

**National Wildfire Coordinating Group  
97th Meeting Minutes  
October 17-19, 2006**

Action	Decision	Item	
		1.	Welcome, Introductions, and Meeting Packet Review
		2.	Agenda: Review and Finalize
	X	3.	96th NWCG Meeting Minutes and Strategy Meeting Minutes: Review and Approval
X		4.	Action Item List: Review
	X	5.	NWCG 2007 WT/AG Budget Requests: Review of Subcommittee Recommendations
	X	6.	NWCG Working Team Liaisons Review
	X	7.	Lessons Learned Center
		8.	Fire Investigation Working Team
X	X	9.	FENWT Operating Principles
X		10.	OFCM User Needs Assessment
	X	11.	Delegation of Authority to ICT
	X	12.	NWFEA Update
X	X	13.	Conversion of the NWCG Curriculum To A Competency-Based System
X	X	14.	NWCG Instructor Qualifications
X	X	15.	Expansion of the Firefighter Resource
	X	16.	Proposal to Share Data Between IQCS and CHS
		17.	Interagency Working Team/Groups – Standards Development vs. Operations/Implementation
	X	18.	Restructuring NWCG/NFAEB
X		19.	Strategic Planning Session – NWCG Parent Group
		20.	NIMO Introductions and Briefing
		21.	Revised NWCG MOU
		22.	Bin Items
		23.	Meeting Review: Review Decisions and Action Items, and Next Meeting Agenda Items
	X	24.	Meeting Schedule
X		25.	Round Robin

**National Wildfire Coordinating Group**  
**97<sup>th</sup> Meeting Minutes**  
**October 17-19, 2006**

The 97<sup>th</sup> Meeting of the National Wildfire Coordinating Group was held in Coeur d'Alene, Idaho, on October 17-19, 2006.

***Members Attending:*** Kirk Rowdabaugh (Chair), NASF Western States  
Mike Hilbruner (Vice-Chair), USFS – Fire Systems Research  
Lyle Carlile, Bureau of Indian Affairs  
Jim Erickson, Intertribal Timber Council  
Tory Henderson, Forest Service (Acting)  
Mike Long, NASF Eastern States  
Brian McManus, Fish and Wildlife Service  
Tim Murphy, Bureau of Land Management (Acting)  
Mike Wallace, National Park Service (Acting)  
Jim Smalley, National Fire Protection Association  
Hugh Wood, U.S. Fire Administration  
Lisa Street, NWCG Executive Secretary

***Guests Attending:*** Paula Nasiatka, LLC  
Paul Schlobohm, FENWT  
Judy Crosby, PMO  
Logan Lee, TWT  
Shari Shetler, IRMWT

***Call-Ins:*** Call-in technology was unavailable at the meeting site.

## 1. Welcome, Introductions, and Meeting Packet Review (Kirk Rowdabaugh and Lisa Street)

**Discussion:** Kirk Rowdabaugh welcomed everyone to the meeting. Each attendee introduced themselves.

## 2. Agenda: Review and Finalize (Kirk Rowdabaugh)

*Distributed and reviewed:*

*Handout No. 2: 97<sup>th</sup> NWCG Meeting Agenda*

**Discussion:** Minor edits were made. Working Team Liaison Review was deferred to Thursday after strategic planning session. OFCM (Office of the Federal Coordinator for Meteorology) User Needs agenda item (Schlobohm) was added to agenda after FENWT Operating Principles. NWFEA Update will be presented by Mike Wallace.

## 3. 96th NWCG Meeting Minutes and Strategy Meeting Minutes: Review and Approval (Kirk Rowdabaugh)

*Distributed and reviewed:*

*Handout No. 3: NWCG 96<sup>th</sup> Meeting Minutes, May 9-11, 2006*

**Discussion:** Minutes were mailed out to all members on July 6, 2006 by the Executive Secretary (Bradshaw).

*A motion was moved by Carlile to approve the 96<sup>th</sup> Meeting Minutes, seconded by Erickson. NWCG 96<sup>th</sup> Meeting Minutes were approved unanimously.*

**DECISION:** On NWCG 96th Meeting Minutes, minutes were approved by unanimous decision.

## 4. Action Item List: Review (Lisa Street)

*Distributed and reviewed:*

*Handout No. 4: NWCG Action Item, Decisions, and Meeting Tracking Table*

**Discussion:** Action Item List was mailed out to all members on July 6, 2006 by the Executive Secretary (Bradshaw). Executive Secretary will continue with current minute documentation format and action item tracking table will be updated as necessary.

The NWCG Member Handbook was discussed. This was an action item for the Executive Secretary (Bradshaw) to complete, providing all NWCG members with a new handbook (per 93rd Meeting - May of 2005). The handbook will contain the NWCG Charter; Charter Protocol; MOU; Strategic Plan; WT/AG Charters; Lists of NWCG Members; WT Chairs; GACG Chairs; Host List; Featured WT List; and Meeting Minutes. Bonnie was working on this before her departure. Lisa will discuss the order and items with Kirk and follow up on the status of this project with Judy Crosby.

