

**National Fire and Aviation Executive Board (NFAEB)
Meeting Minutes
September 19, 2007**

Action	Decision	Item
		1. Agenda: Review and Finalize
		2. NIACC: National Aviation Strategy – Phase III: Update of Time Frames
		3. Workforce Planning for “Miscellaneous Overhead”: Review New Briefing Paper on Scope of Problem
X		4. NWCG: Final Charter and MOU: Final Discussion and Preparation for Signing in Shepherdstown, WV
X	X	5. WFSA: Approval and Certification: Review Existing Policy and Guideline To Provide Clear and Consistent Interagency Direction (2008 Red Book and Appropriate Web Sites)
X	X	6. Cost Containment Reviews: Standard Interagency Procedures for 2008 Red Book and Appropriate Web Sites
X	X	7. NPSG: PS Handbook: NFAEB Signatures
X	X	8. FFAST: Medical Standards Program: Decision from FS on Additional Position and Update on Space Issue
		9. Boise Airport Survey
	X	10. Meeting Minutes: Review and Approval of August NFAEB Minutes
	X	11. Interagency Fire Management Planning Group (FMP): Template Update
	X	12. LandFire: Update and Concurrence on Transition from Project to Program re Data Maintenance and Updating
		13. Quadrennial Fire Review (QFR): Briefing on the Research Agenda and Forum in November
X		14. IS700/IS800: First Responder: Update

**National Fire and Aviation Executive Board (NFAEB)
Meeting Minutes
September 19, 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
Mike Wallace, (Vice Chair) National Park Service – Absent
Tory Henderson, USDA Forest Service (Acting)
John Segar, Fish and Wildlife Service (Acting)
Lyle Carlile, Bureau of Indian Affairs
Dan Smith, National Association of State Foresters – Called In
Wallace Josephson, Office of Wildland Fire Coordination
Mike Dougherty, U. S. Fire Administration – Absent
Bonnie Bradshaw, NWCG Executive Secretary

Guests Attending: Neal Hitchcock – FS
Jim Barnett – FS
Deb Chivers – BLM
Sandra Berain – BLM
Larry Sutton – FS
Gary Bower – BLM
Barbara Ruffner – BLM
Julie Whaley – BLM
Barb Sivey – FS
Linda Mazzu – BLM
Leslie Sekavec – FS
Jolie Pollet – BLM
Henry Bastian – BLM
Mike Barrowcliff – FS
Al Hyde – Brookings Institute

Call-Ins: Ted Milesnick – BLM
Dan Crittenden – FS

Meeting started at 8:10 a.m.

1. Agenda: Review and Finalize (Tim Murphy – Chair)

Distributed and reviewed:

Handout No. 1: NWCG Monthly Meeting Agenda, marked “Final Revised”

Discussion: Tim stated that on Friday and Saturday, the flag outside the Jack Wilson Building will be flown at half staff in honor Brad Cella, NPS employee, who passed away. Tim will call the Boise District to inform them.

Tim further mentioned the promotions of Kevin Hamilton and Grant Beebe in the BLM National Aviation Office here at NIFC.

Agenda was briefly reviewed, and IFPM topic was added as a bin item.

2. NIACC: National Aviation Strategy – Phase III: Update of Time Frames (Neal Hitchcock – FS)

Distributed and reviewed:

Handout No. 2: NIAC Phase 3 Update, dated 9/14/07

Discussion: Neal stated that today is kickoff day to complete Phase III by the end of October. He has been working on and off with interagency groups, as well as single agencies. NIAC has been capitalizing on the work that has been completed in the last couple of years.

Neal discussed the handout, which covered current activities, planning/scheduling, and needs. A conference call is scheduled for September 19th, in which a work plan will be developed. Final draft of the Strategy is targeted for November 2nd. Agencies will then review the Strategy, and the final product will be completed by the end of November. Support from all agencies will be needed, and it might be short notice. All agencies will need to tie this Strategy to their individual agency.

(Dan Smith, NASF, called in on the bridge line)

3. Workforce Planning for “Miscellaneous Overhead”: Review New Briefing Paper on Scope of Problem (Jim Barnett – FS, Deb Chivers – BLM, and Sandra Berain – BLM)

Distributed and reviewed:

Handout No. 3: Briefing Paper on The Goals of Building Capacity, dated 8/30/07

Handout No. 4: UTF Resource 7/19 to 8/29 2007

Handout No. 5: Instructor Certification

Discussion: Deb Chivers gave a recap from the last NFAEB Meeting. She stated that NFAEB should look at the long term strategy and do more refining. Jim Barnett covered the briefing paper (Handout No. 3). No known ideal capacity (goals) has been established.

