



National Wildfire Coordinating Group

Executive Board Meeting Notes

April 21, 2026

Attendees

Executive Board Primary Members (EB):

Erik Litzenberg (IAFC, Chair), Anne Jewell (DoW, Vice Chair), Heath Cota (USFS), Jim Durglo (ITC), Aitor Bidaburu (USFA), Greg Smith (NASF), Eric Fransted (USWFS)

Associate Members:

Heath Hockenberry (NWS), Min Xue (NASA — Alternate), Steven Weidner (NASA — Alternate), Mike Rubenstein (IMTA)

NWCG Staff:

Katie Wood (NWCG Program Manager), Sarah Lee (Deputy Program Manager), Steven Gaskill (Coordinator), Toni Suminski (Training Program Manager), Chelsea McKinney (Publications Manager), Michael Rodriguez (Executive Secretary), Joe Schindel (EB Facilitator)

Guests:

Sarah Sink (WFLP), Rick Gividen (WFLP), Michael Froelich (IMTCSC)

Emergency Medical Services (EMS) Awards Notifications (Informational)

Decision: N/A

Action Item: N/A

Notes:

- 2026 Wildfire Emergency Medical Service Awards:
 - NWCG Emergency Medical Committee (EMC) annually recognizes individuals and groups who have demonstrated outstanding actions or accomplishments that are above and beyond the expectation of one's normal job duties or mission.
 - There were 15 nominees this year and all categories were awarded. EMC is finalizing recipient write-ups.
 - Recipients were selected from all five categories which include:
 - Outstanding Wildland Fire EMS Individual of the Year Award
 - Outstanding Wildland Fire EMS Squad/Crew/Team of the Year Award
 - Outstanding Wildland Fire EMS Distinguished Service Award
 - Award of Excellence in Wildland Fire EMS/Rescue
 - The Janette Peterson Lifetime Achievement in Wildland Fire EMS Award
- EB Primary Members will review and vet the final award narratives.
- Recipients will be announced during National EMS Week (May 17-23, 2026).

Progress Update on Committee Reorganization (Informational)

Decision: N/A

Action Item: N/A

Notes:

- Overall Progress:
 - Reorganization is steadily advancing through coordinated work by committees, coordinators, program staff, publications, and web teams.
 - All efforts support the rollout of the new structure on July 1, 2026.
 - Timeline dates are estimates and may shift as work continues.
- Roster & Leadership:
 - Roster development is nearly complete; only the website updates remain.
 - Leadership identification is complete.
- Mission Statements & Objectives:
 - Management Committee mission and objectives are out for review.



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- Subcommittee mission statements, duplication checks, and Executive Board submissions are in progress.
- Completion is expected by late May 2026.
- Standard Operating Procedures (SOPs):
 - SOP templates are complete.
 - Revisions are progressing through review and approval on *NWCG Standards for Operational Procedures*, PMS 900 with distribution planned for July 2026 to coincide with the planned committee reorganization roll out.
 - Committees will continue SOP development through July 2026, with posting and distribution planned for after July 1, 2026.
- Stewardship Assignments:
 - Steward assignments are in progress, to be completed by the end of May 2026.
 - Committee page evaluations will continue through mid-June 2026.
 - Website updates to be finalized by July 1, 2026.
- Scheduling & Communication:
 - Recurring meetings, invites, and new Teams spaces are scheduled or underway for May 2026.
 - File migration is expected to wrap up by mid-June 2026.
- Initial Annual Work Plans:
 - The current committees are drafting an inventory of ongoing work to be completed by late May 2026.
 - New committees will begin developing annual work plans after July 1, 2026.
 - First draft work plans are targeted for late September.
- Current leadership is inviting new leaders to committees and subcommittees meetings to help ensure a smooth transition.
- Multiple agencies have additions to the rosters and will pass them along to NWCG staff for inclusion.
- Databases and the website are being updated and are to be completed by July 2026.

Fatigue Research Update (Informational)

- Decision: N/A
- Action Item: N/A

Notes:

- The Joint Fire Sciences Program (JFSP), National Multi-Agency Coordinating Group (NMAC) and the NWCG Incident Business Committee (IBC) have been involved in ongoing fatigue reduction efforts.
 - The JFSP Governing Board voted to approve the proposal to add fatigue to the FF Health Needs Assessment and are working on getting the award in place. This project will include interviews, a literature review, outreach materials and a summary report on findings.
 - The IBC assisted with proposed Red Book edits to establish “Personnel Decontamination” procedures during work shifts, which include showering, dermal wipes, laundering and changing PPE more frequently. While not fatigue-specific, this concept should allow for better rest.
 - NMAC recently issued [Fatigue Mitigation Guidance and Policy Direction for 2026 Fire Season \(M2026-05\)](#).
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Training Program and Incident Performance & Training Modernization (IPTM) Update (Informational)

- Decision: N/A
- Action Item: N/A

Notes:

- IPTM:
 - Instructional Systems Specialists (ISS) are refining evaluation criteria, SOPs, from best practices, and taking on project leadership roles.
 - Preparing to pilot an instructor support tool for S-131, Firefighter Type 1 (FFT1), to support facilitation of new performance-based training.
 - Five call orders are open and two are in the initiation phase.
- Incident Position Performance Lifecycle Management: Evaluation and Maintenance Planning — Phase 1 — System Analysis:
 - NWCG Training
 - 111 courses in the course catalog. Of those courses, 62% (69) courses are required for position qualification.
 - Additional requests for required training are expected as positions go through IPTM.
 - Eighteen courses have been significantly revised with major changes or created. Minor changes continue to be addressed as needed for all courses.
 - Course revisions in progress include:
 - S-200, Initial Attack Incident Commander (ILT)
 - S-236, Heavy Equipment Boss Single Resource (ILT)
 - S-273, Single Engine Airtanker Manager (ILT)
 - S-372, Helicopter Management (ILT)
 - S-203, Introduction to incident Information (ILT)
 - S-420, Command and General Staff (ILT)
 - D-110, Expanded Dispatch Recorder (ILT)
 - D-310, Expanded Dispatch Support Dispatcher (ILT)
- NWCG Positions:
 - 116 positions in the *NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1*.
 - Under IPTM:
 - Incident Position Standards (IPS) and Next Generation Position Task Books (NGPTB) have been created for 40 positions.
 - 16 positions are in progress, 12 are planned to be completed in September 2026 and four in Spring of 2027.
- Courses In Progress:
 - S-420, Intermediate Incident Management (ILT): Beta test delivery was held last week in Bakersfield, CA.
 - S-229, Single Resource Boss (OLT): Final revisions being implemented for validation and acceptance; May 2026.
 - IPTM: S-200, Initial Attack Incident Commander (ILT): Moving into Design Phase
 - IPTM: S-236, Heavy Equipment Boss, Single Resource (ILT): Moving into Design Phase
 - IPTM: S-273, Single Engine Airtanker Manager (ILT): Moving into Design Phase
 - IPTM: S-372, Helicopter Manager (ILT): Moving into Design Phase
 - D-110, Expanded Dispatch Recorder (ILT): Subject Matter Experts (SMEs) are working on final documents and a shift in the course exam to support removal of Position Task Book (PTB) requirement.



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- D-310, Expanded Dispatch Support Dispatcher (ILT): SMEs are working on the final documents.
- Courses On Deck (Initiation Phase):
 - IPTM Call Order 10 (TBD)
 - S-312, Advanced Faller (TBD)
 - M-410, Facilitative Instructor (ILT)
 - D-311, Initial Attack Dispatcher (ILT)
 - D-312, Aircraft Dispatcher (ILT)
 - S-211, Portable Pumps and Water Use (ILT)
 - S-215, Fire Operations in Wildland Urban Interface (ILT)
- Media:
 - Engaged in priority work to support IPTM Call Order 8 projects. There is a heavy workload over the next few months with design and development underway.
 - Research is ongoing on data asset management tools to support modernization efforts.
 - Media is working on the next round of WFSTAR modules which include case studies, and other varied safety related content.
- Call Order 8: Preparing Lead SMEs for Position Analysis Recommendations Report (PARR), IPS, and PTB briefs with Stewards.
- Call Order 9: Analysis Workshops kick off May 4 and May 18, 2026:
 - Aircraft Timekeeper (ATIM)
 - Compensation/Claims Unit Leader (COMP)
 - Cost Unit Leader (COST)
 - Crew Representative (CREP)
 - Deck Coordinator (DECK)
 - Fire Effects Monitor (FEMO)
 - Field Observer (FOBS)
 - Geographic Information System Specialist (GISS)
 - Ordering Manager (ORDM)
 - Receiving/Distribution Manager (RCDM)
 - Staging Area Manager (STAM)
- IPTM Call Order 10 and 11: Fall 2026 workshops are anticipated to kick off in October.

Wildland Fire Learning Portal (WFLP) Quarterly Update (Informational)

- Decision: N/A
- Action Item: N/A

Notes:

- There continues to be an increase in portal use by state and local entities.
 - Federal Emergency Management Agency (FEMA) Independent Study Program (IS) Courses:
 - A meeting will be scheduled with the Superintendent of the National Disaster and Emergency Management University (NDEMU) to discuss options for having another entity host the courses, ensuring they remain available during a lapse in appropriations.
 - Progress is being made on integrating WFLP with Integrated Reporting of Wildland Fire Information (IRWIN) as well as expansion to the Incident Qualification and Certification System (IQCS).
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IMT Course Steering Committee (IMTCSC) Update (Informational)

- Decision: N/A
- Action Item: N/A

Notes:

- Four student teams went through the beta S-420 test course. Alignment with S-320, Introduction to IMTs is being evaluated.
- The units were reordered after the alpha test course to create a more cohesive and logical flow.
- The course may include cross-functional breakouts with other functional areas to increase familiarity with other Command and General Staff (C&G) positions.
- An in-person working meeting is scheduled for May 5-8, 2026, where the group will adjudicate proposed changes.
- No fatal flaws were identified.
- Once the tasking is complete, course maintenance must be addressed.
- Work will be done on a transition plan that outlines the implementation timeline and identifies when the courses will begin to be required.
- The committee will conduct an After Action Review (AAR) after completing the tasking.

FEMA Course Unavailability Waiver (Informational)

- Decision: N/A
- Action Item: The EB will identify and evaluate exemption options or alternative hosts for FEMA course materials to ensure training remains available during a lapse in appropriations.

Notes:

- The FEMA course website is back online, and a course waiver is no longer necessary.
- If necessary, NWCG could recommend exemptions for FEMA courses that are not accessible due to a lack of appropriations. Agencies could then create a letterhead and say they support the guidance.
- Is there an avenue where the courses could be co-hosted, to avoid this access issue in the future.
- Having a Non-Governmental Organization (NGO) hosting the courses would eliminate the risk of the site being inaccessible during a shutdown.

Date, Time, and Location of Next Meeting

Date: May 19, 2026

Time: 0900-1600 MDT

Location: Old Admin Conference Room