

**National Wildfire Coordinating Group
98th Meeting Minutes
January 23-25, 2007**

Action	Decision	Item
		1. Welcome, Introductions, and Meeting Packet Review
		2. Agenda: Review and Revise
	X	3. 97th NWCG Meeting Minutes: Review and Approval
		4. Action Item List: Review
X		5. NWCG 100 th Meeting / Celebration
	X	6. Fire Equipment Working Team (FEWT): Potable Water Specifications
X	X	7. Training Working Team (TWT): S-420 As A Barrier to IMT Availability
		8. Wildland Fire Investigation Working Team (WFIWT) Update
X	X	9. Revised NWCG Memorandum of Understanding (MOU)
X	X	10. Training Working Team (TWT): Interim Instructor Qualifications Currency Policy
		11. Fire Environment Working Team (FENWT): Office of the Federal Coordinator for Meteorology (OFCM) User Needs Assessment
X	X	12. Proposed Interagency Fire Governance Structure
		13. NWCG Working Team Restructure
		14. NWCG Working Team Chairs Round Robin / Issues
X	X	15. NWCG Budget and Strategic Action Plan Review
X	X	16. NWCG Publications Logo Issue
	X	17. Geographic Area Center Group (GACG) Advisory Group Charter
X	X	18. Safety & Health Working Team (SHWT) Briefing <ul style="list-style-type: none"> • Holmes Fatality Corrective Action • Automated External Defibrillators (AEDs) • Charter • 2006 Annual Report
X		19. NWCG Budget and Strategic Action Planning Session Wrap Up
		20. Bin Items
		21. Meeting Review: Review Decisions and Action Items, and Next Meeting Agenda Items
X	X	22. Meeting Schedule
X		23. Round Robin

National Wildfire Coordinating Group
98th Meeting Minutes
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The 98th Meeting of the National Wildfire Coordinating Group was held in Boise, Idaho, on January 23-25, 2007.

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
Neal Hitchcock, 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
Jim Smalley, National Fire Protection Association
Mike Dougherty, U.S. Fire Administration (Acting)
Lisa Street, NWCG Executive Secretary

WT Chairs Attending: Paul Schlobohm, FENWT
JP Greene, FEWT (Acting)
Kathy Shelton, IBPWT
Vince Mazzier, IOSWT Co-Chair
Shari Shetler, IRMWT
Allen Deitz, PMSWT
Michelle Ryerson, SHWT
Logan Lee, TWT
Maureen Brooks, WFEWT
Alan Carlson, WFIWT Co-Chair
Jeff Bonebrake, WFIWT Co-Chair
Alan Dozier, WUIWT
Pam McAlpin, GACG

Guests Attending: Judy Crosby, NWCG PMO
Don Smurthwaite, BLM
Pam Leschak, FS Firewise
Roberta DiAmico, WFEWT
Rick Gibson, WFEWT
Hallie Locklear, IBPWT

Tuesday, January 23, 2007**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: 98th NWCG Meeting Agenda

Discussion: Minor edits were made. Geographic Area Coordinating Group (GACG) Advisory Group Charter was moved to Wednesday afternoon due to McAlpin's travel schedule. NWCG Publication Logo Issue was moved to Wednesday afternoon. Two agenda items were added: Training Working Team (TWT) - Interim Instructor Qualifications Currency Policy; and Fire Environment Working Team (FENWT) – Office of the Federal Coordinator for Meteorology (OFCM) User Needs Assessment.

3. 97th NWCG Meeting Minutes and Strategy Meeting Minutes: Review and Approval (Kirk Rowdabaugh)

Distributed and reviewed:

Handout No. 3: NWCG 97th Meeting Minutes, October 17-19, 2006

Discussion: Minutes were mailed out to all members on October 25, 2006 by the Executive Secretary.

A motion was moved by Murphy to approve the 97th Meeting Minutes, seconded by McManus. NWCG 97th Meeting Minutes were approved unanimously.

DECISION: On NWCG 97th 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 October 25, 2006 by the Executive Secretary. Executive Secretary will continue with current minute documentation format and action item tracking table will be updated as necessary.

5. NWCG 100th Meeting / Celebration (Brian McManus)

Discussion: The NWCG 100th meeting has been set for October 10-11, 2007 at the U.S. Fish and Wildlife Service National Conservation Training Center (NCTC) in Shepherdstown, West Virginia. The meeting site features an on-campus atmosphere with co-located meals and lodging. As this is the 100th anniversary meeting for NWCG, something special may be appropriate. One idea would be to get special activities sponsored by vendors, and inviting cooperators (i.e., Fire Executive Council (FEC), NASF Fire Committee, etc.) for a special session (10/11/07 2-hour afternoon session) and dinner. It may be an opportune time to have the NWCG MOU signed. McManus will reserve 30 onsite lodging rooms. Murphy will formally extend the invitation to the FEC for 10/11/07 when he meets with them on Friday (1/26/07). FEC will be invited to hold their quarterly meeting at the same location; McManus will facilitate as necessary. An invitation for the dinner session will be extended to past NWCG members. McManus will draft an NWCG memo to potential sponsors. Each member will give the Executive Secretary contact info for previous NWCG members by 2/15/07.

Potential time for NWCG oral histories may be available after the special afternoon session. Invitations will be mailed to all living past members for this opportunity. Hilbruner will take the lead on submitting an article on the 100th NWCG meeting/celebration and interagency fire governance structure transition to *Fire Management Today*.

ACTION No. 98-01: On NWCG 100th Meeting, invitations will be extended to the FEC to attend a special 2-hour afternoon session and dinner with NWCG members on 10/11/07.

Lead: Tim Murphy

Due Date: 1/26/07

ACTION No. 98-02: On NWCG 100th Meeting, contact information for previous NWCG members will be sent to the Executive Secretary.

