



Wildland Urban Interface Mitigation Committee

Conference Call Minutes – October 7, 2020

Notes by: Faith Berry

Time: 12:00 pm MT 10/7/2020

Roll Call: Erin O’Conner, Jeremy Taylor, Faith Berry, Sarah McCaffrey, Jonathan Bruno, Jonathon Skinner, Deb Fleming, Jolene Ackerman, Jennifer Hansen

Approve September Minutes: Minutes approved with corrections

Data Standards Term Request (All)

Deb and Jeremy will research the NWCG request of terms and requested information. NWCG will be consolidating the labeled process development for business terms and ensuring the definition holds true.

Deb shared we do have other glossary terms, the WUI Mitigation Committee has several other terms and all have recently been revised. After further research, Jeremy and Deb will report out the findings.

If terms are out of date, we can address these items on a future call. As a Committee we can look through these terms as Deb and Jeremy will provide additional clarification next call to the Committee.

Active Membership WUI MC Guidelines (Erin)

What does active membership mean for the WUI MC? How do we determine quorum as a Committee?

If someone is on the Committee and has not participated in over a year, do we ask someone else from their organization to participate instead? Jeremy solicited comments from the Committee.

Sarah yes if you can’t make a meeting in a year then someone else should take your place. The committee discussed, if you cannot make a call in 6 months maybe 6 calls a year, 50% of calls you will be asked to seek a replacement representing the respective agency on the Committee. J. Skinner agreed with 50% of calls. Do we set a precedent, the guideline that committee members must make 50% of calls? If 3 or 4 calls have passed with no attendance, then the Committee Chair will reach out to the person. Six months will be a trigger point for non-participating committee members to be asked if someone else from their organization will be able to participate in calls and take their place. Motion passed.

To address the question of a committee quorum, 2/3rds of Committee attendance is required for a committee decision. The meeting can be held with less Committee members, but no decisions can officially be made.

Is meeting monthly still working for all members of the Committee? Sarah shared if they are not monthly, then the monthly meetings should be longer to accomplish the same amount of work. Faith shared they should be monthly and kept short and have defined tasks. Jolene agreed that they should be

monthly otherwise you lose track of project activities and goals. August seems to be the hardest month due to wildfire season for people to attend.

The first Wednesday of the month sometimes interferes with holidays such as the 4th of July and New Year's in January.

Motion made and accepted to keep meetings monthly and the same duration of an hour.

Firewise Subcommittee Revitalization (Jeremy)

Zachary Ellinger and Jeremy have been working on developing names and contact information for old Firewise Subcommittee members to revitalize the subcommittee. Not a whole lot of activity has occurred since the branding of Firewise by NFPA.

Zach and Jeremy are trying to revitalize the Committee to have them review the submitted proposal for Firewise from NFPA for 2021. The Subcommittee, once reformed, will be looking at the proposal and providing input.

Chief Will May from the NWCG Executive Committee shared that the Firewise Subcommittee did indeed fall under the NWCG WUIMC and charter. The name of any potential members that may be interested in the Subcommittee should be shared with Jeremy to be then be provided to Zach.

Once names of the Subcommittee are determined, the group will have quarterly meetings.

WUI Specialist Update, Position Task Book, MBP Training Support (Jeremy & Jon B.)

Mike Mattfeldt from the US Forest Service shared there was not a defined process to get the WUI Specialist position into the federal supplement. The position did not make it into the Federal supplement for this year.

The Committee and working group will need to look at the WMIT position code and position information on the Teams Website. Additionally, we need to check on the state side to add the WMIT in IQS. Deb's advice was to get the task book completed, training finished, and qualifications completed, then determine what other agencies want to adopt the position.

If the demand for the position grows, the Committee can further enhance and support the Mitigation Best Practices or refine it to be adopted as a formal course. Required courses need a primary focus to get it online, and timing to deploy the course is critical. Mitigation best practices is the qualification training course.

Draft WUI MC Historical Record and Committee Document

Jeremy is plugging away on this project. He connected with Chief Will May and obtained a significant amount of information to develop the historical documents, charter, etc. He will get this information from chief may and cache it in Microsoft Teams for now.

Jeremy opened discussion to any additional questions.

Jennifer was reading the notes from last month about the WUI Desk Reference Guide regarding the question about how often it needs to be updated, she has latest version with the latest updates. NWCG previously received a comment from the western states to do a more in-depth review of this document.



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Jeremy will share this document as soon as possible for the committee to review and perform a deeper review of the Guide.

A final Action Item was for all WUI MC members to send names of talented technical experts for consideration for participation on the Firewise subcommittee to Jeremy.

Meeting adjourned: 12:54pm MT

Next meeting: November 4th (conference call)