



## NWCG Meeting Notes

April 15, 2025

**Executive Board Primary Members (EB):** Aitor Bidaburu (USFA)—Chair, Erik Litzenberg (IAFC)—Vice Chair, Heath Cota (USFS), Jim Durglo (ITC), Garth Fisher (BIA), Casey Teske (NPS), Anne Jewell (DoD), Brian Achziger (BLM), Greg Smith (NASF), Jon Wallace (FWS) **Associate Members:** Steve Weidner (NASA—Acting), Kim Van Hemelryck (OWF), Heath Hockenberry (NWS)

**NWCG Staff:** Katie Wood (NWCG Program Manager), Sarah Lee (Deputy Program Manager), David Schultz (Coordinator), Erica Lamb (Publications Manager/Coordinator), Toni Suminski (IPTM Program Manager), Steven Gaskill (Training Program Manager — Acting), Eric Coulter (Communications Lead), Matt Dunn (NWCG SME Specialist), Darci Drinkwater (Executive Secretary)

**Guests:** Nate Hesse (ETC), Bill Yohn (ETC), Mike Ellsworth (LC), Mark Hnat (EMC)

| Topic & Notes   | Decision/Action Item   |
|---|--|
| <p><b>Incident Performance and Training Modernization (IPTM) - Monthly Update:</b></p> <ul style="list-style-type: none"><li>Incident Management Team (IMT) courses:<ul style="list-style-type: none"><li>Expecting a quote back today to add an additional test course for S-320, Introduction to Incident Management Teams, and to extend the period of performance for the intermediate course.</li><li>Based on the expected level of effort the quote is expected to be rather high.</li><li>Once the quote is received, we can submit the PR and move forward.</li></ul></li><li>Achievements:<ul style="list-style-type: none"><li>19 Incident Position Standards (IPS) and Next Gen Position Task Books (Next Gen PTBs) and 7 job aids have been published to the web.</li><li>Concluded the 12 position analysis workshops for spring 2025 positions.</li><li>Most of these positions have significant changes which were not anticipated but should not have any cost impacts to the contract.<ul style="list-style-type: none"><li>Agency alignment is critical up-front to support significant changes.</li><li>Extensive vetting within agencies will not impact contract deliverables.</li></ul></li><li>Received departmental approval to continue IPTM contracting efforts.</li><li>Working on contract modifications to help offset the publications gap.</li><li>Onboarding selected detailers.<ul style="list-style-type: none"><li>Two Training Specialists detailers are onboarding next week and two more in July.</li></ul></li></ul></li><li>Potential Risks:</li></ul> | <p>EB members email Matt Dunn with any issues regarding SME list access.</p> |

