Agenda-Meeting Notes

1. **Roll Call:** Holiday, Dietz, Tolosano, Hall, Johnson, Camblin, Mix,

2. **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. April 16, 2020: Input from agencies regarding NSHO utilization for Fire vs. Non-fire helicopter operations.
      i.   BIA: NSHO is to be used as policy reference for all helicopter operations.
      ii. BLM: NSHO is to be used as policy reference for all helicopter operations.
      iii. USFS: NSHO is to be used as policy reference for all helicopter operations.
      iv. States: NSHO is to be used as a Guide reference for all helicopter operations, especially when working on Fed incidents.
      v.   NPS: NSHO is to be used as policy reference for all helicopter operations. Good idea to create links/reference language in the NSHO to provide reference to source document/policy for non-fire helicopter positions.
      vi. OAS: NSHO is to be used as policy reference for all helicopter operations. Indifferent about non fire training reference.

   c. 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.

3. **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.

   a. April 16: "Because the NSHO is considered policy by all Fed Agencies for Fire and Non-Fire helicopter operations, the scope of the NSHO Unit covers all helicopter operations."

4. **Call for comments:**

   a. **ANY NEW FIELD COMMENTS**

5. **IPD Development:** Dietz to continue work on creating IPD templates, working up the ICS organization.

6. **508 Compliance:** What is the Unit's view of which route to take?
   a. Convert forms to MS Word 508 Compliant.
   b. Convert forms to MS Excel 508 Compliant.
   c. Create language that directs the information that is required to be delivered in each form and its routing, then create 508 Compliant forms packages that are recommended, but not mandatory to use. Thereby, modules can use whatever form the want to use in the field.
7. **Chapter 18 Risk Management:** Unit members, please review Rawley's work transitioning Appendix G to Chapter 18 in the 2021 Draft NSHO shared document.
8. **Chapter Progress Report out-** chapter unit report out consisting of grammatical, formatting, hypertext link check

   a. Progress of completion – Cannon made a new tool labeled "Chapter Assignments" on the left tool bar of the NSHO SharePoint site so that individuals may update their progress of the chapter they are assigned.

   b. Content or policy discrepancies if identified here - Refer to "Chapter Assignments" tool.

   c. Link Updates

   d. 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	100		HBM (Brian, Clay)		
7 Glenn	100		App G (Rob, Cannon)		
8 Brian			HJA (Cannon, Kyle)		
9 Rob	100		App E (Rob, Kyle)	50	
10 Kyle	100				
11 Brian					
12 Kyle	100				
13 Brian					
14 Cannon	40				

9. **Schedule Next Fall Meeting: Oct, Nov, or Dec?**
   a. Tolosano: last week of Oct. Not good for him, good for Oct. 19-23 or Nov. 2-6
   b. Camblin: Good for Nov. 2-6
   c. Holiday: I am good with Nov. 2-6
   d. Dietz: Good for Nov. 2-6
   e. Cannon: Good for 2-6, has room in his office to host the meeting if needed.
   f. Johnson: Nov. 2-6 = potential conflict, will get back to us with info.

       g. Pippin: ?

10. 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.

11. Next Unit Call: May 21, 2020, 10:00 Pacific time