

National Wildfire Coordinating Group
93rd Meeting Minutes
May 2005

Action	Decision	Item
		1. Welcome and introductions
		2. Review and adjust agenda
	X	3. Approval of 92nd NWCG Meeting minutes
X		4. Fire Equipment Working Team (FEWT) Presentation and Review
X	X	5. Discussion on logo use
		6. Update on FS Doctrinal Review and Pulaski Conference
X		7. WFLC taskings to NWCG
		8. Update on wildland fire representation at the DHS NIMS NIC
	X	9. Training course certificates using all agencies' logos
	X	10. Appoint chair for Fire Use Working Team (FUWT) and co-chair for Social Science Advisory Group (SSAG)
	X	11. SHWT request for NWCG support of a standard requirement for all firefights to be able to communicate in English
	X	12. Data collection criteria for the Safety Gram Report
X		13. IBPWT report to NWCG on agencies' alcohol use policies
	X	14. Fireline Safety Refresher Training Task Group charter
X	X	15. Executive Secretary support for NWCG and NFAEB
	X	16. Status of updated NWCG Memorandum of Understanding (MOU)
	X	17. NWCG FY06 Budget
		18. US Fire Administration (USFA) Training Equivalency/Crosswalk Project and Changing Roles training tasks
		19. NIMO implementation task group briefing
X		20. Fire Environment Working Team (FENWT) Briefing
		21. Fire Research – Planning for the Future
		22. S520/620 course – proposed changes for 2007
		23. Radio Narrowband Advisory Group (RNAG)
X		24. NWCG IRM Strategic Plan
X	X	25. NPS update on the Sequoia/Kings Canyon Report
	X	26. Working Team relationships to NWCG
X	X	27. NWCG Strategic Planning
		28. NWCG protocols and procedures
X		29. Round robin
	X	30. Appointment of NWCG Liaison to the WFEWT
	X	31. Type 3 Standards Group – Liaison
		32. Future meeting schedule

National Wildfire Coordinating Group
93rd Meeting Minutes
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The 93rd meeting of the National Wildfire Coordinating Group was held in Boise, Idaho, May 10-13, 2005.

Members attending:

- Kirk Rowdabaugh (Chair), NASF, State of Arizona
- Alice Forbes (Vice-Chair), U. S. Forest Service
- Allen Deitz (Executive Secretary), NWCG IRM Program Management Office
- Don Motanic (for Jim Erickson, Intertribal Timber Council)
- Don Artley (for Mike Long, National Association of State Foresters)
- Rob Collins (for Larry Hamilton, Bureau of Land Management)
- Mike Hilbruner, USFS – Fire Systems Research
- Edy Williams-Rhodes, National Park Service
- Phil Street, Fish and Wildlife Service
- Lyle Carlile, Bureau of Indian Affairs
- Hugh Wood, U.S. Fire Administration
- Jim Smalley, National Fire Protection Association

Guests Attending:

- Judy Crosby, NWCG IRM Program Management Office
- Mike Daugherty, U.S. Fire Administration

May 10, 2005

- Tory Henderson, Chair, Fire Equipment Working Team
- Michelle Ryerson, Safety & Health Working Team member

May 11, 2005

- Paul Schlobohm, Chair, Fire Environment Working Team
- Kelly Hawk, Bureau of Land Management (USFA Training Equivalency Project)
- Greg Greenhoe, NIMO Implementation Task Group
- Sue Hussari, NIMO Implementation Task Group

May 12, 2005

- Shari Shetler, Chair, Information Resources Management Working Team

1. Welcome and introductions

Alice Forbes introduced Judy Crosby as the NWCG IRM Program Manager. Judy replaced Barry Mathias, who retired in March.

2. Review and adjust agenda

Item #7 is the same as #16. #7 will be deleted and the topic will be addressed as scheduled in #16.

3. Approval of 92nd NWCG Meeting minutes

No changes or corrections were received.

Decision: Minutes approved as written.

