

Training Committee Meeting Minutes 8/6/13

Attendees: Deb Fleming, Mark Jones, Marie Bates, Jill McCurdy, Jeff Arnberger (for Mike Ellsworth), Russ Babiak, Jim Shultz, Paul Hanneman (called in), Brit Rosso (called in)

Absent: Mark Cantrell, Craig Cook, Renee Beams, Vicki Clay

Training Committee Chair

The term for the Chair position will be two years then it rotates or can be extended. The nomination will be approved by the Executive Board. The group identified some of the chair responsibilities:

- Working with note taker setting up and facilitating meetings
- Creating/approving correspondence
- Approving notes
- Submitting budget requests
- Attending NWCG Executive Board meetings, if requested

Decision:

Chair – Mike Ellsworth

Vice Chair - Jim Schultz

Action Item: Define chair and vice chair roles using OWDC example. Send out a draft to review. (Fleming, Ellsworth, Bates, dd: 10/1/13)

Brainstorm Administrative Tasks and Processes

The group discussed ideas and will put together a more organized working document identifying tasks and processes for the Committee. Some ideas include:

- Training Committee roles versus Training Units roles
- Process for providing input into the course revision schedule
- Request For Change form process similar to OWDC
- Process for course certification
- Who approves and is responsible for what areas
- What original WFI docs will we continue to use
- Communication of processes to the field

Action Item: Meet with OWDC to discuss communication, transition of work, identify tasks, and discuss a long term plan to help define roles and processes. (Training Committee 9/10-12/13)

Leadership Committee versus Subcommittee

There was a lot of discussion on whether Leadership should be a subcommittee under the Training Committee or be its own Committee. The Executive Board approved both options at various times.

Decision:

Leadership will be a Subcommittee under the Training Committee.

Action Item: Let the Leadership Chair know the Training Committee recommends Leadership become a Subcommittee under them. (Ellsworth, dd: 8/30/13)

Brainstorm Committee Liaisons and Product Leads

The group reviewed the OWDC Products List. Nicole and Deb have been tasked by OWDC to update the list for them, removing all the Training Committee publications. The Committee made edits to the leads for each training product.

Action Item: Create a Training Committee Products List and send out to Committee for review. (Fleming, Bates, dd: 9/10/13)

The Committee determined who they would like to have liaisons with as follows:

- Risk Management Committee (Russ)
- Operations and Workforce Development Committee (Mark J. & Deb)
- National Interagency Aviation Committee (Jill)
- Incident Business Committee (Jim)
- Fire Environment Committee (Jim)
- Fire Communication, Education, and Prevention Committee (Craig)
- IQCS (Russ)
- IQS (Paul)
- NAFRI (Brit)
- Lessons Learned Center (Brit)
- Geographic Area Training Representatives (Renee)

Action Item: Create a Training Committee Liaison List and send out to the Committee for review. (Fleming, Bates, dd: 9/10/13)

Next Steps/Priority Work

The group will meet in September for two days and plan to spend one day meeting with OWDC then a separate day for Training Committee business. This time together will be to take a strategic look at the issues coming to the Committee. Some of the priority subjects to discuss included:

- FEMA integration issues
- Looking at the curriculum and the prioritization process to make sure it's working out
- Checking to see if the right courses are being updated at the right time

Action Item: To facilitate the September discussion on the process of course revisions and how courses are prioritized, prepare to give a history on why the courses now being revised were selected and review the Curriculum Matrix document. (Fleming, dd: 9/10/13)

E-mentoring – Jim Schultz

The E-mentoring agreements have all been done and the contract is funded for another year. Will need to start thinking in the fall on what we will do for next year to see if we will want to renew the contract again. The LLC contract has been awarded for the new website platform. Once the new contractor is known we can work with him on a mentoring platform and to see what they have available to work with E-mentoring.

September agenda item: E-mentoring – 1 hour (Jim)

Transition to the NIMS Training Curriculum

Deb distributed a draft memo that will be sent out next week by NWCG on the first step transition to the use of FEMA NIMS National Training Curriculum by using historical recognition of NWCG Instructors. The memo explains the process of putting instructors into the FEMA database to teach FEMA NIMS position specific courses. The memo will go to GATRs, GACCs, Committee Chairs and agency heads to push down to the field. The group brainstormed ideas to improve the process and to create a Google form so that each person can input information directly on the form that will track in a spreadsheet.

***Action Item:** Create a Google form to use with memo, change language on memo and send to the Executive Board to review before finalizing (Fleming, Schultz, dd: 8/12/13)*

NWCG Training Revision Schedule

This was tabled until the next meeting. This will be combined with discussion on the process of course revisions and how courses are prioritized.

Action Log and Future Meetings

One action item is pending.

***Action Item:** Cancel September conference call in lieu of scheduling a two day September meeting with OWDC. Send out doodle poll. Set up meeting dates and meeting room (Bates, dd: 8/30/13)*