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**Executive Board:** Garth Fisher (BIA), Aitor Bidaburu (USFA), Dan Smith (NASF), Shane McDonald (FWS), Mark Koontz (NPS), Tim Sexton (RD&A), Jim Durglo (ITC), Will May (IAFC), Kim Van Hemelryck (DOI OWF Liaison), Jeff Arnberger (BLM), Heath Hockenberry (NWS), Frank Guzman - Chair (USFS)

**NWCG Staff:** Deb Fleming (Acting NWCG Program Manager), Darci Drinkwater (Executive Secretary), Katy O'Hara (Coordinator), Annie Benoit (Acting Coordinator), Jesse Bender (Publications Manager), Nancie Turner (Webmaster), Jeff Hughes (Training Program Manager)

**Guests:** Erik Litzenberg (IAFC), Heath Cota (TDC), Peter Dutchick (TDC), Chris Buzo (OWF), Stewart Richter (WFLP Governance Board), Jim Shultz (IPSC)

| Topic & Notes | Decision |
|---|---|
| **NWCG Project Priorities:**<br>• Reviewed and validated Project Priories https://www.nwcg.gov/priorities | N/A |
| **TM-19-001, NWCG Wildland Fire Learning Portal Implementation Plan: Closeout**<br>• Original memo tasks the NWCG Manager to work in coordination with the DOI Office of Wildland Fire to develop an implementation plan for the NWCG Wildland Fire Learning Portal by June 1, 2019.<br> o Requesting to closeout original tasking but continue with regular updates from the Learning Portal Governance Board. | APPROVED |
| **Wildland Fire Learning Portal (WFLP) Update:**<br>• Plan moving forward:<br> o Move programs to production e.g., Apprenticeship Program<br> o Certifications e.g., IROC. Will track annual training with automatic updates.<br> o Create site admin support group for NWCG courses. Contractors would handle non NWCG course issues.<br> o Meeting once per month.<br>• Transition plan for moving National Fire Academy courses to Learning Portal is in progress. Due date for total transition is October.<br> o Training Development Committee (TDC) and Governance Board converting old PowerPoints to the WFLP.<br>• Instructors will be able to clone courses.<br>• Finalized Learning Portal SOP which will be out next week.<br>• Current active users 19,000, up from 300 a year ago.<br>• Recruiting four Training Specialists detailers to teach RX courses.<br>• GATRs will develop MOUs for partners using the WFLP not Governance Board, as needed. | N/A |

| Topic & Notes | Decision |
|---|---|
| **TM-19-002, NWCG Course Management Subgroup Assessment: S-520/S-620 Course Steering Committee Alignment Recommendation:**<br>• Mission: Provide national leadership in management of Advanced Incident Management, S-520 and Area Command, S-620.<br>• Objectives:<br>   o Develop and maintain S-520 and S-620, based on IMT process, and Command and General Staff positions standards.<br>   o Provide input on IMT/Area Command Team process standards and position standards to Incident and Position Standards Committee (IPSC).<br>   o Develop job aids with NWCG and TDC.<br>   o Coordinate with Complex Incident Management Course (CIMC) to maintain equivalency of course outcomes.<br>   o Coordination with National Advanced Fire and Resource Institute (NAFRI).<br>• S-520/S-620 Course Steering Committee will be aligned under IPSC<br>   o Integrate business process.<br>   o Reassess yearly. | APPROVED |
| **TM-20-003, Alternative Course Delivery Update:**<br>• High priority courses are in the Learning Portal.<br>• M-581, collaborative effort with GATRs for area delivery for high priority students.<br>• Developing fixed cadre of detailers to focus on teaching RX courses.<br>   o Virtually presented six times per year.<br>• ICS-400 and ICS-300 uploaded to WFLP.<br>• Holding bi-weekly editor/trainer workshops until demand lessens.<br>• Created NWCG Library of courses, Collaborative Library and Best Practices Library.<br>• Next steps:<br>   o Continue collaborating with end users to improve courses.<br>   o Purposing Education Technical working group as subcommittee in the future.<br>• Continuing benefits of TDC:<br>   o Connecting and sharing at a national level.<br>   o Access better information which equals better courses.<br>   o Reducing duplication of efforts. | N/A |

| Topic & Notes | Decision |
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| **Revision of the NWCG Training Course Certification Levels:** <br>• NWCG previously utilized two levels of certification, then moved to a single level. Given the transition to digital course material, the accelerated revision process, and the transition to position-specific modularized training, proposing to revert back to two-level certification. <br>• Level II: <br>   o For courses revised by committees. NWCG Training consults as necessary and reviews for approval. <br>• Rationale for Level II: <br>   o NWCG Training is implementing the performance-based system via the Standards/IPD/PSAT/Training Process. <br>   o "NWCG Training will be focusing on operations and safety related training first. Having a level II certification will allow committees to move forward with courses that NWCG Training may not be able to support in the near-term.". | APPROVED: Move to two levels of certification. |
| **TM-21-xxx, NWCG Standards and FireNet: Review Draft Tasking** <br>• NMAC issued memo 21-001 reiterating FireNet is the official electronic messaging and file collaboration system for interagency wildland fire incidents. It also recommends the establishment of consistent business approaches and standardized forms. <br>• Draft Tasking Memo directs NWCG committees and subgroups to coordinate with FireNet Business Leadership in the development of standardized business practices for large fire incidents. <br>• Next steps: <br>   o Generate list of identified standards to distribute to committees. <br>   o Meeting with coordinators, FireNet leads, and committee chairs to establish process for recommendations and implementations. | APPROVED: Finalize tasking and distribute. |
| **NWCG Executive Board Response to Incident Workforce Development Group (IWDG) Briefing Paper, Leadership and Support for Complex Incident Management Teams (CIMT):** <br>• Reviewed draft response memo to be issued jointly by NMAC, FMB, and NWCG Executive Board. <br>• Additional details will be contained in action plan to be submitted by IWDG. | APPROVED: Move forward with support from NWCG Executive Board |

*Additional information beyond these meeting notes (e.g., handouts, presentations) will require a FOIA request to ensure proper privacy regulations are followed. Please request via FOIA Online Website at https://www.doi.gov/foia/make-a-request*

| Topic & Notes | Decision |
|---|---|
| **Annual Meeting Recap and Discussion:**<br>• Great turnout. All committee chairs, NWCG staff and NWCG EB attended.<br>• Two-hour blocks worked well and kept people engaged.<br>• Committees request more time to present.<br>• Virtual format worked well, allowed for more flexibility. | N/A |