

**National Wildfire Coordinating Group (NWCG)
Monthly Meeting Minutes
November 14, 2007
and
November 16, 2007**

Action	Decision		Item
		1.	Agenda: Review and Finalize
		2.	National Prescribed Fire Training Center: Briefing on Center and Discussion about Center's Future
	X	3.	IFPM: New Team Implementation and New Taskings
X	X	4.	NWCG January Agenda: Discussion
X	X	5.	QFR: Review of Advisory Panel Meeting
		6.	WFDSS: Briefing on WFDSS and Current Status Including Funding
X	X	7.	AMR: Review of Federal Wildland Fire Policy Timetable
	X	8.	FORS: Decision on Six "On Hold" Elements
		9.	National Aviation Strategy: Review and Discussion of Final Draft of Phase III Implementation Plan
		10.	FEC Call re Aviation
	X	11.	Next Meeting's Agenda
		12.	IFPM Resolution Board
	X	13.	NARA: Incident Management Records Project Implementation and NWCG Records
X	X	14.	Fire Science Presentation
		15.	FPA: Threat Fires Issue
X	X	16.	FPA: Threat Fires
		17.	FEC Taskings
X	X	18.	WFDSS: FEC Tasking
X		19.	WFSA: FEC Tasking
X	X	20.	Fire Cost Reviews: FEC Tasking
X	X	21.	Agency Contact for 10 Year Implementation Plan
X		22.	NIMO: Status
		23.	TWT: Refresher Training
		24.	IFPM: Draft Tasking Document
X		25.	Cascade Complex: Accident Prevention Analysis
X		26.	NWCG Distribution List

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This meeting of the NWCG was held at the National Interagency Fire Center in Boise, Idaho.

Members Attending: Timothy Murphy, (Chair) Bureau of Land Management – 11/14/07 AM
Roy Johnson, Bureau of Land Management – 11/14/07 PM and 11/16/07
Mike Wallace, National Park Service
Cheryl Molis, USDA Forest Service – 11/14/07 AM
Karyn Wood, USDA Forest Service – 11/14/07 PM and 11/16/07
Brian McManus, Fish and Wildlife Service
Lyle Carlile, Bureau of Indian Affairs
Dan Smith, National Association of State Foresters – 11/14/07
Wallace Josephson, Office of Wildland Fire Coordination – 11/14/07
Mike Dougherty, U.S. Fire Administration – 11/16/07
Bonnie Bradshaw, NWCG Executive Secretary

Guests Attending: Jim Durrwachter, FWS
Judy Crosby, BLM
Shari Shetler, BLM
John Szymoniak, FS
Tom Zimmerman, FS
Doug Stephens, NPS
Dick Bahr, NPS
Roberta D'Amico, NPS
Gladys Crabtree, NPS
Neal Hitchcock, FS
John Cissel, BLM

Call-Ins: Mike Hilbruner, FS
Al Hyde, Brookings Institute
Bill Breedlove, FS
Rich Lasko, FS

Meeting started at 8:00 a.m.

Mike Hilbruner – FS – called in for the entire meeting.

1. Agenda: Review and Finalize (Tim Murphy - Chair)

Distributed and reviewed:

Handout No. 1: NWCG Monthly Meeting Agenda, dated November 14, 2007

Discussion: Tim Murphy handed out a FEC (Fire Executive Counsel) Tasking Sheet to the members (no copy was given to Executive Secretary). Members will meet before the end of the week to discuss these issues.

Monthly NWCG Meetings will start at 8:30. Error was made by Executive Secretary as NWCG Standards Meetings start at 8:00 a.m.

Dan Smith volunteered to host the NWCG October Meeting in North or South Carolina.