**ACTION No. 96-01: On NWCG Member Handbook, discuss contents and order with Kirk Rowdabaugh.**

**Lead:** Bonnie Bradshaw (delegated to Lisa Street)  
**Due Date:** June 30, 2006 (amended to March 16, 2007)

**AGENDA ITEM FOR NEXT MEETING:** NWCG Member Handbook - Review New Handbook, Executive Secretary – May 2007 - 15 minutes.

## **5. NWCG 2007 WT/AG Budget Requests: Review of Subcommittee Recommendations (Lyle Carlile)**

*Distributed and reviewed:*

*Handout No. 5: NWCG FY2007-2009 Budget Requests*

**Discussion:** Carlile recognized Henderson and Wallace for their hard work on the budget. The intent was to keep the FY07 budget in line with FY06 level. Yellow column on spreadsheet shows target. FENWT and TWT did see cuts in their respective budgets. Rather than an across-the-board percentage cut, each line item was considered. Each budget submitted by the Working Teams – after asking them to prioritize their own budgets - was reviewed. The final proposed budget is a little over FY06 level. State travel was cut across each WT by an appropriate amount. After the strategic planning meeting, some adjustments may have to be made as the Strategic Plan will have an impact on the budget. It was noted that the cost of travel continues to rise and this was noted as a consideration. The NWCG parent group needs to set an example in keeping costs down to set an example for cost containment to WTs. The WT Chairs need to be held accountable to their travel budgets. As a reminder, NWCG covers costs for two State representatives for WT meetings, State Foresters need to pay for any state traveler over the two person limit. NASF Fire Committee has agreed to fund any travel above the two State representative limits. NASF agreed that SHWT, IOSWT, and TWT maintain the third State representative; other WTs will stay at two State representatives.

Long and Rowdabaugh will look at distance learning budget during the January 2007 meeting, since that particular program took a large cut, and then discuss with NASF. May consider meeting at agency office meeting rooms rather than hotel meeting rooms. May also look into teleconferencing to reduce costs, NIFC will have updated technology within the next two weeks. This can also be identified in the strategic plan.

***A motion was moved by Long to approve the FY07 budget, seconded by Erickson. FY07 Budget was approved unanimously.***

Strategic planning will provide information to WTs to develop their 5-year action plans. This will be discussed at January 2007 meeting with WT Chairs. Plans will include a list of priorities with accomplishments.

**DECISION: On FY07 NWCG WT/AG Budget, budget was approved.**

**DECISION: On PMO Budget, budget will be moved out of NWCG to NFAEB starting FY08.**

**AGENDA ITEM FOR NEXT MEETING:** For NWCG Budgets - ½ day; and Strategic Plan Action Review with WTs Chairs - January 2007 - ½ day.

## **6. NWCG Working Team Liaisons: Review and Decision on New Liaisons to Replace Retired NWCG Members (Kirk Rowdabaugh)**

**New Handout No. 6:** NWCG Working Teams – Liaisons spreadsheet

*Deferred Topic – Will be discussed after strategic planning session.*

**Discussion:** NWCG WT Liaison spreadsheet was updated to indicate not only who the liaison is, but which WTs need to submit budgets and those that do not.

***A motion was moved by Carlile to sunset the Social Sciences Task Group, seconded by Erickson. Social Sciences Task Group sunset was approved unanimously.***

**DECISION: For Social Sciences Task Group, SSTG will be sunsetted.**

## **7. Lessons Learned Center (Paula Nasiatka)**

*PowerPoint Presentation: Wildland Fire Lessons Learned Center (LLC) Update  
Distributed and reviewed:*

*Handout No. 7: Lessons Learned Center Road Map – Updated April 27, 2006*

*Handout No. 7a: Organization of LLC Activities*

***New Handout No. 7b:*** LLC Supporting the Entire Interagency Wildland Fire Community Now with Three Unique Websites

***New Handout No. 7c:*** LLC Bookmark

**Discussion:** Paula provided a background briefing and update on LLC via a PowerPoint presentation. LLC's main goal has not changed over the last 3 years: improve safe work performance through organizational learning. Last page of the *Organization of LLC Activities* shows project selection criteria of LLC. They are currently looking to NWCG for input on strengths, weaknesses, opportunities and challenges of the LLC for their 5 year strategic planning process. They have nine members on their strategic planning committee, a well rounded membership of federal and state agencies. LLC has three main websites that facilitate knowledge transfer. Team Center is their newest website and is in beta testing at this point. Two biggest documents of interest on the websites: 1. Near Miss Peer Reviews (new process FS is adopting) and, 2. Firing boss ignition techniques lessons learned. Have seen significant increase in website use and downloads from last year. International phone calls have increased substantially; Google search shows LLC as #3 out of 58 million matches in a search for "Lessons Learned."

