



**RMC Members Present:** Tim Blake (BLM), Mack McFarland (NPS), Darryl Jones (NASF), Bill Troup (FEMA), Mack McFarland (NPS), Christa Hale (NIOSH), Erin Phelps (USFS), Troy Phelps (BIA), Eric Fransted (FWS-RMC Chair).

Katy O’Hara (NWCG Coordinator), Darci Drinkwater (Executive Secretary)

**Guests:** Richard Smith (FEMA) Brian Harrison (NWCG), Carmen Thomason (NWCG Coordinator), Chelsea McKinney (NWCG IPTM Project Manager), Molly West (NTDP), Harold Updike (NIMO), Timothy Sampson (NIMO), Todd Legler (NIMO), Barbara Day (NIMO), Travis Dotson (NIMO)

Topic & Notes	Decision
<p><b>Safety Officer, Line (SOFF) and Incident Position and Training Modernization (IPTM):</b></p> <ul style="list-style-type: none"> <li>• April 2025, the NWCG Executive Board (EB) tasked the NWCH Program Manager with the ‘NWCG Training System Assessment.’ <ul style="list-style-type: none"> <li>○ With the purpose to conduct an assessment of the NWCG Training System and provide recommendations for improving system effectiveness.</li> </ul> </li> <li>• NWCGs’ swim lane is Incident Positions and Qualifications. <ul style="list-style-type: none"> <li>○ Positions in the <i>NWCG Standards for Wildland Fire Position Qualifications</i>, PMS 310-1.</li> </ul> </li> <li>• Goals of IPTM: <ul style="list-style-type: none"> <li>○ Ensure incident position-specific training is necessary and relevant, reducing redundancies.</li> <li>○ Build position training and qualifications off incident position standards to better support trainees, evaluators, and qualified individuals.</li> <li>○ Move as much training to on-the-job (OJT) training by using position task books (PTBs) as appropriate.</li> <li>○ Develop an integrated performance-based training system that is easier to update and maintain.</li> <li>○ Modernize training materials and operational tools.</li> </ul> </li> <li>• Performance Support Package: <ul style="list-style-type: none"> <li>○ Incident Position Description</li> <li>○ Incident Position Standards</li> <li>○ PTB</li> <li>○ Essential Training and Support Products</li> </ul> </li> <li>• Training Cycle: <ul style="list-style-type: none"> <li>○ Review Performance Support Package.</li> <li>○ Complete training and support products.</li> <li>○ Complete training assignment and OJT.</li> <li>○ Evaluation and Next Gen. PTB.</li> <li>○ Qualification</li> </ul> </li> <li>• Scope, deliverables, and acceptance criteria: <ul style="list-style-type: none"> <li>○ NWCG Incident Position Standards for SOFF.</li> <li>○ A SOFF PTB.</li> </ul> </li> </ul>	<p>SMEs: Eric Fransted (Lead), Jen Rabuck confirmed. Dave Williams and Eliot Picket from our regular SME group may be available, but will need a few more interested SMEs.</p>

Additional information beyond these meeting notes (i.e. handouts, presentations, maps, etc.) will require a FOIA request to ensure proper privacy regulations are followed. Please request via FOIA Online website at <https://www.doi.gov/foia/make-a-request>