Bins Items added to the Agenda:

- a) IFPM Resolution Board – Lyle Carlile
- b) Fire Science Presentation – Tim Murphy/Roy Johnson

2. National Prescribed Fire Training Center: Briefing on Center and Discussion about Center's Future (Jim Durrwachter – FWS)

Discussion: PowerPoint presentation given by Jim Durrwachter. National Prescribed Fire Training Center has been in existence for 10 years. Presentation covered Mission Statement, history, burn accomplishments, Small Burn Team training sessions (3 weeks), staffing, how PFTC meets National Fire Plan objectives, and how PFTC can help the fire community. PFTC's website is currently being revised.

A question and answer session followed the presentation. Jim has had a discussion with Merrie Johnson at NAFRI (National Advanced Fire & Resource Institute) to get NPFTC under the training umbrella.

3. IFPM (Interagency Fire Program Management): New Team Implementation and New Taskings (NWCG Members)

Distributed and reviewed:

Handout No. 2: NWCG and IFPM Core Team Taskings

Handout No. 3: Draft Concept

Discussion: NWCG reviewed Handout No. 2 and made changes. Names were given for the Restructured Team. Executive Secretary will keep a master list of IFPM members.

Tasking Meeting was scheduled for Monday, December 10th, from 8:30 – 11:00 a.m. Executive Secretary will arrange for the meeting room.

The revised Charter for IFPM will be due by January 28, 2008. No NWCG Monthly Meeting was scheduled for January because of the 3-day NWCG Meeting (January 29-31). It was decided to have a monthly NWCG Meeting for the afternoon of Monday, January 28th, and review the Charter as one of the topics.

DECISION: On NWCG Meeting, agreed to have a monthly meeting in January for the afternoon of Monday, January 28th, from 1:00 to 4:30 p.m. at NIFC.

AGENDA ITEM FOR NEXT MEETING: IFPM: Review Revised Charter (Mark Koontz) – 15 minutes – January 28th (p.m.)

4. NWCG January Agenda: Discussion (NWCG Members, Judy Crosby – BLM, and Shari Shetler – BLM,)

Distributed and reviewed:

Handout No. 4: Checklist

Handout No. 5: January 2008 Agenda

Handout No. 6: Working Team/Task Group Matrix

Discussion: Judy Crosby discussed Handout No. 4. Options were discussed, with the outcome of the January Meeting being Option B (clear understanding of sub-structure task and action plan/budget task). Mike Wallace suggested that the working teams come back with some recommendations by the end of the meeting. Strategic intent for each configuration should be done before January Meeting. Team Leads were discussed briefly and will be used to help developing the substructure. The position description will have to be written to define the position. Dan Smith suggested tapping into the NIMO Team for these positions, but no decision was made. The timeline for items to be accomplished before January Meeting was reviewed.

Judy requested that the NWCG members list SMEs on Handout No. 6 and bring the handout to the Substructure Meeting on December 10-12. This matrix will be given to the groups at the January Meeting. SMEs will line out what is currently being done and what needs to be done.

ACTION No. 07-83: On Working Team/Task Group Matrix, fill in SMEs for various groups.

Lead: NWCG Members

Due Date: December 10, 2007

Handout No. 5 was discussed. The January Meeting will be:

Day 1 – AM: Overview and Substructure Tasks to Sub-Groups.

PM: Substructure Workshop for Sub-Groups and General Business Meeting for Parent Group.

Day 2 – Substructure Workshop, with NWCG Members working with teams. Meet at the end of

the day for recap of afternoon session.

Day 3 – Reports from teams with analysis and recommendations.

DECISION: On May NWCG Meeting, agreed that meeting will be the parent group only.

Budgets will be discussed at the January Meeting.

5. QFR (Quadrennial Fire Review): Review of Advisory Panel Meeting (Al Hyde – Brookings Institute)

Distributed and reviewed:

Handout No. 7: QFR Discussion Agenda

Discussion: NWCG members were each given a binder from the Quadrennial Fire Review Fire Research Forum. Al Hyde reviewed the Fire Research Forum Review, the New Assumptions Presentations by Fire Research, the Research Advisory Panel, and the New Assumptions Briefing Books for IP. It was decided that Al will send out the briefing books for IP with the Brookings disclaimer and solicit comments.