It was noted that a future role of LLC would be to analyze all recommendations for reviews and investigations from the past 15-20 years and to look for unintended consequences. There may be fundamental actions that we may need to pay attention to. LLC is working with SHWT to continue building the database of historical and recent reviews and investigations. Currently working on collecting near misses, escaped prescribed fires, and serious accident investigations for this searchable database.

Staffing and budget of LLC – currently FS and NPS are providing positions and support funding (travel, supplies and materials) for them. All project funding comes from WASO FS, NIFCG, and NPS.

### **Challenges:**

1. Missing a long-range budget that has been approved and funded; causes an inability to plan. FY07 special project funding from FS seems to be missing this year; there are questions as to why this was cut. Henderson will look into this.
2. Bottleneck at the analysis section due to limited number of employees at LLC and the limitations of having consultants do analysis since SME is needed.

“Where to Next” – slide shows major points of presentation. There has been tremendous support from the fire community; this shows a definite need for LLC. Paula urged all members to take the strategic planning on-line survey that provides feedback to the LLC. The on-line community center provides a valuable resource for different fire groups to gather and share information through “neighborhoods” (discussion groups). This neighborhood is along the line of Yahoo Groups, where discussions take place virtually and are on-going, saving the need for lengthy conference calls with potential schedule conflicts. LLC has a *Go To Meeting* license that may be of use to NWCG, a very handy tool. FENWT is looking at using this in place of one meeting (currently have 3/year) to save costs.

LLC is chartered with NWCG on a liaison-type setup, it may need to be chartered under NFAEB to ease funding appropriations and ensure a programmatic plan. Either way, LLC needs to be part of an organized group and budget process. When LLC submits their 5-year plan, a determination can be made regarding support from all the agencies. After the strategic planning discussions a more informed determination can be made. *It was agreed to defer further discussions as to LLC Charter until that point.*

**DECISION: For Lessons Learned Center, LLC will be chartered under NFAEB.**

## **8. Fire Investigation Working Team (Hugh Wood)**

**Discussion:** Currently looking at course development and team membership, WFIWT will meet in January and will ask Chair to come in May 2007 for presentation. Pilot will be out at the end of this month. Qualification and certification is undetermined at this point.

**AGENDA ITEM FOR NEXT MEETING:** *For Fire Investigation Working Team Update - January 2007 meeting - 10 minutes.*

## **9. FENWT Operating Principles (Paul Schlobohm)**

*PowerPoint presentation: FENWT Operating Principles Presentation to NWCG – October 17, 2006*

*Distributed and reviewed:*

*Handout No. 9: Fire Environment Working Team Operating Principles - October 2006*

**Discussion:** Schlobohm reviewed the FENWT Operating Principles document via a PowerPoint presentation. He noted that during the course of developing the operating principles, there were areas that related to NWCG as well as NFAEB. FENWT is currently working on an updated strategic plan. The Operating Principles document was determined to not need NWCG approval. Only charter and budget are approved by NWCG. NWCG format for charters is done, format for budget in process, but format for operating principles has not been set in stone. Other NWCG WTs may consider using this format as a guideline. The format issue will be discussed further in the strategic planning session. Too much structure may limit the WTs operating arena, may only need to provide general direction and baseline requirements.

FENWT Charter needs to be formally approved.

**DECISION: On FENWT Charter, charter was reviewed and remanded back to WT for revisions.**

**ACTION No. 97-01B: On FENWT Charter, identified edits will be made and charter will be resubmitted to Executive Secretary for NWCG approval.**

**Lead: Paul Schlobohm**

**Due Date: 11/30/06**

**ACTION No. 97-02: On WT Operating Principles template, PMO will develop.**

**Lead: Judy Crosby**

**Due Date: 11/30/06**

**New Agenda Item –**

## **10. OFCM User Needs Assessment (Paul Schlobohm)**

*New Handout 10a: FENWT Status of OFCM User Needs Assessment Briefing Paper*

**Discussion:** NWCG asked FENWT to address questions about RAWs network and fate of ROMAN. Schlobohm provided an update as outlined in the briefing paper. The OFCM JAG has decided not to do a long-survey. The shortened survey will not provide FENWT with the information it needs to address its task from NWCG. FENWT is preparing to make up the difference. ROMAN funding decisions have been deferred upon receipt of the info requested. NWCG was assured that enough information will be forthcoming to allow these decisions to be made. FENWT will meet at the end of this month and follow up on these issues with the JAG. The short survey will be distributed for three weeks in November via the Ecology Conference in San Diego, California, and through an email contact list.