Conclusion (taken from the briefing paper) is that critical needs are not all associated with the Command and General Staffs of IMTs or even large fire support. Along with increased needs and the gradual deterioration of capacity, the increased in All-Hazards response makes the short-term goals intermittent and, as other federal agencies establish an ability to respond to All-Hazards incidents, some relief may occur in the long-term.

Tim Murphy stated some concerns:

- a) Department Level: All employees are expected to have basic ICS credentials. Also, Dual Comp Waiver – Will there be legislation from Congress on this? What is Plan B? Jim’s comments to this that Tech 2 organizations should be increased, whereas the field thinks Tech 3 organizations are more important.
- b) Agency: Increase Federal control to team membership (X-Y).

Ideas for Next Steps:

- a) Proceed on ways to address this issue. NIMO is working on this. This crosses the boundaries of many of the work groups, and NWCG’s Strategic Plan rates this issue very high.
- b) A strategic approach across departments and individual methods should be analyzed and developed.
- c) Parts to be considered:
 - 1) What are the operations today? How are they going to look in the future?
 - 2) What are the needs on other incident support programs? Are they ongoing?
 - 3) What are the current skill sets? What are the critical skill sets to meet the needs?

The big picture should be looked at and various working teams tasked to complete some of the pieces.

Jim briefly discussed Handout No. 5. This is just a preview of the presentation that Logan Lee, the Training Working Team Chair, will be presenting at the October NWCG Meeting in Shepherdstown.

AGENDA ITEM FOR NEXT MEETING: Building Capacity: Discussion on Where This Is Located on the NWCG Strategic Plan – NFAEB Members – 5 minutes – October Meeting

4. NWCG: Final Charter and MOU: Final Discussion and Preparation for Signing in Shepherdstown, WV (Tim Murphy – BLM)

Discussion: The changes to the documents should be as follows:

- a) Charter:
 - 1) Take off watermark.
 - 2) Insert a page break.
 - 3) Change Federal Executive Council to Fire Executive Council.

- 4) Change page numbers.
- 5) Add NWCG Charter to the footer.

ACTION No. 07-66: On NWCG Charter, make edits and send out final Charter for review.

Lead: Bonnie Bradshaw

Due Date: September 25, 2007

- b) MOU: Tory Henderson will check the MOU to ensure that it matches the Charter.

ACTION No. 07-67: On NWCG MOU, compare MOU to NWCG Charter to ensure correctness.

Lead: Tory Henderson

Due Date: September 25, 2007

5. WFSA: Approval and Certification: Review Existing Policy and Guideline To Provide Clear and Consistent Interagency Direction (2008 Red Book and Appropriate Web Sites) (Tim Murphy – BLM)

Distributed and reviewed:

Handout No. 6: FEC Paper: WFSA Approval and Certification

Handout No. 7: Timothy Murphy's E-Mail, date 9/16/07, with FEC Tasking on WFSA

Discussion: Tim stated that FEC has tasked NWCG to review the existing policy and guideline related to the WFSA approval and certification and make the needed corrections to provide clear and consistent interagency direction. There is confusion and inconsistency with the wording between “approval” and “certification.” NFAEB agreed that the Red Book Committee should be given this task.

DECISION: On WFSA: Clearing Up Language re Approval and Certification, agreed to task the Red Book Committee to clean up inconsistencies on the language.

ACTION No. 07-68: On WFSA, convey task assignment of cleaning up inconsistencies on the language (approval and certification) to the Red Book Committee.

Lead: Neal Hitchcock and Sean Cross

Due Date: October 24, 2007

ACTION No. 07-69: On WFSA Language Inconsistencies, report to FEC at their next meeting that inconsistencies have been addressed.

Lead: Tim Murphy

Due Date: December 14, 2007

AGENDA ITEM FOR NEXT MEETING: WFSA: Report on Progress of Cleaning Up Language Inconsistencies (Approval and Certification) in the Red Book –Neal Hitchcock and Sean Cross – 20 minutes – October 24th Meeting

6. Cost Containment Reviews: Standard Interagency Procedures for 2008 Red Book and Appropriate Web Sites (Tim Murphy – BLM)

Discussion: Tim stated that FEC has tasked NWCG to develop interagency standard procedures for Cost Containment Reviews and update the Interagency Incident Business Management Handbook to include these procedures.