DECISION: On QFR, agreed that Al Hyde will send out the New Assumptions Briefing Books for IP, Working Panels with the Brookings disclaimer and will also solicit comments.

Launch Full Integration Panel Session will be February 11, 2008, with the 24 standing members and the 10 Co-Chairs of MAS Working Groups. Each of the 5 QFR Working Panels will be working out of different regional offices between February and May 2008. Integration Panel Sessions have been scheduled, starting in late June through end of September.

Al covered the design of the working panels (4-6 panels). He will send out to each NWCG member the info on the panels for their review by the end of this week. He covered each of the panels in depth. Every strategy will show a counter strategy as well.

ACTION No. 07-84: On QFR, after Al Hyde sends information on the design of the 4-6 working panels, review the information and send comments to Al.

Lead: NWCG Members

Due Date: 12-01-07

Recommendation Process for the Working Panel Co-Chairs was discussed. Six of the ten co-chairs should be under the age of 45 in order to be available in the future. Two of co-chairs should be outside of fire to provide objectivity. Selection needs to be done by December 15th. NWCG members will make the selections. Al will send Brian McManus the information to get out to the NWCG members.

ACTION No. 07-85: On QFR, make the selection of the 10 Co-Chairs to lead the Working Panel Phase.

Lead: NWCG Members

Due Date: December 15, 2007

6. WFDSS (Wildland Fire Decision Support System): Briefing on WFDSS and Current Status Including Funding (John Szymoniak – FS, Tom Zimmerman – FS, Doug Stephen – NPS, and Bill Breedlove – FS (Bill is calling in))

Discussion: PowerPoint presentation given by John Szymoniak. Presentation covered current status and the future of WFDSS. The proposed funding for the project is \$9,904,000. FS is currently funding \$7,454,000 of the \$9,904,000. Another presentation was given by Doug Stephens (presentation was interactive with the Internet).

Timeline is to have a working prototype by June of 2008, with world wide release (fire season) by 2009. Current focus is to get the requirements right.

BLM has helped a lot with cadastral information and support. Funding is an issue, with only FS contributing so far. It will need to be decided who is going have ownership of this for the long term.

SMEs may be needed. The project is being run by nimble requirements (changes as they go). Relationships with LandFire and FPA are getting better. Keeping LandFire data current may become an issue. Phase 1 was chartered under NFAEB, but Phase 2 was not and was funded by FS only. By early spring, there will be some interesting things to look at. Implementation piece will be brought to NWCG in the future.

7. AMR (Appropriate Management Response): Review of Federal Wildland Fire Policy Timetable (Dick Bahr – NPS, Roberta D’Amico – NPS, Call in – Bill Breedlove - FS and Rich Lasko - FS)

Distributed and reviewed:

Handout No. 8: Briefing Paper, dated 11/14/07

Discussion: Dick Bahr discussed the handout. Two decisions that are requested:

- a) Accept/Decline recommendation to draft replacement for 2003 Implementation Policy.
- b) Accept/Decline recommendation to set a timeline to release in January 2008.

NWCG members agreed to a) listed above with the draft being sent to them for review in December. However, they would like to review and approve the draft implementation timeline before it is released.

DECISION: On AMR, agreed to the recommendation to go forward on the draft replacement for the 2003 Implementation Policy and get it to NWCG in December for review. And agreed to see a draft implementation timeline by January 2008 for review in January NWG Meeting.

ACTION No. 07-86: On AMR, send NWCG members the draft replacement for the 2003 Implementation Policy.

Lead: Dick Bahr

Due Date: December 10, 2007

AGENDA ITEM FOR NEXT MEETING: AMR: Review Draft Implementation Timeline (Dick Bahr) – 30 minutes – January 28th (p.m.) Rich Lasko will be calling in.

NWCG members will get comments on handout to Dick Bahr by December 15th.

ACTION No. 07-87: On AMR, send Dick Bahr comments on Briefing Paper.