There were discussions if the NWCG Chair should bring the issue forward to WGA; Long is on the WGA Forest Health Committee so there is a mechanism to bring this to the WGA attention. Due to the short timeframe for survey release, it was decided that a letter to WGA may be less than productive at this point. Based on the survey release date, it was agreed to look at survey results and then approach WGA about additional information. NASF Fire Committee will have survey information in time for their January 2007 meeting. Long will take this before NASF Fire Committee to consider some type of direction being provided to WGA. Schlobohm will send survey results to both NASF Fire Committee and NWCG.

Hilbruner offered that research should be involved in that they should know the shortened survey will limit information. Hilbruner suggested that he could contact the JAG co-chairs to express NWCG perspective at this time.

**ACTION No. 97-03: On OFCM User Needs Assessment, draft letter to Co-chair outlining how the survey will not provided needed information.**

**Lead: Paul Schlobohm and Mike Hilbruner**

**Due Date: 10/27/06**



**ACTION No. 97-03B: On OFCM User Needs Assessment, survey results will be sent to NWCG.**

**Lead: Paul Schlobohm**

**Due Date: ASAP once survey results are released**

**ACTION No. 97-04: On OFCM User Needs Assessment, issue will be brought before NASF Fire Committee.**

**Lead: Mike Long**

**Due Date: Once survey results have been released.**

## **11. Signatory Authority for WFSA (Lyle Carlile)**

**Discussion:** The issue came forward recently from Idaho and Alaska. It mostly seems to be an issue in Alaska where protection is provided by an agency other than the land management agency. NFAEB discussed this and decided that the land management agency should be included in these agreements. This issue is presented to NWCG as a red book/blue book issue; and if they agree that both agencies should be involved in the WSFA.

It was agreed that the land management agency should sign. While this does not happen a lot, when it does, it causes confusion and concern. Legally, line officers cannot turn this decision over to anyone else. ICT provides a service; the suppression agency has the expertise, as opposed to the line officers, in filling out the WFSA. Discussions centered on each agency's line officer duties. A clear standard needs to be developed that states who will sign the WFSA when the suppression agency is not the land management agency. NWCG determined that wording may need to be included in NWCG curriculum. This is more than a policy statement.

**DECISION: On Signatory Authority for WFSA, NWCG concurs with the issue and will send back to NFAEB for inclusion in red book/blue book. At that point, each agency will need to determine how this is reflected within each of their agency protocols. A new blurb in WFSA needs to be included.**

NWCG will send this back to NFAEB (informally).

## **12. NWFEA Update (Mike Wallace and Judy Crosby)**

**New Handout 12:** NWFEA Governance Chart

**Discussion:** A proposal from NFAEB recommends the PMO be rechartered from NWCG to NFAEB. In the new NWFEA Governance Structure chart, PMO will be executively administered by NFAEB. Priority is to focus on key issues, and deliverables (main issue is blue print = business activities and system applications); analyze where gaps and overlaps are. PMO is

more encompassing than NWCG alone. NFAEB has agreed to provide oversight and dedicate the necessary time to meet the deliverables on time. This is in line with the new governance proposal from WFLC down to NMAC including NWCG and NFAEB. There was a consensus that the States would not have an issue with rechartering PMO. This should help completion of the blueprint by spring 2007.

*A motion was moved by Wallace to accept the NWFEA recharter proposal, McManus seconded. NWFEA recharter was approved unanimously.*

**DECISION: On NWFEA recharter, it was agreed to recharter the NWFEA Project from NWCG to NFAEB.**

### **13. TWT: Conversion to a Competency Based System (Logan Lee)**

*Distributed and reviewed:*

*Handout No. 13: Conversion of the NWCG Curriculum to a Competency-Based System, dated July 2006*

**Discussion:** Background: TWT has been drawn into the All Hazard environment, which has led them into changing their curriculum. Performance based task books cannot be translated into a competency based system. At the May 2006 meeting, rationale was presented on conversion to a competency based system. Task books have been translated into core competencies. Assessment was made as to who is affected by revising the curriculum schedule. TWT is moving down the path to integrate competencies into task books; and are moving ahead progressively to have 2007 fire season task books converted. Need NWCG support in aligning NIMO priorities to facilitate this rapid change. This conversion process will be discussed next week at the joint TWT/IOS/NIMO meeting. TWT will work across functional levels to develop strategic plan. Core competencies will not change. With the conversion, TWT will be able to focus training more effectively. NWCG priorities need to be forwarded on to NMAC for conveyance to NIMO. NMAC will meet with NIMO next month to set priorities; the FS Risk Management liaison (once on board) will be able to facilitate this process in conjunction with NMAC.

What's needed – an issue paper stating why we should prioritize this now, and what will be lost if it's not done by NIMO. Protocol issue – how TWT forwards on. Also need to coordinate with NFPA 1051 Committee.

Logan and the TWT were recognized for their dedication and hard work in regards to this issue.

