



NWCG Meeting Notes

June 19 2019

Executive Board (EB): Garth Fisher (BIA), Aitor Bidaburu (USFA), JT Wensman for Dan Smith (NASF), Frank Guzman (USFS), Beth Lund (USFS), Shane McDonald (FWS), Mark Koontz (NPS), Will May (IAFC), Jeff Arnberger (BLM), Kim Van Hemelryck (DOI OWF Liaison). Not Present: Tim Sexton (RD&A), Jim Durglo (ITC).

NWCG Staff: Sean Cross (NWCG Manager), Deb Fleming (Coordinator), Jeff Hughes (Training Prm Mgr), Krysta Shultz (Exec. Secretary), Tim Blake (Coordinator), Paul Schlobohm (Coordinator), Jesse Bender (Publications Mgr), Nancie Turner (Webmaster).

Guests: Bill Kaage (NPS Division Chief, Fire and Aviation), Shawna Legarza (USFS Director, Fire and Aviation Management), Tiffany Hudgins (FEMA-NIC), Chris Wilcox (FWS Fire Director), Terri Jenkins (Chair, CEPC), Jason Steinmetz (Acting Assistant Director of the DOI Office of Emergency Management), John Wood (Co-Chair, Leadership Committee), Eric Walker (Co-Chair, Leadership Committee), Fred Turck (Communication, Education, and Prevention Committee), Chris Knobel (DASP), Ted Mason (BLM).

Topic & Notes	Decision
<p>Corrective Action Plan for Captain Brian Hughes Serious Accident Investigation</p> <ul style="list-style-type: none"> • Intent of the actions directed toward NWCG is to create a standard that will benefit the greater wildland fire community. • NWCG has the authority to determine the best method for completing each corrective action and will coordinate with Bill Kaage on timelines. • Tim Blake will engage with the Hazard Tree Subcommittee (HTSC) for a response to the <i>Action Plan</i> and a status on current projects. Will work with the Executive Board to review the HTSC roster and add to the membership where applicable. 	<p>NWCG staff with work with the Hazard Tree Subcommittee and Bill Kaage (NPS) to draft a tasking memorandum to address the proposed actions from the <i>Brian Hughes Serious Accident Investigation Corrective Action Plan</i>.</p> <p>Topic added to the July agenda.</p>
<p>FEMA National Integration Center (NIC) Draft Concept Paper: Standing Up a National Incident Management System (NIMS) Coordination Group</p> <ul style="list-style-type: none"> • Structure of the proposed NIMS Coordination Group is akin to NWCG. Mission is to unify and coordinate all aspects of incident management across the Incident and Emergency management community through collaboration with key associations and local, state, tribal, and territorial partners. • Starting in August/September, the first tasking for the group will be in regard to mutual aid technologies. • As a way to ensure the needs of the whole community are being met, FEMA is seeking partner engagement from NWCG. 	<p>A Memorandum of Agreement (MOA) will be sent to NWCG for signature. The MOA will describe the cooperative relationship between NWCG and FEMA in regard to the NIMS Coordination Group.</p>
<p>Proposed Fire Cause Data Standards</p> <ul style="list-style-type: none"> • Data Management Committee (DMC) and Communication, Education and Prevention Committee (CEPC) created a joint task group in October 2018 to develop a data standard for Wildfire Cause. The group created a data schema to provide the best possible data moving forward. 	<p>The new standard will be sent around to all NWCG Committees for a 30-day review.</p>



