



## Agency Administrator (AA) Subgroup

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

**Date:** 8 March 2023, 1500 – 1545 MT

**Members:** Chad Stewart, Chair, USFS | Tanya Thrift, BLM | Kim Pierson, USFS | Lynn Polacca, BIA | Jesse Bender, IWDG | Mike Haydon, IWDG

**Not Present:** Clay Jordan, NPS

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### AGENDA

#### Communications

- Draft IWDG Memo, Agency Role in CIMT and Draft Executive Level Talking Points
  - Reviewed edits and approved final draft for finalizing and issuing.
  - Bender will follow up with Jordan for concurrence and comments.
- Methods and Forums for Communication
  - Reviewed draft video overview and recommended edits for visuals.
  - Continue to push for secretarial letters and other pre-season communications to support Complex Incident Management (CIM) implementation.
  - Identify spring meeting agendas where target audiences need agency representation and discussion.
  - Engage with agency fire leaders to support conversations as well.

#### Next Tasks and Topics

- Support for AAs through implementation.
  - Identify documents or tools for development (such as a list of questions to ask incoming Incident Commanders) or revision that benefit AAs when ordering and working with CIMTs.
  - Emphasize need for increased engagement by AAs.
  - Recommend linking to IWDG website on WFDSS AA Toolbox and other agency-specific sites.
- Incident Commanders' Advisory Council (ICAC) Meeting: Boise, 3/14 – 16.
  - Attendance encouraged (virtual option available).
- Development and review of CIMT standards.
  - Standards provide clear expectations for team products and procedures. And they should ultimately connect to team evaluations, providing a metric for performance.
  - Development will begin during ICAC working session; IWDG goal to have a draft by summer.