



NATIONAL WILDFIRE COORDINATING GROUP

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

TASKING MEMORANDUM

Reference: TM-2012-001

To: Evolving Incident Management Strategic Implementation Plan (EIMSIP) Task Team

From: NWCWG Chair *Arthur Bidabwun*

Date: January 30, 2012

Subject: Development of an Evolving Incident Management Strategic Implementation Plan (EIMSIP)

Background:

The NWCWG Executive Board met in December, 2011 to address final recommendations in the Evolving Incident Management Report for a new Incident Management Organizational Model. This report was prepared by the Incident Management Organization Succession Planning (IMOSP) Project Team that was convened in January 2010 by the NWCWG Executive Board. The Team's purpose was to review and analyze alternatives to update the current incident management needs business model to meet future situations. Based on the Report recommendations, the Executive Board:

- Accepted the IMOSP Project Team's Report, *Evolving Incident Management: A Recommendation for the Future*, as the completed product for the analysis phase of the IMOSP Project.
- Agreed that the IMOSP Project Team has completed its tasked assignment, and now closes out this Project Team.
- Adopted the Organizational Model proposed in the Section 1 of the Report (Team Make-up and Management).
- Is proceeding with developing a Strategic Implementation Plan to implement the organizational model proposed in the report.

The ultimate goal of this work is for the wildland fire community to be organized and functioning around the new Incident Management Organizational Model by 2016.

Tasking:

The NWCG Executive Board is establishing a Task Team of subject matter experts to develop a Strategic Implementation Plan based on the recommendations and background data contained in the “Evolving Incident Management Report.” The intent of this task is to develop the Strategic Implementation Plan at a “high, strategic level,” leaving technical details to the next phase.

Outcomes/Deliverables:

The Strategic Implementation Plan Task Team will include:

Part One:

- For the Incident Management Organizational Model identified in the Report, develop tasks and group into logical work units.
- Identify skill sets within the NWCG organization (and externally if needed), to address each work unit.
- Sequence a logical workflow, identify benchmarks, and develop timelines to accomplish each work unit.

Part Two:

- For the Overarching Principles in the Report, determine which Principles are within NWCG’s influence and which are under individual agency purview.
- Develop tasks under NWCG purview and group into logical work units.
- Identify skill sets to address each work unit.
- Sequence a logical workflow, identify benchmarks, and develop timelines to accomplish each work unit.
- For tasks under individual agency purview, develop a strategy for how NWCG can assist the agency’s staff in seeking resolution.

Roles and Responsibilities

NWCG Executive Board:

- Establishes taskings and desired outcomes
- Approves Task Team membership
- Accepts and communicates tasking results.

Preparedness Branch Coordinator:

- Drafts tasking for the Executive Board
- Serves as liaison between Task Team and Program Management Unit (PMU).

Task Team Lead:

- Ensures the Team operates in an interagency and collaborative process
- Ensures Team completes tasks on established timeline
- Communicates progress and status to the Executive Board on a regular basis
- Strives to minimize budget expenditures by meeting virtually when possible
- Troubleshoots problems

- Coordinates administrative support with the Forest Service's Organization Development Enterprise (ODE) Team and the NWCG Manager, who administers the Enterprise Team Agreement.

Team Members:

- Address each tasking using their expertise and professional judgment.

Timeline:

A draft Strategic Implementation Plan is due to the Executive Board on Friday, May 4, 2012.

Task Team:

Evans Kuo, Team Lead

Aitor Bidaburu, Executive Board Representative, FEMA-Fire Administration

Deb Fleming, NWCG Training Branch

Pending, Operations and Workforce Development Committee (OWDC)

Ann Marie Carlson, Incident Business Committee (IBC)

Paul Hannemann, IMOSP Team Member, NASF Representative, All-Hazards interests

Pam Ensley, IMOSP Team Member, S-520, Type 1 Incident Command

Tamara Neukam, Human Resources

Administrative Support – Supplied via Forest Service Enterprise Team

Task Team Liaisons:

Karyn Wood, Executive Board Representative

Tim Blake, Task Team/PMU Liaison

Contact:

Tim Blake, Preparedness Branch Coordinator

(208) 387-5262

cc: NWCG Executive Board

Program Management Unit (PMU)