



National Wildfire Coordinating Group (NWCG)

Monthly Meeting Minutes

July 17, 2013

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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 8:00 a.m.



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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 (DOI Director)
	<ul style="list-style-type: none"> Dan Smith (Vice-Chair), National Association of State Foresters
Topic 5, 6, 7, 8 via phone	<ul style="list-style-type: none"> Frank Guzman, U.S. Forest Service, Fire and Aviation Management
	<ul style="list-style-type: none"> John Segar, Fish and Wildlife Services (DOI Director)
	<ul style="list-style-type: none"> John Gould, Bureau of Land Management (DOI Director)
	<ul style="list-style-type: none"> Lyle Carlile, Bureau of Indian Affairs (DOI Director)
	<ul style="list-style-type: none"> Tim Sexton, U.S. Forest Service Fire Research
PMU Attending:	
	<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:	
Topic 1, 2, 3	<ul style="list-style-type: none"> Bill Yohn, National Park Service, Unit ID Task Team Member Rick Squires, Bureau of Land Management, Unit ID Task Team Member Gwyenan Poirier, Bureau of Land Management, Unit ID Task Team Member (via phone) Kim Christensen, U.S. Forest Service, Unit ID Task Team Member (Topic 3 Only)
Topic 4	<ul style="list-style-type: none"> Lisa McDevitt, Chair, Budget Advisory Unit
Topic 5	<ul style="list-style-type: none"> Barry Mathias, EIM Project Lead Kim Christensen, IMT Governance and Mobilization Work Unit Lead
Topic 5, 8, 9, 10	<ul style="list-style-type: none"> Roberta D'Amico, NPS Branch Chief, Communication and Education
Bin Item	<ul style="list-style-type: none"> Kelly Woods, Great Basin Training, Unit Lead



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(1) NWCG: AGENDA REVIEW AND MINUTES APPROVAL

PRESENTER: AITOR BIDABURU

<Handouts Distributed> (01a) NWCG 2013 June Meeting Minutes

<Discussion>

1) The following changes were made:

- Topic 4, Discussion 6: Re-word sentence to read "In 2014, an Implementation Plan will be developed which outlines the rollout of Evolving Incident Management (EIM)."
- Topic 4, Decision 2: Re-word sentence to read "Upon EIM Implementation:"
- Topic 6, Discussion 2, Bullet 1: Add the word "is" after "document".
- Topic 11, Discussion: Add "An interagency guide applying to both departments remains in draft states with limited movement across the departments to accept the current draft version. Negotiations are proceeding in a sensible way forward."

<Decision>

1) The Executive Board approved the June 2013 Meeting Minutes with changes made.

(2) UPDATE ON INFORMATION TECHNOLOGY COMMITTEE (ITC) DECOMMISSIONING: STATUS AND RECOMMENDATIONS

PRESENTER: PAUL SCHLOBOHM

<Handouts Distributed>

- (02a) ITC Decommission Status Agenda Request
- (02b) ITC Decommission Status Briefing Paper
- (02c) NWCG Decommissioning Checklist
- (02d) ITC Decommissioning Documentation
- (02e) Data Management Committee Draft Charter

<Discussion>

- 1) The Information Technology Committee (ITC) has successfully fulfilled its mission and as a result is being decommissioned by the NWCG Executive Board following the NWCG Operating Principles and Guidelines (PMS 900).
 - Furthermore, as a result, all subgroups will be disbanded with the recommended exception of the Data Standards Committee.
- 2) Due to the recommended retention of the Data Standards Committee, it is recognized that a new parent group needs to be identified under which they will be Chartered (ref. PMS 900).
- 3) It is identified that the Data Management Committee would have the following:
 - Oversight of the business guidance and rules of Data Management.
 - Potential sub-committees include: Data Standards Terminology Subcommittee (DSTS) and Unit Identifier Unit.

<Decision>

1) The Executive Board agreed, in concept, to the creation of a Data Management Committee that will address interagency wildland fire business needs for data.

<Action Item>

- 1) Executive Board members will provide a list of suggested individuals to help the PMU define the Data Management Committee. (Executive Board, July 26, 2013)
- 2) Utilizing the list of suggested individuals provided by the Executive Board, develop the Data Management Committee Charter and Intent Documents for approval in September. (Paul Schlobohm, September 2013).



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(3) UNIT IDENTIFIER (UNIT ID) TASK TEAM: PRESENTATION OF RECOMMENDATIONS AND FINAL REPORT

PRESENTER: BILL YOHN

<Handouts Distributed> (03a) Unit ID Task Team Final Report Agenda Request
(03b) Unit ID Task Team Final Report

<Discussion>

- 1) A general description of Unit ID Task Team Final Report was presented verbally by Bill Yohn.
- 2) Further discussion referenced key next steps which include:
 - a. Recommendation of utilizing a detailer/contractor to write the *Unit Identifiers – Part I* (PMS 931) publication.
 - b. Extension of the Unit ID Task Team to support the detailer/contractor.
 - c. Recommendation to charter the Unit Identifiers Unit (UIU) under the Executive Board.
 - d. Recommendation to issue a memorandum from the NWCG Executive Board emphasizing NWCG Data Standards (PMS 910) for Unit Identifiers and associated information to NWCG member and participating agencies followed by internal Agency Memorandum.
 - e. Recommendation for agencies to document their internal processes for inclusion in the *Unit Identifiers – Part I* (PMS 931).

