

LEADERSHIP COMMITTEE COMPLETE ACTION LOG

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
|-------------|-------------------|--|------------------|----------|-------------------------------------|----------------|
| 1 | 01/02 Portland | Brief Joette Borzik on the need to create an "L-series" for leadership courses during the week of January 28, 2002. | 1 | 01/02 | Sutton | 01/02 |
| 2 | 01/02 Portland | Attend the Advanced Incident Leadership course in Phoenix, AZ, May 2002, to evaluate and summarize the course for the Leadership Committee. | 1 | 09/02 | Sutton/Stutler/Ensley | 05/02 |
| 3 | 01/02 Portland | Request that Rich Caballero, GBTU, assist with Fireline Leadership needs analysis. | 2 | | | Completed |
| 4 | 01/02 Portland | Conduct data collection for needs analysis and delivery requirements for the Fireline Leadership course, including a per year cost estimate, by the May Training Working Team meeting. | 2 | 05/02 | Jim Cook, Tim Blake, Rich Caballero | 04/02 |
| 5 | 01/02 Portland | Attend the Fireline Leadership course in Boise, ID, week of May 20, 2002, and the Incident Leadership test course in Redmond, OR, week of June 10, 2002, for evaluation. | 2 | | Blake | 05/02 06/02 |
| 6 | 01/02 Portland | Complete the development of the Followership to Leadership course by Spring 2002 and place the course into the Publication Management System by January 2003. | 2 | | Cook | 02/03 |

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| 7 | 01/02 Portland | Brief representatives to the TWT and NWCG including a complete leadership curriculum overview and provide ongoing communication. | 2 | ongoing | Sutton | SOP Charter Closed |
| 8 | 01/02 Portland | Request a contracting advisor for vendor-delivered courses during the week of January 28, 2002. | 2 | | Sutton/Cook | Dropped |
| 9 | 01/02 Portland | Develop a draft of specifications for vendor-delivered courses for presentation at the May Leadership Committee Meeting. | 2 | 05/02 | Cook/Sutton | 05/02 |
| 10 | 01/02 Portland | Stategize a comprehensive evaluation review process as well as benchmarks from other organizations in draft form for presentation at the May Leadership Committee Meeting. | 2 | 05/02 | Ensley/Stutler–primary, Thomas/Greear–secondary | Dropped |
| 11 | 01/02 Portland | Continue vendor-provided monitoring of vendor-delivered courses and report the progress by the March IC Meeting. | 3 | 03/02 | Ensley/Stutler–primary, Thomas/Greear–secondary | Dropped |
| 12 | 01/02 Portland | Develop a strategy with Deb Epps and Jim Glenn (NIFC Fire Training) to eliminate or modify S-201 and S-301, for presentation at the May Leadership Committee Meeting. | 3 | 05/02 | Tim Blake | 05/02 |
| 13 | 01/02 Portland | Incorporate the Human Factors course into S-130. | 3 | | | Being completed with the '01/'02 revision of S-130. |

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| 14 | 01/02 Portland | Develop a strategy with Deb Epps and Jim Glenn (NIFC Fire Training) to eliminate or modify S-131, for presentation at the May Leadership Committee Meeting. | 3 | 05/02 | Tim Blake | Dropped |
| 15 | 01/02 Portland | Work with IOS Working Team on the issue of 310-1 revision on required training and make presentation at the May Leadership Committee Meeting. | 3 | 05/02 | Larry Sutton and Nancy Lull | 02/03 |
| 16 | 01/02 Portland | Develop a new leadership flowchart that follows the 310-1 template, for presentation at the May Leadership Committee Meeting. | 4 | 05/02 | Tim Blake | 05/02 |
| 17 | 01/02 Portland | Adopt the Wildland Leadership Values and Principles as found in the Leadership Task Group Report. | 4 | | | Completed |
| 18 | 01/02 Portland | Communication of leadership principles and values to all levels of our work force will be ongoing. | 4 | ongoing | All members | Charter Closed |
| 19 | 01/02 Portland | Develop a self-study component of the leadership curriculum that allows people to study leadership concepts and principles outside the context of formal classroom training and present accomplishments at the May Leadership Committee Meeting. | 4 | | Jim Cook and Larry Sutton | 05/02 |
| 20 | 01/02 Portland | Develop a strategy for future assessment tools by reviewing how other organizations perform assessments and report at the May Leadership Committee Meeting. | 4 | 05/02 | Steve Thomas and Nick Greear–primary, Pam Ensley and Joe Stutler–secondary | Completed based on L-480 redesign plan |

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| 21 | 01/02 Portland | Create a Leadership Committee that will be responsible for overseeing the implementation of the recommendations in the Leadership Task Group Report. | 4 | | | Completed |
| 22 | 01/02 Portland | Continue the process of implementing the recommendations in the Leadership Task Group Report. | 4 | ongoing | All members | Charter Closed |
| 23 | 01/02 Portland | Develop an analytical tool that enables course developers to determine whether leadership components should be incorporated into individual NWCG courses during the revision process. Position Task Books should be closely scrutinized for appropriate leadership tasks. Report at the May Leadership Committee Meeting. | 5 | 5/02 | Tim Blake | 05/02 |
| 24 | 01/02 Portland | Provide a liaison to Mark Rounsaville concerning the implementation of the leadership issues within the Thirtymile Accident Prevention Action Plan. | 5 | | Joe Stutler and Jim Cook | 05/02 |
| 25 | 01/02 Portland | Develop a draft of a formal communication plan for presentation at the May Leadership Committee Meeting. | 5 | 5/02 | Nancy Lull and all members | 05/02 |
| 26 | 01/02 Portland | Develop briefing materials to be used by committee members to keep stakeholders informed on leadership development efforts. | 5 | | Nancy Lull and Larry Sutton | 05/02 |

