



# NWCG Executive Board

## Meeting Minutes – 21 October 2015

<b>NWCG Participants</b>	<p><b>Executive Board:</b> Aitor Bidaburu (USFA), Bob Roberts (BIA), Dan Smith, Chair (NASF), Jeff Arnberger for John Glenn (BLM), Kevin Conn for Chris Wilcox (FWS), Kim Christensen &amp; Curtis Heaton for Frank Guzman (USFS), Mark Koontz (NPS), Will May called in (IAFC), Tim Sexton (RD&amp;A)            Not present: Jim Erickson (ITC), Rod Bloms (DOI OWF Liaison)</p> <p><b>NWCG Staff:</b> Deb Fleming (Training Development Program Manager), Elaine Waterbury (Planning Branch Coordinator), Sean Cross (NWCG Program Manager) Tim Blake (Operations Branch Coordinator), Paul Schlobohm (NWCG FMB Liaison)            Not present: Krysta Shultz (Executive Secretary)</p>
<b>Other Participants</b>	Grant Beebe and Lori Streeter (representing BAU)

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

Item	Topic	Presenter	Action Taken
1	Welcome and Agenda Review	Paul Schlobohm	N/A
2	<b>Request:</b> Approval of draft Shared Funding MOU	Sean Cross	<p>Board members were briefed on the purpose of the proposed MOU which includes both the PMU and the NWCG Training staff. MOU proposes one split for ALL NWCG staff based on the amounts each agency is currently paying. The funding split for projects will not change and remain separate since project funding fluctuates annually.</p> <p>Approved. Sean will work with FS to finalize the MOU. Once approved it will be effective immediately.</p>
3	<b>Status Report:</b> Executive Board Off-Site Meetings	Paul Schlobohm	<p>Since meetings are now agenda driven, it is proposed that meeting locations be decided on a case-by-case basis. If there is a need/desire to travel for a specific purpose, it will be proposed and discussed amongst the board. Attention will need to be paid to timing if there is intent to travel, additional time will be needed to arrange logistics and prepare an agenda.</p> <p>Approved. All NWCG Committees should be following this protocol; website guidance will be adjusted accordingly.</p>
4	<b>Status Report:</b> IMT Succession Next Steps	Dan Smith	The IMT Succession Planning Oversight Group released actions for the National Multi-Agency Coordination Group (NMAC), National Wildfire

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			<p>Coordination Group (NWCG) and the Fire Management Board (FMB) on 9 October 2015. Board reviewed continuing progress on the next steps for NWCG. OTC is continually engaged and the Training Assessment is underway. NMAC/CGAC is working on refining their tasking items to assign leads and deadlines. NWCG will do the same.</p> <p>Agenda Item for November meeting.</p>
5	<b>Status Report:</b> S-520 Survey Request from FS	All	<p>Tom Harbour has requested a review of S-520; NWCG needs to engage and be in the loop since OTC has stewardship of this course. OTC is working on documenting the process and expectations of maintaining courses under OTC stewardship which should help clear up NWCG's role.</p> <p>Set up a conference call to further discuss NWCGs level of engagement with the S-520 review. (Sean Cross – lead, Dan Smith, Frank Guzman, OTC rep, Deb Fleming, Curtis Heaton, Mike Ellsworth)</p>
6	<b>Status Report:</b> Lightning Round	Branch Coordinators	<p>New Chair Recommendations:  Fuels Management Committee – Kim VanHemelryck (NPS)  Wildland Urban Interface Committee – Jon Skinner (BLM)  Incident Business Committee – Jamie Parker (FS)</p> <p>Approved.</p>
7	<b>Request:</b> Position Management	Sean Cross	<p>The NWCG plans to consolidate the writer editor/editorial assistant positions currently located in the Program Management Unit (PMU) and the Training Development Program (TDP). The NWCG manager requested that the vacant TDP FS GS-7 editorial assistant position be converted to and filled by the encumbered BLM GS-9 writer editor position that was recently filled in the PMU. This would enable the program to permanently fill the vacant publications manager, which has been filled by a contractor for the past year.</p>