DECISION: On Cost Containment Reviews, agreed to develop interagency standard procedures and update the Interagency Incident Business Management Handbook to include these procedures.

ACTION No. 07-70: On Cost Containment Reviews, convey task assignment of developing interagency standard procedures to Charlotte.

Lead: Tim Murphy

Due Date: September 25, 2007

ACTION No. 07-71: On Cost Containment Reviews, convey task assignment of incorporating the interagency standard procedures that will be developed into the Interagency Incident Business Management Handbook to Neal Hitchcock and Sean Cross.

Lead: Tory Henderson

Due Date: September 25, 2007

ACTION No. 07-72: On Cost Containment Reviews, present the proposed interagency standard procedures to FEC.

Lead: Tim Murphy

Due Date: November 9, 2007 (FEC Meeting)

(Dan Smith signed off on the conference line.)

7. NPSG: PS Handbook: NFAEB Signatures (Bonnie Bradshaw – Executive Secretary)

Discussion: Bonnie explained that the final formatting edits were being performed, and that the approval page of the NFAEB would be placed in the Handbook. The page was signed by FS, BLM, BIA, and FWS. Bonnie will obtain signatures from NPS and NASF, and deliver the page to Tom Wordell.

DECISION: On NPSG's PS Handbook, agreed to sign the signature page approving the handbook.

ACTION No. 07-73: On NPSG's PS Handbook, obtain NPS and NASF signatures on approval page and deliver to Tom Wordell.

Lead: Bonnie Bradshaw, Executive Secretary

Due Date: October 1, 2007

8. FFAST: Medical Standards Program: Decision from FS on Additional Position and Update on Space Issue (Larry Sutton – FS, Gary Bower – BLM, Barbara Ruffner – BLM, Julie Whaley – BLM, and Barb Sivey – FS)

Distributed and reviewed:

Handout No. 8: Resource Request FY2008 – 2011

Handout No. 9: Space Management Maps (4)

Discussion: Larry stated that the current Medical Standards Program staff (Program Manager and Program Analyst) must be augmented in order to handle the program's increasing workload. The current Program Analyst position must be accreted to a Deputy Program Manager. Only one position is needed at the present time, which is the GS 9/11/12 Program Analyst. The NWCG formula would be applied to this new position, and agencies would absorb the accretion. Contractors will be used to fill in the gaps in the program.

DECISION: On Medical Standards Program, agreed to change the current Program Analyst position to a Deputy Program Manager position. Further agreed to add a GS 9/11/12 Program Analyst position, using the NWCG formula. Further agreed that BIA will provide the FTE.

Larry will put together a strategy showing the breakdown of the positions using the NWCG formula, and report back to the group in January.

AGENDA ITEM FOR NEXT MEETING: FFAST: Medical Standards Program: Review Position Breakdown – Larry Sutton – 30 minutes – January Meeting

With adding the additional positions, office space becomes an issue. There are also stringent requirements on office space when it comes to medical records confidentiality. Barbara suggested using the barracks in the interim. Another alternative would be to move PMO back to NIFC and put Medical Standards in the PMO space. NFAEB requested that Barbara develop a proposal for moving the PMO back to NIFC, and moving the Medical Standards Program into the PMO office space.

DECISION: On Medical Standards Program: Office Space, agreed to postpone the decision on the office space issue until the next NIFC Governing Board Meeting. Further agreed to tentatively plan for PMO to come back to NIFC and Medical Standards Program to take over the office space currently being used by PMO.

ACTION No. 07-74: On Medical Standards Program: Office Space, develop a proposal for the NIFC Governance Board Meeting showing the breakdown of moving the PMO back to NIFC and moving the Medical Standards Program into the PMO office space.

Lead: Barbara Ruffner

Due Date: October 1, 2007

9. Boise Airport Survey (Gary Bowers – BLM)

Distributed and reviewed:

Handout No. 10: Boise Airport Letter, dated 8/31/07, with attached Boise Airport Economic Impact Survey

Discussion: As Gary was leaving the meeting, he briefly discussed the handout and asked the members to fill out the survey and submit it to Barbara Ruffner in a blue privacy envelope.

10. Meeting Minutes: Review and Approval of August NFAEB Minutes (Bonnie Bradshaw – Executive Secretary)

Distributed and reviewed:

Handout No. 11: NFAEB Meeting Minutes, dated 8/15/07

Discussion: Members have not had an opportunity to review the minutes, and time will be made on next month's agenda.

