



National Wildfire Coordinating Group (NWCG)

Monthly Meeting Minutes

June 19, 2013

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Meeting Location: National Interagency Fire Center in Boise, Idaho

Executive Board Members Attending:	
	<ul style="list-style-type: none"> Aitor Bidaburu (Chair), U.S. Fire Administration
	<ul style="list-style-type: none"> Bill Kaage, National Park Service
Topic 3 & 4 via phone	<ul style="list-style-type: none"> Dan Smith (Vice-Chair), National Association of State Foresters
	<ul style="list-style-type: none"> Jill McCurdy, Forest Service Branch Chief, Fire Training, Acting for Frank Guzman
	<ul style="list-style-type: none"> Kevin Conn, Fish and Wildlife Service Fire Management Specialist – Preparedness, Acting for John Segar
	<ul style="list-style-type: none"> John Gould, Bureau of Land Management
	<ul style="list-style-type: none"> Olin Phillips, State of Minnesota, Forest Protection Section Manager, Acting for Dan Smith
	<ul style="list-style-type: none"> Lyle Carlile, Bureau of Indian Affairs
PMU Attending:	
	<ul style="list-style-type: none"> Deb Fleming, Training Branch Manager
	<ul style="list-style-type: none"> Elaine Waterbury, Policy, Planning and Management Branch Coordinator
	<ul style="list-style-type: none"> Krysta Shultz, Administrative Assistant
	<ul style="list-style-type: none"> Nikki Saleen, Communication Specialist
	<ul style="list-style-type: none"> Paul Schlobohm, NWCG Manager (Acting)
	<ul style="list-style-type: none"> Tim Blake, Preparedness Branch Coordinator
Others Attending:	
Topic 3, 4, 5	<ul style="list-style-type: none"> Barry Mathias, EIM Project Lead Kim Christensen, IMT Governance and Mobilization Work Unit Lead Mike Ferris, Forest Service Public Information Officer, Boise NIMO Evans Kuo, Forest Service Risk Management, Qualifications & Standards Dick Bahr, NPS Fire Science Ecology Program Lead
Topic 7	<ul style="list-style-type: none"> Tony Beitia (Chair), Risk Management Committee

Meeting minutes mirror the topics listed on the Meeting Agenda, but not necessarily the order in which they were discussed at the meeting.

Meeting started at 8:00 a.m.



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(1) NWCG: AGENDA REVIEW AND MINUTES APPROVAL

PRESENTER: AITOR BIDABURU

<Handouts Distributed> (01a) NWCG 2013 May Meeting Minutes

<Discussion>

- 1) No changes are needed to the May Meeting Minutes.

<Decision>

- 1) The Executive Board approved the May 2013 Meeting Minutes with no changes necessary.

(2) SINGLE POINT BILLING: NWCG DISTRIBUTION OF FS UPDATE – FORMAL OR INFORMAL?

PRESENTER: AITOR BIDABURU AND DAN SMITH

<Handouts Distributed> (02a) Single Point Billing Agenda Request
(02b) Single Point Billing - USFS Letter to State Foresters

<Discussion>

- 1) USFS issued a memorandum the week of June 10, 2013, explaining state to state billing for the 2013 fire season.
 - o Interagency partners (i.e. GACCs, DOI agencies) were not included in the distribution of the memo for informational purposes.
- 2) NWCG issued a memorandum in Dec 2012 that provided updated information on the direction of invoice processing for State agencies responding to federal jurisdiction fires outside of their own states.
- 3) As a follow-up to the Dec. 2012 memorandum, it is requested that the Executive Board issue a memo to inform interagency partners of the 2013 procedures.
 - o The NWCG memo will include an introductory paragraph regarding the USFS memorandum and will have the USFS memo as an attachment.

<Decision>

- 1) The Executive Board agreed that an official notification from NWCG, with the USFS letter as an attachment, was an appropriate medium to inform interagency partners of the information in the Single Point Billing process for the 2013 Fire Season.

