

**NATIONAL WILDFIRE COORDINATING GROUP  
87th MEETING MINUTES  
May 2003**

The 87<sup>th</sup> meeting of the National Wildfire Coordinating Group was held in St. Louis, MO, May 13-14, 2003.

*Members attending:* Jim Stires, Chair, Bureau of Indian Affairs  
Phil Street, Fish and Wildlife Service  
Sue Vap, National Park Service  
Robert Krepps, NASF, Missouri Department of Conservation  
Kirk Rowdabaugh, NASF, Arizona State Land Department  
Alice Forbes for Tom Harbour, Forest Service  
Jim Erickson, Intertribal Timber Council  
Hugh Wood, U. S. Fire Administration  
Tim Murphy for Larry Hamilton, Bureau of Land Management  
Jim Stumpf, Executive Secretary

*Guests attending:* May 13, 2003

Barry Mathias, Program Manager, NWCG IRM-PMO  
Allen Deitz, NWCG IRM-PMO  
Jim Payne, Forest Service  
Neil Hitchcock, Forest Service  
Tory Majors, IBPWT  
Bill Altman, Missouri Department of Conservation  
Maureen Brooks, WFEWT  
Allan Jeffrey, CIFFC  
John Szymoniak, Forest Service  
Mary Ann Szymoniak, Forest Service  
Sheldon Wimmer, Utah BLM

May 14, 2003

Barry Mathias, Program Manager, NWCG IRM-PMO  
Neal Hitchcock, Forest Service  
Allan Jeffrey, CIFFC  
John Szymoniak, Forest Service  
Mary Ann Szymoniak, Forest Service  
Allen Deitz, NWCG IRM-PMO  
Tory Majors, IBPWT

**1. SUBJECT:** Missouri State overview, (Agenda item I-1)

**DISCUSSION:** Bob Krepps welcomed all NWCG members and guests to the State of Missouri. Bill Altman, FMO, Missouri Department of Conservation, provided an informative overview of their fire program.

**2. SUBJECT:** Wildland Fire Education Working Team (WFEWT) activities and overview of the team, (Agenda item I – 2)

**DISCUSSION:** Maureen Brooks, WFEWT Chair, provided a briefing on the WFEWT. The team was first chartered in 1976 as the Prevention WT, rechartered in 1992 as the Prevention, Education & Communications WT, and was currently chartered as WFEWT in 1997.

The team has developed a team handbook which includes the history of projects, historical membership and current project list. The team is currently involved in strategic planning efforts and expects to have a new strategic plan to present to the NWCG in January 2004.

Team products are currently distributed through one of three sources:

- Training materials Publication Management System (PMS);
- Educational materials [www.symbols.gov](http://www.symbols.gov); and
- Electronic media using the NWCG web page.

Other team projects include:

- National Fire Prevention and Education Teams and the three-year action plan with NWCG funding is underway to fully integrate them into the fire organization. A national coordinator will be hired by this summer.
- A needs assessment in the field for products and services. The team feels the need to validate the use of existing products and determine what changes or other products are needed.

**3. SUBJECT:** 2003 International Wildfire Conference, (Agenda item I-3)

**DISCUSSION:** The conference display and updating of the NWCG brochure was discussed for use at the Conference. Highlights of the kiosk conference display will be cooperation, coordination, standardization and technology. The NWCG exhibit will need to be staffed by members attending the conference.

NWCG will probably not have a formal presentation as originally agreed. NWCG attendance looks fairly strong but agency international travel regulations and approval will be the final judge.

There will be a joint meeting with the Forest Fire Management Group (FFMG) on September 29-30 and a stand alone NWCG meeting October 1-2. Agenda items for the joint meeting were discussed. Some of the information items that could be included may be: FIREWISE, fire equipment, efficiencies gained in the exchange program (cooperation, coordination, standardization and technology theme continued).

**ACTION:** Jim Stires will send out a draft agenda for review and comments from the membership.

**4. SUBJECT:** Fire Danger Rating Pocket Card, (Agenda item A-1)

**DISCUSSION:** The Fire Danger Working Team (FDWT) has not completed their work on this item but should have a presentation by the January meeting.

