roles of WFLC and NWCG need to be defined. Implementation Plan for NIMO should come to NWCG for review.

DECISION: On NIMO, agreed that Agency Directors need to be briefed by Tim Murphy and the Director of OWFC. After their concurrence, NWCG will distribute a letter outlining the Report and Implementation Plan Steps.

AGENDA ITEM FOR FUTURE MEETING: NIMO: Review Implementation Plan.

6. 3rd Party Certification of Qualifications (Tory Henderson)

Handout distributed and reviewed:

3. *OIG Report on Recommendations*

Discussion: The OIG has reviewed, contract language approved, and their recommendations were read to the group. Response time to OIG is 30 days. Tory suggested that a letter come from either NWCG or NFAEB communicating the certification process. Question asked, "Who will maintain the list of people who are 3rd Party certified?" It was suggested that the TWT develop a template and maintain the list. Other questions asked: How do we ensure that the red card is truly a red card? How do we ensure that standards are being met?

DECISION: On 3rd Party Certification of Qualifications, agreed to task the TWT to develop standards and the process.

ACTION: On OIG Recommendations on 3rd Party Certification of Qualifications, prepare response to recommendations.

Lead: Tory Henderson

Due Date: ASAP (Before February 25, 2006)

ACTION: On 3rd Party Certification of Qualifications, convey task assignment to TWT to develop standards and the process.

Lead: Tim Murphy (TWT Liaison)

Due Date: January 30, 2006

AGENDA ITEM FOR NEXT MEETING: 3rd Party Certification of Qualifications: Status Update, with a possible decision (Tory Henderson) - May 2006 Meeting

7. FEWT: Equipment Standards and Automated External Defibrillators (Tory Henderson)

Handout(s) distributed and reviewed:

4. FEWT Memorandum to NWCG on Equipment Standards, dated 1/10/06

5. FEWT Memorandum to NWCG on SHWT Memo to FEWT Concerning Automated External Defibrillators, dated 1/12/06

6. SHWT Memorandum to FEWT on Automated External Defibrillators, dated 9/20/05

Discussion: Automated External Defibrillators was discussed first. What are the expectations for care? Is there really a need? Until SHWT makes a determination as to the standard level of care and need, Tory is not comfortable giving an answer on expectations. Medical equipment should not be stocked at the caches until the level of care has been established.

DECISION: On Automated External Defibrillators (AEDs), agreed not to purchase them until the standard level of care and need has been identified.

ACTION: On Automated External Defibrillators, convey task assignment to SHWT to identify the standard levels of medical care and establish the need for this equipment. SHWT will draft a proposal to NWCG outlining their findings.

Lead: Mike Long (SHWT Liaison)

Due Date: January 30, 2006

AGENDA ITEM FOR FUTURE MEETING: *Automated External Defibrillators: Review of proposal on standard levels of medical care and need for equipment (SHWT):*

Equipment Standards was discussed, looking at the 2006 National Best Value Criteria List. Different equipment was analyzed, with questions: What is the performance? What is needed? What is the mobilization? A summary of equipment standards was gathered from each GA, and a template then developed by FEWT. FEWT wants to implement the standards. GA will be able to add to these minimum standards. Application will be done national wide by FS, but could be done as a pilot program for the GAs for a one year period. Best value criteria is to be used as a guide and a work in progress.

DECISION: On Equipment Standards, NWCG agreed with using the Best Value Criteria List as a guide and doing a pilot program with FS for one year, with NWCG evaluation at the end of that year.

AGENDA ITEM FOR FUTURE MEETING: *Pilot Program using Best Value Criteria List for Equipment Standards: Evaluation of Program (Tory Henderson) - January 2007 Meeting*

8. IOSWT: Agreement on Recommendation of Incident Management Team Size (Tory Henderson)

Handout distributed and reviewed:

7. *IOSWT Letter to Don Artley, NMAC Chair, on Incident Management Team Standard Configuration and Size for National Mobilizations, dated 11/22/25*

Discussion: IC Team size (short and long configurations) were discussed at length.

DECISION: On IOSWT's Recommendation of Incident Management Team Size, agreed on approving the 27 positions currently listed in the National Mobilization Guide, plus up to an additional 17 positions to be negotiated between the Incident Commander and the Agency Administrator from the requesting unit. However, the last sentence of the paragraph will be dropped (This team configuration will be used for National Mobilization without prior knowledge of unique circumstances.).

