



National Wildfire Coordinating Group (NWCG)
117th Monthly Meeting Minutes
May 14-16, 2013

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Meeting Location: National Interagency Fire Center in Boise, Idaho

Executive Board Members Attending:	
	<ul style="list-style-type: none"> Aitor Bidaburu (Chair), U.S. Fire Administration
	<ul style="list-style-type: none"> Bill Kaage, National Park Service
	<ul style="list-style-type: none"> Dan Smith (Vice-Chair), National Association of State Foresters
	<ul style="list-style-type: none"> Frank Guzman, U.S. Forest Service, Fire and Aviation Management
	<ul style="list-style-type: none"> Jim Erickson, Intertribal Timber Council
	<ul style="list-style-type: none"> John Gould, Bureau of Land Management
	<ul style="list-style-type: none"> John Segar, Fish and Wildlife Service
	<ul style="list-style-type: none"> Lyle Carlile, Bureau of Indian Affairs
	<ul style="list-style-type: none"> Tim Sexton, U.S. Forest Service Fire Research
PMU Attending:	
	<ul style="list-style-type: none"> Allen Deitz, Data Architect
	<ul style="list-style-type: none"> Deb Fleming, Training Branch Manager
	<ul style="list-style-type: none"> Elaine Waterbury, Policy, Planning and Management Branch Coordinator
	<ul style="list-style-type: none"> Krysta Shultz, Administrative Assistant
	<ul style="list-style-type: none"> Nikki Saleen, Communication Specialist
	<ul style="list-style-type: none"> Paul Schlobohm, NWCG Manager (Acting)
	<ul style="list-style-type: none"> Tim Blake, Preparedness Branch Coordinator
Others Attending:	
Facilitator	<ul style="list-style-type: none"> Chad Fisher, NPS Safety and Prevention Manager
Topic 4	<ul style="list-style-type: none"> Mike Ellsworth, BLM Wildland Fire Training Specialist Jim Shultz, NPS Wildland Fire Training Specialist
Topic 5	<ul style="list-style-type: none"> Roshelle Pederson, NWCG DSTS Chair
Topic 9	<ul style="list-style-type: none"> Jeff Manley, NPS Deputy Fire Program Planner Tate Fisher, BLM Acting Division Chief for Fire Planning and Fuels Management Tammy Parkinson, WFDSS representative to IFPC
Topic 17	<ul style="list-style-type: none"> Erin Darboven, Office of Wildland Fire Communication Specialist

Meeting minutes mirror the topics listed on the Meeting Agenda, but not necessarily the order in which they were discussed at the meeting.

Meeting started at 8:30 a.m.



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(1) NWCG: AGENDA REVIEW AND MINUTES APPROVAL

PRESENTER: AITOR BIDABURU

<Handouts Distributed> NWCG 2013 April Meeting Minutes

<Discussion>

1) The Following Changes Were Made:

- Topic 2a, Discussion 2: Omit “Ops focus” and add “into Operations” at the end of sentence.
- Topic 2c, Discussion 2: Add the word “realignment” after “Charter”.
- Topic 2c, Discussion 3: Replace “will lead” with “may lead”.
- Topic 4, Discussion 9/10: Move Dutch Creek Protocol information to the end as a stand-alone bin item.
- Topic 8, Discussion 4: Replace “MOU” with “Memorandum”.
- Topic 12, Action Item 1: Include the word “no later than” prior to “90-days”.
- Topic 14, Action Item 1: Replace “Bob Baird” with “Frank Guzman” and ensure all acronyms be spelled out prior to single usage (i.e. T & D replaced with Technology and Development).
- Topic 15, Action Item 1: Replace “Subcommittee” with “Project Team”.
- Topic 20, Discussion 2: Add “executive discussion” to the beginning of the sentence.

<Decision>

- 1) The Executive Board approved April minutes with changes made.

