

LEADERSHIP COMMITTEE MEETING
Austin, TX
March 31 – April 2, 2009

Agency Representatives Present: Jim Cook (USFS), Chris Wilcox (FWS), Brian Fennessy (San Diego City FD, Tuesday/Wednesday), Ted Mason (BLM), Mark Stanford (Texas Forest Service)

Agency Representatives/Advisors Absent: Doug Alexander (NPS), vice Tewa (BIA)

Advisors: Jim Glenn, TWT Liaison (BLM); Jennifer Smith, Webmaster (BLM); Pam McDonald, Logistics Coordinator (BLM); John Wood, Gleason Award (USFS); Paul Hannemann, L-480/580 Steering Group (Texas Forest Service)

Guests/Presenters: Tim Blake, NWCG (NPS); William Phillips (USFS), Matthew Gibson (USFS, Wednesday/Thursday); Julian Affuso (USFS); Travis Dotson (USFS); Shawn Whitley (TFS, Tuesday only); Jason Keiningham (TFS, Tuesday only); Wes Moorehead (TFS, Tuesday only)

TUESDAY, MARCH 31

Welcome and Introductions (Jim Cook and Mark Stanford)

Jim Cook welcomed the group to Austin and individuals introduced themselves.

Mark Stanford welcomed the group and presented efforts undertaken by the Texas Forest Service to develop their Leadership Enrichment Program.

Open Action Log (All Members)

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

Action Items Completed: #356, 366, 368, 369, 370, 371, 373, 374, 375, 377, 378, 379, 380, 381

Action Items Dropped/Removed: #303, 365

Action Items Remaining Open: #367, 372, 376

Action Item Discussion:

#367: Brian Fennessy will continue provide information to Jim Glenn regarding the use of L-381 as an alternative route for S-420. The due date was updated to fall 2009.

#368: Mark Stanford and Brian Fennessy will be the point of contacts for leadership training requests that come from state and municipal agencies.

#372: Discussions continue regarding the pros and cons of dropping the L-580 designator.

#376: Efforts continue to solicit new talent from the field to take primary responsibility for various toolbox features in the leadership website that are in need of maintenance.

#381: NWCG Glossary Entry Change Request forms have been submitted for leadership terminology.

ACTION: Follow up on the status of NWCG Glossary Entry Change Request forms for leadership terminology with NWCG personnel. (Jim Cook)

SOP Updates:

Jim Cook notified the Leadership Committee that Duane Tewa has switched jobs and has resigned from the committee. A new BIA representative will be identified.

Pam McDonald discussed the need for continuing use of the Leadership Committee binder. Since most of the information can be found under the archives section on the leadership website, the updating of binders will be discontinued.

2008 Paul Gleason Lead by Example Award (John Wood)

John Wood briefed the group on the selection process and status of the 2008 Lead by Example Award.

Leadership Committee members will continue to provide selection panel members and promote the program to their agencies.

Workshop Items

Members of the committee grouped together to work on various projects and made presentations and recommendations.

L-180 Online (Mark Stanford & Brian Fennessy, workgroup leads)

Jim Cook briefed the group on the concept of presenting L-180 online base on requests from state and local municipal fire agencies. Jim Glenn briefed the group on TWT's discussion regarding funding for the project. The TWT could not approve the request at this time; however, TWT tasked the Leadership Committee to develop a statement of work in case funding becomes available to pursue the project.

Mark Stanford, Brian Fennessy, Paul Hanneman, Ted Mason, and Jim Glenn were assigned to coordinate this item during the breakout sessions.

The workgroup developed a strategy for creating an online version of L-180. Group members concluded that the online version be a direct conversion of the existing L-180 content and provide a robust, interactive experience for the student.

The group discussed the existing feasibility study and creating a statement of work.

ACTION: Draft a statement of work for an online version of L-180 based on the current S-260 statement of work and send to Jim Cook and Jim Glenn for a meeting with Wendell Welch prior to May 2009. (Ted Mason)

Leadership Toolbox (Chris Wilcox , workgroup lead)

Chris Wilcox, Pam McDonald, Jenn Smith, John Wood, Julian Affuso, Travis Dotson, and Billy Phillips were assigned to coordinate this item during the breakout sessions.

The workgroup reviewed each toolbox item and assigned new advocates as needed.

Each toolbox item was reviewed by the workgroup to determine which items needed to be reviewed and potentially revised. Several toolbox items were found to need some level of revision. Each advocate will be responsible for developing a process to get their assigned item revised. Chris Wilcox will identify priorities for

the revision effort. Those items which do not need revision include the Professional Reading Program, Leadership in Cinema, Crew Cohesion Assessment, L-280 Field Leadership Assessment Course (FLAC), Leaders We Would Like to Meet, and About Leadership.

ACTION: Establish a priority list for the revision of toolbox items and make contact with each advocate to begin the revision process by June 2009. (Chris Wilcox and Jim Cook)

ACTION: Organize a TDGS Library product team and present a draft of a Train-the-Trainer product at the fall 2009 meeting. (Chris Wilcox and Julian Affuso)

ACTION: Obtain the raw footage from the Lessons Learned Center sand table video by the fall 2009 meeting. (Jim Cook)

WEDNESDAY, APRIL 1

L-580 Futuring (Paul Hanneman, workgroup lead)

Paul Hanneman, Jim Glenn, Mark Stanford, and Chris Wilcox were assigned to coordinate this item during the breakout sessions.