**DECISION: On TWT Conversion to a Competency Based System, Murphy will present this to NMAC at their meeting in November.**

**ACTION No. 97-05B: On TWT Conversion to a Competency Based System, need draft paper outlining issue and actions needed, including training grandfather clause statement,**

sent to TWT Liaison Tim Murphy for inclusion at the next NMAC meeting on November 27, 2006.

**Lead:** Logan Lee

**Due Date:** 11/01/06

#### 14. NWCG Instructor Qualifications (Logan Lee)

*PowerPoint Presentation: Instructor Qualification Options – October 17, 2006*

*Distributed and reviewed:*

*Handout 14: Agenda Request Form*

*Handout 14a: NWCG Instructor Qualifications Draft Report*

**Discussion:** Issue outlined in PowerPoint presentation, agenda request form, and draft report. There was a sense that this issue is largely for 300 level courses and below. There must be a way to keep current without having instructors go out on an assignment every three-four years. Some of the best instructors are lost due to time out issues (i.e., retired federal/state personnel).

Possible solution for 300+ courses, instructors have to keep qualifications current, for all those below, there should be exceptions - especially for those courses without safety and/or technology components. 130 and 190 will be looked at now; all others will be evaluated once the conversion to a competency based system is completed.

The whole concept of NWCG training is to develop concepts and for others to interpret them appropriately.

**DECISION: On NWCG Instructor Qualifications, NWCG tasks the TWT with developing standards for retaining lead instructor qualifications for 100 and 200 level courses (including single resource boss) with consideration of courses with safety/technology components for presentation at January 2007 meeting. Will defer 300+ level courses to a later date and take a more holistic approach to these.**

As Outlined on Chart Notes:

**Lead Instructor –**

What are the requirements?

- Level of experience?
- Currency?
- Alternative?

**Unit Instructor –**

What are the requirements?

- Level of experience?
- Currency?
- Alternative?

*Different for courses with safety/technology component.*

**DECISION:** On NWCG Instructor Qualifications, NWCG will establish an interim policy to change the existing instructor currency standard from 5 to 7 years for only crew boss, engine boss, FF1 (squad boss), and FF2 courses. This interim policy expires in 2 years. This issue will be discussed in depth at the May 2007 meeting.

*A motion was moved by Murphy to establish an interim policy for instructor currency standard, seconded by Erickson. Instructor currency standard interim policy was unanimously approved.*

**AGENDA ITEM FOR NEXT MEETING:** For NWCG Instructor Qualifications - May 2007 meeting - 1 hour. Discussion will include course revision and instructor qualification.

**ACTION No. 97-06:** On NWCG Instructor Qualifications, draft NWCG memo to field regarding crew boss – FF2 instructor currency standard, including detailed wording from TWT Chair Logan Lee.

**Lead:** Tim Murphy

**Due Date:** 11/1/06

## 15. Expansion of the Firefighter Resource (Logan Lee)

*Handout 14: Agenda Request Form*

**Discussion:** Briefing outlined in the agenda request form for this subject. Most issues surrounding this item will be addressed in the strategic planning session tomorrow. 100-300 courses are interchangeable. Is it possible for both NWCG and DHS logos to be placed on the training documents? Need to run this by PMS, their charter may need to be changed to allow dual logos on NWCG publications. Need a business practice set up for this or it may cause problems. Dual logos will only be used for interchangeable training.

**DECISION:** On Expansion of the Firefighter Resource, interim solution will be to add language on the cover page indicating DHS approval without using their logo on NWCG publications.

**ACTION No. 97-07A:** On Expansion of the Firefighter Resource, NWCG will direct PMS Chair to modify PMS Operating Principles and Guidelines to allow dual NWCG and DHS logos on training coursework and supporting documents.

**Lead:** Brian McManus

**Due Date:** 11/1/06

**ACTION No. 97-07B: On Expansion of the Firefighter Resource, PMS Chair will modify PMS Operating Principles and Guidelines to allow dual NWCG and DHS logos on training coursework and supporting documents.**

**Lead: Allen Deitz**

**Due Date: 11/14/06**

## **16. Proposal to Share Data Between IQCS and CHS (Shari Shetler)**

*Handout 16: Interagency Medical Standards Program Comprehensive Health System (CHS) and Incident Qualifications and Certification System (IQCS) Interconnection Investment Proposal Submission Date 07/24/2006*

**Discussion:** Are there potential thresholds that will allow this to be approved via email? Document is just an explanation of what they want to do. This is strictly IQCS. Looking for NWCG approval on actions outlined on the table on page 4. Only data pertaining to the items listed on page 2 and 3 (4 items) are involved.

