



Executive Board: Kim Van Hemelryck (Department of Interior (DOI) OWF Liaison), Jeff Arnberger (BLM), Jim Karels (NASF), Garth Fisher (BIA), Erik Litzenberg (IAFC), Dave Haston (USFS), Jim Shultz (NPS), Jim Durglo (ITC), Heath Hockenberry (NOAA), Anne Jewell (DoD), Aitor Bidaburu (USFA), Tami Parkinson (RD&A), Shane McDonald (FWS-Chair), Greg Smith, NASF

NWCG Staff: Katie Wood (NWCG Program Manager), Sarah Lee (NWCG Deputy Program Manager), Annie Benoit (NWCG Training Program Manager), Toni Suminski (IPTM Project Manager), Katy O’Hara (Coordinator), Carmen Thomason (Coordinator), Omaira Falcon (Webmaster), Heather Gonzales (Supervisory Training Specialist), Lori Glaeser (Supervisory Instructional Systems Specialist), Darci Drinkwater (Executive Secretary)

Guests: Kyle Cowan (BLM), Robin Cole (IMRR), Steve Griffin (NIMSIC), Rick Gividen (WFLP), Amanda Mahaffey (Forest Stewards Guild), Esme Cadiente (Forest Stewards Guild)

| Topic & Notes | Decision |
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| <p>Incident Strategic Alignment Process (ISAP) Tasking Memorandum:</p> <ul style="list-style-type: none"> • Tasking the ISAP Task Team to develop NWCG standards which ensure communication between agency administrators (AAs), fire management organizations, and incident management teams (IMTs) that ensures strategic thought process and alignment of management actions across the duration of an incident. <ul style="list-style-type: none"> ○ Tasking drafted by Shultz, Lee, Benoit, Jermyn, Eno-Hendren, and Fransted. ○ Bullet 1: Develop ISAP standards which outline process and procedures for IMT use. <ul style="list-style-type: none"> ▪ Nearly complete. ○ Bullet 2: Identify business needs for technology to support implementation of the standards. <ul style="list-style-type: none"> ▪ Will incorporate into Wildland Fire Decision Support System (WFDSS) next gen release. ○ Bullet 3: Determine the need for an ISAP oversight subcommittee (or unit) to ensure consistent evaluation, adjustment, and communication of the process, products, and procedures into the future. ○ Bullet 4: Evaluate Command and General Staff position task books and position-specific/IMT curriculum to ensure the inclusion and alignment of appropriate strategic planning tasks and language. ○ Bullet 5: Develop and/or improve existing curriculum to support adoption of ISAP. ○ Ensure Incident Position and Standards Committee and Risk Management Committee are not tasked with another large-scale project. ○ Staying mindful of numerous touch points. | <p>APPROVAL of ISAP tasking memorandum with the inclusion of Task Team representatives list.</p> <p>APPROVAL to establish ISAP Task Team under the EB. First task to evaluate tasking deadlines.</p> <p>Shultz and Haston volunteered to be the Executive Board (EB) representative to the ISAP Task Team.</p> <p>Lamb will tie in with Task Team to ensure NWCG templates are being used for ISAP products.</p> <p>EB members will provide recommendations for Task Team representatives to Shultz by September 30th. Once completed Shultz will send</p> |

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| <ul style="list-style-type: none"> • In 2017, NMAC issued a tasking to address the Risk Communication Strategy for incident managements. <ul style="list-style-type: none"> ○ Existing IMT tools and processes were evaluated, and best management practices (BMPs) were developed. ○ The Strategic Risk Assessment process was initially piloted in 2021, to field test the BMPs developed on incidents with IMTs and AAs. • National Incident Management Organization adopted the project and began a pilot program. <ul style="list-style-type: none"> ○ The process was integrated into S-520, Advanced Incident Management. ○ AAs and IMTs have reported significant value in the ISAP process. <ul style="list-style-type: none"> ▪ Decreased transition times between IMTs also reported. ○ Allows for framing of discussions and decisions to incorporate into WFDSS. ○ Process encourages prioritization and critical thinking. • ISAP Task Team subject matter experts (SMEs): <ul style="list-style-type: none"> ○ Requesting NPS, BLM, and State representation. ○ Majority of the SMEs are already engaged with ISAP project. ○ Suggest that the Task Team review the tasking and validate that the outlined deadlines are achievable. ○ NWCG Publications and Training will have a large role once the products are complete. <ul style="list-style-type: none"> ▪ ISAP products may be put on hold once completed due to NWCG workload. | <p>the list of representatives to EB members.</p> <p>Task Team will report out at October EB meeting regarding deadlines for the tasking. Noting that the deadlines are draft currently.</p> |
| <p>Committee representation by agency informational presentation:</p> <ul style="list-style-type: none"> • Lee compiled data of committee representation by agency. • This information is a snapshot in time and is dependent on chairs keeping up their web rosters. • NWCG website doesn't allow easy filtering for primary members, chairs, and vice chairs committee members by agency. • Allows EB members to identify gaps within NWCG committees and have an easy reference for their primary representatives. • Lee will accept feedback on the template/format and can provide feedback on incorrect names to the committee chairs through their Coordinators. • This will be updated twice a year, with the next update due March 2024. | <p>Lee will send out spreadsheet via email to EB members.</p> |
| <p>Annual meeting update:</p> <ul style="list-style-type: none"> • Griffin and Bidaburu are outlining the agenda and locating a meeting space. • Annual meeting options: <ul style="list-style-type: none"> ○ 3-days with a site visit. | <p>APPROVAL to hold a 2-day Annual meeting in Boise.</p> |

