



# National Wildfire Coordinating Group (NWCG)

## Monthly Meeting Minutes

### Nov 20-21, 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

<b>Executive Board Members Attending:</b>	
	<ul style="list-style-type: none"> <li>Aitor Bidaburu (Chair), U.S. Fire Administration</li> </ul>
	<ul style="list-style-type: none"> <li>Bill Kaage, National Park Service</li> </ul>
	<ul style="list-style-type: none"> <li>Dan Smith (Vice-Chair), National Association of State Foresters</li> </ul>
	<ul style="list-style-type: none"> <li>Steve Gage, Forest Service, Acting for Frank Guzman</li> </ul>
	<ul style="list-style-type: none"> <li>Jim Erickson, Intertribal Timber Council</li> </ul>
	<ul style="list-style-type: none"> <li>John Segar, Fish and Wildlife Service</li> </ul>
	<ul style="list-style-type: none"> <li>Sean Cross, Bureau of Land Management</li> </ul>
	<ul style="list-style-type: none"> <li>Bob Roberts, Bureau of Indian Affairs, Acting for Lyle Carlile</li> </ul>
Topics 9 through 22	<ul style="list-style-type: none"> <li>Tim Sexton, U.S. Forest Service Fire Research</li> </ul>
<b>PMU Attending:</b>	
	<ul style="list-style-type: none"> <li>Deb Fleming, Training Branch Manager</li> </ul>
	<ul style="list-style-type: none"> <li>Elaine Waterbury, Policy, Planning and Management Branch Coordinator</li> </ul>
	<ul style="list-style-type: none"> <li>Krysta Shultz, Administrative Assistant</li> </ul>
	<ul style="list-style-type: none"> <li>Paul Schlobohm, NWCG Manager</li> </ul>
	<ul style="list-style-type: none"> <li>Tim Blake, Preparedness Branch Coordinator</li> </ul>
<b>Others Attending:</b>	
All Topics	<ul style="list-style-type: none"> <li>Eric Runnels, Chief, NIMS Implementation Branch, FEMA, DHS</li> </ul>
Topics 1, 2, 3, 4	<ul style="list-style-type: none"> <li>Mark Koontz, Operations and Workforce Development Committee Representative</li> <li>Chad Fisher, Risk Management Committee Representative</li> </ul>
Topic 10	<ul style="list-style-type: none"> <li>Bobbe Bilyeu, Business Advisory Unit Representative</li> <li>Lisa McDevitt, Business Advisory Unit Representative</li> <li>David Peters, Business Advisory Unit Representative</li> </ul>
Topics 18, 19, 20	<ul style="list-style-type: none"> <li>Jeff Arnberger, Operations and Workforce Development Committee Representative</li> <li>Doc Lumpkins, Director National Integration Center, FEMA Representative</li> </ul>
Topics 20, 21, 22	<ul style="list-style-type: none"> <li>Dan Olson, Forest Service</li> </ul>



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#### **(1) NWCG: AGENDA REVIEW AND MINUTES APPROVAL**

**PRESENTER: AITOR BIDABURU**

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

#### <Discussion>

- 1) The following changes were made:
  - Topic 2: Wildland Fire Executive Council (WFEC): Meeting Summary and Emerging Issues.
    - Discussion, Bullet 2: Change National Action Plan to read National Report.
  - Topic 3: Interior Fire Executive Council (IFEC): Meeting Summary and Emergency Issues.
    - Discussion, Bullet 1: Add a period after “Manual” and delete “to more closely resemble the USFS Manuals”. Capitalize “Utilizing” and add the “USDA, Forest Service” at the end of the sentence.
  - Topic 4: NWCG: Budget, Staffing, Charter, and MOU Discussion.
    - Discussion, Bullet 5, Letter A: Change “advisor” to read “advisory”.