4. Fire Equipment Working Team (FEWT) Presentation and Review (Tory Henderson, Chair)

Handouts:

- FS-FAM Briefing Paper: “Situational Awareness Firefighting Equipment (SAFE) update”, 3/23/05
- “Situational Awareness Firefighting Equipment (SAFE)... The Future of Fighting Wildland Fires”. (undated)

The FEWT holds a joint meeting every other year with their Canadian counterpart, the Fire Equipment Work Group (FEWG). This year, the meeting will be hosted by the United States at the San Dimas Technology Development Center in San Dimas, CA. The joint meetings alternate between the U.S. and Canada.

The FEWT coordinates standard specifications for the development and use of fire equipment including:

- Hand tool development
- Safety (PPE, etc.)
- Detection
- Engine development
- Chemicals (aerial ignition, foam, retardant)

The FEWT also coordinates fire chemical and equipment needs between agencies. Currently, the FEWT is cooperating with California to explore various chemical delivery platforms.

The FEWT is continuing its move toward standardization:

- engine subcommittee (Robert Stroud, lead) – base needs on performance criteria; then develop typing system to reflect agency needs

- firing subcommittee (Robert Stroud, lead) – identify what’s in use or available, how to use, qualifications, and standardization; working to establish a standard set of tools and establish standards for those tools
- other equipment – sprinkler kit is being developed for standards and stocking by the NFES Caches. The proposed standard will be reviewed by Cache people in the spring; it is scheduled for field testing this season.

The team has established a Logistics Subcommittee to identify logistics-related issues, concerns, and solutions; to ground truth reported issues; and to lead to improvement and change.

The team is working to develop processes for *wisely implementing* new developments and improvements

- constantly striving to improve
- changing to new technology where it makes sense

Future:

- type 2 (synthetic material) hose
- fire resistant protective clothing
- fire shelters
- quarter turn connectors

Really moving into the future:

- Situational Awareness Firefighting Equipment (SAFE) [This is a project currently in the Forest Service/WO]
 - GPS
 - PDA / Handheld computer
 - Cell phone/radio combo

SAFE will identify and field test technologies that can improve the current firefighting process.

Preparing for the future through life-cycle planning for projects and equipment. Life cycle planning phases include:

- Need identification phase
- Concept refinement phase
- Technology development phase
- System development and demonstration phase
- Production and deployment phase
- Operations and support phase

NFPA and the wildland fire agencies work together to adopt codes and standards. However, emphasis has been on the structural protection program rather than wildland fire. In the future, FEWT envisions a change due to Homeland Security and the growing wildland urban interface.

Comment letters to NFPA on proposed standards or changes to standards are viewed in volume – better to have a letter from each NWCG member/agency, than just a single letter from NWCG. Copies of the FEWT letter have been distributed to the NWCG members.

ACTION: NWCG members to use the FEWT letter as a basis for additional letters to be sent to NFPA.

The FEWT Web pages on the NWCG site have been redone. The pages now include a list of frequently asked questions (FAQs) and answers. The team will be including a “step by step” process for prospective vendors and others to follow for proposals and ideas. A good referral for individuals with innovative ideas for fire technology is the USDA Small Business Innovation Research at www.reusda.gov/sbir.

5. Discussion on logo use

NASF has asked to restrict use of their logo while the current lawsuit is underway. The logo should not appear on any new documents. NASF is asking for all publications to have only the NWCG logo.

WUIWT/Firewise documents have the Firewise logo and list the working team participation.

The current NWCG PMS standard requires only the NWCG logo and a “sponsored by” listing of the Departments of Agriculture, the Interior, and NASF on the cover. No other agency logos appear.

Decision: NWCG publication standard to be changed to show logo, but remove sponsoring agency list on the cover. A credits listing on the inside can show agency (or state) name as the affiliation of listed individuals. The updated standard will be distributed to all WTs and will apply to all NWCG documents, not just those tracked through the PMS, from this point forward.

Action: Let Allen Deitz, PMSWT Chair, know of any NWCG documents displaying logos other than the NWCG logo.

6. Update on FS Doctrinal Review and Pulaski Conference

The Forest Service intends to implement recommendations which come from the Pulaski Conference.

