



NWCG Meeting Notes

May 17, 2023

Executive Board: Kim Van Hemelryck (DOI OWF Liaison), Jeff Aramberger (BLM), Jim Karels (NASF), Erik Litzenberg (IAFC Acting NWCG Chair), Dave Haston (USFS), Jim Shultz (NPS), Jim Durglo (ITC), Sara Brown (RD&A), Heath Hockenberry (NOAA), Anne Jewell (DoD), Mike Ellsworth (Acting for FWS)

NWCG Staff: Katie Wood (NWCG Program Manager), Sarah Lee (Coordinator), Carmen Thomason (Acting Coordinator), Colby Jackson (Deputy Training Program Manager), Erica Lamb (Publications Manager), Toni Suminski (IPTM Project Manager), Eric Coulter (Acting NWCG Communications Lead), Omaira Falcon (Webmaster), Darci Drinkwater (Executive Secretary)

Guests: John Larson (FWS), Rick Gividen (WFLP), Paul Cerda (LC), Patrick Morgan (LC), Marlene Eno-Hendren (IPSC), Nick Nausler (PSOG), Robyn Heffernan (PSOG)

Topic & Notes	Decision
<p>Wildland Fire Learning Portal (WFLP) and Instructor-Led Training (ILT) Integration Update and Timeline:</p> <ul style="list-style-type: none"> • Highlights: <ul style="list-style-type: none"> ○ WFLP help center: <ul style="list-style-type: none"> ▪ Supported by Bipartisan Infrastructure Law (BIL) funding. ▪ Increase support to the field. ▪ Addressed 1,000 tickets since March. ▪ Four-hour response time. ▪ Combination of software and two contractors. ○ Multi-factor authentication: <ul style="list-style-type: none"> ▪ Office of the Chief Information Officer (OCIO) requirement. ▪ Evaluating options for minimal impact. ▪ Expected timeline approximately 2024. ○ WFLP access: <ul style="list-style-type: none"> ▪ Currently open to all NWCG member organizations, state, municipal, partners, contractors, and international (where there is an agreement). ▪ General public will move system from low to moderate risk. ▪ Multi-factor authentication requirement is now a pre-requisite. ○ Moving Instructor Led Training (ILT) materials into the WFLP: <ul style="list-style-type: none"> ▪ Existing Executive Board (EB) tasking to move training content into the WFLP. ▪ Aligns ILT materials access with online/other wildland fire content. ▪ Led by the WFLP Governance Board, coordination and consensus with NWCG Training and WFLP Program Office. 	<p>N/A</p>

Additional information beyond these meeting notes (i.e., handouts, presentations, maps, etc.) will require a FOIA request to ensure proper privacy regulations are followed. Please request via FOIA Online website <https://www.doi.gov/foia/make-a-request>.



Topic & Notes	Decision
<ul style="list-style-type: none"> ▪ Final testing in October. 	
<p>Paul Gleason Lead by Example Awards:</p> <ul style="list-style-type: none"> • There are three proposed awardees for the Gleason Awards. • Had thirteen nominations, which are good for two years. • Leadership Committee (LC) representatives reach out to the supervisors to vet. 	<p>Support from EB for nominees presented.</p> <p>EB requests to see list of nominees prior to making a decision next year to allow for vetting in a manner that will ensure sensitivity of the nature of the award. Decided that the EB representative for a nominee will be sent the name early for vetting.</p>
<p>TM-22-001, Implementation of Complex Incident Management (CIM) Memo:</p> <ul style="list-style-type: none"> • Lee compiled all CIM memos and decisions into one document, Record of Decision memo. • Long-term Type 3 pathway memo was on hold. Requested to include the long-term pathways information in one consolidated memo of all NWCG CIM decisions to the field. • IPSC-2023-04 Memo Response: <ul style="list-style-type: none"> ○ Engaging Complex Incident Management Course (CIMC) cadre to ensure the NWCG course and CIMC maintain alignment. <ul style="list-style-type: none"> ▪ Two liaisons from CIMC. ▪ Two liaisons from S-520/S620 Course Steering Committee. ○ Target audience will be trainees new to the CIM environment. <ul style="list-style-type: none"> ▪ Coordinate with Training Delivery Committee (TDC) on standardized language in the <i>NWCG Standards for Course Delivery</i>, PMS 901-1, for the basic and advanced IMT training courses target group. ○ Any new training development will follow the Incident Performance and Training Modernization (IPTM) program of work. <ul style="list-style-type: none"> ▪ Course material that supports development of CIM knowledge and skills will not be available by Fall 2023 cycle as originally requested. ▪ Basic IMT course will be available to the field December 2024 and advanced IMT course available by December 2025. ▪ Type 3 Command and General Staff (C&G) and Unit Leader/Division Group Supervisor position-specific required training will follow the IPTM process. 	<p>APPROVAL of including a concise record of all NWCG CIM decisions to the field that includes the long-term T3/Unit Leader/DIVS pathways.</p> <p>APPROVAL to closeout TM-22-001.</p>

Additional information beyond these meeting notes (i.e., handouts, presentations, maps, etc.) will require a FOIA request to ensure proper privacy regulations are followed. Please request via FOIA Online website <https://www.doi.gov/foia/make-a-request>.