The workgroup discussed the future of L-580. Recommendations from the workgroup included delivering one staff ride every year and rotate to a new incident every two to three years, continuing the Wharton Conference opportunity, and identifying and evaluating new venues, and utilizing present contract for future events.

ACTION: Organize a separate L-580 team. (Paul Hanneman and Jim Cook)

ACTION: Obtain and review the Gettysburg and Wharton Conference AARs. (Paul Hanneman, Bill Molumby, and Jim Cook)

ACTION: Post the L3 BPA on the leadership website. (Jenn Smith and Jim Cook)

Newsletter Initiative (Pam McDonald, workgroup lead)

Pam McDonald, Jenn Smith, Brian Fennessy, Ted Mason, and John Wood were assigned to coordinate this item during the breakout sessions.

The workgroup discussed the pros and cons of creating a formal newsletter. Discussion revolved around the target audience, frequency and mode of distribution, and maintenance. The workgroup decided to pilot the newsletter on an annual basis with a potential summer update. An April/May distribution date was determined to coincide with announcement and showcasing of the Paul Gleason Lead by Example award winner notification. The publication will be called *Fireline Leadership* and will be e-mail and archived on the leadership website.

ACTION: Contact Steve Romero at LLC to obtain a newsletter template for use with the e-mail distribution by May 2009. (Jenn Smith and Pam McDonald)

ACTION: Develop a feature on the leadership website for the *Fireline Leadership* newsletter with an e-mail subscription link by May 2009. (Jenn Smith and Pam McDonald)

ACTION: Create and distribute the first issue of *Fireline Leadership* to the field by June 2009. (Jenn Smith and Pam McDonald)

L-480 Futuring (Ted Mason, workgroup lead)

Ted Mason, Jim Glenn, Mark Stanford, Paul Hanneman, and Brian Fennessy were assigned to coordinate this item during the breakout sessions.

The workgroup discussed the current concerns with L-480: awkward process for certifying new providers, course title relevancy, IMTs as the target audience, course objectives, and committee attrition.

The group determined that the title of the course, target audience, and objectives should be revisited based on feedback from first three years of delivery
Recommendations include:

- Name: change to *Organizational Leadership*
- Target audience: widen to include mid & upper-level fire service leaders
- Administration: continue with the NAFRI model

- Committee attrition: recruit new members, including Leadership Committee members, for a separate team from L-580.

ACTION: Draft a TWT issue paper requesting a name change for L-480 to “Organizational Leadership” and submit to Jim Glenn by May 2009. (Ted Mason)

ACTION: Organize a separate L-480 team. (Ted Mason and Jim Cook)

PMS 490 (Billy Phillips, and Matt Gibson—workgroup leads)

Billy Phillips, Matt Gibson, Chris Wilcox, Pam McDonald, Jenn Smith, John Wood, Julian Affuso, and Travis Dotson were assigned to coordinate this item during the breakout sessions.

Workgroup members reviewed the PMS 490 course and brainstormed was to refresh the information. The group determined that Google Earth applications should be utilized with a version for both non-Google Earth users and those proficient with the product. A “final” version of the Dude fire should be ready by fall 2009 with other incidents completed in 2010.

ACTION: Obtain the PMS 490 video in .AVI format from the NWCG Instructional Media unit and give to Billy Phillips and Matt Gibson. (Jim Cook)

ACTION: Provide a job code to Billy Phillips to acquire three Google Pro software licenses for PMS 490 revision--\$1,200/year. (Jim Cook)

ACTION: Organize a PMS 490 revision group. (Chris Wilcox, Billy Phillips, and Matt Gibson)

THURSDAY, APRIL 2

Google Earth Update (Billy Phillips and Matt Gibson)

Billy Phillips and Matt Gibson (Google Earth Technology Application Group) presented an update on efforts to incorporate the use of Google Earth into various projects including case studies, FLAGS, and other training exercises. A website was created and is being housed on a secure Google server.

NWCG Update (Tim Blake)

Tim Blake, the NWCG Preparedness Branch Coordinator, briefed the committee on the status of NWCG's restructuring and the effects on the Leadership Committee. The TWT and IOSWT will merge into the Operations and Workforce Development Committee. The Leadership Committee would continue to function under the newly merged committee with little or no impact.

Leadership Committee Model (Jim Cook)

Jim Cook facilitated an open discussion on retooling the committee's organizational model. The Leadership Committee found merit in the existing structure which will continue to be utilized with small alterations.

The Leadership Committee will continue to have agency representatives and functional advisors. Agency representative can take on functional advisor roles. Advisors will organize product teams on an as-needed basis. The Leadership Committee will support the product teams with resources as necessary.

Bin Items

The group talked about the ability to provide an online discussion forum feature to complement the leadership development program.

ACTION: Make contact with FS-IT personnel regarding blogging and report at the fall 2009 meeting. (John Wood)

Next Meeting:

November 30 through December 3, 2009
Tentative Location: Orlando, Florida