



NWCG Executive Board

Meeting Minutes – 17 May 2017

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

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	Response to IT Capability Requirements for Fire Weather Data (Tasking Memo 16-001)	Robyn Heffernan	Robyn delivered a prioritized list of fire weather-related IT capabilities and recommended improvements for dissemination of fire environment information to the field. Priority should be given to a land management agency vested geospatial dissemination process of real-time weather observations. Approved. Board requested Robyn deliver tasking results and recommendation to FMB.
3	Response to IT Capability Requirements for Fire Reporting (Tasking Memo 16-004)	Andy Kirsch	Andy delivered a prioritized list of fire reporting-related IT capabilities and recommended continued support for the FORApp pilot and future development in order to achieve the capabilities at the highest performance level. Approved Board requested Andy deliver tasking results and recommendation to FMB.
4	NIAC Updates: a) Wildland Fire Aviation Strategy b) Interagency Fire Unmanned Aircraft Systems Operations Guide	Tim Blake	a) The final Aviation Strategy document is being reviewed by NIAC and will be presented to the Executive Board in June. b) The UAS Guide is a collection of best practices and will be posted to the NIAC website as an <i>interim</i> guide.
5	NWCG Training: Update on oversight of position standards and associated performance support materials.	Deb Fleming Kevin Conn	Board briefed on the continual effort by OTC to identify the structure and supporting business practices for position standards and qualifications into the future. Recommendation on appropriate language to be incorporated into committee mission statements will be proposed to the Board.

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6	NWCG Curriculum Development – Outcome of Open/Closed Provider Tasking	Mark Koontz	Board briefed on OTC response to the tasking. Board decision is to maintain current ability to contract course development and/or delivery, but to ensure NWCG ownership of the final deliverables (all course content and supporting materials) for all future contracted development. The OTC and the Training Development Program will work with pertinent committees and subgroups to review current business processes related to contracted course development to ensure they are clearly defined and meet the intent of the Board's decision.
7	Proposed NWCG Charter Revision – Review and Discussion	Sean Cross	Board members approved the changes made to the draft charter. Will be presented to the Fire Management Board in June.
8	Interagency Incident Business Committee (IBC) update: a) Revision Plan for the Interagency Incident Business Management Handbook (IIBMH) b) IBC Taskings: Fire Management Assistant Grant (FMAG) Billing, State Billing, and Rental Cars	Tim Blake	<ul style="list-style-type: none"> a) Revisions to the Interagency Incident Business Management Handbook (IIBMH) will begin in the fall. b) Board briefed on the hard work and coordination that is occurring with regard to the FMAG, State Billing and Rental Car taskings.
9	Communication Forum: Examples of Delivery	Jesse Bender	Board was given a preview of the four MailChimp templates that will be used for delivery of NWCG Correspondence.
10	NIMS Integration Committee Update: Engagement Period for NIMS Documents	Deb Fleming	Board briefed on the solicitation of feedback that FEMA's National Integration Center is requesting for the National Incident Management (NIMS) Resource Management component documents. The Board supports NIMSIC submitting comments on behalf of the NWCG and agencies submitting their comments individually. A memo will be drafted outlining this direction.
11	Lightning Round	All	N/A

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