

**LEADERSHIP SUBCOMMITTEE MEETING**  
**Conference Call**  
**October 10, 2012**

**Agency Representatives:** Chris Wilcox, Chair (FWS); Mike Ellsworth, Co-Chair (BLM); Jim McMahon (NPS); Jeremy Bennett (BIA); Mark Stanford (States/Texas A&M Forest Service); Jill McCurdy (USFS)

**Advisors:** Pam McDonald (BLM), Logistics Coordinator; Jennifer Smith (BLM), Communications; Bill Miller (USFS), L-381/L-580 Coordinator; John Wood (USFS), Gleason Award; Cadre Coordinator; Travis Dotson (NPS) Lessons Learned Center; Ted Mason (FWS), L-480; Larry Sutton (USFS), L-580 Steering Committee; Heath Cota (USFS), Lead Time; Paul Hannemann (Texas A&M Forest Service), OWDC Liaison

**OLD BUSINESS:**

**Action Item Log Review and Accomplishment Status Update (McDonald/Wilcox)**

***Briefing and Intent Toolbox Video Production (#436, Skelton-Lead/Miller/Olpin):*** Proceed as time and funding allows.

***Ted Putnam Lifetime Achievement Narrative (#468, Miller-Lead/Smith):*** Finished. Bill will get to Jenn Smith via John Wood for posting.

***L-380 Change Recommendation Summary (#481, Miller):*** Extend to spring 2013.

***Curriculum Materials to Pam McDonald (#482, Mason, Miller, Heaton, Sutton, Olpin, Skelton)/Leadership Neighborhood Consolidation on MyFireCommunity (#483):*** Materials continue to be collected and assembled. This action item will move into more of a standard operating procedure. Due to the volatile nature of data storage and viability of present platforms such as MyFireCommunity, data transfer will be a never-ending task. Curriculum Management Unit stewards will continue to assemble documentation and submit to Pam McDonald for upload.

***LBE Operating Plan Update (#484, Wood-Lead/McDonald/Smith):*** John Wood will ensure that all updates to the Lead by Example Operating Plan are made prior to use by the Selection Committee in January 2013.

***L-580 Feedback to NWCG Executive Board (#486, Wilcox-Lead/McMahon/Sutton):*** Extend to spring 2013. All relevant information should be forwarded as soon as possible. Funding for the 2013 Gettysburg staff ride was cut and faces complete cancellation if sequestration occurs in January.

***L-580 Gettysburg Field Coordinator (Trainee) Nominations (#487, All Agency Reps):*** Due to Chris Wilcox by May 2013.

***GATR Staff Ride Proposal to OWDC (#492 Revisited, Ellsworth/Wilcox):*** The LSC discussed what could be done to market staff rides including showcasing staff ride offerings on the Wildland Fire Leadership Development Program (WFLDP) website.

**ACTION: Work with Kim Bang and Jenn Smith to provide a link to staff ride offerings posted on the National Wildland Fire Training website by November 1, 2013. (Mike Ellsworth)**

***Fatality Fire Case Study Training Package (PMS 490 Revision):***

- ***Establish a Fatality Fire Case Study Training Package Revision Task Team (#497, Dotson/Olpin):*** A task team was established to facilitate creation of a fatality fires case study training package. This project was not funded by NWCG. The US Fish and Wildlife will provide the funding to ensure the project is completed. Brit Rosso is willing to promote the effort through the Interagency Hotshot community at their November meeting in Tucson.
- ***PMS 490 Video Playlist Activation (#502, Dotson):*** Travis Dotson activated the PMS 490 video playlist on the LLC YouTube channel.
- ***HFACS-focused Template Creation (#503, Olpin; L-380), Lead Instructor Template #504, Miller and #523-dropped, Olpin):*** A vendor is willing to create a Human Factors Analysis and Classification System (HFACS)-focused template as a proactive system for identifying our vulnerabilities when reviewing fatality fires. The LSC acknowledged Larry Sutton's concern with the HFACS model and agreed to work with the vendor to ensure that the template design address his concerns. Since a vendor is available, development by agency L-380 lead instructors is not necessary.

