



NWCG Meeting Notes

December 12, 2023

NWCG Executive Board: Kim Van Hemelryck (DOI OWF Liaison), Jeff Arnberger (BLM), Garth Fisher (BIA), Aitor Bidaburu (USFA), Dave Haston (USFS), Larry Van Bussum (Acting-NWS), Jim Shultz (NPS), Erik Litzenberg (IAFC), Jim Durglo (ITC), Anne Jewell (DoD), Shane McDonald – Chair (FWS)

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

Guests: Marlene Eno-Hendren (IPSC), Amanda Mahaffey (Forest Stewards Guild), Esme Cadiente (Forest Stewards Guild)

Topic & Notes	Decision
<p>Incident Performance and Training Modernization (IPTM) - Update:</p> <ul style="list-style-type: none"> • On track to complete the Analysis Phase for the first ten positions. • Call Order #4: <ul style="list-style-type: none"> ○ Will be awarded in April, Analysis Phase for 16 positions. ○ Executive Board (EB) engagement is encouraged with their respective agencies to further spread the word of IPTM in preparation for the Analysis Rodeo. ○ Approximately 420 days for each position from start to certification. ○ Significant workload on Committees (the steward committee, parent committee, Incident Position Standards Committee (IPSC), Training Development Committee, etc.) and subject matter experts (SMEs). • Scarce skillset needs: <ul style="list-style-type: none"> ○ Technical Writers. ○ Audio-Visual personnel. ○ NWCG and fire language knowledge. ○ Online development skills. • Next Steps: <ul style="list-style-type: none"> ○ Release SME recruitment video. ○ Develop IPTM-specific communication strategy. ○ Clarification to the field regarding classic position task books (PTBs) and Next Gen PTBs. • Spring 2024 positions: <ul style="list-style-type: none"> ○ Incident Commander Type 5, Firefighter Type 1, Engine Boss, Initial Attack Dispatcher, Aircraft Dispatcher, Expanded Dispatch Support Dispatcher, Expanded Dispatch Coordinator, 	<p>Decision was made following the EB meeting to allow for 16 positions in 2024. Including Document Unit Leader, Resource Unit Leader, and Demobilization Unit Leader.</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>.



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<p>Resource Advisor, Resource Advisor – Fireline Qualified, Resource Advisor Coordinator, Archeologist, Public Information Officer Type 3, and Public Information Officer Technician.</p> <ul style="list-style-type: none"> • Currently no changes to funding. • Modifications include higher understanding of fire and technical writing. • Filled a shared (NWCG and NIFC BLM) Contracting Officer position starting December 18. • Numerous briefings on IPTM are receiving positive feedback. 	
<p>Annual Meeting – Draft Agenda and Logistics:</p> <ul style="list-style-type: none"> • Meeting will be held at Boise Centre on the Grove. <ul style="list-style-type: none"> ○ Location includes six breakout rooms. • S. Storms will be facilitating. • Day #1: <ul style="list-style-type: none"> ○ Panels and general discussions ○ NWCG Awards ○ Federal Emergency Management Agency (FEMA) and NWCG collaborations ○ Training and standards liabilities guest speaker • Day #2: <ul style="list-style-type: none"> ○ Breakout sessions (Two EB members per session rotation) ○ Committee report-outs ○ Future of NWCG 	<p>Add overview of NASA to the Annual Meeting agenda.</p> <p>Request RSVP from Committee Chairs.</p>
<p>2025 Annual Meeting – Committee Planning Assignments:</p> <ul style="list-style-type: none"> • Feedback from Committee Chairs after the 2023 Annual meeting indicated a desire to have an in-person Annual Meeting every other year. • Hosting an in-person Annual Meeting is a significant workload. 	<p>Provide a QR code at the Annual Meeting for feedback.</p> <p>Discuss ideas for hosting next year’s Annual Meeting at 2024 meeting. Decision at March 2024 EB Meeting.</p>