Lead: NWCG Members

Due Date: December 15, 2007

8. FORS (Fire Occurrence Reporting System): Decision on Six “On Hold” Elements (Doug Stephen – NPS and Gladys Crabtree – NPS)

Distributed and reviewed:

Handout No. 9: Update to NWCG/NFAEB, dated 10/24/07

Discussion: Doug Stephen briefly reviewed the handout. NWCG members decided that they want data standards developed on the 6 data elements listed in the handout that are “on hold.”

DECISION: On FORS, agreed that data standards will be developed on the 6 “on hold” data elements.

It was also recommended that an interagency Fire Occurrence Committee or Advisory Group be in place to provide accountable data standard leadership and oversight. Bonnie shared this information with Judy Crosby on October 25th for possible inclusion in the NWCG substructure as a new group. Tom Wordell will be giving a final report in January.

9. National Aviation Strategy: Review and Discussion of Final Draft of Phase III Implementation Plan (Neal Hitchcock – FS)

Distributed and reviewed:

Handout No. 10: Draft 2 NIAC Phase II Implementation Strategy

Discussion: Neal Hitchcock reviewed the handout. It is a strategic document and should not be distributed. Neal stated that the numbers and costs will change slightly. The strategy states the things that should be done, but flexibility is needed.

The draft will go to FEC members for review by November 26th, and is an agenda item for the FEC Meeting on November 30th. The final Strategy will be finished by December 21st.

10. FEC Call re Aviation (Neal Hitchcock - FS)

Discussion: Neal Hitchcock advised that aviation matters were discussed on the last FEC Conference Call, and aviation decisions will have to be made by NWCG.

11. Next Meeting's Agenda (Executive Secretary)

Discussion: The January NWCG Meeting was briefly discussed. Executive Secretary inquired as to Working Team/Task Group members attending. It was decided that only Working Team/Task Group Chairs will attend.

DECISION: On January NWCG Meeting, agreed that only Working Team/Task Group Chairs will attend the meeting.

12. IFPM Resolution Board (Lyle Carlile - BIA)

Distributed and reviewed:

Handout No. 11: White Paper on IFPM Resolution Board

Discussion: Lyle Carlile reviewed the handout. The Implementation Team thinks that there is no need for the Resolution Board, and Lyle would like NWCG members input on this. No decision is necessary today.

ACTION No. 07-88: On IFPM Resolution Board, work with the Board and bring back to NWCG for a decision on whether Board should remain in place or sunsetted.

Lead: Lyle Carlile

Due Date: February 2008

13. NARA (National Archives and Records Administration): Incident Management Records Project Implementation and NWCG Records (Tim Murphy - BLM)

Distributed and reviewed:

Handout No. 12: Agenda Topic Request Form

Discussion: The handout was briefly reviewed. This topic will be put on the agenda for the NWCG Monthly Meeting on February 20th.

DECISION: On NARA Records, agreed to put the discussion on Incident Management Records Project Implementation and NWCG Records on the February 20th Meeting Agenda.

14. Fire Science Presentation (Roy Johnson – BLM and John Cissel – BLM)

Discussion: Roy Johnson stated that Judge Lynn Winmill of the Ninth Circuit Court has requested that NIFC participate in the Ninth Circuit Court Judicial Conference scheduled for July 28 through August 1st and make a presentation on Fire Science. There will be approximately 900 judges attending. It was agreed that this would be a good forum to present Fire Science information. John Cissel, the Program Manager for the Joint Fire Science Program, also agreed. He will draft a briefing paper (with Don Smurthwaite's help) outlining what will be presented. It was suggested that the briefing paper be sent to the FEC for their review. Roy will get this item on the FEC agenda.

DECISION: On Fire Science Presentation, agreed that a Fire Science presentation will be given at the Ninth Circuit Court Judicial Conference in July 2008.

ACTION No. 07-89: On Fire Science Presentation for the Ninth Circuit Court Judicial Conference, develop a briefing paper outlining the Fire Science presentation.

