

**National Wildfire Coordinating Group**  
**90<sup>th</sup> Meeting Minutes**  
**May 2004**

The 90<sup>th</sup> meeting of the National Wildfire Coordinating Group was held in Fond du Lac, Minnesota, May 11 – 12, 2004.

*Members attending:*

- Jim Stires (Chair), Bureau of Indian Affairs
- Kirk Rowdabaugh (Vice-Chair), National Association of State Foresters, Arizona Department of Forestry
- Allen Deitz (Executive Secretary), NWCG Program Management Office
- Lyle Carlile, Bureau of Indian Affairs
- Jim Erickson, Intertribal Timber Council
- Alice Forbes, U. S. Forest Service
- Michael Long, National Association of State Foresters, Florida Department of Forestry
- Tim Murphy for Larry Hamilton, Bureau of Land Management
- Mike Hilbruner, USFS – Fire Systems Research
- Phil Street, Fish and Wildlife Service
- Jim Smalley, National Fire Protection Association
- Sue Vap, National Park Service
- Hugh Wood, U. S. Fire Administration (DHS)

*Guests Attending:*

- Charlie Keller, Indiana Department of Natural Resources
- Barry Mathias, NWCG Program Management Office
- Sam Scranton, Wildland Urban Interface Working Team Chair, BIA

*May 11, 2004*

- Tom Fasteland, Bureau of Indian Affairs
- Sean Hart, Bureau of Indian Affairs
- Tim Miller, Intertribal Timber Council
- Greg Peterson, Bureau of Indian Affairs

*May 12, 2004*

- Brian Garvey, Wildland Fire Investigation Working Team, Minnesota Department of Natural Resources (Retired)
- Don Johnson, Michigan Department of Natural Resources
- Paul Steensland, Wildland Fire Investigation Working Team Chair
- Larry Sutton, TWT Leadership Committee Chair, BLM
- Billy Terry, Forest Service

**1. Welcome and introductions.**

Jim Stires welcomed everyone to the NWCG meeting. Introductions were made around the table.

**2. Briefing on BIA Midwest Region fire program (Agenda Item 3)**

Greg Petersen, Bureau of Indian Affairs, Midwest region, presented a briefing on the fire program within the Midwest region. Over 1.5 million acres of tribal trust land on 34 Indian reservations throughout Iowa, Michigan, Wisconsin and Minnesota are covered by the program.

The Minnesota Interagency Fire Center participating agencies include: BIA, USFS, NPS, USFWS, Minnesota DNR, and Minnesota Homeland Security & Emergency Management. They field three Type II Incident Management Teams, which include all-risk activities.

Minnesota has two fire seasons: for six to eight weeks after snow melt and then from mid-October until snowfall.

The Fond du Lac Reservation was the first Firewise Reservation in the US and was one of the first Firewise communities in the Eastern US.

**3. Welcome to Fond du Lac**

Vern Northrup & Daria Day (BIA MN Agency) welcomed NWCG members to Fond du Lac and invited the group to dinner and a program followed by a tour on Wednesday evening. The event will be hosted by the Fond du Lac Fire Program. This will be a joint activity with the WUIWT.

**4. Minutes of the 89<sup>th</sup> NWCG meeting were approved as distributed.****5. Update on the guidelines for media access to fires (Agenda Item 7)**

WFLC had a few minor changes. The guidelines have been passed to the OIG for review. WFLC gave their OK to release the guidelines, with the understanding that they are still in review by the solicitor's office. The point under review regards the release to be signed by the media. The guidelines were distributed by NWCG last week.

**Action:** Kirk Rowdabaugh will communicate with Wally Josephson with a request to be notified when the Solicitor's response is received.

**6. Potential training initiatives resulting from the Cramer Accident Prevention Plan (Agenda Item 19)**

The Forest Service is looking at possibly dropping 5109-17 and just using 310-1. There is a current staffing action item to look at using the IQCS to do needs assessment. National and Regional initiatives are currently being dealt with. (1200 applications to apprenticeship program were received.)

There is increased emphasis on leadership training. ICT3 attendance is down about 20%. Critiques of the simulation indicate it may be too process oriented; the simulation will be reviewed. The Forest Service completed ICT3 recertification this year; DIVS (Division Group Supervisor) recertification is planned for next year.