9. TWT: Instructor Qualifications and NWCG Response to PNWCG Letter (Called In: Logan Lee)

Handout distributed and reviewed:

8. *PNWCG Letter to NWCG, dated 2/10/05*

Discussion: The PNWCG Letter was discussed.

Refer Topic – Will be discussed later on in the meeting. See No. 27 Below.

Instructor qualifications were discussed. Alternatives need to be explored in order to help instructors stay current on their qualification, while keeping the quality standards.

DECISION: On Instructor Qualifications, agreed to task the TWT to develop alternatives for instructors to stay current on their qualifications, while maintaining quality standards.

ACTION: On Instructor Qualifications, convey task assignment to the TWT to develop recommendations for alternative ways for instructors to stay current on their qualifications while maintaining quality standards. Include approaches by non-fire emergency responder communities and also evaluation of instructor qualification criteria that does not require reoccurring fire assignments beyond an established base of experience. Report at October 2006 Meeting.

Lead: Tim Murphy (TWT Liaison)

Due Date: January 30, 2006

AGENDA ITEM FOR FUTURE MEETING: *Alternatives on Maintaining Instructor Qualifications: Review Recommendations (TWT) - October 2006 Meeting.*

10. Crosswalk Project (Called In: Mike Dougherty, Phyllis Krietz, George Jamison, and Don Artley)

Handout(s) distributed and reviewed:

- 9. USFA Training Equivalencies Crosswalk Project, dated November 2005*
- 10. Appendix J: Crosswalk Matrices with State Input, dated November 2005*
- 11. PowerPoint Presentation: US Fire Administration Training Equivalency/Crosswalk Project, NWCG Presentation, dated 1/24/06*

Discussion: Mike presented the PowerPoint. The final meeting was held in Emmitsburg in November, and final report is one of the handouts.

Other recommendations that have been added besides the recommendations listed on Slide 11 are:

- a) Document training and keeping records.
- b) Develop a Communications Plan.
- c) Evaluation of Project in 5 years.

TWT was given documents on December 15th, but no feedback (right concept or not) has been received by them.

DECISION: On Crosswalk Project, agreed to table a decision until TWT provides NWCG with feedback.

ACTION: On Crosswalk Project, convey task assignment to the TWT to provide NWCG feedback on this project by February 28, 2006.

Lead: Tim Murphy (TWT Liaison)
Due Date: January 30, 2006

AGENDA ITEM FOR NEXT MEETING: *Crosswalk Project: Review Feedback with NWCG (TWT) - Strategy Meeting of February 28, 2006*

11. Parallel Training Concept Task Group: Draft Implementation Plan (Kelly Hawk; Called In: Deb Epps, Chris White, Tom Kuntz, Don Artley, Mike Dougherty, Phyllis Krietz, and George Jamison)

Handout distributed and reviewed:

12. Advancing Wildland Fire Training for Fire Departments: The Changing Role and Needs of Local, Rural, and Volunteer Fire Departments Suppressing Wildland Fires in the Wildland Urban Interface, Final Draft, dated October 2005

Discussion: A PowerPoint was presented by Kelly Hawk (see handout). Kirk Rowdabaugh and Mike Long have had discussions on getting the State Foresters (local authority) involved in this parallel training so that Fire Departments can get the NWCG training they need to work outside their Fire Districts (on wildland fires).

Conclusions:

- a) Federal agencies need to recognize, accept, and endorse the ability of local jurisdictions to qualify their own personnel to NWCG standards.
- b) Definitive and useful federal policy to support and facilitate the performance-based approach is needed.
- c) Direction to the field must articulate and confirm commitment to these concepts.
- d) Agencies must continue their commitment to full participation in and support of interagency initiatives and projects identified in this report.

Survey questions need better definition before being sent out. Concerns were voiced as to who would decide the NWCG equivalent in the state.

Kelly asked NWCG to review the Final Draft with their agencies. Comments from NWCG and TWT to Kelly by end of February.

ACTION: On Fire Departments Implementation Plan on Wildland Fire Training, provide Kelly Hawk with comments.

Lead: NWCG Members
Due Date: February 15, 2006

ACTION: On Fire Departments Implementation Plan on Wildland Fire Training, convey task assignment to the TWT to provide Kelly Hawk with comments.

Lead: Tim Murphy (TWT Liaison)
Due Date: February 15, 2006

12. PMO/NWFEA: Status Update (Called In: Judy Crosby and Frank Peters)

Handout(s) distributed and reviewed:

13. PMO Update, dated January 2006

14. NWFEA Project, Status Report to NWCG, October-December 2005

Discussion: Judy gave an update on entire PMO Staff, PMO priorities, and PMO issues.