DECISION: On NFAEB Meeting Minutes of 8/15/07, agreed to review and approve minutes at the NWCG October Monthly Meeting.

AGENDA ITEM FOR NEXT MEETING: NFAEB Meeting Minutes of August 15, 2007 Review and Approval Minutes – NFAEB Members – 10 minutes – October 2007

11. Interagency Fire Management Planning Group (FMP): Template Update (Ted Milesnick – BLM (Called In), Linda Mazzu – BLM, Leslie Sekavec – FS, and Jolie Pollet – BLM)

Distributed and reviewed:

Handout No. 12: Summary – Modified Interagency Template

Handout No. 13: Interagency Fire Management Plan Template – Updated September 19, 2007

Handout No. 14: NFAEB Memorandum re Template (for signature)

Discussion: Handouts were briefly reviewed. Leslie stated that everyone has seen it, and that it is ready for signatures. The modified template clarifies intent. FS will be implementing this in the next two years.

DECISION: On Modified Interagency Fire Management Plan Template, agreed and recommended that the template be adopted and signed the NFAEB Memorandum to Agency Directors.

12. LandFire: Update and Concurrence on Transition from Project to Program re Data Maintenance and Updating (Henry Bastian – BLM, Dan

Crittenden – FS (Called In), and Mike Barrowcliff – FS)

Distributed and reviewed:

Handout No. 15: LandFire Agenda Topic Request

Handout No. 16: LandFire Operations and Maintenance Business Plan

Handout No. 17: LandFire Operations and Maintenance Technical Plan

Discussion: Henry gave a PowerPoint presentation, which gave an update on the project. It showed the program and aspects of operations and maintenance. Today's purpose was to review LandFire and obtain comments.

LandFire will finish the Western USA in 2007, Eastern USA in 2008, and Alaska and Hawaii in 2009.

DECISION: On LandFire, agreed and concurred with the transition from project to program.

13. Quadrennial Fire Review (QFR): Briefing on the Research Agenda and Forum in November (Al Hyde – Brookings Institute)

Distributed and reviewed:

Handout No. 18: QFR Discussion Agenda

Handout No. 19: QFR Discussion Agenda (in depth)

Discussion: Al informed NFAEB on five issues (Contracting Update; November 6-7th Fire Research Forum Overview; New Assumptions White Papers for October 15th; the Research Advisory Panel; and the New Assumptions Briefing Books for IP, Working Panels, and NWCG). Main highlights were that contracting was delayed, and he is waiting for one piece which is \$50 K from Fire Research. Timeline is to have the complete package shipped by the first part of January, with a formal presentation to NWCG in October, and the final report submitted and published by January 20, 2009.

Four items were discussed (New Appointments for Integration Panel, Design of the Working Panels, Recommendations to the IP for Working Panel Co-Chairs, and Phase II Schedule Advance & Contracting Strategy). Lyle stated that Jim Erickson should be the representative instead of Ike on the Integration Panel. IP will make a list of co-chairs, and NWCG will make the final selection.

Al requested that NFAEB review the information he has sent, and he will call in next meeting to discuss the matter. He also asked for time on the November Agenda to review the meeting of the Research Advisory Panel.

AGENDA ITEM FOR NEXT MEETING: QFR – Review of Information Submitted at September's Meeting – Al Hyde – 15 minutes – October Meeting

AGENDA ITEM FOR NEXT MEETING: QFR – Review Meeting of Research Advisory Panel – Al Hyde – 1 hour – November Meeting

14. IS700/IS800: First Responder: Update (Mike Wallace)

Discussion: Mike stated that there is no direction from agencies on this topic and believes that positions need to be identified that need this training. John suggested that the NWCG Training Working Team be asked about this, and he volunteered to contact them. Time will be given to identify positions at the next meeting.

ACTION No. 07-75: On IS700/IS800: First Responder, discuss with NWCG's TWT which positions need this training.

Lead: John Segar (for Brian McManus)

Due Date: October 24, 2007

AGENDA ITEM FOR NEXT MEETING: IS700/IS800: First Responder – Identify Positions that Need Training – NFAEB Members – 30 minutes – October Meeting

NOTE: This is the last official meeting minutes for NFAEB. In October, NWCG will be signing a new Charter, which will merge NFAEB with NWCG.

Meeting adjourned at 4:00 p.m.