It was noted there are still some on-going investigation activities on the Cramer incident.

Discussion:

The additional leadership training requirements are an issue with states, especially concerning the costs. The impact on the many small VFDs could be overwhelming, especially when added to the hazmat & DHS training that is continuing to be added. Such additional requirements continue to strain the cooperative relations between volunteer/structural FDs and the wildland fire community.

The intent is to strengthen the simulation budget to widen use of the simulation; looking to develop curriculum compatible with structural fire. Feedback from those taking the training indicates the simulations and exercises are effective and useful.

The re-certification is an issue with other agencies. It is a huge workload in a flat-budget environment – how will effectiveness be determined? Maybe re-certification should be more targeted to individuals based on need, rather than such an across-the board approach. Continuing to add layers of requirements upon the currency and refresher training may not be the best approach.

It was questioned if adding the re-certification training on top of the usual currency-maintenance training is effective use of training money. Concerns were expressed that effective field performance appraisals are not being done. Maybe the need is for training in doing effective appraisals/evaluations.

It was noted the plan says “annual” – there is a need to ensure it is a useful training cycle for eastern US fire seasons, not just western. Concern was expressed that each region/geographic area is going down different paths for implementing some of the annual training – not always cost effective.

Qualification/Certification system is a performance-based system. Is the continuing trend to add training (rather than effective performance evaluations) a bad trend away from this? The cost of doing both is too expensive. We need to effectively use the performance-based system, not just add a training-based system on top of it if it is not working effectively.

The NWCG Training Development Staff is maintaining about 90 courses; many are suggested training that are not being used. There is a need to evaluate what is needed. Big cost is involved in evaluating and updating courses. Should courses not required by 310-1 (or 5109-17) be maintained? It was noted that much of the suggested training is very good training and should not be dropped without careful evaluation.

**Action:** NWCG will task IOSWT and TWT to take #3, 4, 7 (see: *Cramer Accident Prevention Plan Response – Interagency Opportunities*) and make recommendations to NWCG on inclusion of courses into the curriculum.

**Action:** NWCG will task the IOSWT to look at performance assessment, #2 (see: *Cramer Accident Prevention Plan Response – Interagency Opportunities*), and make recommendations to NWCG.

**Action:** NWCG will task the TWT, in concert with the NWCG Training Development Group at NIFC, to review all NWCG-sponsored training and provide recommendations on which should be kept and which may be dropped from the revision cycle based on a matrix of what is required by 310-1/5109-17 and what is suggested. The review and recommendations should also be based on the value of the training and the cost of the maintenance effort.

### **7. Dissemination of critical infrastructure protection information from the DHS (Agenda Item 23)**

Within the USFA, the information sharing and analysis center works with the group in DHS for information dissemination within emergency services. The concept of forests as critical infrastructure is gaining attention. The program does bulletins and info bulletins regarding threats against infrastructure.

An outside group is attempting to create another emergency services group/consortium (within law enforcement) – the USFA wants to ensure fire service (structure & wildland) is represented. Fire sensitive information will be disseminated through a secured portal. In communications with Kirk Rowdabaugh, the NWCG was not invited to attend or participate in their meeting.

Don Artley has been the point-of-contact for NASF with the group. It was suggested Artley be the contact/filter for NWCG, also. Concern was expressed that this may not work (or be acceptable) to have just Artley be the filter/screen via the portal; there may be a need for individuals to be registered to ensure only appropriate people are receiving the information. Another suggestion was to look at having the NICC or NMAC being the central screen.

Need some way of winnowing the volume to that which is relevant and then to route the information to appropriate people for action. Artley and/or Dougherty may be good screeners; they may need permission to then forward to a select group of people.

**Action:** Hugh Wood will follow up on this and will brief NWCG at the fall meeting – maybe a briefing by staff from the USFA staff and/or someone from DHS. Wood will coordinate with Don Artley and Mike Dougherty to work with Kim Christiansen at NICC via teleconference to work out a process for disseminating information during this fire season.

### **8. DoD Membership (Agenda Item 15)**

The NWCG letter of invitation was sent to DoD. Kevin Porteck has acknowledged the letter was received by the appropriate people within DoD. No response has been received to date. NWCG identified the expectation of funding contributions, but the amount was not specified (other than a ball-park figure of \$100K to \$200K).

