



Operations and Training Committee

Meeting Notes – May 21 – 23, 2019

	Topic	Action Item	Presenter	Notes	Action/Decision
1	Action Log		Shaw / Bender	<ul style="list-style-type: none"> Accepted April CC Notes Reviewed and updated action log (Trello) 	
2	WFSTAR	2019-02	Hughes	<ul style="list-style-type: none"> Hughes will lead small group of stakeholders to guide RT-130 process – Ellsworth will represent OTC Follow up with Oakleaf/IOSC as probable steward of RT-130 	
3	IWDG Update		Celino	<ul style="list-style-type: none"> Overview of efforts and data collection updates from April meeting, including Type 3 Teams, Recognition of Prior Learning, recruitment and development, surge capacity, and Agency Administrator engagement IWDG requested IQS state data to add to Qualifications Health Report (Due 7/1) and information on state team mobs via 8 state fire compacts Met with CGAC, included discussion on team typing and use Identify items to elevate to WFLC via Celino to regional strategy committees 	
4	Subgroup Assessment Tasking		Cross	<ul style="list-style-type: none"> Reviewed Executive Board (EB) Tasking Memo (TM) 19-002 Briggs will represent OTC, Winfield will represent FS Training Centers 	Action Item 2019-03: Subgroup Assessment, EB TM 19-002 (Briggs)
5	Executive Board		EB + OTC	<ul style="list-style-type: none"> Reviewed proposals and decisions from EB TM 19-003, Committee Structure <ul style="list-style-type: none"> New committee name, mission and objectives proposed – EB would like feedback but intent must remain the same Ellsworth will remain a liaison between Leadership Committee and OTC Maintain liaison/membership of NWCG Training Program Manager Rotation of chair and support staff positions – OTC make a recommendation to EB, then follow up discussion to find the right people 	Action Item 2019-04: Implement EB recommendations from TM 19-003
6	Incident Planning Subcommittee Update		Buhrig	<ul style="list-style-type: none"> Working on membership and reengaging Subcommittee tasks, including finalizing the Electronic Filing Structure Tasking 	
7	Electronic Filing Structure Recommendation		Buhrig	<ul style="list-style-type: none"> Will send draft electronic file structure and naming conventions to Shaw Continuing pilot in 2019 with a wider audience – track use and feedback File structure does not remove any documentation box labels, adds a few – can replace labels online but won't be in the kits for 2019 fire season Integrate file structure into FireNet to auto-populate the incident Team Drive Method of distribution: OTC to EB to NMAC Training for transition from hard copy to electronic and increase in workload Updated records disposition authority – NWCG staff will lead NARA update 	

8	Intel Tasking: SPBD Position	2016-24	Shultz	<ul style="list-style-type: none"> • Review IPDs for positions that interact with PSC, • Issue correspondence to intelligence task team • NPS likely to pursue as supplemental position to test concept • Ensure follow up action are contained in the memo – forward recommendations on to IPSC for further review, include Incident Command Subcommittee and M-581 and M-582 Steering Committees too 	<u>Decision: OTC does not support proposed SPDB position.</u>
9	REMS		Shaw	<ul style="list-style-type: none"> • Five geographic areas currently support REMS • Discuss when and how it might become an NWCG standard • Shaw will compile comments/recommendation for review 	
10	Incident Operations Subcommittee Update		Oakleaf	<ul style="list-style-type: none"> • Receiving a lot of feedback on IPDs • Received good feedback on Heavy Equipment Boss and span of control • Have received very little feedback on IRPG lately • S-131 updates will reflect changes in 2018 IRPG • L-180 content removed from revision of S-130 • Membership: Consider middle-leadership members to help oversee assigned positions; Oakleaf transition out of chair role in fall 2020; new BLM rep, Scott Lucas, Deputy State FMO, California • Next call in June, then pause until October • RT-130 oversight: concerns about workload and agency connections 	
11	RADO Tasking	2016-32	Black	<ul style="list-style-type: none"> • Reviewed updated proposal from RUS • Vet to agencies for decision in June 	<i>(June CC)</i>
12	Incident Symbology Task Team Update		Hansen	<ul style="list-style-type: none"> • Addressing inconsistencies and outdated technology issues • Working with ESRI to correct cartography issues • Task team completed <i>GSTOP</i>, PMS 936, addendum for 2019 in April • Goal to have draft symbology definitions and graphics by 11/1/19 – consider vetting to other committees and/or additional SMEs • Updated publication by fire season 2020 – no longer hard copy, web portal 	
13	Web-based PMS 310-1 and 901-1		Turner / Bender	<ul style="list-style-type: none"> • PMS 901-1: Name change from <i>Field Manager's Course Guide</i> to <i>NWCG Standards for Course Delivery</i> <ul style="list-style-type: none"> ○ Front matter needs review and edits ○ Publish web-based version with previously approved edits by 6/1 • PMS 310-1: Name change from <i>NIMS: Wildland Qualification System Guide</i> to <i>NWCG Standards for Wildland Fire Position Qualifications</i> <ul style="list-style-type: none"> ○ Front matter needs edits to reduce redundancy and inaccuracies ○ Front matter and all position qualifications currently printable ○ Addition of position change history in progress ○ For two versions, NWCG staff needs about 6 weeks to complete; if web-based, two weeks would suffice 	<p><u>Decision: Approve web-based PMS 901-1 with name change</u></p> <p>Action Item 2019-04: Task team to review PMS 901-1 front matter and print needs (Hughes, DD 9/1/19)</p> <p><i>(June CC)</i></p>