<Action Item>

- 1) Draft an official notification from NWCG referencing the Single Point Billing process with USFS letter as an attachment for distribution to interagency partners (Tim Blake, July 2013)

(3) EVOLVING INCIDENT MANAGEMENT (EIM): PROJECT UPDATE

PRESENTER: BARRY MATHIAS AND DAN SMITH

<Handouts Distributed> (03a) EIM June Project Update
(03b) Draft EIM Complex Incident Qualification Transition Options
(03c) Current PMS 310-1 Pathway / Draft EIM Proposed Generic Pathway to Complex C&GS
(03d) PMS 310-1 EIM Implementation Template
(03e) EIM Work Unit Estimated Timeline 2012-2016

<Discussion>

- 1) A general description of the information provided in the EIM June Project Update handout was presented verbally by Barry Mathias. Reference handout for in-depth information.



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(4) EIM: PATHWAYS WORK UNIT PROGRESS REPORT

PRESENTER: KEVIN CONN AND DEB FLEMING

<Handouts Distributed> Reference Tab 3 for applicable handouts that include: 03b, 03c, 03d, 3e

<Discussion>

- 1) A general description of the information provided in a series of EIM handouts was presented verbally by Kevin Conn and Deb Fleming. Reference handouts for in-depth information.
- 2) Key points of consideration included:
 - a. Provide additional position qualification pathways to broaden IMT participation and increase speed to competency where appropriate.
 - b. Incorporate non-traditional NWCG responders (i.e. FEMA qualified Logistics)
 - c. Recognize T3 non-NWCG qualified positions are more effectively utilized in filling IMT Command and General Staff positions such as Plans, Logistics, and Finance positions. Incident Command, Operations, and Safety C&G positions need to be filled by fully qualified wildland fire personnel.
 - d. Operations and Workforce Development Committee (OWDC) considered broadening IMT participation and increasing speed to competency in their recommendations to NWCG.
- 3) Validation is needed from the Executive Board that the work completed up to this point by the OWDC and Pathways Unit is moving the EIM Project in the right direction.
- 4) Options for Operations Branch Director (OPBD) and Service and Support Branch Director position(s) are being considered. Concern was expressed that OPBD could create an unintended bottleneck due to the lack of widespread use across geographic areas.
- 5) A 2014 Communication Plan will be developed for the field to provide a perspective to the direction EIM is moving.
- 6) In 2014, an Implementation Plan will be developed which outlines the roll out of EIM.

<Decision>

- 1) The Executive Board agreed OWDC and the Pathways Work Unit are on the right track with their recommendations.
- 2) Upon EIM Implementation:
 - a. There will be three levels of wildland fire response: Initial Attack, Extended Attack and Complex.
 - b. IMT Types 1 and 2 will be combined into one team type, Complex, utilizing the current T1 standards.
 - i. Type 2 positions will no longer be utilized for response purposes or identified in the PMS 310-1 at the time of EIM implementation.
 - ii. The alternate pathways identified for Type 2 Qualification transition to Complex Incident Qualifications are appropriate.
 - iii. A suite of options for moving current Type 2 individuals to the Complex level are being considered. This includes recommending whether S-520/CIMC needs to be required in every circumstance or if other qualification options might be valid and acceptable.



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<Action Item>

- 1) Draft a memorandum from NWCG to include a progress report of Evolving Incident Management for distribution to field units for informational purposes. (Nikki Saleen, July 2013)

(5) EIM: GOVERNANCE AND MOBILIZATION – UPDATE AND PROGRESS

PRESENTER: KIM CHRISTENSEN

<Handouts Distributed> (05a) Presentation - Task 4 Preliminary Findings

<Discussion>

- 1) An overview of the information provided in the EIM Task 4 Preliminary Findings handout was presented by Kim Christensen. Reference the handout for in-depth information.
- 2) A complete package of the EIM Task 4 Findings will be developed and presented at the NWCG July 2013 meeting. The package will be supplemented with descriptors and rationale for final analysis.