Issues are:

- a) Executive Secretary Position: This position needs to be a full-time government employee as it is an ongoing position. Procurement and privacy issues are restrictive for a contracted employee. This issue will be taken before NFAEB.
- b) NWFEA Governance and Compliance: No answer is expected from NWCG.
- c) NWCG Budget Process: Agencies should know their budget in order to support the NWCG commitment. Tory will speak with Bobbe Bilyeu about handling the NWCG Budget.
- d) NWCG.gov: Website has had network issues, but BLM is working on it. Any complaints should be sent to the NWCG Webmaster.

Question was asked about project coordination as NWCG relies on the PMO and IRMWT to advise what projects need to be supported. Judy explained that protocol issues are involved.

NWFEA Status Report was given by Frank. Request was made to present the NWFEA Project to the Working Team Chairs at the NWCG May Meeting.

DECISION: On NWFEA Project, agreed to a one-hour presentation to the Working Team Chairs during their WT Meeting at the NWCG May Meeting.

The NWFEA Communications Manager position was discussed. The position may have to be elevated from a GS-9 to a GS-11. Funding will be needed, as well as names of qualified people. SWOT Analysis was discussed.

13. IBPWT: Status of Task Groups, Alternative Hiring Authorities, EERA Test Forms for 2006 Fire Season, Emergency Firefighter Time Report (OF-288) Test Forms, Standard Clauses to EERA Form, Interagency Business Management Handbook, Mutual-Aid Agreement Template Tasking, and AD Pay Plan (Called In: Hallie Locklear)

Handout(s) distributed and reviewed:

15. IBPWT Memorandum to NWCG on Alternative Hiring Authorities, dated 1/10/06

16. IBPWT Memorandum to NWCG on EERA Test Forms for 2006 Fire Season, dated 1/5/06

17. IBPWT Memorandum to NWCG on Emergency Firefighter Time Report, OP-288 Test Form, dated 1/20/06

18. IBPWT Memorandum to NWCG on Standard Clauses to the OF-294 (EERA Form), dated 1/5/06

19. IBPWT Memorandum to NWCG on Mutual-Aid Agreement Template Tasking, dated 1/5/06

Discussion:

Status of Task Groups: In February of 2004, IBPWT hosted a National Incident Business Workshop to address incident business issues. The workshop theme was "Extreme Makeover in

Incident Business Management” focusing on three critical areas: contracted resources, accountability, and workforce availability. Participants were challenged to think outside the box for near-term changes. Seven Task Groups were established in May of 2004 following recommendations that came out of the workshop.

Interagency Incident Hiring Alternatives Task Group: This group was chartered to explore other hiring authorities to assist in meeting the needs of providing emergency workers in an expedient manner. The task group explored all agency authorities within the DOI and FS Service then developed a “cookbook” listing the authorities currently available. They also explored other authorities which the DOI and USDA FS have not been delegated the authority to use. Based on their findings, the recommendation is that we pursue additional authorities as a joint effort.

IBPWT is asking NWCG to task an interagency committee to prepare a request to OPM for delegation of authority for:

- 1) Temporary NTE Re-employed annuitant with waiver of dual compensation reduction;
- 2) Temporary Emergency Need; and
- 3) Emergency Indefinite authorities.

DECISION: On Alternative Hiring Authorities, agreed to task the IBPWT to draft the NWCG letter to OPM with regard to IBPWT's Recommendation.

ACTION: On Alternative Hiring Authorities, draft a letter for NWCG's signature to OPM on IBPWT's Recommendation.

Lead: Hallie Locklear (IBPWT Chair)

Due Date: May NWCG Meeting (May 9-11, 2006)

EERA Forms Task Group: The EERA Forms Task Group was chartered with the purpose of reviewing the EERA payment process, utilizing only those forms that are necessary to track and process payments for EERA's, to ensure they are designed in a manner that makes their completion and use efficient and effective. Feedback received will assist in finalization process. Once the forms are in final form, the appropriate changes will be made in the Incident Business Management Handbook (IIBMH) and I-Suite Application. At this time, the current guidelines in the IIBMH will remain in place and are to be followed when processing EERA payment documents.

IBPWT is seeking NWCG's approval of the forms and that they may be tested during the 2006 Fire Season.

