

LEADERSHIP SUB-COMMITTEE MEETING
Orlando, Florida
November 30 – December 3, 2009

Agency Representatives Present: Jim Cook (USFS), Chris Wilcox (FWS), Brian Fennessy (Local Cooperators / San Diego FD), Ted Mason (BLM), Mark Stanford (States / Texas FS), Jim McMahill (NPS), Dave Koch (temporary BIA Representative)

Advisors: Jim Glenn, OWDC Liaison (BLM); Jennifer Smith, Webmaster (BLM); Pam McDonald, Logistics Coordinator (BLM); John Wood, Gleason Award (USFS); Dan Kleinman, L-580 Steering Group (USFS); Paul Hanneman, L-580 Steering Group (Texas Forest Service), Deborah Corner, NAFRI Liaison (USFS); Shane Olpin, L-180/280/Refresher Training (USFS)

Agency Representatives/Advisors Absent: Bill Miller (USFS)

Guests/Presenters: Billy Phillips (USFS), Matthew Gibson (USFS), Julian Affuso (USFS), Christine Schepp (BLM), Travis Dotson (NPS), Kurt La Rue (BLM), Colby Jackson (USFS), Jesse Myers (USFS), Ben Murphy (USFS), Andy Bidwell (USFS); Eric Carlson (L-3, Contractor), Joe Ferguson (L-3, Contractor), Rob Fitkin (L-3, Contractor)

TUESDAY - NOVEMBER 30, 2009

Welcome and Introductions (Jim Cook)

Jim Cook welcomed members of the Committee as well as the L-580 Steering Group and various guests to the fall meeting, then he conducted an initial briefing regarding meeting layout and I/ITSEC attendance. After the briefing concluded, the L-580 Steering Group split from the main committee to conduct business.

Open Action Log (All Members)

Jim Cook reviewed the Open Action Item Log with the group to solicit the status of items generated from previous meetings. Members provided a brief synopsis as well as status of each action item.

Action Items Completed: #382, 383, 384, 386, 387, 388, 389, 391, 392, 393, 394, 395, 396, 397, and 398

Action Items Dropped/Removed: #376 (superseded by 384), 390

Action Items Remaining Open: #367, 372, 385

NWCG/OWDC Update (Jim Glenn)

Jim Glenn briefed the group on the recent consolidation of the TWT and IOS Working Team into the Operations and Workforce Development Committee (OWDC). The Leadership Committee will be a subcommittee under the OWDC with little or no change to Leadership Committee operations.

ACTION: Prepare a new three-year budget proposal for NWCG by March 2010. (Jim Cook and Chris Wilcox)

Lead by Example Award (John Wood)

John Wood briefed the group on the status of the Lead by Example Award program. The nomination and selection processes continue to work well.

The group discussed the effectiveness of the efforts of paid advertising for the award. The quarterly e-mail reminder and website posting continue to provide the best method of exposure; therefore, no paid advertising will be done for the 2010 award.

ACTION: Provide names of individuals to be considered as members of LBE award selection panel to John Wood by December 15, 2009. (All members)

ACTION: Distribute the quarterly LBE award e-mail nomination reminder all members by December 15, 2009. (John Wood)

Leading & Learning Newsletter (Pam McDonald and Jennifer Smith)

Pam McDonald and Jennifer Smith briefed the group on the success of the first *Leading & Learning* newsletter. Nearly 3,000 hits have been made to the online version of the e-mail. Distribution via Lotus Notes with a PDF version of the newsletter was also quite successful with many individuals requesting to be added

to the e-mail list. The “shotgun” (e-mailing to contacts) tactic and posting on the leadership website seems to function well for distribution.

Given the success of the newsletter, the group discussed the pros and cons of a hard copy (mailed) versus electronically (e-mail) distributed newsletter. Most members preferred the hard copy format but did not think the extra money for shipping was the best use of funds. The newsletter will continue to be sent via e-mail and posted on the leadership website annually following the spring Leadership Committee meeting.

The group determined that the newsletter should continue and identified various article topics for the 2010 version. Topics include an L-580 update, Kleinman; GETA projects, Billy Phillips; program history, Jim Cook and Chris Wilcox; DeGrosky L-380 evaluation, Ted Mason; I/ITSEC, Pam McDonald.

