

# OTC Conference Call Notes

June 10, 2015

0900-1000 MST

---

## Review and Update Action Log - Chair / Logistics

### Logistics Back Up - Chair / Logistics

Ellsworth – has a potential person and will contact.

(Carry over as standing item for next conference call.)

### NWCG Committee Master Charter Mission Statements – Johnson

Recommendations for changes to several mission statements within the NWCG Master Charter were agreed to by OTC; *Action Item: Tim Blake will take the OTC recommendations for NWCG Committee Master Charter Mission Statement recommendations forward (Blake dd: July 2015).*

### New OTC Website – Jeff Arnberger

The resources page tab is editable. Jeff will craft generic language for top header page.

Training/Qualifications

- Link to NWCG Training Program
  - ICS/IQCS
  - Link to 310-1
  - National fire training.net
- Ops
  - FEMA
  - NIMS
- Committee Business
  - Memo's
  - RFC
  - Meeting Schedule
  - Liaison List

*Action Item: Jeff will type up webpage layout with links, etc. and send to OTC. Comments due to Jeff by Friday 6/12 (OTC/Jeff dd: June 2015). Can add or subtract items as time goes on. Action Item: Add annual review of the website at the Fall Meetings to agenda (Chair dd: Fall 2015).*

### OTC Request for Change Update – Johnson/Fleming

Took the OWDC RFC form, made some changes and updated instructions. *Action Item: Deb will finalize OTC RFC and send to Logistics by 6/12 (Deb dd: June 2015 – Completed).* *Action Item: OTC Chair will forward new RFC form to Tammy for posting on the new website (Chair dd: June 2015).* OTC adopts the new OTC Request for Change form as proposed.

### Training Course Prioritization – Ellsworth

Will put together a final document for July. Add as a standing document or committee SOP?

*Action Item: Ellsworth will resend the Prioritization document to OTC and will review on July conference call. Due date for comments to Ellsworth is June 30<sup>th</sup> (Ellsworth/OTC dd: June 30<sup>th</sup>).*

### Training Program Update – Fleming/Ellsworth

NAFRI and Training Stewardship sub-committee discussion.

# OTC Conference Call Notes

June 10, 2015

0900-1000 MST

Tim Blake – has questions and concerns with forming additional sub-committees, wants to discuss with NWCG staff and Sean Cross.

*Action Item: Comments/questions on NAFRI course sub-committee charter to Ellsworth (OTC dd: June 30<sup>th</sup>)*

*Action item: Add review of comments and discussion on NAFRI course sub-committee charter to July Conference Call (Chair dd: July 2015)*

L-481 Draft memo was sent out.

*Action Item: Comments and questions about L-481 Draft Memo to Ellsworth (OTC dd: June 30<sup>th</sup>)*

*Action Item: Add review of L-481 comments and questions to July Conference Call (Chair dd: July 2015)*

## **PMS 310-1 Final Changes – Conn**

Copy of the spreadsheet from May Meeting and summary of changes was sent out last week to OTC. Brad Gibbs will have something from NIAC to send out.

*Action Item: Kevin Conn will share a version of the full PMS 310-1 with Final changes on MFC site before OTC July Conference Call (Conn dd: July 2015)*

## **New PMS 310-1 Lead – Chair**

Tim Blake – Paul Fieldhouse had some good ideas on how to divide duties. Add to July conference call. Mark Jones suggestions one central person to be Project Lead.

## **Intel Position Paper – Tony Doty**

Looked at the NIMS document that came out in 2013 for intelligence section chief. There are different applications outside of law enforcement.

No action until official request for change comes to OTC.

## **AREP – Jeff Arnberger**

Many PMS 310-1 comments had to do with Agency Reps and the desire to use it to maintain currency for something else. Does agency rep need to be in the PMS 310-1? Those positions are typically picked by each agency. There isn't a pathway, doesn't maintain currency for other positions except LOFR. Already action item 2015-20 to discuss on July conference call.

## **Request for Change Form Close Out and Tracking**

Log for tracking RFC? Who is doing that? *Chair and Logistics will meet to develop/revive RFC Tracking Log (Chair/Logistics dd: July 2015)*

## **Decisions**

OTC adopts the new OTC Request for Change form as proposed.

## **Round Table Closeout**

## **Next Meeting Date/Time**

OTC Conference Calls are every second Wednesday of the month at 0900 Mountain

**OTC Conference Call Notes**  
**June 10, 2015**  
**0900-1000 MST**

**Future Meetings:**

Date: Sept 21-25, 2015

Location: Phoenix, AZ, BLM Training Center, Embassy Suites.

Address:

Date: Dec, 2015

Location: Boise, ID

Address:

Date: March, 2016

Location: Boise, ID

Address:

Date: May, 2016

Location: TBD

Address:

<b>OWDC Members</b>	<b>Y/N</b>	<b>Associates</b>	<b>Y/N</b>
Mark Jones (Chair), BLM	Y	Deb Fleming, NWCG Training Program, BLM	Y
Kelin Staats (Logistics), BLM	Y	Tony Doty , DOI, OEM	Y
Jeff Arnberger, BLM	Y	Brad Gibbs, NIAC, BLM	Y
Mike Ellsworth, BLM	Y	Marley Marshall, IQCS, BLM	Y
William Martin, USFA	N	Rob Lehmann, IQS, NASF	Y
Bill Van Bruggen, USFS	Y	Renee Beams, GATR, USFS	Y
Jill McCurdy, USFS	N	Britt Rosso, LLC, NPS	N
Shane Olpin, USFS (for Jill)	Y	Jason Steinmetz, DOI, OEM	N
Kevin Conn, FWS	Y	Michael Peitz, NAFRI, USFS	N
Russ Babiak, FWS	Y	Tim Blake, NWCG Preparedness Branch Cord.	Y
Jacqueline Martin, BIA	N		
Mark Koontz, NPS	N		
Jim Shultz, NPS	N		
Don Johnson, NASF	Y		
Paul Fieldhouse, NASF	Y		
Buck Kline, NASF	Y		
Paul Hannemann, NASF	Y		
Craig Daugherty, IAFC	Y		