National Wildfire Coordinating Group (NWCG)
Monthly Meeting Minutes
March 13, 2013

Action	Decision	No.	Topic
		1.	Agenda: Review
	X	2.	NWCG Meeting Minutes: Review and Approval
X	X	3.	WFEC: Meeting Summary and Emerging Issues
		4.	IFEC: Meeting Summary and Emerging Issues
	X	5.	Wildland Fire I&T: Quarterly Project Update
X	X	6.	ITC: Status of Committee and subgroups
	X	7.	Incident Records: a) Stewardship on Guidance for Creation, Maintenance and Disposition of Incident Records b) Proposal to Change Stewardship from IBC to Agency Records Administrators
X	X	8.	WFI: Future of WFI
	X	9.	Fireline Handbook: Approval of Revisions/Updates
X		10.	EIM Implementation: Update
		11.	Unit ID Task Team: Progress Report
X	X	12.	NWCG All Chair Meeting AAR
X		13.	NWCG #114th May Meeting: a) Discussion on Meeting Date b) What are the Strategic Discussion Ideas? c) Update on Logistics
X		14.	OSHA Wildland Fire Orientation Course: Update
X		15.	NWCG Web Portal: Next Steps
X		16.	NWCG PMU: Monthly Update
	X	17.	BIN ITEMS
	X		Bin No. 1: NWCG Budget Update
			Bin No. 2: Single Point of Billing for DOI
	X		Bin No. 3: S-290 Online Payment
			Bin No. 4: NFPA Conference Call – Any Agenda Items?
			Bin No. 5: Serious Accident Investigation Guide

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

Executive Board Members Attending:
Aitor Bidaburu (Chair), U.S. Fire Administration
Dan Smith (Vice-Chair), National Association of State Foresters
John Segar, Fish and Wildlife Service
John Gould, Bureau of Land Management
Kim Christensen, USDA Forest Service
Lyle Carlile, Bureau of Indian Affairs
Bill Kaage, National Park Service (gone for Topic Nos. 11, 12)

PMU Attending:
Paul Schlobohm, (Acting) NWCG Manager
Tim Blake, Preparedness Branch Coordinator
Deb Fleming, Training Branch Manager
Nikki Saleen, Communication Specialist
Elaine Waterbury, Policy, Planning and Management Branch Coordinator (Topic Nos. 12 thru 17)

Others Attending:
John Gebhard, Program Management Co-Chair (Topic Nos. 5, 6, 15, 7)
Richard Del Hierro, Program Management Co-Chair (Topic Nos. 5, 6, 15, 7)
David Potter, Information and Technology Committee (Topic Nos. 5, 6, 15, 7)
Dale Guenther, Information and Technology Committee (Topic Nos. 5, 6, 15, 7)
Lisa McDevitt, Budget Advisory Unit Chair (Executive Session)
Bobbe Bilyeu, Budget Advisory Unit (Executive Session)
Bill Yohn, Unit ID Task Team Chair (Topic No. 11)

Meeting minutes mirror the topics listed on the Meeting Agenda, but not necessarily the order in which they were discussed at the meeting.

Meeting started at 8:05 a.m.

1. Agenda: Review
Presenter: Aitor Bidaburu
Distributed and reviewed:
Handout No. 1a: NWCG Monthly Meeting Agenda
Handout No. 1b: NWCG Draft April Agenda Spreadsheet

Discussion: Aitor briefly reviewed the agenda and the April Agenda Spreadsheet. Topics 4 and 15 on the agenda will be switched; bin items were added; and two executive sessions will be held, one before lunch on budget and the other at the end of this meeting on PMU staffing.

2. NWCG Meeting Minutes: Discussion and Approval

Presenter: Aitor Bidaburu

Distributed and reviewed:

Handout No. 2a: NWCG January 2013 Meeting Minutes – Final Draft
Handout No. 2b: NWCG February 2013 Meeting Minutes – Final Draft

Discussion: Aitor requested editorial comments or changes to the minutes. Bill Kaage provided edits to January minutes as follows:

- Topic No. 3 – IAFC Presentation, 3th paragraph down on page 4, 3rd bullet "Develop options…" – delete the word "course".
- Topic No. 4 – NWCG Web Portal Status Update, page 5, 4th bullet from the top, reword "Contract expiration (March 29, 2013) and option year."
- Topic No. 12 – WFI Review of ITT Membership List, page 11, reword paragraph on top of page; may need to break into two sentences.

DECISION: On NWCG January 2013 Minutes, approved the meeting minutes with edits from Bill Kaage.

