



# NWCG Meeting Notes

June 20, 2023

**Executive Board:** Kim Van Hemelryck (DOI OWF Liaison), Jeff Aramberger (BLM), Jim Karels (NASF), Erik Litzenberg (IAFC Acting NWCG Chair), Dave Haston (USFS), Garth Fisher (BIA), Jim Shultz (NPS), Jim Durglo (ITC), Heath Hockenberry (NOAA), Anne Jewell (DoD), Shane McDonald (FWS), Mike Ellsworth (Acting for FWS)

**NWCG Staff:** Katie Wood (NWCG Program Manager), Katy O’Hara (Coordinator), Sarah Lee (Coordinator), Carmen Thomason (Acting Coordinator), Annie Benoit (Training Program Manager), Erica Lamb (Publications Manager), Toni Suminski (IPTM Project Manager), Chelsea McKinney (Acting IPTM Project Manager), Eric Coulter (Acting NWCG Communications Lead), Omaira Falcon (Webmaster), Darci Drinkwater (Executive Secretary)

**Guests:** Marlene Eno-Hendren (IPSC), Tyler McCowen (EMC), Karma Hope (SAFENET)

Topic & Notes	Decision
<p><b>Memorandum 23-005 Summary of NWCG Complex Incident Management (CIM) Implementation</b></p> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>• The purpose of this memorandum is to summarize decisions made by the NWCG Executive Board (EB). No new decisions are included.</li> <li>• Incident Workforce Development Group (IWDG) has done a great job highlighting changes with the story map and FAQs on the IWDG webpage.</li> <li>• Wanted to consolidate all decisions with links to original memorandums to support the fields’ understanding of CIM.</li> </ul>	<p>Change subject of memorandum from consolidation to summary.</p> <p>State in the purpose that, “no new decisions have been made.”</p> <p>Remove paragraph regarding Logistics Service, Support, and Operations Branch Director to reduce confusion. Will issue separate memorandum regarding Branch Directors once a decision has been made on all Branch Director positions.</p> <p>APPROVAL of memorandum with suggested edits.</p>
<p><b>NWCG EB IWDG Communication:</b></p> <ul style="list-style-type: none"> <li>• Confusion when National Multi-Agency Coordinating Group (NMAC) issued 2023-01, National Standard for CIM Team Configuration. <ul style="list-style-type: none"> <li>○ NMAC requested NWCG committee support on standard team development, simultaneously NWCG requested subject matter experts (SMEs) from committees.</li> </ul> </li> <li>• EB decision that all taskings to committees from outside entities are approved by the EB. <ul style="list-style-type: none"> <li>○ Allowing for EB to prioritize committee workload.</li> </ul> </li> </ul>	<p>Future correspondence from NMAC regarding CIM will be sent to NWCG Committee Coordinators and Wood.</p> <p>Future correspondence from NMAC regarding CIM will also be presented separately at the NWCG EB meetings prior to being released.</p>

Additional information beyond these meeting notes (i.e., handouts, presentations, maps, etc.) will require a FOIA request to ensure proper privacy regulations are followed. Please request via FOIA Online website <https://www.doi.gov/foia/make-a-request>.



Topic & Notes	Decision
<ul style="list-style-type: none"> <li>NMAC representatives who also sit on NWCG EB will be mindful of NWCG when making decisions.</li> </ul>	IWDG will provide handouts for Joint Session topics.
<p><b>Incident Management Team (IMT) Course Steering Committee Update:</b></p> <ul style="list-style-type: none"> <li>Draft Charter presented to EB. <ul style="list-style-type: none"> <li>Created by reworking S-520, Advanced Incident Management Steering Committee Charter.</li> <li>Unable to review Complex Incident Management Course (CIMC) Steering Committee Charter since it is believed not to exist.</li> <li>One Steering Committee for both IMT courses.</li> <li>Will become a standing committee once courses are completed. <ul style="list-style-type: none"> <li>S-520 Steering Committee will be dissolved once S-520 is no longer being presented.</li> </ul> </li> <li>Committee member vetting with EB members going well.</li> </ul> </li> <li>Timelines: <ul style="list-style-type: none"> <li>Kick-off for IMT Course Steering Committee will be delayed until October.</li> <li>Forest Service will identify their representatives next month.</li> <li>Lots of prep work for Incident Position and Standards Committee (IPSC) before course development can start.</li> <li>Benoit has identified all the courses to consider during the development process.</li> <li>Requesting quarterly updates.</li> <li>Allowing for fourteen months to develop the basic course before December 2024 due date.</li> </ul> </li> </ul>	Clarify sentence regarding co-chairs will come from primary members.
<p><b>Logistics Branch Director Positions:</b></p> <ul style="list-style-type: none"> <li>EB requested that IPSC consider Branch Director positions transition to CIM.</li> <li>Operation Branch Director positions: <ul style="list-style-type: none"> <li>Three options were presented to IPSC.</li> <li>Will be vetting options to the agencies next month.</li> <li>Prioritize options during July IPSC meeting.</li> </ul> </li> <li>IPSC-2023-07, Recommendation to not Transition Support Branch Director (SUBD) and Service Branch Director (SVBD) Position to Complex: <ul style="list-style-type: none"> <li>Incident Logistics Subcommittee (ILSC): <ul style="list-style-type: none"> <li>Researched ordering history of SUBDs and SVBDs in Incident Resource Ordering Capability (IROC) with minimal orders over the past 10 years.</li> <li>Only ninety currently qualified.</li> </ul> </li> </ul> </li> </ul>	APPROVAL to remove SUBD and SVBD positions from the <i>NWCG Standards for Wildland Fire Position Qualifications</i> , PMS 310-1 and qualification systems effective January 2024.



