

**National Fire and Aviation Executive Board  
Meeting Minutes  
July 18, 2007**

<b>Action</b>	<b>Decision</b>	<b>No.</b>	<b>Item</b>
		1.	Announcement
		2.	Agenda: Review and Finalize
X		3.	Interagency Fire Management Planning Group (FMP): Template Update
		4.	Reclamation Agreement: Update
X	X	5.	Federal Fire & Aviation Safety Team (FFAST): Medical Standards Program – Staffing/Funding Proposal
X		6.	IMRB: Grievance Issues
X		7.	Appropriate Management Response (AMR): Policy Update
		8.	NWFEA: Blueprint Update
X	X	9.	Smoke Advisory & Leadership Team (SALT): Resolution of Issues and Charter Discussion
X		10.	IS-700 & IS-800 Implementation: Discuss and Decision on Who Takes These Courses
		11.	Action Items Tracking Table: Review
X		12.	Meeting Minutes: Review and Approval
		13.	Next Meeting's Agenda, Future Meeting Schedule, and Miscellaneous

**National Fire and Aviation Executive Board  
Meeting Minutes  
July 18, 2007**

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  
Bodie Shaw, Bureau of Indian Affairs  
Mike Wallace, National Park Service  
Mike Dougherty, US Fire Administration  
Brian McManus, Fish and Wildlife Service  
Dan Smith, National Association of State Foresters  
Karyn Wood, Forest Service  
Wally Josephson, NIFC Liaison for OWFC  
Bonnie Bradshaw, NFAEB Executive Secretary

***Guests Attending:*** Don Smurthwaite, BLM  
Ted Milesnick, BLM  
Linda Mazzu, BLM  
Barb Sivey, FS  
Dick Bahr, NPS  
Judy Crosby, BLM  
Frank Peters, DOI  
Pete Lahm, FS  
Paul Schlobohm, BLM

***Call-Ins:*** Rich Lasko (for Tom Harbour)  
Angela Zahniser, BLM  
Chris Shaver, NPS  
Dennis Haddow, FWS  
Ronald Dunlap, FS  
Brian Mitchell, NPS

Meeting started at 8:00 a.m.

## 1. Announcement (Don Smurthwaite)

*Distributed and reviewed:*

*Handout No. 1: Itinerary of Jennifer Hoef, Office of Management and Budget*

**Discussion:** Don Smurthwaite reviewed the itinerary of Jennifer Hoef from the Office of Management and Budget. She will be here at NIFC on Monday, July 23<sup>rd</sup>.

## 2. Agenda: Review and Finalize (Tim Murphy)

*Distributed and reviewed:*

*Handout No. 2: NFAEB Meeting Agenda, dated 7/16/07*

**Discussion:** Changes made were:

Delete No. 6: IFPM – An Executive Session will be held for 1 hour next week.

Add: Reclamation Agreement Update by Wally Josephson.

## 3. Interagency Fire Management Planning Group (FMP): Template Update (Ted Milesnick and Linda Mazzu)

*Distributed and reviewed:*

*Handout No. 3: IFMP Template Briefing Paper*

*Handout No. 4: IFMP Template*

**Discussion:** The Template Briefing Paper gives background information. The team has not met yet to incorporate the BIA comments on the education section. Template provides minimum standards for FMP structure and content. Ted covered the primary components of the FMP template and the decision making status of the template (Planning Team is waiting for feedback from the Forest Service General Counsel).

**ACTION No. 07-49: On Interagency Fire Management Plan Template, provide Ted Milesnick with comments on template.**

**Lead: NFAEB**

**Due Date: July 26, 2007**

## 4. Reclamation Agreement: Update (Wally Josephson)

*Distributed and reviewed:*

*Handout No. 5: Memorandum of Understanding for Coordination and Cooperation for Wildland Firefighting Assistance*

**Discussion:** The Bureau of Reclamation (BOR) Memorandum of Understanding is an umbrella agreement that allows the signatories to enter into agreements at any level for preparedness or suppression activities. Funding for BOR is under a different appropriation than the appropriation for the four wildland fire management bureaus. Local or regional reimbursable agreements for services (preparedness or suppression) need to be in place to fund these activities prior to any actual work being performed.

Items to consider:

1. Should the MOU include all risk deployment activities?
2. Where (at what level) should BOR expect to participate in wildfire management activities?
  - a. Policy development
  - b. Operational handbook development
  - c. Suppression management oversight
  - d. Groups/Councils/Boards.
3. How should BOR resources get into IQCS and ROSS?

