



# National Wildfire Coordinating Group (NWCG) Monthly Meeting Minutes February 13, 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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## Monthly Meeting Minutes

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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, U.S. Fire Administration</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Mark Koontz, National Park Service</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Dan Smith (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>• John Segar, Fish and Wildlife Service</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>• Sean Cross (Vice-Chair), Bureau of Land Management</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Lyle Carlile, Bureau of Indian Affairs</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Tim Sexton, U.S. Forest Service Fire Research</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>• Will May, International Association of Fire Chiefs</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Rod Bloms, Office of Wildland Fire</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Jim Erickson, Intertribal Timber Council</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, Acting</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Tim Blake, Preparedness Branch Coordinator</li> </ul>   |
| <b>Others Attending:</b>                  |  |
| Topic 3                                   | <ul style="list-style-type: none"> <li>• Mark Jones, Branch Manager, National Radio Operations</li> <li>• Mike Tuominen, Telecom Specialist, National Interagency Incident Communications</li> </ul> |
| Topic 9                                   | <ul style="list-style-type: none"> <li>• Kevin Conn, Operations and Workforce Development Committee Representative</li> <li>• Evans Kuo, Project Lead, Evolving Incident Management</li> </ul>       |
| Topic 10                                  | <ul style="list-style-type: none"> <li>• Jason Steinmetz, NRF/NIMS Representative</li> </ul>   |
| Topic 17                                  | <ul style="list-style-type: none"> <li>• Bob Houseman, Area Command Representative</li> </ul>  |



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#### **(1) NWCG: ALL-CHAIRS MEETING FOLLOW-UP**

**PRESENTER: PAUL SCHLOBOHM**

<Handouts Distributed> N/A

<Discussion>

- 1) A brief review of the All-Chairs Meeting that was held Feb 11-13 in Boise, Idaho.

#### **(2) NWCG: FIRE EXECUTIVE COUNCIL MEETING FOLLOW-UP**

**PRESENTER: PAUL SCHLOBOHM**

<Handouts Distributed> N/A

<Discussion>

- 1) A review of the messages expressed during the FEC meeting included the following:
  - a. Jim Douglas expressed the desire to track which NWCG standards have been adopted by which federal agency.
  - b. NWCG produces standards and guidelines whereas the agencies implement and make policy.

#### **(3) NWCG: USE OF STATE FREQUENCY SPECTRUM BY THE NATIONAL INTERAGENCY INCIDENT COMMUNICATIONS DIVISION (NIICD)**

**PRESENTER: DAN SMITH**

<Handouts Distributed> (03a) Use of State Spectrum by NIICD Briefing Paper

<Discussion>

- 1) Brief overview of NIICD frequency pilot program that was employed during the 2013 wildfire season between State of Idaho and the NIICD Communications Duty Officer.
- 2) The Executive Board provided oversight and agreed to support the program moving forward.

#### **(4) NWCG: BRIEFING ON YARNELL HILL TASKING – NATIONAL INTERAGENCY AVIATION COMMITTEE (NIAC)**

**PRESENTER: TIM BLAKE**

<Handouts Distributed> (04a) Briefing on Yarnell Hill Agenda Request  
(04b) Yarnell Hill Task One – Final  
(04c) Yarnell Hill Task Two – final  
(04d) BP DC-10 Operational Considerations  
(04e) Daily Report – Final  
(04f) VLAT Example 2013 EU

<Discussion>

- 1) The Executive Board accepted the proposed NIAC Yarnell Hill tasking package pending solicitation of response from NIAC State Representatives.

<Action Item>

- 1) Engage with the NIAC State Representatives to review the proposed Yarnell Hill tasking package and agree to its appropriateness and relevance to NASFs request. (Joel Kerley, March 26, 2014).



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#### (5) NWCG: UPDATE ON YARNELL HILL TASKING(S)

PRESENTER: PAUL SCHLOBOHM

<Handouts Distributed> (05a) Update on Yarnell Hill Taskings Agenda Request  
(05b) Yarnell Support Tasking Draft

#### <Discussion>

- 1) Brief update of the incident support and human factors Yarnell Hill Taskings by Paul Schlobohm.
- 2) The Executive Board reviewed the draft Yarnell Hill Incident Support Tasking, approved of the contents, and agreed to implement the tasking.
- 3) Need for further assessment of the human factors tasking to potentially include participants from SME groups, social science community and so forth.