(2) WILDLAND FIRE EXECUTIVE COUNCIL (WFEC): MEETING SUMMARY AND EMERGING ISSUES

PRESENTER: BILL KAAGE

<Handouts Distributed> N/A

<Discussion>

- 1) There is a high expectation placed on agencies and NWCG by Cohesive Strategy Regional Groups to determine how to work on the Regional Action Plans.
- 2) Regional Plans vs. National Plans and NWCG Involvement: Good to have awareness of Regional Plans; waiting for National Plan for our potential tasking development.
- 3) Appropriate group (i.e. NWCG vs. NMAC) involvement.
- 4) Trade-Off Analysis.
- 5) WFEC will be meeting face to face in June 2013 to discuss priority items associated with the Cohesive Strategy

(3) INTERIOR FIRE EXECUTIVE COUNCIL (IFEC): MEETING SUMMARY AND EMERGING ISSUES

PRESENTER: DOI DIRECTORS

<Handouts Distributed> N/A

<Discussion>

- 1) Budget discussions included possible impacts to NWCG as well as ways to reduce off the top costs.

(4) WILDLAND FIRE INSTITUTE (WFI): DEVELOP TASKING DELIVERABLE

PRESENTER: DEB FLEMING

<Handouts Distributed> (04a) Agenda Request WFI Org Structure and Priority Work



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(04b) Proposed Org Structure and Priority Work

<Discussion>

- 1) The WFI Implementation Task Team has developed the following recommendations:
Restructuring resulted in a name change which removes the title “Wildland Fire Institute” (WFI) and renames the Training Branch to the “Training and Workforce Development Branch”.
- 2) The renamed Branch has a place holder for a future Branch Coordinator and the workforce development function, and will allow for future growth based on WFI concepts.
- 3) With the structure as a branch configuration, WFI concepts will be reinforced which will include:
 - a. Reaffirming the past: Where WFI has been and what they have been doing.
 - b. Future goals: Proposed Branch Coordinator to oversee the new Training and Workforce Development Committee. Building the workforce development program.
 - c. Committee considerations: Recognize that the decision makers are the (5) Federal Agencies and States because the proposition of the committee will be long standing.
- 4) The following is a brief explanation of the functional areas within the *Training and Workforce Development Branch*:
 - a. Design and Development: Includes existing staff under the current Training Branch.
 - b. Delivery and Implementation: Currently has not been established and will need to have a formal relationship with NWCG (i.e. subcommittee or otherwise labeled).
 - c. Leadership: Change from committee back to subcommittee.
 - d. Workforce Development: From an NWCG perspective, this work is currently being completed by the agencies.
 - i. Formal breakout as a functional area is currently unstaffed and unable to be supported. When the opportunity arises, revisiting the workload of the new committee and Operations and Workforce Development Committee (OWDC) will be essential.
- 5) Benefits and challenges of the new organizational structure as well as proposed committee membership are identified in the handout.
- 6) The proposed Branch configuration utilizes current WFI structure and objectives where applicable.

<Decision>

- 1) The Executive Board agreed in concept with the new Training and Workforce Development Branch structure and workload priorities.

<Action Item>

- 1) Draft a charter and intent document for the new Training and Workforce Development Committee. (Deb Fleming, July 2013)
- 2) Draft a letter from the Executive Board to Steve Villachica of Boise State University advising him that his expertise as a member of the Wildland Fire Institute-Implementation Task Team (WFI-ITT) will be on an adhoc basis for the new committee. (Deb Fleming, June 2013)

(5) DATA STANDARDS AND TERMINOLOGY SUBCOMMITTEE (DSTS): STANDARDS AND ISSUES

PRESENTER: ROSHELLE PEDERSON

<Handouts Distributed>

(05a) Agenda Request DSTS

(05b) Data Management Program – Briefing Paper



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<Discussion>

- 1) Data Standards is both a *technical* and *business* process therefore implementing accountability through a possible dual charter between NWCG and WFIT may enable for activity through the proper chain of command.
- 2) Data Management Proposal: Data Standards and Data Management are NOT interchangeable and should be kept in alignment to streamline accessibility of data (i.e. one stop shop).
- 3) Data Standards and Terminology Subcommittee currently has a process for data standards development, supported by a user guide ready for implementation (stalled by Portal situation).
- 4) Issues discussed:
 - a. Recognizing the number of organizations that need to be involved when discussing national standards.
 - b. National Fire Protection Association (NFPA) is starting to look at the data standards. As a result, conflicting standards may arise if NWCG is not represented within NFPA.
 - c. Wildland Fire Agency representation to the NFPA Data Exchange for the fire service technical is currently accomplished by Andrew Bailey (OWF).