DECISION: On EERA Test Forms for 2006 Fire Season, agreed to the testing of the forms by all agencies for the 2006 Fire Season.

Fuel & Oil Task Group: This task group was chartered to examine the methodology of how to track fuel cost and determine a cost effective method of hiring equipment and processing fuel and oil cost. IBPWT understands there is a product ready for testing, however they have not received a final report to date.

Contract Administration/COTR Task Group: This group was chartered with task of expanding the current COTR position to include all National Contracts administration following approval from NWCG. The group felt this was not feasible to accomplish and instead recommended establishing two COTR positions: Incident Based Services and Fireline Services. They also developed position descriptions, training recommendations, and Position Task Books. The IBPWT presented their proposals to the IOSWT in November of 2005 and are still waiting for a written response.

Vehicle Rental Task Group: This group was chartered to look at the overall needs and possible development of alternative methods and guidance for obtaining vehicles through various sources. The group worked with AQM, Contracting and Fleet Management with no viable options presented. The cheapest and most economical option is to have a government owned vehicle.

IMT Financial Summary Task Group: This group developed and tested a tool for daily documentation of strategic and financial decisions by IMT's. The concept was tested during the 2004 Fire Season, and the final report noted that it did not meet the needs of IMT's or AA's so a decision was made not to pursue this further.

IBA Task Group: This group developed a Position Task Book for two levels of IBA and completed the 310-1 language. Both were approved by the IOSWT in April of 2005. The task group also developed course curriculum for agency administrators, IC's and Administrative Officers. The course was tested in 2005 and will be finalized in January, 2006. The IBA course is currently undergoing revision and has been given a course number of S-481 in the training system.

OF-288 Revision Task Group: This group was chartered in 2005 to review and determine if there was a need to modify the OF-288. A draft test form was developed with input from the Incident Base Automation Group, Casual Pay User Group, and PMS group. Payment team personnel and Human Resources personnel also assisted for validation purposes. The revised form will be tested during the 2006 Fire Season.

IBPWT is seeking NWCG's approval of the Task Group's recommendation to use the Emergency Firefighter Time Report, OF-288 Test Forms.

DECISION: On Emergency Firefighter Time Report, OF-288 Test Forms, agreed to the adoption of this form as a test form.

EERA Task Group: A final report was presented in May of 2005. The task group was successful in developing standard terms and conditions, updating the general clauses, and developing a standard rate methodology.

IBPWT is seeking NWCG's approval of the final product for immediate use.

DECISION: On Standard Clauses to the OF-294 (EERA Form), agreed to approve these clauses and posting them to the IBPWT's Website.

Interagency Incident Business Management Handbook: The IBPWT have begun the process for the scheduled 2008 IIBMh rewrite. The goal is to have a draft to the field by January 1, 2007 for comments. A final product will be ready for print by October, 2007 and be available to the field by January 1, 2008.

ISuite Stabilization: A website was established in (<http://isuite.nwcg.gov>). A final stabilized version of the I-Suite Application is scheduled for early late February 2006. After this time, the Interagency I-Suite System Stabilization Project will move to O&M (Operations & Maintenance) mode. O&M has been funded by the Forest Service and includes change management (items that user want added to the application due to new business processes or other needs) and modifications to the application due to subsequently identified bugs etc.

Incident Base Automation – Phase 2: The IBA-Phase 2 Project contractor has provided the contract deliverable to the IBA2 Team. The IBA2 Team (including the contractor) conducted site visits to various locations meeting with IMT's and incident support personnel to review key business areas, document business processes, and facilitated discussions to identify opportunities for innovation. The team conducted 164 interviews, visited most geographic areas, and interviewed employees that represented all of the NWCG agencies.

The deliverable from the contractor provided analysis of the information gained from interviews along with a variety of recommendations. The government team will now analyze the contractors report and recommendations and finalize an Incident Business Strategic Plan, which will provide management with the "big picture" of the interrelated incident management business requirements and describe prioritized recommendations for business process change and/or incident base automation.

Website Redesign: Our website has gone through a redesign to make it more "user" friendly. The new design template was developed by the NWCG Executive Secretary to establish consistency between NWCG Working Teams. The IBPWT site will correspond to Interagency Incident Business Management Handbook chapters. Implementation is planned within the next week for this fire season.

Mutual-Aid Template: The task was to develop an MOU "template" that could be used in each state to facilitate the involvement of all organizations with legal wildland fire response jurisdiction.