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| 27 | 05/02 Glenwood Springs, CO | Create a Level 3 assessment tool through a vendor, using students from the apprenticeship academy for the Human Factors (Greg Power) and Fireline Leadership (MC Solutions) courses, by the end of the fire season. | 1 | | Steve Thomas | Dropped |
| 28 | 05/02 Glenwood Springs, CO | Seek the assistance of a contractor to develop more logo choices. | 2 | | Nancy Lull | 05/02 |
| 29 | 05/02 Glenwood Springs, CO | Determine how long S-281 and S-381 should remain on the shelf. (The Leadership Committee recommends that the courses be kept on the shelf for at least one more year. Some people are teaching customized versions of S-381 to improve the training product. This issue will be revisited this spring when it is determined what product will replace S-281 and S-381.) | 2 | | | 11/02 |
| 30 | 05/02 Glenwood Springs, CO | The Leadership Committee recommends that the TWT ask the fire directors on NWCG to disseminate clear "leader's intent" to their agencies for delivery of the leadership curriculum including the mechanics of how vendor-delivered courses will be funded. This is primarily for the agencies currently using the Fireline Leadership and Incident Leadership courses. | 3 | | Larry Sutton | Completed |

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| 31 | 05/02 Glenwood Springs, CO | Provide a link to the S-281 and S-381 issue papers on the TWT web site as well as on the BLM Training web site. | 3 | | Larry Sutton | Completed |
| 32 | 05/02 Glenwood Springs, CO | Conduct an SME workshop to address the issues of recommended versus required training considerations for the 310-1, by October 2002. Presentation of the findings will be presented at the joint TWT/IOSWT meeting in February 2003. | 3 | | Tim Blake—primary; Jim Cook, Nancy Lull, and Larry Sutton—secondary | 02/03 |
| 33 | 05/02 Glenwood Springs, CO | State representatives and GATR members are requested to review the leadership courses. Slots will be made to accommodate a few representatives at a time. | 3 | ongoing | Jim Cook | Done 2002/2003 training seasons |
| 34 | 05/02 Glenwood Springs, CO | Revise S-131 issue paper, disseminate to the Leadership Committee for review, and present at the September TWT meeting. | 4 | | Tim Blake | 09/02 |
| 35 | 05/02 Glenwood Springs, CO | Inquire as to whether the Position Task Books are being reviewed with the S-130 and S-230 course revisions currently under way. | 4 | | Tim Blake | 06/02 |
| 36 | 05/02 Glenwood Springs, CO | Develop an analytical tool that enables course developers to determine whether leadership components should be incorporated into individual NWCG courses during the revision process. | 4 | | Tim Blake and Jim Cook | 09/02 |

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| 37 | 05/02 Glenwood Springs, CO | Develop programs of work for the TWT including costs and personnel needs and discuss with Joette Borzik for presentation at the September TWT meeting. | 4 | | Larry Sutton and Jim Cook | 09/02 |
| 38 | 05/02 Glenwood Springs, CO | Schedule a meeting with the NWCG training development project leaders at NIFC after the analytical tool is developed to discuss leadership component inclusion in the course revision process. | 4 | | Larry Sutton, Tim Blake, Jim Cook | 09/02 |
| 39 | 05/02 Glenwood Springs, CO | Develop a memorandum to the TWT requesting that the leadership course descriptions be included into the Field Manager's Course Guide by September. | 4 | | Jim Cook | 09/02 |
| 40 | 05/02 Glenwood Springs, CO | Rework the Fireline Leadership Delivery Analysis Worksheet into an issue paper to more accurately reflect internal delivery and annual revision costs and address pros and cons of vendor versus internal delivery. | 5 | | Jim Cook, Larry Sutton, Jim Glenn, and Tim Blake | 09/02 |
| 41 | 05/02 Glenwood Springs, CO | Recommend that GATRs attend the Fireline Leadership course to determine the best method of incorporating an agency instructor into vendor-delivered courses. | 5 | | Larry Sutton | 09/02 |
| 42 | 05/02 Glenwood Springs, CO | Complete courseware rating criteria worksheets for Fireline Leadership and Incident Leadership. | 5 | | Jim Cook and Larry Sutton | Dropped |

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| 43 | 05/02 Glenwood Springs, CO | Continue refinement of the existing communication plan including an Outreach Plan with a final draft by the end of June. Any suggestions to the plan are to be submitted to Nancy Lull by June 3, 2002. | 5 | 6/03/02 | Nancy Lull | 10/02 |
| 44 | 05/02 Glenwood Springs, CO | Take the issue of Leadership Committee membership commitment—including participation and reassignment by agency—to Joette Borzik for consideration at the next TWT meeting. | 6 | | Larry Sutton | 05/02 |
| 45 | 05/02 Glenwood Springs, CO | Request that TWT allow a GATR member (Lynne Howard) to attend Leadership Committee Meetings. | 6 | | Larry Sutton | 09/02 |
| 46 | 05/02 Glenwood Springs, CO | Request that the TWT allow the use of a County/Municipal representative (Mark Linane) to become a member of the Leadership Committee. | 6 | | Larry Sutton | 05/02 |
| 47 | 05/02 Glenwood Springs, CO | Leadership Committee to recommend that the length of the L-280 course be increased to 16 hours. | 6 | | | 05/02 |
| 48 | 05/02 Glenwood Springs, CO | Request that John Steffens of the NWCG Standards Unit evaluate the Followership to Leadership course in September in Missoula, MT, or Twin Falls, ID. (Jim Glenn authorized the use of Steffens) | 6 | | | Completed |