Everyone agrees to the concept; but have concerns about the single-agency approach being taken. NWCG requests that any proposed change affecting an NWCG standard be sent to NWCG for consideration before implementation.

Tom Harbour has indicated the FS expects the recommendations will be brought to the interagency community for discussion before any implementation takes place.

7. WFLC taskings to NWCG

Attachment: WFLC task letter to NWCG, March 23, 2005.

An action plan for qualification equivalencies is due October 31, 2005. A contractor is in place looking at equivalencies and developing a crosswalk of qualifications. The NWCG and NFPA (1051) standards are being addressed. Interaction is occurring with the NWCG Training Working Team. It was noted that the IOSWT also needs to be involved in this effort.

The two standards (NWCG & NFPA) view the jobs in two different ways. The crosswalks have identified the equivalencies and also have identified gaps between the two standards. The intent is to avoid developing a third qualification standard for rural fire departments.

Looking at qualifications/training needs to ensure rural fire departments are competent to participate on local fires (include state & federal jurisdiction) – not attempting to address qualifications for national mobilization.

Implementation plan is being developed; real need will be the funding for implementation

This effort may be one of the most important efforts for NWCG in recent years.

A response to WFLC is needed for the October 31, 2005 due date. An interim report could be given to WFLC now. Hugh Wood volunteered to take the lead on drafting an interim report.

ACTION: Hugh Wood to draft an interim status report to WFLC by end of next week – distribute to NWCG for review prior to sending to WFLC.

The WFLC tasking for NWCG to develop Type 3 Team standards currently is not assigned to the IOSWT or other group.

Focus should be maintained on the intent to utilize local forces locally for wildland fire; but should acknowledge the potential (“down the road”) national mobilizations and use for all risk incidents.

ACTION: Task IOSWT to develop standardized requirements for Type 3 Teams, per WFLC tasking letter to NWCG. (Need to work with contractor/group to ensure consistency.) Edy Williams-Rhodes will draft the letter.

8. Update on wildland fire representation at the DHS NIMS NIC

Attachment: TWT memo to NWCG: “NIMS/NFA Partnership”, February 23, 2005

The FS has developed a position description; SMEs have reviewed it. The position could be advertised within the next two weeks. It will be announced as in the 301/401 series as a GS-13 (or GS-12/13) position. Duty station will be at DC (FEMA NIMS NIC). The announcement will be open government wide.

The FS is trying to get a detailer for the interim – first attempt fell through – still trying. Looking for 30-day minimum, 60 days would be better. Need to look at additional details to the NIC to help the permanent position, as well.

9. Training course certificates using all agencies’ logos.

For training coming out of the NIMS NIC, the Training Working Team is proposing the certificates have all agency logos, including EPA and Coast Guard, to give wider credibility.

Decision: Only the NWCG logo will be used on the training certificates. No other wildland fire agency logos should appear.

10. Appoint chair for Fire Use Working Team (FUWT) and co-chair for Social Science Advisory Group (SSAG).

Tim Sexton has been acting chair of the FUWT since the position was vacated by Bill Leenhouts. Linda Langner has been acting co-chair of the SSAG since that position was vacated by Jonathan Taylor.

Decision: Tim Sexton approved as the FUWT chair. Linda Langner approved as co-chair for the SSAG.

11. SHWT request for NWCG support of a standard requirement for all firefighters to be able to communicate in English (Michelle Ryerson)

Attachment: SHWT memo to NWCG: “Non-English speaking fire personnel”

The NWCG decision/standard for English-speaking crew leadership was a good move forward, but is having unintended/unforeseen consequences. The SHWT is starting to see some promotions to squad/crew boss based primarily on English language skills, rather than fire qualifications.

Before NWCG can take action to require English language competency for all crew members, agencies will need to do quite a bit of pre-work including a civil rights impact analysis (CRIA). NASF would need time to check with individual states.

A FS OIG report (due out soon) on contracted crews may give direction/support for this issue.