IBPWT is requesting NWCG to seek legal review of the template prior to use. Question was asked about the use of the template for other uses besides wildland fire situations, possibly All Risk. It is adaptable, but is not designed for All Risk. Suggestion was made to collect other mutual aid agreements from some local government entities and review them prior to making a decision.

DECISION: On Mutual-Aid Agreement Template, agreed to table the decision to seek legal review of the template.

Refer Topic – Will be discussed later on in the meeting. See No.28 Below.

AD Pay Plan: OPM responded to DOI’s request for an independent review by making several general observations: 1) “the process was undertaken carefully, and 2) the products reflected a high level of effort.” OPM also found the proposed 2005 pay levels and rates document to be greatly improved from the 2004 Version and did not recommend any changes to improve the process. DOI has drafted a letter to the Fire Directors, which should be in final soon.

Both Department HR Offices believe this to be a validation to our classification and rates process and are going forward with the draft. IBPWT made minor verbiage changes, which have gone through a field review and approved by both Department HR Offices. At IBPWT's meeting last week, the working team made corrections to the 2005 Matrix to include only those positions that have been classified.

Additional work to be done in order to get the 2006 pay plan is to:

1. Continue pursuing a classification review of the identified positions that fell 20% or greater.
2. Rates were originally established using the Step 1 Level. IBPWT is proposing to Departmental HR to establish rates using mid-step level to be consistent with other programs, i.e., FPA and general business practices for planning. Going with a mid-step would increase the FFT2 and Squad Boss rate by an estimated 11% and the crew boss by an estimated 15% from the current rates used in 2005.
3. There is a need to establish the future classification process for additional Pay Plan positions. Process should be developed in conjunction with Departmental HR Staff to ensure the process is appropriate and sufficient and to lend credibility to the process. This year’s pay plan will address that there will be process in place to get positions reviewed/classified.
4. Continue working with External Affairs to develop a positive marketing plan – to begin immediately.
5. Work with FPPS and ISuite Programs to initiate program updates.

Statistics from 2000 – 2004 show that the DOI agencies hire 68% of the casuals nationally. FS hires 32%. 75% of casuals hired over that period of time fall within the AD-1 through AD-4 rate classification (50% of those are at the AD-2 (FFT2)).

IBPWT is seeking NWCG's approval to implement the new 2006 AD Pay Plan. Goal to issue is March 1st. Communication Plan on this has to be done.

DECISION: On AD Pay Plan, agreed to implement the new 2006 AD Pay Plan.

Wednesday, January 25, 2006

Agenda was reviewed.

14. Holmes Fire Fatality (Mike Wallace)

Handout distributed and reviewed:

20. NPS Director Memorandum to NWCG on Holmes Fatality Corrective Action Plan: Two Recommendations, dated 5/10/05

Discussion: The NPS's Board of Review evaluated the Holmes Accident Investigation Report submitted by the SAIT (Serious Accident Investigation Team) and developed recommendations and a Corrective Action Plan. Two of those recommendations are being proposed to NWCG for interagency action. Mike requested that the Review go to the SHWT for review and evaluation.

DECISION: On Holmes Fire Fatality, agreed to task the SHWT to review and evaluate the two recommendations proposed to NWCG by the NPS.

ACTION: On Holmes Fire Fatality, convey task assignment to SHWT to review and evaluate the two recommendations proposed to NWCG by the NPS.

Lead: Mike Long (SHWT Liaison)

Due Date: January 30, 2006

AGENDA ITEM FOR FUTURE MEETING: *On Holmes Fire Fatality: Review Evaluation of Two Recommendations Proposed to NWCG by the NPS (SHWT)*

15. Lessons Learned Center: Budget (Mike Wallace)

Handout distributed and reviewed:

21. 2006-2009 Wildland Fire Lessons Learned Center Budget Plan

Discussion: The Lessons Learned Center was chartered given authority to interact with the NWCG Working Teams at the January 2003 NWCG Meeting, but funding was not addressed. Current funding is coming out of the Fuels Program instead of Preparedness. They lack funding to do the high priority items and would like to have a voice on the NWCG funding. NWCG's involvement in this program needs to be defined.

DECISION: On Lessons Learned Center, agreed to invite Paula Nasiatka (Manager of LLC) to Spring NWCG Meeting to give an update on this program. Further agreed to table the Lessons Learned Center's Budget discussion until then.

ACTION: On Lessons Learned Center, convey invitation to Paula Nasiatka, Manager of the LLC, to attend the NWCG May Meeting and update NWCG on the LLC Program.