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<p>Monthly Incident Management Team (IMT) Course Steering Committee Planning Assignments:</p> <ul style="list-style-type: none"> • Group is extremely engaged and on track. • Phase #1 – Complete: <ul style="list-style-type: none"> ○ Conducted gap analysis. ○ Outlined pre-test and units. ○ Researched source content courses. • Phase #2: <ul style="list-style-type: none"> ○ Training Design Plan development. • In-person meeting January 10-11 at the Great Basin Training Center. • EB approved the long-term pathway which stated that the basic IMT training course must be completed before initiating the corresponding Type 3 C&G PTBs. <ul style="list-style-type: none"> ○ Receiving comments that the field is concerned it could be difficult to host these courses at the local level, creating barriers to responders. • Incident Workforce Development Group is interested in providing a representative to this group. <ul style="list-style-type: none"> ○ Not ideal to add new members currently. 	<p>EB members can assist by ensuring that their agency representatives have the bandwidth to engage with this group.</p>
<p>2024 EB Off-Site Meeting:</p> <ul style="list-style-type: none"> • Bidaburu inquired about NWCG EB and Staff attending the World Fire Congress on May 6 in Washington D.C. <ul style="list-style-type: none"> ○ Waiting on confirmation. 	<p>Decision on attending the World Fire Congress at January EB Meeting.</p>
<p>Big Swamp and Rum Creek Tasking Memorandums:</p> <ul style="list-style-type: none"> • Dividing tasks into separate memorandums allows for better tracking. • Big Swamp Serious Accident Corrective Actions Tasking to Risk Management Committee (RMC): <ul style="list-style-type: none"> ○ Tasks RMC to lead and coordinate, with NWCG Training and Emergency Medical Committee (EMC), the development of a module on understanding risk acceptance for rapid extraction resources for Agency Administrators. • Big Swamp Serious Accident Corrective Actions – EMC: <ul style="list-style-type: none"> ○ Develop NWCG standards for patient care oversight and coordination. ○ Develop an NWCG after action review standard for emergency medical service providers. <ul style="list-style-type: none"> ▪ EMC currently creating incident patient care reporting standards when transferring to non-fire medical personnel. • Big Swamp and Rum Creek Serious Accident Corrective Actions Plans – National Interagency Aviation Committee (NIAC) to lead and coordinate with IPSC: 	<p>Addition of due dates to all taskings.</p> <p>Big Swamp Serious Accident Corrective Actions Tasking to RMC. Coordinate module development with M-581 Course Steering Committee and EB members to distribute to agencies.</p> <p>Big Swamp Serious Accident Corrective Actions Tasking to RMC- remove develop from tasking bullets. Add evaluate and review in place of develop.</p>



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<ul style="list-style-type: none"> ○ Establish NWCG standards for mission prioritization for the use of medical extraction aircraft on incidents. ○ Create a Wildland Fire Air Operations Summary (Incident Command System (ICS) 220 WF) to include medical extraction capabilities. ○ Define the mission profile requirements for short-haul extraction sites. Once completed, coordinate with IPSC to add to the <i>NWCG Incident Response Pocket Guide (IRPG)</i>, PMS 461. ● Rum Creek Serious Accident Corrective Actions – EMC to lead and coordinate with RMC and NIAC: <ul style="list-style-type: none"> ○ Consider whether additional factors should be included in the Medical Incident Report section of the IRPG. ○ Update the Medical Plan (ICS 206 WF) to improve understanding of the capabilities of medical capable aircraft. ○ Update the ICS 206 WF to match IRPG. <ul style="list-style-type: none"> ▪ EMC approved taskings. 	<p>Rum Creek Serious Accident Corrective Actions – IPSC and Incident Operations Subcommittee. APPROVAL to delete this tasking.</p> <p>Rum Creek Serious Accident Corrective Actions – EMC to lead and coordinate with RMC and NIAC. Update wording, to ensure all ICS forms and IRPG are consistent.</p> <p>Approval of all taskings will be via email.</p> <p>For development of future taskings following a serious accident investigation ensure that a member of the Accident Review Board is participating.</p>
<p>Prioritization Pre-work for Forest Stewards Guild – Brief Overview of the Current NWCG Workload and Projects:</p> <ul style="list-style-type: none"> ● Forest Stewards Guild requested a workload overview to identify anticipated workload for 2024. ● NWCG Workload Overview: <ul style="list-style-type: none"> ○ Training Development and Media Program: <ul style="list-style-type: none"> ▪ Basic and Advanced IMT Courses – estimated completion December 2024 (Basic) and December 2025 (Advanced) ▪ S-290 Intermediate Wildland Fire Behavior, S-390 Introduction to Wildland Fire Behavior Calculations, and S-490, Advanced Fire Behavior Calculations rewrite – estimated completion June 2024 (S-290) and December 2025 (S-390 and S-490) ▪ S-130, Firefighter Training blended course – estimated completion February 2025 ▪ Fixed-Wing Parking Tender Course Development – estimated completion December 2024 ▪ D-311, Initial Attack Dispatcher ▪ Fire Danger X91-Series Courses 	<p>N/A</p>