<Action Item>

- 1) Draft a letter to Andrew Bailey of the Office of Wildland Fire (OWF) regarding NWCG's appreciation of his representation of wildland fire on the NFPA Committee. (Tim Sexton, June 2013)
 - a. The letter will acknowledge and thank him for his presence on the committee on behalf of NWCG as well as outline expectations relevant to NWCG representation as listed above.

(6) PROGRAM MANAGEMENT UNIT (PMU): CORE BUSINESS AND PRODUCT MANAGEMENT

PRESENTER: AITOR BIDABURU AND PAUL SCHLOBOHM

FACILITATOR: CHAD FISHER

<Handouts Distributed>	(06a) Agenda Request – PMU Core Business
	(06b) Current PMU Functions by Position
	(06c) Future PMU Functions by Position
	(06d) NWCG Data Architect activities
	(06e) Agenda Request – Product Management
	(06f) PMS Briefing Paper

<Discussion>

- 1) Objective: Recognizing probable changes to Program Management Unit (PMU) staffing, validate the role of the PMU into the future in order to assist future staffing decisions.
- 2) Points for consideration include:
 - a. What are the attributes that encapsulate NWCG and what is their role/function as an entity?
 - b. PMU is able to facilitate the progress of information from committees to the Executive Board ensuring the material has been fully prepared and ready for discussion.
 - c. PMU retains support and coordination for committees ensuring their success and facilitating interaction across the nation.
 - d. NWCG Committee work is a voluntary position (i.e. collateral duty) and providing them support is beneficial and necessary.



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- 2) Geospatial shape files would provide a user friendly platform that allows more flexibility utilizing overlapping polygons and the like to help distinguish objectives of the FMU's.
- 3) Requested support to include additional information into the Interagency Fire Management Plan (FMP) Template as described in the meeting handout.

<Decision>

- 1) Executive Board approved the revision of the Interagency Fire Management Plan (FMP) Template

<Action Item>

- 1) Complete the progressive work to amend the Interagency Fire Management Plan Template. Bring a final version to the Executive Board in the Fall 2013. (Elaine Waterbury, Fall 2013)

(10) PMU: WILDLAND FIRE LESSONS LEARNED CENTER MEMORANDUM OF UNDERSTANDING

PRESENTER: PAUL SCHLOBOHM AND BRIT ROSSO

<Handouts Distributed> (10a) Agenda Request LLC MOU
(10b) LLC/NWCG MOU Draft 1.4

<Discussion>

- 1) The February business meeting produced the need to draft a Lessons Learned Center (LLC) Memorandum of Understanding (MOU).
- 2) The MOU describes the relationship between NWCG and the LLC.
- 3) The MOU will be given to Dani Price, USFS Grants and Agreements Specialist, for her review.
- 4) Edits to the first paragraph of Section II were requested.

<Decision>

- 1) The Executive Board agreed to the working version of the Lessons Learned Center (LLC) Memorandum of Understanding (MOU) with edits made.

<Action Item>

- 1) Make edits to the LLC MOU and coordinate technical review with Dani Price. (Paul Schlobohm, July 2013)

(11) NWCG: BRIEF OVERVIEW OF AGENDA

PRESENTER: AITOR BIDABURU

<Handouts Distributed> N/A

<Discussion>

- 1) Brief overview of prior day discussion with an introduction to the current day agenda topics

(12) EVOLVING INCIDENT MANAGEMENT (EIM): MONTHLY UPDATE

PRESENTER: AITOR BIDABURU AND BARRY MATHIAS

<Handouts Distributed> (12a) Agenda Request EIM
(12b) EIM Project May 2013 Update

<Discussion>

- 1) A general description of the information provided in the EIM May Update handout was presented verbally by Barry Mathias. Reference handout for in-depth information.