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| <ul style="list-style-type: none"> ○ 2-days in Boise. <ul style="list-style-type: none"> ▪ Cost effective due to many committee members, EB representatives, and NWCG Staff living in Boise. ▪ Idaho Emergency Management Office has conference room to host the event. ▪ Increased attendance due to limited travel for most attendees. ● Intent of the meeting will be to introduce new staff and committee members as well as obtain a better understanding of NWCG processes. <ul style="list-style-type: none"> ○ Breakouts for committees and subcommittees. ● Need to encourage attendance by all committees. | <p>Bidaburu will reserve the Idaho Emergency Management Office conference room for the event.</p> <p>Griffin will report out at October EB meeting regarding the draft agenda, logistics, and breakout sessions for the Annual meeting.</p> |
| <p>Incident Management Response Roundtable (IMRR) quarterly update:</p> <ul style="list-style-type: none"> ● Continuing to host calls for all functional areas biweekly with over 50 participants per call. ● Core calls are conducted every week. ● Main topics: <ul style="list-style-type: none"> ○ Complex Incident Management (CIM): <ul style="list-style-type: none"> ▪ Some concerns are still being expressed regarding preparedness of CIM responders. ▪ Representatives from Incident Workforce Development Group reached out to encourage participation in the feedback process for the after action review this fall. ○ Food and service contracts: <ul style="list-style-type: none"> ▪ Discussing the possibility of forming a new oversight group to validate contracts. ○ ISAP: <ul style="list-style-type: none"> ▪ Receiving positive feedback. ▪ High demand for on-site training. | <p>N/A</p> |
| <p>Committee Chair rotation:</p> <ul style="list-style-type: none"> ● Committee chairs are having difficulty finding committee members willing to take on the chair roll. <ul style="list-style-type: none"> ○ Committee duties are collateral, and many committee members are feeling over tasked. ○ Home unit priorities generally override committee work. <ul style="list-style-type: none"> ▪ Could be helpful if agencies would draft memorandums of understanding (MOUs) or delegations for committee members. ▪ Committee work needs to be incentivized. ● Most committees have a chair rotation, but some do not. <ul style="list-style-type: none"> ○ EB should encourage all committees to have a chair rotation in place but not dictate what the process is. ○ Set expectations for the committees regarding chair rotation. | <p>McDonald will draft a response to the committee chair rotation issue and distribute to the EB and committee chairs.</p> |

