



National Wildfire Coordinating Group

Resource Advisor Subcommittee

MEETING MINUTES

DATE: 20 May 2025

TIME: 1030-1200 Mountain

ATTENDEES:

Brian Van Druten – FWS – Chair	Justin Proffer – BLM – Associate	Lisa Andreano – California State Parks Liaison
Linn Gassaway – NPS – Vice Chair	Hannah Robinson – BLM – Associate	David Harper – BOR – Liaison
Jess Riesenbergs – BLM- Primary	Tim Kramer – FWS – Associate	Laura Harger – BOR – Liaison
Jennifer Hickman – BIA – Primary	Diane Abendroth – NPS – Associate	Jun Kinoshita – Liaison
Russel Benford – NASF – Primary	Laurie Fisher – NPS – Associate	
David Callery – FS – Primary	Jen Gibson – NPS – Associate	Dave Schultz – NWCG Coordinator
Strikethrough indicates not in attendance	Melissa Dressen – FS – Associate	Justin Boeck – IFPC Liaison
	Todd Ellsworth – FS – Associate	Daniel Staab – IPTM
	Rebecca Lloyd – FS – Associate	
	Courtney Rowe – FS – Associate	

Note Taker: Jess Riesenbergs – BLM

COMMENTS/OPENING REMARKS

Roster Updates: Linn will be retiring at the end of the month. NPS working on new primary member to take over for her, as well as the Vice-Chair Position.

Todd Ellsworth Forest Service associate member retired as well.

Status of Minutes: Jan Minutes still needs edits – Will be updated into proper format for June’s meeting for approval.

April Minutes Approved

Jess made a new template for meeting minutes to get everyone on the same page who takes notes.

AGENDA ITEMS

Topic: IPTM and M280

Presenter: Jess Riesenbergs

Discussion/Considerations: Review TDP and draft plan of course with unit break outs. Will be 7 units total. Each unit will be about an hour long with the first and last units being 1 hour and 15 min approximately. Scripts are going well but still need revisions.

Units are being broken down into 4 subsections for ease of creation.



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Time frame for SME Support (Meetings, availability to respond to questions): May 22 – June 4

- Unit 0: Day 0 – Incident Arrival and Check-In
- Unit 1: Day 1 – Morning Briefing

Time frame for SME Support (Meetings, availability to respond to questions): May 29 – June 10

- Unit 2: Day 1 – Starting on the Fireline
- Unit 3: Day 1 – Changing Tasks on the Fireline

Time frame for SME Support (Meetings, availability to respond to questions): June 4 – June 16

- Unit 4: Day 1 – Returning from the Fireline
- Unit 5: Day 1 – Evening Resource Advisor Meeting

Time frame for SME Support (Meetings, availability to respond to questions): June 10 – June 18

- Unit 6: Day 2 – Division/Group Breakout, Fireline and Evening Resource Advisor Meeting

Units 0 and 1 will be worked on together, Units 2 and 3 will be worked on together, Units 4 and 5 will be worked on together and Unit 6 will be worked on alone. Each group will have one of the SMEs assigned to answer questions for the contractor with Jess as the Lead SME copied onto all correspondence to hopefully catch when things are doing down the wrong path. Starting next week there will be unit reviews held with the contractor in the same breakdowns as above, with the last unit review on June 12th.

Decision: Approve TDP: Majority Vote Yes. Contractor is able to move forward with course creation.

Topic: SOP Quick Review

Presenter: Brian Van Druten

Discussion/Considerations: Updates to the SOPs Advisor and Liaison sections.

Decision: Updates completed by June's meeting or sooner.

Topic: Status Check

Presenter: Brian Van Druten

- **Written Response to Questions Submitted to NWCG Executive Board:** Still waiting on a reply
 - **Updating PMS 313:** Continue slowly editing.
 - **READ Learning Library – Video Viewing/Vetting:** Excel Sheet created to track what video's still need reviewed. Brian will make a check list of concerns as well. Check list will include major issues to note.
 - **GISS Page Updates Related to Resource Advising (PMS 936-1):** Review page for suggested edits, have edits ready to discuss for next meeting in June. Brian will create a word document with the headers to place comments under.
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Topic: Combined Fire Organization Discussion

Presenter: Open Discussion



Discussion/Considerations: Still unsure what this will look like in the future.

Decision: No decision needed.

Topic: Go Backs/Round Robin

Presenter: All

Discussion/Considerations:

BIA – None

BLM – None

FWS – None

FS – None

NASF – None

NPS – None

Liaisons – None

ACTION ITEMS

- ITPM review of TDP Schematics for approval: Deadline Wednesday May 28th
 - PMS 936-1 Edits to Geospatial Subcommittee: Deadline have edits ready for further discussion by June 17th.
 - Continue reviewing the Resource Advisor Learning Library Videos: Deadline: Ongoing
 - Continue reviewing and editing the PMS 313: Deadline: Ongoing
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DATE, TIME, AND LOCATION OF NEXT MEETING

Date: 17 June 2025

Time: 1030 Mountain

Location: Virtual TEAMS

Note Taker: Jen Gibson – NPS