Topic & Notes	Decision
<ul style="list-style-type: none"> <li>▪ Most teams are ordering fully qualified Logistics Chiefs and using them as a deputy so they can supervise any logistics branch.</li> </ul>	
<p><b>SAFENET Business Need Request:</b></p> <ul style="list-style-type: none"> <li>• Risk Management Committee (RMC) proposal to modernize SAFENET through the creation of a new website and mobile application.               <ul style="list-style-type: none"> <li>○ Upgrading to a flow chart or decision tree to guide submitters through the process.</li> <li>○ Adding the ability to upload documents.</li> <li>○ Web application for reporting safety concerns in the field without connectivity.</li> <li>○ Implementing a redirect to submit helpdesk tickets.</li> <li>○ Automatic output/reports system to track real time trends.</li> <li>○ Additional reporting categories to reduce duplications.</li> <li>○ Adding agency response options.</li> </ul> </li> </ul>	<p>APPROVAL of moving SAFENET business need to Wildland Fire Information and Technology (WFIT).</p>
<p><b>Emergency Medical Committee (EMC) Awards:</b></p> <ul style="list-style-type: none"> <li>• All nominees have been vetted by their agencies.</li> <li>• Presented nominees to EB.</li> <li>• Will move up timeline for awards next year to correspond with Emergency Medical Technicians (EMT) week.</li> </ul>	<p>SUPPORT for EMC award nominees.</p>
<p><b>Engaging Non-Traditional Partners:</b></p> <ul style="list-style-type: none"> <li>• NWCG wants to be proactive in engaging non-traditional partners.               <ul style="list-style-type: none"> <li>○ Direction to engage will be forthcoming from the Commission and the Cohesive Strategy.</li> </ul> </li> <li>• In the past NWCG has engaged numerous efforts to create alternative pathways for non-traditional partners to obtain NWCG position qualifications.               <ul style="list-style-type: none"> <li>○ Structural fire crosswalk.</li> <li>○ <i>NWCG Standards for Recognition of Prior Learning (RPL)</i>, PMS 309.</li> <li>○ Wildland fire position endorsements.</li> </ul> </li> <li>• Current efforts:               <ul style="list-style-type: none"> <li>○ All-Hazards Incident Management Team Association (AHIMTA) is pursuing becoming a certification entity for all-hazards qualifications.</li> <li>○ IWDG is responding to an NMAC tasking to recommend options for increasing wildland fire incident management support that utilizes non-traditional partners.                   <ul style="list-style-type: none"> <li>▪ Possible joint tasking to IWDG.</li> <li>▪ List of barriers.</li> <li>▪ Gain understanding of how RPL is being used.</li> </ul> </li> </ul> </li> </ul>	<p>Add topic to July Joint Session agenda.</p> <p>Engaging Non-Traditional Partners briefing paper will be sent out to the EB for comment.</p>

Additional information beyond these meeting notes (i.e., handouts, presentations, maps, etc.) will require a FOIA request to ensure proper privacy regulations are followed. Please request via FOIA Online website <https://www.doi.gov/foia/make-a-request>.