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| <ul style="list-style-type: none"> Committee toolkit: <ul style="list-style-type: none"> Provides options committee chair rotations. All NWCG committees are chartered under the EB with one overarching charter. The toolkit encourages standard operating procedures including a chair rotation. | |
| <p>Incident Performance and Training Modernization (IPTM) status and 90 series funding request updates:</p> <ul style="list-style-type: none"> Drafted issue paper to Interior Fire Executive Council to request an additional \$5 million which was approved. <ul style="list-style-type: none"> On the spot discussion and decision to approve. Must stay under 3% administrative costs. 90 series courses: <ul style="list-style-type: none"> S-390 Introduction to Wildland Fire Behavior Calculations, S-490, Advanced Fire Behavior Calculations. These courses are critical for the field to be completed and are required for several positions. Using BIL funds on contract under the umbrella of IPTM. Basic and advanced IMT courses: <ul style="list-style-type: none"> Bid came back at \$901,000 to fund all Basic and Advanced. Additional funds needed were provided through labor lapse funds. Decision to fund \$780,180 for all of Basic and most of Advanced removing the optional online training Four positions Analysis Phase 1 complete, one ongoing, and five scheduled; all ten positions on first call order will have Phase 1 complete by end of calendar year 2023. 20 positions identified for 2024. Continuing to find efficiencies and strategies for long term sustainability of IPTM. Making tough decisions regarding whether courses should be required training. Average cost for low and moderate positions is \$288,000/each based on current call order breakdown. | N/A |
| <p>National Aeronautics and Space Administration’s (NASA) membership request:</p> <ul style="list-style-type: none"> NASA representative Kopardekar, McDonald, and Wood met to discuss NASA becoming an NWCG member. Kopardekar’s response to the NWCG membership request: <ul style="list-style-type: none"> Highlighted the recommendations recognized by the Advisors on Science and Technology report and how NASA is specifically directed to assist in meeting those objectives. NASA is requesting primary or associate membership. | <p>APPROVAL to continue the dialog with NASA.</p> <p>McDonald will extend an invite for Kopardkar to attend an EB meeting to provide a presentation and dialog.</p> |

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| <ul style="list-style-type: none"> ○ Membership between NASA and NWCG would be mutually beneficial. ○ Opportunities with NASA that are unavailable to land based agencies. ● NWCG is lacking in science and technology arenas. <ul style="list-style-type: none"> ○ Allowing NASA to be engaged as SMEs and technical experts via committees could be very beneficial. ● NASA could also assist with human performance studies and research. | <p>Coordinators will list committees that would benefit from NASA representatives.</p> |
| <p>Wildland Fire Learning Portal (WFLP) funding request and updates:</p> <ul style="list-style-type: none"> ● WFLP updates: <ul style="list-style-type: none"> ○ NWCG WFLP Implementation Plan, TM-19-001 tasked the transition of NWCG courses from the National Fire Academy to WFLP. <ul style="list-style-type: none"> ▪ Currently on track to complete this element on November 1st. ○ Transition from version 12 to version 17. <ul style="list-style-type: none"> ▪ Estimated completion date of December 2023. ○ WFLP, Integrated Reporting of Wildland Fire Information, Incident Qualifications and Certification System data transfer. <ul style="list-style-type: none"> ▪ Estimated completion date of March/April 2023. ● WFLP funding request: <ul style="list-style-type: none"> ○ WFLP has experienced exponential growth in planning, developing, delivering training, and education. <ul style="list-style-type: none"> ▪ Support requests for development, implementation, monitoring, and evaluation of courses delivered via distance learning. ▪ Opportunities to use new instructional technologies to support wildland fire program managers, course developers, faculty, and students. ○ Growth has resulted in need for increased staffing/funding to meet support requirements. ○ Support requirements include delivery of NWCG incident qualification courses and non-NWCG wildland fire workforce development training. ○ New user accounts for FY22 35,539 and FY23 30,877 to date. <ul style="list-style-type: none"> ▪ 1,053 new user accounts in FY19 ○ Annual course completions FY2022 60,437 and FY2023 59,768. <ul style="list-style-type: none"> ▪ 73 completions in FY2019. ○ Annual funding: <ul style="list-style-type: none"> ▪ NWCG annual funding for WFLP has remained at \$100K. ▪ USFS annual funding has increased from \$56K in FY19 to \$220K in FY2023. | <p>Support level of endorsement and to move WFLP funding request to the Fire Management Board to create a service level agreement for the program.</p> |

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| <ul style="list-style-type: none">▪ Multiple 120-day USFS detailers have been hired to meet the surge capacity.▪ National Training Officers requested \$4282K in FY2023 Bipartisan Infrastructure Law funding to support the Federal Wildland Fire Workforce Development Program.▪ NWCG EB approved \$622K in FY2023.○ Data shows over time online courses produce a cost savings versus traditional courses.○ Requesting \$725,401 for staffing and \$820,000 for contract services.<ul style="list-style-type: none">▪ Service level agreement by Office of Wildland Fire with bureaus/USFS.▪ WFLP project sheet as part of DOI department wide allocation process and the annual USFS MOU transfer agreement (i.e., no longer embedded in the NWCG projects sheets as WFLP supports agencies with more than just NWCG training).▪ NWCG WFLP Governance Board will remain to provide oversight and guidance. | |

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