<Decision>

- 1) The Executive Board agreed that progress made by the EIM Governance and Mobilization work unit on the Task 4 Findings was on the right track.

<Action Item>

- 1) Add descriptors and rationale to the EIM Task 4 worksheet and bring back to the Executive Board in July 2013 for acknowledgement and buy off. (Kim Christensen, July 2013)

(6) OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA): WILDLAND FIRE

ORIENTATION COURSE UPDATE

PRESENTER: PAUL SCHLOBOHM

<Handouts Distributed> (06a) <Draft> OSHA WLF Digest

<Discussion>

- 1) An overview of the information provided in the <Draft> OSHA Wildland Fire Fighting Industry Digest was presented by Paul Schlobohm. Reference the handout for in-depth information.
- 2) Points for consideration include:
 - a. The document is a collection of standards applicable to the Wildland Fire Fighting Industry.
 - b. The requirements discussed in the publication are referenced via the source standards and are primarily from *Title 29 of the Code of Federal Regulations (CFR), Part 1910 and 1926*.
- 3) The digest is currently under a comment period that expires June 28, 2013. Comments are sought by the Equipment Technology Committee, National Interagency Aviation Committee and Risk Management Committee. Due to the number of committees desired to look over the document, an extension on the comment period will be requested.

<Action Item>

- 1) Contact the OSHA representative responsible for gathering comments applicable to the OSHA Wildland Fire Fighting Industry Digest to ask for an extension period of 1-2 weeks on the deadline of June 28, 2013. (Paul Schlobohm, June 2013)



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- 2) Coordinate with the Equipment Technology Committee, National Interagency Aviation Committee and Risk Management Committee to provide comments and feedback relevant to the OSHA Wildland Fire Fighting Industry Digest. (Tim Blake, July 2013)

(7) RISK MANAGEMENT COMMITTEE (RMC): NWCG CODE BOOK RECOMMENDATION

PRESENTER: TIM BLAKE AND TONY BEITIA

<Handouts Distributed> (07a) Agenda Request RMC Recommendation
(07b) RMC Response to NWCG

<Discussion>

- 1) Referencing the letter titled "Development of the NWCG 'Code Book'", the RMC explained their recommendation to not develop the book.
 - a. Discussion and rationale have been outlined in the letter.

<Decision>

- 1) The Executive Board acknowledged and approved of the recommendation made by the Risk Management Committees to not proceed with the development of the NWCG "Code Book".

<Action Item>

- 1) Relay the decision of the Risk Management Committee to not proceed with the "Code Book" to the Department of Interior and OSHA. (Paul Schlobohm, June 2013)

(8) TRANSITION TO NIMS CURRICULUM: APPROVAL OF TRANSITION PLAN MEMO

PRESENTER: DEB FLEMING

<Handouts Distributed> (08a) Agenda Request NIMS Curriculum
(08b) Transition to NIMS Curriculum – Draft Memo
(08c) Curriculum Transition Plan Phase I – Final

<Discussion>

- 1) An overview of the information provided in the handouts regarding the National Incident Management System (NIMS) Training Curriculum was presented by Deb Fleming. Reference the handouts for in-depth information.
- 2) The draft memo provided is the first official communication to be issued to field units regarding the transition to the FEMA NIMS Training Program.
- 3) Next step include(s):
 - a. Communicate the process to get NWCG qualified instructors into the national FEMA database; the window of opportunity will be September 1, 2013 to November 30, 2013.
 - b. Communicate which FEMA courses NWCG individuals will be able to obtain credit for in IQCS and IQS beginning October 1, 2013.

<Decision>

- 1) The Executive Board agreed to the content of the *Transition to NIMS Curriculum Memorandum* and approved its distribution.