#### <Decision>

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

#### **(2) EB: CHAIR AND VICE-CHAIR ELECTION AND ANNUAL REVIEW OF EXECUTIVE BOARD LIAISONS**

**PRESENTER: AITOR BIDABURU**

<Handouts Distributed> (02a) Chair Rotation Agenda Request  
(02b) NWCG Chair Rotation, 2009 NWCG Decision

#### <Discussion>

- 1) Review of the Executive Board Chair, Vice-Chair positions.
  - Chair, Dan Smith, NASF
  - Vice-Chair, Sean Cross, BLM
- 2) Review of NWCG Liaison Positions:
  - Policy, Planning and Management Branch – John Segar, FWS
  - Preparedness Branch – Sean Cross, BLM
  - Training Branch – Sean Cross, BLM
  - EIM Implementation – Lyle Carlile, BIA
  - WFEC – Bill Kaage, NPS
  - FEMA – Aitor Bidaburu, USFA
  - Joint Fire Science Program – Tim Sexton, USFS
  - NFPA – Dan Smith, NASF
  - Australia/New Zealand – Lyle Carlile, BIA

#### <Action Item>

- 1) Update the NWCG Operating Principles and Guidelines (PMS-900) to address all duties of the Executive Board. The following are proposed additions:
  - a. Executive Board Leadership: 1) Rotation schedule for the chair and vice-chair positions,
  - 2) Liaison positions outlined and identified and, 3) Confirm guidance on Chair residence is consistent with current practice. (Paul Schlobohm, April 2014).

#### <Decision>

- 1) The Executive Board approved the Chair, Vice-Chair, and Liaison positions.



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#### **(3) NATIONAL FIRE PROTECTION ASSOCIATION (NFPA): UPDATE ON NFPA WILDFIRE STANDARDS**

**PRESENTER: KEN WILLETTE AND RYAN DEPEW**

- <Handouts Distributed>**
- (03a) NFPA/NWCG Agenda Request
  - (03b) NFPA Wildland Standards Development PowerPoint
  - (03c) NFPA Online Public Input Submission "How To"
  - (03d) NFPA Email Announcement

**<Discussion>**

- 1) An update and discussion on NFPA Wildfire Standards was given by Ken Willette and Ryan Depew that provided the following:
  - a. Details on the reorganization of Technical Committees so that NFPA Standards better address fire protection in the wildland and rural areas.
  - b. Update on the current and proposed structure of wildfire standards projects. Identify vision for reworking NFPA standards.
  - c. Define key focus areas for NFPA and NWCG and find the interface with common stakeholders.
  - d. Opportunities for NWCG to increase membership on NFPA Technical Committees to have an organizational presence.

#### **(4) NWCG/NFPA: REVIEW OF WILDLAND FIRE REPRESENTATION ON NFPA COMMITTEES**

**PRESENTER: DAN SMITH AND PAUL SCHLOBOHM**

- <Handouts Distributed>**
- (04a) Review WF Rep on NFPA Committees Agenda Request
  - (04b) NWCG Relationships to NFPA Committees

**<Discussion>**

- 1) Review of established and upcoming NWCG membership and participation on NFPA Technical Committees.
- 2) Collaboration between NFPA Committees and NWCG Committees to coordinate and clarify intent with all participating representatives (i.e. FEMA, NFPA, etc.)
- 3) NFPA proposed to support and host a "Wildfire Standards Summit" as a way to coordinate wildland fire standards and discuss expectations of NWCG, FEMA, and NFPA.

**<Action Item>**

- 1) Engage with the National Fire Protection Association (NFPA) to develop a "Wildfire Standards Summit" in early April 2014. (Tim Blake, January 2014).

#### **(5) OPERATIONS AND WORKFORCE DEVELOPMENT COMMITTEE (OWDC): INCIDENT RESPONSE POCKET GUIDE (IRPG) APPROVAL**

**PRESENTER: TIM BLAKE**

- <Handouts Distributed>**
- (05a) IRPG Revision Agenda Request
  - (05b) OWDC-NWCG IRPG Changes

**<Discussion>**

- 1) Brief description of the changes made to the 2010 IRPG which include:



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- a. Additions: Planning for Medical Emergencies, Injury/Fatality procedures and Medical Incident Report.
- b. Deletions: Paracargo Drop Zone diagram, Water Use Hand Signals, and Fire Danger Pocket Card explanation.
- c. Changes: Paracargo Operations Safety, Briefing Checklist, Risk Management, Power line Safety, First Aid Guidelines, Patient Assessment, Specific Treatments, In-Flight Emergency Procedures, Water Delivery Information, Engine ICS Typing, Mark 3 Pump Information, and HazMat Incident Operations.