Topic & Notes	Decision
<ul style="list-style-type: none"> <li>▪ Make contacts and connections at a higher level to increase participation.</li> <li>▪ Provide actual numbers of untapped resources.</li> <li>▪ Committee Toolbox has been successful, toolbox for non-traditional partners could also work.</li> <li>▪ Examples of RPL packages.</li> <li>▪ IWDG could require more staff to accomplish.</li> <li>○ The Wildfire Mitigation and Management Commission is tasked with forming federal policy recommendations and strategies which include wildland fire response coordination.</li> <li>• Agencies ultimately have the authority for buy-in. <ul style="list-style-type: none"> <li>○ Mechanisms for payment and mobilization will have to be established.</li> </ul> </li> </ul>	
<p><b>Follow-Up on NWCG OTC-2028-02 (2018) Business Requirements for Wildland Fire Incident Records:</b></p> <ul style="list-style-type: none"> <li>• Tasking has been completed.</li> </ul>	N/A
<p><b>Wildland Fire Leadership Council (WFLC) Focus Areas and NWCG Integration:</b></p> <ul style="list-style-type: none"> <li>• NWCG EB members are represented at WFLC meetings.</li> <li>• Briefing back to NWCG from WFLC could better prepare NWCG for what is coming. <ul style="list-style-type: none"> <li>○ Could assist with influencing across swim lanes.</li> </ul> </li> <li>• WFLC is not setting policy, providing leadership and direction from a high level.</li> <li>• National Cohesive Wildland Fire Management Strategy Addendum Update: <ul style="list-style-type: none"> <li>○ Critical emphasis areas: <ul style="list-style-type: none"> <li>▪ Climate change</li> <li>▪ Workforce capacity, health, and well-being</li> <li>▪ Community resilience</li> <li>▪ Diversity, equity, inclusion, and environmental justice</li> </ul> </li> <li>○ Implementation challenges identified: <ul style="list-style-type: none"> <li>▪ Existing wildland fire management system has not kept pace with demands.</li> <li>▪ Need to increase use of proactive fire.</li> <li>▪ Science, data, and technology has not kept pace with the extent of wildland fire and postfire impacts.</li> <li>▪ Markets, infrastructure, and skilled human resource capacity are inadequate to utilize biomass and other wood products from ecosystem management or hazardous fuel treatments.</li> <li>▪ Education, communications, and marketing are insufficient to inform stakeholders.</li> </ul> </li> </ul> </li> </ul>	<p>WFLC Update to be set as an agenda topic prior to and following WFLC meetings, Jewell will provide briefing.</p> <p>Jewell will share WFLC agenda Executive Secretary to distribute to the EB.</p> <p>EB members at WFLC meeting will include their connection with NWCG in their introductions.</p>

Additional information beyond these meeting notes (i.e., handouts, presentations, maps, etc.) will require a FOIA request to ensure proper privacy regulations are followed. Please request via FOIA Online website <https://www.doi.gov/foia/make-a-request>.



Topic & Notes	Decision
<p><b>NWCG Awards:</b></p> <ul style="list-style-type: none"> <li>• NWCG EB issues up to three non-monetary awards (under \$300) per calendar year to NWCG committees, subgroups, members, or staff.</li> <li>• Categories: <ul style="list-style-type: none"> <li>○ Creativity and innovation</li> <li>○ Achieving results</li> <li>○ Outstanding support of the NWCG mission</li> <li>○ Draft categories which can be revised.</li> </ul> </li> <li>• February 15<sup>th</sup> deadline to be able to present at the NWCG Annual meeting.</li> <li>• Recognition on the NWCG website.</li> <li>• Criteria needs to be defined.</li> </ul>	<p>Revise to anyone can submit a nomination not just a member agency.</p> <p>Executive Secretary will distribute to EB for comments.</p>
<p><b>New Publication – NWCG Fire Prevention Education Team Host Unit Guide, PMS 464:</b></p> <ul style="list-style-type: none"> <li>• Publication sent out last month for review.</li> </ul>	<p>APPROVAL of PMS 464.</p>
<p><b>Incident Performance and Training Modernization (IPTM) Update:</b></p> <ul style="list-style-type: none"> <li>• Crew Boss (CRWB): <ul style="list-style-type: none"> <li>○ Incorporating last edits.</li> <li>○ Target certification in July.</li> </ul> </li> <li>• Faller 3: <ul style="list-style-type: none"> <li>○ In development phase.</li> <li>○ Material from contractor in October.</li> <li>○ Working out test course details.</li> </ul> </li> <li>• Faller 2 and Faller 1: <ul style="list-style-type: none"> <li>○ Planning phase with contractor and SMEs.</li> <li>○ Hazard Tree and Tree Felling Subcommittee (HTTFSC) determined the need for three chainsaw courses and three position task books (PTBs).</li> </ul> </li> <li>• Medical Unit Leader (MEDL): <ul style="list-style-type: none"> <li>○ Test course set for mid-July.</li> </ul> </li> <li>• Prescribed Fire Boss 2 (RXB2): <ul style="list-style-type: none"> <li>○ Working through last round of edits with publications.</li> <li>○ Target certification July/August.</li> </ul> </li> <li>• Large contract position status: <ul style="list-style-type: none"> <li>○ Forming internal teams.</li> <li>○ Analysis meeting dates starting in September.</li> </ul> </li> </ul>	<p>N/A</p>

Additional information beyond these meeting notes (i.e., handouts, presentations, maps, etc.) will require a FOIA request to ensure proper privacy regulations are followed. Please request via FOIA Online website <https://www.doi.gov/foia/make-a-request>.



## NWCG Meeting Notes

June 20, 2023

Topic & Notes	Decision
<ul style="list-style-type: none"><li>• IPTM process:<ul style="list-style-type: none"><li>○ Goal of creating performance packages.</li><li>○ Initiation and certification/closeout phase responsibility of NWCG staff.</li><li>○ NWCG staff and the contractor will work together on the planning, analysis, design, development, and evaluation phases.</li><li>○ Will be building efficiencies as we go to increase production.</li><li>○ Built in adaptive management.</li></ul></li></ul>	

*Additional information beyond these meeting notes (i.e., handouts, presentations, maps, etc.) will require a FOIA request to ensure proper privacy regulations are followed. Please request via FOIA Online website <https://www.doi.gov/foia/make-a-request>.*