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| <ul style="list-style-type: none"><li>○ Staffing — Coordinators, Writers/Editors, and Training Specialists vacancies.</li><li>○ Ensure high quality vs. costs balance.</li><li>○ Increased workload for NWCG Staff and committees.</li><li>○ Scarce skills gaps: 508 writer/editors, online developers, and data management.</li><li>○ Significant changes from 2025 positions.</li><li>● Next Steps:<ul style="list-style-type: none"><li>○ Moving forward with contracts for the next batch of positions and contract modifications, as needed.</li></ul></li><li>● Recruiting SMEs for next position projects (HMGB, ICT4, HEQB, SEMG, RAMP).<ul style="list-style-type: none"><li>▪ Tentatively scheduled for Fall of 2025.</li><li>○ Continue evaluation of project status regarding staffing and funding.</li></ul></li><li>● Position Status:<ul style="list-style-type: none"><li>● IPS and PTBs are the priority, training will be staggered. Relevant updates will be made to the <i>NWCG Standards for Wildland Fire Position Qualifications</i>, 310-1 as courses are certified.<ul style="list-style-type: none"><li>○ Revisiting the field review process:<ul style="list-style-type: none"><li>▪ Testing uncertified materials in the field during a certain period.</li></ul></li><li>○ Helicopter Crewmember (HECM) — IPS/Next Gen PTB approved by committee.<ul style="list-style-type: none"><li>▪ S-271, Helicopter Crewmember, — incorporating feedback from test course, moving into a pilot field review process.</li></ul></li><li>○ Safety Officer, Field (SOFF) — IPS/Next Gen PTB published.<ul style="list-style-type: none"><li>▪ S-204, Interpersonal and Critical Thinking Skills for Safety Officers, in certification process.</li></ul></li><li>○ Firing Boss, Single Resource (FIRB) — IPS/Next Gen PTB in review.<ul style="list-style-type: none"><li>▪ S-219, Firing Operations, in development, tentative test course in June.</li></ul></li><li>○ Personnel Time Recorder (PTRC), Equipment Time Recorder (EQTR), Status/Check-In Recorder (SCKN), Felling Boss (FELB), Aircraft Base Radio Operator (ABRO), Aircraft Dispatcher (ACDP), Expanded Dispatch Coordinator (CORD), Expanded Dispatch Recorder (EDRC), Expanded Dispatch Supervisory Dispatcher (EDSP), Expanded Dispatch Support Dispatcher (EDSD), Initial Attack Dispatcher (IADP), Documentation Unit Leader (DOCL), Demobilization Unit Leader (DMOB), and Resources Unit Leader (RESL) — IPS and Next Gen PTB posted to the web.</li></ul></li></ul></li></ul> |                      |

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| <ul style="list-style-type: none"><li>• Courses: D-110, Expanded Dispatch Recorder, and D-310, Expanded Dispatch Support Dispatcher, undergoing final editing.<ul style="list-style-type: none"><li>○ Incident Commander Type 5 (ICT5) and Public Information Officer Technician (PIOT) — IPS and Next Gen PTB are being reviewed by subject matter experts (SMEs).</li><li>○ Firefighter Type 1 (Squad Boss) (FFT1) — IPS/Next Gen PTB being reviewed by SMEs.<ul style="list-style-type: none"><li>▪ S-131, Firefighter Type 1, is in development.</li></ul></li><li>○ Engine Boss, Single Resource (ENGB) — IPS/Next Gen PTB in review.<ul style="list-style-type: none"><li>▪ S-231, Engine Boss Single Resource, in development, test course in May.</li></ul></li><li>○ Resource Advisor, Fireline (REAF) — IPS/Next Gen PTB being reviewed by SMEs.<ul style="list-style-type: none"><li>▪ M-280, Resource Advisor, in design/development phase, tentative test course in August.</li></ul></li><li>○ Public Information Officer Type 3 (PIO3) — IPS/Next Gen PTB being reviewed by SMEs.<ul style="list-style-type: none"><li>▪ S-203, Introduction to Incident Information, is design/development phase.</li><li>▪ Online component was determined to be redundant to a new product already developed.</li></ul></li><li>○ Procurement Unit Leader (PROC), Time Unit Leader (TIME), Fire Behavior Analyst (FBAN), and Long-Term Fire Analyst (LTAN) — PARR in review.<ul style="list-style-type: none"><li>▪ Anticipating significant changes, no impact.</li></ul></li><li>○ Unmanned Aircraft System, Manager (UASM), Unmanned Aircraft System, Module Leader (UASL), Airtanker Base Manager (ATBM), and Fixed-Wing Base Manager (FWBM) — Analysis complete, PARR in review.<ul style="list-style-type: none"><li>▪ Anticipating significant changes, low impact.</li></ul></li><li>○ Unmanned Aircraft System Pilot (UASP), Unmanned Aircraft System, Data Specialist (UASD), Incident Communications Center Manager (INCM), and Radio Operator (RADO) — Analysis complete, PARR in review.<ul style="list-style-type: none"><li>▪ Anticipating significant changes, low impact.</li></ul></li></ul></li><li>• Training Development Program:<ul style="list-style-type: none"><li>○ Basic Faller (FAL3) — Final materials accepted and pursuing certification.</li><li>○ Advanced/Intermediate Faller (FAL2) — Developing storyboards for online training (OLT), media pre-production.</li></ul></li></ul> |                      |