**5. SUBJECT:** Thirtymile Fire Accident Prevention Plan update, (Agenda item I-4)

**DISCUSSION:** Jim Payne, Forest Service Hazard Abatement Coordinator, provided a briefing paper and update summary of implementation action items. These actions all show accomplishment but none of the actions can be closed as completed as they need some work and refinement; this should be done by late June. Last year, Forest Service policies and policy changes were issued by letter. Since then an effort is underway to review, revise and formalize those policies. Changes from the 2002 policies to 2003 provide clarification of management intent of the policies.

Mr. Payne also discussed the Thirtymile Lessons Learned Project Steering Committee that has been established to guide the project. The committee focus is on leadership and human factors associated with the accident and sharing this information as lessons learned throughout the fire community. The steering committee is requesting an official charter or sanction from NWCG to continue with their efforts. The preliminary consensus from NWCG is that this steering committee's work may be a mix of responsibilities that currently exist between Safety and Health Working Team (SHWT), Incident Operations Standards Working Team (IOSWT) and the Training Working Team (TWT).

**ACTION:** Jim Stires will task the Working Team Chairs to review the Thirtymile Lessons Learned Project and make recommendations on follow-up actions to NWCG by their Fall 2003 meeting.

**6. SUBJECT:** Standards and process for standing down and reinstatement of firefighters, (Agenda item I-5)

**DISCUSSION:** The standards and process are in draft form and the SHWT has had discussion with IOSWT. Their meeting (SHWT) will be next week. This is on their agenda for conclusion and recommendation by the Fall NWCG meeting.

7. **SUBJECT:** Process and protocols to resolve fire fighter safety standard violations, (Agenda item I-6)

**DISCUSSION:** The standards and process are in draft form and the SHWT has had discussion with IOSWT. Their meeting (SHWT) will be next week. This is on their agenda for conclusion and recommendation by the Fall NWCG meeting.

8. **SUBJECT:** Recommendations on standard qualifications, roles, responsibilities for trainers and trainees engaged in a training assignment on a fire, (Agenda item I-7)

**DISCUSSION:** The IOSWT provided a response on the subject item to NWCG. Their determination and recommendation is that the information and direction on how to implement the qualification system sufficiently exists but is not well known or universally implemented. They referred their response to the *Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, Appendix A* that expands upon initial directions to trainers and trainees, evaluators and home unit certifiers. In addition, *PMS 316 Wildland and Prescribed Fire Qualification System National Training Curriculum, Module 6 Agency Administrators Roles and Responsibilities* provides a self paced training course with the increased explanations on the philosophy, process, roles and responsibilities for all users of the system.

The opinion of the IOSWT is that the above resources are not being properly used. They encourage the Geographic Area Coordinating Group (GACG) Training Coordinators and agencies to more fully integrate these resources.

The IOSWT will also consider this issue for a potential point of clarification in their next revision of the 310-1 scheduled for 2004.

9. **SUBJECT:** Adoption of uniform interagency contractor/cooperator qualification standards, (Agenda item A-2)

**DISCUSSION:** The paper, *Training and Qualification Requirements for Non-NWCG Entities*, was discussed in great depth. Because of the potential impact on the Geographic Area Coordinating Groups (GACGs) it was determined to provide copies of the paper and place this item on the joint meeting agenda scheduled for May 15.

As a follow up note the GACGs had the opportunity for review and discussion of the paper. No particular comments or concerns were expressed.

10. **SUBJECT:** Several items with recommended alternatives from the Incident Business Practices Working Team (IBPWT) were discussed in relation to contracted resources. The first of these was a *Memorandum of Understanding (MOU) between Training providers and GACGs*, (Agenda item A-5)

**DISCUSSION:** A sample or template for MOUs was reviewed and discussed. The implementation of this and the language included will create an added workload to the GACGs.

As a follow up note, the GACGs had the opportunity for review and discussion of the paper. Pam Ensley, Pacific Northwest GACG, has considerable experience with contracted hand and engine crews and discussed some of their experiences. She also agreed to provide the contract wording and changes to the IBPWT for possible inclusion into the MOU template.

**MOTION:** Adopt the draft MOU as a template after modification by the IBPWT to be used for training groups based on lessons learned from the Pacific Northwest. The IBPWT should acquire a copy of the contract for the inspection and administration of MOU and make recommendation to the adaptability of this tool as an additional template.

