Agenda-Meeting Notes

1) **Roll Call:**

2) **Confirm group members have access to SharePoint site:**

   a) Moved content to SharePoint

   b) No access to NSHO Working unit: https://sites.google.com/site/ihogdemo/home

3) **Update on April Meeting:**

   a) NWCG Staffing Availability

4) **Status Call for Comment:**

   a) Uploaded Excel Spreadsheet for comments

   b) Member's responsibility to update group on new comments and spreadsheet (Update Rule of Engagement)

   c) Any comments?

5) **Task Updates**
   a) Unit level task review (Site List)
      i) New Items:
         (1) Misleading reference regarding NON NWCG Helicopter Management in Chapter 02:
            (a) In IAT there are 2 non fire helicopter manager positions Helicopter Flight Manager (DOI only) and Helicopter Manager Resource identified in IAT. The DOI manager is promoted but not the resource and this has resulted in confusion. IAT should be managing non fire positions, but this reference in NSHO is what people are seeing. Recommend adjusting this to identify both positions, and reference IAT. Also need to address the rumor that the DOI Helicopter Flight Manager position might be eliminated.
      ii) Old Items:
         (1) Progress on Excel forms to MS Word?
         (2) Transfer App G to Chapter?
   b) Committee Tasks
      (1) Review and finalize NWCG Helicopter IPD: https://www.nwcg.gov/nwcg-standards-management-cycle https://www.nwcg.gov/positions/ao
         (a) Standardize all IDPs with NWCG Template
         (b) Update from Dietz on the HECM IPD
6) **Chapter Progress Report out-** chapter unit report out consisting of grammatical, formatting, hypertext link check
   a) Progress of completion
   b) Content or policy discrepancies if identified here

c) Link Updates

CHAPTER	1 - 100%	STATUS / PROGRESS	Ch/App/Forms	12-15%	STATUS / PROGRESS
1 Rawley			15 Clay		
2 Glenn			16 Clay		
3 Cannon			17 Clay		
4 Rob			Appendices		
5 Glenn			HCM (Glenn, Rawley)		
6 Rob			HBM (Brian, Clay)		
7 Glenn			App G (Rob, Cannon)		
8 Brian			HJA (Cannon, Kyle)		
9 Rob			App E (Rob, Kyle)		
10 Kyle					
11 Brian					
12 Kyle					
13 Brian					
14 Cannon					

7) **Update Rule of Engagement and Unit Charter**

   a) **Comments on Updated Charter:**

8) **Unit member questions:**

   a) How are our processes working?

      i)
   b) Are there questions regarding navigating our document content files
      i)
   c) Are new reference files needed to be uploaded?
      i)