*A motion was moved by Carlile to approve the proposal to share data between IQCS and CHS, seconded by McManus. The proposal to share data between IQCS and CHS was unanimously approved.*

**DECISION: On Proposal to Share Data Between IQCS and CHS, Cost Schedule and Funding Needed to Develop a Business Case and Interconnection Plan timeline table (as shown in Section 4.0 of proposal) was approved.**

## **17. Interagency Working Teams/Groups – Standards Development vs. Operations/Implementation (Judy Crosby and Shari Shetler)**

*Handout 17: Agenda Request Form*

*Handout 17a: Wildland Fire Interagency Working Teams, Task Groups, and Other Groups – Standards Development vs. Operations/Implementation Matrix*

**Discussion:** As follow-up to NWCG Action No. 96-09A from May 2006 meeting. Briefing summarized in agenda request form. This will be discussed at the strategic planning session on Wednesday. Need to add NFAEB Fire Shelter Task Group to matrix. Members will provide any additional edits to Judy Crosby. She will send to Executive Secretary before NFAEB meeting on 11/7/06.

*It was agreed to defer validation decision until after strategic planning session.*

Meeting adjourned at 4:45 p.m.

**Wednesday, October 18, 2006****18. Restructuring NWCG/NFAEB (Tim Murphy)**

*PowerPoint Presentation: Wildland Fire Governance – October 2006*

*Distributed and reviewed:*

*New Handout No. 18: Wildland Fire Governance – October 2006 (PowerPoint presentation)*

**Discussion:** Conceptual framework on fire governance across agencies, precise adjustments, and options included in briefing. Chart outlines matrix management for current wildland fire governance structure. Two questions come to NFAEB often. Objectives – determine what should or can be done. In proposed wildland fire governance structure chart, NFAEB is renamed to Wildland Fire Governing Board. No positions are added, chart is based on existing positions. Proposed charter from agency heads to Fire Executive Council, plus charter from Fire Executive Council to Wildland Fire Governing Board. The concept of *Shared/Joint Staffs* box including NWCG Working Teams and current NFAEB Advisory Groups was not well received by the parent group. Other aviation box includes those not included as a part of NIAC. Hope to achieve an improved perception of accountability as well as real line accountability.

*What needs to be done* list provides conceptual ideas. Conceptual framework has been presented to DOI agency leaders and has been received well. There is very little impact on NWCG at this point. This provides a good start to streamline programs and functions. Current NWCG membership would not change. Not much of a change operationally, but conceptually this provides clarification. Problems were identified in the notion that NFAEB be merged with NWCG. Concerns were also identified regarding NWCG WTs possibly having to report to more than one parent group. The majority of topics that come before NFAEB involve federal agencies only. The chart serves to show leadership how NFAEB and NWCG are strongly connected, but memberships are not exactly identical.

Timing for rechartering NFAEB is opportune given the fact that WFLC is going through a rechartering process, and NASF Fire Committee has almost an entire new membership who may be more receptive to the change.

A business plan will need to be developed, especially to show the budget flow. Concerns addressed that NWCG will be moved down below Wildland Fire Governing Board. A more articulate definition would be helpful. A lengthy discussion centered on the scenario of operating with NWCG as a standards group. Discussions ended up with the proposal to merge NFAEB with NWCG into one parent group under the title of NWCG.

**DECISION: On Restructuring NWCG/NFAEB, members deferred any decision. A joint session to discuss this topic will be included on the next NFAEB meeting agenda for 11/7/06.**

## 19. Strategic Planning Session (Shari Shetler)

*Distributed and reviewed:*

**New Handout No. 19:** NWCG Strategic Plan Documentation Notebook – October 18-19, 2006

**Discussion:** Shetler covered the proposed agenda as outlined, it was agreed that #7 – Develop direction for WT's and other groups would be priority for completion. Based on the previous restructure discussions, the mission may need to be amended.

Priorities:

1. Bring discipline to the budgeting process
2. Identify WT requests
3. Allocate scarce resources

Define structure underneath NWCG parent group to focus and prioritize. Philosophy on how business is approached, rather than relying on expert suggestions. Identify an overarching goal to drive actions of WT's. Recognize that NWCG parent group can't do everything, so priority setting is critical. Bring clarity and focus. Improve lines of communication to field and non-NWCG groups. WT's are looking for parent group to provide direction.

Vision, Mission, Goals, and Guiding Principles were reviewed. There was feedback from WT's that cost containment was not addressed, however it was agreed that this was covered within cost effectiveness. Is there a business practice goal the parent group would have to ensure accountability or should this be included in charter? This is included in strategy and action plan. It was recognized that previous discussions included All Hazard issue, and it was decided that NWCG would focus on wildland fire issues. All Hazard has been identified in SWOT as well as WT action plans, and parent group would revisit this issue at some point in the future. All comments from the WT's from the May 2006 meeting were included in the strategic plan diagram (Index Tab #2).

### Goal 1 – Standards and Guidelines

No comments received indicating missing objectives. Equipment and supplies need to be identified in strategies. Edit #3 to add 3a - Review and evaluate equipment and supplies as necessary and revise accordingly (Shetler and Henderson will wordsmith and add to document). No other changes to Goal 1 were noted.