### **SECONDED AND CARRIED**

**11. SUBJECT:** Sample *Standard Wildland and Prescribed Fire Contract Provisions*, (Agenda item A-5)

**DISCUSSION:** The implementation of this or of the language will create an added workload to the GACGs. Because of the potential impact on the GACGs it was determined to provide copies of the paper and place this item on the joint meeting agenda scheduled for May 15.

As a follow up note the GACGs had the opportunity for review and discussion of the paper. Pam Ensley, Pacific Northwest GACG has considerable experience with contracted hand (340 hand crews in 2003) and engine crews (400 engines and tenders in 2003) and discussed some of their experiences. She also agreed to provide the contract wording and changes to the IBPWT for consideration in standard contract provisions.

**MOTION:** Adopt the IBPWT recommendations after modifications are made following the IBPWT meeting during the week of May 19. Feedback on local experiences from the PNWGACG will be integrated into the decision for use in the PNW and other areas where the need exists.

### **SECONDED AND CARRIED**

**12. SUBJECT:** Expand the Contracting Officer's Technical Representative (COTR) Position to cover all contracts/EERAs (Emergency Equipment Rental Agreements) including National Contracts, (Agenda item A-5)

**DISCUSSION:** Expansion of the COTR position will allow for better management of contracted resources and enhance consistency of contract administration. There is currently no systematic, consistent field follow-up provided for contract or EERA administration.

**MOTION:** Adopt the expansion of the current COTR position for national food and shower contracts to all national contracts. Implementation of this will require the

development of a strategy to provide adequate training and communication of the purpose of this position to the field. The IBPWT will work with the IOSWT and TWT. NIFC - Forest Service Acquisition Management will take the lead to accomplish this action.

### **SECONDED AND CARRIED**

**13. SUBJECT:** Recommendations for the proposed new contract language dealing with Work Rest and Days-off policy for contracts/EERAs, (Agenda item A-5)

**DISCUSSION:** Several contract word changes were recommended in work rest general guidelines, safe driving and length of assignments. These changes will be implemented beginning January 1, 2004.

**MOTION:** Adopt all the IBPWT wording change recommendations for all EERAs, Geographic Area and National Contracts.

### **SECONDED AND CARRIED**

**14. SUBJECT:** Performance Appraisals for Contracted Resources, (Agenda item A-5)

**DISCUSSION:** It is believed by the IBPWT that we will have greater accountability of the performance of contracted resources by requiring performance appraisals to be completed and made part of the documentation required before an equipment package can be processed for payment. There is a current requirement for evaluations to be accomplished on incidents but these are not done consistently.

**MOTION:** Adopt the requirements of a performance appraisal regardless of performance for all contractors performing on Type I, II, and III incidents, including all risk incidents. Actual payment to the contractor will not be contingent on the agency receipt of a performance appraisal.

### **SECONDED AND CARRIED**

**15. SUBJECT:** Contracted Resources Incident Behavior, (Agenda item A-5)

**DISCUSSION:** The IBPWT recommends mandatory implementation of requirement for adherence to established Incident Behavior responsibilities for all contractor/EERA employees. In addition, the Incident Behavior requirements will also be enforced with casual resources, both organized crews (per terms of their agreements or contracts) and single resource casuals. These responsibilities are currently found in *Chapter 6 of the Fireline Handbook*. The IBPWT recommends mandatory implementation of this information for casuals hired and contracts/agreements after January 1, 2004. This recommendation should be implemented during the 2003 field season when new contracts/agreements are established. These behavior guidelines

should also be incorporated into *Firefighting Training (S-130)*, *Annual Fire Refresher Training*, and *Casual Crew Agreements*.

**MOTION:** Adopt the recommendation that contractors and/or contractor employees are required to adhere to established Incident Behavior responsibilities and may be released if inappropriate behavior occurs.

### **SECONDED AND CARRIED**

**MOTION:** Sponsoring agencies of casual organized crews will be responsible to identify Incident Behavior expectations and document consequences for inappropriate behavior in crew assignments, ensure Incident Behavior expectations are provided to organized crew personnel, and establish documentation procedures as identified in crew agreements or contracts (add a definition for harassment). For single resource casuals, the hiring units are responsible to provide the Incident Behavior form to single resource casuals, ensure the casual signs the form, retain the original form, and provide the casual with a copy.

