



NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Computer Aided Dispatch Subcommittee (NICADS) Memorandum 26-01

March 20, 2026

TO: CAD Change Control Board (CCB) Co-Chairs and Members

FROM: David Lee and Barry Wallace, Co-Chairs, National Interagency Computer Aided Dispatch Subcommittee (NICADS)

SUBJECT: Expectations for CAD Change Control Board (CCB) Meeting Attendance and Communications

Purpose: This memorandum outlines expectations for CCB members regarding meeting attendance, communication, and other collateral duties required to effectively support the wildland fire dispatch community.

Background: The CCB provides diverse perspectives to guide decisions that directly impact our organization and the community we serve. Consistent participation ensures we can evaluate issues thoroughly, consider geographic and organizational needs, and make informed decisions that reflect the priorities of all stakeholders.

When representative engagement is inconsistent, our ability to address challenges, test and validate CAD system changes, and deliver high-quality outcomes is significantly reduced. Your insight and expertise are essential to maintaining a collaborative, transparent, and accountable decision-making process.

Active participation includes attending scheduled meetings, thoroughly testing release versions, providing timely feedback on communications, engaging with your geographic area, and participating in conference call and email votes. These actions ensure the CCB continues to meet its mission and responsibilities.

Actions Requested: If you are unable to meet the responsibilities associated with CCB membership, please notify the Chair as soon as possible. Early communication helps ensure that all geographic areas and stakeholder groups remain fully represented and that the board can continue to function effectively.

Your time, expertise, and commitment are vital to the success of this effort. The CCB plays an important role in shaping efficient and responsive CAD system procedures that support the wildland fire community. The work you contribute has a meaningful and lasting impact, and we appreciate your dedication to helping us achieve these shared goals.

Contact: Roman Watson, CCB Chair, roman.watson@usda.gov

Distribution:

CAD Change Control Board
National Interagency Computer Aided Dispatch System Subcommittee Co-Chairs
National Coordination System Committee Chair

NWCG standards are interagency by design; however, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.