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| 49 | 05/02 Glenwood Springs, CO | Revise the Leadership Committee Charter and forward to Logan Lee—Chair of the TWT. | 7 | | Nancy Lull | 05/02 |
| 50 | 05/02 Glenwood Springs, CO | Monthly conference calls will be suspended during fire season. Place this topic on the agenda for the fall Leadership Committee meeting, to determine if the calls are needed in the future. | 7 | | Larry Sutton | 09/02 |
| 51 | 09/02 San Antonio, TX | Prioritize items and provide cost breakdowns for some line items for proposed Program of Work and resubmit to TWT for approval. This item was based on input received during the week that TWT has a budget of \$15,000 earmarked for the Leadership Committee for FY 03, while the Program of Work submitted identified needs totaling \$64,000. | 1 | | Larry Sutton | 09/02 |
| 52 | 09/02 San Antonio, TX | Finalize amendments to Issue Paper #35 and distribute to Leadership Committee members for review. After short review period, submit through proper channels to TWT for approval. | 2 | | Tim Blake | 09/02 |

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| 53 | 09/02 San Antonio, TX | Change the name of “Advanced Incident Leadership” to “IMT Leadership Seminars” with a dual numbering system L-480/580 and ensure that the new name and numbers are incorporated into present information and communicated in the future. | 2 | | All members | 09/02 |
| 54 | 09/02 San Antonio, TX | Make corrections to draft S-281 & S-381 Elimination Issue Paper and distribute to Leadership Committee members for review. After short review period, submit through proper channels to TWT for approval. | 2 | | Tim Blake | 09/02 |
| 55 | 09/02 San Antonio, TX | Rewrite the S-131, Advanced Firefighter Training Issue Paper (draft) to rescind the recommendation to eliminate S-131; distribute to Leadership Committee members for comment. Also, recommend to the TWT that the revision of S-131 be undertaken soon (it is not currently scheduled for revision) and that the revision incorporate more hands-on exercises and reference to the IRPG. | 2 | | Tim Blake | 10/02 |
| 56 | 09/02 San Antonio, TX | Committee members network with various wildland fire academies across the nation to promote delivery of the Followership to Leadership course. | 3 | | All members | Completed |
| 57 | 09/02 San Antonio, TX | Provide course descriptions for L-380. | 3 | | Jim Cook | 01/03 |

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| 58 | 09/02 San Antonio, TX | Develop an issue paper to the TWT addressing the development and delivery issues for leadership training at L-380/ L-381 level. | 3 | | Jim Cook & Larry Sutton | 02/03 |
| 59 | 09/02 San Antonio, TX | Revise the leadership PowerPoint presentation to reflect name changes and proper website information and distribute CD-ROM to Leadership Committee members. | 3 | | Nancy Lull and Pam McDonald | 11/02 |
| 60 | 09/02 San Antonio, TX | Revise the one-page overview sheet to reflect name changes and updated information and distribute multiple copies to Leadership Committee members. | 4 | | Nancy Lull and Pam McDonald | 10/02 |
| 61 | 09/02 San Antonio, TX | Create a briefing paper updating recent leadership development efforts for the fire directors. | 4 | | Larry Sutton and Jim Cook | 10/02 |
| 62 | 09/02 San Antonio, TX | Create a Leadership Committee accomplishment bulleted list and distribute to committee members. | 4 | ongoing | Nancy Lull | Superceded by Item #120 |
| 63 | 09/02 San Antonio, TX | Create a mock-up brochure and bookmark that promote the leadership website. E-mail to committee members for review and approval at the next Leadership Committee conference call. | 4 | | Nancy Lull | 10/02 Brochure on hold |
| 64 | 09/02 San Antonio, TX | Revise the Outreach Plan (matrix) and distribute to committee members so that members know which stakeholder groups they are committed to contacting. | 4 | | Nancy Lull | 04/03 |

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| 65 | 09/02 San Antonio, TX | Submit all four issue papers to Leadership Committee Chairperson by October 21 for distribution to the TWT. These issue papers will be discussed during the TWT November conference call. | 4 | | Tim Blake | 10/02 |
| 66 | 09/02 San Antonio, TX | Sit in on the TWT November 6, 2002, conference call to answer questions on issue papers. | 4 | | Tim Blake and Larry Sutton | Completed |
| 67 | 09/02 San Antonio, TX | Submit recommendations for modifications to the 310-1 to the IOSWT and TWT prior to the February 2003 joint meeting of those two Working Teams. Attend that meeting to discuss recommendations for required or additional training for specific positions. | 5 | 02/03 | Larry Sutton | 02/03 |
| 68 | 09/02 San Antonio, TX | Meet with an SME group comprised of specialists in the fields of Logistics, Planning, Finance, Dispatch and Information to conduct a needs analysis and identify leadership challenges for support positions using the objectives from the Followership to Leadership and Fireline Leadership courses. | 5 | 01/02 | Tim Blake | 02/03 |
| 69 | 09/02 San Antonio, TX | Develop a Program Evaluation Plan (draft) that identifies performance outcomes; present at the February Leadership Committee meeting. | 5 | 02/02 | Steve Thomas | Dropped |
| 70 | 09/02 San Antonio, TX | E-mail comments/suggestions to Jim Cook concerning the website prior to October 4, 2002. | 5 | 10/04/02 | All members | 10/02 |