DECISION: On NWCG February 2013 Minutes, approved the meeting minutes.

3. Wildland Fire Executive Council (WFEC): Meeting Summary and Emerging Issues

Presenters: Bill Kaage

Distributed and reviewed:

Handout No. 3a: Wildland Fire Leadership Council (WFLC): Charter
Handout No. 3b: Intergovernmental Diagram Lines of Communication and Lines of Authority
Handout No. 3c: Wildland Fire Executive Council (WFEC): Final Signed – Charter
Handout No. 3d: Wildland Fire Executive Council (WFEC): Draft Revision – Charter
Handout No. 3e: Memorandum of Understanding (MOU): National Wildfire Coordinating Group (NWCG)
Handout No. 3f: National Wildfire Coordinating Group (NWCG): 2007 Charter
Handout No. 3g: National Wildfire Coordinating Group (NWCG): Draft Revision – Charter dated 2/26/2012
Handout No. 3h: WFEC Inter-governance Document Summary of Comments
Handout No. 3i: National Wildfire Coordinating Group (NWCG): Draft Revision – Charter dated 3/6/2013
Handout No. 3j (given at meeting): Bill Kaage handout of an updated version of No. 3i with track changes added.

Discussion: Bill reviewed the handouts, describing the work of the WFEC governance task group.

- Most of the changes to the Summary of Comments table were easy to incorporate; there will be further discussion on several items.
- WFLC only has a MOU, not a charter – a draft charter is being proposed for WFLC.

- The WFEC charter had to be signed by March 4th, but there are still edits that need to be worked out, primarily membership. Next steps for WFEC are being discussed.
- NWCG was tasked to review their charter by WFLC.
- NWCG MOU-extension (1-year) is still not signed by all agencies; the previous version expired in October.

A decision needs to be made as to whether International Association of Fire Chiefs should have a seat on NWCG. There is a lot of support, but not all agencies are in agreement. Funding for their travel is an issue; the MOU states everyone is responsible for their own costs. There are still outstanding action items related to this that need to be completed prior to a decision. NWCG does not currently have the authority to accept new members. Bill Kaage will take this to WFEC.

DECISION: On the authority to accept new members, NWCG will look at draft MOU and propose recommended changes. Recommend very clear delegation of authority from National Association of Counties (NACO) and National League of Cities. Reference the provision in MOU that all members cover their costs.

4. Interior Fire Executive Council (IFEC): Meeting Summary and Emerging Issues

Discussion: No discussion necessary at this time; dropped from agenda.

5. Wildland Fire Information &Technology: Quarterly Project Update
Presenters: John Gebhard and Richard Del Hierro
Distributed and reviewed:
Handout No. 5: Agenda Request Form

Discussion:
Should NWCG continue with quarterly Wildland Fire IT updates? Most of Executive Board will get the same updates at WFIT Management Advisory Board (MAB) meetings. Dropping this update will reduce redundancy. John Gebhard feels the relationship between the WFIT Program Board and NWCG still needs to be resolved; the relationship needs to be documented in the Program Board's Operations Plan, and then communicated to all parties. There was concern at All-Chair meeting; most of NWCG Committees have applications they are working on. The IT Committee is not aware of most of these. Two issues: interface with NWCG committees, and what happens to ITC subgroups – discussed in next topic.

DECISION: Drop Wildland Fire IT quarterly briefings; Executive Board members will obtain information through the MAB.

DECISION: John Gebhard will document the relationship of WFIT and NWCG Committees and the process in the Program Board Operating Plan.

6. Information Technology Committee (ITC): Status of Committee and Subgroups

Presenters: John Gebhard
Distributed and reviewed:
Handout No. 6a: Agenda Request Form
Handout No. 6b: ITC Roster
Handout No. 6c: ITC NWCG Charter
Handout No. 6d: ITC NWCG Intent

Discussion: Engaged in discussion on what to do with ITC subgroups. There are concerns among ITC that there is redundant work between ITC and Program Board. Moving the ITC authorities over to the Program Board will streamline processes. Only one member from ITC, Andrew Wilson representing Research, would not move over to Program Board. But he would be represented by and may participate in the Research and Technology User Advisory Group. ITC has one outstanding task from NWCG: to evaluate a possible new system of record for the Unit Identifier. The Organization Information System (OIS) is being developed by ROSS, from whom ITC is waiting for a final report. Dropping ITC may shift NWCG's connection to IT processes to the MAB. Discussion continued on how to manage IT support to the NWCG committees.

