



National Wildfire Coordinating Group (NWCG)

Monthly Meeting Minutes

Jan 15, 2014

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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
	<ul style="list-style-type: none"> • Dan Smith (Vice-Chair), National Association of State Foresters
	<ul style="list-style-type: none"> • Frank Guzman, Forest Service
	<ul style="list-style-type: none"> • John Segar, Fish and Wildlife Service
	<ul style="list-style-type: none"> • Sean Cross, Bureau of Land Management
	<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
	<ul style="list-style-type: none"> • Will May, International Association of Fire Chiefs
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"> • Paul Schlobohm, NWCG Manager, Acting
	<ul style="list-style-type: none"> • Tim Blake, Preparedness Branch Coordinator
	<ul style="list-style-type: none"> • Nikki Saleen, Communications
Others Attending:	
Topic 6	<ul style="list-style-type: none"> • John Gebhard, Wildland Fire Information and Technology Program Board Representative • Joel Kerley, National Interagency Aviation Committee Representative
Topic 9	<ul style="list-style-type: none"> • Lisa McDevitt, Budget Advisory Unit Representative
Topic 10	<ul style="list-style-type: none"> • Bill Yohn, Unit Identifier Unit Task Team Lead
Topic 17	<ul style="list-style-type: none"> • Steve Gage, Forest Service



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(1) NWCG: AGENDA REVIEW AND MINUTES APPROVAL

PRESENTER: AITOR BIDABURU

<Handouts Distributed> (01a) NWCG 2013 Nov Meeting Minutes
(01b) NWCG 2013 Dec Meeting Minutes

<Discussion>

- 1) Brief overview of the agenda and Executive Board approval of the Nov and Dec 2013 Minutes.

(2) NWCG: CHAIR ROTATION – HONOR AITOR

PRESENTER: PAUL SCHLOBOHM

<Handouts Distributed> (02a) Chair Rotation Agenda Request

<Discussion>

- 1) Outgoing NWCG Chair, Aitor Bidaburu, honored and presented with the book *The Mask of Command* by John Keegan thanking him for his service.
- 2) Transition NWCG Chair position to Dan Smith (NASF) and Vice-Chair position to Sean Cross (BLM).

(3) NWCG: INTERNATIONAL ASSOCIATION OF FIRE CHIEFS (IAFC) INTRODUCTION

PRESENTER: DAN SMITH

<Handouts Distributed> (03a) I-Chief's Introduction Agenda Request

<Discussion>

- 1) Brief introduction and welcome of IAFC and current representative, Will May.

(4) NWCG: DRAFT NWCG MOU

PRESENTER: PAUL SCHLOBOHM

<Handouts Distributed> (04a) Draft MOU Agenda Request
(04b) Draft NWCG MOU

<Discussion>

- 1) A brief review of the draft NWCG MOU. Editorial comments included:
 - a. Revise or omit section relating to governance.
 - b. Include a mission statement that includes the responsibilities of NWCG member agencies. Align verbiage with the NWCG Charter.
 - c. Confirm the names/titles of the signatory representatives.

<Action Item>

- 1) Engage with the Forest Service Agreements Specialist, Danielle Bohn, to incorporate proposed changes to the draft NWCG MOU. (Paul Schlobohm, Jan. 31, 2014).

(5) EVOLVING INCIDENT MANAGEMENT (EIM): NMAC/GMAC FOLLOW-UP DISCUSSION

PRESENTER: EVANS KUO AND JOHN SEGAR

<Handouts Distributed> (05a) NMAC/GMAC Agenda Request

<Discussion>

- 1) A brief overview of the concerns expressed during the NMAC/GMAC meeting relating to EIM planned implementation was shared with Executive Board members.
- 2) As a result of the briefing, the following fundamental issues warrant further exploration by EIM Team members:
 - a. National/State IMTs – Numbers of, use of, and mobilization of.



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- b. Questions regarding the elimination of T2 IMTs.
- c. Loss of GACG/GACC autonomy to assign IMT during PL3+.
- d. NICC's role in IMT Mobilization – Coordination vs. Control.
- e. Engage the Geographic Areas to receive feedback and concerns.