Lead: Mike Wallace

Due Date: January 30, 2006

AGENDA ITEM FOR NEXT MEETING: *Lessons Learned Center: Program Update by Paula Nasiatka, Manager of LLC, with Possible Decision on Budget - October 2006*

16. All Risk Response: NWCG Roles (Mike Wallace)

Discussion: Jim Douglas is coming to Boise to talk with NFAEB on this topic. Current items that are uncertain: mission, organization and interactions, who are the players, responsibilities and accountability, coordination and leadership, and support. If DC aligns us with the National Response Plan, we will be players, and it will affect our business considerably. A change in our

mission in the area of all hazard response will result in a broader scope to our NWCG practices (i.e., training, business practices, and systems). All hazard response could have a big impact on our strategic planning. NPS has a large Law Enforcement staff, and their role in All Risk will need to be determined.

17. NWCG Charter Signing Protocol (Shari Shetler)

Discussion: Rules and responsibilities for project charters need to be reviewed and revised. NWCG By-Laws should be reviewed for actual guidelines.

DECISION: On NWCG Charter Signing Protocol, agreed to have a protocol for project charters.

ACTION: On NWCG Charter Signing Protocol, review NWCG By-Laws and prepare a proposal for NWCG review, outlining Charter Signing Protocol guidelines

Lead: Shari Shetler

Due Date: May NWCG Meeting

AGENDA ITEM FOR NEXT MEETING: NWCG Charter Signing Protocol: Review Proposal outlining guidelines (Shari Shetler)

18. Retardant: Update (Tory Henderson)

Discussion: Long term retardants discussed. A response to the judge's ruling on FSFEE Lawsuit is being worked on. A formal hearing is scheduled for February to negotiate a timeline. A drop test project was funded and products were evaluated. Authority to use the gel retardant is solely your agency's determination.

19. NIC/AC: Recommendations on Draft Charter (Mike Long)

Handout(s) distributed and reviewed:

22. Charter of National Incident Commander/Area Commander Group

Discussion: This group will be chartered under NMAC. NMAC wants NWCG's support. The Area Commanders want an interagency voice to address their issues, and also want NWCG's approval. NWCG voiced some concerns of the points listed under the Objectives.

DECISION: On NIC/AC Draft Charter, agreed that NWCG could not recommend to NMAC to sign the Charter as it is currently written. Further agreed that if b, c, d, e, and f were eliminated under the Objectives, and only a. kept in, NWCG could agree with NMAC signing the charter.

20. Quarter-Turn Coupling (Tory Henderson)

Discussion: Tory worked with Don Artley on this issue. A letter was drafted and sent back to the WT. A report was done by the engine that did the testing. Some concerns were voiced by them. A survey was done in October and November. Statistics were discussed. Tory wondered

if NWCG was comfortable with re-introducing this topic to the fire community at large. States are interested in the cost issue.

DECISION: On Quarter-Turn Coupling, agreed to table this topic indefinitely until new meetings are scheduled.

21. Budget: 2007 WT/AG Requests (NWCG Members)

Handout distributed and reviewed:

23. *FY07 Budget Requests (gray folder)*

Discussion: A subcommittee to review the budgets worked well last year. Details were worked on, and any questions were brought back to NWCG. Lyle volunteered to be on the subcommittee again. Tory Henderson and Mike Wallace also volunteered.

DECISION: On Budget Requests, agreed that a subcommittee will review and work on budgets, bringing back questions to NWCG. Further agreed that the subcommittee will consist of Lyle Carlile, Tory Henderson, and Mike Wallace.

AGENDA ITEM FOR NEXT MEETING: *Budget for 2007: Review Subcommittee's Proposal at May Meeting (Lyle Carlile)*

22. NWCG MOU Operating Principles (Phil Street)

Handout(s) distributed and reviewed:

24. *NWCG Bylaws and Operating Principles*

25. *NWCG MOU - Draft*

Discussion: Bylaws and Operating Principles: These documents were reviewed by Phil. NWCG needs teaching on processes before validation and revision can be done.

DECISION: On Bylaws and Operating Principles, agreed to review for consistency after Strategy Plan is completed.

ACTION: On Bylaws and Operating Principles, review for consistency after Strategy Plan is completed.

Lead: NWCG Members

Due Date: After May 2006

MOU: States are willing to sign with corrections made that Kirk addressed. NWCG needs to review and comment on this document.

ACTION: On MOU, send document to NWCG members for review and comment.

