



Annual Meeting Notes

February 16, 2022

Executive Board: Aitor Bidaburu (USFA), Frank Guzman (USFS), Tim Sexton (RD&A), Kim Van Hemelryck (DOI OWF Liaison), Steve Shaw (BLM-Acting), Garth Fisher (BIA), Jim Karels (NASF), Mark Koontz (NPS), Heath Hockenberry (NWS), Erik Litzenberg (IAFC), Shane McDonald – Chair (FWS)

NWCG Staff: Katie Wood (NWCG Program Manager), Deb Fleming (Coordinator), Tim Blake (Coordinator), Katy O’Hara (Coordinator), Jesse Bender (Publications Manager), Annie Benoit (Training Program Manager), Mark Cantrell (NWCG Training), Tiesha Street (Webmaster), Rhonda Noneman (Web Assistant), Darci Drinkwater (Executive Secretary)

Committee Chairs/Reps: Tina Boehle (CEPC), Roshelle Pederson (DMC), Kaili McCray (EMC), Bill Yohn (ETC), Nick Nausler (FENC), Mike VanHemelryck (FMC), Jim Shultz (IPSC), Dave Burley (IBC), Melissa Forder (IFPC), John Woods (LC), Kathy Pipkin (NCSC), John Buehler (NIAC), Eric Fransted (RMC), Pete Lahm (SmoC), Heath Cota (TDC), Peter Dutchick (TDC), Jeremy Taylor (WUIMC)

Guests: Gabriella Branson (DMC), Steve Manthei (WFIT), Deon Berner (IOSC), John Glividen (WFLP), Angie Lane (CEPC), Julie Osterkamp (DMC), Susan Zahn (ILSC), Jill Kuenzi (GSC)

Topic & Notes

Systems Improvement Update:

- Review of 2015 tasking from Executive Board to achieve a fully integrated performance-based training system, shifting from course-based to position-based with standards tying back to Incident Position Descriptions (IPDs).
- Intent of Systems Improvement:
 - Easier to update and maintain.
 - Training that is necessary and relevant.
 - Reduce redundancies throughout training.
 - Increase amount of on-the-job training (OJT).
 - Make training more accessible.
- Potential Position Flow:
 - Analysis for IPDs, determines what type of training or if any is needed, including what tasks are evaluated via the Position Task Books (PTBs).
 - Position-specific standards will be used in conjunction with PTBs.
 - Provides a reference for trainees/qualified in positions and creates a baseline for evaluators.
- Enterprise Data Governance (EDG) will assist in maintaining updates.
- Roles and Responsibilities of Training Specialist:
 - Serve as project liaisons with subject matter experts (SMEs), position stewards, and the contractor.
 - Assigned five positions per year.
 - One year for each position to be completed.
- Coordinators will work to ensure SMEs are available.

Additional information beyond these meeting notes (i.e., handouts, presentations, maps, etc.) will require a FOIA request to ensure proper privacy regulations are followed. Please request via FOIA Online website at <https://www.doi.gov/foia/make-a-request>.



Topic & Notes

- Five SMEs per position.
- Staggered between functional areas.
- Funding:
 - Average \$175,000 per position.
 - Total of \$22 million.
 - Requesting \$4.5 million over five years.
- Staffing: Fill current vacancies and add additional contract support positions.
- Potential Risks:
 - Committee/agency approval.
 - Commitment/engagement of SMEs.
 - Human resources support to fill positions.
 - Rigorous timelines.
 - Integration with Wildland Fire Learning Portal (WFLP).
 - Major culture shift.
- Current Status:
 - Contractor developing training for Crew Boss (CRWB) and Basic Faller (FAL3).
 - Potential to add Medical Unit Leader (MEDL) and Fixed Wing Parking Tender (FWPT) this year.
 - Requesting Bipartisan Infrastructure Law (BIL) funding.
 - Requesting additional positions to oversee contracting.
 - Drafting statement of work.
- Updated graphic:
 - NWCG standards still core.
 - More holistic.
 - Position qualifications requirements include IPDs.

Data Management Program Update:

- Data Management Committee (DMC):
 - Reviewing membership.
 - Broader business and IT representation.
 - Exploring business stewardship role of IRWIN and InFoRM.
 - History of Fire Occurrence Data.
- Data Summit being held in Boise April 11-15 will cover processes, dataset/application updates, working sessions, and future projects.
- Program:
 - Highly integrated with DMC.