Lead: NWCG Members

Due Date: 2/15/07

6. Fire Equipment Working Team (FEWT): Potable Water Specifications (JP Greene)

Distributed and reviewed:

Handout No. 6: NWCG Agenda Request Form

Handout No. 6a: FEWT Memo to NWCG; Potable Water Tank Specification January 2007

Discussion: Greene is acting FEWT Chair for Tory Henderson this week. Current regulations on truck/bulk water support are spotty at best. FEWT was approached by various groups to develop standards and specifications for potable water. The Potable Water Tank Specification – January 2007 outlines the FEWT recommendations. There is only one categorical exclusion outlined under Equipment Requirements (Part A). There were questions about the microbiological test wording on the bottom of page 3; the intent is to use the water pending the test. Test timeframe is 2-3 days because they need to grow a culture. These new standards will provide the required final QA. The contractor is responsible for the testing under the supervision of the Food Unit Leader. Contaminations can come from the tank, water source, and handling. Lab tests may be too cumbersome and time consuming. One idea would be for the IMT to save a sample from each tank and then test if a problem occurs. Some States require the standards be set in the specifications. This is a final QC and a best practice. There isn't a field test for coliform, it needs to be cultured.

One potential way to alleviate bottlenecks at incidents, contractors could meet a tank standard before fire season, and water samples taken on-site for chlorine in addition to meeting State standards. May change wording from requirement to a recommendation. Separate the tank and delivery system from the water itself. Contracting officers can inspect tanks at any time.

A motion was moved by Murphy to accept the Potable Water Standards as amended, seconded by McManus. Amendments to Operational Requirements and Bacterial Testing to reflect: "shall be performed in accordance with local jurisdiction." Potable Water Standards document was approved unanimously.

DECISION: For the FEWT Potable Water Specifications, the standards were accepted as amended.

7. Training Working Team (TWT): S-420 As A Barrier to Incident Management Team (IMT) Availability – What We Are Doing (Logan Lee)

Distributed and reviewed:

New Handout No. 7: TWT Memo to NWCG - S-420 Command and General Staff

Discussion: An update of where S-420 stands, discussion information contained in TWT memo. Problems delivering the session center around the shortage of facilitators and the sheer size of the course (logistical support, training rooms); and actually having the training pool.

Approximately 80% of the candidate pool are coming from operations and planning. TWT is currently in the process of competency conversion; which delays course revisions. TWT continues to work with IOSWT on this. TWT working with GACGs on S-420 course schedules, some GACGs are dropping Type II IMTs due to budget constraints. S-420 is an assessment tool (simulation course for Teams); rather than a training tool. NWCG members need to continue to think about the career development model. Unfortunately, there is no confidence in the task book system, which hinders revision of S-420.

States have a model with CIMC. Need to consider where IC Teams will be in the future. Type II complexity of incidents has increased over the past 5 years. Does the distinction of Type I and Type II serve us well? Consider one class of IMT; a Complex IMT that will handle both Type I and Type II incidents. Don't recapture the past, but consider the future while making current structure successful. The "either/or" proposal is a short-term solution. Core competencies will need a revised S-520; CIMC course is almost identical, it just needs a fourth level evaluation. Concept of eliminating Type I and Type II courses (distinction), and have one Complex (national interagency) IMT course needs to be considered by federal agencies. This is something the IOSWT may be tasked with, to develop the implications of such a Complex IMT system, including Fire Use and other Team configurations. National and regional IMTs will continue. NMAC can determine capacity need; providing the finite team numbers. How many teams can be produced given the current staffing? What do we need vs. what capability that currently exists. IOSWT works on what is needed; NMAC works on capability numbers and incident response.

NMAC, NFAEB, and FEC all have this issue on their agendas. CIMC may be used to plug the gap during the transition period. Need to consider the Forest Service Pacific Northwest (PNW) model in developing an assessment tool. There is flexibility within the current system to adopt the PNW model (trainee team on incidents - command and general staff with an IMT) as an alternative course delivery system that meets the current training requirements. Lee will draft memo for NWCG Chair relaying this to the field before the IMT meeting on March 19th, 2007.

Process: NWCG memo outlining alternative method; NMAC direct ICs to implement.

S-420 issue is tabled.

DECISION: For S-420 Development, an NWCG memo regarding Fireline delivery of course as an alternative delivery method will be sent to the field.

DECISION: For the T1/T2 Assessment, the IOSWT is tasked with developing an assessment of removing the current T1 and T2 configurations/distinctions from IMTs and moving to a Complex IMT system including Wildland Fire Use and other team configurations (short/long teams). It was agreed that current local T3 organizations will continue. Transition issues and plan will be identified. Given the outcome from IOSWT, the TWT will be tasked to train for the new system.

ACTION No. 98-03B: For the T1/T2 Assessment, an interim report will be developed - identifying transition issues and plan for Complex IMT system.

Lead: IOSWT
Due Date: 10/11/07

ACTION No. 98-04B: On S-420 Requirements, a memo will be drafted for NWCG Chair signature, which outlines new/adoption of Fireline delivery of S-420 (PNW model) will be sent to participating agencies and NWCG members.

Lead: Logan Lee
Due Date: 2/29/07

AGENDA ITEM FOR NEXT MEETING: For T1/T2 Assessment - IOSWT - October 2007 meeting - 30 minutes.

8. Wildland Fire Investigation Working Team (WFIWT) (Mike Dougherty)

Discussion: Alan Carlson is the new WFIWT Chair; they are meeting this week. One issue they are looking at is adding another level of Fire Investigator within the system.

9. Revised NWCG Memorandum of Understanding (Shari Shetler)

*Distributed and reviewed:
Handout 9: Final NWCG MOU*

Discussion: Shetler (acting for Henderson) presented the most recent version of the MOU; edits to the document are shown in yellow highlight. NASF has reviewed. The MOU will change once the new governance structure is enacted. FEC is reworking their Charter, and may look at revising NWCG Charter. Murphy will speak to FEC members about the NWCG Charter on Friday 1/16/07, and have FEC comments back to Henderson for the next revision.

DECISION: On the NWCG MOU, revise as necessary to incorporate new governance and have draft ready for final review at the May 2007 meeting; final signature at October 2007 meeting.

ACTION No. 98-05: On NWCG MOU, revisions due to new governance structure will be made and document distributed to members.