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| <ul style="list-style-type: none"><li>○ S-290, Intermediate Wildland Fire Behavior — Making final edits and preparing the course certification package.</li><li>○ S-390, Introductions to Wildland Fire Behavior Calculations — Adjudicating/implementing test course feedback.</li><li>○ S-490, Advanced Fire Behavior Calculations — Developing storyboards for OLT components.</li><li>○ S-130, Firefighter Type 2 — Final materials accepted and pursuing certification.</li><li>○ S-229, Single Resource Boss – Incorporating SME content and structure feedback.</li><li>○ L-280, Field Leadership Assessment Course — adjusting draft content to align with objectives.</li><li>○ FI-110, Wildland Fire Observations, and Origin Scene Protection for First Responders — Pursuing certification.</li><li>○ FI-310, Wildland Fire Investigation — Complete.</li><li>○ Medical Unit Leader (MEDL) — Complete.</li><li>○ X-900, Investigation of Powerline Caused Wildland Fires — Complete.</li><li>○ Advanced Faller (FAL1) — Pending analysis after completion of Basic Faller (FAL3) and Intermediate Faller (FAL2).</li><li>● SME Lists:<ul style="list-style-type: none"><li>○ Follow up on request from the EB to share SME information.</li><li>○ SharePoint list:<ul style="list-style-type: none"><li>▪ Increased filtering capabilities.</li><li>▪ All columns are searchable.</li><li>▪ Able to highlight vacancies.</li></ul></li><li>○ NWCG Staff will not send out updates to the SME list, EB members will need to review the list for updates.</li></ul></li></ul> |   |
| <p><b>New Off-Highway Vehicle (OHVs) Typing Standard for the NWCG Standards for Wildland Fire Resource Typing, PMS 200:</b></p> <ul style="list-style-type: none"><li>● The Mobile Fire Equipment Subcommittee (MFES) has developed a new typing standard for OHVs which will be added to PMS 200.</li><li>● One year ago, the Equipment Technology Committee (ETC) published a request for comment on the proposed new typing which was sent out via NWCG MailChimp and social media.<ul style="list-style-type: none"><li>○ Over 50 comments were received and incorporated into the current document.</li></ul></li></ul>  | Support for OHV typing standards to be incorporated into PMS 200. |

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| <ul style="list-style-type: none"><li>A memorandum was sent to the other co-stewards of PMS 200 – Incident and Position Standards Committee (IPSC) and National Interagency Aviation Committee (NIAC) to inform them of the addition.</li><li>MFES also collaborated with the Emergency Medical Committee (EMC) to ensure there would be no confusion with the new Rapid Extraction Module Support (REMS) standard.</li><li>This standard builds upon existing; engine, water tender, dozer, and tractor plow typing standards within PMS 200.</li><li>Agencies could add additional agency-specific policy to the NWCG standard. (e.g., PPE, hazard analysis, training).</li></ul>  |   |
| <b>Leadership Committee (LC) Lead by Example Awards for 2024:</b> <ul style="list-style-type: none"><li>Presenting to the EB to ensure that the recipients of these high-profile awards are supported by their agencies.<ul style="list-style-type: none"><li>Selections were sent via email for EB review.</li></ul></li><li>The nomination process involves rigorous vetting throughout agency channels.</li><li>LC received 17 nominations this year, elevated by the field to LC.<ul style="list-style-type: none"><li>Through multiple rounds of discussion and debate, three award recipients have been selected.</li></ul></li><li>LC is currently exploring ways to recognize nominees who were not selected, potentially through certificates or letters of recognition.</li><li>Awards will be purchased by the awardee's respective agency.</li></ul> | APPROVAL of award recipients.   |
| <b>Emergency Medical Committee (EMC) 2024 Wildland Fire Emergency Medical Service (EMS) Awards:</b> <ul style="list-style-type: none"><li>Presenting to ensure recipients are in good standing with their agencies.<ul style="list-style-type: none"><li>Selections were sent via email for EB review.</li></ul></li><li>The EMS awards annually recognize individuals and groups who have demonstrated outstanding actions or accomplishments that are above and beyond the expectations of one's normal mission or job duties.</li><li>Four recipients were selected, awards will be presented during EMS week in May.</li></ul>   | APPROVAL of award recipients.   |
| <b>Introduction of Current Incident Strategic Alignment Process (ISAP) User Guide:</b> <ul style="list-style-type: none"><li>ISAP recommendations were presented to the EB at the March meeting.<ul style="list-style-type: none"><li>The first step is to develop the NWCG Standards document.</li></ul></li></ul>  | Lamb will prepare a one-page briefing paper for EB member agency discussions, summarizing the ISAP User |