There is a history of success and safety with some non-English speaking crews. This may be a contracting issue, rather than a language/communication issue.

Even with a phase-in period, this could result in the unavailability of many of crews. An actual count/percentage of affected firefighters/crews is unknown. There is also a need to consider the workload and cost of language proficiency testing/certification of crew members.

DECISION: Task SHWT to gather further information to see if there is a valid issue. NWCG will table further discussion of this issue until the Fall meeting, pending release of the OIG report are further information from the SHWT.

12. Data collection criteria for the Safety Gram Report (Michelle Ryerson)

Attachment: SHWT memo to NWCG: "Criteria for Safety Gram Report", February 28, 2005

SHWT has formally compiled criteria for the annual Safety Gram report to resolve inconsistency issues in past years. The criteria are to be applied, beginning in 2005, for the collection of fatality, entrapment and serious accident data.

DECISION: NWCG approves the new Safety Gram criteria

13. IBPWT report to NWCG on agencies' alcohol use policies

Attachment: IPBWT Memo to NWCG: "Current Policy on Alcohol Use"

The IBPWT did not find any clear common policy among agencies. The team does not recommend NWCG pursue a common policy.

ACTION: NWCG will send the IBPWT report under an NWCG cover letter to Tom Harbour – Lyle Carlile will draft the letter.

14. Fireline Safety Refresher Training Task Group charter

Attachment: NWCG Fireline Safety Refresher Task Group charter, April 6, 2005 (draft)

DECISION: NWCG approves the task group charter as written

15. Executive Secretary support for NWCG and NFAEB

NWCG may need to transfer executive secretary duties from Allen Deitz to someone else due to workload within the Program Management Office (PMO).

The PMO resource commitment to the National Wildland Fire Enterprise Architecture (NWFEA) Project is quite heavy. Allen Deitz has been temporarily detailed into the Data Architect position pending recruitment for that vacancy. This leaves a need for NWCG/NFAEB executive secretary support and NWCG Webmaster support.

If NWCG chooses to make executive secretary support an official function of the PMO, then the question arises of how would the PMO adjust staff workload to cover. Much would depend on the availability and skill level of the yet-to-be-provided staff/admin assistant position. A strategy is needed to maintain executive secretary support services to the NWCG and NFAEB.

Options:

- upgrade proposed contracted support for PMO/projects to include executive secretary support
- contract part-time support separately from the proposed lower-graded PMO/project support

Need to resolve the funding strategy and grade/skill level of the contracted support position.

Gary Bowers previously suggested BLM contract for the staff/admin support and adjust project space rent to cover some or all of the contract costs. The balance would be funded from the NWCG budget. This would still need to be explored and worked through John Fend.

Funding through rent could not be effective until the beginning of the next fiscal year (FY06).

DECISION: BLM to target contracted GS-9 skill level support, beginning October 1, to be funded through space rent to projects, with balance funded through the NWCG budget.

BLM offered Barbara Ruffner for a part-time detail to provide PMO support/assistance to the end of the current fiscal year. Barbara will be available within a week or two. Rob Collins confirmed this offer with Gary Bowers – the position is funded by BLM.

DECISION: PMO to take advantage of the BLM offer for part-time detail of Barbara Ruffner.

ACTION: Judy Crosby to make proposal to NWCG on how the PMO will continue providing NWCG/NFAEB support given the four current PMO positions plus contracted assistant position.

16. Status of updated NWCG Memorandum of Understanding (MOU)

The final draft is ready for signatures. Expectation is the MOU will be signed by each bureau director. Signing has been tabled pending resolution of the NASF lawsuit.

DECISION: Table signing of the MOU until the fall 2005 NWCG meeting.

17. NWCG FY06 Budget

Handout: Proposed NWCG FY06 Budget

NWCG needs to clearly communicate to the working teams the NWCG expectation regarding state representative travel funding and membership count – i.e., budgeted funding sufficient to

cover travel of two state representatives, but the team is not limited to only two state representatives if the travel costs of the third can be covered without additional NWCG funding.