The NWCG budget is open to reassessment of contribution shares; there is no action plan to address this, but the issue has been raised in past discussions. The current fixed-rate formula was developed based on historical preparedness dollars with a cap of \$1.2 million. FEMA is

contributing \$200,000. It was suggested a DoD share of \$200,000 may be appropriate and leave other shares as is.

**Decision:** DoD contribution share should be \$200,000 per year. An interagency agreement between FS & DoD will facilitate the collection.

*[see also, Item #32]*

### **9. Update on IRM Membership (Agenda Item 16)**

There is some WO/FS concern about adding line officers to IRMWT at this time. Alice Forbes will continue to follow up. Gary Bower is the BLM member; John Gebhard is the technical representative.

### **10. Firewise Communities/USA update (Agenda Item 4)**

Handouts: a) *Firewise Communities/USA Project Report* (Dec 2003); b) *Communities Compatible with Nature*

As of December 2003, there are 41 Firewise communities, including two tribal reservations. This is up from 12 at the end of 2002. These are communities that have completed the standard activities.

The first national conference will be held in Denver, November 4-6, 2004. Brochures are being mailed out. There is widespread support for the conference from state and local fire organizations. Over 1200 applications have been down-loaded from the Web site.

The Firewise program is catching the attention and interest of individual congressional members. Over 300,000 pieces of information were distributed in the last five months of 2003 and over 200,000 in the first four months of 2004.

Concern was expressed about unwarranted use of the "Firewise" term. The logo is trademarked, but not the word.

Some states do not have identified liaisons. A letter has been sent to those states encouraging liaisons be identified.

To maintain Firewise status, communities must re-apply every year and must continue applying their plan. The State Liaisons certify the communities and report to the team. The Team will continue to maintain the program.

### **11. New WUIWT Chair (Agenda Item 20)**

**Decision:** Sam Scranton was approved as the new Wildland/Urban Interface WT Chair.

### **12. Fire Occurrence Reporting Project update (Agenda Item 10)**

George Conley has been identified as the Project Manager for the business study project. SMEs identified so far are: Don Galloway, NASF-Texas; Steve Laraby, BIA; Sheldon Wimmer, BLM;

Brian McMannus, FWS; Dale Miracle(sp?), NPS. Alice Forbes will pursue a FS SME [Liz Wright, FS (5/28/04)].

The team should evaluate the BLM system that is currently shared by three agencies. The U.S. Fire Administration also has a system that should be looked at (Mike Dougherty, contact).

It was noted the NWCG message to the project is that time is of the essence. The reporting system is needed to answer NFP questions – not for research. The minimum set of data for national reporting does not preclude local or agency/state-level collection of additional data.

When the charter is ready for NWCG, it can be circulated for approval prior to next NWCG meeting.

**13. Status of initiative to develop an interagency IT CPIC process (Agenda Item 9)**

DOI and USDA interpret and follow OMB capital planning investment and control (CPIC) guidance differently. Efforts undertaken at the request of the IRMWT (from NWCG) to align the processes have stalled and been put on hold.

NWCG continues to recognize the need to resolve the differences between the departmental processes and establish alignment of the two processes down to the bureau level.

**Action:** Alice Forbes will work with Barry Mathias to develop a briefing paper for Jerry Williams.

**14. Incident Base Automation Project leadership (Agenda Item 27, added)**

The Incident Base Automation Project is requesting NWCG guidance. In a June 10, 2002 memo, NWCG directed IOSWT involvement as lead in the requirements analysis. The IOSWT representative does not agree there is a valid need for the IOSWT involvement (as lead) at this time.

NWCG's concern was to involve the three WTs with major business elements (IBPWT, IOSWT, and IRMWT) in the scope of the project.

To clarify the intent of the memo, the second sentence of the third paragraph should be considered to read, "The IBPWT should be the lead for this analysis, with assistance from the IRMWT and IOSWT."

**15. LANDFIRE (Agenda Item 28, added)**

Handouts: a) June 10,2002 memo; b) 5/6/04 email "Landfire Charter Considerations"; c) LANDFIRE project charter

The Charter, as drafted, is from the OWFC and due for signature at the next WFLC meeting. One major concern expressed is the charter lacks the specific information needed to fulfill the intent of a project charter. FS Fire Research agrees with the risks.