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| 71 | 09/02 San Antonio, TX | Monitor comments received from the "Contact Us" section of the leadership website and forward to the appropriate Leadership Committee lead. Develop and maintain a process for tracking responses. | 5 | ongoing | Pam McDonald | SOP |
| 72 | 09/02 San Antonio, TX | Committee members read <u>The Future of Leadership</u> by Warren Bennis, Gretchen M. Spreitzer, and Thomas G. Cummings (ISBN 0-7879-5567-1), 2001 for discussion at the February Leadership Committee Meeting. | 5 | | All members | Completed |
| 73 | 09/02 San Antonio, TX | Collect recommended changes to the STEX/TDG Guide and modify as needed. | 5 | | Ted Mason | 03/03 |
| 74 | 09/02 San Antonio, TX | Discuss the future of STEX promotion in the training development community at the February Leadership Committee meeting. | 5 | | All members | 02/03 |
| 75 | 09/02 San Antonio, TX | Make copies of the PowerPoint presentations created by Air Force Research Laboratory personnel and distribute to Leadership Committee and LDR sub-committee members. | 6 | | Bob Kambitsch | Completed |
| 76 | 03/03 Scottsdale, AZ | Follow the NWCG Glossary Term process to place the concept glossaries from L-180 and L-280 into the NWCG Glossary by August 30, 2003. | 1 | 7/03 | Larry Sutton and Jim Cook | Dropped |

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| 77 | 03/03 Scottsdale, AZ | Develop leadership course recommendations for each position in the 310-1. Include which course is appropriate for each position as well as whether a course should be required or “additional training”. Leadership Committee input to the 310-1 must be ready to be presented at the December 2003 TWT meeting. | 2 | 11/03 | Larry Sutton—lead; all members Command—JT Reynolds and Joe Stutler; Operations—Mark Linane and John Wood; Logistics—Nancy Lull and Steve Thomas; Finance—Jim Cook; Planning—Larry Sutton; Dispatch—Tim Blake | 10/03 TB-04/03 JC-05/03 |
| 78 | 03/03 Scottsdale, AZ | Develop Guiding Principles for L-480/L-580 and present to the L-480/L-580 Steering Committee Meeting. | 2 | | Mark Linane, JT Reynolds, Jim Cook, Larry Sutton | 03/03 |
| 79 | 03/03 Scottsdale, AZ | Develop course specifications for the L-381 course by Spring 2004. | 2 | 04/04 | Jim Cook, Larry Sutton | 12/03 |
| 80 | 03/03 Scottsdale, AZ | Develop a framework to articulate a 3-5 year strategy to evaluate leadership training providers by the fall LC meeting. | 3 | 10/03 | Tim Blake | Dropped |
| 81 | 03/03 Scottsdale, AZ | Make corrections to the L-280 course and continue the process of placing into PMS. | 3 | | Jim Cook | 07/03 |

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| 82 | 03/03 Scottsdale, AZ | Review the objective sets for L-180 and L-380 to determine if the topics identified by the SME group are adequately covered in those two courses. Report to Leadership Committee by April 15. | 3 | 4/15/03 | Tim Blake | 04/03 |
| 83 | 03/03 Scottsdale, AZ | Make minor revisions to the master PowerPoint presentation. | 4 | | Larry Sutton, Jim Cook, and Pam McDonald | 03/03 |
| 84 | 03/03 Scottsdale, AZ | Administer "What's New part of the web site. | 4 | ongoing | Jim Cook and all members | SOP |
| 85 | 03/03 Scottsdale, AZ | Give updates on "Frequently Asked Questions" to Jim Cook by the end of each month. | 4 | ongoing | All members | Replaced with #107 |
| 86 | 03/03 Scottsdale, AZ | Give status of Issue Paper 40 to Nancy Lull by April 1, 2003. Develop a strategy for communicating why and how people are to deal with Issue Paper 40 issues. | 4 | 04/01/03 | Larry Sutton and Nancy Lull | Completed |
| 87 | 03/03 Scottsdale, AZ | Identify other leadership web sites that can/should link to the Leadership web site and set up links from those web sites to the Leadership web site. | 4 | ongoing | Nancy Lull | 07/04 |
| 88 | 03/03 Scottsdale, AZ | Capture some of the comments from L-180, L-280, L-380, and L-381 evaluations and create a link on the "Training Courses" portion of the web site and report at the fall LC meeting. | 4 | | Nancy Lull | Dropped |

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| 89 | 03/03 Scottsdale, AZ | Recommend one book yearly to be included on a Leadership Committee Favorites Reading List including documentation of your reason for submission to Jim Cook by April 15, 2003. | 5 | 04/15/03 | Each member | Dropped |
| 90 | 03/03 Scottsdale, AZ | Develop a web design/support "major duties" description for a term/detail position by April 15, 2003. | 5 | 04/15/03 | Jim Cook and Larry Sutton | Dropped |
| 91 | 03/03 Scottsdale, AZ | Present the basic idea of a leadership recognition reward program to the TWT during their April conference call. Communicate the result of this discussion to the rest of the committee so that a strategy can be developed. | 5 | 04/03 | Larry Sutton | Completed |
| 92 | 03/03 Scottsdale, AZ | Develop a leadership reward program strategy by May 1, 2003. | 5 | 05/01/03 | John Wood and Steve Dickenson | Completed |
| 93 | 03/03 Scottsdale, AZ | Develop a reference tool to be placed in the Leadership Toolbox that presents suggestions for implementing local unit reward programs and report at the fall LC meeting. | 5 | | Nancy Lull and Steve Dickenson | Replaced by Paul Gleason Lead by Example Award |
| 94 | 03/03 Scottsdale, AZ | Distribute the Marine Corp leadership doctrine to LC members to review prior to the fall LC meeting. | 5 | | Larry Sutton and Pam McDonald | 3/03 |
| 95 | 03/03 Scottsdale, AZ | Prepare an issue paper to change the name of Fireline Leadership to Wildland Fire Leadership or Emergency Response Leadership and present at the May TWT meeting. | 5 | 05/03 | Larry Sutton | Dropped |