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<ul style="list-style-type: none">▪ Blanket purchase agreement media support▪ NWCG Training feedback and maintenance process – estimated completion April 2024▪ Non-IPTM internal processes – estimated completion April 2024▪ Next Gen PTBs – estimated completion March 2024▪ WFSTAR video production – anticipate increased workload for 2024▪ NWCG Media projects – anticipate increased workload for 2024▪ Wildland Fire Learning Portal – updating and maintaining course pages▪ Management of the Training Inbox▪ Closed captioning▪ Outstanding NWCG Trainings – 22 courses need to be transferred from National Fire Administration○ IPTM:<ul style="list-style-type: none">▪ Includes all NWCG units.▪ 26 incident positions will be in process as of May 2024.▪ Each phase requires internal and external coordination for project implementation.▪ Contracting – NWCG personnel providing critical oversight as performance support packages are implemented.▪ The process to develop the course, and then the process of navigating the NWCG system for certification.▪ IPTM Program Manager is overseeing and managing nearly \$20M in Bipartisan Infrastructure Law funds.○ Publications Management:<ul style="list-style-type: none">▪ Standard for Electronic Documentation▪ Incident Strategic Alignment Process Tasking – review and finalization of all products▪ <i>NWCG Standards for Course Delivery</i>, PMS 901-1 development and revision▪ NWCG Writing Style Guide▪ Publication yearly workload – 172 revisions or new publications, seven training courses, over 60 WFSTAR Module Tools and 6 Minutes for Safety○ Website Management:<ul style="list-style-type: none">▪ Feedback system▪ Drupal ten migration and clean-up▪ Web maintenance	

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<ul style="list-style-type: none">○ Committee Coordination:<ul style="list-style-type: none">▪ Complex Incident Management and associated IPSC work▪ Big Swamp and Rum Creek Taskings▪ Prescribed Fire Practitioner Tasking▪ eCheck-In application development▪ Respirator use▪ Medical Section Chief Proposal▪ Rapid Extraction Module standards development▪ First aid kit revisions▪ Dispatch Academy Working Group▪ Remote sensing capabilities▪ Fire Environment Center▪ Haines and lighting activity level▪ Wildland Fire Information and Technology 10-year vision○ Administration:<ul style="list-style-type: none">▪ Hiring – onboarded 18 employees this past fiscal year.▪ NWCG files, records, and SharePoint sites▪ Budget – oversight by NWCG Program Deputy \$5.9M in FY2024○ Communications:<ul style="list-style-type: none">▪ NWCG Communications Strategy▪ IPTM Communications Strategy▪ Newsletters and briefing papers▪ Communications analysis▪ National Interagency Fire Center tours▪ Communications Toolkit○ Other/Miscellaneous:<ul style="list-style-type: none">▪ Facilities▪ NASA▪ NWCG Annual Meeting▪ NWCG outreach▪ All-Hazard IMT Association▪ FEMA▪ EDG Database	

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<p>NWCG Award Discussion:</p> <ul style="list-style-type: none">• EB will select annually a NWCG Member, Committee, or Staff to be recognized.• Award categories:<ul style="list-style-type: none">○ Creativity and Innovation○ Achieving Results○ Outstanding Support of the NWCG Mission	<p>Nominations were discussed in an Executive Session and will be announced at the 2024 Annual Meeting.</p>