



National Wildfire Coordinating Group (NWCG)

Monthly Meeting Minutes

Sept 18, 2013

No.	Topic	Pg#
1	NWCG: Agenda Review and Minutes Approval	
2	WFEC: Meeting Summary and Emerging Issues	
3	IFEC: Meeting Summary and Emerging Issues	
4	EB: NWCG Budget, Staffing, Charter, & MOU	
5	EB: NWCG FTE Support & Agency Vision <i>Note: Dropped and added to Topic 4.</i>	
6	U.S. Fire Administration: Update	
7	DMC: Charter Approval & Intent Review	
8	Unit ID Task Team: Update Status Draft Charter for Unit Identifier Unit (UIU)	
9	Unit ID Task Team: Recommendations of Business Process of Unit Identifiers Publication (PMS 931)	
10	EIM: Update	
11	OWDC: Wildland Fire Qualifications System Guide (PMS 310-1) Update	
12	Large Fire Cost Review: Update	
13	FEMA Call: Update	
14	PMU: Monthly Update	
15	PPM: Communication, Education & Prevention Committee Chair Approval	
16	PPM: Wildland Urban Interface Mitigation Committee Chair Approval	
17	TB: Training Committee Chair Approval	
18	EB: NWCG October Meeting Preview	
19	Bin Item: February All-Chairs Meeting	
20	Bin Item: Master Co-Op Fire Agreement	

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
	<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
Topic 2, 3, 4, 12 via phone	<ul style="list-style-type: none"> Jim Erickson, Intertribal Timber Council
	<ul style="list-style-type: none"> Kevin Conn, Fish and Wildlife Service, Acting for John Segar
	<ul style="list-style-type: none"> Sean Cross, Bureau of Land Management
	<ul style="list-style-type: none"> Lyle Carlile, Bureau of Indian Affairs
PMU Attending:	
Topics 7 thru 20	<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"> Tim Blake, Preparedness Branch Coordinator
Others Attending:	
Topics 7, 8, 9	<ul style="list-style-type: none"> Bill Yohn, National Park Service, Data Management Committee(DMC) Task Team Member & Unit ID Task Team Chair Roshelle Pederson, Office of Wildland Fire, DMC Task Team Member Keith Smith, Office of Wildland Fire, DMC Task Team Member
Topics 9, 10	<ul style="list-style-type: none"> Barry Mathias, EIM Project Lead Kim Christensen, IMT Governance & Mobilization Work Unit Lead Evans Kuo, Forest Service Risk Management, Qualifications & Standards Mark Koontz, National Park Service, Operations and Workforce Development Committee Member Mike Ellsworth, Bureau of Land Management, Training Committee, Chair



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(1) NWCG: AGENDA REVIEW AND MINUTES APPROVAL

PRESENTER: AITOR BIDABURU

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

<Discussion>

- 1) The following changes were made:
 - o Topic 6: National Interagency Aviation Committee tasking on Aviation Strategy. Action Item 1: reflect that the decision has been made to cancel the action item at this time (Action item #13-069).

<Decision>

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

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

PRESENTER: BILL KAAGE

<Handouts Distributed> N/A

<Discussion>

- 1) Meeting on September 10th focused on Cohesive Strategy and the status of the National Report and National Action Plan.
- 2) National Report final draft schedule completion is October 10th. Solicitation for public comments by October 25th. Completion by November WFLC call and presentation at Spring 2014 Meeting.
- 3) October WFEC meeting will discuss critical success factors and barriers document and how to move forward.
- 4) The USFS will have the lead/contract on the Quadrennial Fire Review.

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

PRESENTER: DOI DIRECTORS

<Handouts Distributed> N/A

<Discussion>

- 1) DOI Budget/Fuels: Reworking the Department Manual. Utilizing a crosswalk that shows the relationship between the Department, Bureaus and USDA Forest Service.
- 2) Governance: Continual struggle to work across Department and Bureau boundaries.