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| 96 | 10/03 Houston, TX | Send formal L-380 evaluation report (<i>Training Evaluation and Needs Assessment</i>) to LC members by December 2003. | 1 | 12/03 | Vi Hillman and Pam McDonald | 12/03 |
| 97 | 10/03 Houston, TX | Create a briefing paper for TWT concerning the L-380 <i>Training Evaluation and Needs Assessment</i> by December 2003. | 1 | 12/03 | Larry Sutton, Vi Hillman, and Lark McDonald | 12/03 |
| 98 | 10/03 Houston, TX | Remain in contact with Vi Hillman and Lark McDonald concerning the L-380 <i>Training Evaluation and Needs Assessment</i> . | 1 | ongoing | Larry Sutton | Completed |
| 99 | 10/03 Houston, TX | Place a copy of the L-380 <i>Training Evaluation and Needs Assessment</i> report on the Leadership website. | 1 | 12/03 | Jim Cook and Pam McDonald | 12/03 |
| 100 | 10/03 Houston, TX | Rephrase the draft L-381 Course Description and Criteria proposal to reflect a recommended course length instead of a minimum course length. | 2 | 12/03 | Jim Cook | 12/03 |
| 101 | 10/03 Houston, TX | Comments or concerns about the draft L-381 Course Description and Criteria proposal are due to Jim Cook by November 21, 2003. | 2 | 11/21/03 | All members | 12/03 |
| 102 | 10/03 Houston, TX | Submit the draft L-381 Course Description and Criteria proposal to the TWT representatives for consideration at their December meeting. | 2 | 11/21/03 | Jim Cook and Larry Sutton | 12/03 |
| 103 | 10/03 Houston, TX | Create an appendix to the L-380/381 course criteria specifications that assists agencies in identifying whether vendor-delivered courses meet course criteria. | 2 | 01/04 | Jim Cook and Tim Blake | Dropped See #133 |

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| 104 | 10/03 Houston, TX | Follow up with Jim Glenn to clarify NWCG Issue Paper 40, <i>Leadership Curriculum Design and Delivery Strategy</i> . | 2 | 11/21/03 | Larry Sutton and Jim Cook | 12/03 |
| 105 | 10/03 Houston, TX | Develop strategy papers for major issues by January 1, 2004. | 3 | 01/01/04 | Nancy Lull | 01/04 |
| 106 | 10/03 Houston, TX | Develop a refresher PowerPoint presentation for audiences that have already been introduced to the Leadership curriculum by January 1, 2004. | 3 | 01/01/04 | Nancy Lull | 03/04 |
| 107 | 10/03 Houston, TX | Update the FAQ section of the Leadership web site. | 3 | Ongoing | Larry Sutton and Nancy Lull | SOP |
| 108 | 10/03 Houston, TX | Get contractor/state personnel contact information to Steve Thomas from Don Artley by December 2003. | 3 | 12/03 | Larry Sutton | 12/03 |
| 109 | 10/03 Houston, TX | Obtain meeting information for contractors by December 2003. | 3 | 12/03 | Steve Thomas | SOP |
| 110 | 10/03 Houston, TX | Obtain a link from the National Fire Plan web site to the Leadership web site by January 2004. | 3 | 01/04 | Nancy Lull | 12/12/03 |
| 111 | 10/03 Houston, TX | Brief the GATRs on the status of the Leadership curriculum at their November meeting in Florida. | 3 | 11/03 | John Wood | Dropped |
| 112 | 10/03 Houston, TX | Make contact with Rich Caballero concerning issues for briefing the GATRs in November. | 3 | 11/03 | Tim Blake and John Wood | 11/03 |

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| 113 | 10/03 Houston, TX | Include Lynne Howard on the mailing list for the LC meeting minutes. | 3 | Ongoing | Larry Sutton | SOP |
| 114 | 10/03 Houston, TX | Provide a portal on the Leadership web site for the field to submit names for consideration to attend the MCU Leadership Workshops. | 4 | 01/04 | Jim Cook | 12/03 |
| 115 | 10/03 Houston, TX | Update the Action Item Log and distribute to LC members upon Chairperson meeting minutes review. | 5 | 11/21/03 | Pam McDonald | 12/01/03 |
| 116 | 10/03 Houston, TX | Distribute a copy of the draft course outline to LC members. | 6 | 11/21/03 | Mark Linane and Pam McDonald | 11/19/2003 |
| 117 | 10/03 Houston, TX | Establish a connection between the L-480/580 Steering Committee and the S-420 NWCG Project Leader. | 6 | 12/03 | Tim Blake and Cyndie Hogg | 12/02/03 |
| 118 | 10/03 Houston, TX | Draft a briefing paper to accompany the 310-1 Leadership template by November 2003 for consideration at the December 2003 TWT meeting. | 6 | 11/21/03 | Larry Sutton | Completed |
| 119 | 10/03 Houston, TX | Finalize the Status Report and place on the Leadership web site by November 2003. | 7 | 11/03 | Jim Cook and Pam McDonald | 12/03 |
| 120 | 10/03 Houston, TX | Update the Accomplishment Log and place on the Leadership web site. | 7 | Ongoing Annual update | Larry Sutton and Jim Cook | SOP |
| 121 | 10/03 Houston, TX | Develop the nomination process for the <i>Paul Gleason Lead by Example Award</i> by January 2004. | 8 | 01/04 | Steve Dickenson & John Wood (lead) | 01/04 |
| 122 | 10/03 Houston, TX | Develop a selection process for the <i>Paul Gleason Lead by Example Award</i> by February 2004. | 8 | 02/04 | John Wood and Steve Dickenson | 01/04 |

