



# NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Fire Center  
3833 S. Development Avenue  
Boise, Idaho 83705

## MEMORANDUM

Reference: NWCG#019-2011

To: Bill Waterbury, Forest Service  
Dan Smith, National Association of State Foresters  
Lyle Carlile, Bureau of Indian Affairs  
Lynda Boody, Bureau of Land Management

From: NWCG Chair *William Raage*

Date: October 14, 2011

Subject: Wildland Fire Institute Board of Directors Letter of Appointment

The NWCG Executive Board (EB) is pleased to appoint you as one of the founding members of the Wildland Fire Institute Board of Directors. The establishment of this Board is a significant step forward in laying the foundation for the success of the Wildland Fire Institute (WFI).

The WFI is a paradigm shift in wildland fire training, learning, employee development, and workforce planning. The Board of Directors (BoD) is an important first step in the startup of the WFI and is critical to the efficient transition from the current wildland fire training and learning model.

The role of the Board of Directors is to:

- ❖ Provide strategic guidance and oversight for the Wildland Fire Institute.
  - Focus on learning and development.
  - Develop the Transition Plan for the WFI and provide oversight for the transition.
    - Initial Plan outlines standup and transition to WFI; 3-5 year plan.
    - Transition Plan development can be facilitated and administrative support provided if requested.
- ❖ Recommend funding priorities based on NWCG Executive Board strategic direction.

- NWCG EB determines annual program and project funding based on BoD's recommendations.
- ❖ Policy Making – Develop Standard Operating Procedures (SOPs) and operational guidance for the WFI.

In addition to the above, this first BoD will be responsible for developing and defining business practices and operating standards for the Board.

For the transition period, the Executive Board has designated a transitional Change Management Board (CMB). This body will provide subject matter advice and, to a limited extent, provide staff work to the BoD. We recommend the first couple meetings of the BoD should include the CMB. All CMB members will continue to work within their existing supervisory structure; they are a member of the CMB for the expertise and background they can provide in part based on their current position.

Bonnie Wood, NWCG Manager, and Deb Fleming, NWCG Training Branch Manager will be your key contacts for the BoD. They have drafted a Charter (Attachment A) and an Intent Document (Attachment B) for your review and endorsement prior to Executive Board approval. Bonnie and Deb will be working directly with you to set up the initial meeting of the BoD.

Thank you for your support of the Wildland Fire Institute. There has been considerable work and hours of deliberation to get to this point. Your role now is critical to continue the good work already completed.

Attachment A: Draft WFI Board of Directors Charter

Attachment B: Draft WFI Board of Directors Intent Document

cc: NWCG Executive Board  
Bonnie Wood, NWCG Manager  
Deb Fleming, NWCG Training Branch Manager  
Program Management Unit (PMU)  
Budget Advisory Unit (BAU) Chair  
Roy Johnson, OWFC Deputy Director  
Rod Bloms, OWFC Program Analyst