Topic & Notes	Decision
<ul style="list-style-type: none"> Although the proposed standard is more complex than the existing NASF General Causes, the new structure will provide the best possible data with the least redundancy. The task group recommends a ten year transition to the full standard. 	
<p>Update from DOI Office of Emergency Management (OEM)</p> <ul style="list-style-type: none"> The draft <i>DOI Recognition of Prior Learning (RPL) Qualification Process</i> document is an annex to the <i>DOI Incident Positions Qualification Guide (IPQG)</i>. It provides a process to account for an individual's collective knowledge and skills to then make a determination of a level of qualification for a specific incident response job based on that information. Anticipate the Strategic Hazard Risk Assessment (SHRA) document being available for use by DOI agencies at some point in 2020. The Department Emergency Support Teams are in the recruitment phase looking for positions such as: Finance, Logistics, and Public Information Officer. The DOI Master Agreement for resource ordering through ROSS for All-Hazard incidents will be signed by the end of June. 	<p>The <i>DOI RPL Qualification Process</i> document will be sent to the Executive Board for their review.</p>
<p>Incident Position Description (IPD) Status Update</p>	<p>Postponed to July.</p>
<p>Detail Exchange between NWCG and USFS Disaster Assistance Support Program (DASP) Update</p> <ul style="list-style-type: none"> Colby Jackson (Training Specialist) spent three weeks in Washington DC as the NWCG DASP detailer and was able to assist in course delivery as a role player and simulation assistant, provide tabletop exercise design template, and assist with exercise development. Benefits identified include: Feedback on curriculum and instructional design, shared ideas for lesson plans, evaluations, and lessons learned, and making connections for reach back to agencies. 	<p>N/A</p>
<p>Initiative to Draft a Memorandum of Understanding between NWCG and the FEMA Emergency Management Institute (EMI) regarding Certification of NIMS-ICS Core Instructors</p> <ul style="list-style-type: none"> The MOU will have overlap with the National Fire Academy (NFA). Once drafted, will be shared with the Executive Board for their review. 	<p>N/A</p>
<p>Response to Pacific Northwest Wildland Fire Coordinating Group Request to Revise Lead Instructor Approval Process for NWCG Training Courses L-380 and L-381</p> <ul style="list-style-type: none"> Reviewed draft letter in response to the PNW request for approval to certify L-380 and L-381 Agency Lead Instructors. The Executive Board does not support the request. Letter stating the NWCG position will be sent to PNW. 	<p>Approved with edits.</p> <p>The Executive Board requests the Leadership Committee discuss the process for all instructor qualifications in Fall 2019. Report back to Executive Board post meeting.</p>
<p>All-Hazard Type 3 IMT Tiered System Concept Proposal Discussion</p>	<p>Postponed to July.</p>
<p>Wildland Fire Incident Records Disposition Authority Update</p>	<p>Approved.</p>



Topic & Notes	Decision
<ul style="list-style-type: none"> The Incident Planning Subcommittee (IPSC) made edits to the Incident Records Schedule per tasking from the Operations and Training Committee. NWCG will be working with US. Forest Service and Department of Interior Records Managers and the US National Archives and Records Administration (NARA) for finalization and signature. 	
<p>Purple Ribbon Campaign Update</p> <ul style="list-style-type: none"> Further discussion on this document occurred during the EB meeting. Subsequent to the EB meeting and prior to issuance of these meeting notes, additional discussions led to clarification of way forward. 	<p>EB agreed to issue <i>A Preparedness Guide for Firefighters and Their Families</i> as a draft proof of concept and to solicit input through RMC for future issuance of a formal NWCG publication.</p>
<p>RMC Proposal to establish Mental Fitness Subcommittee</p> <ul style="list-style-type: none"> The Executive Board was briefed on the initiative of the group to be an interagency focal point for identifying sources for data collection that define the issues in mental fitness for the wildland fire community and standardizing them. Update name of the committee from <i>Mental Fitness</i> to <i>Mental Health</i>. 	<p>Approved.</p>
<p>Week of Remembrance – Moment of Silence Proposal</p> <ul style="list-style-type: none"> On the 25th Anniversary of South Canyon during the Week of Remembrance, the 6MFS group is encouraging all wildland firefighters to remember, reflect on, and discuss lessons learned from the past, and seek opportunities to apply those lessons. 	<p>Approved.</p>
<p>NWCG IT Capability Requirements List, Prioritization</p> <ul style="list-style-type: none"> An overview of the draft process to prioritize NWCG IT Capability Requirements was presented. The NWCG staff will use proposal information and evaluation criteria to develop recommendations for Executive Board decision. Will finalize the draft process to address feedback, share with the Executive Board, and implement. 	<p>Approved</p>
<p>Update on the Spanish translation: <i>Incident Response Pocket Guide (IRPG)</i>, PMS 461</p> <ul style="list-style-type: none"> Because translation increases the word count, the size of the hard copy will be increased enough to match the English version page for page. . Publications and training materials translated to Spanish will be denoted with an <i>ES</i> in the PMS or course number. 	<p>N/A</p>