(4) NWCG: BUDGET, STAFFING, CHARTER, AND MOU DISCUSSION

PRESENTER: AITOR BIDABURU & ELAINE WATERBURY

<Handouts Distributed> (04a) NWCG Budget, Staffing, Charter Agenda Request
(04b) Draft Response Re: NWCG Budget and Staffing
(04c) NWCG FY 12 and 13 Funded Projects Requested FY 14
(04d) DOI Mail – NWCG Budget Information
(04e) NWCG Budget Memo
(04f) NWCG Consolidated Charter v5
(04g) NWCG Charter 2007
(04h) NWCG Charter – WFEC directed changes made by Bill Kaage, Jim Karels and Jim Erickson



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<Discussion>

- 1) Unsigned letter from Jim Douglas indicates that the Charter is just a draft (04d and 04e). Aitor will confirm and relay that an official letter is needed as vetted through the appropriated channels (i.e. FEC, ITF, NASF).
- 2) Content of Response: Provide what was asked for and drop the itemized FY 12-14 project list (04c) and make the following edits:
 - a. Budget Summary (Pg 1): Delete the total budget number for FY 2014.
 - b. Budget Split (Pg 2): Reference 60/40 by showing USDA/DOI Bureaus.
 - c. Equipment Branch Function (Pg 3): Relate the Equipment Branch to the Program Manager by labeling with an asterisk.
- 3) Include verbiage in the letter that the NWCG budget is done at the Bureau level by the signatories of the MOU.
- 4) Systems of Business Questions Included:
 - a. MOU's are recorded as a system of record.
 - b. Charters are not recorded and are viewed as working documents.
 - c. What is the direction of legal authority?
 - i. Charter →MOU→Agreements
 - ii. MOU→Charter→Agreements
- 5) Charter:
 - a. WFEC is advisory. Ongoing discussions. It appears the purpose and functions are acceptable. Membership needs to be reworked by Jim Douglas.
 - b. Refer to specifics in purpose and functions & responsibilities section of the Charter. Include in response letter.
 - c. Retain task group involvement. Indicate recommendations were not made unilaterally.
- 6) NWCG FTE Support:
 - a. Frank Guzman reported that the FTE positions for Data Architect, Administrative Assistant, and Web Master are still on the USFS Org. Chart and fully funded for FY 14.
 - b. Are there ways to combine jobs to reduce from 2.5 to 2 FTE's? Use USFS Org. Chart in Jim Douglas response.

<Decision>

- 1) The Executive Board approved the *Draft Response Re: NWCG Budget and Staffing* with changes made.

<Action Item>

- 1) Make changes to the content of response in the *Draft Response Re: NWCG Budget and Staffing* and send out to the Executive Board for review. (Elaine Waterbury, Sept 20, 2013)

(5) NWCG: NWCG FULL TIME FTE SUPPORT --- DROPPED AND ADDED TO TOPIC 4
SEE ABOVE FOR DISCUSSION

<Handouts Distributed> N/A

<Discussion>

- 1) See the above topic for discussion points.



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(6) U.S. FIRE ADMINISTRATION (USFA): UPDATE

PRESENTER: RICK ZIEBART

<Handouts Distributed> (06a) U.S. Fire Administration NWCG PowerPoint Presentation

<Discussion>

- 1) An overview of the USFA Organization and Emergency Response Support Branch functions in supporting the Emergency Services Sector was presented by Rick Ziebart.

(7) DATA MANAGEMENT COMMITTEE: CHARTER APPROVAL & INTENT REVIEW

PRESENTER: ELAINE WATERBURY, BILL YOHN, ROSHELLE PEDERSON, AND KEITH SMITH

<Handouts Distributed> (07a) Data Management Committee Draft Charter Agenda Request
(07b) Data Management Committee Charter – Draft
(07c) DMC Briefing Paper – Final Draft
(07d) NWCG DMC Committee Layout

<Discussion>

- 1) A brief synopsis of the Charter and Intent documents were presented at the meeting. The following changes were recommended for the Intent Document:
 - a. Responsibility, Bullet 5 (pg 1): As an opportunity to align with agencies, use the term “facilitate” vs. “take” in the sentence.
 - b. Membership (pg 3): List the OWF as the organization for the Data Architect.
 - c. Potential Primary Members (pg 4): Listing of specific names of members, add to Roshelle Pederson OWF/WFIT-Data Architect.
- 2) The Data Management Committee will approve the Unit Identifier Unit Charter by Nov. 1, 2013.

