## INCIDENT WORKFORCE DEVELOPMENT GROUP

[https://www.nwcg.gov/partners/iwdg](https://www.nwcg.gov/partners/iwdg)

### Fall Workshop:
20 – 22 October 2020

**IWDG Members:** Jesse Bender, Chair, NWCG | Dave Celino, IPSC | Walter Herzog, BLM | Jim Prevette, NASF | Michael Minton, ICAC | Mike Mattfeldt, USFS | Tawnya Brummett, M-582

**Additional Participants:** LJ Brown and Elden Alexander, FMB COVID Liaisons | Craig Goodell, CGAC | Aaron Thompson, BLM

**Not Present:** Dan O’Brien, CGAC | Coleen Gadd, AHIMTA | Cole Belongie, DMC | Norm McDonald, NASF | Sean Flanagan, GATR | Mike Haydon, CGAC | Karla Luttrell, NICC | Shane Greer, ICAC

### Review Current Actions:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
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<tbody>
<tr>
<td><strong>Data Collection</strong></td>
<td>Bender</td>
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<tr>
<td>• Need to include data and finalize the AA Memo for distribution. Members review draft with intent to finalize this week.</td>
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<tr>
<td><strong>ICAP SME Task Group</strong></td>
<td>Herzog</td>
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<td>• New ICAP will be similar to the old version but not accessed through eAuth. Could be ready as soon as November. Several GAs already soliciting IMT nominations.</td>
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<td>• Will include agency and employment type and auto-generated supervisory approval path. PII questions removed. Compatible with IQCS and IQS.</td>
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<td>• IWDG members support BP for distribution to ICAP Task Group.</td>
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<tr>
<td><strong>NWCG Tasking Memo 20-001, RPL Standard</strong></td>
<td>Celino</td>
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<td>• Task group pushed the deadline back from January to March.</td>
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<td>• DOI recently updated guidance, an item for discussion at NIMSIC this week. Celino and Mattfeldt will follow up.</td>
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<td><strong>Memo 20-01 to ICAC, including NMAC Tasking</strong></td>
<td>Minton</td>
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<td>• Tasking not issued yet. As continue to discuss and socialize, anticipate modifications to the tasking this week.</td>
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<td><strong>Memo 20-02 to CGAC</strong></td>
<td>Prevette</td>
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<td>• Memo was intentionally broad, but identified value in narrowing the scope and prioritizing actions. Modifications anticipated after this week’s meeting.</td>
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**Identified lessons learned/changed practices from 2020 fire season, including COVID-19 mitigation practices. Relative to current IWDG proposals and taskings:**

- IWDG must define the type/level/name of a new organization prior to making final recommendations. – *IWDG Task*
- Inequitable assignment of qualified personnel on rosters geographically results in roster shortages for some and limited use of personnel for others.
  - Recommend a GA or two pilot the pool concept and provide feedback for broader implementation. – *CGAC: Memo 20-02*
• Improve management of IMT rotations, assignment lengths, duration of transitions, and frequency of availability periods to create more equitable spread of IMT assignments and personnel days assigned. – CGAC: Memo 20-02
  o Review current National Mobilization Guide language and recommend changes to include managing for cumulative fatigue.
  o Consider shared IMT rotations between neighboring GACCs and/or the planned inclusion of out-of-GACC IMTs in annual IMT rotations.
• Recognizable incongruity between subjective expectations of Agency Administrator (AA) and/or public and standard IMT staffing, capabilities, and equipment.
  o Standards, training, and support tools need to reflect modern expectations of IMTs and functional areas/positions. – IPSC
  o Identified need for IMTs and interagency AAs to collaborate and define mutual standards for operations and engagement. – AA Memo
• Reduce administrative blocks to improve team efficiencies through use of closest forces concept for IMTs. – CGAC: Memo 20-02
  o Clarify National Mobilization Guide language regarding Type 1 IC requirements for out-of-GACC assignments (page 39).
    ▪ Consider review of IMT evaluation document and/or process to better evaluate IMT/IC capabilities.
• Identify IMT positions and support roles appropriate for remote/virtual work, recognizing that each incident has different operational requirements. – ICAC: Memo 20-01
  o Include remote/virtual application option in ICAP. Terminology needs to be defined. ( Might be in COVID-19 response plans.)
  o Remote Situation Unit was successful and supported Type 3 IMTs as well. – CGAC: Memo 20-02
  o Design a structure, improve electronic records/filing, and standardize electronic processes to enable virtual/remote work. – IPSC
• Adjust system components/process, including the Wildland Fire Risk and Complexity Analysis, to document actual risk and assigned IMT and, ultimately, to reflect a new incident management organization.
  o Recognized need for improved training, standardized capability, and qualified personnel to fill T3 IMTs. – CGAC, with support at IPSC
• Use of all-hazard IMTs and/or non-traditional personnel as surge capacity during peak activity. And increase recruitment to reach non-fire employees, particularly those with skills in critical shortage positions.
  o Pursue Apprentice option in IMT rosters (as THSP) and ICPA for introduction and/or exposure to opportunities on IMTs. – ICAC
  o Include fire qualification opportunities and assignments into new employee orientations. – Agency purview
  o Investigate ability for employees to fulfill performance requirements related to leadership through fire qualifications and assignments. – Agency purview
• Critical need for national-level support for affordable connectivity and increased IT support and personnel.
  o Recommend adoption of ITSS into PMS 310-1 and the establishment of interagency standards and training for ITSS. – IPSC
  o Recommend development of national contract for service and/or cache for equipment to enable cost-effective and timely establishment of remote ICPs. – Limited IWDG purview
• Establish consistent and sufficient IMT funding to support equipment needs, particularly if expecting continuation of virtual workforce and remote presentations. 
  – *Outside of direct purview but a necessary component to successful change.*
• IMRR feedback being consolidated by Bea Day’s NIMO with help from Minton and Zeph Cunningham from ICAC. Final will identify 3 to 5 best practices for each functional area that are sustainable or have highest likelihood of successful long-term implementation.

Action Items:

- Final revision of memo to Agency Administrators
- Define the type/level/ name of a new organization prior to making final recommendations
- Draft recommendation for NMAC on rationale for Complex Incident Management
- Provide charter parents with a structural overview of the recommended change to Complex Incident Management and ensure support prior to additional taskings