ACTION: Prepare articles for the spring 2010 *Leading & Learning* newsletter. (Dan Kleinman, Billy Phillips, Jim Cook, Chris Wilcox, Ted Mason, and Pam McDonald)

Blog Proposal (John Wood and Pam McDonald)

John Wood and Pam McDonald briefed the group on efforts to create a leadership blog and showed the group a prototype that has had limited use by the 2009 Gettysburg Staff Ride participants. The group determined that the blog concept could provide added benefit to the leadership program and gave approval to implement. However, some concerns were voiced as to comment moderation as well as organization on the website. The group requested that a set of standard operating procedures be developed regarding how comments will be moderated. Additional information will be placed on the side of the blog addressing comment submission.

ACTION: Develop standard operating procedures for submitting and moderating blog comments prior to making the blog go live by February 2010. (Pam McDonald and John Wood)

Ted Mason addressed the ted.com website as a source for leadership videos.

ACTION: Review <http://ted.com> for consideration as inclusion on the links page of the website by February 2010. (Jim Cook)

L-180 Online (Christine Schepp)

Christine Schepp presented an overview regarding continuing efforts related to the project. The proposal to create an online version of L-180 was accepted and funded by the TWT. A statement of work was created, request for proposal submitted, and contract granted for development of a management plan (Phase I). Wendell Welch is the Contracting Officer and Christine will be the Project Lead.

Three to four SMEs are needed to support the project, two individuals have committed to assist. All SMEs should have experience with crew leadership and have been an L-180 instructor. Shane Olpin will be the Leadership Committee point of contact for the project.

ACTION: Submit to Jim Cook names to be considered as SMEs for the online L-180 project by January 2010. (All members)

ACTION: Coordinate SMEs with NWCG Distance Learning shop by January 2010. (Shane Olpin and Jim Cook)

L-180/L-280 (Shane Olpin)

L-180 and L-280 were successfully revised and are now available through PMS. Shane Olpin advised the group that very few changes were made to L-180, and less than 20 percent of L-280 content was in need of updating. The leadership website was expanded to include a web pages and documents relating to conducting the FLAC section of L-280.

L-380/L-381 (Shane Olpin)

Shane Olpin (for Bill Miller) presented issues and concerns related to vendor currency and lead instructor approval. Specific discussion related to lead instructors leaving an approved vendor and how vendors certify their lead instructors. Ted Mason expressed similar concerns for L-480. The group determined that a small team should review the evaluation processes to determine whether or not changes are needed.

ACTION: Review, align, and revise as needed, the L-380 & L-480 evaluation processes by March 2010. (Bill Miller, Shane Olpin, and Ted Mason)

Modeling and Simulation and I/ITSEC Orientation (Eric Carlson, Joe Ferguson, and Rob Fitkin)

Eric Carlson gave the group a short orientation to modeling and simulation and what to expect while attending I/ITSEC. As a former Incident Commander, Joe Ferguson presented his thoughts about the future of training our senior wildland firefighting leaders and challenged the group to create a vision statement. Rob Fitkin explained the ISD process and his role in training development in preparation for interacting with vendors at the conference.

TUESDAY - DECEMBER 1, 2009

L-480 Steering Group Updates (Ted Mason)

L-480 Steering Group Transition

Ted Mason advised the group that the new L-480 Steering Group is in place and functional. Due to the early retirement of Bill Molumby and pressing issues related to L-480, the hand off scheduled for this meeting occurred earlier this fall.

The group revisited the need for the L-480 Steering Group and determined that continued need for course material maintenance and lead instructor/vendor evaluation require this group remain active.

New & Current L-480 Provider Update

The current approved L-480 providers include Iverson and Booster.

The Saleen/Braun course with Merrill Saleen as lead instructor had its alpha test this spring. Recommendations from the L-480 evaluation team led to a lead instructor transition from Saleen to Kurt Braun.

Braun is working with the Great Basin to create a new, government-owned L-480 training package which will be tested during the Beta testing in March 2010.

