



NWCG Executive Board

Meeting Minutes – 9-10 May 2018

NWCG Participants	<p>Executive Board: Garth Fisher, Chair (BIA), Jeff Arnberger (BLM), Shane McDonald (FWS), Dan Smith (NASF), Will May (IAFC), Jeremy West for Rod Bloms (DOI OWF Liaison), Jim Durglo (ITC), Aitor Bidaburu (USFA), Tim Sexton (USFS) - phone</p> <p>Staff: Sean Cross (NWCG Program Manager), Paul Schlobohm (NWCG FMB Liaison), Deb Fleming (Coordinator), Tim Blake (Coordinator), Krysta Shultz (Executive Secretary), Colby Jackson (Training Specialist)</p>
Other Participants	<p>Jeff Hice (EMI), Steve Heidecker (EMI), Phyllis Kreitz (USFA), Keith Henke (USFA), Daniel Alexander (FEMA-NIC), Rick Ziebart (USFA), John Ford (FEMA), Greg Sanders (USFS), Mike Cherry (USFS), Kirby Keifer (USFA), Rick Patrick (USFA), Jeremy West (OWF), Ryan Burris (FEMA), Bob Allen (One Responder).</p>

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

Topic & Notes	Decision
Welcome, Agenda Review	N/A
Introductory Briefings <ul style="list-style-type: none"> • The National Integration Center (NIC) mission is policy development (response frameworks, operating plans, planning guidance), technical assistance (delivery, supply chain logistics, evacuation planning), and NIMS implementation (resource management and typing, NQS/NIMS refresh). • The primary mission of USFA Emergency Management and Response is information sharing for situational awareness and coordination. NWCG was invited to participate in the Homeland Security Information Network (HSIN) which is their primary tool for information sharing. Email Keith Henke at keith.henke2@fema.dhs.gov to sign up. • The mission of the National Fire Academy is reporting (National Fire Incident Reporting System – NFIRS), research (focused on safety), education, and professional development. • The priority for the Emergency Management Institute is National Qualifications System training improvements. 	N/A
Discussion of Common Issues	N/A

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Topic & Notes	Decision
<ul style="list-style-type: none"> FEMA NIC is focused on 1) improving technological capabilities, and 2) filling gaps in defined positions, no longer redefining positions that already exist Proposal for Communications Section from the DHS Office of Emergency Communications Opportunity for FEMA NIC to provide a liaison to the NWCG NIMS Integration Committee 	
<p>S-420 Certification Status</p> <ul style="list-style-type: none"> OTC recommendations are: <ul style="list-style-type: none"> Continue to use revised version of S-420 for the next scheduled deliveries. Retire 2002 version of S-420. Maintain L-481 as an alternate delivery. OTC does not have consensus on certifying 2018 version of S-420. OTC acknowledged that current Type 2 command and general staff position standards are not satisfactory. GATRs have liability concerns with retiring the 2002 certified version w/o a replacement and recommend certifying the 2018 version. 	<ul style="list-style-type: none"> Complete the C&G analysis. Continue working on 2018 S-420 based on current position standards. OTC will identify SMEs to assist with effort and ensure instructional objectives are clearly articulated. Seek certification prior to the start of the 2018/2019 training season. This is the Executive Board's top priority for training development. Leave 2002 version in place until the revised course is certified. Revisit 2002 version status when 2018 version is certified.. Maintain L-481 as an alternative course until 2018 S-420 is approved; revisit at that time.
<p>Command and General Staff Standards and Position Management</p> <ul style="list-style-type: none"> Continued discussion from previous EB meeting about viability of current organization structure to manage command and general staff position standards throughout the system. OTC is standing up a task group to identify and report the common, non-functional area-specific responsibilities and duties for all complexities of C&G positions and identify connectivity between the competencies and behaviors at each complexity. This issue was tabled due to time constraints and scheduled for further discussion. 	<p>Issue tabled due to time constraints and scheduled for further discussion at the June meeting.</p>