Lead: Kirk Rowdabaugh

Due Date: January 30, 2006

ACTION: On MOU, send comments to Tory Henderson.
Lead: NWCG Members
Due Date: February 14, 2006

ACTION: On MOU, compile comments and resend to NWCG members for review.
Lead: Tory Henderson
Due Date: February 30, 2006

AGENDA ITEM FOR NEXT MEETING: MOU: Review at May Meeting

23. Meetings Schedule (NWCG Members)

Discussion: Below is the meeting schedule agreed upon:

<i>Meeting / Dates</i>	<i>Host Agency</i>	<i>Location</i>	<i>Featured WT/AG</i>
Strategy Meeting February 28 - March 2, 2006	BLM (Tim Murphy)	Boise, ID	
Spring 2006 May 9-11, 2006	FS (Tory Henderson)	Boise, ID	WT/AG Chairs and GACG Chairs
Fall 2006: October 17-19, 2006	ITC/BIA (Jim Erickson)	Coeur d'Alene Resort (Coeur d'Alene, ID) or Apache Gold (Globe, AZ)	Fire Use WT
Winter 2007 January 23-25, 2007	Western States (Kirk Rowdabaugh)	Phoenix, AZ	Safety and Health WT

Spring 2007 Meeting should be scheduled in the east.

24. NWCG Officers Election: Chair and Vice-Chair (NWCG Members)

Discussion: Group discussed this briefly.

DECISION: On NWCG Officers, agreed that for the next two years, Kirk Rowdabaugh will serve as Chair and Mike Hilbruner will serve as Vice-Chair.

The Working Team liaisons were discussed. With several NWCG members retiring, this needs to be reviewed, workload of members reviewed, and new liaisons appointed at the next meeting. NWCG Members list needs to be updated.

ACTION: On NWCG Working Team Liaisons and NWCG Members, update lists.
Lead: Bonnie Bradshaw
Due Date: May 9, 2006

AGENDA ITEM FOR NEXT MEETING: *WT Liaisons: Review NWCG Members workload and appoint new liaisons for vacant positions at May Meeting (NWCG Members)*

25. FENWT (Called In: Paul Schlobohm)

Handout(s) distributed and reviewed:

26. *National Wildland Fire Weather Needs Assessment, 11/18/05*

27. *FENWT Strategic Plan, January 2006*

28. *FENWT Study Plan on User Needs Assessment for Fire Weather (Draft)*

Discussion:

A. Strategic Plan: This document should be reviewed to make sure FENWT headed in the right direction. Plan covers three goals: Technology, Research and Development, and Decision Support.

ACTION: On FENWT Strategic Plan, review and comments to Paul Schlobohm.

Lead: NWCG Members

Due Date: ????

B. Study Plan: There are a handful of user needs assessments that are ongoing. FENWT will track information that is gathered. They would like to work closely with the OFCM (Office of the Federal Coordinator for Meteorology). OFCM's Final Report is due in the Spring of 2007. ROMAN is being funded by FS for 2006 and possibly for 2007.

DECISION: On User Needs Assessment for Fire Weather, agreed that the date for completion be moved to October 2007 to take advantage of the OFCM Report (completion in Spring of 2007).

AGENDA ITEM FOR FUTURE MEETING: *User Needs Assessment for Fire Weather: Review completed report in January of 2008 (FENWT)*

FENWT was asked to provide talking points on why the agencies should not increase the size of the RAWS Network until the FENWT recommendations on the RAWS Network come out (October 2007) to the NIFC Governing Board for their use communicating with line authorities.

26. National Institute for Occupational Safety and Health (NIOSH) Meeting (Mike Long)

Handout distributed and reviewed:

29. *Department of Health & Human Services' Letter to Gene Madden (SHWT), dated 1/10/06*

Discussion: Letter is an invitation to a public meeting to seek stakeholder input on the Fire Fighter Fatality Investigation and Prevention Program (FFFIPP). Mike Long will plan to attend. He does not know if Gene Madden is planning to attend. Mike suggested that someone else plan to go. Mike Wallace will check to see if Al King will attend.

DECISION: On NIOSH Meeting, agreed that Mike Long will represent NWCG at this

meeting, with possible assistance from Al King, NPS.

ACTION: On NIOSH Meeting, contact Al King to see if he will attend meeting on March 22, 2006.