<Action Item>

- 1) Finalize the *Transition to NIMS Curriculum Memorandum* and send to Executive Secretary for distribution. (Deb Fleming, June 21, 2013)

(9) <PROPOSED> TWDC: APPROVAL OF CHARTER

PRESENTER: DEB FLEMING



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- <Handouts Distributed>**
- (09a) Agenda Request TWDC Charter
 - (09b) <DRAFT> TWDC Charter
 - (09c) <DRAFT> TWDC Intent Document

<Discussion>

- 1) An overview of the information provided in the handouts regarding the proposed Training and Workforce Development Committee (TWDC) Charter and Intent. Reference the handouts for in-depth information.
- 2) Brief discussions surrounding the title Training and Workforce Development Committee resulted in a suggestion to shorten the title of the group to the Training Committee.

<Decision>

- 1) Executive Board agreed to the content of the Training and Workforce Development Committee Charter with the name changed to reflect the new name (Training Committee).

<Action Item>

- 1) Draft an internal memorandum addressing the roles and responsibilities of the Training Committee and the Operations and Workforce Development Committee. (Deb Fleming, July 19, 2013)

(10) WILDLAND FIRE EXECUTIVE COUNCIL (WFEC): MEETING SUMMARY AND EMERGING ISSUES

PRESENTER: BILL KAAGE

<Handouts Distributed> N/A

<Discussion>

- 1) Upcoming WFEC meeting scheduled for the week of June 24-28 will address the Cohesive Strategy, including the trade-off analysis and barriers.

(11) WFEC: SERIOUS ACCIDENT INVESTIGATION GUIDE STATUS

PRESENTER: BILL KAAGE

<Handouts Distributed> N/A

<Discussion>

- 1) An interagency guide applying to both departments remains in draft states with limited movement across the departments. The current draft version negotiations are proceeding in a sensible way forward.

(12) INTERIOR FIRE EXECUTIVE COUNCIL (IFEC): MEETING SUMMARY AND EMERGING ISSUES

PRESENTER: DOI DIRECTORS

<Handouts Distributed> N/A

<Discussion>

- 1) Budget reductions may still have impacts on NWCG.

(13) PROGRAM MANAGEMENT UNIT (PMU): FY13 FUNDING APPROVAL FOR PRODUCTS MANAGER AND COMMUNICATION SPECIALIST CONTRACTS

PRESENTER: PAUL SCHLOBOHM



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<Handouts Distributed> N/A

<Discussion>

- 1) Decisions on two contract positions were requested because waiting until July third-quarter budget review would miss contracting fiscal year deadlines.
 - a. Recommendations included:
 - i. Slight modifications were made to the contract language regarding the Fiscal Year vs. Calendar Year for the Products Manager and Communication Specialist position.
 - ii. Identifying costs associated with the Product Manager position scheduled to begin approximately mid-September 2013 in order to use FY 2013 budget funds.
 - iii. Utilizing FY2013 funds for the Communication Specialist position. Current contract option year aligns with fiscal year and cannot be aligned to calendar year.

<Decision>

- 1) Executive Board approved the use of FY2013 funding to cover costs associated with the Products Manager and Communication Specialist contract(s). Furthermore, approval was granted to move forward with the creation, implementation and hiring of these contract positions.

(14) PMU: MONTHLY UPDATE

PRESENTER: PAUL SCHLOBOHM AND PMU STAFF

<Handouts Distributed> (14a) June PMU Monthly Update

<Discussion>

- 1) A round robin discussion enabled members of the PMU to provide a verbal update as reflected in the PMU May Update handout.

(15) PMU: POSTING OF NWCG MEETING PACKAGE TO WEBSITE

PRESENTER: PAUL SCHLOBOHM

<Handouts Distributed> (15a) Agenda Request Posting of NWCG Meeting Package to Website
(15b) 2008 Meeting Minute Reference to Website Posting

<Discussion>

- 1) Brief discussion surrounding the history of NWCG meeting information posted to the NWCG website. Reference handout for in-depth information regarding the topic.
- 2) An example of the content is requested to be brought to the NWCG July 2013 meeting in an effort to better educate the Executive Board.