#### <Action Item>

- 1) Draft a memorandum from the NWCG that references the release of the 2014 Incident Response Pocket Guide (IRPG) and guidance for purchase and/or download. (Tim Blake, December 2, 2013).

#### <Decision>

- 1) The Executive Board approved the 2014 Incident Response Pocket Guide (IRPG).

### **(6) DATA MANAGEMENT COMMITTEE (DMC): CHAIR APPROVAL**

PRESENTER: ELAINE WATERBURY

<Handouts Distributed> (06a) Approval of DMC Chair Agenda Request

#### <Decision>

- 1) Executive Board approved Roshelle Pederson (DOI Office of Wildland Fire) to be the new chair of the Data Management Committee.

### **(7) YARNELL ACCIDENT INVESTIGATION**

PRESENTER: AITOR BIDABURU AND DAN SMITH

<Handouts Distributed> (07a) Yarnell Hill Agenda Request  
(07b) NWCG Recommendations from Yarnell Hill Report  
(07c) Arizona Yarnell Hill Request  
(07d) Issues and Questions from Yarnell Hill Report  
(07e) Rough Draft of Letter to NWCG from NASF Fire Committee

#### <Discussion>

- 1) A brief synopsis of the Yarnell Hill Accident Investigation Report was presented at the meeting. Discussion points included:
  - a. Identifying the national recommendations presented within the Yarnell Hill Report and reflected in letter from the Arizona State Forester to Jim Karels, National Association of State Foresters (NASF).
  - b. Review of the draft letter from Jim Karels of NASF to Aitor Bidaburu of NWCG asking for assistance to address the four national recommendations in the Yarnell Hill Serious Accident Report
  - c. NWCG's proposed offer to assist NASF and the State of Arizona to address the national action items. Eliminates confusion and helps to take a collective look at each item.
  - d. The following are the proposed actions to each recommendation.



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- i. Recommendation's 1 and 2: Action to engage NWCG Subject Matter Experts (SMEs) is pending clarification from the Yarnell Hill Serious Accident Investigation Team Deputy Lead, Mike Dudley.
- ii. Recommendation's 3 and 4: Action is to engage National Interagency Aviation Committee (NIAC) and make them available to Jim Karels, Chair, NASF Fire Committee.

#### <Action Item>

- 1) Write a response letter to Jim Karels, Chair, NASF Fire Committee, outlining the proposed action to address the national action items outlined in the Yarnell Hill Accident Investigation Report. (Aitor Bidaburu, December 13, 2013).

#### **(8) EB: COHESIVE STRATEGY – REVIEW ACTION ITEMS**

PRESENTER: DAN SMITH

<Handouts Distributed> (08a) Cohesive Strategy Agenda Request  
(08b) Cohesive Strategy Barrier Update  
(08c) Cohesive Strategy Response to Barrier 39.31

#### <Discussion>

- 1) Final draft of the National Report has been submitted to WFEC and the Cohesive Strategy Sub-Committee is preparing to develop the National Action Plan for WFEC.
- 2) Regarding agreements, NWCG should look toward the future and develop long-term solutions.
- 3) Recognized the need for a NWCG Communications Plan regarding the Cohesive Strategy and a way that NWCG can get its message to the field.

#### **(9) PMU: 2013 END OF YEAR BUDGET REPORT**

PRESENTER: ELAINE WATERBURY

<Handouts Distributed> (09a) FY2013 End of Year Budget Report

#### <Discussion>

- 1) Annual update of previous fiscal year expenditures for all NWCG funded projects.

#### **(10) PMU: NWCG FY 2014 BUDGET**

PRESENTER: ELAINE WATERBURY

<Handouts Distributed> (10a) NWCG FY2014 Budget Agenda Request  
(10b) NWCG FY2014 Budget Briefing Paper  
(10c) NWCG FY2014 Project List – Proposed to Fund  
(10d) NWCG FY2014 Project List – Proposed Unfunded  
(10e) NWCG FY2014 Agency Splits  
(10f) NWCG FY2014 NWCG Staff Costs

#### <Discussion>

- 1) FY 2014 Budget Highlights:
  - a. Discussed the FY 2014 funding and project review process as vetted through the Program Management Unit (PMU).