Possible options for future governance of current ITC subgroups:
- ITC subcommittee chairs would form a new ITC (perhaps with different name). The Fire Environment Committee has a similar structure.
- Individual subcommittees could report directly to a branch coordinator.
- Some of the subcommittees could be transferred to the Program Board. The Unit ID Change Management Board might work for the Operations and Workforce Development Committee.
- The Data Standards and Terminology Subcommittee has branch coordinators at the core to manage the approval process. This responsibility could be moved under the PMU.

Criteria: Are they engaged in IT development and maintenance, or IT use? Are they developing standards?

DECISION: On IT Committee stewardship, transfer stewardship of the Committee to the Program Board. This does not extend to its subgroups.

DECISION: On IT Committee, drop the outstanding task to ITC – to evaluate OIS; they will address this via the Program Board.

ACTION No. 13-011: On Status of ITC Subgroups, make recommendation to the Executive Board on what to do with ITC subgroups.
Lead: John Gebhard
Due Date: May 2013 Executive Board Meeting

AGENDA ITEM FOR FUTURE MEETING: Information Technology Committee – Recommendation on what to do with subgroups – John Gebhard and Richard Del Hierro – 30 minutes – May Meeting

Wildland Fire I&T (WFIT) is trying to take on workload for data standards. IT is the consumer and NWCG is the owner of the standards. They are getting pressure from WFIT Executive Board to take on data standards. NWCG affirmed its commitment to developing and maintaining data standards.

AGENDA ITEM FOR FUTURE MEETING: Data Standards and Terminology Sub-Committee – Issues with Data Standards and Ability to Make Progress on Data Standards Approval – Rochelle Peterson – 30 minutes – April Business Meeting

7. Incident Records: a) Discuss Stewardship on Guidance for Creation, Maintenance and Disposition of Incident Records, b) Proposal to Change Stewardship from IBC to Agency Records Administrators
Presenters: Tim Blake

Discussion:
Incident records management website is a good tool, but it is dated. In 2009 the stewardship of incident records was moved under the purview of the Incident Business Committee (IBC). IBC feels they do not have the expertise to be the stewards of incident records.

Tim proposed a group be created within the NWCG structure to oversee incident records. The question was raised as to why IBC doesn't create a sub-group under them; the committee could stand up a task team to update the tool and standards, then stand them down until needed again in the future. The Executive Board is opposed to creating another group outside the IBC to take this on.

DECISION: On incident records, have IBC create a subgroup under them to establish the national interagency standard for the creation and maintenance of incident records (including digital), and to maintain a tool to communicate the national standard.

8. Wildland Fire Institute (WFI): Future of WFI
Presenter: Deb Fleming
Distributed and reviewed:
Handout No.8: Agenda Request Form

Discussion: The WFI Implementation Task Team (ITT) is asking for a decision on moving forward with WFI based on the decision not to fill a detail for the Chief Learning Officer. The concepts are still valid, but there are no funds available to support new positions. It was agreed by the contractor, the previous WFI Board of Directors, the WFIITT and the Executive Board that to continue moving forward we need a Chief Learning Officer. The Executive Board does not want to see the work we have accomplished to date be for naught. They are in full support of continuing the effort at whatever pace we can support with current staffing and capabilities.

DECISION: On the Future of WFI, the concepts behind the WFI are still valid. Retain the WFI brand and keep moving forward in a redefined state using existing capabilities.

ACTION No. 13-012: On the future of WFI, go back to the ITT and develop a future organizational model proposal and revised transition plan for implementing WFI.
Lead: Deb Fleming
Due Date: May 2013 Executive Board Meeting

AGENDA ITEM FOR FUTURE MEETING: Wildland Fire Institute – Recommendation on the future organizational model and revised transition plan – Deb Fleming – 30 minutes – May Meeting

9. Fireline Handbook: Approval of Revisions/Updates
Presenter: Tim Blake
Distributed and reviewed:
Handout No.9a: Agenda Request Form
Handout No. 9b: Wildland Fire Incident Management Field Guide Summary of Changes

Discussion: The Fireline Handbook has been renamed the Wildland Fire Incident Management Field Guide. Major changes to the Guide were presented as outlined in the Summary of Changes. One of the primary goals of the revision was to reduce redundancy with the Incident Response Pocket Guide and this has been achieved.

DECISION: On the Fireline Handbook, the Executive Board approved the Wildland Fire Incident Management Field Guide.