### Goal 2 – Qualifications and Certification

Edit Strategy #9 to include present strategies 2, 3, 4, & 7 listed as bullets under #9; these will also be included as an explanation in the document so these are not lost.

### Goal 3 – Communications

Strategy 8 "to be posted on the web" wording will be deleted. Strategy #9 will be included as an action for Strategy #1 and listed accordingly in the report.

**NWCG Strategic Plan –**

All agreed to the report format.

**Assignments -**

1. Fill in blanks for entire strategic plan, including Executive Summary (Shetler and McManus by 11/15/06)

**4-Page Briefing Paper for NWCG Strategic Plan (Index Tab #4) –**

Include changes in wording based on reorganization/recharter discussion from the morning session. The two products will be provided to the communications team for completion. Shetler will provide communications team an example of NWCG membership to use in publications/documents.

**NWCG Action Plan Development Assignments (Index Tab #5) –**

Goal 1, AP 2 – Kirk Rowdabaugh

Goal 1, AP 7 – Tim Murphy

Goal 1, AP 8 – Tim Murphy

Goal 1, AP 9 – Tim Murphy

Goal 2, AP 1 – Tim Murphy

Goal 2, AP 4 – No action / repeat of G1, AP 7

Goal 3, AP 3 – Kirk Rowdabaugh

Goal 3, AP 4 – Kirk Rowdabaugh

Goal 3, AP 6 – Will be incorporated into Communications Plan (Goal 3, AP 8)

Goal 3, AP 7 – Will be incorporated into Communications Plan (Goal 3, AP 8)

Goal 3, AP 8 – Wildland Fire Education WT (WFEWT) is working on the action plan to build the Communications Plan (no additional budget funding needed). Wallace will follow up on this.

Goal 3, AP 9 – Tim Murphy

Teams were formed to complete Goal and Action Plan items listed above.

**NWCG Action Plan -**

**ACTION No. 97-08: On NWCG Action Plan for Goal 1 (Index Tab 6, page 3), review and revise as necessary.**

**Lead: Judy Crosby and Mike Wallace**

**Due Date: 11/15/06**

Edits were made to the parent document during discussions and are not included in these minutes.



**AGENDA ITEM FOR NEXT MEETING:** *Strategic Plan: Review Action Plans with WT Chairs - NWCG Members – January 2007 - 1/2 day*

Meeting adjourned at 5:15 p.m.

**Thursday, October 19, 2006****19. Strategic Planning Session Continued (Shari Shetler)**

**Discussion:** Strategic Planning Session continued. At January meetings, when WTs submit their budgets, need to also include a session for the NWCG survey and identify any issues. It was agreed that it is premature at this point to sunset any Working Teams.

**Direction:**

1. Re-task TWT to modify the training strategy action plan and submit by November 15, 2006.
2. Complete action plans submitted with the missing information by November 15, 2006.
3. Develop budget package referring to Strategic Plan for January 2007 meeting by December 1, 2006.
4. WTs review, update, or create strategic plans based on NWCG Strategic Plan and submit to NWCS by October 1, 2007.  
(ON HOLD PENDING OUTCOME OF BOX CLARIFICATION, ETC.)
5. General memo including status, etc. to WTs (Henderson & Shetler)
6. WT Liaisons communicate with WT Chairs deferring decision of elimination/creating WTs --- potential of "LG Group"

**ACTION No. 97-09A: On NWCG WT Budgets, WT Chairs will be directed to show how their budgets are tied into the NWCG Strategic Plan when they submit their budgets to the Executive Secretary by December 1<sup>st</sup> of each year (as required). WT Chairs will present their budgets to NWCG at each January meeting.**

**Lead: Each WT Liaison**

**Due Date: 11/15/06**

**ACTION No. 97-09B: On NWCG WT Budgets, WT Chairs will document how their budgets are tied into the NWCG Strategic Plan. WT budget submissions to the Executive Secretary are due no later than December 1<sup>st</sup> of each year. WT Chairs will present their budgets to NWCG at each January meeting.**

**Lead: Each WT Chair**

**Due Date: 12/1/06**

## 20. NIMO Introductions and Briefing (Marc Rounsaville)

*Distributed and reviewed:*

*New Handout No. 20: NIMO Membership*

**Discussion:** Due to the fact that the NIMO briefing paper was not received in time for the meeting and conference call technology was unavailable, this issue was deferred to the January 2007 meeting.

## 21. Revised NWCG MOU (Tory Henderson)

*Distributed and reviewed:*

*New Handout No. 21: Final Draft Revised NWCG MOU – October 2006*

**Discussion:** Edits made:

- Section II. Purpose - “Operations” wording will be replaced by “standards, guidelines, certification, and training” wording.
- Section IX. General Provisions (part b.) language was necessitated by lawsuit against NASF.
- Section IV. Membership – “active interest” will be deleted; “national and international responsibility” will be added.
- Approval signature blocks were updated.

