



Annual Meeting Notes

February 8-9, 2023

Executive Board: Aitor Bidaburu (USFA), Heath Cota (USFS), Tami Parkinson (RD&A), Kim Van Hemelryck (DOI OWF Liaison), Jeff Arnberger (BLM), Garth Fisher (BIA), Jim Karels (NASF), Jim Shultz (NPS), Heath Hockenberry (NWS), Jim Durglo (ITC), Erik Litzenberg (IAFC), Anne Jewell (DoD), Shane McDonald – Chair (FWS)

NWCG Staff: Katie Wood (NWCG Program Manager), Sarah Lee (Coordinator), Tim Blake (Coordinator), Katy O’Hara (Coordinator), Erica Lamb (Publications Manager), Annie Benoit (Training Program Manager), Omaira Falcon (Webmaster), Jesse Bender (IWDG Coordinator), Darci Drinkwater (Executive Secretary)

Committee Chairs/Reps: Tina Boehle (CEPC), Roshelle Pederson (DMC), Bill Yohn (ETC), Nick Nausler (FENC), Robin Heffernan (FENC), Mark Jackson (FMC), Marlene Eno-Hendren (IPSC), Mike Ellsworth (IPSC/LC), Dave Burley (IBC), Andrew Bailey (IFPC), Patrick Morgan (LC), Kathy Pipkin (NCSC), Steve Griffin (NIMSIC), Eric Fransted (RMC), Pete Lahm (SmoC), Erin O’Conner (WUIMC)

Guests: Joe Domitrovich (RMC), Jennifer Myslivy (6MFS), Kat Navarro (RMC), Patty O’Brien (MHSC), Deb Fleming, Kimber Russel, Steve Nicholas, Mike Haydon (IWDG), Hank Rowland (NIMSIC)

Topic & Notes

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Incident Workforce Development Group (IWDG) Update:

- Reference IWDG StoryMap, <https://storymaps.arcgis.com/stories/9d3aea07bbdb4e23a734ba3fcacc6217>
- Complex Incident Management Team (CIMT): Action Plan for Implementation has been updated (v 3.0).
- National Rotation guidance for 2023 will be issued soon by National Multi-Agency Coordinating Group (NMAC).
 - Full CIMT national rotation process won’t take effect until 2024.
 - Teams will be unavailable for seven days after an assignment.
 - Plan to order more teams from out-of-the-area sooner, which will free up local area responders to do their day jobs.
 - Incident Command Application (ICAP) will be mandatory for team recruitment in 2024 and will allow team data to be captured easily.
- Rocky Mountain Area pilot in 2022 had three CIMTs. More geographic areas will participate in 2023 transition.
 - NMAC issued correspondence on National Standard for CIMT Configuration which takes effect in 2024:
 - Core roster: 35 positions (7 Complex Command and General Staff [C&G] and 28 discretionary).
 - Mobilization roster: up to 35 additional positions as negotiated with the ordering Agency Administrator based upon complexity.
 - Trainees: up to 20.
- Working with Incident Business Committee (IBC) and National Management System Integration Committee (NIMSIC) to discuss future management options of the Administratively Determined (AD) hiring program.
- Standardized incident support capabilities tasking pending from NMAC to IWDG to develop framework for virtual support and recommend options for surge capacity modules.

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- Geographic area procedures tasking pending from NMAC to Coordinating Group Advisory Council (CGAC) to evaluate and standardized processes for determining preparedness levels, drawdown levels, and management and assignment of trainees.
 - IWDG will work with representative groups to develop CIMT standards.
- Agency Administrators (AA) Subgroup is in place and will be focused on communication within agencies, to include encouraging participation on teams.
- After Action Review (AAR) this fall will provide opportunity for improvements and changes going into implementation in 2024.

Incident and Position Standards Committee (IPSC) Tasking Memo 22-04 Update:

- *NWCG Wildland Fire Risk and Complexity Assessment*, PMS 236:
 - Risk Management Committee (RMC) and Wildfire Decision Support System (WFDSS) representatives were involved.
 - Part D Functional Complexity is new for CIM.
- NWCG Complex Incident Management Field Evaluation Form:
 - Additional guidance was requested at the AAR.
 - No changes to the fill in portion.
 - Added certifying official signature block.
- CIM Position Task Books (PTBs):
 - Seven CIM positions.
 - Additional strategic planning tasks.
 - Responders with an open Type 2 task book will have to open a CIM task book and complete the additional tasks to be signed off as CIM.
- Type 3 and Unit Leader:
 - Short-term:
 - No additional training required.
 - Approved by the Executive Board (EB) and communicated through a January 2023 memo.
 - Mid-term:
 - No change to qualification requirements to be Type 3 Command and General (C&G) and Unit Leader.
 - Responders advancing to Complex will complete S-420 Command and General Staff or L-481 Advanced Leadership for Command and General Staff or O-305 Type 3 All Hazards Management Team as required training **prior** to taking S-520, Advanced Incident Management; or the Complex Incident Management Course (CIMC); and opening a Complex PTB.
 - Responders will complete S-520 or CIMC and Complex PTB to attain CIM competency.
 - Pathway remains the same as 2023 except for requiring training prior to opening a CIM PTB.
 - Keeping Field Evaluation for qualified Type 2 C&G to transition to CIM open through the end of 2024.
 - Long-term:

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- Type 3 C&G: Complete Basic IMT and position-specific training to become Type 3 C&G qualified. Training will be completed before opening a Type 3 C&G PTB.
- Unit Leaders: No change to qualification requirements. Responders advancing to Complex will be required to complete Basic IMT Training and position-specific training prior to taking S-520 or CIMC and opening a Complex PTB.
- Division Supervisor: The pathway to obtain a Type 3 C&G qualification will apply to Division Supervisor, which is the only non-unit leader position that can also be granted a Type 3 general staff qualification.

Incident Performance and Training Modernization (IPTM):

- Purpose: Initial tasking 2015 – Assessment NWCG Training System and provide recommendations for improving system effectiveness and efficiency.
 - Focused on positions in the NWCG Standards for *NWCG Wildland Fire Position Qualifications, PMS 310-1*.
- Goals of IPTM:
 - Develop an integrated performance-based training system that is easier to update and maintain.
 - Base training and qualifications off incident position standards.
 - Ensure position-specific training is necessary and relevant.
 - Move as much training to on-the-job (OJT) as appropriate.
 - Modernize training and tools.
- New Model:
 - Review incident position package.
 - Complete training and support products.
 - Complete trainee assignment.
 - On-the-job training.
 - Evaluation using Next Gen. PTB.
 - Qualification
- Incident Position Package:
 - Incident position description.
 - Incident position standards.
 - PTB.
 - Essential training and support products.
- Crew Boss Modernization Process:
 - Scenario-based blended instruction with emphasis on-incident performance-based learning.
 - Lessons Learned:

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- Appreciated format.
- Shift to more training via OJT may be significant for the field.
- First test to our new system.
- Subject Matter Expert (SME) engagement from start to finish is vital.
- Check-ins with position stewards/parent committees.
- Need to socialize.
- Training on how to be an evaluator is coming.
- Positions Currently Underway:
 - Faller 1/2/3
 - Prescribed Fire Burn Boss Type 2
 - Single Resource Crew Boss
 - Medical Unit Leader
 - Fixed Wing Parking Tender
- Contract Year 1- 2023:
 - Ten positions proposed.
 - Mix of complexity.
 - Identified priority or high profile.
 - Committee engagement or readiness of SMEs.
 - Will be soliciting SMEs for these positions later this Spring.

IPTM Communication Plan:

- Tools:
 - PowerPoint Presentation
 - Social Media
 - Videos
 - Trifolds
 - Available for meetings/trainings.
 - New landing page.
 - Need to socialize to gain access to quality SMEs which is critical to the process.

Subject Matter Experts (SMEs) Involvement in IPTM:

- 110 total positions, starting with 10 positions this year.
- Committee work to find SMEs.



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- Developing matrix for SME funding questions.
- Developing a link to a form from the website for interested SMEs.
 - Provide list of SMEs for Committees to vet.
 - Need a diverse group of SMEs from multiple geographic areas and agencies.
- SMEs are critical to the success of IPTM.
 - Face-to-face kickoff meeting to develop standards.
 - Analysis takes up to 40 hours.
- Executive Board (EB) will assist with recruiting SMEs.
 - New groups to utilize, International Association of Fire Chiefs (IAFC) and Department of Defense (DoD).
- Contract timelines are tight.
- Committees and Subcommittees will have short timeframes to make decisions.
 - SMEs will be the voice of the committees.
 - Two check point with NWCG Training and Committees; standards approval and training design plan approval.
- IPTM is the highest priority internally and externally.
- Process is outlined for Committee course revisions on the website.
- Performance Support Modules:
 - Specific reusable learning objects that can be embedded into other courses or for pre-work.

Committee Toolkit:

- Intent:
 - New chair or member briefing tool.
 - Coordinators can point to the same guidance.
 - Standard Operating Procedures (SOPs), expectations, and best practices.
 - Will be posted to the web.
- Requesting committee feedback.
- NWCG master charter:
 - Serves as charter for NWCG Committees.
 - Committee mission statements tie to the master charter.
 - Committees create SOPs.
- Contents:
 - Hierarchy
 - Membership management

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- Coordination with staff and EB.
- Topics typically brought to EB.
- Communication guidance and templates.
- Committee Chair checklist

IPTM Contracting Effort:

- Weekly meeting with contracting officer.
- Obligated funds.
- Will be interviewing potential vendors.
- Contract under a Blanket Purchase Agreement (BPA) for max flexibility.
- Official bid will close mid-April.
- Awarding in May.
 - Will be awarding multiple task orders at once.
- Kick off in June.
- Timelines will be critical.
- NWCG Staff:
 - Serving as project managers.
 - Training Specialist will be teamed up an Instructional Designer.
 - Assigned three positions at a time.
 - Bilateral Infrastructure Law (BIL) allowed for increased speed for IPTM.
 - NWCG Media will shoot raw footage.
 - As positions are completed, they will be rolled out.