<Decision>

- 1) The Executive Board accepted the Unit Identifier Task Team Final Report.

<Action Item>

- 1) Unit Identifier Task Team to accomplish the following:
 - a. Provide a list of potential detailers/contractors to the NWCG Executive Board. (Sept 2013)
 - b. Work with the PMU Staff to draft a Charter for the Unit Identifier Unit. (Sept 2013)
 - c. Draft a template that agencies can utilize to document their internal Unit Identifier decision making process. (Jan 2014)
 - d. Provide oversight and direction to drafting of Part I – Business Process of the Unit Identifiers PMS 931 Publication. (April 2014)
- 2) The Program Management Unit to extend the NWCG Tasking #012-2012 approximately eight months to provide oversight/guidance to the detailer/contractor. (PMU, July 2013)

(4) NWCG THIRD QUARTER BUDGET REVIEW: APPROVAL OF BUDGET

PRESENTER: ELAINE WATERBURY AND LISA McDEVITT

<Handouts Distributed> (04a) Third Quarter Budget Review Agenda Request
(04b) FY 2013 Third Quarter Budget Review Briefing Paper
(04c) FY 2013 Funded Project List Third Quarter Final

<Discussion>

- 1) A general description of the FY 2013 Third Quarter Budget Review was presented verbally by Elaine Waterbury and Lisa McDevitt.
- 2) Third Quarter Budget Proposal requested excess funding be used for online course delivery.
- 3) Anticipated contract for P-101 online delivery came in too high.
- 4) Requesting those funds to be allocated in support of the online delivery of S-290: Intermediate Wildland Fire Behavior and update the current contract to reflect those changes.



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<Decision>

- 1) The Executive Board acknowledged and approved the NWCG Third Quarter Budget.
- 2) The Executive Board agreed to the idea that the funding planned for P-101 could be re-allocated to S-290 but will need further clarity on costs.

<Action Item>

- 1) Identify the funding needed for completion of the online portion of S-290 and report back to the Executive Board and the Business Advisory Unit (BAU). (Deb Fleming, July 2013)

(5) EIM: GOVERNANCE AND MOBILIZATION – UPDATE AND PROGRESS

PRESENTER: KIM CHRISTENSEN

<Handouts Distributed> (05a) EIM Agenda Request

<Discussion>

- 1) An overview of the EIM Task 4 Preliminary Findings was presented by Kim Christensen. Reference the handout for in-depth information.
- 2) A complete package of the EIM Task 4 Findings will be emailed to the Executive Board for their review. Upon completion of review, comments will be submitted to Kim Christensen via email.

<Action Item>

- 1) Email supporting documentation for the EIM Task 4 findings to the Executive Board. (Kim Christensen, July 2013)
 - a. Draft a NWCG memo that advises Geographic Area Coordinating Group Chairs of the data presented in the EIM Task 4 findings.
 - b. Recipients of the memo include: Executive Board Members, PMU Staff, and NMAC Liaison.
- 2) Vet EIM Governance and Mobilization upward to Forest Service leadership as a means to address questions and concerns regarding the reduction of teams as reflected in the EIM Task 4 Findings. (Frank Guzman, August 2013).

(6) NATIONAL INTERAGENCY AVIATION COMMITTEE (NIAC): FORMAL TASKING / RE: REVIEW AND UPDATE ON AVIATION STRATEGY

PRESENTER: JOHN GOULD

<Handouts Distributed> (06a) NIAC Tasking
(06b) GAO Airtanker Report Excerpt

<Discussion>

- 1) An overview of the NIAC Tasking and Aviation Strategy was presented by John Gould. The following concerns and recommendations were expressed:
 - a. There are perceptions that NIAC is not able to deal with the strategic vision of the Aviation Strategy.
 - b. Concerns expressed by Kim Thorson and Tom Harbour at the January 2013 All-Chairs meeting were reiterated in the GAO Airtanker Report.
 - c. Recommended giving the tasking at NIAC but expand to include Subject Matter Experts (SMEs), Office of Aircraft Services (OAS) personnel, and Office of Wildland Fire (OWF) personnel.

<Action Item>

- ~~1) Draft a memo from the Executive Board to Tom Harbour (USFS) and Kim Thorson (DOI) outlining stakeholder and policy level implications regarding the Aviation Strategy to obtain support regarding the strategic vision.~~



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- a. ~~Include the support for NIAC doing the Aviation Strategy given by Jim Karels (NASF). (John Gould, August 2013)~~

NOTE: This action item was cancelled at the September 18, 2013 NWCG Executive Board Meeting. It is referenced in the Action Item Table as #13-069.