<Action Item>

- 1) Provide the names of potential members to Elaine Waterbury. (Executive Board, Oct. 2, 2013).

<Decision>

- 1) The Executive Board approved the Data Management Committee Charter: Purpose and Responsibility.

(8) UNIT ID TASK TEAM: UPDATE STATUS DRAFT CHARTER FOR UNIT IDENTIFIER UNIT (UIU)

PRESENTER: ELAINE WATERBURY AND BILL YOHN

<Handouts Distributed> (08a) Unit ID Unit (UIU) Draft Charter Agenda Request
(08b) Unit Identifier Unit (UIU) Charter

<Discussion>

- 1) A brief synopsis of the Unit Identifier Unit Draft Charter was presented at the meeting. The Executive Board was supportive of the content and progress to date.



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(9) UNIT ID TASK TEAM: RECOMMENDATIONS OF BUSINESS PROCESS OF UNIT IDENTIFIERS PUBLICATION (PMS 931)

PRESENTER: ELAINE WATERBURY AND BILL YOHN

<Handouts Distributed> (09a) Unit ID Task Team Detailer Part I PMS 931 Agenda Request

<Discussion>

- 1) Update on the Unit ID Task Team action items from NWCG tasking.
- 2) Projected time frame for starting detailer/contractor for work on PMS 931 is January 2014.

<Decision>

- 1) The Executive Board agreed to allow the Task Team and hosting agency to make the final decision on the detailer or contractor, in collaboration with the PMU and concurrence of the NWCG EB Chair.

(10) EVOLVING INCIDENT MANAGEMENT (EIM): UPDATE

PRESENTER: BARRY MATHIAS AND KIM CHRISTENSEN

<Handouts Distributed> (10a) EIM Agenda Request
(10b) EIM Task 4 BP
(10c) NWCG #008-2013 Memorandum_EIM Progress Report
(10d) The EIM Business Case

<Discussion>

- 1) EIM Progress Report Highlights:
 - a. The Pathways Unit (through OWDC and Training) has identified pathways from Extended Attack to Complex Incident Management and opportunities to streamline advancement of qualifications. Presentation to NWCG in Oct/Nov.
 - b. The Governance and Mobilization Unit has analyzed and recommends Geographic Area distribution of 40 Complex IMT's.
 - i. Executive Board wants the opportunity to brief their upper management prior to the information being circulated via Memorandum to the Geographic Areas.
 - c. The IMT Composition Unit has begun identifying team composition and a scalable ICS approach to IMT response.
 - d. The IMT Augmentation Unit has begun identifying modules to support the three tiered organizational model approved by NWCG.
 - e. The Area Command/Strategic Management Unit is on track to complete their recommendations for Area Command augmentation by October 2013.
 - f. The NIMO Unit has completed the descriptive narrative for inclusion into the National Mobilization Guide and Red/Blue Books by 2014.
 - g. The Single Qualifications Unit has established the 310-1 as the "parent" qualifications document, and will develop a connection between IQCS and IQS once the Pathways Unit is complete in April 2014.

<Action Item>

- 1) Draft a briefing paper about the Governance and Mobilization Unit's recommendation of the distribution of 40 Complex IMT's. (Nikki Saleen, Sept 27, 2013).
- 2) Utilizing the Governance and Mobilization Unit briefing paper, the Executive Board will inform upper management on the number of teams proposed per Geographic Area. (Executive Board, October 15, 2013).



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- 3) Draft a NWCG memo that addresses information contained in the Governance and Mobilization Briefing Paper. Coordinate release of memorandum with Kim Christensen and Susie Stingley.
 - a. Additional information should reference the support given by the Executive Board and a solicitation of GACG feedback. (Nikki Saleen, October 15, 2013).