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| <ul style="list-style-type: none"> <li>National Incident Management Organization (NIMO) maintains an ISAP User Guide. <ul style="list-style-type: none"> <li>The current version serves as a starting point and is not a final NWCG product.</li> <li>Concerns were raised about the guide not reflecting all the agency's perspectives.</li> <li>The guide is currently maintained by a small group. <ul style="list-style-type: none"> <li>Feedback is incorporated annually.</li> </ul> </li> </ul> </li> <li>Concerns regarding the timing for creating an NWCG ISAP standard due to potential upcoming changes in fire management.</li> </ul>  | <p>Guide development process, the intent, and its limitations as a NWCG standard. With clarification that the current version is an example not the final publication.</p> <p>Revisit ISAP User Guide fall of 2025.</p>  |
| <p><b>Executive Board (EB) Memorandum No. 24-006: NWCG Pause on New Incident Positions and Courses – Extension Discussion:</b></p> <ul style="list-style-type: none"> <li>Memo 24-006 outlines a tactical pause for new incident positions and training course requests. <ul style="list-style-type: none"> <li>Strategically prioritizing and balancing NWCG committee/subgroup and staff workloads.</li> <li>Addresses key vacancies and allows focus on key initiatives (IPTM and Complex Incident Management [CIM]).</li> </ul> </li> <li>A decision was made one year ago to revisit this memo.</li> <li>Internal NWCG meeting: <ul style="list-style-type: none"> <li>From the NWCG perspective it makes sense to extend this memo until October of 2027.</li> <li>Priorities since the issuance of memo 24-006 have not changed.</li> <li>Memo 24-006 provides an anchor point to prioritize work.</li> <li>Potential changes to federal wildland fire workforce could have impacts.</li> <li>How many positions and courses can NWCG effectually maintain?</li> </ul> </li> <li>Recommend working with IPSC to prioritize the RFCs.</li> <li>Need to develop criteria for requesting new NWCG incident positions. <ul style="list-style-type: none"> <li>Evaluate positions on “should we” versus “could we” systematically.</li> <li>Currently have a handful of underutilized positions in the system that NWCG is maintaining many with very similar responsibilities and duties as more utilized positions. <ul style="list-style-type: none"> <li>It would be efficient to review current positions before creating new ones.</li> </ul> </li> </ul> </li> <li>Recommend IPTM sideboards be moved to a separate memo to reduce confusion.</li> </ul> | <p>NWCG Staff will work on a draft extension memo through Oct 2027. EB, NWCG staff and IPSC will host a strategic session in December 2025 to outline clear criteria for RFCs for when and how to lift the pause memo. Examples of criteria may include, how RFCs are prioritized, budget implications for adding new positions, number of positions within the system, etc.</p> |
| <p><b>Incident Management Team Association (IMTA) Membership:</b></p> <ul style="list-style-type: none"> <li>IMTA presented last month to express interest in becoming an associate member of NWCG.</li> <li>The next step following NWCG EB approval is to present and gain support from Fire Management Board (FMB) and Fire Executive Council (FEC).</li> </ul>  | <p>APPROVAL of IMTA as an associate member of NWCG.</p>  |