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

PRESENTER: PAUL SCHLOBOHM

<Handouts Distributed> (07a) OSHA Update Agenda Request

<Discussion>

- 1) An overview of the OSHA Wildland Fire Orientation Course included:
 - a. Storyboard slides have been drafted for the online eTool and are out for review.
 - b. The OSHA digest contains errors and fatal flaws from a wildland fire perspective. The *Code of Federal Regulations (CFRs)* chosen do not represent common wildland fire business practices.

<Action Item>

- 1) Draft a letter to the OSHA representative responsible for gathering comments applicable to the OSHA Wildland Fire Fighting Industry Digest to voice NWCG's inability to support the document as written. Present to the Executive Board for their review. (Paul Schlobohm, July 19, 2013)

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

PRESENTER: BILL KAAGE

<Handouts Distributed> N/A

<Discussion>

- 1) Meeting held June 25-27 focused on Cohesive Strategy and National Science and Analysis Team's Trade-Off Analysis.
- 2) National Science Analysis team report contained great information but some of the components were questionable.
- 3) WFEC support's the Trade-Off Analysis.
 - a. Prioritization of actions and implementation to happen at the local level.
- 4) Jim Erickson (Inter-Tribal Timber Council) discussed inequity of suppression costs between DOI/DOA and how it affects the Inter-Tribal Timber Council. Was an opportunity to initiate discussion of suppression cost data.
- 5) WFEC discussed the NWCG MOU focusing on membership for now. Discussion of the Charter and then the MOU are to follow.

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

PRESENTER: DOI DIRECTORS

<Handouts Distributed> N/A

<Discussion>

- 1) Jim Douglas has been officially selected as director of the Office of Wildland Fire (OWF).
 - 2) Efforts are being made to negotiate fire funding at the Washington level.
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(10) PMU: POSTING OF NWCG MEETING PACKAGE TO WEBSITE

PRESENTER: PAUL SCHLOBOHM AND KRISTA SHULTZ

<Handouts Distributed> (10a) NWCG Meeting Package Agenda Request
(10b) Meeting Package and Website Powerpoint

<Discussion>

- 1) An overview of current and proposed distribution for the NWCG Meeting Packages and Website posting was presented by Paul Schlobohm and Krysta Shultz.

<Decision>

- 1) The Executive Board agreed to the following:
 - a. Move distribution of the monthly meeting material to a Friday (pre-meeting) and Friday (post-meeting) format.
 - b. Posting of the NWCG Meeting Minutes to the NWCG Website.

(11) PMU: MONTHLY UPDATE

PRESENTER: PAUL SCHLOBOHM AND PMU STAFF

<Handouts Distributed> (11a) July PMU Update

<Discussion>

- 1) A round robin discussion enabled members of the PMU to provide a verbal update of accomplishments, committee activities, and an outlook toward the month ahead.
- 2) The Training Branch has been asked by the National Fire Academy (NFA) to look at the possibility of taking over the Level 2 and Level 3 Help Desk Support for the NWCG online courses hosted on the NFA Learning Management System. The impacts to NFA have increased and they don't have the capacity to continue on the current path. NWCG is not currently staffed to support this workload. Will report back at a future date with additional information or recommendations.

(12) NWCG MOU EXTENSION STATUS

PRESENTER: DOI DIRECTORS

<Handouts Distributed> N/A

<Discussion>

- 1) Review of the status of the NWCG MOU Extension set to expire September 2013. Recommendations are to change the extension date to September 2014.
- 2) The National Association of State Foresters (NASF) uses the document for liability purposes.

<Action Item>

- 1) Update and strengthen the coversheet to the NWCG MOU Extension referencing NASF's use of the document. (Aitor Bidaburu and Paul Schlobohm, August 2013)

(13) NATIONAL FIRE PROTECTION ASSOCIATION (NFPA): NFPA WILDFIRE STANDARDS

PRESENTER: DAN SMITH

<Handouts Distributed> (13a) NFPA July Update

<Discussion>

- 1) Review of the July 2013 NFPA conference call revealed the following:
 - a. NFPA planning to reorganize their technical committees to address wildland fire standards. Approval in October 2013.



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- b. Proposal includes the elimination of the current technical committee on Forest and Rural Fire Protection to then create two new technical committees with 30 members each.
- c. Intent is to increase capacity and feedback for developing and maintaining standards for wildland fire.
- d. NFPA requested time on the October agenda to provide more information about their technical committee changes and NWCG's participation.

(14) PMU: APPROVAL OF FUELS MANAGEMENT COMMITTEE CHAIR

PRESENTER: ELAINE WATERBURY

<Handouts Distributed> (14a) Fuels Mgmt Committee Chair Agenda Request

<Decision>

- 1) Executive Board approved Mark Jackson (BIA, Fire Use/Fuels Specialist) to be the new chair of the Fuels Management Committee.

(15) BIN ITEM: FIELD COMMAND AND GENERAL STAFF (S-420)

PRESENTER: KELLY WOODS

<Handouts Distributed> N/A

<Discussion>

- 1) Brief synopsis of the field version of S-420 that is currently in session at the Pine Creek Fire ICP. Invitation for Executive Board members to visit and see the class in action.