



## Agency Administrator Subgroup

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

**Date:** 12 April 2023, 1500 – 1545 MT

**Members:** Chad Stewart, Chair, USFS | Lynn Polacca, BIA | Tanya Thrift, BLM | Clay Jordan, NPS | Jesse Bender, IWDG

**Not Present:** Kim Pierson, USFS | Mike Haydon, IWDG

---

### AGENDA

#### Agenda Items:

##### AA Support Needs

- AAs should present expectations to ICs as well as intent to assist in right-sizing organizations for incident management. Recognizing that not all processes work in every situation, maintain flexibility and utilize other experts when needed to develop expectations.
- Build trust and collaboration between AA, IC, and Geographic Area representative to achieve consensus on roster negotiations.
- Invite Larry Weddle to next call to discuss status of Coordinating Group Advisory Council (CGAC) response to NMAC tasking L2023-01, asking for standard process for Geographic Area representative role in the roster negotiations.

##### CIMT Standards

- IWDG working with Incident Commanders Advisory Council (ICAC) and CGAC to develop list of standards/expectations for IMTs. Standards can provide context for roster negotiations as well as a metric for IMT evaluation.
- All incidents will have variables to account for, but templates, processes, and expected products help manage expectations and establish baseline of operations and deliverables. A checklist or similar format may be most beneficial for AAs, particularly during roster negotiations.
- Bender will draft list of standards and provide for review on May call.

##### Communications

- IWDG Memo 23-01, Expectations of Agency Administrators in Implementation of Complex Incident Management (CIM), is posted to website, <https://www.nwccg.gov/sites/default/files/docs/eb-iwdg-m-23-01.pdf>. FMB meets next week to discuss a cover letter and process for sending on to the agency leads.
- Continue to communicate through agencies and emphasize why CIM is needed and how to be part of successful implementation. Pre-season meetings are occurring in all areas and are opportunities for discussion and engagement.