

**National Fire and Aviation Executive Board
Meeting Minutes
August 15, 2007**

| Action | Decision | No. | Item |
|---------------|-----------------|------------|---|
| | | 1. | Agenda: Review and Finalize |
| | | 2. | FFAST: Staffing/Funding Proposal |
| | X | 3. | National Aviation Strategy: Phase III – Tasking to NIAC |
| | X | 4. | Meeting Minutes: Review and Approval |
| | | 5. | NWFEA: Update |
| X | X | 6. | FWS Big Turn Around Fire: Lessons Learned from Cost Review |
| | X | 7. | IIBMH: Clarification of Length of Assignment |
| | | 8. | Action Items Tracking Table |
| | | 9. | Next Meeting's Agenda, Future Meeting Schedule, and Miscellaneous |
| X | X | 10. | FACT: Review Updated Charter and Update on EPA Exceptional Rule and Best Practices for Reporting Daily Activity |
| X | X | 11. | NPSG: Review and Decision on the PS Handbook |
| X | | 12. | Workforce Planning for "Miscellaneous Overhead" |
| | X | 13. | Australian/New Zealand Assistance Agreement: Review |

**National Fire and Aviation Executive Board
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This meeting of the NFAEB was held at the National Interagency Fire Center in Boise, Idaho.

Members Attending: Timothy Murphy, (Chair) Bureau of Land Management -- Intermittently
Lyle Carlile, Bureau of Indian Affairs
Mike Wallace, National Park Service
Mike Dougherty, US Fire Administration -- Absent
John Segar, Fish and Wildlife Service
Dan Smith, National Association of State Foresters
Ron Hanks, Forest Service
Wally Josephson, NIFC Liaison for OWFC
Bonnie Bradshaw, NFAEB Executive Secretary

Guests Attending: Neal Hitchcock, FS
Frank Peters, DOI
Kathy Winship, FWS
Sarah Fisher, FWS
Rick Ochoa, BLM
Chuck Maxwell, FS
Deb Chivers, BLM
Jim Barnett, FS
Sandra Berain, BLM
Bodie Shaw, BIA

Call-Ins: Pete Lahm, FS
Brian Mitchell, NPS
Alan Goodwin, Australia

Meeting started at 8:00 a.m.

1. Agenda: Review and Finalize (Tim Murphy)

Distributed and reviewed:

Handout No. 1: NFAEB Meeting Agenda, dated 7/16/07

Discussion: Changes made were:

1. Workforce Planning for “Miscellaneous Overhead” by Deb Chivers was added.
2. Clarification of Length of Assignment for IIBMH by Sarah Fisher.

(Tim Murphy left the meeting)

2. FFAST (Federal Fire & Aviation Safety Team): Staffing/Funding Proposal – Decision of FS on Additional Position and Update on Space Issue (Larry Sutton – FS and Kevin Jensen - FWS)

Discussion: Larry Sutton is on a fire assignment, and topic will be placed on the September Meeting Agenda.

3. National Aviation Strategy: Phase III – Tasking to NIAC (Neal Hitchcock - FS)

Distributed and reviewed:

Handout No. 2: Project Status as of 8/09/07 on Interagency Aviation Strategy

Discussion: Neal stated that Tom Harbour would like the Phase III Implementation Plan completed by early November this year, which is very aggressive. Realistically, it was decided that this could be done by January 1, 2008. The time table will have to be revisited to reflect this and work backwards from there to adjust the dates.

DECISION: On National Aviation Strategy, agreed that Phase III will be completed by January 1, 2008, with other dates adjusted accordingly.

Neal discussed each item listed on the handout and stated that he will be working on this fulltime. The Implementation Plan will need to be reviewed, but is not a large document.

AGENDA ITEM FOR NEXT MEETING: On National Aviation Strategy Phase III Implementation Plan – Update on Time Frames – Neal Hitchcock – 15 minutes – September Meeting

AGENDA ITEM FOR NEXT MEETING: On National Aviation Strategy Phase III Implementation Plan – Update – Neal Hitchcock – 30 minutes – October Meeting

4. Meeting Minutes: Review and Approval (Bonnie Bradshaw)

Distributed and reviewed:

Handout No. 3: June Meeting – Clarification from FPA

Handout No. 4: July Minutes of 7/18/07

Handout No. 5: Edits of Ted Milesnick

Handout No. 6: Edits of Wally Josephson

Discussion: Handouts were reviewed. Minutes for June and July were accepted with clarification of June Minutes and edits of July Minutes.

DECISION: Meeting Minutes for June and July, agreed to approve minutes of June with clarification and minutes of July with edits.

5. NWFEA: Update (Frank Peters – DOI)

Discussion: NWFEA is currently facilitating the Substructure Meetings, and just finished the performance measures for the Strategic Plan. Strategic planning will be put on hold until the review of the current workload of the Working Teams (happening today) is completed. NWFEA is reviewing the Functions and the Organizations responsible for supporting those functions.

NWFEA is proceeding with the IT Systems Assessment piece of Volume 2 of the NWFEA Blueprint. They are developing the criteria and questions to identify how the IT Systems support the future business needs of Wildland Fire and how the IT Systems fit into the future IT infrastructure of Wildland Fire.