**ACTION: Complete a scope of work for contracting a HFACS-focused template for the fatality fire revision project and process through the US Fish and Wildlife by December 1, 2013. (Bill Miller – Lead, Chris Wilcox)**

**ACTION: Advise Brit Rosso on the status of the creation of an HFACS-focused template for use with the fatality fire revision project by November 1, 2012, for briefing during the IHC fall meeting. (Travis Dotson)**

***L-380 and L-381 Course Material Requests (#499, Mason):*** Completed Ted Mason briefed the GATRS on the LSC's process for requesting L-380 and L-381 course materials.

***Staff Ride Landing Page Icons for Incident Review Database (#505, McDonald):*** Pam McDonald created Incident Review Database landing page files for staff rides and submitted to Travis Dotson for upload.

***DeGrosky Ph.D. Research Interviewee Names (#506, All Agency Reps) and Letter of Research Support (#507, Wilcox):*** Completed. LCS agency representatives provided interviewee names to Mike DeGrosky and a letter of support was drafted in support of his Ph.D. project. Chris Wilcox asked Mike about the possibility of receiving trend data from his report. There was no new information found. There was validation of the L-380 cultural effect.

***San Diego County Megafire Product (#508, Fennessy-Lead):*** This is a work-in-progress. A non-NWCG sponsor is willing to assist with the development of this product.

***WFAP Wilderness First Aid/Medical Response Course (#509, Olpin-Lead/Skelton/Dotson):*** Shane Olpin, Randy Skelton, and Travis Dotson provided feedback to Jim Shultz regarding a wilderness first aid/medical response course in the WFAP curriculum. This course is going forward.

***L-Curriculum Analysis following the L-380 Revision (#510, Skelton-Lead/Olpin/Dotson):*** Pending. Depending on available funding and the completion of the L-380 revision, the L-curriculum will be analyzed.

***OWDC Response to Amending L-280 Lead Instructor Qualifications (#511, Ellsworth-Lead/Mason):*** Completed. Mike Ellsworth and Ted Mason wrote and submitted a response denying a request for change of the L-280 lead instructor qualifications.

***Palmer Type Profile Tool Research Proposal (#512, Miller):*** Completed. Bill Miller and Charlie Palmer met with MTDC to determine whether MTDC had an overlapping project or conflict with Charlie Palmer's proposal to conduct a type profile tool research project. No conflict existed nor was MTDC able to assist. Bill has had no contact with Charlie since that meeting.

***Leaders We Would Like to Meet Process (#513, Wood-Lead/McDonald):*** Extend date to spring 2013. John Wood and Pam McDonald will continue to brainstorm a revision of this product.

**ACTION: Resubmit the Sue Husari Leaders We Would Like to Meet write-up to Jenn Smith for posting on the WFLDP website by December 1, 2012. (Jim McMahill)**

***L-481 Tasking Proposal (#514, Mason-Lead, Wilcox):*** After careful consideration this action item was revised from a formal briefing paper to an informal talk with various points of contact. The GATRs would like the proposal vetted through the field (See #522 below). The US Forest Service has submitted an issue paper regarding their delivery of L-480/S-420 through various channels and has heard little. Paul Hannemann noted that Deb Fleming had sent the US Forest Service proposal to OWDC for consideration.

***"6 Minutes for Safety" Leadership Prototype Proposal (#517, Cota):*** Completed. Heath Cota worked with Kathy Komatz to incorporate leadership series, *LEAD Time*, into the 6 Minutes for Safety database. Heath completed one topic and established leadership topics that existed within the database were converted to *LEAD Time*. (See "New Business" for additional discussion.)

**ACTION: Create a LEAD Time library and link to the library on the front page of the WFLDP website by December 1, 2013. (Jenn Smith)**

***WFLDP Vision Proposal (#521, Wilcox):*** Chris sent a copy of the WFLDP vision proposal to Karyn Wood, Evans Kuo and Bob Baird.

***Intent into Action GATR Briefing (#522, Mason):*** Ted provided the GATRs with a briefing regarding the status of Mission-Centered Solutions Intent into Action course evaluation. The GATRs were receptive to curriculum changes and want to be involved in decisions and vetting. (See #514 on previous page.)

