

DATE: April 7, 2020

Note Writer: Dietz &

10:00 Pacific Time

Number 866-809-3611 (Participant 80120779) (Leader 37047123)

Agenda-Meeting Notes

1. **Roll Call: Glenn Dietz, Dean Hall, Brian Pippin, Rob Johnson, Jesse Bender, Kyle Tolosano, Cannon Mix, Annie Benoit.**

2. **508 Compliance – Excel Forms (Jesse)**

- a. **Direction-Understanding:** Either way presents challenges, the HCM-15 Excel draft example still has problems with rows that have multiple words or information in the first column, but that spread across the rest of the row. Functionality for operational users is vital, yet, by law, these documents need to be 508 compliant for accessibility to those who have disabilities. NWCG Staff is available to help, but their workload is high with multiple other projects. Huge advantage in using Excel for its mathematical calculations as well as for other functions such as tabulating daily sheets for the whole season within one spreadsheet.
- b. **Q & A:** Cannon asks what the group thinks is better, Excel or Word? Dietz, Tolosano, Pippin & Johnson believe Excel is the way to go. Jesse shared some example documents via email that show some ideas of functionality, Excel vs. Word. Cannon asks: is there a way we can just post what information is required to be on each form and leave it at that? Jesse says that NWCG is only responsible to have NWCG posted documents to be 508 compliant. If we did go this route, it would be the responsibility of whomever is creating the actual form to make it 508 compliant if they chose. Very unlikely that individual modules would be called to the carpet for using a non-508 compliant form. Cannon asks: If something were to happen that would cause an investigation, who's responsibility would it be to ensure the appropriate form was used? Jesse: Depends on what the standard is. If NWCG did not have a standard form identified, then any form would be acceptable, as long as the required information is on the form. Law recognizes that there will be forms/doc's in use that are not 508 compliant, such as hand-written documents. Tolosano: It's good to have a nationally accepted standard form, especially for trainees. Dietz agrees. Good idea for Unit to discuss options and how feasible each option would be, before progressing.
- c. **Examples:** [HCM-15\(MS Word\)](#) and [HCM-15\(Excel\)](#)

3. **Helicopter Incident Position Description (Annie)**

- a. **Direction –Understanding:** Off to a good start with the first draft HECM IPD. Keep referencing source documents when adding description. Will get input from Unit members to improve document. Approval process: just need to present to IHOpS to get their approval to send to NWCG for posting to their site. NWCG ready to accept IPD anytime. After approximately 4 months on NWCG site and receiving input from the field, the IPD gets set to "Approved".
- b. **Examples:** [HECM IPD](#)
- c. **Q & A**

4. **Continue: Misleading reference regarding NON NWCG Helicopter Management in Chapter 02 (pg4, line 16):**

- 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. Non-Fire operations should be covered in individual Agency tiered aviation plans. Ask NWCG if they're ok with scrubbing non-fire operations language from the NSHO document. Also need to get IHOpS opinion of scrubbing these references in the document.

5. **Approve Unit Charter Updates:** Cannon – Charter to identify whether Unit is Wildland Fire specific? Need to decide whether NSHO document is Wildland Fire specific first, then that will determine whether NSHO Unit is as well.

6. **Call for comments:**

a. **ANY NEW FIELD COMMENTS**

7. **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	100		16 Clay		
3 Cannon	30		17 Clay		
4 Rob	100		Appendices		
5 Glenn	100		HCM (Glenn, Rawley)	HCM-16,15,14	
6 Rob			HBM (Brian, Clay)		
7 Glenn	100		App G (Rob, Cannon)		
8 Brian			HJA (Cannon, Kyle)		
9 Rob			App E (Rob, Kyle)		
10 Kyle	100				
11 Brian					
12 Kyle	100				
13 Brian					
14 Cannon	40				

8. **Schedule Next Fall Meeting: Oct, Nov, or Dec?**

9. **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.

10. Next Unit Call: Thursday, April 16, 1000 Pacific time.