NWFEA is also asking for SMEs for the Data Effort, and Allen Deitz is heading up that effort. They are identifying what data is used to support the functions of Wildland Fire, and this will ultimately lead into a "System of Record" discussion to ensure that the data they are using is valid and correct.

6. FWS Big Turn Around Fire: Lessons Learned from Cost Review (Wally Josephson – DOI) Kathy Winship (FWS)

Distributed and reviewed:

Handout No. 7: Agenda Topic Form

Handout No. 8: Draft of National Cost Oversight Team Policy

(Tim Murphy returned to the meeting)

Discussion: The Cost Oversight Team information will be written as a memo to be issued as draft guidance for this year. Two items need to be added to the memo, i.e. purpose of the review and standard criteria for determining if a review is needed. Cost of the fire should not be the

only criteria for determining that a review is needed, but should also include additional items. It was agreed that the review will be from the national level, with a delegation from that level. Regional/State will administer the review for operational purposes.

DECISION: On the Cost Oversight Team Review, agreed that the information will be written as a memo to be issued as draft guidance for this year. It was further agreed that this will be from the national level.

An independent review panel will be conducted on significant fires that had cost reviews completed on them. The independent panel will not review specific fires, but will review the data provided by the cost review panels.

Wally will redraft the memo and distribute for another review.

ACTION No. 07-58: On Cost Oversight Team Review, amend Memo to include purpose of the review and standard criteria needed for a review.

Lead: Wally Josephson

Due Date: August 20, 2007

(Tim Murphy left the meeting)

7. Interagency Incident Business Management Handbook Rewrite Task Group: Clarification of Length of Assignment (Sarah Fisher – FWS)

Distributed and reviewed:

Handout No. 9: Agenda Topic Request Form

Handout No. 10: Guidelines

Discussion: The Interagency Incident Business Management Handbook (IIBMH) Rewrite Committee has been asked to clarify the assignment extension language of the work/rest guidelines in the IIBMH. The current language states:

“Upon completion of the standard 14 day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel). Regardless of extension duration, two mandatory days off will be provided prior to the 22nd day of the assignment.”

Typically, this has been interpreted to mean that individuals may work up to 19 days before required to take mandatory days off. There seems to be a different interpretation applied where IMTs and single resources are extending up to 21 days with no days off, under the logic that, since assignments are exclusive of travel, they truly do not have a 22nd day since they are traveling.

NFAEB was asked if they are comfortable with this interpretation or if they feel additional language needs to be added to the guidelines. NFAEB’s response was that it is the intent of the guidelines to allow managers the flexibility to manage fire personnel appropriately based on the

fatigue levels.

DECISION: Length of Assignment Clarification, agreed to keep the work/rest language in the Interagency Incident Business Management Handbook as it is and not provide any additional clarifying language.

8. Action Items Tracking Table: Review (Bonnie Bradshaw)

Distributed and reviewed:

Handout No. 11: Action Tracking Table

Discussion: Bonnie will try to update the Action Table before the next meeting.

9. Next Meeting's Agenda, Future Meeting Schedule, and Miscellaneous (Bonnie Bradshaw)

Next Meeting's Agenda: Topics on next month's agenda were reviewed.

Future Meeting Schedule:

Unless otherwise noted, meetings will be in the BLM Director's Conference Room.

| Date | Day | Time |
|--------------------|-----------|-----------------------|
| September 19, 2007 | Wednesday | 8:30 a.m. – 4:30 p.m. |
| October 24, 2007 | Wednesday | 8:30 a.m. – 4:30 p.m. |
| November 14, 2007 | Wednesday | 8:30 a.m. – 4:30 p.m. |
| December 2007 | Wednesday | No Meeting |

* Depending on Fire Season, meeting may be moved up to 8:00 a.m.

(Tim Murphy returned to the meeting)

10. FACT (Fire and Air Coordination Team): Review Updated Charter and Update on EPA Exceptional Rule and Best Practices for Reporting Daily Activity (Call-Ins: Pete Lahm – FS and Brian Mitchell – NPS)

Distributed and reviewed:

Handout No. 12: Updated Charter

Handout No. 13: Potential Tasks

Handout No. 14: Briefing Paper on Support of State Demonstration of Wildland Fire as an Exceptional Event

Discussion: Charter was reviewed, and there was a consensus for signing it. Bonnie will put the Charter into final form and attach signature pages for the Fire Directors and Air Directors. Pete will facilitate getting the Air Directors' signatures.

DECISION: On FACT Charter, agreed to content and signing the Charter.

ACTION No. 07-59: On FACT Charter, finalize Charter by adding signature pages and obtaining Fire Directors' signatures.

Lead: Bonnie Bradshaw

Due Date: August 17, 2007

ACTION No. 07-60: On FACT Charter, obtain Air Directors' signatures.

Lead: Pete Lahm

Due Date: September 15, 2007

FACT membership was discussed. Pete will send the Fire Directors and Air Directors requesting that the name of an official representative be given. It is important that these representatives attend the meetings.