***NWCG Proposal to Redirect Staff Ride Mobile App Funding to Fatality Fire Case Study Training Package (#524, Wilcox):*** Complete. NWCG identified higher priorities for funding and was pulled to support emerging NWCG priorities.

### **Social Media Update (McDonald - Handout)**

Pam McDonald provided an update regarding blog and Facebook use statistics. There has been a significant increase in use since the IGNITE the Spark for Leadership campaign was launched in April.

Jenn Smith will provide website statistics at the spring meeting.

### **Mobile Applications (Wood)**

- ***Mobile Application Developer Account (#495, Wood) and Agency Hosting Possibilities (#515, All Agency Reps):*** NWCG Training Branch has mobile application developer accounts. Agency hosting is not necessary.
- ***South Canyon Staff Ride App Workgroup (#500, Wood-Lead/Olpin; #518, Ellsworth/Wood/Bennett/Olpin; #519, Wood-Lead/Ellsworth/Bennett/Olpin) and Staff Ride Feedback:*** Completed. The workgroup worked with Rob Navarro to develop a South Canyon Staff Ride app that was tested following the Redding Hotshots staff ride. The app was not allowed to be used during the staff ride but was tested afterwards. Minimal feedback was received and will be incorporated into the app. The opportunity for use exists. John recommends moving forward with populating other staff ride apps.
- ***Staff Ride Mobile App Priority List (#501, Wood-Lead/Olpin):*** Once the South Canyon Staff Ride template is finalized, John Wood, Mike Ellsworth, and Shane Olpin will work with Rob Navarro to establish the priority list for future staff ride mobile apps. Update due date to spring 2013.

**ACTION: Consult with Deb Fleming regarding Rob Navarro's assistance in future staff ride application construction and report to the Staff Ride Workgroup by December 1, 2012. (Chris Wilcox)**

- ***"What's New" App for WFLDP (#516, Wood-Lead/Dotson):*** After some discussion between John Wood and Travis Dotson, the issue with establishing an app to replace RSS feeds on the WFLDP was not needed. The WF Lesson Learned Center (LLC) has determined removal of WFLDP blog update feeds through their What's New app was unwarranted. LLC will once again add blog updates through their app. Depending of the availability of funding, LLC is considering movement to the next pricing level for application marketing.

**ACTION: Add the WF LLC “What’s New” icon and app download link on the WFLDP blog and the WFLDP website by November 1, 2012. (Pam McDonald, blog lead; Jenn Smith, WFLDP website lead)**

Chris Wilcox asked about the status of the *Leading in the Wildland Service* mobile application developed by Force Readiness. At the present time, only a pdf file exists via our website. Jenn Smith has not received the files.

**ACTION: Obtain the *Leading in the Wildland Fire Service* mobile application files via John Wood through Force Readiness and work with Rob Navarro to put into the application marketplace and with Jenn Smith to provide a link on the WFLDP webpage by December 1, 2012. (Mike Ellsworth-Lead, John Wood, Jenn Smith)**

**Professional Reading Program Sparks and Updates (McDonald)**

Pam McDonald conducted a Professional Reading Program revision “Spark” (volunteer cadre) campaign. Approximately 20 individuals have indicated an interest to provide input into revitalizing the program. Presently, the Sparks have started a national book read (*Team of Rivals*) and created the Fireline Leadership Reading Room within MyFireCommunity. Pam is hopeful that Google applications will provide various tools that can be used to refresh the program and promote reading. The effort stalled due to the early and active fire season. Hope is to revitalize efforts this winter.

**L-480: Eastern Area Offering (Bennett)**

The BIA is sponsoring and funding the beta testing of DeGrosky’s L-480 in Minneapolis January 14-18, 2013. Coaches are needed as well as an evaluation team.