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<ul style="list-style-type: none"> <li>○ The SOFF Incident Position Description (IPD) and standards/references for the SOFF position.</li> <li>○ Training and/or job aides specific to SOFF duties and responsibilities.</li> <li>● Stakeholders and engagement: <ul style="list-style-type: none"> <li>○ Identify both internal and external groups, organizations, and committees that may need to know about the IPTM effort as it related to this position or may have valuable information to add to the effort.</li> </ul> </li> <li>● Roles and responsibilities: <ul style="list-style-type: none"> <li>○ Subject Matter Expert (SME): <ul style="list-style-type: none"> <li>▪ Provide content expertise.</li> <li>▪ Work with the contracted Instructional Designer to design and develop training and PTB.</li> <li>▪ Coordinate and communicate with the position steward to ensure that they support direction of effort and products.</li> </ul> </li> <li>○ Position steward and committee: <ul style="list-style-type: none"> <li>▪ Assign and delegate responsibility to SMEs.</li> <li>▪ Ensure communication with parent committee and member agencies.</li> <li>▪ Recommend training course for certification.</li> </ul> </li> <li>○ NWCG Training (Training Specialist and Instructional Systems Specialist): <ul style="list-style-type: none"> <li>▪ Provide initial review of materials. Track project status.</li> </ul> </li> </ul> </li> <li>● Milestones and Timelines: <ul style="list-style-type: none"> <li>○ Project initiation <ul style="list-style-type: none"> <li>▪ Following steward briefing and approval of Project Charter.</li> </ul> </li> <li>○ Training Design Plan <ul style="list-style-type: none"> <li>▪ SMEs and contractor work together to establish type and amount of training, performance support tools, and evaluation required.</li> </ul> </li> <li>○ Standards and PTB content approval. <ul style="list-style-type: none"> <li>▪ Review and approval by committee.</li> </ul> </li> <li>○ Training material and PTB delivered by contractor.</li> <li>○ Training material approved. <ul style="list-style-type: none"> <li>▪ Review and approval by SMEs.</li> </ul> </li> <li>○ Test course <ul style="list-style-type: none"> <li>▪ Training material delivered and evaluated by testing cadre.</li> </ul> </li> <li>○ Certification <ul style="list-style-type: none"> <li>▪ Materials approved according to NWCG Certification Workflow.</li> </ul> </li> <li>○ Closeout</li> </ul> </li> <li>● SME Expectations:</li> </ul>	

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<ul style="list-style-type: none"> <li>○ Delegated with the responsibility from the position steward/committee to provide the content knowledge and lead the effort to revise or create NWCG standards, training courses, and any other performance support material.</li> <li>○ Project kickoff video conference (1-4 hours).</li> <li>○ Provide initial position information (4-10 hours self-paced).</li> <li>○ 5-day in-person meeting with contractor to analyze the position.</li> <li>○ Review incident position standards, training design plan, and PTM (1–2-hour meeting and 4-20 hours virtual self-paced work).</li> <li>○ Provide expert feedback on designed items (1–2-hour meeting and 4-20 hours virtual self-paced work).</li> <li>○ Assist with final edits and test course evaluation.</li> <li>● Next Steps: <ul style="list-style-type: none"> <li>○ Validate the list of useful resource, existing training materials, and other reference documents that the contractor needs to have for reference. <ul style="list-style-type: none"> <li>▪ Due to Project Lead and Coordinator by June 8<sup>th</sup>.</li> </ul> </li> <li>○ Identify your SMEs by June 10<sup>th</sup> and provide information to coordinator and project leader.</li> <li>○ Identify sideboards for likely deliverables and outcomes of the project.</li> <li>○ Will need to identify a few more SMEs. <ul style="list-style-type: none"> <li>▪ New SOFF?</li> <li>▪ Interested by not a trainee yet?</li> <li>▪ Think about covering agencies and geographic areas with SME recruitment.</li> </ul> </li> </ul> </li> </ul>	
<p><b>2023 Incident Management Remote Roundtable (IMRR) Safety Incident within an Incident (IWI) Plan:</b></p> <ul style="list-style-type: none"> <li>● Overall comment on IWI Safety Plan has been positive.</li> <li>● Background: <ul style="list-style-type: none"> <li>○ IMRR has taken good ideas from the field and followed them up through National Multi-Agency Coordinating (NMAC) and NWCG.</li> <li>○ IWI Safety Plan has come through IMRR.</li> <li>○ We want to move forward with RMC and NWCG support.</li> </ul> </li> <li>● Challenges: <ul style="list-style-type: none"> <li>○ Deficiencies on team rosters cause individuals to jump from one position to another.</li> <li>○ IWI plans differ greatly between teams.</li> </ul> </li> <li>● With the goal of creating a consistent plan, IMRR reached out to 15 teams to review their IWI plans. <ul style="list-style-type: none"> <li>○ Listed inconsistencies, Dutch Creek protocols, and good ideas to create a foundational document with the hopes of creating better outcomes for IWIs.</li> <li>○ Hope to create buy-in from teams by using good ideas from a variety of teams.</li> </ul> </li> <li>● This plan has been well vetted throughout the agencies.</li> </ul>	<p>RMC supports the IWI Plan to beta test this field season, will encourage use and feedback. Will provide memo of support.</p> <p>Need to decide where this document will be housed.</p> <p>Look at developing a toolbox for the field.</p>