Lead: Tory Henderson
Due Date: 4/15/07

10. Training Working Team (TWT): Interim Instructor Qualifications Currency Policy (Tim Murphy and Logan Lee)

Distributed and reviewed:

New Handout 10: Interim Instructor Qualifications Currency Policy

Discussion: Current draft language outlined in handout. This does not solve the total problem, but provides a concession in the interim to allow instructors to continue. First step involves an Addendum (amendment) to the Field Manager's Course Guide. Next step is to provide direction to the field via NWCG memo. By December 2008, it is expected that the issue be resolved in a permanent manner by both TWT and IOSWT. TWT will provide fabric of the need for change via a status report to NWCG by January 2008.

DECISION: On the Interim Instructor Qualifications Currency Policy, draft language accepted. NWCG Chair directed the TWT to amend the Field Manager's Course Guide. NWCG Chair will issue formal direction to field (Murphy/Lee will draft memo).

ACTION No. 98-06B: On Interim Instructor Qualifications Currency Policy, the Field Manager's Guide will be amended and NWCG Chair will issue memo to field.

Lead: Logan Lee

Due Date: 4/15/07

11. Fire Environment Working Team (FENWT): Office of the Federal Coordinator for Meteorology (OFCM) User Needs Assessment (Paul Schlobohm)

Discussion: Update to previous discussions at the NWCG 97th meeting in October 2006, regarding FENWT's engagement of a NOA funded group to develop a survey to see how weather can apply aspects to government. Timeline slipped and length of survey varied before it was released; it ended up containing the questions NWCG had initially asked for. Two hundred and sixty-two (262) responses were received. First section was most meaningful to FENWT. The assessment will be completed by fire personnel. There is a February 28th deadline to assess the answers, in time for the final report in June. Hilbruner has also been involved in this process.

12. Proposed Interagency Fire Governance Structure (Tim Murphy)

Discussion: Need a signed MOU, incorporating the changes, ready for signature by October 2007. Strategic Plan is not all encompassing given the added criteria generated by NFAEB members and task groups. To be ready for October 2007, revisions and draft documents need to

be ready by May 2007 meeting. It was suggested that Alan Deitz assist with meshing NWCG and NFAEB strategic plans and other documents, since he has a good historical sense of both groups. The bulk of the work is to finalize and clearly communicate the new proposed wildland fire governance structure. The NWFEA CBT may be able to provide a framework for use in this transition. Crosby will provide the lead in gathering a team.

Steps - Primary Deliverables for May:

1. NWCG Charter under FEC / MOU – Murphy & Henderson
 - Mission
 - Standards
 - Programs & Implementation
2. Substructure Straw Man (Programs & Management Level) – Crosby & Shetler
3. Operating Guidelines - McManus
4. Strategic Plan – Wallace & Shetler

It was noted that when NWCG and NFAEB combine, the new group will take on agency issues, not just standards and operations. NFAEB will continue to discuss this on a monthly basis, and start identifying what is missing in the current NWCG Strategic Plan. NWCG members will be included on NFAEB discussion threads as the process evolves; NWCG members will be able to participate in NFAEB meetings via conference calls. Existing operating guidelines will also need to be amended. There needs to be a business practice (mechanism) between FEC and State counterparts to determine how information/direction is coordinated down to NWCG; WFLC may be the tie.

Is the FEC generated Charter sufficient to replace the MOU? Without the MOU, USFA may not be able to exchange funds with NWCG. Another possibility would be to have the MOU at the FEC/NASF level recognizing NWCG; Hugh Wood would be a member of the FEC.

DECISION: On Fire Governance, NFAEB will continue to discuss at their monthly meetings with full participation of NWCG members via bridge-line. The *Primary Deliverables for May will be:*

1. NWCG Charter under FEC / MOU – Murphy & Henderson
 - Mission
 - Standards
 - Programs & Implementation
2. Substructure Straw Man (Programs & Management Level) – Crosby & Shetler
3. Operating Guidelines – McManus & Crosby
4. Strategic Plan – Wallace & Shetler

ACTION No. 98-07: On NWCG Operating Guide, the guide will be revised and sent out to NWCG members and Working Team Chairs.

Lead: Brian McManus

Due Date: 4/27/07

ACTION No. 98-08: On NWCG Strategic Plan, the plan will be revised and sent out to NWCG members and Working Team Chairs.

Lead: Mike Wallace and Shari Shetler

Due Date: 4/27/07

ACTION No. 98-09: On NWCG Strategic Plan, the plan will be evaluated to accommodate NFAEB.

Lead: Mike Wallace and Shari Shetler

Due Date: 5/8/07

AGENDA ITEM FOR NEXT MEETING: For Proposed Interagency Fire Governance Structure - May 2007 meeting – 1 full day.

Meeting adjourned at 2:45 p.m.

Wednesday, January 24, 2007**13. NWCG Working Team Restructure (Kirk Rowdabaugh)**

Discussion: Continuing from previous discussions of the proposed Interagency Wildland Fire Governance Structure; the future structure of NWCG Working Teams will include a substructure containing NFAEB Task Groups. They may be restructured into new working teams or assimilated into existing working teams. Federal partner membership will not change; State partners will be represented by the new NASF Fire Director, Dan Smith (vice Don Artley). No Associate Members will be included with the parent group; they will be included at the working team level. Anticipate a new fully operational structure by October 2007.

14. NWCG Working Team Chair Round Robin / Issues**Discussion:****Maureen Brooks – Wildland Fire Education Working Team (WFEWT)**

WFEWT is meeting this week in Boise, team continues to work on tasks and keeping very active. Completed the Communicators Guide for Wildland Fire, a communication guide for prevention management, which will be available to the field soon through *symbols.gov* website. It is a good product and has had good field reviews. WFEWT sponsored a Communications on Incidents track at the 3rd Wildland Fire Ecology Conference in November. Third project working on: getting national fire prevention education teams fully integrated into the resource system. Have completed their first year with teams dispatched through ROSS; this will continue to evolve. The team met with NICC this week to discuss issues. No current issues for NWCG parent group.

