



NWCG Executive Board

Meeting Minutes – 20 September 2017

NWCG Participants	<p>Executive Board: Dalan Romero, Chair (BIA), Jeff Arnberger (BLM), Shane McDonald (FWS) Ron Stoffel for Dan Smith (NASF), Tim Sexton (RD&A), Will May (IAFC), Aitor Bidaburu (USFA). Not Present: Frank Guzman (USFS), Rod Bloms (DOI OWF Liaison), Jim Erickson (ITC), Mark Koontz (NPS)</p> <p>Staff: Krysta Shultz (Executive Secretary), Sean Cross (NWCG Program Manager), Paul Schlobohm (NWCG FMB Liaison), Deb Fleming (Coordinator), Josh Haney (Training Development), Nancie Turner (Webmaster), Jesse Bender (Publications Manager)</p>
Other Participants	Roshelle Pederson (Chair, Data Management Committee), Luke Minton (BIA).

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	National Coordination System Committee (NCSC) Progress & Key Updates.	Susie Stingley	Postponed until October.
3	Data Management Committee (DMC) Tasking(s) Closeout: a) TM-15-004: FireCode b) TM-16-002: IT Capability Requirements for Interagency Data Cache	Paul Schlobohm Roshelle Pederson	a/b) Approved. Intent of taskings has been achieved. Board members given an update on the ongoing efforts that will address remaining issues.
4	Data Strategy Briefing	Roshelle Pederson	Board members were given a brief overview of the elements within the proposed Data Strategy. Intent is to finalize at the Data Management Committee meeting in October.
5	Budget Update – Contracting a) Training System Contract b) Web/Products Contracts c) Enterprise Team Agreement	Deb Fleming	a) Bids on the Training System Contract are due 9-20-17. Alternative plans to accomplish this workload will be implemented should a contract not be awarded. If the funds are not obligated, they will offset agency contributions in FY18. (Post meeting note: The contract was not awarded.) b) Contract awarded. Rhonda Noneman and Rhiannon Touchette were selected for these contract positions. c) USFS was unable to obligate funding this fiscal year. Current funding has been exhausted and work has ceased. The current agreement ends 9/30/17. We are working with USFS to renew the agreement and will obligate funding after the beginning of FY18.

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6	Website Position Page Brief	Nancie Turner	Board members were given an update and shown how the website position pages will be reviewed by committees and an example of a finished page.
7	Committee Chair Rotations a) Communication, Education, Prevention b) Wildland Urban Interface c) Operations and Training	Deb Fleming	a) Terri Jenkins will replace Pat McDowell as chair on October 1. b) Pam Leschak replaced Christina Randall as chair and Sarah McCaffrey volunteered to be vice chair. c) Mark Jones, OTC chair, is retiring at the end of the year. The Executive Board doesn't think that an agency administrator is necessary to chair this committee, but would like to keep the chair external to the membership of the group due to the workload. EB members agreed to provide names of potential candidates to Deb prior to the October meeting. A decision at the October meeting will allow for overlap with Mark prior to retirement.
8	Executive Board Chair Rotation	Sean Cross Dalan Romero	Current rotation will stay the same. BIA will resume Chair responsibilities in January 2018.
9	Meeting Updates: a) Washington DC Trip b) Annual Meeting	Deb Fleming	a) Board received an update on the draft agenda, plans for travel, hotel, and meeting arrangements. All were in agreement with meeting in DC and traveling on Monday, November 27 and Friday, December 1. b) Planning is underway for the Annual Meeting scheduled Feb 13-15, 2018. Board can anticipate a draft agenda by November.
10	Lightning Round	All	N/A

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