It was noted the document could serve as an executive summary or concept paper signed by WFLC. A more detailed charter containing the specifics needed for the success of the project

then could be requested and directed to the Executive Oversight Committee (EOC) for approval, rather than WFLC.

It was noted WFLC members have been briefed on the perspective that it would be more appropriate at the Executive Board (NFAEB) or NWCG level, with no change in the WFLC position.

If there are serious flaws in the charter that put the project at risk, the NWCG would like the IRMWT to document those concerns. The NWCG can then put the concerns on record by forwarding them to the WFLC.

**NWCG recommendation:** Remove “Project” from the title of the document. Insert an EOC responsibility to “develop a detailed project charter that follows the *NWCG Project Charter Guidelines* prior to end of FY2004”.

#### **16. Approval of the revised IIBMH (Agenda Item 6)**

The *Interagency Incident Business Management Handbook* revisions have been completed and will be printed in a yellow binder. As the handbook is used, comments should be addressed to the IBPWT (Hallie Locklear, Chair).

**Decision:** The revised handbook is approved for publication and distribution.

**Action:** NWCG Chair will distribute letter of NWCG approval; drafted by Locklear.

#### **17. NWCG AG/WT Liaison updates (Agenda Item, added)**

**Decisions:** Lyle Carlile will replace Alice Forbes as liaison to the Radio Narrowband Advisory Group and will replace Larry Hamilton as liaison to the Incident Business Practices Working Team. Kirk Rowdabaugh will replace Jim Stires as liaison to the Geographic Area Advisory Group.

#### **18. Bi-Lingual language requirements for crews (Agenda Item 29, added)**

Handouts: a) draft April 19, 2004 memo, “Bilingual Language Requirements for Crew – Engine Leadership”; b) September 25, 2003 memo, “Bilingual Language Requirements for Crew – Engine Leadership”

A question has been raised over differences of wording in the memos – is this a difference of standards and does it need changes or clarification? It was suggested to use “proficient in the English language and the language of the crew” as the standard in future standards, rather than “bilingual (able to read and interpret) in language of crew”.

**Action:** Jim Stires will insert language into the April 19, 2004 memo to equate the “proficiency” language of the Sept 25, 2003 memo with the “bi-lingual” language of the minimum crew standards for national mobilization (as contained in the Mob Guide) before the memo is signed and distributed.

#### **19. Proposal to make S-260 required training (Agenda Item 30, added)**

Handout: May 6, 2004 letter from IBPWT to IOSWT, "S-260 Issue Papers"

It was pointed out that in the last revision of 310-1, required courses are only those addressing safety and operations – all other courses are suggested training. NWCG consensus is that requiring S-260 is not the appropriate approach.

It was suggested that a short module in refresher training may be a better approach to cost containment. Maybe a group commissioned by the IBPWT – a combination of ICs, IBAs and line officers – could develop the message to include in refresher training.

There is a need to identify the real need and audience; and then develop a module that can be included in existing training, as appropriate. If properly developed, the module can be used where and when needed. Such a module should be addressed to all firefighters, not just a select subset.

**Action:** IOSWT Liaison to follow up. Have the IOSWT chair contact the IBPWT Chair to follow up on the IPBWT request.

**Action:** Task IBPWT to put together a subgroup to look at alternative ways to deliver the cost containment message and make recommendation to NWCG at the fall meeting.

## **20. Proposal to establish a Logistics Working Team (Agenda Item 25)**

A suggestion was made to consider a subcommittee under the Fire Equipment WT. This suggestion has also been made to the logistics group. It was noted that it's not reasonable to remove the logistics-related portions from the other working teams. The FEWT is willing to establish a logistics subcommittee.

**Decision:** The NWCG will establish a logistics subcommittee and a CTSP subcommittee under existing NWCG working teams.

**Action:** The NWCG will task the FEWT to establish a logistics subcommittee; the FEWT Chair to contact Rich/John to discuss options for the subcommittee charter and chair.

**Action:** The NWCG will task the IRMWT to establish a CTSP (Computer Technical Specialist) subcommittee under the IRMWT.