Henderson will finalize all edits to MOU and send out to members for review. Please have comments back to her ASAP. Henderson will send to Rowdabaugh and Artley for NASF review before it is forwarded on to Agriculture and Interior Departments.

**ACTION No. 97-10: On Revised NWCG MOU, edits will be finalized and sent out to members for review.**

**Lead: Tory Henderson**

**Due Date: 12/1/06**

## 22. Bin Items

**Discussion:** Members reviewed agenda items that had been deferred until after the strategic plan session, documentation is included within those respective agenda item minutes.

## 23. Meeting Review: Review Decisions, Action Items, and Next Meeting Agenda Items

**Discussion:** These topics will be added to the January 2007 agenda:

- SHWT Host WT Briefing – 1 hour on the last day
- Level of Care – 1 hour (Decision)
- FEWT Proposed Potable Water Specifications – 15 minutes (Decision)
- Governance Structure – 30 minutes right after introductions on first day (Decision)
- WT Restructure – 1 hour before WT day starts (Decision)

## 24. Meeting Schedule

<i>Meeting / Dates</i>	<i>Host Agency</i>	<i>Location</i>	<i>Featured WT</i>
Winter – January 23-25, 2007	Western States Kirk Rowdabaugh	Boise, Idaho	SHWT
Spring - May 8 -10, 2007	NPS Mike Wallace	Teton Village, Wyoming	WFEWT
Fall – October 10-11, 2007	F&WS Brian McManus	NCTC Shepherdstown, West Virginia	IRMWT
Winter – January 2008	TBD	Boise, Idaho	TBD

The winter meeting will be held at the Chaparral Suites in Scottsdale, Arizona. A Super Shuttle will be available (\$20/ each way) so no rental cars will be needed. More information will be sent out in November.

**DECISION: On NWCG Meetings Format, members agreed to permanently change the location for the January meeting to Boise, Idaho and make this a standing meeting with NWCG Working Team Chairs.**

## 25. Round Robin (NWCG Members)

**Kirk:** NASF recruitment (vice Artley) ongoing, they hope to have replacement in place before the end of this year and transition by early 2007.

**Lyle Carlile:** Comments received on the All Hazard meeting – were very complimentary. The meeting was timely and helpful to attendees. Thanks to ITC for all the treats and hosting this meeting. Heads up – there have been questions about R&R policy on 14-day assignments not

applying to contractors and kitchens/caterers. IBPWT is looking into this. Technically, they may be covered under current regulations, contracts should incorporate this issue.

**Jim Erickson:** Will be working with WUIWT Chair regarding possible sunset once NFAEB has made a decision at 11/7/06 meeting.

**Tory Henderson:** FS doctrine entered into contract for publications (FS manuals, Fireline handbook) to look at language changes required by doctrine. National ground/air position goes to personnel process next week, may be discussed at NFAEB November meeting. This will provide two ADs for the Forest Service.

**Hugh Wood:** Last week they broadcast the Crosswalk Program, thanks to all participants. VHS tapes and DVDs are available. U.S. Fire Administration and Forest Service signed MOU for International Coordination Center and ESF4 structural coordinator to assist in the development of a national program. FEMA Emergency Management Institute has new director. Major restructuring under FEMA may include USFA.

**Brian McManus:** Thanks for helping him at his first NWCG meeting; he is looking forward to working with everyone.

**Judy Crosby:** Heads up - Allen Deitz is the wildland fire representative to the eGov Disaster Management Standards Working Group. This is a government-wide data standards group, currently working on ICS forms and SIT report messaging standards. This is part of an eGov initiative, fire needs to be involved in the development of those standards. Deitz has contacted Leaverton to get a fire representative on this group. Need to elevate this since this group will begin work in the near future. Business SME is desperately needed for this – possibly Dan Irvin who already develops these reporting systems.

**Action #97-11: On the eGov Disaster Management Standards Working Group, an ICS/Sit Report SME will be designated to work with Deitz and the standards working group.**

**Lead: Karyn Wood and Judy Crosby**

**Due Date: 12/1/2006**

NWCG coffee cups (24) are in NIFC Forest Service space, remember we have these and can use as a small award. Shari Shetler will surely be awarded one of these cups for all of her hard work on the strategic plan.

**Long, Wallace:** Nothing to note.

**Hilbruner, Murphy, and Smalley:** Not present.

**Street:** Working to have draft meeting minutes out by early next week. Will continue working within the system to gain access to NWCG electronic files at PMO; may need assistance from Crosby on this.

NWCG members are invited to participate in NFAEB 11/7/06 governance structure discussions, and will be included in agenda distribution.

Meeting adjourned at 1:05 p.m.