



Agency Administrator Subgroup

<https://www.nwccg.gov/partners/iwdg>

Date: 8 February 2023, 1400 – 1445 MT

Members: Tanya Thrift, BLM | Chad Stewart, USFS | Kim Pierson, USFS | Clay Jordan, NPS | Jesse Bender, IWDG | Mike Haydon, IWDG

Not Present: Lynn Polacca, BIA |

AGENDA

CIMT Configuration

- NMAC Memo 23-001, National Standard for Complex Incident Management Team (CIMT) Configuration, https://www.nifc.gov/nicc/administrative/nmac/NMAC_M2023-01.pdf
 - Acknowledge that it takes a strong and experienced AA to be comfortable and knowledgeable in negotiating the roster with an IC.
 - Clarification that the 20 trainees does not limit the opportunity for local unit trainees.
 - Agencies will need to work on internal development of AAs to achieve this.
 - Recommend a strong presence from the Geographic Area to engage in the negotiations as well, someone who can account for distribution of personnel and resources geographically.

Communications

- Draft IWDG Memo, Agency Role in CIMT and Draft Executive Level Talking Points
 - Better define the problem statement and focus on the rationale.
 - Consolidate the expectations portions of the two; use the remaining information as FAQs or a briefing paper. Remove portion on what IMTs give back.
 - Bender will revise and send out for review. Aim to edit/comment via email and finalize in March for distribution.
- Methods and Forums for Communication:
 - Ensure decisions are documented through formal correspondence channels then distributed from agency leadership (not solely from fire leadership).
 - Utilize short videos to explain the changes then direct to the correspondence for further information. Consider alternative mediums as well.

Subgroup Chair Discussion

- Stewart will be chair, with support from Bender for meetings management.