<Action Item>

- 1) Compile information relevant to NWCG Meeting Material proposed to be posted to the NWCG website. (PMU, July 2013)

(16) BIN ITEM: PMU MANAGER POSITION STATUS UPDATE

PRESENTER: JOHN GOULD

<Handouts Distributed> N/A



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<Discussion>

- 1) Brief update of the PMU Manager position included the following:
 - a. Position to be filled as a 1-year NTE detail. The application period has already passed and a list of candidates will soon be generated.
 - b. Future endeavors include a permanent position where an outreach will be generated to compile a larger candidate pool for application.

(17) BIN ITEM: INTERAGENCY FIRE PROGRAM MANAGEMENT (IFPM) AVIATION QUALIFICATIONS USFS STATUS

PRESENTER: JILL MCCURDY

<Handouts Distributed> (17a) Agenda Request IFPM Aviation Qualifications

<Discussion>

- 1) USFS union representatives have approved the Interagency Fire Program Management (IFPM) Aviation Qualifications.
- 2) USFS union sent a letter to USFS Director, Fire and Aviation Management (Tom Harbour) indicating their support of the qualifications.

<Decision>

- 1) Executive Board approved the addition of the aviation requirements to the IFPM Aviation Qualifications.

<Action Item>

- 1) Draft a memorandum addressing the addition of aviation requirements to the IFPM Aviation Qualifications with support from Kevin Conn. (Tim Blake, July 2013)

(18) BIN ITEM: NWCG MOU EXTENSION STATUS

PRESENTER: AITOR BIDABURU

<Handouts Distributed> N/A

<Discussion>

- 1) Review of the status of the NWCG MOU Extension.

(19) BIN ITEM: DECISION ON NATIONAL INTERAGENCY AVIATION COMMITTEE (NIAC) TASKING

PRESENTER: EXECUTIVE BOARD

<Handouts Distributed> (19a) Agenda Request NIAC Aviation Strategy

<Discussion>

- 1) Status of proposed tasking to National Interagency Aviation Committee (NIAC) to develop the National Aviation Strategy.

<Action Item>

- 1) Revise draft tasking as needed and bring to the July 2013 NWCG meeting for approval. (John Gould and Tim Blake, July 2013)

(20) BIN ITEM: NIAC PAYMENT OPTIONS FOR RAMP SERVICES FLIGHT HELMET REPAIR

PRESENTER: JOHN GOULD



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<Handouts Distributed> N/A

<Discussion>

- 1) Relayed information that the NIFC RAMP, who had historically been repairing flight helmets for multiple vendors, could no longer accept credit cards. Instruction was issued via the BLM National Operations Center (NOC).
- 2) Service agreements are in place with agencies that enables the RAMP to continue to do repairs.

(21) BIN ITEM: NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) ALERT: REVIEW OF RESOURCE TYPING DEFINITIONS

PRESENTER: AITOR BIDABURU

<Handouts Distributed> (21a) NIMS Alert 05-13: National Engagement
(21b) Department of Homeland Security Example of an Alert

<Discussion>

- 1) An overview of the information provided in the NIMS Alert handout. Reference the handout for in-depth information.
- 2) Review of the resource typing definitions and/or job titles and position qualifications are in this instance centered on the Geospatial Information System (GIS) positions.
- 3) NWCG has fifteen days to comment on the overall document and maintain contact with Jason Steinmetz on what comments go to FEMA.

<Action Item>

- 1) Develop a process for disseminating information and collecting comments with regard to the NIMS Alerts. NRF/NIMS to take the lead. (Tim Blake, July 2013)

(22) BIN ITEM: INTERAGENCY AERIAL SUPERVISION GUIDE

PRESENTER: JOHN GOULD

<Handouts Distributed> N/A

<Discussion>

- 1) An update to the Interagency Aerial Supervision Guide has yet to be released to agencies. The document followed NWCG protocol and received consensus on the finished product.
- 2) Current delays include:
 - a. Governance
 - i. The USFS Union representatives not in agreement with the language change and thus, have not approved it.
 - ii. As a result, the OAS has not approved it for the DOI.
- 3) The BLM is going to issue a memorandum stating that it is applicable and ready to be used and implemented for the 2013 Fire Season.