ACTION: Notify Ted Mason of individuals to be considered for the March 2010 Great Basin L-480 course by January 15, 2010. (All members)

NAFRI Role with L-480

The MyFireCommunity website has been used for communication with the Braun during the development of a new training package.

NAFRI has been distributing the course materials (pre-course work and student workbooks). Future L-480 course materials distribution will be done through the vendor.

ACTION: Draft a brief mission statement, including the original guiding principles, into a document to function as a charter for the L-480 Steering Group by February 2010. (Ted Mason)

L-480 Name Change/Issue Paper #104

Organizational Leadership is the newly approved name for L-480 and the PMS 310 and Field Manager's Course Guide will be updated to reflect the approval.

L-480 Website and Document Management

The website was updated to reflect changes in providers and name change.

NAFRI will continue in the custodial role for L-480 course.

The group discussed the status of the L-480 evaluation form revision. Kurt La Rue notified the group that the form under revision and will be available in the near future.

Electronic Components of the Leadership Program (Jim Cook)

Jim Cook addressed the development of more and more electronic components (website, blog, and MyFireCommunity) to the leadership program. Continued effort is needed to ensure that each component is properly maintained with outdated materials removed.

ACTION: Remove unnecessary L-480 items in the MyFireCommunity neighborhood by February 2010. (Ted Mason and Deb Corner)

Leadership Challenge Reading (Pam McDonald)

Pam McDonald led the group through a review of Chris Widener's *Art of Influence*. A challenge was

ACTION: Post ted.com leadership video links on the blog and send Jim McMahill's article to all members by January 2010. (Pam McDonald)

WEDNESDAY - DECEMBER 2, 2009

L-580 Steering Group (Dan Kleinman)

Dan Kleinman updated the group on the efforts of the L-580 Steering Group. The group has created a draft mission statement.

Dan presented L-580 accomplishments to date: 2008 Chancellorsville Staff Ride (4 NIMO teams), 2008 completion of the L-3 Agreement, 2009 Gettysburg Staff Ride (4 Type 1 IMTs), 2008 and 2009 Wharton Leadership Conference.

Gettysburg Staff Ride

Dan briefed the Committee on the 2009 Gettysburg Staff Ride that was held April 27-30, and attended by four IMTs from Great Basin, California, Pacific NW, and Southeast, as well as various agency administrators from across the country.

The nomination letter for the 2010 Gettysburg Staff Ride which will be held May 3 through 5 went out in mid-November with four ICs already requesting that their teams be considered for the five available slots.

Wharton Leadership Conference

The 2009 Wharton Leadership Conference was held June 16 with eight individuals in attendance. This opportunity continues to be a great source of leadership development and the steering group recommends it be offered for 2010. The next conference will be held June 16, 2010.

ACTION: Submit recommendations of individuals who could perform the lead role for the Wharton Leadership Conference to Dan Kleinman by January 15, 2010. (All members)

L-580 Related Web Sites

The group discussed the various L-580 related web sites (MyFireCommunity, IMT Center, and the WFLDP blog) and the need for someone from the L-580 Steering group to provide oversight to keep the various components current.

Leadership is Action Potential Future Venues

The group discussed potential venues that could be developed for L-580. Venues include a Vicksburg Staff Ride, Mann Gulch/Little Big Horn Staff Ride San Diego Historic Wildland Fire Staff Ride, Alamo Staff Ride Katrina/Rita Google Earth Case Study, and New York City 9-11 Case Study.

ACTION: Develop a long-term plan for developing and supporting future L-580 venues and present at the spring 2010 meeting. (Jim Cook, Chris Wilcox, Brian Fennessy, Dan Kleinman, and Paul Hanneman)

ACTION: Make a determination on the use of the L-580 designator. If the number is kept as the designator, develop an entry for the Field Manager's Course Guide by the spring 2010 meeting. (Dan Kleinman and Jim Cook)

ACTION: Finalize the mission statement, including the original guiding principles, into a document to function as a charter for the L-580 Steering Group by February 2010. (Dan Kleinman)

PMS 490 Project (Billy Phillips, Ben Murphy, Jesse Myers)

Billy Phillips, Ben Murphy, and Jesse Myers presented a Google Earth proof of concept for the Dude fire case study in PMS 490.

