



National Wildfire Coordinating Group Training Delivery Committee

Meeting Minutes

DATE: July 28, 2022

ATTENDEES:

Arnberger, Jeff, Liaison, N
Benoit, Annie, Primary Member, Y
Black, Mike, Liaison, Y
Buhrig, Chris, Primary Member, Y
Burkhammer, Erin, Primary Member, Y
Cota, Heath, Co-Chair, Y
Craig, John, Guest, Y
Curtin, Lindsey, Guest, Y
Dillon, Tom, Primary Member,
Dinkel, Anna, Primary Member, Y
Dukart, David, Primary Member, Y
Dutchick, Peter, Co-Chair, Y
Faller, Lydia, Guest, Y
Flanagan, Sean, Primary Member, N
Frost-Madrid, Karin, Primary Member, N
Garity, Tim, Guest, Y
Gibson, Matthew, Guest, Y
Gividen, Rick, Guest, Y
Guzman, Frank , Liaison, N
Jacks, Randy, Primary Member, N
Lee, Sarah, Advisor, N
O'Hara, Katy, NWCG Coordinator, Y
Palmgren, Glenn, Primary Member, N
Patterson, Stephen, Primary Member, N
Sexton, Richard, Primary Member, N
Skraba, Amy, Primary Member,
Skudlarek, Mark, Primary Member, Y
Trauernicht, Nathan, Primary Member, N
Wegner, Melissa , Primary Member, N
Williamson, Kerri, Primary Member, Y

I. TDC Update on Current Actions:

- NWCG Updates

Annie Benoit

Staffing and personnel: Hope to be advertising 3 instructional design positions in the next month. Mark Cantrell, lead instructional designer and media supervisor, is leaving soon for a position with DOD. Lori Glaeser accepted a 120-day detail with IOL but will still spend 20% of her time with NWCG.



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Contracting efforts: About halfway through CRWB position, with Tim Garity as principal SME. Have found that the principal SME role is very valuable in moving the process forward, will use this model moving forward. Process is underway for FAL3, about to get started with MEDL, awaiting bids on FAL1 and FAL2.

S-190 OLT will be posted in test phase on WFLP in mid-August, will request feedback from learners, learners can receive a certificate.

D-110 is on NWCWG website in the new template, working on final steps of certification.

Next Gen PTBs: Testing format with a cohort of CRWBs, plus a few SCKNs and TIMEs. Might test ICT4s soon. The challenge is training the trainers on how to use the PTB. Positive feedback so far and implementing suggestions for improvement.

FI-110: Working through the contract to develop an online version.

Spending time and focus on internal process, how the system functions from start to finish, to be more efficient and responsive to the field, including adding positions.

- OWF/WFLP Governance Board Updates Rick Gividen

Gov board chair and vice chair are up for rotation.

For expanding LMS access, Totara, the contractor who is doing Fed Ramp authorization, is taking longer than anticipated, but we should be ready to explore with OCIO in Nov-Dec.

30,000 user accounts have been created this FY

WFLP to IQCS data transfer was successful with a test file, more to come.

National Training Officers have asked for Infrastructure Bill funding to focus on wildland fire training beyond that which ties directly to ICS positions, including “day job” skills and competencies. This finding would augment what is currently being done in the LMS.

CELT Team has been working with the Leadership Committee on the Leadership Levels for better assessment of learning outcomes.



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- ETSC Updates Mark Skudlarek/Jon McLaughlin

Have been meeting weekly to discuss needs in the WFLP. The focus is still on the selection and application process. Heather Reichert has been meeting with Totara daily to develop and refine the process, and the NW is testing the functionality.

Looking at data standards and terms for course and student enrollment status, course naming convention, etc. This is important as we begin communicating between systems.

- PMS 901 Updates/ Request for change Process Dutchick/Cota/O'Hara

Request for change process for the PMS 901 is almost up and running, just finishing up back end/tracking process. When an RFC is assigned a TDC rep (corresponding agency) will be assigned to work through process and present to TDC. Will utilize RFC form for submission and management of requests. TDC primary members should read PMS, 901 and familiarize themselves.

Virtual Delivery of NWCWG Training Courses/VILT terminology: determining whether it should be incorporated into PMS-901 or presented in a separate guide. TDC members, please review.

- National Training Delivery Team Peter Dutchick

Team 3 has launched, training starts PP17. FS-sponsored, 120-day detail/temp promotion, 12 team members. Will be focused on delivering courses, acting as force multipliers for GA courses, and performing design work for specific courses. Planning for cohort 4 to target the backlog of aviation courses.

II. Lightning Round:

NR/Matt Gibson: Sent final briefing paper for S490, was a large success for NRs over 4 years, dropped student failure rate from 25%-4% with new design, direction in briefing paper is to send the course back to appropriate committee, Matt Gibson leaving NRTC for IOL. Annie Benoit: Curriculum management Unit will be the drivers; conversations are happening on the entire fire behavior series.

GB/ Erin Burkhammer: 2 new training specialists starting August 4th, initial course schedule will be out July 29th in time for early courses, not using the portal for noms for FY23.

NOPS/Kerri Williamson: New training tech starting August 1st, working on a MS Forms nom process for FY23

SOPS/Anna Dinkel: SOPS will also use MS Forms for noms.



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SA/Lindsay Curtin: Nothing new to report.

EA/David Dukart: Planning to us WFLP for noms, struggling to get correct roles, working on EA ESF#4, working with SA on 400-level courses in FY23.

RM/John Craig: Looking to announce 3rd training specialist in RM, pushing out PTs with the teams and individually, working on schedule for FY23.

Action item, please review the following:

[Virtual Delivery of NWCG Training Courses | NWCG](#)

[NWCG Standards for Course Delivery, PMS 901-1 | NWCG](#)