<Decision>

- 1) The Executive Board agreed to brief upper management regarding the recommendations made by the Governance and Mobilization Unit prior to the release of information to the Geographic Area Coordinating Group.
- 2) The Executive Board agreed to establish Type 3 Position Qualification Standards in the PMS 310-1. These standards will facilitate national mobilization for Type 3 incidents and also serve as an additional pathway to qualifications for complex team positions. It is understood that this does not establish a standard for a Type 3 team and a local area will retain the flexibility to staff a Type 3 organization as warranted by the situation.

(11) OPERATIONS AND WORKFORCE DEVELOPMENT COMMITTEE (OWDC): WILDLAND FIRE QUALIFICATIONS SYSTEMS GUIDE (PMS 310-1) APPROVAL

PRESENTER: TIM BLAKE

- <Handouts Distributed>
- (11a) NWCG Memo PMS 310-1 Oct 2013
 - (11b) PMS 310-1 Errata 5 Updated July 11, 2013

<Discussion>

- 1) An overview of the information and changes made to the Wildland Fire Qualifications Systems Guide (PMS 310-1) was presented by Tim Blake. The updated guide will be released October 2013.

<Decision>

- 1) The Executive Board agreed to the October 2013 version of the Wildland Fire Qualification Systems Guide (PMS 310-1).

(12) LARGE FIRE COST REVIEW: UPDATE

PRESENTER: TIM BLAKE

- <Handouts Distributed>
- (12a) Large Fire Cost Review Agenda Request
 - (12b) Large Fire Financial Reviews - 2013
 - (12c) Large Fire Review Proposed Template - 2013

<Discussion>

- 2) A brief review of the Large Fire Cost Review process and an updated Large Fire Cost Review Guide revealed that they are legacy products from days gone by. Thus, the focus today is on an agency process versus an interagency process. As such, the Large Fire Cost Review Guide can be discontinued.

<Action Item>

- 1) Discontinue the Large Fire Cost Review Guide. (Tim Blake, Oct. 15, 2013)

<Decision>

- 1) The Executive Board agreed to discontinue the Large Fire Cost Review and the Large Fire Cost Review Guide.



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(13) FEMA CALL: UPDATE

PRESENTER: DAN SMITH

<Handouts Distributed> N/A

<Discussion>

- 1) FEMA initiated a conference call with NWCG. Donald "Doc" Lumpkins, new director of the National Integration Center (NIC), introduced himself and committed to reestablishing quarterly conference calls. NIMS will be reviewed/updated in 2014 and circulated for review.

(14) PMU: MONTHLY UPDATE

PRESENTER: PMU STAFF

<Handouts Distributed> (14a) September 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.

(15) COMMUNICATION, EDUCATION & PREVENTION COMMITTEE (CEPC): APPROVAL OF NEW CHAIR

PRESENTER: ELAINE WATERBURY

<Handouts Distributed> (15a) Approval of CEPC New Chair Agenda Request

<Decision>

- 1) Executive Board approved Fred Turck (Virginia Department of Forestry, NASF Southern Representative) to be the new chair of the Communication, Education & Prevention Committee.

(16) WILDLAND URBAN INTERFACE MITIGATION COMMITTEE (WUIMC): APPROVAL OF NEW CHAIR

PRESENTER: ELAINE WATERBURY

<Handouts Distributed> (16a) Approval of WUIMC New Chair Agenda Request

<Decision>

- 1) Executive Board approved John Fish (Florida Division of Forestry, NASF Southern Representative) to be the new chair of the Wildland Urban Interface Mitigation Committee.

(17) TRAINING COMMITTEE: APPROVAL OF NEW CHAIR

PRESENTER: DEB FLEMING

<Handouts Distributed> (17a) Recommendation and Approval of Training Committee Chair

<Decision>

- 1) Executive Board approved Mike Ellsworth (Bureau of Land Management, Training Specialist) to be the first chair of the new Training Committee.