<Action Item>

- 1) Draft a letter of correspondence from NWCG that acknowledges the response from the EIM IMT Distribution Analysis and identifies EIM updates. (Evans Kuo, Feb. 13, 2014).
- 2) Draft an NWCG newsletter that acknowledges the EIM IMT Distribution Analysis and identifies EIM updates. (Nikki Saleen, Feb. 13, 2014).

(5) EVOLVING INCIDENT MANAGEMENT (EIM): KEY DECISION LOG

PRESENTER: EVANS KUO

<Handouts Distributed> (05b) EIM Key Decision Log Agenda Request
(05c) EIM Key Decision Log

<Discussion>

- 1) Executive Board reviewed the final draft of the Key Decision Log and approved the contents with minor edits. The current version dated Jan 15, 2014, is available for general distribution.

(5) EVOLVING INCIDENT MANAGEMENT (EIM): PRESENTATION(S) LOG

PRESENTER: EVANS KUO

<Handouts Distributed> (05d) EIM Presentation(s) Log Agenda Request
(05e) EIM Presentations Log

<Discussion>

- 1) Updated the EIM Presentation(s) log to include the following:
 - a. NASF Meeting – Tempe, AZ – Jan 28 (Dan Smith)
 - b. NWCG All Chairs Meeting – Boise, ID – Feb 12 (Evans Kuo)
 - c. IC/AC Meeting – San Diego, CA – March 11 (Bill Kaage/Evans Kuo)
 - d. RMCG Meeting – Denver, CO – April 8-9 (Dan Smith)
 - e. NRCG Meeting – Missoula, MT – April 15 (Aitor Bidaburu/Evans Kuo)
 - f. CWCG IMT Meeting – Sacramento, CA – April 22 (Bill Kaage)

(5) EVOLVING INCIDENT MANAGEMENT (EIM): CONTACTS LIST

PRESENTER: EVANS KUO

<Handouts Distributed> (05f) Contacts List Agenda Request
(05g) 2012 Contacts List

<Discussion>

- 1) Reviewed and updated the EIM Contacts List of NWCG Liaisons and Work Unit Leads.

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

PRESENTER: EVANS KUO

<Handouts Distributed> (05h) EIM Monthly Update Agenda Request
(05i) EIM Jan 2014 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.



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(6) NWCG: YARNELL TASKINGS, NASF RESPONSE, MILESTONES, NIAC OPPORTUNITIES

PRESENTER: DAN SMITH, PAUL SCHLOBOHM, JOEL KERLEY

<Handouts Distributed> (06a) Yarnell Taskings Update Agenda Request
(06b) NWCG Letter_NASF Response_Dec 2013

<Discussion>

- 1) Yarnell Hill Tasking Updates:
 - a. Dan Smith will meet with Tom Harbour and Jim Douglas to explain NWCG's position and proposed action in relation to the Yarnell Tasking(s).
 - b. Tasking 1 – Incident Support:
 - i. Establish a task team to review and report on current incident business needs for resource tracking, communications, access to real-time weather, and the existing technology to meet these needs by May 2014.
 - ii. Further exploration and analysis to be handled after initial tasking is complete.
 - c. Tasking 2 – Human Factors:
 - i. Task the Leadership Subcommittee to address this recommendation, with participation from the USFS Research and the Wildland Fire Lessons Learned Center.
 - d. Tasking 3 & 4 – Aviation:
 - i. Task National Interagency Aviation Committee (NIAC) to address NASF's request for guidance on ASM and Air Attack roles and effective administration of VLATs by February 2014.
 - ii. Apart from the NASF request, task NIAC for further development of this guidance that will include: Level of responsibility/accountability of Air Attack/ASM, recurrence of training, exploration of the dispatch and use of retardant as a whole.