ACTION No. 07-61: On FACT, send Fire Directors and Air Directors an e-mail requesting the name of an official representative for the team.

Lead: Pete Lahm

Due Date: August 17, 2007

Leadership for FACT was discussed. The Chairperson position could be a full-time job as there is a heavy workload. Pete is the only volunteer for the Chair position, and no one has volunteered for Vice Chair. The membership usually comes up with the leadership at their first meeting. Pete volunteered to continue as Chair.

The Potential Tasks List was reviewed. Pete requested input from the Directors before the first team meeting. That meeting will be devoted to developing the tasks list. Tasks will be a time challenge for everyone and priorities will be set with conservative expectations. First team meeting is next week (August 21st – 23rd). Aden Seidlitz will attend to start the meeting off.

The detailer position was discussed. NRCS has a detailer from Nebraska (District Conservationist, Level 5). He will be at the meeting next week. NRCS will cover his salary for the next 6 weeks, and FS will cover his travel. Pete suggested that a recognition letter to NRCS from NFAEB for providing the detailer would be appropriate.

ACTION No. 07-62: On FACT, draft a letter recognizing NRCS's contribution by providing a detailer to the team.

Lead: Pete Lahm

Due Date: August 24, 2007

The Briefing Paper on Exceptional Events was reviewed. Documentation for the States was discussed. This is being implemented by the States very rapidly. At the team meeting next week,

strategies will be developed.

11. NPSG (National Predictive Services Group): Review and Decision on the PS Handbook (Rick Ochoa – BLM and Chuck Maxwell – FS)

Distributed and reviewed:

Handout No. 15: Agenda Topic Form

Handout No. 16: PS Handbook

Discussion: Chuck Maxwell gave a brief overview of the PS Handbook. The Hot Shot Handbook was used as a model for this handbook and program practitioners nationwide have already agreed to actively uphold it through an intensive review and revision process. The supervision issue was discussed, and Rick Ochoa stated that it is up to the Center Managers to sit down with their staff to ensure that everyone is using this handbook. The issue of 10% support cost was raised as being high relative to the budget climate, but it was noted that this was knocked down from the previous version's 20% by request, and the number was a metric of program cost and not budget advice or direction.

DECISION: On PS Handbook, approved the handbook, and it can be finalized for signature.

Rick stated that the final PS Handbook will be delivered at the September NFAEB Meeting. Bonnie will create a signature page and obtain the necessary signatures.

ACTION No. 07-63: On PS Handbook, create signature page and obtain signatures of Fire Directors.

Lead: Bonnie Bradshaw

Due Date: August 31, 2007

AGENDA ITEM FOR NEXT MEETING: On PS Handbook – Delivery of Final Handbook – Tom Wordell – 15 minutes – September Meeting

12. Workforce Planning for “Miscellaneous Overhead” (Deb Chivers – BLM, Jim Barnett – FS, and Sandra Berain – BLM)

Distributed and reviewed:

Handout No. 17: Briefing Paper on Workforce Planning for “Miscellaneous Overhead”

Discussion: Deb Chivers proposed that a task group be formed to come up with strategies and has talked with Jim Douglas about this several months ago. Jim Barnett has four briefing papers on this topic that he will send to Bonnie to distribute. Jim Barnett discussed the unavailability issue briefly.

NFAEB requested that Jim Barnett prepare a new briefing paper that covers the scope of the problem, identifies the agency need regardless of agency, identifies the local involvement, identifies who would be on the task group, and strategy to accomplish this.

ACTION No. 07-64: On Workforce Planning for “Miscellaneous Overhead”, prepare a new briefing paper on scope of the problem, etc.

Lead: Jim Barnett

Due Date: September Meeting

AGENDA ITEM FOR NEXT MEETING: On Workforce Planning – Review New Briefing Paper – Jim Barnett – 30 minutes – September Meeting

13. Australian/New Zealand Assistance Agreement: Review (Bodie Shaw – BIA and Call-In by Alan Goodwin, Deputy Chief Officer, Department of Sustainability and the Environment (Australian))

Distributed and reviewed:

Handout No. 18: Briefing Paper

Handout No. 19: Exchange Agreement between Australia and USA

Handout No. 20: US/Australian Prescribed Fire Resource Exchange Program

Handout No. 21: US/Australian Fire Suppression Resource Exchange Program

Discussion: Bodie stated that the intent of this meeting is to wrap up the agreement. The Briefing Paper gives the steps leading up to this meeting. The Exchange Program is for a six month period. The objective is to have everyone sign off on this program (6 states and 2 territories of Australian and New Zealand and the USA). Bodie and Alan will be the first emissaries for this program, with exchange happening in 2008. Tim stated that all issues (legal, embassy, etc.) should be resolved so that this program (protocols, practices, and policies) can get up and running.

DECISION: Australian and USA Exchange Agreement, agreed in concept to the Exchange Program and gave approval to continue forward.

The next steps will be to identify objectives and deliverables, the people involved, the Action Plan, and the framework.

Meeting adjourned at 3:30 p.m.