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NWCG Staff: Katie Wood (NWCG Program Manager), Sarah Lee (Deputy Program Manager), Katy O’Hara (Coordinator), Carmen Thomason (Coordinator), David Schultz (Coordinator), Toni Suminski (IPTM Program Manager), Steven Gaskill (Training Program Manager – Acting), Erica Lamb (Publications Manager), Eric Coulter (Communications Lead), Joe Schindel (AV Production Lead-guest), Darci Drinkwater (Executive Secretary)

Guests: Micheal Froelich (IPSC), Mike Reid (NIAC), Steve Weidner (NASA)

Topic & Notes	Decision/Action Item
<p>Incident Performance and Training Modernization (IPTM) – Monthly Update:</p> <ul style="list-style-type: none"> • Navigating Executive Orders and Departmental policies. • Achievements: <ul style="list-style-type: none"> ○ 17 of 26 Incident Position Standards (IPS) and Next Gen Position Task Books (Next Gen PTBs) have been accepted and approved by committees. <ul style="list-style-type: none"> ▪ The remaining are expected to be approved by the end of April. ○ Kicked off analysis for spring 2025 positions (call order 7) on February 3. <ul style="list-style-type: none"> ▪ Moving forward with low complexity positions. ○ Briefings/presentations have created momentum and excitement from the field. ○ Improved relationships due to clarification from the December IPTM Meeting. <ul style="list-style-type: none"> ▪ EB providing guidance to committees. • Potential Risks: <ul style="list-style-type: none"> ○ Staffing Writers/Editors and Training Specialists. <ul style="list-style-type: none"> ▪ Each Training Specialist has multiple projects. ▪ All materials are published to the web and must be 508 compliant. ○ Current Funding Direction: <ul style="list-style-type: none"> ▪ Moving forward with the contract but currently unable to add or modify funds. ▪ Prioritizing and delaying higher cost work. ▪ Work up to this point has provided a foundation to tackle higher complexity positions. • Next Steps: 	<p>EB will discuss IPTM staffing and funding at the Executive Session on February 26.</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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<ul style="list-style-type: none">○ Recruitment for Training Specialists and Writer/Editors, department approvals needed.○ Move forward with contract work where possible, using cost/benefit approach.<ul style="list-style-type: none">▪ Additional workload for NWCG Staff.▪ Significant increase in time to complete incident position projects.○ Analysis for remaining spring 2025 positions.○ Continue evaluation of project status regarding staffing and funding.● Position Status:<ul style="list-style-type: none">○ Helicopter Crewmember (HECM) – Test course March 17.○ Safety Officer, Field (SOFF) – Adjudicating test course feedback and publications review of online training.○ Firing Boss (FIRB) – Development delayed; period of performance expires February 28.○ Personnel Time Recorder (PTRC), Equipment Time Recorder (EQRC), Status/Check-In Recorder (SCKN), Felling Boss (FELB), and Aircraft Base Radio Operator (ABRO) – IPS and Next Gen PTB posted to the web.○ Dispatch positions, Documentation Unit Leader (DOCL), Demobilization Unit Leader (DMOB), and Resources Unit Leader (RESL) – IPS and Next Gen PTB approved by position steward committee and preparing for 2026 <i>NWCG Standards for Wildland Fire Position Qualifications</i>, PMS 310-1 updates.○ Incident Commander Type 5 (ICT5) and Public Information Officer Technician (PIOT) – IPS and Next Gen PTB are being drafted.○ Firefighter Type 1 (FFT1), Engine Boss (ENGB), Resource Advisor (REAF), and Public Information Officer 3 (PIO3)– Instructor lead training development delayed, prioritized IPS and Next Gen PTB.○ Procurement Unit Leader (PROC), Time Unit Leader (TIME), Fire Behavior Analyst (FBAN), and Long-Term Fire Analyst (LTAN) – Analysis complete and PARR is being drafted.○ Unmanned Aircraft System, Manager (UASM), Unmanned Aircraft System, Module Leader (UASL), Airtanker Base Manager (ATBM), and Fixed Wing Base Manager (FWBM) – Analysis starts February 24.○ Unmanned Aircraft System Pilot (UASP), Unmanned Aircraft System, Data Specialist (UASD), Incident Communications Center Manager (INCM), and Radio Operator (RADO) – Analysis starts March 10.	