Allen Deitz – Publications Management System Working Team (PMSWT)

Issues: Multiple logos on NWCG documents – will discuss later this afternoon. PMSWT is the only WT that doesn't hold regular meetings. Membership is composed of liaisons from other WTs, and work together as publications come up. No need for group meetings. The PMSWT Annual Report will be electronically distributed, and contains a list of publications by WT, and NWCG official documents.

Michelle Ryerson – Safety and Health Working Team (SHWT)

Ryerson is SHWT new Chair. SHWT is meeting this week in Boise; working on budget, strategy, and 2006 annual accomplishments report. Reformatted last year's strategy to fit new NWCG reporting format.

There are new state representatives on the WT. SHWT has moved from posters, etc. into full-on safety program management program providing resources and improving safety of firefighters on the ground.

Logan Lee – Training Working Team (TWT)

The TWT implemented the new curriculum management system this year; Lee recognized other WT Chairs for their help and cooperation. Budget discussions will determine how far they move with future training. Currently working with IOSWT on competency based conversion; WT Chairs may get calls for help.

Kathy Shelton – Incident Business Practices Working Team (IBPWT)

The IBPWT met the past week in Salt Lake City, Utah. Shelton is the new Chair for IBPWT; replacing Hallie Locklear in December 2006. The AD Pay Plan should be out no later than 3/1/07; no significant changes from last year, only rate changes. IBPWT charter update includes a proposal for a much needed Deputy Chair; and they are looking at succession planning for team members to ensure qualified future members. The two-year timeline to reengineer business process cannot continue the same way as in the past, there are not enough people. Other items: technology changes, strong state partners, and FWS vacancy on the WT.

Alan Carlson – Wildland Fire Investigation Working Team (WFIWT)

WFIWT was tasked with four-level series of classes from FI-110 and FI-410; the curriculum is out and they are seeing success. Canada has converted the package per their specifications and is currently using. The Alpha test on FI-310 went well; Beta test in Redding, California also went well. FI-310 will be presented at FLETC soon. They should be ready to go once those are finished. WFIWT is looking into where FI-410 fits into the process along with other issues. Meeting with the IOSWT meeting in Albuquerque, New Mexico next month and will discuss with them.

Vince Mazzier – Incident Operations Standards Working Team (IOSWT)

Bob Leaverton is phasing out as Chair; the revised charter will include a Co-Chair. IOSWT is currently working with the TWT on competency based position task book (PTB); there will be a workshop this month for operations section of PTBs. Reviewing all ICS forms with IRMWT and how they are put into system for fires, this may be a budget driven item. They have an on-going project with the glossary; this is larger than just fire terminology and may lean towards a super-glossary. Working with the TWT on development of courses and how they affect qualifications. Other projects:

- Classifying technical specifications and how they are handled in the system.
- Job code – naming board set up with IQCS folks, working into NIMS.
- New tasks to develop guidelines on NWCG standards. Memo went out to all WTs to determine each of their standards. Will set up and then periodically update on NWCG home page.
- Last is task received yesterday to assess the need of eliminating T1 and T2 IMTs and developing Complex Teams.

Judy Crosby – NWCG Project Management Office (PMO)

Main focus is on NWFEA project. The PMO is:

- Putting together the framework for wildland fire community to store NWCG standards in a single-source point of contact.
- Drawing the lines to interconnect standards for business processes and supports. Model out business of wildland fire.
- Repository tool to categorize and organize, project Blue Print done by April, overall program by October 2007.
- Published data standards.

JP Greene – Fire Equipment Working Team (FEWT)

Hot issues:

- Developed own strategic plan in conjunction with NWCG strategic plan.
- Overarching goal – lifecycle planning process for equipment that has life spans. Some specifications have not been looked at for quite some time. Currently, there isn't an established orderly method for examining specifications. Need to ensure items are appropriately updated as needed due to changes in: technology, use, and tactics.
- Ground Ignition Task Group is working on establishing standardized procedures for ground ignition equipment. Will process thru FEWT to IOSWT on new engine typing, which is badly in need of updating.

Alan Dozier – Wildland/Urban Interface Working Team (WUIWT)

Firewise website has been updated and is easier to use; they are receiving 750,000 hits per month. The November Firewise conference in Denver had over 500 participants, and the first Firewise Leadership Awards were given. The next conference is in Tampa 2008. This year there is a new course to assess wildland fire risk; will be teaching the course at five locations across the nation. The next WUIWT meeting will be held in Atlanta this coming May. WUIWT is pushing good relationships and communications with Firewise. Firewise Communities USA is another large program with over 200 recognized communities in 37 states so far. Twelve of them have been listed for the past five years. Pam Leschak is the new FS Firewise coordinator.

Dozier thanked Sam Scranton (BIA), outgoing WUIWT Chair, for his dedication and hard work on the WUIWT. Kelly Hawk is the new Vice-Chair (BLM). The next five years they will be reaching out to more federal agencies, their past efforts have focused on communities.

Pam McAlpin – Geographic Area Coordinating Group (GACG) Advisory Group

The Geographic Area Coordinating Group members met individually with NMAC last month. Discussions centered on: NWCG advisory group, and NMAC individuals. They are waiting to see the new NWCG/NFAEB structure to take care of process. The current Charter was rewritten to clean up structure and provide clarification. The GACAG has been discussing the 2005 fire season situation (when NMAC took control of T2 teams). No solutions yet, but looking at the issue and working with NMAC as GACCs were not supportive of NMAC controlling T2 teams. No new issues from last year.

Paul Schlobohm – Fire Environment Working Team (FENWT)

FENWT has been chartered over the last two years with a Vice Chair position; they are realizing after two years that this position needs to commit a lot of time. The WT is shifting a little to see if it can't work better with time commitments.

Discussion:

- There is a template for NWCG working team charters. Appendix C of the NWCG Procedures Guide may be found on the NWCG website.
- Working Teams need to wait on charter revisions until the reorganization is complete. Some charters need to be revised now to streamline operations (SHWT). This may entail amendments and interim charters rather than full revision.
- In positions where the Chair of a WT or committee is a state employee and they need to spend community project funding – should receive authority from Cheryl Molis (FS AO). Cheryl has the form and processes requests for approval from State representatives.
- Shetler noted that we are in a unique situation with potential for agency conflict. Geospatial TG publishing operating procedures, technical specifications working group

– incident standards with IBPWT. Embarked on (NFAEB requested) an end-to-end IT investment process. Implications are seen when Congressional reporting figures do not match. They are aware of field requirements of entering information into different systems. End-to-end starts with a request at the basic level; need different threshold levels – very challenging.