Topic & Notes

- Data cache.
- EDG and Application Programming Interface (APIs) connections.
- Reference and service data catalogs.
- Organizational data, inconsistent way to describe our organization and roles.
- Data architecture exploration.
- Elevate reusing data.
- Linking tasks to publications, create connections.
- Opportunities for efficacies.

Enterprise Data Governance (EDG) Database: Question and Answer Session:

- Mind map with web of connections that is continually growing.
- Built on semantics which will allow others outside of our organization including machines to understand.
- Stewards will maintain data. Workflows will feed out to the website.
- Integrated applications will be able to access data that is reusable and accessible.
- *NWCG Glossary of Wildland Fire*, PMS 205 will be maintained and updated through EDG.
- NWCG IDPs will also be incorporated.
- Content can be tagged to connect to glossary terms, increase search capacity, and improve efficiency to updates.
- EDG is available in Explorer where anyone can view it.

Wildland Fire Information and Technology (WFIT) Project Overview:

- Establishment of IT capability requirements for NWCG committees. Communicated through NWCG Executive Board. WFIT provides leadership and support in turning requirements into IT capabilities.
- Forum based on agreement between USDA and DOI.
- Approach IT as a community reduces redundant efforts and ensures best product.
- List of current NWCG IT Capability Requirements on website identifies phase in process and business need.
- Need a constant community approach by working through the process for the success of IT portfolio.
- Committees identify the business need or gap in capabilities; WFIT is responsible for finding the application/tool that will solve the gap.
- Governance structure:
 - Business drives technology.
 - Tiered senior leadership.
 - Fire Management Board (FMB) helps set priorities.
 - Bi-weekly meetings.
 - Refine how to provide support.



Topic & Notes

NWCG FireNet Utilization and Standard Operating Procedures:

- FireNet support has increased dramatically, in great part due to increased use of virtual positions during pandemic.
 - Incidents support for past 5 years – 2018: 58; 2019: 75, 2020: 157, 2021: 223.
- NWCG SOP creates consistency for users and bases licenses on business needs and volume of users.
- FireNet Leadership requesting updates for spring to the Approved Positional Accounts and Shared Inboxes by February 18th and to Teams Channels and folder structure by April 1st. See email from Executive Secretary for specifics.
- Incident Business Committee (IBC) is in process of evaluating Finance documentation structure. Incident Planning Subcommittee (IPS) should have Standards for Electronic Documentation (eDoc) available soon. Both define inputs into FireNet incidents.
- Future needs likely to include standard workflows and process, which may be reflected in standards or the SOP, and affect position training.
- FireNet Leadership continues to purpose process for recognition of existing agency O365 licenses in FireNet, to increase availability.

Position Endorsements:

- Goal is to build capacity in wildland fire by determining if an endorsement is appropriate for the 45 positions NWCG shares with FEMA National Qualification System.
- Some inherently wildland fire positions that cannot cross over.
- As endorsement analyses are completed, they will be posted on the Alternative Pathways to NWCG Qualification page (<https://www.nwcg.gov/alternative-pathways-nwcg-quals>), as well as on the position qualification pages.
- Targeting completion of all 45 endorsements by the end of June:
 - Safety Officer and Public Information Officer positions are complete.
 - Logistics positions will be completed within a month.
 - Gathering SMEs for Planning.

Membership Management:

- Struggle to maintain active participants and chair rotations.
- Planning to develop a video to explain what it means to be on a committee and how to get involved.
- Recommendations for formalizing committee member and chair rotation process and successional planning.
- Delegating out more responsibilities could increase participation.
- Agency-specific committee involvement processes:
 - National Association of State Foresters (NASF): Request through Executive Board representative. Names will be submitted back.
 - International Association of Fire Chiefs (IAFC): Search for members can be difficult. Formalized vetting process. Unable to sit on all committees, fill priority spots.
 - National Park Service (NPS): Request through Executive Board representative when in need for representation.
 - U.S. Forest Service (USFS): No formal process. Internal search to fill gaps.
 - United States Fire Administration (USFA): Targeted approach to fill priority gaps.



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- Bureau of Land Management (BLM): Some assigned due to positions held, others filled to due to interest.
- Fish and Wildlife Service (FWS): Submit requests, then moves through chain of command.
- Bureau of Indian Affairs (BIA): Push to increase Tribal involvement. Request through training officers and Fire Management Officers (FMOs).