### **SECONDED AND CARRIED**

**16. SUBJECT:** I-Suite stabilization and support project, (Agenda item A-3).

**DISCUSSION:** Mary Ann Szymoniak, Business Lead, presented a progress and status briefing on the I-Suite Stabilization and Support Project. Currently the Forest Service is the Managing Partner. Funding has been approved in the Forest Service budget for FY03 and 04. The program includes IRIS (Incident Resource Status), Incident Time System module, ICARS (Incident Cost and Reporting System), and the IAP (Incident Action Plan) module which uses the data to develop the IAP but is unable to provide updates.

The charter has been reviewed by the IRMWT and IBPWT for completeness and accuracy. Minor changes and recommendations have been integrated into the final charter presented. I-suite is starting some work on completing the IAP functionality similar to the ICECAP program from Alaska.

**DISCUSSION:** The charter was approved by NWCG and other members of the group.

**17. SUBJECT:** Incident Base Automation, Phase 2 (Agenda item A-4)

**DISCUSSION:** Mary Ann Szymoniak, Business Lead, presented a briefing on the anticipated activities of the strategic plan that will identify key areas that should be studied within the business management arena. Additionally, Phase 2 will include the conducting of a Business Area Analysis, conducting strategic project planning and prioritizing and recommending phase 3 projects. The Forest Service has approved \$1 million for phase 2 to be conducted in FY 2004.

**MOTION:** NWCG supports moving forward with Phase 2 based on Forest Service funding and that they will continue to be the managing partner agency for this project. Accept Forest Service selection and appointment of a Project Manager because of the existing freeze and inability to advertise IT and IT PM positions.

### **SECONDED AND CARRIED**

**18. SUBJECT:** Administratively Determined (AD) Pay Plan and associated issues, (Agenda item I-8)

**DISCUSSION:** Two task groups worked special projects. One worked to develop standardized rates for AD-4s and AD-5s nationwide. The other group is looking at the use and authorities of AD Pay Plan.

The *AD Firefighter Association* was recently formed and is looking at classification of AD positions and there is a disparity between GACGs on rates primarily at the AD-5 rates. The Association is also attempting to increase the rates to pay equal to GS ratings.

**ACTION:** The Chair of NWCG will send an information letter to the *AD Firefighter Association* outlining the pay plan and the working of the plan. Copies of the letter will be sent to all NWCG members for information.

**19. SUBJECT:** Fire Code System, (Agenda item I-9)

**DISCUSSION:** Federal agencies have received Congressional direction to the Department of the Interior agencies and Forest Service to be able to determine combined cost information from existing systems for large fires. An Interagency Committee is developing a scheme for a 4-character code to be added to accounting codes to track costs for large fires. The same code will be used by all agencies for the same fire. This tracking system is mandated for implementation October 1, 2003.

The Fire Code System automatically generates the codes for all agencies to use. Dispatchers are the primary users of the system; the potential does exist for future interaction with the ROSS.

This standard coding is a result of congressional requests for all agencies to provide accurate suppression costs for all agencies. Barry Mathias will work with Tory Majors (IBPWT) to develop appropriate language to ask questions in responding to the Fire Code System. This may be an FFALC rather than NWCG issue to be discussed at their next meeting. The Fire Code system problem will be placed on the agenda for the next FFALC meeting. (July 1-2, 2003).

**20. SUBJECT:** Report on Wildland Fire Situation Analysis (WFSA) task Group, (Agenda item I-10)

**DISCUSSION:** John Szymoniak, Task Force Leader, discussed the project status and potential short-term recommendations. The WFSA is a decision support process intended to help the Agency Administrator (AA) make the best decision possible on



wildland fires. As a result of internal Forest Service reviews and other reports in 2002, the WFSA was determined to be an important decision making tool. Lack of training and understanding of the WFSA by Agency Administrators compounds the use and implementation. The training needs to focus on the decision-making skills and processes more than focusing on how to use the software. The current software and website is supported by the Forest Service at the Riverside Fire Lab.