<Action Item>

- 1) Draft two (2) tasking(s) that address the short and long term, respectively, commitments of the National Interagency Aviation Committee (NIAC) relevant to the Yarnell Tasking(s). (Tim Blake, Feb. 11, 2014).
- 2) Draft one (1) tasking to an ad-hoc task team that reviews current business needs and technologies regarding resource tracking, communications, and weather. (Paul Schlobohm and John Gebhard, Feb. 11, 2014).
- 3) Draft one (1) tasking that provides guidance and sideboards for the Leadership Subcommittee to further explore the *human factors* element of the Yarnell Hill. (Paul Schlobohm and Deb Fleming, Feb. 11, 2014).

(7) NWCG: NWCG ANNUAL MEETING REVIEW AND INPUT

PRESENTER: PAUL SCHLOBOHM AND JASON STEINMETZ

<Handouts Distributed> (07a) Annual Meeting Agenda Request
(07b) Annual Meeting Draft Agenda

<Discussion>

- 1) An overview of the 2014 NWCG Annual Meeting calendar was presented by Jason Steinmetz and agreed to by the Executive Board.



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(8) NWCG: DECISION AND MEMORANDUM TRACKING UPDATE

PRESENTER: PAUL SCHLOBOHM

- <Handouts Distributed>**
- (08a) Decision and Memorandum Tracking Agenda Request
 - (08b) 2014 Letter Template
 - (08c) 2014 Memorandum Template
 - (08d) 2014 Committee Memorandum Template
 - (08e) 2014 Tasking Memorandum Template

<Discussion>

- 1) An update and discussion on NWCG Memo and Decision tracking was given by Paul Schlobohm. Discussion highlights included:
 - a. Narrowing the focus of NWCG memorandums, letters of correspondence, and business practices will ensure appropriate capture of NWCG decisions.
 - b. Changing the dynamics of NWCG business practices in relation to memorandum and decision tracking warrants continual support and initiation to streamline the process and engage in further development.

(9) NWCG: 2015 BUDGET CYCLE

PRESENTER: PAUL SCHLOBOHM

- <Handouts Distributed>**
- (09a) FY2015 Budget Timeline Agenda Request
 - (09b) Revised FY2015 Budget Timelines

<Discussion>

- 1) An update and discussion on the FY2015 Budget Time line was given by Paul Schlobohm and included:
 - a. To address new timelines from the Department of Interior, timelines have been shortened for the review and prioritization of committee project proposals.
 - b. The Executive Board agreed to the following timelines:
 - i. April 28 – Budget proposals due
 - ii. May – Review requests, prioritize, e-share w/chairs, meet with BAU
 - iii. June 11 – NWCG approval of projects and tentative budget allocation
 - iv. June 16 – FY2015 budget submitted to BAU on shared costs worksheet.

(10) NWCG: AGENCY REPRESENTATION ON THE UNIT IDENTIFIER UNIT (UIU)

PRESENTER: ROSHELLE PEDERSON

- <Handouts Distributed>**
- (10a) Agency Representation on UIU Agenda Request

<Discussion>

- 1) Unit Identifier Unit membership includes individuals who are knowledgeable of and have primary responsibility for Unit Identifiers and associated information for their agency.
- 2) Unit members must have authority from his/her respective agency to speak on their behalf regarding Unit Identifiers.
- 3) Potential need to identify a committee chair outside agency member representation due to workload constraints.

<Action Item>

- 1) Executive Board members will provide name(s) to Roshelle Pederson for an agency representative with authoritative decision space on behalf of his/her agency to be a member on the Unit Identifier Unit (UIU). (Executive Board, Feb. 10, 2014).



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(11) NWCG: NWCG EXPECTATIONS ON EMERGENCY MANAGEMENT INSTITUTE (EMI) DRAFT MEMO

PRESENTER: DEB FLEMING

<Handouts Distributed> (11a) NWCG/EMI All-Hazard Curriculum Draft Memo Agenda Request
(11b) NWCG/EMI Draft Expectations Memo

<Discussion>

- 1) A brief overview of the language present in the memorandum regarding NWCG/EMI All-Hazards Training Curriculum was presented by Deb Fleming and was agreed to by the Executive Board.