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- b. Reviewed proposed funding for 20 projects and reviewed each of the 12 projects not being proposed for funding.
- c. The process for approving the 2014 budget has changed. To date, the DOI and Forest Service have not provided budget numbers as they have in the past.
- d. During the meeting Nov.19 between OWF/FS and the NWCG Executive Board, NWCG received the support necessary to move forward with approving projects for FY 2014. Process will continue to change for FY 2015.

### <Action Item>

- 1) Work with the BAU to revise budget guidance for 2015 process. (Elaine Waterbury, March 31, 2014).

### <Decision>

- 1) The Executive Board acknowledged and approved the FY2014 NWCG Budget as presented.

### **(11) PROGRAM MANAGEMENT UNIT (PMU): NWCG 2014 MEETING CALENDAR REVIEW**

**PRESENTER: PAUL SCHLOBOHM**

<Handouts Distributed> (11a) Calendar 2014 Agenda Request  
(11b) NWCG 2014 Meeting Calendar

### <Discussion>

- 1) An overview of the 2014 NWCG Meeting calendar was presented by Paul Schlobohm. The following changes were made:
  - a. Keep the Executive Board business meeting the week of Feb 10<sup>th</sup>, the same time as the NWCG All-Chairs Meeting Feb 11-13.
  - b. March 19-20 changed to March 26-27.
  - c. May 13-15 meeting location updated to Emmetsburg, MD.
  - d. June 18-19 changed to June 11-12.
  - e. Show August 20-21 meeting as "cancelled".
  - f. October 15-17 change to October 14-16.

### **(12) PMU: RECOMMENDATIONS TO IMPROVE ACCESS TO NWCG DECISIONS**

**PRESENTER: PAUL SCHLOBOHM**

<Handouts Distributed> (12a) Decision Access Proposal Agenda Request  
(12b) NWCG Memo and Decision Tracking Proposal

### <Discussion>

- 1) An update and discussion on NWCG Memo and Decision tracking was given by Paul Schlobohm. Discussion highlights included:
  - a. Eliminating "internal" and "external" memorandums and utilizing one type of memorandum format.
  - b. Develop a memo and decision tracking log and/or system that includes key words, business areas, subject, and numbering scheme for tracking purposes.
  - c. Maintain the criteria for committee decisions based on an assessment from the Branch Coordinator.
  - d. Support for initiating the proposal and growing it into something more.



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#### <Action Item>

- 1) Continue to update and strengthen the recommendations for NWCG Decision and Memorandum Tracking and report back to the Executive Board with updates. (PMU Staff, January 2014)

#### <Decision>

- 1) The Executive Board agreed to support the concept of the NWCG Decision and Memorandum Tracking system.

### **(13) PMU: MONTHLY UPDATE**

**PRESENTER: PMU STAFF**

<Handouts Distributed> (13a) November 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.

### **(14) WILDLAND FIRE EXECUTIVE COUNCIL (WFEC): MEETING SUMMARY AND EMERGING ISSUES**

**PRESENTER: BILL KAAGE**

<Handouts Distributed> N/A

#### <Discussion>

- 1) WFEC discussions at the November 15<sup>th</sup> meeting focused on moving forward with Phase 3 of the Cohesive Strategy with a final draft report completed by November 23, 2013.
- 2) The document has received buy-in between the DOI/USFS. DOI/USFS is considering moving forward with the review by OMB pre-department discussion if we can't get a WLFC meeting scheduled in December.
- 3) Focus after Phase 3 completion will be moving forward with development of the National Action Plan with a scheduled completion of Spring 2014.

### **(15) INTERIOR FIRE EXECUTIVE COUNCIL (IFEC): MEETING SUMMARY AND EMERGING ISSUES**

**PRESENTER: DOI DIRECTORS**

<Handouts Distributed> N/A

#### <Discussion>

- 1) Due to the furlough in October 2013, the Quarterly Meeting was unattended.
- 2) Focus remains on budgetary concerns and how to maintain interaction with the Forest Service.

### **(16) NATIONAL ASSOCIATION OF STATE FORESTERS (NASF): NASF UPDATE**

**PRESENTER: DAN SMITH**

<Handouts Distributed> (16a) NASF Update

#### <Discussion>

- 1) An update on the National Association of State Foresters was given by Dan Smith. Highlights include:
  - a. Alliance of Forest Fire Compacts: Sharing resources, training, and interaction between Canadian partners.