Topic & Notes	Decision
<ul style="list-style-type: none"> ○ Evaluate delivering the course prior to initiating a position task book (PTB) for CIM C&G position. <ul style="list-style-type: none"> ▪ Type 3 C&G and Unit Leaders positions will be required to complete the basic IMT training course prior to initiating a complex PTB. ○ Provide a recommendation for an oversight structure that ensures consistency in content and delivery across all geographic areas into the future. <ul style="list-style-type: none"> ▪ IMT Course Steering Committee will be assembled by June 15 leveraging the S-520/620 Course and CIMC steering committees while adding Type 3 IMT perspectives to blend existing course objectives, content, and methodology. ▪ Intent to have systems approach to IMT training. ▪ Single steering committee overseeing both courses to ensure curriculum alignment. ○ Incident Position and Standards Committee (IPSC) and National Incident Management System Integration Committee (NIMSIC) will coordinate with Federal Emergency Management Agency (FEMA) to ensure alignment, to the extent necessary with FEMA qualifications standards. <ul style="list-style-type: none"> ▪ IPSC added a liaison from NIMSIC. ▪ NIMSIC has two FEMA liaisons. ○ Once the two new IMT courses are in place, the EB will reevaluate the S-520/620 Course Steering Committee. 	
<p>Review FY2023 Project Status and Reallocate Unspent Funding:</p> <ul style="list-style-type: none"> ● Pressure to move forward with reallocations due to the financial system going down and contract deadlines. ● 52% of funds left due to significant vacancies this fiscal year. ● Used contingency funding for the Annual meeting as approved ● Web Assistant and Writer/Editor extended for six months in FY2024. ● \$100,000 for WFLP OWF funding off the top every year. ● NWCG Project Support: <ul style="list-style-type: none"> ○ Waiting on recent travel and captioning costs. ○ Request using \$7,000 to finish Prescribed Fire Burn Boss (RXB2). ○ Request \$7,000 for writing course for all NWCG Staff. ● P-101, Fire Prevention Education course revision: <ul style="list-style-type: none"> ○ Checking to see if funding is still needed, as WFLP funded most of the project. ● Videography of Fire Pattern Indicators: 	<p>APPROVAL for Wildland Fire Investigation Subcommittee (WFISC) to reallocate \$35,000 of approved funds for FI-310 videos.</p> <p>APPROVAL to use NWCG Project Support funds to finish RXB2 and writing course.</p> <p>APPROVAL to fund S-130 with \$300,000, basic and advanced IMT courses with \$577,740, and WFLP first five lines with \$622,260 from the \$1M of</p>

Additional information beyond these meeting notes (i.e., handouts, presentations, maps, etc.) will require a FOIA request to ensure proper privacy regulations are followed. Please request via FOIA Online website <https://www.doi.gov/foia/make-a-request>.



Topic & Notes	Decision
<ul style="list-style-type: none"> ○ Unable to find contracting mechanism. ○ Request to use funding for converting draft online videos in the portal to professional versions for FI-310, Wildland Fire Investigation: Case Development. ● Fire Investigation Archives: <ul style="list-style-type: none"> ○ Request using the funds for FI-310 videos. ● RT-300, Prescribed Fire Burn Boss Refresher: <ul style="list-style-type: none"> ○ Contract has been awarded. ○ Goal to have available to the field by spring 2024. ● Incident Business Committee (IBC) statement of work being drafted, but due to workloads and IBC membership this may not be accomplished this fiscal year. ● Smoke Committee (Smoc) has a Forest Service (FS) job code to start obligating funds. ● \$1.5 million to reallocate: <ul style="list-style-type: none"> ○ \$1 million set aside as a place holder for Systems Improvement in case Bipartisan Infrastructure Law (BIL) funding was not available. ○ \$.5 million in labor lapse funding. <ul style="list-style-type: none"> ▪ Labor lapse funding is available to use for projects with EB approval. ○ NWCG proposal: <ul style="list-style-type: none"> ▪ S-130, Firefighter Training online version training. ▪ New IMT basic and advanced courses. ○ WFLP proposal: <ul style="list-style-type: none"> ▪ GOVCloud Hosting ▪ Totara Licenses ▪ Contracted user training and support. ▪ Help Center software. ▪ Strike Teams to assist units with using the Learning Management System (LMS). ▪ Agreement with U.S Office of Personnel Management (OPM) for development, revision, and delivery of non-NWCG content. ▪ Consulting contract for trend analysis of LMS use. 	<p>Systems Improvement placeholder and NWCG labor lapse.</p>
<p>Discussion on Science and Research to Operations:</p> <ul style="list-style-type: none"> ● Need to establish process for moving science/research to operations. ● We want to present the science/research then have the appropriate groups move them forward. Those groups can build standards and policy from them if appropriate. <ul style="list-style-type: none"> ○ Scientist should not be advocating for their research to be used in standards and policy. 	<p>Brown, Nauslar, Heffernan, and Hockenberry will draft a proposal and brief EB.</p>

