



# National Wildfire Coordinating Group

## Fire Use Subcommittee Agenda

2/16/2022 10:00-11:00 AK Time

### Attendees

**Present:** Casey Boespflug – BLM, Josh O'Connor – USFWS, Mike Ward – USFS, Eamon Engber – NPS, Chad Bladow – TNC, Todd Rankin – USFWS, Deb Fleming – NWCWG, Jesse Bender – NWCWG, Mike VanHemelryck – FMC/NPS, Tim Theisen – BLM NV

**Absent:** Tom Garcia – NPS, Darryl Jones – State Forestry, Shaniko Cowie – USFS, Shawn Denowh – USFS, Daniel Dyer – BIA, Chuck McHugh – USFS

- 1) RXB1/RXB2 Tasking-Discuss at end of meeting
  - a) Updates from last meeting
    - i) Continue to work with Heather to provide SME feedback, last call was 2/9/22. Need to provide feedback on 301/341 course agenda.
  - b) Annie, Lori, Jeff, Deb, Mark, Heather, Mike and Casey discussed another way to get information and RXB input due to limited SME availability. Heather is going to meet with Burn Bosses on site as a group to gather information needed. Then follow up with current SMEs identified as needed. SMEs started working with Lori Glaeser
  - c) Task order extended to March 2022
  - d) SME's assigned from FUSC
    - i) Chris Otto BLM, Lann Moore BLM, Richard Sinkovitz NPS, Richard Gustafson BIA, Shaniko Cowie USFS, Brad Donahue, Darrel Clairmont-Continue process until March 2022
  - e) **Action Item: Available FUSC members will be on a call with Annie, Heather, next Wednesday 2/23 at 1200 MST. Need to review the course objectives and provide feedback to Heather.**
- 2) RT-300 Southern Area Burn Boss Refresher in Chattanooga, TN
  - i) **Cancelled to reschedule June 2022, working title "Southern Area Interagency Prescribed Fire Training Event. June 2022 Chattanooga, TN**
  - ii) **Virtual RT300 available on WFLP (4 sessions). Mike Ward with more information.**
- 3) RT-300 Video
  - a) Decide on topic and start collecting videos and pictures
    - i) **Action Items: Continue to solicit agencies for RT-300 topics.**
      - (1) **Topic Ideas: Prescription Parameters development video.**
      - (2) **Ask for feedback from Virtual Prescribed Fire Plan Writing workshop to determine what feedback on topics they may have.**
    - ii) <https://www.nwcg.gov/budget-guidance>
- 4) IFTDSS Burn Planning user needs reviewers.
  - a) Casey has asked if the program needs additional reviewers, but last response has been "not at this time."
    - i) **Action Item: Remove from agenda and move to bin items.**



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- ii) Comments from Kim Ernststrom to Mike Van Hemelryck: I am in the process of finishing up the draft version of the "how to use IFTDSS for your Burn Plan" online course - we are going to test it out with the two RX340/341 offerings as well as the FS Fuels Academy in the next couple weeks. If you want I could provide the feedback we get on that course and/or have someone from the FUSC or someone designated to review the course as well. ?? I think the thought was to get this online course done, then get additional discussion going about whether this meets the need or do other things need to be developed in IFTDSS to facilitate using for burn plans.
- 5) PMS 484 and 484-1, question came up as to adding a fillable signature packet.
- a) At this time the members on the call don't feel this is a needed change but may explore developing instructions for developing a package that can easily be signed digitally.
    - i) Should we just develop instructions to include with the 484-1 document on how to create a digital signature ready PDF from the word document.
    - ii) If we do feel we need to revise the 484-1 (Burn Plan Template) to include instructions for digital signatures we should review the whole document and make any other changes that might be necessary.
    - iii) Jesse posted changes and updated document to reflect updates to electronic signature page <https://www.nwcg.gov/publications/484-1>
    - iv) Action Items: Official communication has come from NWCG. Reach out to Deb and Jesse; do we need to include additional instructions on converting to PDF and what type of Adobe license is needed for signatures.
    - v) Action Item: Provide any feedback on the instructions if they need to be updated for discussion with Deb and Jesse. Discussion on a need of instruction on how to convert from Word to PDF. Group and NWCG agree that instructions to convert to PDF should not be something we provide for this document.
- 6) Address corrections identified in PMS 424-1
- a) Need to update 424-1 spreadsheet to fix misspellings, column width/text type for usability.
  - b) Are there other programs that we could transition the complexity analysis to, excel is clunky and doesn't allow spell checking.
  - c) Will reach out to Deb and Jesse to identify the process to fix and update.
  - d) ACTION ITEM: Review the document to find spelling issues/column width adjustments, font adjustments. Want to ensure we stay within 508 compliance.
  - e) ACTION ITEM: Josh forwarded Todd Bates comments to Jesse Bender, will identify additional needs for a future call or communication.
- 7) Action Items/Bin Items
- a) Participation verification process. NPS may have a new representative in the coming months. Eamon covering for Tom Garcia for now. Darryl Jones may be transitioning with another state forestry representative.
  - b) Action Items: Need to review the charter to determine the roles and representation.



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- c) IFTDSS Burn Planning module may need reviewers. -FMC will have more information at a later date.
  - d) Next Gen NFPORS may come on-line this summer for one Bureau to test, BIA may be the testing Bureau.
- 8) Next call is March 17<sup>th</sup>, 1200 MST (1000 AK time)