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- b. National Mobilization of Resources and Fire Billing: Language in the Farm Bill clarifies authorities for the USFS but the bill is currently stalled with a push for completion (i.e. signature) prior to the end of the calendar year. NWCG will re-engage to complete the national template for the Master Co-Op Agreement.
- c. NASF Fire Committee Meeting/CMS Meeting: Scheduled for January 28-30, 2014 in Phoenix, Arizona with a Yarnell Staff Ride.
- d. NASF Fire Committee Meeting: Scheduled for May 6-8, 2014 in Gettysburg, PA with two days dedicated to Gettysburg L-580 staff ride.
- e. NASF Resolutions passed at Annual Meeting:
  - i. Resolution 2013-4 Federal Forest Management that addresses the need to make significant changes in federal policy for management of federal forest lands under the authority of the Forest Service and Department of Interior.
  - ii. Resolution 2013-5 Wildland Fire Funding addressed the continued need to transfer funds from programs at the Forest Service and Department of Interior level to fund fire suppression once budgeted suppression funds are depleted.

### **(17) EB: LESSONS LEARNED CENTER (LLC) MOU**

**PRESENTER: PAUL SCHLOBOHM**

**<Handouts Distributed>**

- (17a) LLC MOU Agenda Request
- (17b) LLC MOU Email
- (17c) LLC – NWCG MOU Draft

#### **<Discussion>**

- 1) An update on Lessons Learned Center (LLC) MOU was given by Paul Schlobohm. Highlights include:
  - a. Recommendations from Dani Bohn, Forest Service Agreements Specialist, address the link between NWCG and the Lessons Learned Center (LLC). Suggestions include:
    - i. Define LLC via interagency agreement written by/between the five federal wildland fire agencies. Each work under their respective authority and establish a framework for coordination to achieve the objectives of the LLC Program.
    - ii. Establish operating principles or guidelines regarding how NWCG relates to the various interagency training programs which achieve objectives established by NWCG.
    - iii. Incorporate the relationship between the LLC and NWCG into an existing document like the NWCG Operating Principles and Guidelines (PMS-900).

#### **<Action>**

- 1) Draft language for the NWCG Operating Principles and Guidelines (PMS-900) that addresses the relationship between NWCG and the Lessons Learned Center. (Paul Schlobohm, January 2014).

### **(18) OWDC: RISK AND COMPLEXITY ANALYSIS**

**PRESENTER: TIM BLAKE AND JEFF ARNBERGER**

**<Handouts Distributed>**

- (18a) Complexity Analysis Agenda Request
- (18b) Complexity Analysis and ONA Evaluation Tasking Memorandum
- (18c) RCA Release Memo – Final Draft



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(18d) WF Risk and Complexity Assessment – Final Draft

#### <Discussion>

- 1) A brief discussion of the Risk and Complexity Analysis (RCA). Highlights include:
  - a. The RCA was developed by a group of national and field-level personnel and was field-tested during the 2013 fire season.
  - b. The RCA is designed to quickly and easily evaluate the risk and complexity of a given incident, provides users the ability to make notes and document mitigations, and provides the ability to document decisions.
  - c. The current release of the RCA recommends incident management organizations based on the five incident types (Type-5 through Type-1). When Evolving Incident Management has fully transitioned to the proposed three levels of incident management, the RCA will be updated.
  - d. Scheduled release of the RCA is January 2014.

#### <Action>

- 1) Update the Wildland Fire Risk and Complexity Assessment Part B: Relative Risk Assessment, Section B.1 and B.3 to include the verbiage “commercial timberland”. (Tim Blake, November 22, 2013).
- 2) Draft a NWCG memo addressing the updates and scheduled release of the Wildland Fire Risk and Complexity Analysis for release December 1, 2013. (Tim Blake, November 29, 2013).

#### <Decision>

- 1) The Executive Board approved the Risk and Complexity Analysis with changes made.

### **(19) NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS): NIMS UPDATE**

**PRESENTER: ERIC RUNNELS**

<Handouts Distributed> N/A

#### <Discussion>

- 1) An update on the National Incident Management System by Eric Runnels, NIMS Implementation Branch, FEMA, and DHS included the following:
  - a. Working to re-build the depth and frequency of involvement between the National Integration Center (NIC) and NWCG.
  - b. NIMS Integration teams consist of federal, state, local, and cooperating partners.
  - c. NIMS Update revision scheduled for the spring of 2014 with a final release in the winter 2014.

