



## Agency Administrator Subgroup

<https://www.nwccg.gov/partners/iwdg>

**Date:** 14 February 2024, 1600 – 1700 MT

**Members:** Chad Stewart, Chair, USFS | Kim Pierson, USFS | Lynn Polacca, BIA | Tanya Thrift, BLM | Clay Jordan, NPS | Jesse Bender, IWDG

**Not Present:** Sam Leneave, NASF

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### Agenda Items:

#### IWDG Meeting

- April 30 – May 2; Outer Banks, NC
- Attendance and participation by AA Subgroup members is welcome and encouraged. Logistics information will be sent out by IWDG. Predominant topics will be Phase 2 of CIM and other IWDG initiative and recommendations.

#### Communications

- IWDG StoryMap updates include a portion directed at AAs. Additional information and links can be added at any time.
  - StoryMap works for now but a more permanent location should also be identified for consolidating tools and information for AAs regarding fire and CIMTs specifically.
- Request for support to create video updates for 2024 CIM implementation are still in progress. The outcome may be one overview video or multiple shorter ones with specific target audiences, which would include one for AAs and line officers.

#### CIMT Evaluation Form

- Additional feedback and edits will be incorporated into the draft form. Bender will update the document and send out for final review before the form is sent on to NMAC for approval.
- Form should include process for the completed forms. Recommendation is to send to coordinating group and agency leadership.
- Once group approves edits, will share feedback with Kari Grover Wier and Steve Miller as well.

#### Agency-Specific AA Training and Qualification Requirements

- Discussed and compared AA training and qualification requirements for each agency for both wildland and prescribed fire.
  - NPS – No formal certification process currently and approaches are not consistent nationally.
    - Often rely on discretion of Fire Management Officer (FMO) for what is needed and when the AA experience level is insufficient for the incident.
    - Less experienced superintendents often have a coach, but it is not required.
  - BLM – No qualification for prescribed fire but a concerted effort is being made to have line officers visit Prescribed Fire Training Center to gain experience.
    - For wildland fires, there is a required task book as of 2023 but it's not as rigorous as USFS.
    - Shadow assignments are offered but not consistently or thoroughly for all line officers.

- BIA –No formal process. Currently rely heavily on dialogue with the FMO when there is a fire to support the line officers. Some superintendents have never had any fire training or experience. Need the support of agency executives to establish a minimum guidance.
- USFS – Have three levels of AA for both wildland and prescribed fire with task books for each one. Task books are updated almost annually.
  - AA level is matched with the incident complexity based on outputs from WFDSS.
  - Some regions have specific requirements as well, such as participation in pre-season workshops or specific trainings.
  - One outcome of prescribed fire analysis is increased focus on the AA levels and training.
- All agree a baseline standard would be beneficial. Agencies could always be more stringent if the baseline was adopted as either federal supplement or NWCG qualifications.
  - Core competencies could be drawn from AA evaluation form, existing task books, and other documents to develop a baseline.
  - Recognize that all agencies are at different places regarding AAs. Explaining why a baseline is necessary is more important than being too prescriptive in the requirements.
  - Once foundational concepts and expectations are agreed upon, each agency could customize as needed.
- Members will consider the possible outcomes of this discussion before proposing any actions. Add to March agenda for further discussion.