



# NWCG Executive Board

## Meeting Minutes – 20 July 2016

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| <b>NWCG Participants</b>  | <p><b>Executive Board:</b> Bob Roberts, vice-Chair (BIA), Dan Smith (NASF), John Glenn, Chair (BLM), Shane McDonald (FWS), Kevin Conn (FWS), Mark Koontz (NPS), Will May (IAFC), Aitor Bidaburu (USFA), Frank Guzman (USFS); Russ Johnson for Rod Bloms (DOI OWF Liaison). Not Present: Tim Sexton (RD&amp;A), Jim Erickson (ITC).</p> <p><b>NWCG Staff:</b> Krysta Shultz (Executive Secretary), Sean Cross (NWCG Program Manager), Tim Blake (Operations Branch Coordinator), Paul Schlobohm (NWCG FMB Liaison), Deb Fleming (Training Development Program Manager), Elaine Waterbury (Planning Branch Coordinator).</p> |
| <b>Other Participants</b> | <p>Budget Advisory Unit (BAU): Lisa McDevitt (Chair, BLM), Mark Koontz (NPS), Lori Streeter (USFS); Robyn Heffernan (Chair, Fire Environment Committee), Mark Resman (WFIT Staff), Jill McCurdy (USFS), Jon Wallace (Chair, Fire Danger Subcommittee), Matt Jolly (USFS Missoula Fire Lab).</p>  |

*Meeting handouts are available upon request via email at [blm\\_fa\\_nwcg\\_executive\\_secretary@blm.gov](mailto:blm_fa_nwcg_executive_secretary@blm.gov)*

| Item | Topic   | Presenter        | Action Taken  |
|------|---|------------------|---|
| 1    | Welcome, Agenda Review, Active Tasking Review                     | Paul Schlobohm   | N/A   |
| 2    | Update: National Fire Danger Rating System (NFDRS) Implementation | Jon Wallace      | The Board was briefed on forthcoming updates to the NFDRS. The information presented will be distributed via NWCG memorandum.   |
| 3    | Third Quarter Budget Review and Approval                          | Elaine Waterbury | <p>Approved.</p> <ul style="list-style-type: none"> <li>• Agreement to not fund \$10k for the review of First Aid/Trauma Kits.</li> <li>• Agreement to re-appropriate the \$20k requested for the Smoke Symposium to the Online Distance Learning contract for S-260.</li> </ul>  |
| 4    | Leadership Curriculum Website                                     | Sean Cross       | <p>The Board was briefed on a number of NWCG training curriculum issues. The following actions were approved:</p> <ul style="list-style-type: none"> <li>• <b>List ATO as an L-380 course provider.</b> This is based on the December 9, 2013 Leadership Subcommittee letter that designated Adaptive Training Options LLC (ATO) as an L-380 approved provider.</li> <li>• <b>List ATO as an L-381 course provider.</b> Documentation of this approval is substandard, but the NWCG confirmed that the approval process was followed, and NWCG sanctioned ATO L-381 deliveries have been well received by the geographic</li> </ul> |

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|------|---|-----------------------------------|---|
|      |   |                                   | <p>areas. In 2017, NWCG will begin to audit L-curriculum deliveries by all providers to validate content and quality. Long term goal is to improve development, certification, and documentation processes.</p> <ul style="list-style-type: none"> <li>• <b>List providers and lead instructors on both websites.</b> All L-380, 381, 480, and 481 providers and lead instructors will be listed in a simplified manner on the NWCG and leadership websites. This will be an initial step toward integrating the leadership website into the NWCG website.</li> </ul> |
| 5    | NWCG Organizational Update and Proposal   | Deb Fleming                       | <p>Approved.<br/>Board briefed on future changes to the NWCG Table of Organization. Goal is to simplify the overall organizational structure and align it to support the Training System Implementation</p>   |
| 6    | Review & approve submittal to FMB: 6-WFIT Related Committee Requests                            | Paul Schlobohm                    | <p>Approved.<br/>Board expressed concerns with understanding the process for delivering NWCG requests to the FMB. These concerns will be expressed to the Fire Management Board by Paul Schlobohm.</p>  |
| 7    | FMB Request to NWCG for Tasking to FENC: Defining Capability Requirements for Fire Weather Data | Paul Schlobohm<br>Robyn Heffernan | <p>Executive Board supports the intent of the proposed tasking and will provide edits to the memorandum.</p>  |
| 8    | Update: WFIT Standard Operating Process (SOP)   | Mark Resman                       | <p>The NWCG Executive Board review of the WFIT SOP will be coordinated by Paul Schlobohm and Sean Cross. Finalization of the document is anticipated in Fall 2016.</p>  |
| 9    | Lightning Round   | All                               | N/A   |

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