### **(20) NATIONAL RESPONSE FRAMEWORK/NATIONAL INCIDENT MANAGEMENT SYSTEMS (NRF/NIMS): UPDATE, NIMS ALERT COORDINATION, ICS FORMS TASKING**

**PRESENTER: JASON STEINMETZ**

<Handouts Distributed> N/A

#### <Discussion>

- 1) An update on the NRF/NIMS coordination by Jason Steinmetz, Chair, NRF/NIMS Committee included the following:



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- a. NRF/NIMS is working closely with FEMA on behalf of NWCG with regard to NIMS updates, resource typing and other policies developed by FEMA National Integration Center (NIC).
- b. Currently looking more holistically at a national system that will meet the needs of the all-hazard arena as well as those additional entities needing supplemental ICS Forms (i.e. wildland fire, coast guard, etc.)
- c. Although NIMS sets the minimum standard, each agency can require more training or experience before they qualify.
  - i. For all-hazard incidents (i.e. flood, hurricane, etc.) the minimum standard must be met.
- d. FEMA has started to type command and general staff positions from Type 3 thru 1.
- e. NRF/NIMS Committee is the focal point for vetting NIMS Alerts and will work with NWCG Branch Coordinators/Manager and Executive Board when appropriate.
- f. There will be a series of NIMS Alerts and Updates in 2014 as the NIC has over 600 different typing's that need to go out for review.
- g. ESF#4 – the USFS is creating an online ESF#4 training to give to teams and crews going to a Stafford Act assignment. This training is to give a basic understanding of the difference between wildfire incidents and all other all-hazard incidents.

### <Decision>

- 1) The Executive Board agreed to have the NRF/NIMS Committee continue to be the NWCG Representative for the NIMS Alerts and involve Branch Coordinators/Manager and Executive Board Members when appropriate.

### (21) EB: NWCG MOU AND CHARTER

PRESENTER: AITOR BIDABURU AND PAUL SCHLOBOHM

<Handouts Distributed> (21a) NWCG MOU and Charter Agenda Request  
(21b) NWCG Consolidated Charter v6.1

### <Discussion>

- 1) NWCG Charter has been approved and signed, ready for implementation.
- 2) NWCG MOU is pending full review and update with the assistance of Dani Bohn.
  - a. Add International Association of Fire Chiefs (IAFC) to the MOU as they are the newest member of NWCG.
  - b. Align the language between the Strategic Plan and the MOU.
  - c. Send for solicitor review once updates have been made.

### <Action>

- 1) Update and strengthen the NWCG MOU to reflect changes made to membership and references to the Strategic Plan. Once complete, brief the Executive Board prior to solicitor review. (Paul Schlobohm, December 13, 2013).

### (22) EB: STRATEGIC PLAN

PRESENTER: PAUL SCHLOBOHM

<Handouts Distributed> (22a) NWCG Strategic Plan Review Agenda Request  
(22b) NWCG Strategic Plan v16 – Proposed Revisions



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### <Discussion>

- 1) An update on the proposed changes to the NWCG Strategic Plan was given by Paul Schlobohm. The Executive Board was supportive of the content and progress to date with minor changes.

### <Action>

- 1) Update the NWCG Strategic Plan to reflect the following change:
  - a. Goal 5, Critical Success Factors, Bullet #4: Change "Organization" to read "Framework". (Paul Schlobohm, November 29, 2013).

### <Decision>

- 1) The Executive Board approved NWCG Strategic Plan with changes made.

### **(23) BIN ITEM: MASTER CO-OP FIRE AGREEMENT**

**PRESENTER: DAN SMITH**

<Handouts Distributed> N/A

### <Discussion>

- 1) A brief discussion of the Master Co-Op Agreement indicated they are working toward updating the current template in the following three areas:
  - a. Billing Procedures
  - b. Cost-Share for wildfires managed for resource benefit.
  - c. Shared Resources at Prescribed Fires
- 2) Projected completion of a <New> National Template with presentation to the Executive Board is January/February 2014.