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<ul style="list-style-type: none"> <li>• National Incident Management Organization (NIMO) Safety Positions will maintain this document.               <ul style="list-style-type: none"> <li>○ Create consistency by locking the document through the field season with approval to release in March of each year.</li> </ul> </li> <li>• Included within the IWI Safety Plan:               <ul style="list-style-type: none"> <li>○ ICS 209 Medical Plan</li> <li>○ Helibase Emergency Rescue Plan</li> <li>○ IWI Response Plan</li> <li>○ Incident Emergency Plan Definitions</li> <li>○ Incident Emergency Plan Roster</li> <li>○ Check lists on how to establish a process before taking over an incident as an incoming team.</li> <li>○ Check lists by positions.</li> </ul> </li> <li>• Plan to incorporate Active Shooter Protocols.</li> <li>• Incident Commander Advisory Council (ICAC) is deciding whether they will support.</li> </ul>	
<p><b>Days Off/Fatigue/Work/Rest 2.0 Update/Discussion:</b></p> <ul style="list-style-type: none"> <li>• Presented briefing paper at Joint Session with NMAC, Fire Management Board (FMB), NWCG at April meeting.               <ul style="list-style-type: none"> <li>○ EB Decision: Recommendations #1 and #2 must be based on scientific findings, before making any proposed policy changes.</li> <li>○ APPROVAL for RMC to bring recommendation #3 to FMB to task MPHAT for assistance to define and guide scope of fatigue research. NASF and IAFC request to have representation during these discussions.</li> </ul> </li> <li>• Still feel that we can improve existing policy.</li> <li>• Create a task group to develop research proposal.</li> <li>• Presenting to FMB in June.</li> </ul>	Erin Phelps, Molly West, and Kat Navarro volunteer to assist with the proposal task group.
<p><b>Guide to Critical Incident Management, PMS 926: AA guide:</b></p> <ul style="list-style-type: none"> <li>• Met yesterday.</li> <li>• Trying to focus to all levels of organization and expand to single resource level.</li> <li>• Data perspective think about difference between when Incident Management Team (IMT) is not in place and not during a fire incident.</li> </ul>	N/A
<p><b>NWCG Updates:</b></p> <ul style="list-style-type: none"> <li>• Incident Strategic Alignment Task Group trying to figure out how to task this project.               <ul style="list-style-type: none"> <li>○ Support for the concept.</li> </ul> </li> </ul>	N/A



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<p><b>Subcommittees:</b></p> <ul style="list-style-type: none"> <li>• <b>6 Minutes for Safety:</b> <ul style="list-style-type: none"> <li>○ Eric will email out draft Week of Remembrance and firefighter health and safety topics.</li> <li>○ Will be drafting leadership note and one page communication plan.</li> <li>○ Four new BLM subcommittee representatives.</li> </ul> </li> <li>• <b>Hazard Tree and Tree Felling Subcommittee (HTTFS):</b> <ul style="list-style-type: none"> <li>○ Chainsaw training proposal:               <ul style="list-style-type: none"> <li>▪ Working with developers of thinking sawyer course.</li> <li>▪ Need to get approval of three courses from agencies to move forward.</li> <li>▪ BLM has reviewed.</li> </ul> </li> </ul> </li> </ul>	<p>6MFS: 12 documents to review over the next few weeks. Please review Week of Remembrance first will approve at June RMC meeting.</p>
<p><b>RMC Succession:</b></p> <ul style="list-style-type: none"> <li>• Drew available agency names at random to establish a vice chair and ongoing chair rotation.</li> <li>• Eric will remain chair for 6-12 months to give vice chair time to transition.</li> <li>• Chairs will rotate every 2 years as recommended in the <a href="#">NWCG Committee Toolkit</a> and RMC needs to establish its own <a href="#">SOPs</a>.           <ul style="list-style-type: none"> <li>○ Currently don't see the need for vice chairs to serve 2 years to "learn the job" (or take on a 4 year leadership commitment) so could consider rotating vice chairs on shorter timeframes to encourage learning, resilient succession plans, and help for the chair.</li> </ul> </li> </ul>	<p>Vice chair selected: USFS/Erin Phelps            Chair rotation:            2024-2026: USFS            2026-2028: NPS            2028-2030: BIA            2030-2032: BLM            2032-2034: NASF            2034-2036: FWS</p>

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