Several short term recommendations were brought forward and discussed including:

- Resolution of the DOI IT issues that need to be resolved if the software is desired by Bureaus.
- Maintain the website currently supported by the Riverside Fire Lab.  
[www.fs.fed.us/fire/wfsa](http://www.fs.fed.us/fire/wfsa)
- Develop a training package for the WFSA to train the trainers.
- Qualification required for the WFSA to be on all agency lands with burnable acres.
- Improve the software.
- Rapid assessment team formation for use during 2003 to assess its use and value to the Incident Management Team (IMT) and AA.
- Consider chartering by NWCG for uniform interagency use.
- Provide a leadership role, development and maintenance for the WFSA.

**ACTION:** The NWCG will task the TWT to assist in the development of training in concert with the IOSWT for standards for implementation and development of the training. Training should be in two levels:

1. Technical uses of the application.
2. Agency Administrator use for completion of the WFSA.

**ACTION:** The NWCG will task the IRMWT to evaluate and make recommendations on the software development and maintenance issues of the software applications of the WFSA program.

**21. SUBJECT:** WildCAD implementation effects on ROSS and business recommendations pertaining to the two systems, (Agenda item I-16).

**DISCUSSION:** There are several different computer-aided dispatch programs that could interface with ROSS. The Bureau of Land Management has approval to use WildCAD nationwide, the Forest Service has no approval but is using this program particularly in interagency centers and other agencies are seeing sporadic use. WildCAD and other computer-aided dispatch systems make requirements for different and overlapping business processes. Computer-Aided Dispatch (CAD) and ROSS groups are working together to clean up interface concerns in interconnecting systems. Some of the associated problems include:

- Duplicate entry of resource information;
- Overlap of business processes; and
- Does not affect all dispatch offices.

There are many IT programs out and in use. Al Borup, NWCG Application Architect, is developing a full inventory of these programs. The project should be complete by September 2003. The current count of IT applications is in the neighborhood of 180 programs. The discussion related to this indicated the need for some strategic selection of IT programs and energy from NWCG. This will be discussed in depth at the Fall NWCG Meeting.

**22. SUBJECT:** Draft charter to develop common data standards and identify core reporting system elements for a single fire reporting system, (Agenda item I-12)

**DISCUSSION:** Work is continuing but limited effort has been done to date. David Potter, IRMWT, is the project lead for this effort.

**ACTION:** Jim Stires will follow up with the IRMWT to develop and provide a draft charter before June 1, 2003, prior to the NASF meeting. NASF will provide feedback to the group based on particular state needs for a single fire reporting system. This will be carried to the Fall NWCG meeting with preliminary recommendations provided to NWCG. NWCG requests that this system be developed for implementation during the 2004 season.

**23. SUBJECT:** IRMWT composition and structure, (Agenda item I-13)

**DISCUSSION:** The IRMWT has considered a potential addition of departmental membership on the IRMWT. This may better meet the needs from the departments and may help in lowering some of the top-down IT direction. Perhaps the wrong make up exists on the current IRMWT. The current membership is made up of technical type expertise that oftentimes limits their strategic thinking. Perhaps we could be better served by changing the core of the team to business management and resource type personnel.

**ACTION:** Jim Stires, NWCG IRMWT Liaison, will attend the next IRMWT meeting and discuss NWCG thoughts and alternatives with the IRMWT meeting attendees.

**24. SUBJECT:** Canadian Interagency Forest Fire Centre (CIFFC) activity report, (Agenda item I-15)

**DISCUSSION:** Al Jeffrey represents the fire programs in the provinces of Canada and provided an update on activities within their country. CIFFC is a private corporation for their management and funding. The 2002 fire season was about normal for suppression activity but double the hectare losses within Canada. Expenditures for fires more than \$600M - \$42M saved in suppression. No fire fatalities occurred in Canada during the 2002 fire season. The 2003 fire season estimates are as difficult to make in Canada as they are in the United States. If they have problems these may occur in central Canada where they are still suffering somewhat from drought conditions.

The Canadians will be fully implemented in ICS this year. Basically, they have used the United States system with minor modifications in the aviation portion of the organization. They continue to work with and support NWCG working teams with Canadian working groups.

