Agenda-Meeting Notes

1) **Roll Call:** Rawley Holiday, Glenn Dietz, Kyle Tolosano, Dean Hall, Rob Johnson, Cannon Mix

2) **Confirm group members have access to SharePoint site:** Rawley, Glenn, Kyle, Dean, Rob, Cannon

   a) Moved content to SharePoint: all files seem to have transferred over from Google Shared Drive effectively

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

3) **Update on April Meeting:** Cancelled, recommend scheduling in Fall 2020 or early 2021.

   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.
            (b) Dietz Proposes to remove duties & responsibilities for these two positions and just write into the NSHO language that refers to the source DOI/IAT policy and standards for non-fire helicopter management requirements. Cannon recommends considering all of the implications this may have. How do different agencies utilize the NSHO for fire vs. Non-fire operations. There is a reason these non-fire Helicopter Manager duties & responsibilities were put into the IHOG years ago. Need to do some more research and revisit this topic.
      ii) Old Items:
         (1) Progress on Excel forms to MS Word? Rawley made good progress on HCM-15 & HCM-16, got input from Jesse regarding font & bolding of text. Cannon recommends maybe seeing if we can, instead of requiring one set of official forms packages, just describe a list of "mandatory information" that must be included on each form and

allow users to use what forms they want to use to submit the documentation.

(2) Transfer Appendix G to NSHO Chapter 18? - Cannon thinks it's a great candidate to transfer into an NSHO Chapter. National Aviation Safety Group not quite ready to take this Risk Management material as a National Interagency standard. There is value in

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: 40% done, plan to save the HECM IPD Draft to the NSHO SharePoint site byCOB March 25, Unit members encouraged to add comments to the draft 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	100		15 Clay		
2 Glenn			16 Clay		
3 Cannon			17 Clay		
4 Rob			Appendices		
5 Glenn			HCM (Glenn, Rawley)	HCM-16,15,14	
6 Rob			HBM (Brian, Clay)		
7 Glenn			App G (Rob, Cannon)		
8 Brian			HJA (Cannon, Kyle)		
9 Rob			App E (Rob, Kyle)		
10 Kyle	100				
11 Brian					
12 Kyle	50				
13 Brian					
14 Cannon					

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

a) **Comments on Updated Charter:** Rawley emailed out the updated Charter, asking Unit members to check it out & let him know if changes recommended. Draft Charter also saved to the SharePoint site.

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?

9) **Next Conference Call: Tuesday, April 7, 1000 hrs Pacific time.**