



# National Wildfire Coordinating Group

## Monthly Meeting Minutes

14 May 2014

| No. | Topic  | Pg# |
|-----|--|-----|
| 1   | Agenda Review and Minutes Approval   | 3   |
| 2   | Strategic Plan Update: Define Our Approach   | 3   |
| 3   | Strategic Plan - Part 1: NWCG Mission  | 3-4 |
| 4   | 2014-2015 Emphasis Areas   | 4   |
| 5   | Acceptance of Yarnell Hill Incident Support Tasking  | 4   |
| 6   | Draft Watchouts, Common Denominators Proposal Update   | 4-5 |
| 7   | National Association of State Foresters (NASF) Fire Committee Update and Evolving Incident Management (EIM) Update | 5   |
| 8   | South Canyon Anniversary Update  | 5   |
| 9   | Strategic Plan - Part 2: NWCG Structure  | 5   |
| 10  | FEMA Call Update   | 5   |
| 11  | Interior Fire Executive Council (IFEC) Meeting Summary   | 5-6 |
| 12  | Program Management Unit (PMU) Update   | 6   |
| 13  | Evolving Incident Management (EIM) Approval of Key Decision Log*   | 6   |
| 14  | Evolving Incident Management (EIM) Pathways Work Unit Proposal*  | 6   |

Note: Meeting minutes mirror topics listed but not necessarily the order in which they were discussed.

Meeting handouts are available upon request via email at [blm\\_fa\\_nwcg\\_executive\\_secretary@blm.gov](mailto:blm_fa_nwcg_executive_secretary@blm.gov)

A separate meeting for Topic 13 & 14 was held Friday May 31<sup>st</sup>, 2014 in Boise, Idaho.

**Meeting Location:** National Emergency Training Center (NETC) in Emmitsburg, MD (0830 a.m. start)

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| <b>Executive Board Members Attending</b> |  |
|  | Aitor Bidaburu, U.S. Fire Administration   |
|  | Dan Smith (Chair), National Association of State Foresters   |
|  | Frank Guzman, U.S. Forest Service ( <i>via phone</i> )   |
|  | Jim Erickson, Intertribal Timber Council   |
|  | John Segar, Fish and Wildlife Service<br>Kevin Conn, Fish and Wildlife Service, Acting for John Segar (EIM)                                |
|  | Lyle Carlile, Bureau of Indian Affairs ( <i>via phone</i> )  |
|  | Mark Koontz, National Park Service   |
|  | Rod Bloms, Office of Wildland Fire ( <i>via phone</i> )  |
|  | Sean Cross (Vice-Chair), Bureau of Land Management   |
|  | Tim Sexton, U.S. Forest Service Fire Research  |
|  | Will May, International Association of Fire Chiefs ( <i>via phone EIM</i> )  |
| <b>PMU Attending</b>                     |  |
|  | Deb Fleming, Training Branch Manager   |
|  | Elaine Waterbury, Planning and Management Branch Coordinator   |
|  | Krysta Shultz, Administrative Assistant ( <i>via phone</i> )   |
|  | Paul Schlobohm, NWCG Manager ( <i>Acting</i> )   |
|  | Tim Blake, Preparedness Branch Coordinator ( <i>via phone</i> )  |
| <b>Others Attending</b>                  |  |
| Topic 1                                  | Ernie Mitchell, US Fire Administration Administrator<br>Rick Ziebart, Branch Chief at FEMA   |
| Topic 13 & 14                            | Evans Kuo, EIM Project Lead<br>Jeff Arnberger, OWDC Representative<br>Mark Jones, OWDC Representative<br>Dalan Romero, OWDC Representative |
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**(1) Agenda Review and Minutes Approval**  
**Paul Schlobohm and Ernie Mitchell**

**Handouts** [Draft April 16, 2014 Meeting Minutes](#)

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**Discussion**

1. A brief welcome and introduction to the National Emergency Training Center (NETC) was provided by Ernie Mitchell, USFA Administrator.
2. A brief overview of the agenda. Executive Board approved the contents of the April 2014 meeting minutes with minor edits.

