

NIMS-IC Conference Call Agenda

19 January 2021

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Roll Call

Mike Mattfeldt - X	Steve Griffin - X	Jason Steinmetz -	Gordy Sachs -
Paul Hannemann - X	Brian Sabin - X	Tiffany Hudgins -	Jeff Soule - X
Ken Kehmna - X	Barbara Geringer - X	Zeph Cunningham -	Deb Fleming - X
Hank Rowland - X	Annie Benoit - X		

Deb Fleming is detailed into NWCG Program Manager position for 120 days. Annie will fill in behind her for 120 days. Deb having a background in the current endorsement project will stay engaged.

Beginning Discussion

Review of committee mission statement

Many of us are involved with multiple projects and serve on several committees which can sometimes overlap. The beginning of a new year is always a good opportunity to review, reflect and refocus to keep us in alignment and innovate for the future.

Mission Statement

The National Incident Management System Integration Committee (NIMSIC) provides national leadership related to the National Incident Management System (NIMS). The NIMSIC provides guidance and expertise to the NWCG regarding the integration of NIMS, National Preparedness System, and All Hazards concepts, standards, and requirements into the development and implementation of NWCG standards, guidelines, qualifications, training, and other capabilities.

Primary Objectives

- Provide expertise and guidance to the Federal Emergency Management Agency National Integration Center and associated committees, work groups, and partners relative to the NWCG mission.
- Develop internal and external partnerships to minimize redundancy and promote NIMS compliant interoperable standards between NWCG and other federal, state, tribal, territorial, local, public, and private stakeholders.
- Establish maintain, modify, and prioritize existing and desired information and technology (IT) capability requirements related to the NIMS.

Deb – discussed strengthening collaboration with the different NWCG committees. She highlighted when requests (i.e. NIMS Alerts) come out from FEMA, what committees need to be involved for a collaborative response from NIMSIC and subject related NWCG committee(s). This will help strengthen collaboration. Unsure if this should be addressed more clearly in the mission statement and objectives or improved upon informally internal to the committee.

- Mike – Likes the idea. He has been engaged in some reviews in the past and they were a little surprised to hear from this group. Curious if there is an idea to assign someone to work with a committee.

Review and discuss committee structure

Reviewed current roster taken from website and discussed potential changes.

Proposed potential changes:

- Restructuring from Co-chairs to Chair and Vice Chair.
 - If the move to a vice chair scenario is decided, should the vice chair rotate? What frequency?
- Add role of support staff.
 - The support staff role may be filled by a primary member to maintain meeting notes and track committee projects.
- Add National Park Service as a primary member.

Current Roster:

Steve Griffin, Co-Chair, Forest Service (AHIFS WO-FAM)

Mike Mattfeldt, Co-Chair, Forest Service (Standards and Qualifications, WO-FAM)

Deb Fleming, NWCG Coordinator, Bureau of Land Management

Zeph Cunningham, Primary Member, Forest Service (NIMO)

Paul Hannemann, Primary Member, National Association of State Foresters

Tiffany Hudgins, Liaison, FEMA NIC

Ken Kehmna, Primary Member, International Association of Fire Chiefs

Gordy Sachs, Primary Member, Forest Service (AHIFS Branch Chief WO-FAM)

Jeff Soule, Primary Member, United States Fire Administration

Jason Steinmetz, Primary Member, OWF, DOI

Steve – Currently role of the chair is in Position Description and Performance. Suggested moving from Co-chair to a vice – chair structure.

- Mike provided history behind this – change during a period of transition and with location of positions (Boise and DC). Given the ability we have had/demonstrated during this time of virtual work, it might be a good time to move it back to vice-chair.
- Deb – In her experience, co-chairing is difficult (both doing the same thing or each thinking the other is doing it) unless there is excellent communication.

Steve asked for a consensus for Chair-Vice chair structure, general consensus was confirmed.

Should the Vice-chair rotate between other committee primary members?

- Ken – Don't want to see it just being two people doing it all the time.
- Mike – The Vice-chair would need to come from the Primary members only according to NWCG guidelines. In favor of this but need to have a decent overlap to help ensure a smooth transition
- Gordy and Zeph were in favor when Steve talked to them.