10. Evolving Incident Management (EIM) Implementation: Update
Presenter: Nikki Saleen, for Barry Mathias, and Kim Christensen
Distributed and reviewed:
Handout No. 10a: EIM Action Item Tracking Table
Handout No. 10b: Conference Call Notes from 2-27-2013
Handout No.10c: EIM Stakeholder Calendar
Handout No. 10d: EIM Frequently Asked Questions
Handout No. 10e (given at meeting): EIM Monthly Update to NWCG Executive Board
Handout No. 10 f (given at meeting): EIM Implementation Questions

Discussion: The EIM Action Item Tracking Table was presented. The "due" and "late" columns seem to be premature; the Executive Board has asked the work units to come back with new timeframes. There is confusion as to where the wording in the "Actions Taken" came from. They are not taken directly from the matrix and in some cases have not been communicated to the person listed as the lead.

Kim Christensen shared a process she is using with her work unit. They developed questions to help frame recommendations. The proposal is for these to go out under NWCG letterhead. Barry

will be the point person in the memo. The Board requested these questions be coordinated with other work units to prepare a single memo.

Other handouts were reviewed. Presentations are being made to stakeholders as appropriate. The PowerPoint is being revised and will be redistributed. The frequently asked questions are in draft and will be reviewed prior to being distributed. Communication and coordination with and between work units is progressing.

ACTION No. 13-013: On the EIM Implementation Update, Executive Board get comments back to Kim Christensen by COB Monday, March 18th. Kim will work with Paul Schlobohm on a cover memo.
Lead: Kim Christensen
Due Date: March 18, 2013

11. Unit ID Task Team: Progress Report
Presenter: Bill Yohn
Distributed and reviewed:
Handout No. 11a: Agenda Request Form
Handout No. 11b: TM-2012-003 NWCG Unit Identifier Tasking Memo
Handout No.11c: Unit Identifier Status Update Briefing Paper

Discussion: Bill provided an update on the progress being made by the Unit ID Task Team. The briefing paper outlines his presentation. There is some confusion on whether agencies will be required to adhere to the standards developed by the Task Team. With agency participation, NWCG develops standards and recommends them to the agencies. It is ultimately up to the agencies as to whether they implement them or not.

12. NWCG All Chair Meeting AAR
Presenter: Nikki Saleen
Distributed and reviewed:
Handout No. 12: Agenda Request Form

Discussion: Nikki presented a condensed version of the notes from the All Chairs Meeting; there is a lot more that is not included. The question proposed is whether the notes should be distributed and/or posted or not. The notes may be taken out of context for people who weren't involved with the meeting. The notes are more of a record or reference. Overall the All Chair meeting was a very successful meeting with a lot of good information sharing. Having a group overseeing the planning worked very well.

DECISION: On the All Chair Meeting notes, the notes will be edited by the Executive Board members, and then filed.

ACTION No. 13-014: On the NWCG All Chair Meeting, Executive Board get comments on the notes back to Nikki by Friday, March 22.
Lead: Nikki Saleen
Due Date: March 22, 2013

13. NWCG #114th May Meeting – a) Discussion on Meeting Date, b) What are the Strategic Discussion Ideas, c) Update on Logistics

Presenter: Aitor Bidaburu and Paul Schlobohm

Discussion: The decision was previously made to remain in Boise for the May meeting; it will be held at NIFC if a room is available.

Ideas for Strategic Discussion Items:
- EIM: Crafting a strategy for EIM Agency Purview Work Unit; new timeframes from committees; OWDC proposal for 3 levels versus 5 types of teams
- Governance and Membership
- Strategic Plan and Emphasis Areas (in hopes of getting direction out to the committees sooner)
- Cohesive Strategy
- Standards
- PMU Staffing
- Products Management

ACTION No. 13-015: On the NWCG #114 May Meeting, secure a meeting room.
Lead: Paul Schlobohm
Due Date: March 29, 2013

14. OSHA Wildland Fire Orientation Course: Update

Presenter: Paul Schlobohm
Distributed and reviewed:
Handout No. 14: Agenda Request Form

Discussion: On the monthly OSHA call earlier this week time was spent getting the contractor up to speed on the business of NWCG and wildland fire. OSHA Digest is in final draft and will be shared with NWCG later this month. Quick Reference Guide will also be shared with NWCG later this month.