**(2) Strategic Plan Update: Define Our Approach**  
**Paul Schlobohm**

**Handouts** [Strategic Plan Update Approach Agenda Request](#)  
[NWCG Business Practices Plan 1999](#)  
[NWCG ByLaws and Operating Principles 2000](#)  
[NWCG Strategic Plan v17 2013](#)  
[Planning Roadmap](#)

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**Discussion**

1. An overview of the needs, planned path and desired end state for the discussions of an updated NWCG Strategic Plan was led by Paul Schlobohm.
2. The Executive Board recognized the necessity for an updated Strategic Plan and provided oversight to the processes, expectations and direction for the new document.

**(3) Strategic Plan - Part 1: NWCG Mission**  
**Paul Schlobohm**

**Handouts** [NWCG Mission Agenda Request](#)  
[NWCG Mission Agenda Outline](#)  
[NWCG FMB Way Forward](#)  
[Fire Executive Council \(FEC\) Charter 2013](#)  
[Fire Management Board \(FMB\) Charter](#)  
[NWCG Charter 2013](#)  
[Wildland Fire Governance BP February 2014](#)

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**Discussion**

1. Discussion of the NWCG and Fire Management Board (FMB) relationship.
  - a. FMB needs staff support. It has been suggested that the NWCG PMU and existing NWCG subgroups could provide this support; this proposal would be welcome by the FMB.
  - b. Discussion of PMU structure and NWCG subgroups to support FMB.
2. Discussion of NWCG Strategic Plan (revised edition) elements included: Mission, Core Business, Goals, and Objectives. Executive Board is in agreement with simplifying the existing Strategic Plan and anchoring it to the NWCG Charter.

**Action Item**

1. Develop alternatives and a recommendation for the Program Management Unit (PMU) and subgroup support for NWCG and FMB. (Paul Schlobohm, Sean Cross, Dan Smith, and Bill Kaage, July 16, 2014).
2. Develop a proposed NWCG Strategic Plan for final review and approval. (NWCG Program Manager, October 14, 2014).

**(4) 2014-2015 NWCG Key Emphasis Areas**  
**Elaine Waterbury**

**Handouts**    [Areas of Emphasis Agenda Request](#)

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**Discussion**

1. Review of the NWCG Key Issues and Emphasis Areas and their applicability to committees and subgroups.
  - a. In the past, Emphasis Areas have been utilized more by the PMU staff for budget purposes than by committees and subgroups.
  - b. Committees often struggle to find their place in each Emphasis Area.
  - c. O&M work should be reviewed and its importance not taken for granted.
2. The Executive Board agreed to allow the Program Management Unit (PMU) the flexibility needed to manage the use of Emphasis Areas as they apply to committees and subgroups taking the emphasis off of tying them to the budget.

**(5) Acceptance of Yarnell Hill Incident Support Tasking**  
**Tim Blake and John Gebhard**

**Handouts**    [Yarnell Hill Incident Support Agenda Request](#)  
[NWCG Tasking Final Report](#)

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**Discussion**

1. A summary was given of the report put together by the Yarnell Hill Incident Support Task Team.
2. The report was written in response to the National Association of State Foresters (NASF) request for assistance and provided a review of the current status of operational practices and technologies for resource tracking, communications, and access to real time weather.
  - a. It was important to note the inventory in the report is not a complete listing of all potential technologies, but rather an initial review of the capabilities that exist today.
3. Executive Board accepted the proposed Yarnell Hill Incident Support Tasking deliverable and agreed to stand down the Task Team until future recommendations for analysis are requested.

**(6) Draft Watchouts, Common Denominators Proposal Update**  
**Tim Blake**

**Handouts**    [Draft Watchouts, Common Denominators Proposal Agenda Request](#)  
[Rocky Mountain Coordinating Group \(RMCG\) Response](#)

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**Discussion**

1. A recap of the proposal sent from the Rocky Mountain Coordinating Group (RMCG) to the Risk Management Committee (RMC) to change the *Ten Standard Fire Orders* and the *Eighteen Watchout Situations* was provided.
2. NWCG's response is to decline the request and to offer an alternative solution that recognizes RMCG's suggestion and incorporates the additions into existing documents.
3. Executive Board accepted the proposal pending concurrence with the Wildland Urban Interface Mitigation Committee (WUIMC).