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<p>Incident and Position Standards Committee (IPSC) Request for Support:</p> <ul style="list-style-type: none">• Relying on the IPSC members to serve as chair is unsustainable given the committee’s current and projected workload.<ul style="list-style-type: none">○ Also affects work from the support staff, PMS 310-1 Steward, and NWCG Coordinator.• Options:<ul style="list-style-type: none">○ Hire/create a permanent chair (would not serve as a voting member).○ Assign a full-time IPSC facilitator.<ul style="list-style-type: none">▪ A current agency employee who is not affiliated with IPSC.○ No change• Requesting support from the EB to explore these options.	<p>EB supports IPSC to explore options listed in the memorandum and bring back additional information to consider in the future.</p>
<p>Presented Final Draft of Type 1 and Type 2 Command and General Staff (C&G) Archiving Memorandum:</p> <ul style="list-style-type: none">• Collaborated with Incident Workforce Development Group (IWDG) and NWCG Staff.• Type 1 and 2 C&G position qualifications will be archived in the PMS 310-1, January 2026.• FAQs are in development with IPSC and will be posted to the web.<ul style="list-style-type: none">○ Working with Incident Qualifications and Certification System (IQCS) and Incident Qualifications System (IQS) experts.	<p>N/A</p>
<p>National Interagency Aviation Committee (NIAC) Subcommittee Reorganization – Update:</p> <ul style="list-style-type: none">• Shared with the EB for awareness that NIAC underwent a reorganization of some subgroups.• All helicopter subgroups are organized under the Interagency Helicopter Operations Subcommittee (IHOPS). Realigned the fixed wing subgroups under Interagency Airtanker and Scooper Operations Subcommittee (IASOS) to mirror the helicopter subgroups.	<p>NASA requested a list of challenges from NIAC.</p>
<p>Shared the Operations Section Chief Complex (OSCC) Position Documents:</p> <ul style="list-style-type: none">• The Incident Operations Subcommittee (IOSC) updated the incident position description and Position Task Book for the Operations Section Chief Complex incident position.• These documents were updated to ensure uniformity with the Operations Branch Director (OPBD) position.• There are two pathways to achieve OSCC qualification available:<ul style="list-style-type: none">○ Direct path from Division/Group Supervisor (DIVS) to OSCC. OPBD is granted once OSCC certification is obtained.	<p>N/A</p>



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<ul style="list-style-type: none"> ○ DIVS to OPBD to OSCC and completion of S-520 Advanced Incident Management or Complex Incident Management Course (CIMC). 	
<p>Incident Within an Incident (IWI) Working Group – Update:</p> <ul style="list-style-type: none"> ● Emergency Medical Committee (EMC) and Risk Management Committee (RMC) formed a working group to develop the standards for IWI. <ul style="list-style-type: none"> ○ Plan to incorporate the Incident Logistics Subcommittee (ILSC). ● IWI documents were submitted to Incident Management Remote Roundtable (IMRR) safety group. <ul style="list-style-type: none"> ○ Once updates are made the documents will be posted on the RMC website and reviews will be requested. 	N/A
<p>NWCG Wildland Urban Interface Field Guide, PMS 053:</p> <ul style="list-style-type: none"> ● Language was revised to be inclusive for all landscapes and agencies. ● Will be available hard copy and posted to the website. 	Publication APPROVED.
<p>NWCG Standards for Airtanker Operations, PMS 514:</p> <ul style="list-style-type: none"> ● Underwent a public comment period last summer. 	Publication APPROVED.
<p>NWCG Annual Meeting:</p> <ul style="list-style-type: none"> ● 80+ participants attended virtually. ● Topics presented included: <ul style="list-style-type: none"> ○ NWCG Priorities- reviewed the 2025 NWCG Executive Board Annual Letter ○ IPTM Role and Responsibilities ○ Updates to the IMT courses. ○ Presented the 2024 NWCG Annual Awards 	IPTM flow chart and roles and responsibilities documents will be posted to the web.
<p>EB Executive Session – February 26, 2025</p> <ul style="list-style-type: none"> ● IMT Courses Steering Committee Recommendations <ul style="list-style-type: none"> ○ Move from a 2-tier to a 3-tier course model to add an “intermediate” IMT course. ○ Revise the decision to require the S-320, Introduction to Incident Management Teams course prior to opening a Type 3 Command & General Staff (C&G) PTB. 	<p>Amend TM-23-001, Establishment of New IMT Courses, to include an “intermediate” course.</p> <p>S-320 completion will be required training for Type 3 C&G incident positions and not prior to opening a PTB.</p>