



**National Wildfire
Coordinating Group**
National Interagency Fire Center
3833 S. Development Avenue
Boise, Idaho 83705

**Interagency Helicopter Screening and Evaluation Subcommittee
IHSES**

IHSES Agenda/Minutes

Location: FS Aviation Conference Room
2141 W Airport Wy, Boise, ID 83705
Phone Number: -----

Date: 16 September 2016
Participant Code: -----

Time: 0900 MDT
Leader Code: -----

Roll Call

X	Chair – Bill Sloan (USFS)	X	USFS – Rick Howe	X	BLM – Bryan Bitting

Guests: None

Agenda Topics:

- Discussed IHSES membership
 - Current membership is 3
 - NIAC to consider 5 members (ASI, HIP, PM DOI, PM FS), of which no more than 3 from one agency.
 - Should we have a State rep (6th member)?
 - IHSES should have authority to assign IHSES Advisory membership
- IHSES authority considerations
 - IHSES Advisory membership assignment
 - Evaluation Director assignment
 - Evaluation Plan approval
- Discussed Website
 - Populate as required, modify as required.
- FOI (Freedom of Information Act) implications concerning using the website to host Project Proposal reports, Evaluation Plans, and Suitability Assessment reports and any interim reports
- Discussed strategic implementation of the IHSES tasking, as described per the Website
 - Draft Memo to provide awareness to NIAC ISO guide edits and implementation strategy
- Draft memo summarizing BOOST evaluation to date
 - Assignments
 - Seth Weber (S/H PM – Evaluation Director and assignment as IHSES Advisory member)
 - Competencies: HIP (FS & NPS), ASI (FS &/or DOI), MTDC, Operations (FS & NPS), Risk/Safety (FS or DOI). Personnel have yet to be endorsed by the IHSES.
 - Integrate contracting to facilitate project management (support requirement)
 - Evaluation strategy yet to be developed (in process as Seth Weber is working on it)
 - Budget discussed – cost and strategy yet to be developed
- Discussed various sections of the draft Guide
- No other current IHSES evaluation tasking

Action Items:

- Sloan – memo(s) to NIAC
 - IHSES membership
 - IHSES authority considerations

- Guide completion schedule and approval strategy
- BOOST evaluation status
- Update website
- Howe – Contact DOI ASI counterpart to assess interest in participating in BOOST evaluation

Projected next meeting agenda items

- BOOST system
 - IHSES to approve evaluation plan and management strategy
 - Budget and schedule estimate
 - Contracting support requirements
 - Draft of Evaluation plan
- Interim review of draft guide

Next Meeting: TBD