## **21. Hiring of Casuals issue from the IBPWT (Action Item 26)**

Handout: May 6, 2004 letter to NWCG from IBPWT, "Hiring of Casuals"

There is a need for consistent access to AD resources. There is a workload and costs imposed on a local office to maintain the qualifications and certifications for ADs, including costs for training and physicals.

This seems to be an agency-specific issue. It is unclear where the responsibility lies within the wildland fire community, but it is not an issue appropriate for NWCG involvement.

**Action:** No NWCG action needed.



**22. Proposal for a Fuels Management group (Agenda Item 24)**

Handout: April 30, 2004 e-mail from Melissa Squire, "There is a strong need for NWCG to create a working group or task team to address fuels management"

It was noted there is a National Interagency Fuels Management Group that deals with the programmatic issues raised in the e-mail (see handout).

**Action:** No NWCG action needed.

**23. Overview and update on Wildland Fire Investigation WT activities (Agenda Item 22)**

Paul Steensland (WFIWT Chair) and Brian Garvey (co-chair) presented an overview of change factors leading up to the need for certification of wildland fire investigators. The working team was chartered by NWCG to develop the certification criteria and associated training. The working team is an interagency team with international participation.

The draft taskbooks for the Wildland Fire Investigator positions have been submitted to the IOSWT. The FI-210 training course, which replaces P-151, has been alpha and beta tested and is in the publication process. FI-110, which will replace P-130, has also been alpha and beta tested and is currently out for field review.

The FI-310 (case development and investigation management software) training course draft outline was developed in March; expected completion in late 2005. Work has not begun on FI-410 (Case mgmt and litigation), but will probably be done in 2007.

The WFIWT is working to incorporate proper procedures to follow as a first responder to preserve scene of origin and to begin documentation into other NWCG documents such as the Fireline handbook. The team is also updating the NWCG Wildfire Cause Determination Handbook (PMS 412-1) from 1978.

Because of the rapid changes in the investigation and litigation arenas, the WT will probably need to be a continuing team.

Concern was expressed about the workload and system stress on the course development process if changes are very rapid. This is a concern being considered in the course development. The intent is to base course content on less rapidly changing aspects and have the instructors keep updated on the more rapidly changing aspects. The expectation is for a 3-year revision cycle for the courses.

The Lessons Learned Center was recommended as a potential tool for keeping trained investigators and instructors informed and updated on developments.

**24. Update on the leadership curriculum (Agenda Item 11)**

The February 2001, "Report of the Leadership Task Group to the Training Working Team" is posted on the fire leadership Web site ([www.fireleadership.gov](http://www.fireleadership.gov)).

Three components to the leadership program:

1. Values and principles
2. Leadership toolbox (online resources for self-directed learning; leadership references and assessment tools) – part of Web site
3. Training courses
  - a. L-180 – Human Factors (available for the last couple of years) included in current version of S-130
  - b. L-280 – Followership to Leadership (16 hours) – replaces S-281
  - c. L-380 – Fireline Leadership (40 hours) – replaces S-381
  - d. L-381 – Incident Leadership (40 hours) – not a factor in current 310-1 revision
  - e. L-480/580 – Incident Management Team Leadership Seminar – currently in design/development by NARTC – not a factor for current 310-1 revision

L courses are specifically focused on leadership, but leadership also is being addressed in other courses.

The intent of the approach to leadership training:

- is to replace existing training instead of adding requirements when possible
- is to make training for everyone, but emphasis on command and operations
- balance between emphasizing leader development and minimizing impact to agencies
- okay to do something different – not okay to do nothing

There are no leadership training requirements in the current 310-1. Recommendations made to IOSWT are:

- Required training for 13 positions (6 L-380; 7 L-280)
- Recommended training for 37 positions (17 L-380; 20 L-180)

The Leadership Committee has developed a partnership with the US Marine Corps (June 2002 MOU with USMC, BLM, FS). The USMC leadership development model is being adapted for Wildland fire leadership development. This includes adapting USMC publications on leadership (Wildland Fire Book on Books (reading list); Wildland Fire Staff Ride Guide; Design Delivery of Tactical Decision Games Sand Table Exercises).