The proposed budget contains a cushion that will be held for funding the PMO support position if other funding not available. Otherwise, it is proposed to look for a priority project to put it toward, rather than spreading it bit-by-bit over the entire budget. The refresher training video project was suggested as an appropriate target.

It was agreed the NWCG needs to give the working teams/advisory groups strategic direction and evaluation criteria to help them prepare their future plans and budget requests.

DECISION: release the proposed FY06 budget to the working teams/advisory groups now, pending final approval at the fall NWCG meeting.

18. US Fire Administration (USFA) Training Equivalency/Crosswalk Project and Changing Roles training tasks (Kelly Hawk & Mike Dougherty)

Training Equivalency/Crosswalk Project

The projects objective is to review specific NWCG courses within select States and to crosswalk equivalent training offered by NWCG, State Fire Training, and the USFA National Fire Academy with a goal of improving the training options available to firefighters.

A contract is in place to help do the crosswalk. The project team met in Emmitsburg, MD, in April to plan the project's processes. The team has determined the crosswalk project is complementary to the "changing roles" training implementation process.

The project team is focusing the competencies/skills for the NFPA Wildland Firefighter 1, Wildland Firefighter 2, Wildland Fire Officer 1, and Wildland Fire Officer 2 compared to the NWCG Firefighter Type 2, Firefighter Type 1, Single Engine Boss, and Strike Team Leader, respectively, and is identifying parallel competencies and gaps.

Crosswalks with some states will be done during visits to the states; others will be dependent on representation on the team. Eight states are participating in the project.

The project will deliver a description of the work needed to develop or evaluate equivalencies in all states. The project expects to deliver its recommendations, along with procedures to implement the recommendations, in September, 2005.

Changing Roles training tasks (1a-1e)

The group was tasked by NWCG to develop an implementation plan. The group has narrowed the focus to local mobilization. An interagency core team has been formed with participation from the DOI, NASF, SFA, NASFTD, USFS, IAFC, and NFPA. The review team is larger with open participation.

Assumptions:

- Many fire departments are trained to NFPA standards or equivalent
- Many departments do not have a formalized training process

The goal is a modularized training system that could meet the needs of both types of departments.

Current Activities:

- narrowed the focus to core positions: FF1, FF2, ENGB, STL
- coordinated with the TWT on the project scope
- collaborating with the USFA crosswalk project

Upcoming activities include coordinated state visits with Crosswalk Team to assess the status of varied types of State training programs, identify needs, and obtain input on preferred training packaging and delivery methods.

Anticipated revisions needed:

- S-190 will be reviewed for alternate delivery in its entirety
- S-130 will also be evaluated to accommodate both trained and untrained departments
- ENGB and STL course modules will be repackaged per the gap analysis

Timeline:

- Summer 2005: state visits
- Core Group Meeting
 - strategies
 - contracting issues
 - draft implementation plan
- Fall 05: implementation plan proposal to NWCG for review

19. NIMO implementation task group briefing (Greg Greenhoe & Sue Hussari)

Handout: *Implementation Task Group Business Plan*, May 11, 2005 (draft)

Task group meetings have been scheduled for May 10-12, June 28-30, July 26-28, August 23-25, September 20-22, and October 18-20.

Objectives as understood by the group and documented in the draft Business Plan were presented

Periodic updates to the NWCG will be through Edy Williams-Rhodes (Liaison). The final Implementation Report will be presented at the Fall NWCG meeting.

The Team is looking for NWCG feedback/discussion on desired future conditions, including:

- Number of layers
 - Area command / Type 1 – Type 5 teams = 6 layers. Should the addition of NIMO create another layer, or should it be another type of Type 1 (or Type X)?

- Type of Teams
 - Alt: national (AC / NIMO) / geographic teams (no dist between type 1, 2 & type 3) / Local teams (type 3) / Initial Attack (type 4 & 5)
- Use of NIMO
 - Who do the teams on an incident work for? Continue working for local jurisdiction as currently done, or should they work for the NIMO team once a NIMO team has been deployed?
 - Assigned to Line Officer?
 - Supervision?
- Cost control/management?
- Relationship to state, all-risk and FEMA IMTs

The NWCG suggested the team talk to original core team member(s) to discuss some of the above questions.

