

LEADERSHIP COMMITTEE MEETING
Tucson, AZ
March 27– 29, 2007

Agency Representatives Present: Jim Cook, FS; Duane Tewa, BIA; Chris Wilcox, FWS (acting); Tim Blake, BLM (acting)

Agency Representatives Absent: Mark Stanford, Texas Forest Service; Mark Linane, Santa Barbara County Fire Department; Ted Mason, BLM; Doug Alexander, NPS

Liaisons/Advisors: Jennifer Smith, NIFC; Pam McDonald, NIFC; Bill Miller, FS

Liaisons/Advisors Absent: Jim Glenn, TWT; Dan Kleinman, NIMO; John Wood, FS;

Guests: All days: Melinda Martin, BLM; Tuesday only: Cyndie Hogg, NAFRI; Dave Koch, BIA; Jerome MacDonald, FS; Renee Beams, FS

Tuesday – March 27, 2007

Open Action Item Log (Pam McDonald)

The LC reviewed and provided updates to the Action Item Log.

Preparation for L-480 Work Groups (Cyndie Hogg and Jim Cook)

There have been six courses delivered nationally. Course evaluations have come back favorably for the course. Discussion focused on how to finalize the implementation of the L-480 IMT Leadership course.

Cyndie Hogg briefed the LC on the course material ownership differences among leadership courses. L-480 course development was contracted through a vendor; course materials are the property of the government. NAFRI will distribute course materials as needed.

Cyndie Hogg presented the following documents to LC members and guests: Prospective L-480 Course Provider Information; L-480 Instructor Criteria; L-480 Course Description (similar to the Field Manager's Course Guide format); L-480 Briefing Paper to Geographical Area Training Representatives; L-480 Logistics. These documents will be finalized by the LC.

The L-480/580 Steering Group considers the course package as a final product. The Steering Group recommends that the package be reevaluated in two to three years as changes occur with related 400 and 500 level courses (S-420, S-520, NIMO).

L-480 Document Work Groups

LC members and guests worked on refining the L-480 documents. Original documents will reside with Cyndie Hogg until final consensus is reached; Cyndie will send the documents through the L-480/580 Steering Group for review.

ACTION: Work with Cyndie Hogg to finalize all L-480 support documents for placement on the NAFRI website. (Jim Cook)

ACTION: Revise the L-480 drop-down menus on the “Training Courses” page to include links to NAFRI’s website for course support info and post-course tools [*Description / Delivery Plan / Instructor Criteria / Pre-course Work / Post-course Tools / Provider Info*]. (Jennifer Smith and Jim Cook)

ACTION: Work with Jerome MacDonald and Renee Beams to prepare an L-480 briefing paper and present to the GATRs at the May GATR meeting. (Jim Cook)

Wednesday – March 28, 2007

Re-cap (Jim Cook)

Jim Cook re-capped the previous day’s events and discussed adjustments for the day’s agenda.

L-580 Proposal Update (Jim Cook)

Jim Cook updated the LC on the status of L-580. The L-480/580 Steering Group is continuing with developing an L-580 course package (video/discussion format). They will give their proposal at the TWT meeting in May 2007. Some suggested considerations for the proposal included: Clearly defined objectives, target audience, evaluation, financial impact, link to S-520.

TDGS Workshop

Chris Wilcox briefed the group on the upcoming TDGS Workshop the week of April 1 in Sacramento. A pre-meeting was held recently in Boise to focus on topics and workshop format. There will be six groups working on new TDGS over a three-day period. TDGS topics to be developed include Wildland Fire Use, Prescribed Fire, S-200 and -300, IMT (Type 3), and logistical. Individuals attending the workshop were encouraged to bring TDGS that have been developed in the field.

A Quality Control team will review all TDGS; all approved TDGS will be placed on the Leadership website.

Chris Wilcox briefed the group on future use of TDGS regarding use with S-courses. When the AAR video was created, footage was made for use with TDGS. The intent is to use some of that footage as well as other products that have been developed to revise the TDGS

video in the Winter '08. This would be a joint product between the Leadership Committee and the Lessons Learned Center.

NPS Leadership Reaction Course (Chris Wilcox)

Chris Wilcox updated the group on the status of NPS (Mike Bland's) Leadership Reaction Course. Development efforts are continuing.

L-Course PMS Order Statistics (Jim Cook)

Jim Cook distributed the statistics regarding leadership course materials that have been ordered through PMS from 2000 to 2006.

TWT Protocol for Posting Online Materials (Jim Cook)

Jim Cook presented the TWT protocol for posting online materials that are a part of the Publication Management System.