Lead: Mike Wallace

Due Date: January 30, 2006

AGENDA ITEM FOR NEXT MEETING: NIOSH Meeting: Brief NWCG (Mike Long)

27. NWCG Response to PNWCG Letter and Northwest Contract Firefighter's Association Letter (Tim Murphy) - See No.9 Above

Discussion: Group further discussed this matter.

DECISION: On PNWCG and NW Contract Firefighter's Association Letters, agreed that Tim Murphy will draft a response and send them to the group for review and comments.

ACTION: On PNWCG and NW Contract Firefighter's Association Letters, draft a response and send to group for review and comments.

Lead: Tim Murphy

Due Date: February 3, 2006

28. Mutual-Aid Template (NWCG) - See No. 13 Above.

Discussion: Group further discussed this matter. This was a NASF initiative. Suggestion was made to return it to NASF.

DECISION: On Mutual-Aid Template, agreed to return to NASF as completed the IBPWT's draft of the template.

ACTION: On Mutual Aid Template, provide NASF the IBPWT's draft of the template.

Lead: Kirk Rowdabaugh

Due Date: February 14, 2006

29. NWCG Strategic Planning Session (Shari Shetler)

Discussion: This was a NWCG Executive Session. The following decisions were made during that session:

DECISION: On NWCG Strategic Planning Meeting, agreed to three full days for meeting. Further agreed on Tuesday, February 28th through Thursday, March 2nd, 2006.

DECISION: On NWCG Strategic Planning Meeting, agreed that at the end of the three days, there will be a draft of the Strategic Plan to review.

DECISION: On NWCG Strategic Plan, agreed on timeframe of 10 years, with an annual

review and major review after 5 years.

AGENDA ITEM FOR NEXT MEETING: *NWCG Strategic Plan: Review annual, with major review after 5 years.*

DECISION: On NWCG May Meeting, agreed that Tuesday afternoon will be dedicated to working on the Strategic Plan.

Wednesday, January 26, 2006

30. Round Robin (NWCG Members)

Discussion:

TIM MURPHY: He gave a recap on NIMO. Classifications on positions are finished for BLM, but FS is working on reclassification. Communications Plan (timelines, expectations, etc.) for this is extremely important. There is concern that NWCG will not be able to respond in a timely manner. Communications Plan may fall into NMAC's arena. The suggestion was made to have a NWCG letter distributed giving an update.

ACTION: On NIMO, draft letter to Agencies giving an update.

Lead: Tim Murphy

Due Date: February 28, 2006

MIKE HILBRUNER: Fire Research Strategic Teams have met and are looking to interact with various working teams. This is a very positive step.

JIM ERICKSON: He believes that maybe more things can be given to the Research people. He mentioned the NWCG Website problems. He also suggested that the AD Pay Plan be distributed as soon as possible.

KIRK ROWDABAUGH/MIKE LONG: The Fire Reporting System is having struggles. There is talk about refocusing the National Fire Plan on regions. They talked about having State reps on working teams. Once a month, a conference call is done with State reps.

PHIL STREET: FWS now has a new Director. Phil's position is being advertised. Five interagency partners will be on the Selection Committee to come up with the qualified candidates. Once a candidate is named, several hurdles/approvals will have to be made before the position is offered. Phil's last date is March 1st. Bob Leaverton called about D310. He was advised to just get it out and send to Kirk electronically.

MIKE WALLACE: Nothing.

LYLE CARLILE: NRAG has been passed down to NFAEB. Should a NWCG Certificate of Appreciation be given? Lyle will check with Allen Deitz. Thanked Elaine and Mike for hosting the meeting.

ACTION: On NRAG, check with Allen Deitz about a NWCG Certificate of Appreciation.

Lead: Lyle Carlile

Due Date: January 30, 2006

With Alice Forbes, Larry Hamilton, and Phil Street retiring, the group discussed recognizing them for their contributions to NWCG. The group decided to have a dinner on Tuesday or Wednesday night during the Strategy Planning Meeting in Boise the end of February. Judy Crosby will make the arrangements and advise the group.

TORY HENDERSON: Bobbe Bilyeu will get Mike Wallace information on Lessons Learned Program on funding. She will revamp the Budget Form, have Bonnie collect it, and get Bobbe involved. She is meeting with Judy Crosby and Penny Barrowcliff on Monday to discuss webpage support and the Executive Secretary position.

SHARI SHETLER: She would like honest feedback on the Strategic Planning Session.

KIRK ROWDABAUGH: Thanked Shari Shetler, Bonnie Bradshaw, and Elaine Shellabarger.