Lead: John Cissel and Don Smurthwaite

Due Date: November 30, 2007

ACTION No. 07-90: On Fire Science Presentation for the Ninth Circuit Court Judicial Conference, schedule time on FEC Meeting Agenda to review the briefing paper on the Fire Science presentation.

Lead: Roy Johnson

Due Date: November 30, 2007

15. FPA (Fire Program Analysis): Threat Fires Issue (Lyle Carlile - BIA)

Discussion: Lyle Carlile stated that a NWCG decision is required on the threat fires issue. Due to the lateness of the day, it was agreed to meet on Friday afternoon (November 16th) at 2:00 p.m. in the BLM Conference Room to review, discuss, and make a decision on this issue.

Meeting was adjourned at 5:20 p.m.

Friday, November 16, 2007

Meeting started at 1:00 p.m.

16. FPA (Fire Program Analysis): Threat Fires (Lyle Carlile - BIA)

Handout No. 1: FPA Briefing Paper on Modeling Threat Fires, dated 10/09/07

Handout No. 2: Steven Scott Letter, with Issue Paper from the Southern Group of State

Foresters, dated June 2006

Discussion: Lyle Carlile gave a brief history about threat fires and how they are proposed to be used in FPA. FPA is requesting NWCG to determine if FPA should allow FPUs to include threat fires in their data. A discussion followed with the following decision:

DECISION: On FPA: Threat Fires, agreed that:

1. FPA will provide, as an option, the ability to model threat fires through the use of threat fire FMUs.
2. Each FPU will have to determine if threat fires are a significant part of their initial response activity.
3. Threat fires included in the analysis will be limited to a maximum distance of one mile from the boundary of the FMUs. If all wildlands within an FPU or surrounding an FMU are already covered by partners within the FPA analysis, threat fires will not be allowed into the analysis for that FPU/FMU (this means that if the state or other non-federal entities are fully involved in the FPA analysis covering all lands within the FPU, or all lands within one mile of the FMU, no threat fires will be allowed in the analysis for that FMU).
4. FPA will request that one or two prototype FPUs run analyses with and without threat fires to evaluate the value added and cost of their inclusion.

ACTION No. 07-91: On FPA: Threat Fires Issue, provide Donna Scholz (FPA Project Manager) with a copy of NWCG Meeting Minutes with decision.

Lead: Executive Secretary

Due Date: 11-26-07

17. FEC (Fire Executive Council) Taskings: (Roy Johnson – BLM)

Distributed and reviewed:

Handout No. 3: E-Mail from Roy Johnson, dated 11/13/07

Discussion: Roy Johnson reviewed the topics mentioned in the handout. Each issue will be listed as a separate topic below.

18. WFDSS (Wildland Fire Decision Support System): FEC Tasking (Roy Johnson - BLM)

Discussion: Roy Johnson reiterated the FEC tasking to NWCG, which is listed below:

FEC Decisions:

- (1) WFDSS will be an agenda item for the December 14 FEC Meeting.
- (2) WFDSS must be designed to build from the simple escaped fire to the complex and include the full range of alternatives.

FEC Actions:

(1) NWCG will develop an issue paper on the WFDSS and WFSA to be presented to the FEC on December 14th. The paper will include a clearly defined issue, recommendations, and implementation schedule to outline process development, tech transfer, and implementation.

NWCG agreed that John Szymoniak and Tom Zimmerman should prepare the briefing paper on NWCG's behalf and present it at the FEC Meeting on December 14th. Tim Murphy or Mike Wallace will task them and request that paper be ready for NWCG review by December 12th.

DECISION: On WFDSS, agreed that John Szymoniak and Tom Zimmerman will develop and present a briefing paper to the FEC.

ACTION No. 07-92: On WFDSS, task John Szymoniak and Tom Zimmerman to develop a briefing paper for review by NWCG on 12-12-07 and presentation to FEC on 12-14-07.

Lead: Tim Murphy/Mike Wallace

Due Date: 11-20-07

ACTION No. 07-93: On WFDSS, develop briefing paper for FEC Meeting, with prior review by NWCG.

