

Resource Advisor Subcommittee (READSC)

Meeting Minutes

Date: June 27, 2022

Time: 1400 MST

Attendees:

Linn Gassaway FS, Chair
Tim Kramer BLM Vice-Chair
Juliette Jeanne BIA, Primary
Brian Van Druten FWS, Primary
Steph Velasquez CalFire Primary
Cedar Drake, NPS Primary
Marisa Anderson FS, Associate
Rich Schwab NPS, Associate
Nelson Siefkin NPS, Associate
Heath Cota USFS, Associate
Danelle Nance, BLM Associate
Heidi Ogle NPS, Associate

Topic:

1. Roll Call & Opening Remarks
2. Review and approve minutes from May (informally completed)
3. Update on Review of Incident and Position Standards Committee Status Update
 - Parent committee is reviewing the documents and they have until July 8th to return comments and edits. At that point, SC can review and incorporate.
 - May have a description in one document to describe differences between each.
 - Cedar requested an example of other transition plans to assist – these are available online at the link below. Brian used a previous position as an example for the REAF transition plan.
 - ACTION ITEM - Stand up the transition group and set deadline. Cedar, Linn, Brian, Heath volunteered for the group. First meeting by July 13. Cedar is starting an email to schedule. The Position History Page on NWCG contains the Transition Plans for other Positions at
 - <https://www.nwcg.gov/positions/position-history>
 - ACTION ITEM - Develop “canned language” group for each agency to roll out the descriptions. Group determined that this would still be helpful to explain to leadership. Rich will lead. Marisa and Danelle will assist. Goal to have ready for review and vote by July meeting. It will then go to the Positions Committee for review. Rich would like to see the Transition Plans prior to the document.
 - Positions Naming Board did not support creating a new Lead READ position name – will use the REAC position instead. See email trail for full reasoning. Linn has removed the term “Lead READ” and inserted “REAC”.
 - Refresher for Resource Advisors: Should this be incorporated as part of the training to keep up to date for the qualification? Currently, it is an informal yearly meeting that is agency dependent. May not need to be a formal refresher, due to access and updates.

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- SC would have to create the parameters for the Refresher. Interagency positions, so the refresher should have a clear point. Rich suggested that this could be part of the normal preparedness review for units as an additional template at the same time. This could be completed during the pre-season local unit resource advisor meeting. Opportunity to identify location of information for resource concerns for each unit, as well as interfacing with line officers, operations (Tim). Heath suggested a definition in the policy to state that this will constitute a “refresher”. Linn – this could be informal, or a more formal refresher with delineated items to meet certain standards. Cedar – could this be included in the positions descriptions as a recommendation – maybe include as a future revision with more time for details. ACTION ITEM – table as a good idea to complete in the future.

Primary Members support this course of action.

4. Hazard Pay Position Paper Update

- Brian and Tim have finalized a draft for review.
- Tim will send the link and the document to the group via email (CC Courtney for Steph). If you have access to Teams, edit that way; if not, then edit and return to Tim.
- Deadline for SC review is **July 1**; Tim and Brian will finalize by **July 6** to send to Committee for review/completion for their meeting **July 12**.
- Cedar: question about how this is distributed: Agency business people will be the per approval source.

5. Photos

- Has been updated and added to the NWCG position page.

<https://www.nwcg.gov/committees/resource-advisor-subcommittee>

6. Endorsement and Stewardship of Suppression Repair Manual from READ SC

- FS undertook the effort several years ago to create a Suppression Repair Manual. This subgroup also published the BAER treatment catalog.
- Idea is to identify all the suppression repair actions that could be completed.
- Checklist created to determine/document completion of repair activities.
- FS is ready to publish; asked for endorsement from READ SC, which would then put NWCG endorsement on it.
- If so, then READ SC has some ownership of the document.
- FS is meeting with Rich, Cara Farr, and Linn Thursday for update. Asking for briefing of the manual to SC by FS. This will be a separate meeting from the monthly call.
- Cedar: Are we sure that if the SC adopted it, would we have full control over changes in the future? Rich will verify the correct answer. Forest Service document published as a GTR or NWCG document are the two answers currently provided to Rich, so needs clarification.
- Heidi: Reviewed document and seemed that it was very draft still, with some repetitiveness. GTR will have professional writers to complete the document.
- Brian: clarify that if this is an interagency document, then time should be allowed for interagency input in a more strategic and formal manner.
- Linn: Listen Thursday and bring it back to the SC. More information will determine role of the SC and time scheduling.

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Primary members approve this course of action.

9. Next Steps and Potential Tasks for SC:

- Position Descriptions and Transition Plan completion to send to Parent Committee (in progress).
- Incorporation of classes as formal NWCG courses. Still need to determine workload and path.
- Communication Plan (workgroup developed).
- READ Guide updates.
- Suppression Repair Plan Manual.
- READ name request for special skills – create general skill category to assist with ordering appropriately? This may require a serious conversation with Committee to see if this subcategory is the path OR if other positions for specialization are needed (e.g. CULS).

Embed information about these positions into operations side of the house to educate about what role is played by READ/F/C/ARCH and how they integrate (long-term).

10. Items/Topics tabled until the next meeting

- Vote on Transition Plans
- Common Language for Agencies