**25. SUBJECT:** FY 2004 NWCG budget, (Agenda item I-11)

**DISCUSSION:** The preliminary FY 2004 budget was reviewed and discussed. A copy of tentative proposals is included as modified. NWCG will finalize the budget at their Fall 2003 meeting. The budget level at this point is \$1,062,000, approximately \$162,000 over where the agencies feel the maximum budget will be when approved. We will be looking at a further reduction to meet this. Working Teams should work with their liaisons to determine if more can be cut or what the specific results of current cuts will be.

**Fiscal Year 2004 Adjusted Budget – Proposed**

<b>WT/AG</b>	<b>Project</b>	<b>Cost</b>	<b>Sub-Total</b>
<b>FEWT</b>	Publication Updates	\$10,000	
	Spanish translation - shelter publication	5,000	
	NFES Meeting cost	2,500	
	State Travel	18,000	
			<b>\$35,500</b>
<b>FUWT</b>	Rx-130 (Introduction to Fire Effects)	\$17,500	
	Rx fire Planning training course	17,500	
	The new paradigm of Fire Use video development	5,000	
	State travel	4,000	
			<b>\$44,000</b>
<b>FDWT</b>	State travel participation in regional mtgs.	\$9,000	
	WIMS Task Group - state travel	10,000	
	State travel	10,000	
			<b>\$29,000</b>
<b>TWT</b>	Course development – complete revision	\$50,000	
	Course development – initiate revision	60,000	
	Distance Learning	35,000	
	Leadership	20,000	
	Fire Behavior Committee	15,000	
	SME State Travel	36,000	
	State Travel	30,000	
			<b>\$246,000</b>
<b>FWWT</b>	State Travel	\$8,000	
			<b>\$8,000</b>
<b>SHWT</b>	Energy, Nutrition and Health	\$25,000	

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	Work/Rest Issues	20,000	
	Fitness and Work Capacity	10,000	
	IAWF Safety Summit	5,000	
	State Travel	15,000	
			<b>\$75,000</b>
<b>IOSWT</b>	310-1 contract	\$80,000	
	State Travel	10,000	
			<b>\$90,000</b>
<b>IBPWT</b>	Interagency Incident Business Management Handbook update	\$25,000	
	Forms re-write	10,000	
	State Travel	10,000	
			<b>\$45,000</b>
<b>WFEWT</b>	National Fire Prevention & Education Teams	\$106,000	
	National Fire Message project	62,500	
	Communicators Guide update	20,000	
	Meeting facilitation	2,500	
	State Travel	15,000	
			<b>\$206,000</b>
<b>IRMWT</b>	PMO	\$150,000	
	NWCG Website	20,000	
	CASE Tool	5,000	
	State Travel	13,000	
			<b>\$188,000</b>
<b>WFIWT</b>	Certified wildland fire investigator	\$13,000	
	Develop FI-310 Training	10,000	
	Revise FI-110 Training	10,000	
	PTB Proficiency exams	5,000	
	State Travel	6,500	
			<b>\$44,500</b>
<b>NRAG</b>	State Travel	\$5,000	
			<b>\$5,000</b>
<b>SSTG</b>	State Travel	\$6,000	
			<b>\$6,000</b>
<b>NWCG</b>	Executive Secretary	\$22,000	
	State Travel	18,000	
			<b>\$40,000</b>
	<b>TOTAL</b>		<b>\$1,062,000</b>

**26. SUBJECT:** Real-time Observation Monitor and Analysis Network (ROMAN) Weather data project, (Agenda item I-19)

**DISCUSSION:** Ed Delgado, Eastern Great Basin GAC, made a presentation on the benefits of using ROMAN. Land Management agencies identified the need for Meteorologists because of concerns for lack of reliable, accurate, consistent National Weather Service data. ROMAN provides:

- Consolidates multiple data sets (RAWS, NWS/FAA ASOS, DoT, etc.)
- Displays data in formats appropriate for fire weather apps
- Web-accessible; optimized for standard dialup connections
- User friendly, interactive, dynamic interface

The program information will be in its second year during 2003. Costs are about \$150,000/yr for maintenance and continued enhancement. Plan calls for two fully redundant, 24/7 servers. Their website is available at: [www.met.utah.edu/roman](http://www.met.utah.edu/roman). The Fire Weather Working Team (FWWT) would like NWCG to sponsor this system as an interagency system. In addition, the WT would like to see it linked to the NWCG page.