**ACTION: Contact Jeremy Bennett about assembling an evaluation team for DeGrosky’s L-480 beta test by November 1, 2012. (Ted Mason)**

**ACTION: Provide names of potential coaches to Jeremy Bennett for support of DeGrosky’s January 2013 L-480 beta course by December 1, 2012. (All Agency Representatives)**

**NEW BUSINESS:**

**LEAD Time (Cota)**

In addition to the discussion of LEAD Time from “Old Business,” Heath expressed the value of this feature in 6 Minutes for Safety. The question is how to manage the project and provide some level of control. Heath is the product point of contact and would like assistance in populating topics.

**ACTION: Send the LEAD Time template to all LSC members for use in populating leadership topics in 6 Minutes for Safety by November 1, 2012. (Heath Cota)**

**ACTION: Create LEAD Time topics and send to Heath Cota and report progress at the spring 2013 meeting. (All LCS members, specifically Jenn Smith, Travis Dotson, Mark Stanford)**

**“Leading with Courage” – Wildland Fire Leadership Campaign (McDonald – Handout)**

Pam McDonald updated the LSC on efforts to create a national leadership campaign that will launch in January 2013 and addresses the following purposes:

- To foster a cohesive effort to promote leadership across the wildland fire service.
- To provide a template that can be used to encourage leadership development at the local level.
- To provide a mechanism to collect leadership best practices and share throughout the wildland fire service.

Pam issued a “Spark” volunteer request and received great comments from the field. Special recognition goes out to Dave Smallman with the Asheville Hotshots for his contributions to the final product.

**ACTION: Distribute the 2013 Wildland Fire Leadership Campaign Reference Guide to all LSC members for distribution throughout agency networks prior to the January 2013 launch. (Pam McDonald-Lead, All LSC members)**

**Drexel University – LeBow College of Business/Leadership in Cinema Informal Partnership (McDonald)**

Pam briefed the group on an informal partnership that was established with Dana D’Angelo and the LeBow College of Business. Dana has incorporated the Leadership in Cinema program into some of her leadership courses. As part of their grade, students are required to create lesson plans that could be incorporated into our program. Dana estimates that between 4 to 10 lesson plans per semester will be created.

Jenn Smith created a page on the Wildland Fire Leadership Development Program (WFLDP) website to showcase Drexel lesson plans. Future lesson plans will fully incorporate the WFLDP values and principles and *Leading in the Wildland Fire Service*.

**BLM L-Course Requirement Proposal (Ellsworth)**

Mike briefed the LSC on efforts within the BLM Training Program to establish requirements for leadership training that is similar to that established by the US Forest Service but also includes aviation positions.

**2013 NWCG Budget (Wilcox)**

WFLDP funding took significant cuts during the last NWCG All-Chairs budgetary meeting. NWCG Chairs were asked to reduce the budget by approximately \$900,000. The decision was

made to fund the Paul Gleason Lead by Example Award, but all other projects were either reduced and/or suspended pending the January 2013 sequestration outcome.

As stated earlier, the US Fish and Wildlife will fund efforts to complete the Fatality Fire Case Study Training Package.

### **Round Robin**

- BLM (Ellsworth) – nothing to report
- BIA (Bennett) – nothing to report
- NPS (McMahill) – nothing to report
- US Forest Service (McCurdy) – the vice-Cook position is at the Department level. The hope is to advertise in the next month or so.
- States (Stanford) – Will send out another Lead by Example nomination request as well as disseminate information regarding the 2013 WF Leadership Campaign.
- OWDC (Hanneman) – nothing to report
- LEAD Time – Will continue to look into using the Fire and Aviation mentoring network. He is encouraging Innovation Summit organizers to host another event.
- LBE Award (Wood) – As per our SOP, send Selection Committee names to John by November 1, 2012.
- Communications (Smith) – nothing to report. Pam relayed messages of support from the field regarding the web redesign.
- L-380 (Miller) – Needs SME names for L-380 revision task group.
- WF LLC (Dotson) – Requests that a work group be formed to identify broken links that have occurred as a result of the website redesign.

**ACTION: Establish a workgroup to identify broken links on the WFLDP website prior to or at the spring 2013 LSC meeting. (Smith-Lead, Wilcox)**

### **Next Meeting:**

The next meeting is tentatively scheduled to be held February 25 – March 1 or February 11 – 14; location TBD.