DECISION: On NWCG Working Team Charters, NWCG members agreed to not approve any current NWCG Working Team charters until after October 2007; those charters in need of revision would be done so only on an interim basis.

NWCG Parent Group Member Response/Issues –

Chair Kirk Rowdabaugh – enjoyed the round robin with WT Chairs and gained a sense of what is really going on. Rowdabaugh expressed his great appreciation for all the hard work of WTs. The round robin discussions were very useful. NWCG is working to gain efficiencies in business practices, and will need help from the WTs; especially to align budgets and priorities. NWCG is looking forward to having an efficient interagency community and model for interagency activities. We are learning as we go on the new structure.

Co-Chair Mike Hilbruner – seconded Chair comments. 1. Echo strong appreciation for WTs, they provide important work and their commitment to interagency approach is commendable. 2. Really hope to engage with the WTs as we transition to the new structure.

Mike Long – Appreciate NWCG WT work. Have found that NFAEB decisions affect the States, so it's a good time for restructure. 1. IOSWT – ICS forms coordination between Department of Homeland Security (DHS) and what we are doing was confirmed by Dougherty. 2. Technology and business practices – need to make sure the technology is avail and dependable. Concerned that technology crashes will disable business practices. 3. Each time we do something it adds a cost to the fire. OMB watches fire budgets and need to watch training come out of these.

Jim Erickson – It has been a long time since NWCG met with GACGs, need to meet with them regularly – get on agenda. Fire weather WT – exercise in standing down WT was a good process to streamline. Encouraged other WTs to look for ways/opportunities to streamline, find out if there is a structure to help the process and NWCG.

Mike Dougherty – Working hard to make sure NWCG standard is used by DHS, see problems at the local and state government level due to non-fire roles. DHS is another added dimension.

Brian McManus – Perspective on governance change, after 2000 fire season and NFP budgets, show it's timely to streamline given the reduced budgets. This requires a lot of coordination, pull back, calming down, and rethinking practices. Encouraged input from WTs as we go through the restructure process. Need to consider history – but be forward thinking and think

outside the box. May need certain established structure within NWCG, what percentage of WT Chair workload is coming from the parent group? Look at QFFR process and apply at WT level.

Neal Hitchcock – Has a lot of hope for the new governance piece. It's a chance to put order to a very complex organization. Gives NWCG a chance to organize, distribute work, and be a model for us and other interagency groups. Everyone is a part of process; focus on results and response to field.

Mike Wallace – Very supportive of where NWCG is going with business practices and strategic direction. He believes that the strategic planning process which develops focus and sets priorities can be applied down into our respective bureau fire programs. The outcomes from this process can ultimately be used in the development of annual work plans that are tied to priorities and define time commitments. Recommends providing instructions to WTs under a separate location or heading within the meeting minutes. NPS Associate Director has decided to consolidate the Chief, Branch of Wildland Fire position and the Division Chief, Fire and Aviation position into one which will be the Division Chief (Mike Wallace) to be located in Boise. There will be two additional Branch Chiefs located in Boise (1 for Aviation and 1 for Structure Fire). He will also be able to hire a Deputy – ready to advertise all three jobs soon.

Lyle Carlile – Agree with previous comments. It's refreshing to hear from the WT Chairs. All are very professional and appreciated. Understand that WT time and budget will be changing from past practices. NWCG wants to use WT time most efficiently, working to increase communications and direction via the strategic plan to help them. Encourage all WT input to new structure process.

Tim Murphy – Recognize that workloads are increasing for WT Chairs. Still need all work done, clarify processes and build substructure. Budget issue will sustain. Pursuing a more effective way of doing business, challenge ourselves to look for bold new ways of doing business. Encourage input from all sources. One existing way – look at State partners and how they deal with budgets.

15. NWCG Budget and Strategic Action Plan Review – (NWCG Parent Group and WT Chairs)

Distributed and reviewed:

Handout 15: All NWCG Working Team Briefing Packet Items

Discussion: First up, FY08-10 budgets and how they tie into NWCG Strategic Action Goals. Collectively settle on the most important priorities so the budget may be finalized by May 2007. The new process will help drive the budget by priorities rather than having to make cuts across the board as in the past. The intent of this session is to start the process of linking the budget to the new Strategic Action Plan. For each goal there are objectives containing critical success factors and barriers, and strategies to achieve each goal. Action plans are to implement those strategies. The “person days” column is an indicator of the *estimated* time commitment needed for the individuals as well as the project. The true cost includes time and dollars and the budgets

should reflect this. Do not include person days for meetings, only projects. The strategies within each goal are within priority order, but the goals themselves are not. Need to provide clear direction to WT. This process will help identify how the activities of the WTs inter-relate, and provide an avenue for investment. At the May 2007 meeting, the parent group will determine how the budget is allocated based on discussions from this meeting. The WT Chairs should show how their budget line items are linked to each Goal and Strategy.

Some WT items are part of their SOP and not a part of the budget. There needs to be a way to capture the time spent on projects or NWCG business. The parent group needs to set priorities based on budget as well as the total time commitment. This first pass-through will concentrate on budget figures rather than person days. For consistency, each WT budget needs to include cost figures that are above the current level (i.e., contractors). Even though there may not be a hard dollar cost associated with an activity, there may be a labor cost that should be documented (esp. where labor hours are scarce). WT needs to clearly define the actual outcome of the project when showing a cost associated with the budget.

Suggested changes to FY08-10 budget worksheet:

- Need a way to estimate the out-years (via an additional column).
- Need a way to visualize how each budget line crosses years.
- Print line item numbers (spreadsheet rows).
- Add NWCG Business Practices to “Other” section, and evaluate other line items listed under Other that could be categorized (i.e., State Travel,).
- What is new vs. what is repetitive – need to track previously approved budget line items shown.
- Change Y/N column to reflect long-term projects such as those that are 8-year projects.
- Add O&M section showing line item for each WT that would be reviewed each year.
- Need guidelines to standardize project descriptions.
- Add another subtotal for the No – reminding members of the past funding/approval for each project.
- Discretionary funds and/or flexible funding levels are not shown – may consider sorting on a descriptive column.
- Need to add in FY07 approved budget levels to spreadsheet so comparisons can be made.