Lead: John Szymoniak and Tom Zimmerman

Due Date: 12-12-07

19. WFSA (Wildland Fire Situation Analysis): FEC Tasking (Roy Johnson – BLM)

Discussion: Roy Johnson reiterated the FEC tasking to NWCG, which is listed below:

FEC Decision:

(1) The existing policy and direction for the approval and certification of WFSA must be clarified and written to apply to the WFSA, WFDSS, or what ever process may be used in the future.

FEC Actions:

(1) A draft policy will be developed by NWCG outlining the approval and certification process for the selection of wildland fire management strategies for escaped fires and included in the "Redbook."

(2) NWCG will also make a recommendation with supporting documentation on "WFSA fire costs – individual agency or total fire costs – to be presented at the December 14th FEC Meeting.

Karyn Wood stated that the Operations Group is currently working on the draft policy. She will have Neal Hitchcock send NWCG a copy of that policy for review before the December 14th Meeting.

ACTION No. 07-94: On Draft Policy on Selection Process for Strategies for Escaped Fires, task Neal Hitchcock to provide NWCG a copy of the draft policy for review before December 14th FEC Meeting.

Lead: Karyn Wood
Due Date: 11-20-07

ACTION No. 07-95: On Draft Policy on Selection Process for Strategies for Escaped Fires, provide a copy of the draft policy for NWCG review before the December 14th FEC Meeting.

Lead: Neal Hitchcock
Due Date: 12-14-07

Action (2) listed above was discussed, but NWCG would like more clarification from FEC on this. Roy will get clarification and advise NWCG.

ACTION No. 07-96: On Recommendation on WFSA Fire Costs, obtain clarification from FEC as to exactly what information and documentation they want and advise NWCG.

Lead: Roy Johnson
Due Date: 11-26-07

20. Fire Cost Reviews: FEC Tasking (Roy Johnson – BLM)

Discussion: Roy Johnson reiterated the FEC tasking to NWCG, which is listed below:

FEC Decision:

(1) NWCG will task the Incident Business Practices Working Team to develop common interagency policy, practices, and protocol to be included in the Interagency Incident Business Management Handbook.

FEC Action:

(1) NWCG will present a draft Fire Cost Review Policy to FEC at the January 18th Meeting.

NWCG discussed the decision listed above and agreed that FEC should task NWCG with items, but NWCG will determine which working team will be assigned to fulfill the task.

DECISION: On FEC Taskings, agreed that NWCG will determine which working team will be assigned to fulfill each task, not FEC making that determination.

FEC's intent and what information they are looking for on Fire Costs Reviews is unclear. Roy will put this on the next FEC Meeting's agenda for clarification. Brian McManus volunteered to address these two issues at that December 14th Meeting.

ACTION No. 07-97: On Fire Costs Reviews, schedule Fire Costs Reviews as an agenda topic on the December 14th FEC Meeting to obtain clarification on intent and information needed.

Lead: Roy Johnson
Due Date: 11-20-07

21. Agency Contact for 10 Year Implementation Plan (Mike Wallace – NPS)

Discussion: Mike Wallace proposed that NWCG review and discuss having an agency contact for each agency on the 10 Year Implementation Plan. It was agreed to put this on the FEC December 14th Agenda to obtain clarification.

DECISION: On Agency Contact for 10 Year Implementation Plan, agreed to get clarification from FEC.

ACTION No. 07-98: On Agency Contact for 10 Year Implementation Plan, schedule this topic on the December 14th FEC Agenda for clarification.

Lead: Roy Johnson

Due Date: 11-20-07

22. NIMO (National Incident Management Organization): Status (Karyn Wood – FS)

Discussion: Karyn Wood stated that the evaluation process is currently taking place. The prospectus from NIMO is needed by March. FEC will want a report on NIMO (its success, future, budget, possible expansion, etc.). An AAR (After Action Review) will be performed in two weeks. NIMO's Charter should probably be reviewed for intent. She suggested that NIMO brief NMAC at the December 18th Meeting, and will arrange for Bill Waterbury to do the briefing. Lyle will put this on the NMAC Agenda.