## **5. Federal Fire & Aviation Safety Team (FFAST): Medical Standards Program – Staffing/Funding Proposal (Barb Sivey)**

*Distributed and reviewed:*

*Handout No. 6: FFAST Memo of 7/12/07*

**Discussion:** BIA is offering an FTE for the Program Analyst position. FS will check into cost for an additional position. The space issue will have to be investigated with Barbara Ruffner.

**DECISION: On the Medical Standards Program’s Staffing and Funding Proposal, agreed on Nos. 2, and 3. On No. 1, Forest Service will investigate the cost for an additional position, and on No. 4, FFAST will investigate the space issue further.**

**ACTION No. 07-50: On Medical Standards Program’s Staffing/Funding Proposal, investigate the cost of an additional position.**

**Lead: Karyn Wood**

**Due Date: August 15, 2007**

**ACTION No. 07-51: On Medical Standards Program’s Staffing/Funding Proposal, investigate the space issue further with Barbara Ruffner.**

**Lead: Kevin Jensen**

**Due Date: August 15, 2007**

*AGENDA ITEM FOR NEXT MEETING: August 15<sup>th</sup> Meeting – Medical Standards Program: Staffing/Funding Proposal Update – 15 minutes (FS Decision and Space Issue) – Larry Sutton and Kevin Jensen*

## **6. IMRB: Grievance Issues (Barb Sivey)**

*Distributed and reviewed:*

*Handout No. 7: IMRB Briefing Paper on Procedures as a Result of Individual's Grievance/EEO Complaint*

**Discussion:** EEOs are being settled without input from the Medical Standards staff. Medical Standards would like the ability to train managers and consult with them before EEO complaints are settled. Medical evaluation/clearance ensures a comprehensive case-by-case objective assessment of an individual's ability to perform the full range of essential duties and responsibilities of an arduous WLFF.

NFAEB does not have the authority to tell managers that they "must" consult with the Medical Standards staff prior to issuing a decision. NFAEB requested that Barb research how Law Enforcement handles this issue. She will provide a draft paragraph for NFAEB to pass on to their agencies requesting more information on the subject.

**ACTION No. 07-52: On EEO Grievance Complaints, research and report Law Enforcement's process and procedures.**

**Lead: Barb Sivey**

**Due Date: August 15, 2007**

**ACTION No. 07-53: On EEO Grievance Complaints, provide a draft paragraph for NFAEB members to send to their agencies requesting information on procedures.**

**Lead: Barb Sivey**

**Due Date: August 6, 2007**

*AGENDA ITEM FOR NEXT MEETING: August 15<sup>th</sup> Meeting – IMRB: Grievance Procedures Update and Decision – 15 minutes – Barb Sivey*

## **7. Appropriate Management Response (AMR): Policy Update (Dick Bahr)**

**Discussion:** Update on policy was given. The group is in Phase 2 and are identifying problems with the guidelines. Ten (10) have been found so far. The details and issues on these problems will be presented at the September NFAEB Meeting.

Dick asked the question, "Where do we post NFAEB Minutes and Memos, as well as NWCG Memos?" This is an important issue so that information can be shared.

**ACTION No. 07-54: On NFAEB Minutes and Memos and NWCG Memos, identify where minutes and memos should be posted to share information.**

**Lead: NFAEB**

**Due Date: September 19, 2006**

*AGENDA ITEM FOR NEXT MEETING: September 19<sup>th</sup> Meeting – AMR: Update – 1 hour – Dick Bahr*

## 8. NWFEA: Blueprint Update (Judy Crosby and Frank Peters)

*Distributed and reviewed:*

*Handout No. 8: NWFEA Blueprint Review Status/NWFEA Program Development Update (Agenda Topic Request Form)*

*Handout No. 9: Memorandum on National Wildland Fire Information Technology Blueprint (for signature)*

*Handout No. 10: Draft NWCG Restructuring Action Plan*

*Handout No. 11: NWFEA Project 2-Step Blueprint & Program*

*Handout No. 12: Interagency Participation on Wildland Fire Committees (graph)*

*Handout No. 13: The System of Processes for Managing the Business of Fire (Business Strategy)*

**Discussion:** The Interagency Participation on Wildland Fire Committees' Graph is a new version that includes Kirk Rowdabaugh and Mike Long until January 2008. The Blueprint was explained showing Volume I: Business Blueprint and Volume II: IT Blueprint.

**DECISION: On NWFEA Blueprint, agreed to change the Business Blue Review Session to an NWFEA & Blueprint Communication Session. Further agreed to sign the Memorandum on National Wildland Fire Information Technology Blueprint with one minor change – “From” line will be changed to read “Chairs – NFAEB and NWCG.”**

Frank discussed the Restructuring Action Plan. The WT Chair Meeting is scheduled for August 15th in Boise. The Strategic Plan and completed Charter will be finished by the October NWCG Meeting.