NWCG Website Modernization:

- Drupal 7 to 9 upgrade and cloud migration.
 - Drupal 7 is approaching its end of life by November 2023.
- Areas of Improvement Identified:
 - NWCG brand not reflected in homepage.
 - Absence of landing pages.
 - No prominent engagement section.
 - Announcements housed in MailChimp and not Drupal.
 - Organization of top navigation too wide and deep.
 - Popular content and stories not in the spotlight.

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- Multiple pages without clear heading.
- Discrepancy between UI menu, nav breadcrumbs, and URL.
- Same links under more than one category top navigation.
- Engaging stories and library collections not highly visible.
- Heavy use of abbreviations in tables generated by database queries.
- Redundant and outdated content.
- No testing or development environment.
- Content spread out between servers managed by Forest Service and BLM.
- Web Modernization Project:
 - Goals:
 - Upgrade Drupal 7 to 9.
 - Migrate from locally managed server to leased cloud service.
 - Address front and back-end issues to improve communication and adopt U.S. Web Design System standards.
 - Data integration between Drupal MySQL database/Enterprise Data Governance (EDG).
 - Project Stages, Agile Fast Prototyping:
 - Able to create functional prototypes that will become the final product.
 - Stage 1: planning/design and cleanup.
 - Stage 2: development and cleanup.
 - Stage 3: testing and cleanup.
 - Current Status:
 - Provided development team specifications, requirements, mockups, and other technical deliverables to facilitate migration and development efforts.
 - Design of complex mockups are about 50% complete.
 - Development of approved mockups into prototypes began January 2022.
 - NWCG website cleanup and preparation began November 2022 and is ongoing.
 - Potential launch November 15, 2023.

National Wildland Firefighter Wellbeing and Mental Health:

- BIL Requirements:
 - Establish programs to recognize and address mental health needs, including post-traumatic stress disorder care.
 - Develop mitigation strategies for wildland firefighters to minimize exposure due to line-of-duty environmental hazards.
- DOI/Forest Service Interagency Firefighter Behavioral Health Program.



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- Communication- Website, emails, publications, and announcements:
 - News/perpetual updates.
 - Information (subject matter and programs).
 - Resources and services.
- Needs Assessment:
 - Key stakeholders.
 - How to access/contact.
 - How to assess? (Surveys and interviews)
- Recognize:
 - Medical standards health questionnaire.
 - Periodic health assessments.
 - Pre- and Post-Assessments.
 - Peer support.
 - Education
 - Self-referral
- Address:
 - Pre- and Post-Assignment Briefs.
 - Immediate/Acute Response.
 - Treatment network.
 - Case management.
- Prevention:
 - Wellness/wellbeing.
 - Psychological resilience.
 - Peer support/ suicide prevention.
 - Education and training.
- Program evaluation:
 - Same clinical and non-clinical questions used in Needs Assessment of Wildland Firefighters.
 - Satisfaction surveys.
 - Utilization rates.
- Establish supporting staff.
- Wildland Firefighter Health and Wellbeing Strategic Action Planning Summit, April 2023.
- Environmental Hazards:
 - Define

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- What mitigations and recommendations already exist?
- Are these mitigation and recommendations working?
- Future areas for research.
- National Firefighter Cancer Registry
- National Defense Authorization Act:
 - Presumptive illness coverage.
 - Comprehensive long-term health study.

Risk Management Committee (RMC) and Mental Health Subcommittee (MHSC) Perspective on Wildland Firefighter Mental Health and Wellbeing:

- RMC:
 - Days Off/Fatigue:
 - Looking at science behind days off policy.
 - Searched existing research.
 - Define the problem and test fatigue measurement devices.
 - Working with IBC to understand what can be done within the current policy.
 - Environmental Hazards:
 - Define hazards and list mitigations currently in place.
 - Physical Health:
 - FEMA respirators project.
- MHSC:
 - Addressing membership and filling vacancies.
 - Accomplishments:
 - *A Preparedness Guide for Wildland Firefighter and Their Families*, PMS 600
 - *NWCG Critical Incident Stress Management (CISM) Desk Reference*
 - Suicide Prevention Week
 - Next Steps:
 - Collaborate with 6 Minutes for Safety Subcommittee (6MFS) on new calendar topics.
 - Week of Remembrance
 - Identify needs from the field.