S-420, Command and General Staff NWCG Memorandum from the TWT (Jim Cook)

Jim Cook presented a memorandum from the TWT to the NWCG parent group regarding the future of S-420.

San Diego Fire Department L-180 & L-280 Train-the-Trainer Request (Jim Cook)

Jim Cook presented a letter from the City of San Diego Fire-Rescue Department requesting the Leadership Committee to present an L-180/280 train-the-trainer session. Bill Miller and Jim Cook will lead a small cadre to assist with training the week of May 14, 2007.

ACTION: Complete the Train-the-Trainer Plan by May 2007. (Chris Wilcox)

ACTION: Order materials for use with the SDFD Train-the-Trainer by April 1007. (Bill Miller, Pam McDonald, and Jim Cook)

ACTION: Provide the SDFD Train-the-Trainer in May 2007. (Chris Wilcox, Bill Miller, Duane Tewa, Jim Cook, Tim Blake)

L-480 Maintenance Discussion (Tim Blake)

The LC discussed future L-480 maintenance needs including identifying and assessing potential providers and whether the L-380/381 provider evaluation model (less a course materials review) will suffice for L-480. Bill Miller and Chris Wilcox volunteered to review an L-480 delivery to capture a baseline for evaluating potential providers.

Communication Plan (Jennifer Smith)

L-480 Marketing Plan and L-380 Evaluation Marketing Plan (Jim Cook)

In reference to Action Items 311 and 312, the LC decided that formal marketing plans were not necessary to inform the field of L-480 course status and the L-380 Evaluation Project. The LC determined that briefing papers would suffice. Action Items 311 and 312 were dropped.

ACTION: Create a briefing paper regarding the L-380 Evaluation Project and have a LC member personally present to the TWT by Spring 2008. (Ted Mason)

Pamphlets

Jennifer Smith discussed contacts that have been made with various academies to distribute Lead by Example pamphlets and leadership information during training sessions.

Paul Gleason Lead by Example Award

Jennifer Smith briefed the LC of the 2006 award recipients.

Displays

The LC discussed ways to more effectively use displays to promote the leadership program and the Lead by Example Award. The LC decided that more exposure could be made by creating displays for specific training centers that are willing to host the displays. The LC determined that FUTA would receive the displays for FY 2007.

Chris Wilcox will take possession of the old leadership display. He will utilize the portions of the display at various training sessions.

Chris Wilcox discussed creating a short promotional video giving the field a short overview of Paul Gleason's career and the Paul Gleason Lead by Example Award.

ACTION: Develop and create at least two small displays (leadership program and Gleason Award), route to LC members for comments by June 2007, and ship one set to Duane Tewa when complete. (Jennifer Smith)

What's New

Jennifer Smith will work with individual LC members to create “What’s New” drafts for use over the next six months.

ACTION: Collect footage from the November 2007 Texas Forest Service Leadership Academy for a possible video “What’s New” product. (Mark Stanford)

Budget Status (Pam McDonald)

Pam McDonald gave a brief overview of budget expenditures.

L-180 and L-280 Revision Recommendations (Tim Blake)

Tim Blake revisited the recommendations for revising L-180 and L-280. The TWT approved \$25,000 for revision of L-280. A LC workgroup developed an L-180/280 revision process.

Bill Miller will be the LC representative for the revision process.

ACTION: Secure a contract for technical assistance to the L-280 revision project by October 31, 2007. (Ted Mason, Tim Blake, and Jim Cook)

ACTION: Identify and invite L-180/280 revision SMEs to the Fall '07 Leadership Committee meeting by October 31, 2007. (Bill Miller)

ACTION: Finalize the L-180/280 revision guiding principles and send to Bill Miller by May 2007. (Tim Blake)

Lead Instructor Certification Process for Currently Approved Provider of 300-Level Leadership Curriculum Courses (Bill Miller)

Bill Miller provided the LC with an overview of the process utilized for evaluating lead instructors for currently approved 300 level leadership curriculum course providers.

ACTION: Send the finalized *Lead Instructor Certification Process for Current Approved Providers of 300 Level L-Courses* to Jim Cook for posting on the leadership website. (Bill Miller)

ACTION: Collect lead instructor names from current providers and work with Jennifer Smith to post them on the leadership website. (Bill Miller)

Thursday – March 29, 2007

LC members worked to complete the L-480 documents and SDFD L-180/280 Train-the-Trainer Plan.

Fall 2007 Meeting

Tentative date: Week of December 3

Location: TBD