**ACTION:** Ed Delgado and Barry Mathais will work together to develop a charter for possible adoption by NWCG in January 2004.

**27. SUBJECT:** Incident Operations Standards Working Team (IOSWT) issues, (Agenda item I-20). Four issues follow with each issue identified separately.

**DISCUSSION:** Modification of the ICS-209, Incident Status Summary

The ICS-209, Incident Status Summary, is a modification of the existing form. Several changes from the existing form have been made, these include:

- Incident kind, block 6.
- Injuries this reporting period and injuries to date, block 21.
- Add the number of structures damaged, block 24.
- Communities/critical infrastructure threatened (in 12, 24, 48, and 72 hour time frames), block 26.
- Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan, block 28.
- Fuels/Materials involved; A drop down box with the 13 Fire Behavior Fuel Models has been added, block 32.

The IOSWT recommends adoption of the updated ICS-209 Incident Status Summary.

**MOTION:** Approve the ICS-209 for this year based on revisiting smoke management inclusion possibilities this winter.

**SECONDED AND CARRIED.**

**28. SUBJECT:** MIST Action Items (Agenda item I-20)

**DISCUSSION:** Both the IOS and TWT's have reviewed MIST Actions and concur with the recommendations. These recommendations include:

- The policy as written is appropriate as a National guideline for minimum impact standards;
- Based on the above policy it is probably not appropriate to include this information into Position Task Books; and
- They recommend that the GACGs also review this for completeness and accuracy in their respective areas before final acceptance.

It is recommended by the IOSWT that MIST should be accepted as a valuable tool in fire suppression, as long as it is only used within the appropriate circumstances.

**MOTION:** Accept IOSWT/TWT recommendations as written February 27, 2003.

**SECONDED AND CARRIED****29. SUBJECT:** Single Engine Air Tanker position (Agenda item I-20)

**DISCUSSION:** This position is being used widely in the interagency fire and aviation community. We have also worked with the TWT's Aviation Committee in reviewing existing training and Position Task Books and have their concurrence.

**MOTION:** Accept the IOSWT recommendation to begin implementing this new standard immediately (fire season 2003) but wait for April 1, 2004 for mandatory compliance to take effect.

**SECONDED AND APPROVED****30. SUBJECT:** ICS Position Manuals, (Agenda item, I- 20)

**DISCUSSION:** The IOSWT is considering the need to review the existing *ICS Position Manuals* for currency. A cursory review seems to indicate that much of the information contained in the *Position Manuals* may also reside, in part, in other locations such as within IQCS, training course material and the *410-1, Fireline Handbook*. NWCG will task the IOSWT to research and develop a white paper documenting what is contained in other sources. They also need to find out what is in IQCS – will IQCS be (or be able to serve as) the system of record for the information in the position manuals. The paper should also include information in the revised *410-1 Fireline Handbook*. Chair of IBPWT will contact IQCS Project Manager to compare with the AD Pay Plan sources. NWCG will review this at its January meeting.

**ACTION:** NWCG will task the IOSWT to research and develop a white paper documenting what is contained in other sources.

**31. SUBJECT:** Lessons Learned Charter (Agenda addition)

**DISCUSSION:** Members were asked to review the Charter and make comments to Sue by 5/15/03.

**32. SUBJECT:** ICBS Charter, (Agenda item A-7 )

**DISCUSSION:** Alice Forbes, Forest Service, presented information on the ICBS Charter. The charter was approved by the IRMWT and FEWT. All NWCG Members were also asked to approve the charter.

**33. SUBJECT:** Large Fire Cost Reduction Team, (Agenda item I-18)

**DISCUSSION:** Alice Forbes provided an update of the Interagency Cost Containment Teams.

**ACTION:** Alice to provide NWCG members with a list of interagency cost containment teams.

**34. SUBJECT:** Update on Strategic Direction for implementation of the Wildland Fire Policy, (Agenda item I-17)

**DISCUSSION:** NWCG Members were briefed on the current draft and will receive copies of the updated implementation direction based on public input. Basically, there has been no change in the implementation policy based on public input. The implementation plan is scheduled on the WFLC's next meeting agenda (June 2003) for approval. NWCG will begin review and tasking of the final product to carry out the direction for the implementation plan at the Fall 2003 meeting.