The contents of the "Code Book" and what standards go into it need to be determined. We are waiting for the Digest and the Quick Reference Guide to better understand what OSHA's needs are for the "Code Book."
ACTION No. 13-016: On the OSHA Wildland Fire Orientation Course, invite the Risk Management Committee, Vince Mazzier, Tony Doty and Rod Bloms to the April meeting to discuss the OSHA Wildland Fire Orientation course and related components.
Lead: Tim Blake
Due Date: March 29, 2013

AGENDA ITEM FOR FUTURE MEETING: OSHA Wildland Fire Orientation discussion with Risk Management Committee – Paul Schlobohm – 1 hour – April Meeting

15. NWCG Web Portal: Next Steps
Presenter: Aitor Bidaburu, Paul Schlobohm, Erik Torres
Distributed and reviewed:
Handout No. 15a: Agenda Request Form
Handout No 15b: Recommendations February 2013
Handout No 15c (emailed by Paul Schlobohm prior to meeting): NWCG Web Presence Briefing Paper

Discussion:
The decision to discontinue development of the NWCG portal has downstream "ripple" effects. The briefing paper outlines issues created as a result of this. The issues need to be communicated to the committees. The PMU would like to use an NWCG memo to communicate the current status with the committees.

The current NWCG Web site (http://www.nwcg.gov) needs improvement; the PMU is looking into the options. It is expected to be used for public access to NWCG. The MyFireCommunity (MFC) site can be used for internal file sharing and document development. NWCG will look at partnering with others like the Program Board to replace on-line processes (like data standards approval). One stop shopping for information is a priority. All NWCG information needs to be available on (even if it's just links that point elsewhere) the NWCG website.

DECISION: For the record, on February 27, 2013, the Executive Board agreed not to exercise the first option year of the Web Portal contract, effectively ending the current contract and all work associated with the Web Portal on March 29, 2013.

ACTION No. 13-017: On the NWCG Web portal, proceed with sending out a memo to the committees.
Lead: Paul Schlobohm
Due Date: March 22, 2013

ACTION No. 13-018: On the NWCG Web portal, task the PMU to explore options for the NWCG website and provide the Executive Board with a proposal to include costs.
Lead: Paul Schlobohm
Due Date: April 17, 2013

16. NWCG PMU: Monthly Update
Presenter: Paul Schlobohm, Deb Fleming, Tim Blake, Elaine Waterbury and Nikki Saleen
Distributed and reviewed:
Handout No. 16: Program Management Unit (PMU) Update: March 2013
Handout (handed out at the meeting): NIIMS Memo
Handout (handed out prior to the meeting): Smoke Committee Updates

Discussion: See handout for details of PMU current work. Additions discussed, but not included in the handout:

- PMU is working hard to cover duties vacated by Bonnie Bradshaw.
- Paul has been reviewing/discussing the WFIT Planning Working Group charter with the Program Board.
- Nikki handed out a new draft of the NIIMS memo for the boards review.
- Refresher video is final; this is the last year a DVD will be produced.
- Allen is loading the PMS 430 Wildland Fire Module Typing and Standards onto the Web and the memo is planned to go out this week.
- Several of Elaine's committees are working on updating glossary terms.
- Fire Behavior Field Reference Guide is being worked on – contract is done, but Guide needs edits and 508 compliance prior to being published.
- There is a lot of interest from the field regarding the Type 2 IA Tasking.

ACTION No. 13-019: On the NIIMS memo, Executive Board get comments on the draft memo back to Nikki by Friday, March 22.
Lead: Nikki Saleen
Due Date: March 22, 2013

17. BIN ITEMS
Bin No. 1: Single Point of Billing for DOI
Presenter: Dan Smith

Discussion: Dan is still working on the Single Point of Billing for DOI. At some point a memo will need to go out from NWCG updating the field on the current status.

Bin No. 2: S-290 Online Payment
Presenter: Dan Smith

Discussion: S-290 Online – NWCG previously agreed to provide funding to COMET for 2013 to delay them altering their processes and charging states for use of the online course. Long-term solution is needed for S-290.

DECISION: On S-290 online training, funding for COMET will come from the Training Branch current NWCG funding.

Bin No. 3: NFPA Conference Call – Any Agenda Items?
Presenter: Dan Smith

Discussion: Items for the call include: 1) Are there holes that exist where NWCG needs to engage? NWCG needs to identify when someone needs to be on the committee versus when it is ok to just have someone assigned during comment periods. 2) Update on OSHA Orientation Course and Code Book.

Bin No. 4: Serious Accident Investigation Guide
Presenter: Bill Kaage

Discussion: Agencies appear to be going down different paths on interpretation and not moving any closer to consensus. Bill will follow up with the Forest Service to see where they are with it.

Executive Sessions: Budget and Staffing
Presenter: Aitor Bidaburu

Discussion: No notes were taken during these sessions.

Meeting was adjourned at 3:00 p.m.