(12) NWCG: FEMA/NWCG – EXPERIENCE PATH TO QUALIFY NWCG INSTRUCTORS

PRESENTER: DEB FLEMING

<Handouts Distributed> (12a) All-Hazard Instructor Requirements Agenda Request
(12b) All-Hazard Instructor Qualifications Briefing Paper

<Discussion>

- 1) The proposal for an experience path to qualify instructors to instruct the all-hazard position specific courses versus the current training path requires further analysis and discussion. .
- 2) Without both options, there will be costly investments for NWCG to qualify federal instructors at the Train the Trainer courses.

<Action Item>

- 1) Identify key Emergency Management Institute (EMI) individuals to begin building the relationship necessary to propose an alternative path for qualifying instructors. (Deb Fleming and Aitor Bidaburu, Spring 2014).

(13) NWCG: MASTER CO-OP AGREEMENT UPDATE

PRESENTER: DAN SMITH

<Handouts Distributed> (13a) Master Co-Op Agreement Agenda Request
(13b) Master Co-Op Agreement Tasking Memo (TM-2009-09)

<Discussion>

- 1) A brief discussion of the Master Co-Op Agreement. Highlights include:
 - a. Cross reference language in the *Farm Bill* (proposed to be passed Jan 2014) with the language in the Master Co-Op Agreement.
 - b. Re-Establish the Tasking Memorandum (TM-2009-09) for agency representatives to prepare an updated agreement.

<Action>

- 1) Update *TM-2009-09: Master Cooperative Wildland Fire Management and Stafford Act Response Agreement Template* that identifies appropriate agency representatives to continue work toward completion of the agreement. (Dan Smith, Feb. 11, 2014).

(14) NWCG: PMU UPDATE

PRESENTER: PMU STAFF

<Handouts Distributed> (14a) January PMU Update

<Discussion>



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

PRESENTER: DOI DIRECTORS

<Handouts Distributed> N/A

<Discussion>

- 1) Focus remains on budgetary concerns with a first quarter meeting scheduled for Feb 2014.
- 2) Proposed agenda topics for the Feb 2014 meeting include: Fuels, FY2015 Program Issues, Fire Planning, Cohesive Strategy, Risk Management-Internal Controls, EIM, Quadrennial Fire Review update, etc.

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

PRESENTER: BILL KAAGE

<Handouts Distributed> N/A

<Discussion>

- 1) WFEC discussions at the December 2013 meeting focused on moving forward with Phase 3 of the Cohesive Strategy.
- 2) Upcoming WFEC meeting Jan. 17, 2014 regarding the National Action Plan will cover barriers and critical success factors for the Cohesive Strategy. Actions from this meeting will be brought forward to WFLC in Spring 2014.
- 3) Governance update to stand up the Fire Management Board (FMB).

(17) NWCG: FIRE MANAGEMENT BOARD (FMB) – NWCG PLANNING

PRESENTER: BILL KAAGE

<Handouts Distributed> (17a) FMB Charter
(17b) NWCG, Federal Signatures Charter
(17c) NWCG FMB Planning Request
(17d) FMB Tasking

<Discussion>

- 1) Beginning to formalize and clarify membership, intent, and purpose of the Fire Management Board (FMB).
- 2) Next steps include:
 - a. Review current NWCG charter/organization and FMB charter to analyze what fits within FMB and NWCG respectively.
 - b. Identify similarities and differences between NFAEB and FMB.
 - c. Utilize intent (task, purpose, end state) description for discussions prior to the February NWCG meeting with Tom Harbour and Jim Douglas.
- 3) Agenda items for FMB discussion with Tom Harbour and Jim Douglas include:
 - a. Obtain "leaders intent" (T.Harbor/J.Douglas)
 - b. Discuss FMB intent (B.Kaage)
 - c. Identify State/Local Issues (D.Smith)
 - d. General vision and expectation of FMB-NWCG collaboration (D.Smith)
 - e. Vision of Supporting FMB (B.Kaage)



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(18) BIN ITEM: ICS FORMS TASKING

PRESENTER: TIM BLAKE

<Handouts Distributed> N/A

<Discussion>

- 1) Progress made on the NRF/NIMS ICS Forms coordination has brought forth the need to designate a proper authoritative figure to have the decision space necessary to become stewards of the forms.