Additional information beyond these meeting notes (i.e., handouts, presentations, maps, etc.) will require a FOIA request to ensure proper privacy regulations are followed. Please request via FOIA Online website <https://www.doi.gov/foia/make-a-request>.



Topic & Notes	Decision
<ul style="list-style-type: none"> ○ Need to provide the decision space to the appropriate people. ○ Committees also need an avenue to request assistance on research projects. ● Safety zone example: <ul style="list-style-type: none"> ○ Tried to follow process to get research into the right hands. ○ Presented to multiple different groups and answered questions. ○ Not sustainable for scientists to be using their time presenting when they need to be researching. ○ Technology also has similar struggles. ● Access to research is available to the public on Wildland Fire Management Research, Development and Application (RD&A). 	<p>Incorporate process into EB standard operating procedures (SOPs) and Committee Toolkit once approved.</p>
<p>New Publication - NWCG Fire Prevention Education Team Host Unit Guide, PMS 464:</p> <ul style="list-style-type: none"> ● Presented publication will be decision to approve at the June EB meeting. 	<p>N/A</p>
<p>New Publication – NWCG Fire Prevention Education Team Guide, PMS 474:</p> <ul style="list-style-type: none"> ● Information existed in a previous form has been archived for several years. 	<p>APPROVAL of PMS 474.</p>
<p>Discuss NWCG Annual Meeting and NWCG Executive Board Off-Site Meetings:</p> <ul style="list-style-type: none"> ● Wish to see more chairs in attendance at the Annual meeting. ● Possible Staff Ride for the Off-Site meeting, but timing can be tricky. ● Coordinating these meetings is time consuming. <ul style="list-style-type: none"> ○ Simplify by finding government meeting space and having individuals find their own hotel rooms. ● Have developed a rotation of EB members to plan Off-Site meeting. ● Griffin from NIMSIC volunteered to plan the next Annual meeting. <ul style="list-style-type: none"> ○ Set clear objectives for the Annual meeting. 	<p>No approval to combine Annual and Off-site meeting.</p> <p>Bibaburu will take the lead on planning the Off-Site meeting for 2024 with support from NWCG staff.</p> <p>Griffin volunteered to plan the Annual meeting in 2024. With hot topics provided by NWCG staff. Present proposal to EB. Aitor will serve as the EB liaison to support Griffen and NIMSIC with planning.</p> <p>Develop a rotation of committee chairs to plan the Annual meeting.</p>
<p>Executive Board Meeting Logistics:</p> <ul style="list-style-type: none"> ● June EB meeting: <ul style="list-style-type: none"> ○ Starting at 0900 Tuesday June 20th. 	<p>N/A</p>

Additional information beyond these meeting notes (i.e., handouts, presentations, maps, etc.) will require a FOIA request to ensure proper privacy regulations are followed. Please request via FOIA Online website <https://www.doi.gov/foia/make-a-request>.



NWCG Meeting Notes

May 17, 2023

Topic & Notes	Decision
<ul style="list-style-type: none">○ Following the Juneteenth holiday.○ Meeting will be held at the RAWS conference room.	
<p>NWCG Furturing Discussion:</p> <ul style="list-style-type: none">● Discussed vision last year and would like to discuss futuring NWCG's framework.● Opportunity to embrace the Wildfire Commission report.<ul style="list-style-type: none">○ Many items directed at NWCG.● Furturing meeting:<ul style="list-style-type: none">○ Define NWCG space and tools.○ Develop and capture ideas.○ Review Wildfire Commission report.○ Need outside facilitators, possibly Tyson and Anne from the Wildfire Commission.	<p>Remove current Furturing meeting from the calendar and replace with a full day September 20th and then a full day December 13th.</p>