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<Action Item>

- 1) Draft a one-page briefing to the Operations and Workforce Development Committee (OWDC) regarding the consensus for organizational typing as agreed upon in the April 2013 NWCG Meeting. (Aitor Bidaburu, Paul Schlobohm, and Barry Mathias, May 20, 2013)

(13) NWCG: SINGLE POINT BILLING MONTHLY UPDATE

PRESENTER: DAN SMITH

<Handouts Distributed> N/A

<Discussion>

- 1) Concerns have been identified with DOI processing reimbursement funds to states for out of state mobilization for wildland fires. Recognize the need for a streamlined approach but currently unable to get to that point.
- 2) Interim procedures may include utilizing the USFS Albuquerque Service Center as a hub for all federal billing (i.e. USFS and DOI).
- 3) Dan Olson is on point for the USFS to provide written communication to all State Foresters regarding these items.

(14) OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA): WILDLAND FIRE ORIENTATION COURSE UPDATE

PRESENTER: PAUL SCHLOBOHM AND TED MASON

<Handouts Distributed> (14a) Agenda Request OSHA Course Update

<Discussion>

- 1) From the April 2013 Meeting Minutes, it was confirmed that OSHA will have *no instructor lead courses*.
- 2) Course progress includes:
 - a. Preparation of an "OSHA only" webinar.
 - b. Developing an eTool as an online source for information sharing.
 - c. Wildland fire SME input is still requested for parts (a) and (b) and are being provided by Ted Mason and Rod Bloms.
 - d. With the development of online courses, a learning assessment will no longer be needed.

(15) NWCG STANDARDS: OSHA COURSE TASKING DELIVERABLE

PRESENTER: PAUL SCHLOBOHM AND TIM BLAKE

<Handouts Distributed> (15a) Agenda Request Standards

<Discussion>

- 1) Points of consideration proposed for the NWCG "Codebook" requested by OSHA in support of their wildland fire orientation course, include:
 - a. Does creating a "codebook" provide the framework for products, standards, best practices, and the like to be formally connected?
 - b. Would making a "codebook" create an avenue for OSHA to issue more Notices of Violation?



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- c. Distinction between “industry standard”, “bureau standard”, best practices, and doctrine.
 - d. NWCG standards are not necessarily agency policy. What does that mean for the “codebook”?
 - e. Will NWCG Standards be used in lieu of NFPA standards? What does NFPA have that NWCG is currently using or not using?
 - f. Improved access to NWCG decisions impacting the field is desirable.
- 2) The Risk Management Committee (RMC) has recognized the pros/cons of a “codebook” and currently does not have a consensus on pressing forward with its completion.

<Action Item>

- 1) Ask the Risk Management Committee (RMC) to discuss the pros/cons and probability of success of creating a NWCG “codebook” to reduce or prevent OSHA Notices of Violation. RMC will give the Executive Board their recommendation June 19, 2013. (Ted Mason and Chad Fisher, June 2013)
 - a. RMC recommendation will help determine whether or not a tasking to RMC is relevant.
- 2) Discuss options and come up with recommendations on how to capture, collect and make NWCG decisions accessible. (PMU, October 2013)

(16) NRF/NIMS: INCIDENT COMMAND SYSTEM (ICS) FORMS TRANSITION TASKING

PRESENTER: TIM BLAKE

<Handouts Distributed>

(16a)	Agenda Request NRF/NIMS Forms Tasking
(16b)	ICS Forms Transition Tasking
(16c)	ICS-Forms Transition Strategy

<Discussion>

- 1) Brief discussion of the reprogramming of e-iSuite and which ICS forms to use, Federal Emergency Management Agency (FEMA) or NWCG.
 - a. There is a need to evaluate FEMA ICS forms for use in wildland fire.
 - b. NRF/NIMS will be given a tasking to complete the staff work relevant to this.

<Decision>

- 1) The Executive Board approved the Incident Command System (ICS) Forms Transition Tasking with edits made.