NWCG cautioned that the Team needs to ensure appropriate interactions take place with various NWCG working teams and other interagency efforts that are currently underway.

Type 3 teams are expected to be organizational, not standing teams.

NWCG would like to see estimated implementation costs in the final report.

As the work progresses over the summer, the team needs to monitor progress toward the October deadline and keep NWCG apprised if more time is needed.

20. Fire Environment Working Team (FENWT) Briefing (Paul Schlobohm, Chair)

Attachments: FENWT Operating Principles, April 8, 2005 (draft); FENWT Charter, March 31, 2005 (draft); FENWT Team Roster

Work is ongoing to nail down the scope of the team. The Team will be talking with the FUWT to avoid overlap of the scopes of the two teams. The FENWT will be returning to the NWCG with a final draft of proposed changes to the charter.

The team will continue developing goals and objective statements to be documented in the FENWT Operating Principles document. These efforts (scope, goals, objectives) are forming the basis for developing the work plan for the team; expectation is to deliver the work plan by year end.

Progress on task to make recommendations on fire weather systems situation:

- currently developing statement of work to do an assessment of all existing systems and identify overlaps/gaps
- this opens opportunity to look at new capabilities for gridded (as opposed to point) weather data – gridded forecasts vs. point forecasts; etc. – assessment needs to look at the potential of existing systems to accommodate or be able to accommodate such future capabilities

ACTION: NWCG federal directors to consider setting a moratorium on procurement of additional RAWS stations. Alice Forbes is current pushing for this in the FS.

21. Fire Research – Planning for the Future

History:

- FS Base Fire Research since 1928
- JFSP initiated in 1998 (USDA/DOI)
- NFP Fire Research started in 2001
 - 78 teams chartered in 2001/02
- Many other agencies are doing fire research as well

Commitment to the 2001 NFP structure expires 2005. This provides an opportunity to review, adjust, and better integrate efforts.

A FS team is developing a strategy document for the FS fire R&D programs. This strategic planning effort has produced a logic model (summer & fall 2004) and a fire and fuels strategy (fall 04/winter 05).

Strategy – draft:

- work with managers to identify priority topics
- manage research with a portfolio approach (~13 science portfolios)
 - the R&D portfolios are aligned to support focus areas
- increased emphasis on science application in partnership with managers
- reinvigorated science leadership
- apply these concepts to both Base and NFP Research

Three over-arching goals:

1. science
2. science application
3. science leadership

Four focus areas for fire:

1. programmatic fire planning
2. Large fire decision support
3. Rehabilitation and restoration of severely burned landscapes
4. Fuel mgt/ecosystem restoration planning and implementation

22. S520/620 course – proposed changes for 2007

Handout: NWCG Briefing Paper: “Proposed Changes to the S-520/620 Course”

Summary of proposed changes:

- Course would accommodate six full teams of trainees, instead of twelve. One week course, instead of 2 weeks.
- In 2007, twelve teams will be accommodated by two back-to-back sessions with 6 teams each session. After 2007, schedule and frequency will be based on supply and demand. One alternative is one session each year rather than every two years.
- Much of the lecture will be eliminated.
- All current simulations will be retained, but some would be modified.
- Non-fire incident simulation exercise will be added
- Final S-520 simulation will involve six teams, instead of four
- Area command simulation will not be connected to the S-520 final simulation. AC inputs to the S-520 teams will be made by the simulation teams.
- Each team going through the final simulation will be stand-alone, so all teams can be run through the same simulation.
- Incidents in the final simulation could be rotated from year to year to increase the integrity of the simulation

The S-520/620 Steering Committee has presented this proposal to the Training Working Team – received favorably.

23. Radio Narrowband Advisory Group (RNAG)

Question raised: “Is the group is still needed?” Suggested: possibly change their scope from narrowband to include P26 issue.

Note: Discussion moved to Fall 2005 meeting.