**(7) National Association of State Foresters (NASF) Fire Committee Update and Evolving Incident Management (EIM) Update**  
**Dan Smith**

**Handouts** N/A

**Discussion**

1. NASF issued a memorandum in support of NWCG's efforts to proceed with the EIM recommendations as directed.
2. Executive Board agreed that general communication on the status of Evolving Incident Management (EIM) is important and necessary.

**Action Item**

1. Prepare a memorandum outlining the updates to Evolving Incident Management (EIM). (Paul Schlobohm, Sean Cross, and Dan Smith, May 23, 2014).

**(8) South Canyon Anniversary Update**  
**Dan Smith**

**Handouts** N/A

**Discussion**

1. An update on the 20<sup>th</sup> Anniversary of South Canyon included information that the USFS has been working on a commemoration of the event and that NWCG is engaged and working with them on an interagency effort.

**(9) Strategic Plan - Part 2: NWCG Structure**  
**Paul Schlobohm**

**Handouts** NWCG Structure Agenda Request

**Discussion**

1. Continued discussion from Strategic Plan Part 1 (Section 3) on changes to PMU staffing, NWCG's responsibilities, emergence of groups like the Wildland Fire Information and Technology organization, the Fire Management Board (FMB), and other influences on NWCG's core business, future Strategic Plan and ability to support them.
2. Action Item from Section 3 captures the ideas and concerns expressed within its proposed alternatives and recommendation.

**10) Federal Emergency Management Agency (FEMA) Call Update**  
**Aitor Bidaburu**

**Handouts** N/A

**Discussion**

1. The recent conference call between NWCG and FEMA was recapped. FEMA's NIMS Doctrine will be updated this year. The NRF-NIMS Committee is engaged. Future conference calls will be arranged quarterly.

**(11) IFEC Meeting Summary and Emerging Issues**  
**DOI Directors**

**Handouts** N/A

**Discussion**

1. No new updates.

**(12) PMU Update**  
**PMU Staff**

**Handouts**    [May PMU Update](#)

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**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.

**(13) EIM Approval of Key Decision Log**  
**Evans Kuo**

**Handouts**    [EIM Key Decision Log Agenda Request](#)  
[EIM Key Decision Log – April 2014](#)

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**Discussion**

1. The Executive Board reviewed the April 2014 edition of the EIM Key Decision Log, made minor changes and approved contents for general distribution.

**(14) EIM Pathways Work Unit Proposal**  
**Evans Kuo**

**Handouts**    [EIM Pathways Work Unit Agenda Request](#)  
[EIM Type 3 Risk Assessment](#)

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**Discussion**

1. Operations and Workforce Development Committee (OWDC) and the Pathways Work Unit presented the proof of concept to allow an increased speed to competency for Type 1 Command and General Staff (C&GS) positions. Key points of the presentation include:
  - a. Type 2 C&GS qualifications will continue to be part of the NWCG qualification hierarchy, but Type 2 will not be the sole gateway to Type 1.
  - b. Multiple pathways/gateways have been developed to progress to Type 2 and Type 1 qualifications.
2. Update given on the proposed changes to the Wildland Fire Qualifications Guide (PMS 310-1). Next steps include:
  - a. Propose establishment of Type 3 C&GS positions in October 2014 version of the PMS 310-1. Implement these positions as an alternative pathway to T2 and T1 C&GS positions in October 2015 version of PMS 310-1.
  - b. Agency vetting of the proposed changes. OWDC and the Training Branch have established August 1 as a deadline for any changes.
  - c. Target release date of the PMS 310-1 is October 1, 2014.
3. The Executive Board provided feedback and agreed to support the Operations and Workforce Development Committee (OWDC) and the Pathways Work Unit continued efforts in working toward a speed to competency for Type 1 Command and General Staff positions.
4. The Executive Board agreed to support a phased approach over the years 2014-2015 and beyond to implement the speed to competency proposal within the Wildland Fire Qualifications Guide (PMS 310-1).