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| 123 | 10/03 Houston, TX | Design and obtain the physical awards for the <i>Paul Gleason Lead by Example Award</i> by February 2004. | 8 | 02/04 | Nancy Lull and Jim Cook | Completed |
| 124 | 10/03 Houston, TX | Prepare a briefing paper concerning the Leadership Recognition Program by November 2003 for consideration at the December TWT meeting. | 8 | 11/03 | John Wood | 11/03 |
| 125 | 10/03 Houston, TX | Review Steve Thomas' Draft Leadership Course and Program Evaluation memorandum for discussion at the spring Leadership Meeting. | 8 | 02/04 | All members | Completed |
| 126 | 03/04 Phoenix, AZ | Revise the leadership committee's 310-1 recommendation table to correct errors. | 1 | 04/04 | Larry Sutton and Pam McDonald | 04/04 |
| 127 | 03/04 Phoenix, AZ | Advise Sutton or Cook if L-380 courses are being offered in your area over the next couple of months, for possible attendance by TWT or IOSWT members. | 1 | 06/04 | All members | Completed |
| 128 | 03/04 Phoenix, AZ | Finalize the Leadership Committee charter to reflect the long-term mission of the committee. | 1 | 04/04 | Larry Sutton | 04/04 |
| 129 | 03/04 Phoenix, AZ | Review and communicate the Fireline Leadership core competencies to be evaluated in Degrosky's graduate assessment project. | 1 | 05/04 | Steve Thomas | 04/04 |
| 130 | 03/04 Phoenix, AZ | Distribute to LC members the evaluation sheet the USFS used to evaluate a vendor-delivered course. | 2 | 05/04 | Jim Cook | 03/04 |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 131 | 03/04 Phoenix, AZ | Provide an improved set of Course Design Criteria to LC members based on the information from the USFS L-380 evaluation team. | 2 | | Jim Cook and Tim Blake | Completed See #169 |
| 132 | 03/04 Phoenix, AZ | Address TWT actions regarding inclusion of the leadership curriculum in the 310-1. | 2 | ongoing | Larry Sutton and Jim Cook | Completed |
| 133 | 03/04 Phoenix, AZ | Cancel Action Item #103. | 2 | 04/04 | Pam McDonald | 04/04 |
| 134 | 03/04 Phoenix, AZ | Create one "What's New" item that is occurring in each LC member's area and submit to Jim Cook prior to the next meeting. | 2 | Ongoing | All members | SOP |
| 135 | 03/04 Phoenix, AZ | Ensure that a representative from the LC attends S-420 Steering Committee meetings. | 3 | Ongoing | Larry Sutton, Jim Cook and Tim Blake | 05/04 |
| 136 | 03/04 Phoenix, AZ | Confirm and obtain Gleason Award plaques by April 9. | 4 | 04/04 | Pam McDonald and Jim Cook | 04/04 |
| 137 | 03/04 Phoenix, AZ | Write and send Gleason Award announcement letters by April 9. | 4 | 04/04 | John Wood, Larry Sutton, Jim Cook & Dale Glenmore | 04/04 |
| 138 | 03/04 Phoenix, AZ | Write up Gleason Award presentation talking points by April 9. | 4 | 04/04 | Nancy Lull | 04/04 |
| 139 | 03/04 Phoenix, AZ | Write and publish Gleason Award news release by April 9. | 4 | 04/04 | Nancy Lull | 04/04 |
| 140 | 03/04 Phoenix, AZ | Write and publish fire magazine Gleason Award article by June 1. | 4 | 06/04 | Nancy Lull | 07/04 |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 141 | 03/04 Phoenix, AZ | Write and put up www.firelineleadership.gov Gleason Award feature by April 1. | 4 | 04/04 | John Wood and Jim Cook | 04/04 |
| 142 | 03/04 Phoenix, AZ | Input Gleason Award into "They Said" by June 1. | 4 | 06/04 | Nancy Lull | 07/04 |
| 143 | 03/04 Phoenix, AZ | Link nifc.gov to Gleason Award by May 1. | 4 | 05/04 | Nancy Lull | 05/04 |
| 144 | 03/04 Phoenix, AZ | Identify and schedule Gleason Award presentations by June 1. | 4 | 06/04 | John Wood, Dale Glenmore, Larry Sutton & Jim Cook | 05/04 |
| 145 | 03/04 Phoenix, AZ | Complete and archive 2005 Gleason Award evaluation package by June 1. | 4 | 06/04 | John Wood and Jim Cook | 05/04 |
| 146 | 03/04 Phoenix, AZ | Circulate hardcopy Gleason Award nomination information for 2005 by June 1. | 4 | 06/04 | All members | Completed SOP for future |
| 147 | 03/04 Phoenix, AZ | Design and develop a portable display. | 4 | 10/04 | Nancy Lull | 12/04 |
| 148 | 03/04 Phoenix, AZ | Develop a leadership values and principles poster. | 5 | 10/04 | Nancy Lull and Tim Blake | Completed |
| 149 | 03/04 Phoenix, AZ | Submit the final Leadership V&P poster to be included as course materials for L-280; available in the NWCG Publication Management System. | 5 | 10/04 | Tim Blake and Jim Cook | Replaced with #176 |
| 150 | 03/04 Phoenix, AZ | Submit comments concerning the leadership handout to Nancy Lull by April 9. | 5 | 04/04 | Nancy Lull | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 151 | 03/04 Phoenix, AZ 03/05 Tucson, AZ | Revise the general PowerPoint presentation. | | 04/05 | Pam McDonald, Jim Cook and Jennifer Smith | 04/05 |
| 152 | 03/04 Phoenix, AZ | Send modified PowerPoint presentations to Jim Cook with a description of the intended audience. | 5 | Dropped Changed | All members | SOP |
| 153 | 03/04 Phoenix, AZ | Get the dates for the regional State meetings to Nancy Lull and secure a spot on the agendas. | 5 | 06/04 | Steve Thomas | Updated to 192 |
| 154 | 03/04 Phoenix, AZ | Determine key contractor/AD group contacts and submit to Nancy Lull. | 5 | 06/04 | Steve Thomas and Dale Glenmore | Updated to 193 |
| 155 | 03/04 Phoenix, AZ | Contact Joe Stutler to request his attendance at the fall LC meeting. | 5 | 06/04 | Larry Sutton | Completed |
| 156 | 03/04 Phoenix, AZ | Develop a "How to Implement a Local Reading Program" reference and submit to Jim Cook for placement on the leadership web site. | 6 | 10/04 | John Wood | 08/04 |
| 157 | 03/04 Phoenix, AZ | Send a copy of the FAQs to Steve Thomas. | 6 | 05/04 | Larry Sutton | Completed |
| 158 | 03/04 Phoenix, AZ | Finalize FAQs and submit to Jim Cook for placement on the web site. | 6 | 06/04 | Larry Sutton | 08/04 |
| 159 | 10/04 Tucson, AZ | Send names for possible selection panel membership to John Wood. | 1 | 11/04 | Jim Cook and Nancy Lull | NL 11/04 JC 12/04 |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 160 | 10/04 Tucson, AZ | Create a timeline for the award process and send out for committee review. Send final draft to Jim Cook for placement on the Web site. | 1 | 12/01/04 | John Wood | 12/04 |
| 161 | 10/04 Tucson, AZ | Update the Gleason Award Action Plan to incorporate suggestions from the Committee. | 1 | 12/01/04 | John Wood | 1/05 |
| 162 | 10/04 Tucson, AZ | Send 2004 award winner citations to Jim Cook for archival on the Web site. | 1 | 11/01/04 | Nancy Lull | dropped |
| 163 | 10/04 Tucson, AZ | Develop a briefing packet for supervisor notification and send to John Wood. | 1 | 11/12/04 | Nancy Lull | 11/04 |
| 164 | 10/04 Tucson, AZ | Order 12 more "Lead by Example" plaques (less name plates). | 1 | 12/03/04 | Nancy Lull | Delay until 2005 |
| 165 | 10/04 Tucson, AZ | Create a Paul Gleason Lead by Example Award brochure. | 1 | 12/19/04 | Nancy Lull | 02/05 |
| 166 | 10/04 Tucson, AZ | Obtain nomination process Web links on NIFC and USFS Office of Fire & Aviation Web sites. | 2 | 12/03/04 | Jim Cook | 12/04 |
| 167 | 10/04 Tucson, AZ | Develop an overall leadership brochure. | 2 | 12/31/04 | Nancy Lull | Completed |
| 168 | 10/04 Tucson, AZ | Obtain the updated one-page handout and post it on the Web site. | 2 | 10/29/04 | Jim Cook | 10/04 |
| 169 | 10/04 Tucson, AZ | Submit revised course criteria to the TWT for approval, via an Issue Paper. | 3 | 12/01/04 | Jim Cook and Bill Miller | 12/04 |