24. NWCG IRM Strategic Plan (Shetler)

Handout: PowerPoint slide printout of presentation

Attachment: *NWCG IRM Strategic Plan*, April 2005 (draft)

The *NWCG IRM Strategic Plan* was drafted by the IRMWT and PMO for NWCG. It is *not* the IRMWT’s strategic plan. The intent of the plan is to help the NWCG be successful in wildland fire information resource management activities.

The *NWCG IRM Strategic Plan* should be viewed as one “layer” of an overall NWCG strategic plan (5-10 year outlook) – such a plan should include layers such as an overarching communications strategy, budget (investments) strategy, standards/publication strategy, etc.

Each NWCG WT/AG work plan (1-3 year outlook) should be developed in support of the overarching NWCG strategic plan.

General approval and acceptance from the NWCG is needed before further work is done to develop an implementation plan.

NWCG doesn't currently have an overarching complete strategic plan. The operating principles provide some strategy. This IRM plan provides another part of a complete plan.

Definitions for "initiative", "objective", "goal", etc. need to be captured in the glossary. All NWCG strategic planning activities should strive to use the terms consistently. Consideration should be given to aligning with the most commonly used hierarchy model to minimize confusion.

ACTIONS: Members to provide feedback/comments on the NWCG IRM Strategic Plan to Shari Shetler, DD: May 20, 2005 (agreed: no comment = concurrence). Shari to compile comments and distribute (DD: May 27, 2005) to members for final review and comments to Shari, DD: June 3, 2005.

25. NPS update on the Sequoia/Kings Canyon Report

The Sequoia/Kings Canyon Report includes two action items requiring a letter from the NPS to the NWCG requesting help with looking at standards for hazard trees and burning snags. The request will involve looking at the 1993 hazard tree report from the IOSWT and reviewing a couple of guides for inconsistencies regarding the use of lookouts in relation to sawyer activities.

The letter is currently being reviewed by the NPS Solicitor's Office in preparation for sending to the NWCG.

DECISION/ACTION: When the letter is received, the NWCG Chair will assign tasks to appropriate working teams for action.

26. Working Team relationships to NWCG

Various issues regarding the relationships between the NWCG Parent Group and its various sub-groups have been raised through the group liaisons. These issues include:

- A need for vision and direction from the parent group was identified during the TWT presentation at the last NWCG meeting (re: all risk, integration with national response plan, etc.). This came up again at the recent joint TWT/IOSWT meeting. Teams are unsure just where they are going until parent group direction is given.
- Need to have a process in place for periodic review of WT charters to ensure they are still in scope and heading in the appropriate direction.
- Need to institute/re-institute annual meetings with WT/AG chairs to set priorities and get field feedback from the chairs. This would enable NWCG to get ahead of the curve with some strategic planning.
 - Need to be sure parent group gives sufficient notice for WT chairs to be able to plan/schedule

- Gives opportunity for chairs to meet each other and interact; to identify interaction/interdependencies among the various teams.
- Rotation and term limitations on chairs needs to be addressed.
 - Individually addressed in each working team charter. Good item for strategic planning discussion.
- Need to recognize relationship with chairs of geographic coordinating groups.

Joint meetings need to be institutionalized, but the frequency needs to be appropriate—not so infrequent as to lose touch; but not too frequent as to become unproductive.

Consider doing an NWCG strategic planning session prior to the first meeting with the chairs. Use the joint meeting as an opportunity to “kick off” the strategic plan.

Meeting with the WT chairs in the spring would help in formulating the budget for the following years.

DECISION: alternate annual joint spring meetings with WT chairs and GACG chairs. Start with WT chairs in 2006.

DECISION: spring (May) meetings will be in Boise each year.

27. NWCG Strategic Planning

The NWCG Parent Group needs to have a strategic planning session. It should be a separate two-day meeting, rather than added on to a regular meeting – possibly September 2005 in Boise.

Meeting management suggestions:

- Need a facilitator familiar with strategic planning – Shari Shetler was suggested.
- Need a recorder and document preparation person to enable leaving the meeting with a product.
- Prewrite and preparation:
 - need to do an environmental scan – WFLC, WTs, GACGs – SWOT survey.