Next steps:

- Building evaluation process for the program
- L-courses included in next 310-1 revision & IQCS
- S-course and PTB updates to address leadership
- Interactive media components in the Leadership Toolbox
- Recognition of good leadership examples

## **25. Translation of training courses into Spanish (Agenda Item 13)**

Region 6 and California have already developed Spanish versions of S130/190. The approach will be to evaluate those courses, pick the best, and go with those. When revised, the courses will then be re-translated. It was noted that the current Spanish versions of S-130 probably do not include the L-180 module.

**26. Clarification of instructor qualifications for the next amendment to the FMCG (Agenda Item 12)**

Language is needed in the FMCG to clarify the intent of instructor qualifications. “Qualified and current (but may not meet physical requirements),” applies to lead and support instructors. There is an allowance for adjunct instructors in the standard.

**Action:** NWCG will distribute the TWT memo with an NWCG transmittal to members. Alice Forbes will draft the transmittal memo.

**27. Approval of updated NWCG IRM strategy (Action Item 8)**

The NWCG was briefed by the IRMWT on the draft strategy at the last NWCG meeting. No comments from NWCG members have been received by the IRMWT.

**Decision:** NWCG accepts the NWCG IRM Strategy as presented in the last draft.

**28. Use of the Geospatial Training Advisory Group as an advisory committee to the NWCG TWT (Agenda Item 21)**

Alice Forbes has briefed the GTG that the advisory committee can be chartered by the GTG and work with the TWT when needed. It is not appropriate to charter them under the TWT or jointly under both groups.

The Training Development Unit cannot support the development and maintenance of the GIS training courses. It was noted that the GTG does not expect that support; they do, however, want to be involved when technology is addressed in courses. The advisory group should work with the TWT to develop that involvement. This coordination should take place among the IRMWT, GTG and TWT, no NWCG action is needed.

**29. Inclusion of GIST into the 310-1 (Agenda Item 21)**

The GTG needs to submit a proposal to the IOSWT. The IOSWT will then come to the NWCG with a relevant recommendation.

**Action:** Alice Forbes will forward the request to the IOSWT and will brief the GTG and IRMWT to that effect.

**30. Update and discussion with the GACG Liaison (Agenda Item 31, added)**

Issues for NWCG / GACG Advisory Group:

1. Inequities in AD 5 rates  
This issue is being addressed by the IBPWT AD Task Group. For further information, the GACG is referred to the NWCG IBPWT.
2. Use of AD personnel in general  
These issues are also being addressed by the IBPWT AD Task Group. For further information, the GACG is referred to the NWCG IBPWT.
3. IMT Issues  
Apparently there are restrictions being placed on name requests. It was noted this is apparently occurring at the GACC level and is probably an issue to be dealt with by the GACG.

4. Refresher training  
Training comes out after the beginning of fire season in some areas. The GACG is requesting earlier release if possible.
5. Leadership courses  
The GACG is concerned about additional costs (dollars & time) to meet added training needs.
6. Contract Resources issues  
There are oversight and safety concerns among some of the GACCs.
7. IQCS  
Question asked, "Is the IQCS compatible with the States' IQS?" Answer, "Yes."
8. New Fire Shelters  
Question asked, "Has a date been set after which old ones will no longer be available?" Answer, "No. Old ones will be in the system for quite a while."

### **31. Briefing on task group to develop international equivalencies (Action Item 14)**

Handout: May 12, 2004 memo to NWCG, "Australian and New Zealand Equivalency for 2004 Fire Season"

During a face-to-face review of competencies, few discrepancies were found. Their training is not task-based training, but they do evaluate through testing and on-the-job evaluations.

A crosswalk mapping of ICS positions to the Australian and New Zealand positions was developed to identify equivalents. A recommended action list was also developed from the findings of the team. Most of the actions are operational.

Recommended actions for NWCG are:

- NWCG and the FFMG support annual or bi-annual meetings of training specialists to review and align training competencies, materials and techniques.
- NWCG request TWT to consider international issues when developing new training materials
- FFMG, New Zealand Fire Service and NWCG revisit the competency alignment before the 2005 fire season to determine needed changes.

Similar evaluations and discussions of competency equivalencies between structural and wildland fire are being done by an ad hoc group as a result of the rural fire report. A complete competency crosswalk needs to be done between the NFPA and NWCG training standards.