Topic & Notes	Decision
<p>NWCG Steering Committees – M-582 Liaison Role & SC Alignment under NWCG</p> <ul style="list-style-type: none"> • Tonya Brummett (USFS) is the current Chair of the M-582 Steering Committee. • Agencies are not clear who their representatives are on this steering committee. Does the EB need more involvement with committees established directly under them? • Jeff Arnberger to attend the June meeting of M-582 as the EB liaison. • The relationships between the course steering committees and the associated NWCG committees is not well established or documented. Identifying potential overlap and confusion in NWCG committee and course steering committee position management responsibilities and structures should enable us to address these issues. 	<p>Jeff Arnberger will serve as the liaison from the Executive Board to the M-582 Steering Committee.</p> <p>NWCG Staff will draft a proposal for aligning steering committees (NAFRI and others) within the NWCG structure.</p>
<p>NWCG System Improvements Update</p> <p>This included discussion of the following efforts and objectives:</p> <ul style="list-style-type: none"> • System that is standards-based and position-centric, not training-course-centric. • Incident position descriptions to provide single authoritative statement of position duties. • Reduced redundancy/conflict from multiple overlapping documents in multiple locations. • Identify areas across positions where KSAs overlap and training efficiencies can be gained. • Enable rapid and coordinated revision of interrelated system content. • Improve consistency between overlapping info sources (e.g. operational standard, training course, position task book). • Eliminate 5-10-15 year revision cycles for standards, position task books, training courses. • EB Concerns: Time allotted to these efforts. Impact on other projects. Estimated completion. Prioritization of work. 	<p>In order to assist in identifying work priorities when necessary, the EB would like to receive continued updates as the project progresses to include:</p> <ul style="list-style-type: none"> • Project status and timelines • Impacts to other obligations
<p>Type 3 Mobilization Update</p> <ul style="list-style-type: none"> • Separated NWCG and NMAC roles. Tasking memos for each group that provide more clarity. • Recommend extending timelines for 1 year. Will go through fire season 2018 & 2019. Assess completion in fall 2019. • Jeff Arnberger and Mark Koontz have suggested edits. • Executive Board approved the tasking with edits made. 	<p>Draft tasking approved with edit. Will be finalized and issued.</p> <p>Rescind and archive the 2016 memo to alleviate confusion.</p>

Topic & Notes	Decision
<p>DHS Office of Emergency Communication Request – Designate NWCG Representative to the Communications Section Task Force</p>	<ul style="list-style-type: none"> • Aitor Bidaburu will be Exec. Board representative. • Erik Torres-Jacquez will be a technical rep. • Deb Fleming will draft a letter to DHS identifying NWCG POC.
<p>NWCG Staff Processes and Pulse Check</p> <ul style="list-style-type: none"> • EB observations of relationships between EB, Staff, and Committees. • Monthly Meetings: <ul style="list-style-type: none"> ○ Formally solicit EB agenda topics for monthly meeting and share draft agenda. ○ Keep meetings at a length that is appropriate and allows for necessary conversation. ○ In addition to final EB decision, notes should provide more discussion details. ○ Provide more lead time when issuing monthly agenda and meeting materials. • Release of Memos: <ul style="list-style-type: none"> ○ Provide to EB 7 days prior to release of memos so agencies can communicate with pertinent individuals and entities ahead of memo release via MailChimp. • Issues and Decisions: <ul style="list-style-type: none"> ○ Discussion of how committees bring issues to EB via committee chairs and NWCG coordinators and whether EB adequately engaged in decisions. 	<ul style="list-style-type: none"> • Solicitation for agenda topics will be provide monthly and draft agenda will be shared. • Meetings will be kept at length that is appropriate and allows for necessary conversation. • Meeting minutes will provide discussion details and document decisions. • Meeting agenda and materials will be issued with minimum 7 days lead time. • EB memorandums will be provided to the EB 7 days prior to release. • More detail will be provided on the Coordinators monthly program of work. • Agreed to a quarterly process check between EB and NWCG Staff.
<p>One Responder Demonstration</p> <ul style="list-style-type: none"> • Review of software in development by FEMA for use by partners at every level to manage qualifications. 	<p>N/A</p>
<p>NWCG Mission Component: “Support the National Cohesive Wildland Fire Mgmt Strategy goals: to restore and maintain resilient landscapes; create fire adapted communities; and respond to wildfires safely and effectively.” Cohesive Strategy is referenced in our mission – is it appropriate? Does NWCG meet the expectations of that part of our mission?</p> <ul style="list-style-type: none"> • EB expressed that many committees are doing excellent work in support of Cohesive Strategy objectives as part of their committee-specific work. • EB expressed that each agency/entity will approach accomplishing the Cohesive Strategy differently – there is not a set way on what needs to be done. • EB welcomes any ideas and actions from the committees that will contribute to Cohesive Strategy success. 	<p>None</p>
<p>Smoke Committee Presentation</p>	<p>Topic moved to June agenda</p>

Topic & Notes	Decision
<p>Executive Board Chair Rotation</p> <ul style="list-style-type: none"> • BIA expressed concern about being the Chair of NWCG at the same time as serving as Vice-Chair for NMAC and FMB. • History: NMAC went out of rotation because of John Glenn's retirement. • USFS (Frank Guzman) is okay with stepping in as Chair. • NWCG could adjust rotation schedule based on USFS as chair position until 2019. FWS will be vice-Chair. Starting in 2020, FWS will be Chair. 	<p>Staff will obtain an accurate and current NWCG/NMAC/FMB chair rotation schedule.</p> <p>Issue will be discussed at the June EB meeting.</p>
<p>Lightning Round</p>	<p>N/A</p>