#### <Update> March 26, 2014

- 1) Senior Fire Leadership from the U.S. Forest Service, Office of Wildland Fire and the National Association of State Foresters are reviewing the Yarnell Hill Human Factors Tasking in order to clarify any potential assignments to NWCG.

#### <Action Item>

- 1) Finalize the Yarnell Support Tasking in preparation for implementation. (Paul Schlobohm, Tim Blake, and John Gebhard, Feb. 21, 2014).

#### (6) NWCG: OWDC PRESENTATION – EIM PATHWAYS

PRESENTER: EVANS KUO AND KEVIN CONN

<Handouts Distributed> (05b) 2014 Pathways 310-1 Agenda Request  
(05c) NWCG Feb EIM 310-1 Notes

#### <Discussion>

- 1) OWDC presented their first draft of development pathways for Complex and Extended Attack Command and General Staff positions. Highlights included:
  - a. Type 1 Command & General Staff:
    - i. Still retains the Type 2 pathway, and will continue to reflect this pathway until fully implemented.
    - ii. Significant difference is progression to Type 1 is now allowed without going through the pathway of Type 2, and bridging between Section Chiefs and Command Staff (with exception of Finance Section Chief and Operation Section Chief) is also allowed.
  - b. Type 3 Command & General Staff:
    - i. The position standards for Type 3 (extended attack) are included in the PMS 310-1 mock-up. This is a departure from what is currently in the Redbook Chapter 11 for Operations, Planning, Logistics, and Finance.
    - ii. OWDC decided not to develop alternative pathways (i.e. non-traditional) for Type 3 position standards. There was concern that allowing non-traditional pathways would result in multiple standards for the same position, resulting in unacceptable programmatic risk.
- 4) OWDC originally proposed modifications to the titling of Complex, Extended Attack, and Initial Attack position(s) to align with the EIM goal of a 3-tier system. However, discussion over the proposed modifications to the FEMA typing standard resulted in a desire from NWCG to stay



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consistent with the use of numerical descriptors for complexity (i.e. Type 1, Type 2, Type 3, etc.)

#### **(7) EVOLVING INCIDENT MANAGEMENT (EIM): EIM AGENCY PURVIEW**

**PRESENTER: FRANK GUZMAN**

<Handouts Distributed> N/A

#### <Discussion>

- 1) Executive Board reviewed the EIM Agency Purview worksheet to confirm and validate agency workflow and business case components.

#### **(8) EVOLVING INCIDENT MANAGEMENT (EIM): MONTHLY UPDATE**

**PRESENTER: EVANS KUO**

<Handouts Distributed>

- (08a) EIM Key Decision Log Agenda Request
- (08b) EIM Key Decision Log (02/05/2014)
- (08c) 2014 Area Command Agenda Request
- (08d) Learning Pathways for Area Command teams
- (08e) 2014 FEMA Typing Standards Agenda Request
- (08f) EIM and NIMS Typing plus Discipline Specific Endorsement

#### <Discussion>

- 1) Executive Board reviewed the January 2014 edition of the Key Decision Log and approved the contents for general distribution.
- 2) Area Command Work Unit update on Task 14 of the Strategic Implementation Plan included:
  - a. Task 14.1:
    - i. Change the title of Area Command Team (ACT) to Strategic Management Team is complete. Final decision is to remain with the title of Area Command Team since FEMA has already adopted use of ACTs and the title. However this does not preclude the wildland agencies from expanding the role of ACTs to include more strategic planning and assistance to hosting agencies. This ability was explored and put into effect with the ACT assignment to Region 3 in 2013.
  - b. Task 14.2:
    - i. Identify barriers to maintain staffing levels and rebuild capacity. A plan was developed in 2013 to rebuild capacity to increase the number of qualified personnel to staff more than 2 Area Command Teams. Approximately 20 ACT trainees went thru S-620 in 2013 and were identified as priority trainees for ACT assignments. Over the course of the two ACT assignments in 2013 a sufficient number of trainees completed their Position Taskbooks to staff 3 ACTs, with plans to continue this effort in 2014 to achieve the goal of 4 ACTs.
  - c. Task 14.3:
    - i. Area Command Work Unit is continuing to work on modifications to the standard operating procedures for Area Command Teams. They are aiming to have these revisions incorporated into the 2015 National Mobilization Guide.
- 5) Recently emergency management offices of the Forest Service and DOI were requested by FEMA to evaluate the current NIMS 5-tier Typing Standard for incident complexity (T1, T2, T3, T4, T5) and propose an alternative more compatible with how All-Hazard entities view incident complexity. FEMA is supportive of retaining the numerical typing standards but wanted input