Each budget line item was discussed in order of listing. Parent group members should prioritize each WT budget line and will discuss at May meeting. The new project column is a reminder to show if a project already has funding from a previous FY, and has already been approved. Remember that the spreadsheet is a summary; the details are in each WT Action Plan.

Comments from NWCG Working Teams on FY08-10 Budget:

FENWT – Questions about if NWFEA project may be provided funding for FY08. It was decided that funding for NWFEA improvements come from agency budgets, not NWCG. FENWT is working closely with JFSP to assist on their task items.

IOSWT - Show entire cost for one task if it crosses three years.

PMO – Crosby only listed items that need NWCG funding.

IBPWT – Goals shown under G2 need to move up to G1; projects shown maintain the status quo. Crosby will follow-up with Shelton on coordination of the IPA project business reengineering. \$35,000 is a one-time cost every four years for the IBM Handbook revision. The \$15,000 is the on-going business level for the WT. Forms listed are examples, not actual.

IOSWT – \$1,000 shown in G2 for FY10 is for 310-1 revision.

TWT – Distance learning budget continues from FY06, shows cost increase over time per curriculum. Using IQCS modules to start the nomination process for coursework, realizing they have not tapped into IQCS and ROSS yet. Line items 9-10 are the strategic action, line item 11 shows action and implementation. Course model does not work with changing technology, the 5-year revision schedule does not allow for this. Need a more agile, responsive training system. Currently NFAEB (interagency) pays for refresher training off of the top, which will change somewhat after the restructure. There is a need to reflect contributed funding in the budget, and how it alters prioritization (i.e., Distance Learning). Remember the moratorium on positions at the IOSWT level. TWT is responsible for training development and curriculum publishing; other WTs are responsible for maintenance and revisions. Leadership Committee is responsible for maintaining and tracking Leadership Program Training and scholarships for non-federal partners. Competency based system allows for a better comparative system and better aligns with fire specific arena.

WFEWT – Goal 2 requested through the TWT; tied in per NWCG memo direction 11/27/06.

PMSWT – Historically, WT submitted their proposed budgets along with an additional budget reflecting a twenty percent (20%) reduction.

O&M Section will include the following:

- WT base costs (off-the-top funding)
- State travel
- Executive Secretary travel
- 10-year course revision
- Baseline curriculum maintenance - incremental

For future consideration:

- Need approach to ensure consistency in course revision. Need baseline to maintain a 10-year schedule.
- Every year, prior to the NWCG Winter meeting (January), the WT Chairs, and GACG Advisory Group Chair will meet for one day and review the budget process and strategic action plan. This will be a planned scheduled event with specific agenda items to address.
- The NWCG Winter (January) meeting will be held in Boise, Idaho and include a one-half day session with the WT Chairs that includes round robin with: 1. WT activity in general and; 2. Budget discussions.
- Need separate summary of WT budget request rather than including on budget spreadsheet.
- Consider the level of detail in project descriptions.
- Identify possible strategies that are not included in the current Strategic Plan; annual revisions will be built into the process. (Fall meeting in October will include revision of Strategic Plan).
- A one-page narrative summary sheet outlining actions/implications for WTs would be useful for WT Chairs. It will be generated in conjunction with the meeting minutes. This is also a good way to show how parent group actions tie to the strategic plan.

Decision: On NWCG Meetings Format, NWCG Winter meeting each January will include ½ day with WT Chairs and GACG Advisory Group Charter. Subjects covered: round robin (WT issues/activities); and budget requests for next FY.

ACTION No. 98-10: On NWCG FY08-10 Budget, the spreadsheet will be revised and sent out to NWCG members and Working Team Chairs.

Lead: Executive Secretary

Due Date: 2/16/07

ACTION No. 98-11: On NWCG Strategic Plan, the plan will be updated and sent out to NWCG members and Working Team Chairs.

Lead: Executive Secretary

Due Date: 2/16/07

ACTION No. 98-12B: On NWCG FY08-10 Budget, the spreadsheet will be updated to reflect how Working Team budgets tie into NWCG parent group goals.

Lead: Working Team Chairs

Due Date: 3/16/07

AGENDA ITEM FOR NEXT MEETING: For NWCG Strategic Plan Revisions – October 2007 meeting - 1 hour.

FY07 Budget –

Distributed and reviewed:

Handout 15a: NWCG FY07 Final Approved Budget

Discussion: \$200,000 will be included from USFA; resulting in a change to the breakdown percentages. It will not change the total approved budget figure. Need to change the figure shown for SHWT from BIA to NPS. Budget procedures need to be part of the updated operating guidelines. Henderson is transitioning NWCG budget duties to Bobbe Bilyeu (FS).

16. NWCG Publication Logo Issue (Allen Deitz)

Distributed and reviewed:

New Handout 16: Logo Use on NWCG Publications Briefing Paper

Discussion: Briefing paper outlined the two issues affecting the PMSWT. NWCG publications are printed through BLM contracts. Courses with common ICS principles, etc., are designed to teach the same course objectives. Qualifications have been questioned when only one agency logo is on course publications; and whether it is NIMS compliant. The PMSWT recommends that the NWCG logo be placed on training publication covers; and a narrative statement with language stating course compliance with NIMS will be located on an interior page.

Need to check if the NWCG logo has been trademarked.

DECISION: On NWCG Publication Logo Issue, the PMSWT recommendation was accepted. Publications will continue with NWCG logo on front cover; narrative statement indicating NIMS compliance will be on interior page. PMSWT will work with FEWT on ensuring NFES catalog states NIMS compliance for each course.

ACTION No. 98-13B: On NWCG Publication Logo Issue, an NWCG memo will be sent to the field outlining the use of NWCG logos on publications.