**35. SUBJECT:** Replacement of Dave Cleaves as Vice Chair for NWCG (Agenda addition).

**DISCUSSION:** Dave Cleaves, Forest Service Research, has accepted a different job in the Forest Service and will drop out of NWCG. There is no indication of a replacement for Dave at this time but this leaves the Vice Chair position open.

**MOTION:** Accept Kirk Rowdabaugh, NASF NWCG representative from Arizona State Lands, as Vice Chair.

**SECONDED AND CARRIED**

**36. SUBJECT:** Meeting schedule:

- January 27 -- 29, 2004 in Phoenix, AZ. (89<sup>th</sup> Meeting)
  - There will be a joint meeting with Working Team and Advisory Group Chairs on January 29, 2004
- May 11 – 13, 2004 in the Lake States hosted by the ITC/BIA (90<sup>th</sup> Meeting)

**37. SUBJECT:** Change the LCES vs. LACES proposal (Agenda addition)

**DISCUSSION:** There was a recommendation on this proposal from the RMCG to change the acronym LCES to LACES.

**ACTION:** NWCG will forward this to the IOSWT for its recommendation and follow up activity.

**38. SUBJECT:** Liaison with Working Teams

**DISCUSSION:** It is important that liaisons meet with their respective working teams and advisory groups at least one meeting annually. While this may not be possible, it is essential that close communication be maintained with the team/group chairs.

**39. SUBJECT:** NIMS and the National Response Plan

**DISCUSSION:** Transportation Security Agency (TSA) has been assigned as the lead agency for this effort from Homeland Security. There will be a work group trying to determine the implementation and activities of this effort during the week of May 19, 2003. Hugh Wood, U. S. Fire Administration will keep us current as this project develops.



**FOLLOW-UP ACTIONS**

<b>Action</b>	<b>Meeting Reference</b>	<b>Date due</b>	<b>Responsible member</b>
Develop draft agenda for joint FFMG/NWCG meeting	87 <sup>th</sup> , I-3	June 30, 2003	Jim Stires
Develop updated NWCG handout (flyer)	87 <sup>th</sup> , I-3	September 1, 2003	Larry Hamilton
Complete work on Fire Danger Rating Pocket Card	86 <sup>th</sup> , I-18 87 <sup>th</sup> , A-1	January 2004	Paul Schlobaum
Update Thirtymile Accident Prevention Plan (01/10/03)	87 <sup>th</sup> , I-4	June 30, 2003	Jim Payne
Recommendation to establish a Thirtymile Lessons Learned Project Steering Committee charter with NWCG in light of possible overlapping responsibilities.	87 <sup>th</sup> , I-4	September 1, 2003	SHWT, IOSWT and TWT
Develop standards and the process for standing down firefighters	87 <sup>th</sup> , I-5	September 1, 2003	Paul Broyles, SHWT
Develop process and protocols to resolve fire fighter safety standard violations	87 <sup>th</sup> , I-6	September 1, 2003	Paul Broyles, SHWT
Send informational letter outlining the AD Pay Plan to the AD Firefighter Association	87 <sup>th</sup> , I-8	June 30, 2003	Jim Stires
Develop technical and administrator training for WFSA	87 <sup>th</sup> , I-10		TWT and IOSWT
Recommendation on development and maintenance of WFSA software	87 <sup>th</sup> , I-10		IRMWT
Develop common data recommendation for a single fire reporting system	87 <sup>th</sup> , I-12	September 1, 2003	IRMWT
ROMAN system – work with Ed Delgado in developing a charter.	87 <sup>th</sup> , I-19	January 2004	Barry Mathias
ICS Position Manual white paper tasking review Lessons Learned Charter – input to Sue Vap	87 <sup>th</sup> , I-20 87 <sup>th</sup>	January 2004 May 15, 2003	Jim Stires NWCG members
Large Fire Cost Reduction Team member names provided to NWCG members.	87 <sup>th</sup> , I-18	June 30, 2003	Alice Forbes
Recommendation to change LCES to LACES	87 <sup>th</sup>	January 2004	IOSWT