The group discussed the pros and cons of various delivery options—self-study or facilitated, online versus DVD-packaged, and the time commitment needed to create the product.

ACTION: Develop a plan for melding the instructional and video components of the PMS 490 with Google Earth products by January 2010. (Shane Olpin, Jesse Myers, Ben Harper, Matt Gibson, Billy Phillips, and Jim Cook)

THURSDAY - DECEMBER 3

Online Toolbox Update Strategy (Chris Wilcox)

Chris Wilcox briefed the group on the status of the online toolbox update strategy. Advocates have been assigned to most tools to ensure that the update process can begin in spring 2010. Items to be updated include (secondary priority = S):

Staff Ride Library (Jim Cook & Chris Wilcox)

- Review and update the Staff Ride Guide (dated 2003)
- Revise the Facilitator Reference format
- Build Google Earth fly-arounds for each staff ride
- Compile existing interview videos onto a DVD/online for facilitators (S)

TDGS Library and Sand Table showroom (Julian Affuso)

- Revise the TDGS Workbook (dated 2004)
- Update showroom
- Develop a 4-hour lesson for M410
- Produce a new video for PMS
- Revise the drop down search function (S)
- Revise naming conventions (S)
- Link to GETA website / GEEX users guide (S)
- Add municipal and local TDGS (S)

Developing Standard Operations Procedures in Wildland Fire Management (Open)

- Needs an advocate
- Review and update the SOP Guide (dated 2003)

Briefing and Intent (Randy Skelton)

- Review and update the web pages (dated 2003)
- Tie back to IRPG

After Action Reviews (Open)

- Needs a dedicated advocate /Matt Gibson to assist / John Wood volunteered as advocate
- Review and update web pages
- Expand on intent behind the AAR
- Provide new formats and examples from the field

Self Development (Travis Dotson)

- Review links
- Develop a self development tool reference
- IDP/day job crosswalk

Bin Items

L-380 DeGrosky Study Follow-up

Mike DeGrosky would like to partner with the Leadership Committee for further L-380 study. DeGrosky will submit a proposal at the Spring 2010 meeting.

L-380 Vendor Certificates

Jim Cook briefed the group on a recent occurrence where a vendor issued an NWCG certificate with a local cooperator agency.

Steering Group Names

The group discussed the Operating Principles for NWCG and how subcommittees and those groups beneath them are named. The Leadership Subcommittee determined that the L-480 and L-580 steering groups be called “units” and the Toolbox update group will be a “task team.”

California Training Officer Presentation

California Geo Area requested a member of the Leadership Subcommittee to present at their Training Officer meeting May 18-19, 2010.

ACTION: Contact California GATR to put John Wood on the Training Officer meeting agenda by February 2010. (Jim Cook)

2010 Annual Fireline Safety Refresher Briefing

Shane Olpin briefed the group on how the NWCG reorganization has impacted the Annual Fireline Safety Refresher Committee and current efforts for the Refresher.

ACTION: Work with the Refresher team to develop a Leadership Toolbox segment for 2011 Annual Fireline Safety Refresher video prior to fall 2010 meeting. (Shane Olpin and Chris Wilcox)

Charter Rewrite Followup (Jim Cook)

The group provided input on key items to address in the charter rewrite.

ACTION: Rewrite the Leadership Committee charter and send draft to members for comment by January 31, 2010. Submit to OWDC at their February 2010 meeting. (Jim Cook, Chris Wilcox, and Mark Stanford)

Professional Reading Program/Book on Books (Kurt La Rue)

The group determined that the Professional Reading Program did not require an update at this time.

ACTION: Determine a long-term strategy for the *Book on Books* publication by the spring 2010 meeting. (Kurt La Rue and Chris Wilcox)

Appreciation Schwag (Jim Cook)

The group determined to limit appreciation items to hats and pins.

I/ITSEC Debrief

Chris Wilcox led the group in a debrief about I/ITSEC.

Next Meeting:

March 15 through March 19, 2010 or
March 22 through March 26, 2010 (TBD)
Tentative Location: Tucson, Arizona