



Executive Board Primary Members (EB): Erik Litzenberg (IAFC) — Chair, Anne Jewell (DoW) — Vice Chair, Brian Achziger (BLM), Heath Cota (USFS), Jim Durglo (ITC), Garth Fisher (BIA), Aitor Bidaburu (USFA), Greg Smith (NASF), Russell Babiak (NPS—Acting), Eric Fransted (FWS)
Associate Members: Annie Benoit (OWF), Heath Hockenberry (NWS), Steve Weidner (NASA—Acting), Mike Rubenstein (IMTA)

NWCG Staff: Katie Wood (NWCG Program Manager), Erica Lamb (Coordinator), Dave Schultz (Coordinator), Steven Gaskill (Coordinator), Toni Suminski (Training Program Manager), Chelsea McKinney (Publications Manager), Joe Schindel (EB Facilitator)

Guests: Michael Froelich (IPSC), Monica Ramirez (IPSC)

Topic & Notes	Decision/Action Item
<p>(I) NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1</p> <p>Summary of Changes:</p> <ul style="list-style-type: none">• The publication is updated annually.• Incident and Position Standards Committee (IPSC) received and approved over 100 edits (65% of the positions seeing a change) to the 2026 <i>NWCG Standards for Wildland Fire Position Qualifications</i>, PMS 310-1.• Highlights of the approved edits include:<ul style="list-style-type: none">○ Archiving Type 1 and Type 2 Command and General Staff positions.○ The addition of Resource Advisor, Fireline (REAF).○ Incorporation of changes recommended through the Incident Performance and Training Modernization (IPTM) analysis.	
<p>(I) Incident Management Team Course Steering Committee (IMTCSC) — Monthly Update:</p> <ul style="list-style-type: none">• S-320, Introduction to Incident Management Teams:<ul style="list-style-type: none">○ The course was uploaded to the Wildland Fire Learning Portal (WFLP) in December 2025.○ The course was included in the <i>NWCG Standards for Wildland Fire Position Qualifications</i>, PMS 310-1, as “Other Training Which Supports Development of Knowledge and Skills” for 2026.• S-420, Intermediate Incident Management:<ul style="list-style-type: none">○ IMTCSC will be meeting in February 2026 in Sacramento to prepare for the Beta test course which will be held in Bakersfield, CA in April 2026.	



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<p>(I) Annual Meeting Listening Session Planning and Annual Letter Review:</p> <ul style="list-style-type: none">2026 Annual Meeting Executive Board Listening Session Instructions were shared with the EB, feedback included:<ul style="list-style-type: none">Updating EB membersProposed more questions such as:<ul style="list-style-type: none">What do committees need to be successful? (e.g. EB, Staff)Vetting processes through the new organization structure2026 NWCG Executive Board Annual Letter<ul style="list-style-type: none">Small edits were identifiedLetter will be posted online by the end of the month	<p>ACTION ITEM: NWCG Program Manager will add questions, clarify talking points, and update the EB members for the breakout sessions.</p>
<p>(I) Training Program & IPTM Update:</p> <ul style="list-style-type: none">Call Order 8:<ul style="list-style-type: none">Pre-Workshop meetings and kickoff meetings for five positions have begun (January 19). These meetings are an evolution of how work has previously been done to get subject matter experts (SME) input earlier and have better face to face time when they come to Boise, ID for the analysis workshops. Positions include:<ul style="list-style-type: none">Single Engine Airtanker Manager (SEMG)/Ramp Manager (RAMP) and Helicopter Manager, Single Resource (HMGB)Incident Commander Type 4 (ICT4) and Heavy Equipment Boss, Single Resource (HEQB)Courses include:<ul style="list-style-type: none">S-200, Initial Attack Incident CommanderS-236, Heavy Equipment BossS-273, Single Engine Airtanker ManagerS-372, Helicopter ManagerCall Order 9:<ul style="list-style-type: none">Looking at 14 positions to go through the IPTM processEB requested the list of positions for consideration in Call Order 9IPTM Project Manager reports to the Training Program Manager<ul style="list-style-type: none">Previously IPTM Project Manager reported to the NWCG Program Manager	<p>ACTION ITEM: Training Program Manager will provide documents showing the IPTM evaluation, maintenance, and workflows as well as Call Order 9 information for February's EB Meeting.</p>



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<p>(I) New Publication — NWCG Aircraft Flight Schedule Form, PMS 249:</p> <ul style="list-style-type: none">• A new publication was shared with the EB with the intent of getting approval for the form in February 2026.• Background:<ul style="list-style-type: none">○ In January 2024, a working group from all Geographic Areas and the National Interagency Coordination Center (NICC) developed a nationwide survey to solicit feedback from dispatch and aviation users. A total of 359 responses were collected.○ In May 2024, a Briefing Paper recommended that a national standard form be created.○ In July 2024, National Interagency Aviation Committee (NIAC) requested review and implementation of the “Modern Flight Schedule” with Interagency Helicopter Operations Subcommittee (IHOPS), Interagency Aerial Supervision Subcommittee (IASS), Interagency Airtanker Base Subcommittee (IABS), and National Coordination System Committee (NCSC).○ In the Fall 2025, NCSC and NIAC submitted a draft form to NWCG Publications.• Approval of the form will align with <i>2025 National Interagency Standards for Resource Mobilization</i> (Chapter 50), provide a clear form for the field to utilize for sharing flight information, and support resource tracking and operational coordination.<ul style="list-style-type: none">• EB voted to approve, instead of waiting for the standard 30-days review period.	<p>DECISION: EB approved <i>NWCG Aircraft Flight Schedule Form, PMS 249</i>.</p>
<p>(I) NWCG Offsite Meeting Planning:</p> <ul style="list-style-type: none">• EB Vice Chair is coordinating the 2026 Offsite Meeting for Crystal City, Virginia (Washington D.C. area).• Dates have a calendar hold for April 20-24, 2026 (with travel Monday and Friday).	