



Executive Board (EB): Aaron Baldwin for Jeff Arnberger (BLM), Aitor Bidaburu (USFA), Dan Smith (NASF), Mark Koontz (NPS), Jay Winfield for Frank Guzman (USFS), Jim Durglo (ITC), Russ Babiak for Shane McDonald (FWS), Will May (IAFC), Rod Bloms (DOI OWF Liaison)

NWCG Staff: Deb Fleming (Coordinator), Jesse Bender (Publications Manager), Mark Cantrell (Training Dev Pgm), Nancie Turner (Webmaster), Krysta Shultz (Exec. Secretary), Sean Cross (NWCG Program Manager)

Guests: Ricky Ziebart (Branch Chief, FEMA-USFA)

Topic & Notes	Decision
<p>Emergency Management & Response-Information Sharing & Analysis Center (EMR-ISAC) and Homeland Security Information Network-Emergency Services (HSIN-ES) Outreach Products at US Fire Administration (USFA)</p> <ul style="list-style-type: none"> • Opportunity to increase Communication, Education, and Prevention Committee (CEPC) outreach by utilizing systems that are already in place within the all-risk/all-hazard arena. • The USFA information sharing systems could be used to communicate wildland fire information to the Nation’s first responders and emergency managers. Ricky Ziebart will be the lead. • This is a long-term offer and there will not be a need to solicit NWCG for funding. 	Approved. NWCG staff will work with Rick Ziebart and CEPC to develop standardized processes for NWCG use of these distribution systems.
<p>NWCG Communications Guidance</p> <ul style="list-style-type: none"> • Written guidance is intended to help the NWCG Executive Board, staff, committees, and subgroups make communications decisions and ensure consistent and standardized NWCG communications practices. • Guidance will live as an NWCG web page and will be posted by October 24th. • Once the information is shared, and the process fully used, feedback can be used for improvements. 	Approved.
<p>Presentation of final FY18 Budget Report & Update on FY19 Budget Status</p> <ul style="list-style-type: none"> • Reviewed the final budget from FY18. • Funding for several FY19 projects was obligated in FY18 allowing for additional projects to be funded in FY19. Staff will review budget requests and come back to the Executive Board for decision on allocation of those funds. 	N/A
<p>Department of Homeland Security (DHS) Incident Communications Advisory Council Update</p> <ul style="list-style-type: none"> • NWCG will respond via letter to the DHS, Office of Emergency Communications clarifying their position on creating a Communications Section. • Within the letter acknowledge the complexities of communication management and information technology and provide information regarding current positions available to support incident technology. 	Issue letter to the DHS Advisory Council by Friday October 19 th .



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<p>All-Hazard Incident Management Teams Association (AHIMTA) Incident Complex/Mission Assignment Analysis Focus Group Invitation</p> <ul style="list-style-type: none"> AHIMTA sent a letter asking NWCG to participate in a focus group to address AHIMTA incident complexity analysis and all-hazards incident management team mission assignment analysis issues and concerns. NWCG would like to gain a better understanding of the issues and concerns. 	<p>NWCG will respond to Mr. Collins of AHIMTA expressing appreciation for the opportunity, but will be unable to send a representative.</p>
<p>Lightning Round</p> <ul style="list-style-type: none"> On October 31st, NWCG Staff is hosting the first of regular conference calls with all NWCG Chairs to keep them apprised on topics that affect all committees and staff. The LMS project team has recommended Totara as the preferred Learning Management System (LMS) platform. The WFIT Program Board will be briefed, and the NWCG Executive Board will be briefed at November meeting. After approval, the WFIT Application Life Cycle will continue to be followed. A transition team will be established and a transition plan developed. Targeting early 2019 for S-420 Command and General Staff test courses. 	<p>N/A</p>
<p>Coordination of memorandum issuance between Fire Management Board (FMB), National Wildfire Coordinating Group (NWCG), and National Multi-Agency Coordinating Group (NMAC)*</p> <ul style="list-style-type: none"> NWCG has developed Communications Guidance that is intended to help the NWCG Executive Board, staff, committees, and subgroups make communications decisions and ensure consistent and standardized NWCG communications practices. The guidance may also enable coordinated management of memorandum issuance between NWCG, FMB, and NMAC. The guidance will be posted on the NWCG website. Feedback is encouraged and will be used to improve the guidance. 	<p>N/A</p>
<p>Incident Workforce Development Group (IWDG) Update*</p> <ul style="list-style-type: none"> IWDG role: facilitator vs. rule-maker. Organize existing efforts and provide national help, not prescriptive actions, for IMT succession. IWDG should be strategic, visible, and open but also action-oriented. Be a clearinghouse and support system for good ideas. Focusing on data collection to rebuild the 2014 Summary of IMT Rosters report. Looking at additional products and groups to figure out how to leverage the opportunities that already exist. 	<p>N/A</p>
<p>Other-than-English NWCG Publications*</p> <ul style="list-style-type: none"> FMB members will gather data on the number of Spanish speaking crews within their agencies and how NWCG publications for those crews are being translated and used. FMB will use this information to provide direction to NWCG on this issue. NWCG will evaluate alternatives for Spanish language publications in anticipation of FMB guidance and discussion. 	<p>Topic added to the November FMB agenda.</p>

*Joint topics with FMB. See FMB Notes for attendees.