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| 170 | 10/04 Tucson, AZ | Develop an issue paper proposing that NWCG Training Development undertake creation of a wildland fire leadership field guide. | 3 | 11/04 | Tim Blake and Mark Linane | Dropped |
| 171 | 10/04 Tucson, AZ | The Leadership Committee will have a display at the IAWF Human Factors Workshop on April 25-28, 2005. | 3 | 04/25/04 | Nancy Lull, lead | Completed |
| 172 | 10/04 Tucson, AZ | Develop a targeted presentation for the IAWF Human Factors Workshop. | 3 | 02/05 | Larry Sutton, Jim Cook, and Nancy Lull | Completed |
| 173 | 10/04 Tucson, AZ | Place the Findings from the 1995 Human Factors Workshop .pdf on the server for the Leadership web site. | 3 | 10/29/04 | Pam McDonald and Jim Cook | 10/04 |
| 174 | 10/04 Tucson, AZ | Compare the online FEMA Professional Development Series course work with the L-380 criteria and provide conclusions to Jim Cook. | 4 | 02/05 | Pam McDonald, Al Crouch, and Bill Miller | Completed |
| 175 | 10/04 Tucson, AZ | Work with Al Crouch to package materials used in the Vale District program for use by other locations/agencies by the next Leadership Committee meeting. | 4 | 03/05 | Larry Sutton | Merged with #223 into #224 |
| 176 | 10/04 Tucson, AZ | Provide suggestions for changes to the L-380 evaluation instruments to DeGrosky. | 4 | 10/29/04 | All members | 10/04 |
| 177 | 10/04 Tucson, AZ | Identify five upcoming L-380 courses on which to test the Level 1 and 2 instruments. | 4 | 10/29/04 | Larry Sutton | 10/04 |
| 178 | 10/04 Tucson, AZ | Randomly select three Spring 2004 courses to expand the sample size for evaluating the participant post-course instrument. | 4 | 10/29/04 | Jim Cook and Larry Sutton | 10/04 |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 179 | 10/04 Tucson, AZ | Draft a cover letter to agency personnel to accompany DeGrosky's L-380 evaluation instruments. | 4 | 12/17/04 | Larry Sutton | 12/04 |
| 180 | 10/04 Tucson, AZ | Distribute the L-380 evaluation instruments with cover letter to personnel being surveyed. | 5 | 01/05 | Pam McDonald | 12/04 |
| 181 | 10/04 Tucson, AZ | Obtain contact information from Mark Stanford and Bill Vandevort regarding leadership presentation venues, i.e., names of stakeholder groups along with meeting dates and locations. | 5 | 11/15/04 | Larry Sutton, Jim Cook, and Mark Stanford | Dropped Same as 192/193 |
| 182 | 10/04 Tucson, AZ | Review Unit 1, Leadership, from the M-581 course and provide feedback to Jim Grant with a carbon copy to Bill Miller. | 5 | 12/31/04 | All members | Completed |
| 183 | 10/04 Tucson, AZ | Send an updated copy of the leadership Web site and the Rock Creek Staff Ride to Mike Bland. | 5 | 10/29/04 | Jim Cook | 10/04 |
| 184 | 10/04 Tucson, AZ | Update the AAR section of the Leadership Toolbox. | 5 | 04/05 | Curtis Heaton | Completed |
| 185 | 10/04 Tucson, AZ | Notify the NWCG Standards Unit that sand table and AAR facilitation components be incorporated in the next revision of M-410. | 6 | 11/04 | Tim Blake | 2/05 |
| 186 | 10/04 Tucson, AZ | Update leadership documents and Web site to reflect Mark Stanford's inclusion on the Leadership Committee and distribute to members. | 6 | 10/29/04 | Jim Cook and Pam McDonald | 10/04 |
| 187 | 10/04 Tucson, AZ | Obtain California's process for crosswalking NWCG courses and report at the March Leadership Committee. | 6 | 03/05 | Mark Linane | Completed |