14	OTC Business Processes			<ul style="list-style-type: none"> • RFC: revise form and directions for submissions; define vetting and approval process (Ellsworth) • IPD: establish OTC role in IPD development, approval, and review; require draft IPD for any new positions; determine how endorsements are reflected in IPDs and the process (Shultz) • Internal bylaws and procedures: establish overarching document to ensure consistent and practical work and communications flows (Smith) 	Action Item 2019-05: Business process lines of efforts (DD Fall F2F)
15	RFC 2019-01 [ICT5]		Celino	<ul style="list-style-type: none"> • Respond to originator with decision memo 	<u>Decision: Approve RFC 2019-01</u>
16	RFC 2019-03 [ATIM]		McCurdy	<ul style="list-style-type: none"> • Respond to IABS with decision memo 	<u>Decision: Approve RFC 2019-03</u>
17	FEMA Field Ops Directorate		Hannemann/ Krency	<ul style="list-style-type: none"> • Overview of DHS / FEMA Organization, Community Lifelines, and FEMA Daily Operations Briefing • FEMA developing a National Incident Management Team Program Office • FEMA implementing use of ROSS for incidents, 21-day deployments (increase knowledge, develop relationships, and increase continuity) 	
18	O-325		Soule	<ul style="list-style-type: none"> • O-325 course under development for All Hazard Type 3 C&G with an assessment; not intended to replace O-305, which is an entry-level IMT course 	<i>(June CC)</i>
19	USFA 3-Tier Concept for AHIMTs		Soule	<ul style="list-style-type: none"> • Seeking feedback on proposed plan to create standards for local, regional, and national Type 3 All Hazard IMTs – provide feedback to Soule by mid-July • Present concept to EB as well 	
20	NWCG Position Paper on Course Delivery and Certification		Hannemann	<ul style="list-style-type: none"> • NWCG Position Paper: Non-NWCG Entity Requirements for Conducting NWCG courses and Course Certificates, dated 2003 • Task group will compare this position paper with front matter of PMS 901-1 to validate and integrate – Action Item 2019-04 • Provide feedback to Hannemann by June CC 	<i>(June CC)</i>
21	Bin Items			<ul style="list-style-type: none"> • <u>Transition National Logistics Subcommittee to OTC oversight + Liaison</u> – McCurdy • <u>Establishment of Command Subcommittee + Liaison</u> – Hannemann <ul style="list-style-type: none"> ◦ Collaboration between Command Subcommittee and IWDG • <u>Chair rotation + Support Staff</u> – Shaw will draft summary of responsibilities and options for discussion at June meeting • <u>M-581 Committee Update (Ellsworth)</u> – adding unit on critical incident response, standard pre-work identified, work with M-582 to better connect course content and scope <ul style="list-style-type: none"> ◦ Shift oversight to EB, Ellsworth on committee but not as OTC liaison 	<i>(June CC)</i>
22	Round Robin		OTC		

Next Call: June 12, 2019, 0900 MT

Face-to-Face OTC Meeting Schedule

Date: TBD

Location: TBD

Host: States

Date: TBD

Location: TBD

Host: USFS

Meeting payment schedule rotates as follows:

- NPS
- States
- USFS
- BIA
- BLM
- FWS

OTC Members	5/21	5/22	5/23	Associates	5/21	5/22	5/23
Steve Shaw (Chair), BLM	Y	Y	Y	Deb Fleming, NWCG Coordinator, BLM	Y	Y	Y
Jesse Bender (Logistics), BLM	Y	Y	Y	Brad Gibbs, Liaison, NIAC, BLM	N	N	N
Will Briggs, BLM	Y	N	N	Marley Marshall, Advisor, IQCS, BLM	Y	Y	Y
Mike Ellsworth, BLM	Y	Y	Y	Patty Correia, Advisor, IQS, NASF	Y	Y	Y
Stew Richter, USFS	N	N	N	Melissa Wegner, Associate, GATR, USFS	Y	Y	Y
Jill McCurdy, USFS	Y	Y	Y	Jason Steinmetz, Liaison, DOI, OEM	N	N	N
Kevin Conn, FWS	N	N	N	Jay Winfield, Advisor, National Training Center, USFS	Y	Y	Y
Ross Wise, FWS	Y	Y	Y	Jeff Hughes, NWCG Training, BLM	Y	Y	Y
Mike Black, BIA	Y	Y	Y	Chris Buhrig, IPSC, USFS	Y	Y	N
Garth Fisher, BIA	N	N	N	Ben Oakleaf, IOSC, BLM	Y	N	N
Jim Shultz, NPS	Y	Y	Y				
Mike Minton, NPS	N	N	N				
Jeff Soule, USFA	Y	N	Y				
Dave Celino, NASF	Y	N	Y				
Paul Hannemann, NASF	Y	Y	Y				
Greg Smith, NASF	Y	Y	Y				
Craig Daugherty, IAFC	Y	Y	Y				

Guests: Caroline Krenzy, FEMA; Jim Johnstone, FireScope; Travis Touchette, Sean Cross, Nancie Turner, NWCG; Mike Mattfeldt, USFS; Kathie Hansen, GSC; Aitor Bidaburu, Garth Fisher, Jeff Arnberger, Beth Lund, Shane McDonald, Jim Durglo, and Will May, NWCG Executive Board