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from the wildland community on opportunities to reduce the number of tiers. Updates include:

- a. NWCG desires to retain the use of numerical typing standards (i.e. T1, T2, T3) in lieu of adjectives (i.e. complex, extended, initial).
  - b. NWCG also recognizes our direction from HSPD-5 and 8 to be compliant with NIMS and supports efforts to continue compliance.
  - c. Maintain a close connection with DOI and FS Emergency Management offices to stay in alignment with FEMA typing standards.
  - d. OWDC will be the primary POC via Tony Doty (DOI) and Jason Steinmetz / Gordon Sachs (FS).
- 6) Final decision by FEMA could result in NWCG needing to reconfigure our numerical typing to remain in compliance.

#### **(9) NWCG: NRF/NIMS – ICS FORMS TASKING FINAL REPORT**

**PRESENTER: TIM BLAKE**

<Handouts Distributed> (06a) NRF/NIMS Tasking Agenda Request  
(06b) Final Letter to Executive Board

#### **<Discussion>**

- 1) The NRF/NIMS Committee was tasked to review FEMA's ICS forms to determine which ones could be used in wildland fire. After extensive review and stakeholder involvement, the following is recommended:
  - a. NWCG will utilize 70% of the FEMA ICS forms whereas 30% will remain wildland fire specific.
  - b. Wildland fire specific forms will be identified as "ICS### WF" where the "WF" extension denotes a difference from FEMA's ICS form(s).
  - c. Transfer stewardship of the ICS Forms:
    - i. From the Operations and Workforce Development Committee (OWDC) to NRF/NIMS Committee.
    - ii. NRF/NIMS members are closely connected to the FEMA NIC and are able to influence changes to their forms.
- 2) The Executive Board reviewed and agreed to the contents of the draft NRF/NIMS Letter of Correspondence.

#### **<Action Item>**

- 1) Finalize the NRF/NIMS Letter of Correspondence in preparation for distribution. (Tim Blake, February 21, 2014).

#### **(10) NWCG: REVIEW AND APPROVAL OF 2015 BUDGET GUIDANCE**

**PRESENTER: PAUL SCHLOBOHM AND ELAINE WATERBURY**

<Handouts Distributed> (10a) FY 2015 Budget Agenda Request  
(10b) FY 2015 Budget Guidance Changes from FY 2014  
(10c) FY 2015 NWCG Budget Guidance Draft BAU Reviewed  
(10d) FY 2015 NWCG Budget Request Workbook with budget request form  
(10e) FY 2015 Budget Request Form Instructions



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#### <Discussion>

- 1) An update of the FY 2015 Budget Guidance was given by Elaine Waterbury and included:
  - a. Identified changes made to the project submittal and approval process timelines in order to provide the DOI and USFS with a better estimate of the NWCG budget request earlier in the federal budget process.
  - b. Revised and updated the Information Technology process due to the existence of the Fire Management Board (FMB), Wildland Fire Information & Technology (WFIT) organization and the WFIT Program Board.
  - c. The Program Board has given their support to the IT related items of the FY 2015 NWCG Budget Guidance.
- 2) The Executive Board approved the NWCG FY 2015 Budget Guidance.

#### **(11) BIN ITEM: DECOMMISSION THE FIRE POLICY COMMITTEE**

**PRESENTER: ELAINE WATERBURY**

<Handouts Distributed> N/A

#### <Discussion>

- 1) The Executive Board approved the decommissioning of the Fire Policy Committee.

#### <Action Item>

- 1) PMU to report back in March on how the ripple effect of decommissioning of the Fire Policy Committee was mitigated. (Elaine Waterbury, March 26, 2014).