## 9. Smoke Advisory & Leadership Team (SALT): Resolution of Issues and Charter Discussion (Pete Lahm and Paul Schlobolm)

Called in: Rich Lasko, FS; Angela Zahniser, BLM; Chris Shaver, NPS;  
Dennis Haddow, FWS; Ronald Dunlap, FS, and Brian Mitchell, NPS

*Distributed and reviewed:*

*Handout No. 14: Smoke Advisory and Leadership Team Charter*

*Handout No. 15: SALT/FAICG Charter Discussion Items*

*Handout No. 16: Potential Tasks for SALT/FAICG*

**Discussion:** Charter has been worked on for a couple of months. Pete covered each of the primary issues raised in the Charter.

**DECISION: On FACT Charter, which was agreed upon by both the Fire Directors and the Air Directors:**

- 1) The Fire Directors and Air Directors will all sign the Charter.**
- 2) Funding issues will be decided at the meetings.**
- 3) Membership is limited to two people per agency (one from Fire and one from Air), with**

only one voice per agency in the consensus process.

- 4) Officers will consist of a Chair and Vice-Chair, each serving a minimum of two years and being elected by the members.
- 5) There will be a liaison between the Air and Fire Directors and FACT.
- 6) Compliance language will read: “support compliance with all relevant air quality regulations.”
- 7) Group name will now be FACT (Fire and Air Coordination Team).

Other issues:

The question was raised as to who is the governance structure for this group for accountability. Brian McManus will ask the FEC (Federal Executive Committee) this question at their next meeting, which is August 10<sup>th</sup>.

**ACTION No. 07-55: On FACT Charter, investigate with the FEC (Federal Executive Committee) who the governance structure is for FACT re accountability.**

**Lead: Brian McManus**

**Due Date: August 15, 2007**

Membership of the Natural Resource Conservation Service was discussed. They have resources and have not asked for any funding.

**DECISION: On FACT, the Natural Resource Conservation Service will be granted an associate membership at this time, with a review for full membership in six months.**

The next conference call is scheduled for Tuesday, August 7<sup>th</sup>, from 9:00 a.m. to 10:00 a.m. Pete requested that Bonnie Bradshaw take notes for this meeting. Tim Murphy agreed, with the caveat that her workload will have to be looked at for future meetings.

## **10. IS-700 & IS-800 Implementation: Discuss and Decision on Who Takes These Courses (Mike Wallace)**

**Discussion:** Mark Koontz has information, and he is currently on a fire assignment. Direction is coming from the Bureau Directors. IS-700 will be completed by June and IS-800 by some individuals by June 2008. Mike will send out information he has found to the group. More details are needed, and it was suggested that this topic be forwarded on to FEC.

**ACTION No. 07-56: On IS-700 and IS-800, submit request to Roy Johnson to get this topic on the FEC's August 10<sup>th</sup> Agenda.**

**Lead: Mike Wallace**

**Due Date: July 25, 2007**

Transmittals have been received from DOI Law Enforcement regarding implementation to the DOI Bureau Directors. Implementation should be more consistent if direction is given by the Directors.

## 11. Action Items Tracking Table: Review (Bonnie Bradshaw)

**Discussion:** The Action Items Tracking Table was postponed for review for next meeting.

## 12. Meeting Minutes: Review and Approval (Bonnie Bradshaw)

*Distributed and reviewed:*

*Handout No. 17: NFAEB Meeting Minutes of June 20, 2007.*

*Handout No. 18: Tom Wordell's Edits to NPSG and FORS Sections of Minutes*

*Handout No. 19: Tim Murphy's Edits to Aviation Strategy and FFAST – Medical Standards Sections of Minutes*

*Handout No. 20: Donna Scholz's Edits to FPA Section of Minutes*

**Discussion:** The three edit handouts were reviewed. Edits from Tom Wordell and Tim Murphy were approved. Clarification, however, is needed on Paragraph No. 4 of the FPA edits with regard to the wording about large number of FTEs every three months. Bonnie will follow-up with Donna Scholz on this.

**ACTION No. 07-57: On June NFAEB Minutes, get clarification from Donna Scholz with FPA on Paragraph No. 4 with regard to the wording about large number of FTEs every three months.**

**Lead: Bonnie Bradshaw**

**Due Date: August 15, 2007**

## 13. 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
August 15, 2007	Wednesday	8:30 a.m. – 4:30 p.m.* BIA/FWS Conference Room
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
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\* Depending on Fire Season, meeting may be moved up to 8:00 a.m.

Meeting adjourned at 3:45 p.m.