ACTION No. 07-99: On NIMO, task Bill Waterbury to update NMAC at the December 18th Meeting.

Lead: Karyn Wood

Due Date: 11-20-07

ACTION No. 07-100: On NIMO, schedule NIMO briefing on the NMAC Agenda for December 18, 2007.

Lead: Lyle Carlile

Due Date: 11-20-07

23. TWT (Training Working Team): Refresher Training (Karyn Wood)

Discussion: Karyn Wood briefly mentioned the TWT Memo on Refresher Training. She also mentioned that TWT will be asking NWCG to provide individuals to help develop a video series.

24. IFPM (Interagency Fire Program Management): Draft Tasking Document (NWCG Members)

Discussion: The draft Tasking Document was briefly mentioned. Any additional comments should be sent to the Executive Secretary. Mike Wallace stated that the Career Tracks wording in

No. 5 should be changed.

25. Cascade Complex: Accident Prevention Analysis (Karyn Wood – FS and Mike Dougherty – U. S. Fire Administration)

Distributed and reviewed:

Handout No. 4: Cascade Complex – Summary of Recommendations

Handout No. 5: Cascade Complex – Proposal for Red Book Addition

Discussion: Karyn Wood briefed NWCG about the analysis. Mike Dougherty was a member of this group. Karyn asked Mike to try and get the PowerPoint presentation and forward it to NWCG members to help them understand the recommendations listed in the handout.

ACTION No. 07-101: On Cascade Complex – Accident Prevention Analysis, obtain the PowerPoint presentation in support of the Summary of Recommendations and forward to NWCG members.

Lead: Mike Dougherty

Due Date: November 30, 2007

Karyn and Mike worked on the proposal (Handout No. 4) to address No. 2 and No. 7. Karyn requested that NWCG review and submit comments to her. Wording of “sheltering in place” should be revised. Roy Johnson will add some bullets to the proposal and send to Karyn. The final proposal will be sent to NWCG for review through the Executive Secretary.

ACTION No. 07-102: On Cascade Complex: Proposal for Red Book Addition, provide Karyn Wood with additional bullets for the proposal.

Lead: Roy Johnson

Due Date: November 20, 2007

ACTION No. 07-103: On Cascade Complex: Proposal for Red Book Addition, send final proposal to Executive Secretary for distribution and review by NWCG.

Lead: Karyn Wood

Due Date: November 26, 2007

Karyn stated that SHWT should be tasked separately to develop a monitoring plan for carbon monoxide levels before, during, and after a fire moves through camp, adhering to OSHA standards.

AGENDA ITEM FOR NEXT MEETING: On Cascade Complex – Summary of Recommendations (No. 7) – Task SHWT to develop a Monitoring Plan for Carbon Monoxide Levels before, during, and after the fire moves through camp, adhering to OSHA Standards. - 30 minutes – January NWCG Meeting

NWCG agreed to change the wording from “shelter in place” to “Contingency Planning for Camp Location” on proposal.

DECISION: On Cascade Complex: Proposal for Red Book Addition, agreed to change the wording from “shelter in place” to “Contingency Planning for Camp Location.”

26. NWCG Distribution List (Bonnie Bradshaw, Executive Secretary)

Discussion: Bonnie Bradshaw asked for clarification as to who should be on the NWCG Distribution List. NFAEB had different people on their list compared to NWCG’s list. NWCG agreed to review the lists and make a decision at the next meeting.

ACTION No. 07-104: On NWCG Distribution List, provide NWCG with distribution lists for NWCG and NFAEB for review.

Lead: Bonnie Bradshaw, Executive Secretary

Due Date: December 14, 2007

AGENDA ITEM FOR NEXT MEETING: Review and Decision on NWCG Distribution List – Executive Secretary – January NWCG Meeting – 5 minutes

Meeting adjourned at 2:55 p.m.