(17) WILDLAND FIRE EXECUTIVE COUNCIL (WFEC): COHESIVE STRATEGY IMPLEMENTATION

PRESENTER: ERIN DARBOVEN

<Handouts Distributed>

(17a)	Agenda Request Cohesive Strategy
(17b)	Frequently Asked Questions-April 2013
(17c)	Fuels Barriers Task Group-Cohesive Strategy
(17d)	NE Regional Action Plan-NWCG Actions Identified
(17e)	NE Regional Action Plan-Executive Summary
(17f)	Regional Action Plans for Cohesive WF Mgmt.-Final
(17g)	SE Regional Action Plan-Executive Summary



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- (17h) Western Regional Action Plan-Executive Summary
- (17i) West Prioritized Regional Actions
- (17j) WRSC Guidance Document
- (17k) NWCG-Tasks
- (17l) Ntl Cohesive Strategy-Barriers/Success Factors
- (17m) SE Regional Action Plan-NWCG Actions Identified

<Discussion>

- 1) A general description of the information provided in a series of Cohesive Strategy handouts was presented verbally by Erin Darboven. Reference handouts for in-depth information.
- 2) NWCG is committed to the Cohesive Strategy and we continue to support implementation.
- 3) Answers to questions discussed on process are dependent on an upcoming WFEC meeting.

<Decision>

- 1) Executive Board agreed Dan Smith will be the interim NWCG contact regarding NWCG work relevant to the Regional Action Plans.

<Action Item>

- 1) Draft a one-page memorandum acknowledging an update of the Regional Action Plans as presented by Erin Darboven to the Executive Board. (Nikki Saleen, June 7th 2013)
 - a. The memorandum will be addressed to the Regional Chairs with a carbon copy sent to the Wildland Fire Executive Council (WFEC).
 - b. Dan Smith will provide talking points to Nikki Saleen regarding work we are already doing in the following two focus areas: Qualifications and Agreements.
 - c. The memorandum will express our commitment to CS and willingness to support its Action Plans.

(18) 2014 STRATEGIC PRIORITIES AND EMPHASIS AREAS

PRESENTER: AITOR BIDABURU

- <Handouts Distributed>
- (18a) Agenda Request 2014 Priorities
 - (18b) Strategic Model-Pie Illustration FY 2013
 - (18c) NWCG Key Issues

<Discussion>

- 1) Key Issues and Emphasis Areas provide direction to committees for projects that require NWCG funding.
- 2) Review of Strategic Plan Goals. Consider how best to communicate them.

<Decision>

- 1) 2014 Key Issues and Emphasis Areas are (in no particular order):
 - a. Training and Qualification Development
 - i. Define interagency career/learning paths by streamlining training and qualifications.
 - b. Cohesive Strategy
 - c. Evolving Incident Management Implement and Support Strategies
 - i. Implement incident management succession plan.



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<Action Item>

- 1) Review and revise NWCG Strategic Plan. (Executive Board and PMU, October 2013)

(19) NWCG: PMU MONTHLY UPDATE

PRESENTER: PAUL SCHLOBOHM AND PMU STAFF

- <Handouts Distributed>
- (19a) PMU May Update - Final
 - (19b) WUIMC Fire Adapted Communities (FAC) Talking Points Cover Memo
 - (19c) WUIMC FAC Talking Points

<Discussion>

- 1) A round robin discussion enabled members of the PMU to provide an oral update as reflected in the PMU May Update handout.

(20) BIN ITEM: NWCG MOU EXTENSION

PRESENTER: AITOR BIDABURU

<Handouts Distributed> N/A

<Action Item>

- 1) Obtain last outstanding signature (USFS) to the NWCG MOU Extension. (Frank Guzman, June 2013)
 - a. Provide the signature coversheet to Frank Guzman. (Paul Schlobohm, May 20, 2013)

(21) BIN ITEM: NWCG MEETING REVIEW

PRESENTER: AITOR BIDABURU

<Handouts Distributed> N/A

<Discussion>

- 1) Use of a facilitator is generally not needed.
- 2) There may not be a need for 3-day meetings in the future.
 - a. Retain flexibility of duration during the strategic meetings that take place in May and October of each year.

<Decision>

- 1) Executive Board agreed to cancel the August 21, 2013 NWCG Meeting.