Lead: Allen Deitz

Due Date: 3/1/07

ACTION No. 98-14A: On NWCG Publication Logo Issue, conduct research to determine if the NWCG logo is trademarked.

Lead: Mike Hilbruner

Due Date: 5/8/07

17. Geographic Area Coordinating Group (GACG) Advisory Group Charter (Pamela McAlpin)

Distributed and reviewed:

Handout No. 7: NWCG Agenda Request Form

Handout No. 7a: Geographic Area Coordinating Advisory Group Charter

Discussion: There were questions if a charter was needed from NWCG given the new proposed wildland fire governance structure; or if they should be chartered with NMAC. Wallace proposed that they be chartered under NMAC; ensuring that their connection with NWCG stay. The role that the GACG has with NMAC is very different from their role with NWCG. The GACG Chair and members will continue to have direct access to NWCG. Need to continue to be responsive and effective on implementation issues. It was agreed that the GACG Advisory Group will be chartered under some component of the new NWCG structure.

A motion was moved by Hilbruner to accept an Interim Charter for the GACG Advisory Group, seconded by Hitchcock. GACG Advisory Group Interim Charter was unanimously approved.

DECISION: For the GACG Advisory Group Charter, the Charter will be amended in the interim until the new NWCG structure is finalized at which point it will be determined where they fit. Charter as presented was labeled “interim” and accepted.

Meeting adjourned at 4:50 p.m.

Thursday, January 25, 2007**18. Safety & Health Working Team (SHWT) Briefing (Michelle Ryerson)**

Distributed and reviewed:

Handout 17: Agenda Request Form: Holmes Fatality Corrective Action Plan – Hazard Tree Felling Task Group

Handout 17a: Agenda Request Form: Minimum Standards of Incident Emergency Medical Services and AEDs

Handout 17b: Agenda Request Form: SHWT Charter

New Handout 17c: SHWT 1/23/07 Memo to NWCG – Review Evaluation of Two Recommendations Proposed to NWCG by the NPS – Holmes Fatality Corrective Action Plan

New Handout 17d: NPS 5/10/05 Memo to NWCG – Holmes Fatality Corrective Action Plan: Two Recommendations

New Handout 17e: SHWT 1/23/07 Memo to NWCG – Automated External Defibrillators (AEDs)

New Handout 17f: SHWT 1/23/07 Memo to NWCG – Recommended Minimum Standard of Incident Emergency Medical Services

New Handout 17g: SHWT Charter

New Handout 17h: SHWT 2006 Accomplishment Report

New Handout 17i: Keeping It Safe – FFAST and the NWCG SHWT Brochure

Discussion: Ryerson introduced Al King (NPS) Co-Chair for the SHWT.

Holmes Fatality Corrective Action – King provided a brief background; information contained in USDI NPS Memo from the NPS Director to the NWCG Chair. On 1/25/06, NWCG tasked the SHWT with reviewing and evaluating the two recommendations contained in the NPS memo. In their 1/23/07 memo to NWCG, the SHWT determined that a task group is warranted to fully address this issue and are ready to implement a charter for such group. The projected cost for the task group is estimated at \$5,000 for FY08, including travel for non-federal members and meeting costs. The task group will be sunsetted two years from their first meeting. IOSWT has already changed language in the IRPG regarding burning snags. Six Minutes for Safety lesson plan was completed last year. The task group will keep the “Doctrine” in mind during their deliberations, as well as contracting specifications. The recommendations will be addressed in established training programs as appropriate.

DECISION: On the Holmes Fatality Corrective Action, the recommended changes per the NPS 5/10/05 memo will not be implemented until after the Hazard Tree and Tree Felling Task Group have finalized their determinations before January 2009.

Minimum Standards of Incident EMS (Standard of Care) – Issue briefing contained in SHWT 1/23/07 memo to NWCG regarding Recommended Minimum Standard of Incident Emergency Medical Services. Since the recommended standards will impact States, they will need to be reviewed before any decision can be made by NWCG in regards to their adoption and implementation. There were concerns about the first responders wording – needs to be changed to basic first aid. Ryerson will send documents and draft NWCG memo to NWCG Executive Secretary. NWCG will distribute to the field for comments. Updated report will be presented to NWCG in May 2007.

AGENDA ITEM FOR NEXT MEETING: For Minimum Standards of Incident EMS – SHWT - May 2007 meeting – 30 minutes.

Automated External Defibrillators (AEDs) – Issue briefing contained in SHWT 1/23/07 memo to NWCG regarding AEDs. While there is not an OSHA regulation directly related, there is an implication that AEDs should be provided at large incident camps, which are considered temporary work sites. USFS Region 1 has had great success with managing the 500 person medical kits and implementation of their program. The SHWT recommends making AEDs a standard component of the 500-person kits at a minimum (41 to date). Maintenance is very minimal for the AEDs, mostly checking batteries and refurbishing if they are used. Is there an alternative to having the cache system maintain the AEDs? Can maintenance be contracted out? SHWT will look into alternatives and report back to NWCG at the May 2007 meeting.

AGENDA ITEM FOR NEXT MEETING: For AEDs – SHWT - May 2007 meeting – 15 minutes.

SHWT Charter – Previous charter included NWCG parent group approval for normal operating procedures – updated charter does not include this requirement. Updated charter includes the addition of a standing Executive Secretary as a member of the team; will not require additional funding. Charter amendments: add interim to title and delete reference of Executive Secretary.

A motion was moved by Long to accept an amended Interim Charter for the NWCG Safety and Health Working Team, seconded by Carlile. NWCG Safety and Health Working Team amended Interim Charter was unanimously approved.

DECISION: For the NWCG Safety and Health Working Team Charter, the Charter will be amended to reflect Interim in the title and reference to the Executive Secretary position will be removed. Charter as amended was accepted.

