



NWCG Executive Board

Meeting Minutes – 19 April 2017

NWCG Participants	<p>Executive Board: Dalan Romero, Chair (BIA), Elden Alexander for Jeff Arnberger (BLM), Shane McDonald (FWS), Will May (IAFC), Mark Koontz (NPS), Dan Smith (NASF), Frank Guzman (USFS), Rod Bloms (DOI OWF Liaison). Not Present: Jim Erickson (ITC), Aitor Bidaburu (USFA), Tim Sexton (RD&A).</p> <p>NWCG Staff: Krysta Shultz (Executive Secretary), Sean Cross (NWCG Program Manager), Tim Blake (Branch Coordinator), Paul Schlobohm (NWCG FMB Liaison), Deb Fleming (Branch Coordinator), Josh Haney (Acting Trn. Dev Pgm Manager), Jesse Bender (Publications Manager).</p>
Other Participants	Jim Shultz (OTC Representative), Mike Cherry (NIMSIC Chair).

Meeting handouts are available upon request via email at blm_fa_nwcg_executive_secretary@blm.gov

Item	Topic	Presenter	Action Taken
1	Welcome, Agenda Review	Paul Schlobohm	N/A
2	Mid-Year Budget Update and Reallocation Request	Deb Fleming	Board approved FY17 mid-year reallocation requests. Funding estimates for some projects were not yet finalized; staff will seek Board confirmation for those when they are finalized. Staff will document adjustments and decisions in FY17 budget spreadsheet.
3	Decision on L-580 FY 2018 Budget Request Line Item	Mark Koontz	Board members agreed to keep L-580 as a line item in the NWCG budget for FY 2018. Will revisit the issue in future years.
4	Learning Content Management System (LCMS) Update	Josh Haney	Board members were given a brief overview of the LCMS Research Project. Based on criteria established, the evaluation of candidate software and the results of usability testing, NWCG Training Development recommends adopting Articulate 360 and Adobe Captivate 9 as its online development software. Board approved funding for this recommendation within the Mid-Year Budget decision (item 2).
5	Proposed NWCG Charter Revision – Review and Discussion	Sean Cross	Board expressed support for charter revision but requested NWCG staff to identify potential governance implications, amend charter draft as necessary, and bring back to the board for decision in May.
6	Committee Updates: a) NIAC: Interagency Cooperator Aircraft-Pilot Approval Standards Tasking b) IEMS: Award Nomination Letter	Tim Blake	<ul style="list-style-type: none"> a) A formal group has been established to work on updating the Interagency Cooperator Aircraft-Pilot Standards. Executive Board supports this effort. b) Annual award nomination letter to be sent out May 1 by the Risk Management Committee.
7	Harvard Kennedy School – New Course – Strategies for Building and Leading Diverse Organizations	Will May	Board members briefed on the new course offered at the Harvard Kennedy School. Participation in the course will be agency dependent.

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8	OTC response to NWCG Tasking Memorandum TM-15-002, Wildland Fire Management Training for Agency Administrators and Fire Management Officers	Jim Shultz	<p>Board briefed on OTC response to TM 15-002. OTC recommendations and board decisions are as follows:</p> <p>Rec 1. Combine the Local Fire Management Leadership and M-581, Fire Program Management courses; title the New Course: <i>M-581, Fire Program Management – An Overview</i>.</p> <ul style="list-style-type: none"> Board decision: Approved. <p>Rec 2. Establish an M-582 course number with the course title: <i>Fire Program Management – Leading Complex Programs</i> in place of the existing National Fire Management Leadership course.</p> <ul style="list-style-type: none"> Board decision: Approved. <p>Rec 3. Establish a subcommittee under the OTC responsible for oversight of the M-581 and M-582 Courses.</p> <ul style="list-style-type: none"> Board decision: Approved with the following modification: a) The current National Fire Management Leadership (NFML) oversight committee will be chartered under the Executive Board as the <i>Fire Program Management – Leading Complex Programs (M-582)</i> oversight group. Board will determine whether to house subgroup under OTC within two years. Frank Guzman will be Executive Board liaison. b) M-581 course oversight subgroup will be established under OTC. <p>This information will be communicated in an Executive Board memorandum.</p>
9	NIMS Refresh Update	Mike Cherry	Board briefed on the final draft of FEMA’s 2017 NIMS Refresh. NIMSIC continues efforts to collaborate on the final product and will be providing comments to the final draft by April 24.
10	Lightning Round	All	N/A