



# National Wildfire Coordinating Group (NWCG) Monthly Meeting Minutes Dec 4, 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 9:00 a.m.



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## Monthly Meeting Minutes

### Dec 4, 2013

**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>• Frank Guzman, Forest Service</li> </ul>
	<ul style="list-style-type: none"> <li>• Jeff Arnberger, Bureau of Land Management, Acting for Sean Cross</li> </ul>
	<ul style="list-style-type: none"> <li>• John Segar, Fish and Wildlife Service</li> </ul>
	<ul style="list-style-type: none"> <li>• Lyle Carlile, Bureau of Indian Affairs</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>• Nikki Saleen, Communications Specialist</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>• Beth Lund, EIM Pathways Work Unit Co-Lead</li> <li>• Kevin Conn, Fish and Wildlife Service, Operations and Workforce Development Committee Representative</li> <li>• Rod Bloms, Office of Wildland Fire Representative</li> </ul>



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#### (1) NWCG: AGENDA REVIEW AND EIM TOPIC INTRODUCTION

PRESENTER: AITOR BIDABURU

<Handouts Distributed> (01a) N/A

##### <Discussion>

- 1) A brief introduction of the agenda and subsequent materials was presented by Aitor Bidaburu to commence the meeting.

#### (2) EB: EVOLVING INCIDENT MANAGEMENT DISCUSSION

PRESENTER: EVANS KUO

<Handouts Distributed> (02a) Key Decision Log Agenda Request  
(02b) EIM Key Decision Log November 2013

##### <Discussion>

- 1) A discussion on a proposed Evolving Incident Management (EIM) Key Decision Log was given by Evans Kuo with the following highlights:
  - o Questions, comments, and concerns from field personnel routinely circulate back to the same message which is:
    - What decisions have been made and finalized by NWCG personnel regarding Evolving Incident Management?
    - The EIM Key Decision Log is proposed as a way to maintain currency and keep field personnel updated on those decisions.

##### <Action Item>

- 1) Update the EIM Key Decision Log to address all of the changes recommended by the Executive Board. (Evans Kuo, January 2014).

##### <Decision>

- 1) The Executive Board agreed to adopt and use the EIM Key Decision Log with consequential posting to the NWCG website.

#### (3) EB: EIM COMMUNICATION

PRESENTER: EVANS KUO

<Handouts Distributed> (03a) EIM Communications Agenda Request

##### <Discussion>

- 1) A brief discussion of the business practices of EIM Communications to the field included:
  - a. Identifying materials and items that will help facilitate the progressive communication of EIM to the field. They consist of:
    - i. Formal quarterly newsletter updates (w/signatures)
    - ii. Develop a series of Frequently Asked Questions (FAQs) for the website
    - iii. Standardize talking points
    - iv. Create a power point presentation or a briefing paper for meeting interactions
  - b. Options involving the FS and NIFC External Affairs to supplement NWCG PMU support to EIM for communications.



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- 2) Look toward the future and consider how NWCG will maintain EIM communications with field personnel concentrating on the “what and how” of EIM.

#### <Action>

- 1) The Executive Board will provide Evans Kuo with monthly updates of scheduled meeting dates in preparation for EIM presentations (Executive Board, Monthly 2014).

#### **(4) EB: EIM TIMELINE FOR IMPLEMENTATION**

**PRESENTER: EVANS KUO**

<Handouts Distributed> (04a) EIM Timeline Agenda Request  
(04b) Work Unit Estimated Timeline

#### <Discussion>

- 1) EIM Timeline discussion focused on the original projections of the EIM Implementation Plan and that many of the projections will be extended 6 months to 1-year.
- 2) To date, a “soft target” for completion has been set for 2016.
  - a. Individual working groups will report with realistic expectations on completion dates.
  - b. Maintain a quarterly review of the timeline and keep the field updated.

#### <Action>

- 1) Update the EIM Timeline and post to the NWCG EIM Website. (Evans Kuo, January 2014).

#### **(5) EIM AGENCY PURVIEW -- CONTINUATION OF PRIORITIZATION OF OAP EXERCISES**

**PRESENTER: FRANK GUZMAN AND NIKKI SALEEN**

<Handouts Distributed> (05a) EIM OAP Matrix Agenda Request  
(05b) Survey Results Grouped By Quadrants  
(05c) OAP Priority Ranking

#### <Discussion>

- 1) A brief synopsis of the EIM Overarching Principles Priority Matrix was presented at the meeting. Discussion points included:
  - a. Executive Board directors gave an update on progress with EIM Agency Purview Briefings with the following results:
    - i. BIA, FWS: Good with no problems.
    - ii. BLM: Unknown, Sean Cross to brief the week of Dec. 9, 2013.
    - iii. NPS: Final briefing to take place week of Dec. 9, 2013. Some questions related to All-Hazard incidents.
    - iv. USFS: Good, briefing to Regional Fire Directors to take place week of Dec. 9, 2013
    - v. NASF: Continue work with NASF Fire Committee and NASF Regional Groups.
    - vi. FEMA: Good, recognizes that the wildland fire community is proactive in meeting NIMS compliance. Key intersections are happening where applicable (i.e. NRF/NIMS)



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- b. The most advantageous group to conduct the work of EIM Agency Purview (i.e. Executive Board, Fire Management Board, Combination of Both, etc.)
- 2) Executive Board members recognized the need for an additional Agency Purview Meeting.
  - a. Meeting Date: January 16, 2014
  - b. Meeting Time: 0800-1200pm
  - c. Meeting Location: TBD

#### **(6) EIM MONTHLY UPDATE**

**PRESENTER: EVANS KUO**

**<Handouts Distributed>**      (06a) EIM Monthly Update Agenda Request  
(06b) EIM Nov 2013 Monthly Update=

#### **<Discussion>**

- 1) A brief discussion enabled Evans Kuo to provide a verbal update of accomplishments, work unit activities, and an outlook toward the month ahead.

#### **(7) BIN ITEM: GUIDING PRINCIPLES**

**PRESENTER: AITOR BIDABURU**

**<Handouts Distributed>**      N/A

#### **<Discussion>**

- 1) A brief discussion of EIM Guiding Principles provided the substance and background necessary to identify appropriate sideboards which included:
  - a. Provide national oversight to incident management teams to maintain currency.
  - b. National Interagency Coordination Center (NICC) and the Geographic Area Coordination Centers (GACCs) to assist in mobilization of the National IMTs.
  - c. Set National IMT draw down levels for each Geographic Area.

#### **<Decision>**

- 1) The Executive Board agreed to support the direction of the EIM Guiding Principles.