



Agency Administrator Subgroup

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

Date: 8 May 2024, 1500 – 1600 MT

Members: Chad Stewart, Chair, USFS | Clay Jordan, NPS | Sam Leneave, NASF | Jesse Bender, IWDG

Not Present: Kim Pierson, USFS | Lynn Polacca, BIA | Tanya Thrift, BLM

AGENDA

Baseline AA Training and Qualification Standards

- Group supports developing a draft evaluation utilizing the AA competencies listed in USFS chapter of the *Interagency Standards for Fire and Fire Aviation Operations (Red Book)* as a content starting point and the format of the assessment form in the *NWCG Standards for Recognition of Prior Learning (RPL)*, PMS 309, <https://www.nwcg.gov/publications/pms309>.
 - Consider whether each competency needs stratification or examples to supplement the evaluation process.
- Bender will edit document for review and circulation. Send feedback for updated draft and further discussion on June call.
- Consider how the RPL self-assessment document can also be used as part of the evaluation and qualification process for AAs. Once the assessment is further along in review, the group can begin looking at the self-assessment more.

IWDG May Meeting Summary

- In-person meeting was well attended and very productive.
- Key actions and recommendations that will need AA Subgroup engagement include:
 - Recommending a percentage personnel commitment to CIMT rosters for each agency based proportionally on agency usage of CIMTs.
 - Data on usage and contribution will be provided nationally and by geographic area.
 - Include all-hazard/all-risk in data as need for teams continues to expand, particularly to vulnerable areas such as coastlines.
 - Consider how to incorporate data on state usage and state teams.
 - Identifying barriers to collateral duty participation on IMTs and strategies to eliminate them.
 - IWDG will develop a list of known barriers and/or themes, both agency-specific and general for AA Subgroup evaluation and discussion, considering all levels of response.
 - Acknowledge that personnel issues are a common barrier for supervisory support.
 - In fall 2024 AAR, evaluate how national rotation and 7-day unavailability period impact support for personnel.
 - Overall loss of personnel within agencies is largest barrier to collateral duties. The agency mission has to be accomplished, even with a reduced workforce; it's not sustainable to ask a continually dwindling number of people to do even more with less.
 - Identify solutions that work for changing cultural and generational workforce. And continue to focus on the why of incident management and work/life balance.

- Developing recruitment and retention tools for use by supervisors and team members alike to demonstrate the opportunities available through team participation.
- List critical shortage positions and recommend solutions for mitigating those positions or their barriers specifically.
 - Incident Commanders are specifically noted as a critical shortage.
- IWDG has been developing a draft of CIMT operational standards to increase consistency of products and expectations. Intend to send the document to NMAC in June for review and decisions, which may result in further taskings and work for review later. This is a first iteration of the work and is intended to evolve over time.
 - Discussed edits for inclusion.
 - Review and send any feedback or questions to Bender. Final discussion on June call before IWDG submits draft.
- IWDG agreed to hold a late fall/early winter in-person meeting in a central location (possibly Denver or Salt Lake City). Poll to be sent out for dates. AA Subgroup is again welcome and encouraged to participate.