SHWT 2006 Accomplishment Report – Ryerson discussed the SHWT 2006 Annual Accomplishment Report. The SHWT recommends that the Emergency Medical Support Group (EMSG) be sunsetted by the end of 2007. This year, ISUITE will include accident and injury data on a real-time basis. FFAST brochure published in 2006. SHWT will have the Agency's Administrators Guide to Critical Incident Management completed by April 2007 and into the publications system by May 2007. Each SHWT member will support the IAWF Wildland Fire

Safety Summit on a rotating basis (every other year); this year NPS – next summit will be BLM. A great collaborative effort was enacted with the TWT to review all revised NWCG courses. They have two new state members, Moreland Gueth (NC) and John Schwingel (WI). SHWT would like to replace their current display in 2008. Safety survey (tied to training, certification, and operations) should be conducted in 2008; it has been a while since the Tri-Data survey. Safety survey proposal including costs will be presented at the May 2007 meeting.

The SHWT appreciates the involvement of Mike Long as their NWCG liaison and encourage all NWCG members to bring any issues/recommendations to the team.

Action #98-15B: On the Safety and Health Working Group, all documents presented during NWCG briefing will be distributed (electronically) to NWCG Members through the NWCG Executive Secretary.

Lead: Michelle Ryerson

Due Date: 2/1/07

AGENDA ITEM FOR NEXT MEETING: For SHWT Safety Survey – SHWT - May 2007 meeting – 15 minutes.

19. NWCG Budget and Strategic Action Planning Session Wrap Up – (NWCG Parent Group and WT Chairs)

Discussion: Within the next few weeks, the WT Chairs will reformat their budget submissions to more accurately meet the NWCG parent group priorities. Before the May 2007, members are encouraged to meet a small meeting to fine tune the budget information.

20. Bin Items

Discussion: There were no bin items.

21. Meeting Review: Review Decisions, Action Items, and Next Meeting Agenda Items

Discussion: These topics will be added to the May 2007 agenda:

- WFEWT Host WT Briefing – 1 hour on the last day (Information)
- NWCG Operating Guide – 30 minutes
- NWCG Strategic Plan – ½ day

- Proposed Interagency Fire Governance Structure – 30 minutes right after introductions on first day (Decision)

22. Meeting Schedule

<i>Meeting / Dates</i>	<i>Host Agency</i>	<i>Location</i>	<i>Featured WT</i>
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 29-31, 2008	NWCG Chair	Boise, Idaho	WUIWT
Spring – May 2008	TBD	TBD	TBD

DECISION: On NWCG Meetings Format, the Winter (January) meeting will convene on the last Tuesday of January.

DECISION: On NWCG Meetings Format, the NWCG Chair will be the standard host of the Winter (January) meeting.

DECISION: On NWCG Meetings Format, Spring, Fall, and Winter meeting agendas will be a full two days. During the proposed Interagency Fire Governance Structure transition, NFAEB will meet on the third day (Thursday).

ACTION No. 98-16: On NWCG Summary of Decisions and Actions document, the current summary will be revised to include references/links to meeting minutes and sent out to NWCG members and Working Team Chairs.

Lead: Executive Secretary

Due Date: As each meeting minutes are released

ACTION No. 98-17B: On NWCG Winter meeting, the NWCG Working Team Chairs will extend an invitation to their Working Team members to attend each NWCG Winter (January) meeting.

Lead: WT Chairs

Due Date: 6/1/07

AGENDA ITEM FOR NEXT MEETING: Discussion of the Proposed Interagency Fire Governance Structure with WT Chairs; including potential update of charters and strategic plans to conform to the new structure (e.g., NWCG and NFAEB). WT Chairs will extend invitation to their members to participate in discussions – January 2008 – ½ day.

23. Round Robin (NWCG Members)

Neal Hitchcock: Appreciated being a part of the discussions.

Brian McManus: Echoed Hitchcock's statement, enjoy being a new member of NWCG.

Jim Smalley: Announcements:

- Gary Toekle (MT) Division Director for Public Fire Protection is retiring in July
- NFPA documents of interest: 11-41 & 44 have been rewritten and are before a vote in June – these set the standards for fire protection in land developments
- Wildland Fire Protection document will be out for proposals this February
- 2008 - 3rd National Wildland Interface Conference will be held in Tampa
- NFPA Wildland Fire Organization will happily sponsor the NWCG 100th meeting
- Current NWCG strategic planning is much better than the one in the 1990's; easier to explain and more logical

Mike Long: Good session with the WT Chairs; a good learning process. NWCG has a great challenge to facilitate the new fire governance.

Judy Crosby: Looking forward to working on the substructure, group will meet next Friday.

Comments so far:

- Efficient
- Responsive
- Order to complex organization
- Priorities
- Model for interagency relations
- Customer management
- Think outside box
- Shetler SWOT from last year may be valuable

Working Team matrix – will have WT Chair validate the list.

ACTION No. 98-18: On NWCG Matrix, the matrix will be updated and a joint NWCG/NFAEB memo requesting comments will be sent to WT Chairs and NFAEB members.

Lead: Judy Crosby

Due Date: 2/16/07

Lyle Carlile: We are on the right track with the strategic plan; will continue to work on clarification of the levels below the parent group. Appreciate State support of the new governance structure. Thought the working session with WT Chairs was very valuable.

Shari Shetler: No items.

Jim Erickson: Interesting to see how the new governance structure works out. Looking forward to meeting with WUIWT in Georgia this year.

Mike Wallace: Very supportive of where NWCG is going with business practices and strategic management. He currently ties annual work plans to direction (NPS). Instructions to WTs should be highlighted separately in the meeting minutes. NPS Associate Director has decided that his (Wallace) current position will be consolidated into the Division Director position and located in Boise. There will be two additional Branch Chiefs located in Boise (1 for Aviation and 1 for Structure Fire). He will also be able to hire a Deputy – ready to advertise all three jobs soon.

Kirk Rowdabaugh: New NASF Fire Director Dan Smith will be invited to attend NWCG meetings from this point forward.

Meeting adjourned at 12:05 p.m.

* Reminder from the NWCG 96th Meeting –

DECISION: On Action Item Tracking Table, agreed to number the Action Items with the meeting number, a dash, and then 01, 02, etc. (Example: 96-01) It was further agreed that if a WT is tasked with an assignment, two action items will be listed with an (a) and a (b) after the number -- (A) for the NWCG Liaison and (B) for the WT. The WTs will have a separate sheet on the Action Table.