- Jeff – In favor. From the USFA, if there were things that needed to be done by the chair in Boise, it would be difficult for someone from USFA or DC to be able to brief them.
- Deb clarified that the Chair would be Steve's job position.
- Paul – Had no problems with this and has no problem with Mike staying on as vice-chair for another year and then rotate.
- Mike was okay with this
- Deb – Makes sense to her
- Ken – Before we transition, might want to start the transition 2-3 months ahead of time to ensure the incoming vice-chair has enough time to get up to speed.

Mike will maintain Vice-chair for 2021. Committee will select and transition a vice-chair for 2022.

- Steve talking about adding an Admin Support type position to take notes, send those notes for posting to the NWCG page and maintain tracking tasking.
 - Mike – Proposes having a committee member volunteer to take notes for the next meeting (if they can't they find a replacement). This would give more ownership. We do not have that many taskings that we can't keep track of or handle (maybe have a spreadsheet on the web page that we keep updating).
 - Steve likes the idea of a member being assigned to take notes. Designate the note taker for the next meeting at the end of each call.
 - Mike, Deb, Paul, Ken, Jeff support (Steve will talk to Zeph, Gordy and Jason)

Liaison to FEMA – This is not typically a voting member on NWCG Committees. Steve feels that we should leave it this way.

- Deb confirmed that this cannot be changed. On the website, it clarifies roles and requirements for those roles. NWCG is a consensus organization. We really don't "vote" it is discussion oriented and in the end we should all talk and reach consensus but not all have a vote.
- Follow-up after the meeting confirmed, Hank Rowland will be the primary FEMA Liaison and Tiffany Hudgins will be the alternate.

Should we look at adding another Primary member representing DOI (NPS). Mike has a recommended name but has not contacted them yet.

- All on the call supported it.

Confirm a committee program of work and prioritize tasks

Establish and oversee Endorsement Implementation Task Team

- Would like to set up an initial meeting date.
- Interest in being on the Task Team
 - Mike has a rep from IQCS, IQS. Still working on getting a rep from Dispatch. Working on getting Julie to represent IROC. Does not have a rep from IRWIN yet.
 - Interested:
 - Deb and Annie to represent training (they will bring someone else in if needed)
 - Paul – Yes
 - Zeph – Steve will talk to him
 - Hank – He and Tiffany have been working on getting someone involved. He will send the name once they confirm to represent the NIC.
 - Ken – He is interested and wants to be involved

- Jeff – Will participate
- Jason – Steve will talk to him
- Steve - Asked for people to send input on what the end state should look like. Asked for this to be done by next week.
 - Mike emphasized what implementing endorsements might look like from their agencies. How wildland fire receives positions with different training requirements
 - This last year we depleted resources and needed to dig deeper to fill roles
 - Can we set up a call for the beginning of February to start the process.
 - Ken supports the second week of Feb. Maybe set up a poll.

Stewardship of glossary terms (new and old)

Assignments and Updates

Endorsement Task Team

- Discuss and confirm task team membership
- Set direction for task team
- Set initial task team meeting date

NIMS Alerts

O1-21: FEMA Seeks Feedback on NIMS Incident Complexity guide: Planning, Preparedness and Training

Hank – The Incident Complexity Guide went out for input by NIMS alert. Need feedback. Can resend out to the group if they need it.

- Put out some tools for people to use. The NIMS alert went out earlier today but he can resend if needed.

Mike – NIMS alert with the Complexity Guide. Which committees will need to be engaged with this?

- Deb and Annie – FENC, FMC, IPSC
- Jeff – This was developed in 2014 and had NWCG input. It then sat on the shelf. It got more input in 2017. Jeff will share those names that had input at that time.

Wrap-up and Next Meeting

- Send topics for the next call to Mike Mattfeldt and Steve Griffin
 - Mike volunteered to take notes for the next meeting
 - May try to use Zoom for some of the meetings coming up. Let them know if you are unable to use this platform.
- Schedule next face-to-face meeting