



Agency Administrator Subgroup

<https://www.nwcg.gov/partners/iwdg>

Date: 13 March 2024, 1500 – 1600 MT

Members: Chad Stewart, Chair, USFS | Lynn Polacca, BIA | Tanya Thrift, BLM | Sam Leneave, NASF | Jesse Bender, IWDG

Guests: Tami Parkinson, Morgan Pence, James Simino

Not Present: Kim Pierson, USFS | Clay Jordan, NPS

Agenda Items:

Agency-Specific AA Training and Qualification Requirements

- A baseline standard would make it easier for AAs to support one another across agency jurisdictional boundaries as well.
 - Currently, DOI AAs have a barrier to support USFS as AA reps or coaches.
 - The baseline would also make it easier for new USFS AAs to acquire qualifications levels based on like experience from past incidents while employed by other agencies.
- Support not expected for a standard position task book across all agencies. Instead, consider minimum training requirements and identify standardized means of documenting experience.
- Action: Review *NWCG Standards for Recognition of Prior Learning (RPL)*, PMS 309, <https://www.nwcg.gov/publications/309>, with considerations for adapting an AA-specific form and process.
 - April agenda topic.

Decision Support Tools

- Noted discrepancies between terms and definitions create misalignment between business programs and practices. USFS may have conflicting direction on AA level required for incident depending on whether complexity or organizational assessment is used. DOI and states do not have levels of AA.
- The Wildland Fire Decision Support System (WFDSS) relies on the *NWCG Wildland Fire Risk and Complexity Assessment (RCA)*, PMS 236, <https://www.nwcg.gov/publications/236>, as the authoritative document for organization assessment and incident complexity indicators. Because RCA still shows Type 1 and 2 as options, conflicting data is represented across data systems.
 - Recommended resolution: update the RCA to show only CIMTs, without an option for Type 1 or 2 IMTs. For federal agencies, an addendum to the *Interagency Standards for Fire and Fire Aviation Operations* may also be needed to ensure the correct signing authority for AAs is noted.
- NWCG Memo 22-003, Rationale for Assignment of Complex Incident Management Teams (CIMT) During 2022 Pilot Phase, <https://fs-prod-nwcg.s3.us-gov-west-1.amazonaws.com/2023-10/eb-m-22-003.pdf> provided short term guidance for assignment of CIMTs when the organization wasn't an option in WFDSS. Memo may need to be rescinded or reissued with updates based on outcome of recommendations for updates to RCA.

- The Wildland Fire Management Research, Development, & Application webpage hosts an AA toolbox which is intended to be interagency: <https://wfmrda.nwcg.gov/agency-administrator-toolbox/agency-administrator-resources>.
 - AA Subgroup could assist in identifying additional interagency tools and information to link.