ACTION: Ask Shari Shetler for help in preparing a letter to solicit appropriate information in a useful format. (Don Artley & Edy Williams-Rhodes will work with Shari)

ACTION: Executive Secretary to update the NWCG member handbook

ACTION: PMO will provide a recorder/document preparation person

DECISION: Three-day strategic planning session in Boise, September 13-15, 2005. Facilitator: Shari Shetler. Hosted by FS.

28. NWCG protocols and procedures

Members were asked if, between meetings, time has been sufficient for comments and has the information flow been adequate. Consensus: time and information flow have been appropriate.

29. Round robin

Chair: Kirk Rowdabaugh announced he is now officially the Arizona State Forester.

USFA, Hugh Wood: The Fall meeting facility has been contracted; information will be forthcoming. Baltimore-Washington International Airport (BWI) is fairly close – will check on possible shuttles from BWI to meeting location

NPS, Edy Williams-Rhodes: IOSWT is reviewing 310-1 comments from the field; team is making sure the 310-1 is NIMS NIC compliant

FWS, Phil Street: the NFAEB meeting will be preceded at 8:30 AM with an informal coffee for Sue; meeting convenes at 9:00 AM

NFPA, Jim Smalley: The NFPA Annual Meeting will be held June 5, 2005 in Las Vegas. The WUIWT is starting to look at 1051 & 1144 standards for urban interface; team will be meeting in Boise the end of June and holding a fall meeting in Boston. NFPA's technical committees (rural & others) need more federal representation. (Alice Forbes noted Tory Henderson's application has been submitted.)

FS, Alice Forbes: The IRMWT is meeting in Boise in June; the FENWT will be meeting in Missoula the end of May. Paul Steensland, Chair of the FIWT, is retiring early but will stay on as Chair until the current development of standards is finished. FS specific: the OIG is conducting an audit and the GAO will be reviewing large fire costs.

NWCG PMO, Judy Crosby: The NWFEA project is expected to kick off around June 1. Prior to kick off, a letter is needed from the NWCG requesting participation from the NWCG community – looking for designated SMEs from business areas to be on call as needed for interviews as EA information is gathered.

ACTION: Judy Crosby to draft an NWCG letter soliciting SMEs for the NWFEA project.

30. Appointment of NWCG Liaison to the WFEWT

A liaison to the Wildland Fire Education Working Team is needed to replace Sue Vap.

DECISION: Edy Williams-Rhodes will serve as the NWCG Liaison to the WFEWT

31. Type 3 Standards Group – Liaison

The group needs to focus on the capabilities of a Type 3 team, rather than the composition of the team. The group needs to understand that NWCG is looking at a functional capability (rather than a formalized, structured capability) for the increased “type 3” capabilities.

This needs to be documented in a letter to WFLC. The group should look at documenting in the Mob Guide, Red Book, or elsewhere—should not be documented in the 310-1.

DECISION: Mike Daugherty will serve as liaison to the standards group.

Hugh Wood confirmed there is USFA interaction with the IOSWT and TWT in the USFA group activities. The USFA group is available to help the IOSWT and TWT with the NWCG activity, as well. Edy Williams-Rhodes will inform IOSWT of the availability.

Consolidating these activities will help avoid confusion or inconsistencies in the products from the efforts.

It would help to separate the terminology – confusion is caused by calling both “Type 3” teams.

- Maybe call one “Local Teams”
- Arizona uses “Complex Incident Management Team” to avoid “typing” the team.
- Montana uses “County Assistance Team”

32. Future meeting schedule

<i>Meeting / Dates</i>	<i>Host Agency</i>	<i>Location</i>	<i>Featured WT/AG</i>
Fall – October 18-20, 2005	USFA	Gettysburg, PA	FENWT
Winter – January 24-26, 2006	FS	FL	IBPWT
Spring – May 9-11, 2006	FS	Boise, ID	Joint WT/AG Chairs