**Action:** NWCG Chair to ask Don Artley for a briefing at the fall NWCG meeting on the status of the rural fire report actions.

### **32. FY2005 Budget (Agenda Item 17)**

The current draft FY2005 budget is dependent on DoD joining NWCG and contributing a \$200,000 share for FY2005.

**Action:** NWCG Chair will contact Kevin Porteck (DoD) for an update on the status of DoD membership.

[see also, Item #8]

**33. Update on the Pocket Card standard (Agenda item, added)**

The changes identified at the 89<sup>th</sup> NWCG meeting have been made. The standard has been distributed under NWCG transmittal memo.

**34. Update on NIMS (Agenda item, added)**

The final is out. The NIMS Integration Center is currently being worked on. It is modeled after the NWCG organization, but is fully funded.

**35. Future meeting dates and locations**

Fall 2004	October 19-20, 2004	Annapolis, Maryland
	Guest working team: FEWT <i>[post-meeting note: later changed to IOSWT]</i> Meeting host: Eastern States (NFAEB meeting, October 21)	
Winter 2005	January 25-27, 2005	Texas (Location TBD)
	Possible joint meeting with CIFFC (last was two years ago) <b>Action:</b> Alice Forbes to follow up with CIFFC contact. Guest working team: FWWT/FDWT Meeting host: FWS	
Spring 2005	May 10-12, 2005	Santa Fe, NM
	(Thursday, meet with GACG Chairs) Guest working team: TWT Meeting host: BLM	

**NWCG 90<sup>th</sup> Meeting – Follow-up Action Items**

<b>Action</b>	<b>Meeting Minutes Reference</b>	<b>Date Due</b>	<b>Responsible Member</b>
Ask Wally Josephson for notification when the Solicitor's response to the media access guidelines is received	90 <sup>th</sup> , #5		NWCG Chair (Rowdabaugh)
Task IOSWT and TWT for recommendations on inclusion of courses into the curriculum based on the Cramer Accident Prevention Plan items #3, 4, & 7.	90 <sup>th</sup> , #6		NWCG Chair (Rowdabaugh)
Task IOSWT for recommendations on performance assessment based on the Cramer Accident Prevention Plan item #2.	90 <sup>th</sup> , #6		NWCG Chair (Rowdabaugh)
Task TWT (& Training Dev. Group) for review of NWCG training courses and recommendations on keeping/dropping courses from the revision cycle.	90 <sup>th</sup> , #6		NWCG Chair (Rowdabaugh)
Coordinate efforts to develop a process for disseminating CIP information during this fire season.	90 <sup>th</sup> , #7		Hugh Wood
Briefing to NWCG on process for disseminating CIP information	90 <sup>th</sup> , #7	NWCG Fall meeting	Hugh Wood
Develop briefing paper on interagency IT CPIC alignment	90 <sup>th</sup> , #13		IRMWT Liaison (Forbes) & IRM Advisor (Mathias)
Draft NWCG letter of approval for IIBMH; distribute letter	90 <sup>th</sup> , #16		IBPWT Chair (Locklear) & NWCG Chair
Update draft bi-lingual language memo and distribute	90 <sup>th</sup> , #18		Jim Stires
Coordinate IOSWT follow up to IBPWT request	90 <sup>th</sup> , #19		IOSWT Liaison (Rhodes)
Task IBPWT for recommendations on alternatives for delivering cost containment message	90 <sup>th</sup> , #19	NWCG Fall meeting	NWCG Chair (Rowdabaugh)
Task FEWT to establish a logistics subcommittee	90 <sup>th</sup> , #20		NWCG Chair (Rowdabaugh)
Task IRMWT to establish a CTSP subcommittee	90 <sup>th</sup> , #20		NWCG Chair (Rowdabaugh)
Draft transmittal memo for clarification of instructor quals; distribute clarification memo	90 <sup>th</sup> , #26		NWCG Vice-Chair (Forbes)
Ask Don Artley for briefing on status of rural fire report actions	90 <sup>th</sup> , #31	NWCG Fall meeting	NWCG Chair (Rowdabaugh)
Contact Kevin Porteck (DoD) for update on status of DoD membership	90 <sup>th</sup> , #32 & #8		NWCG Chair (Rowdabaugh)