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| 188 | 10/04 Tucson, AZ | Contact OES regarding grant process and report at the March Leadership Committee. | 6 | 03/05 | Mark Linane | Dropped |
| 189 | 10/04 Tucson, AZ | Obtain information regarding the NWCG/NFPA workgroup crosswalk process and report at the March Leadership Committee. | 6 | 03/05 | Larry Sutton | Completed |
| 190 | 10/04 Tucson, AZ | Review the draft Committee Responsibilities for completeness and organization. Identify any responsibilities that require an expanded SOP; e.g., Paul Gleason Award. Submit input to Larry Sutton. | 6 | 12/06/04 | All members | Completed |
| 191 | 03/05 Tucson, AZ | Revise the general PowerPoint presentation. | | 04/05 | Pam McDonald, Jim Cook and Jennifer Smith | Completed |
| 192 | 03/05 Tucson, AZ | Get the dates for the regional State meetings to Jennifer Smith and secure a spot on the agendas. | Updated 153 | Ongoing | Mark Stanford | Moved to SOP |
| 193 | 03/05 Tucson, AZ | Determine key contractor/AD group contacts and submit to Jennifer Smith. | Updated 154 | Ongoing | John Wood | Dropped |
| 194 | 03/05 Tucson, AZ | Pursue the concept of a stand-alone leadership values and principles poster available through PMS. | 1 Updated 149 | 06/05 | Tim Blake | |
| 195 | 03/05 Tucson, AZ | Obtain a copy of Unit 1—Leadership (M-581 course) and distribute to LC members. | 1 | 05/05 | Bill Miller and Pam McDonald | Completed |
| 196 | 03/05 Tucson, AZ | Make contact with various state academies to offer assistance with potential L-380 training needs. | 2 | 10/05 | Mark Stanford | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 197 | 03/05 Tucson, AZ | Provide links and "What's New" to the FEMA/NFA courses on the leadership Web site. | 2 | 05/05 | Pam McDonald, Jim Cook, and Jennifer Smith | Completed |
| 198 | 03/05 Tucson, AZ | Contact San Diego County regarding an L-380 course to meet the needs of city/rural departments. | 2 | 06/05 | Mark Linane | Completed 5/05 |
| 199 | 03/05 Tucson, AZ | Meet with the George Bush Leadership School at Texas A&M University regarding a possible L-380 course development for state agencies. | 2 | 11/05 | Mark Stanford | Completed |
| 200 | 03/05 Tucson, AZ | Contact the National Fire Academy about collaborating on L-380 course development. | 2 | 11/05 | Larry Sutton | Completed |
| 201 | 03/05 Tucson, AZ | Create a "What's New" regarding Putnam's 1995 "Findings for the Human Factors Workshop" article. | 2 | 05/05 | John Wood | Completed |
| 202 | 03/05 Tucson, AZ | Develop a Human Factors element of the leadership Web site. | 2 | 07/05 | Jennifer Smith and Mark Linane | Dropped |
| 203 | 03/05 Tucson, AZ | Update various outreach communication tools and place in appropriate locations. | 3 | 05/05 | Jim Cook and Jennifer Smith | Done |
| 204 | 03/05 Tucson, AZ | Place the updated Committee Responsibilities on the Leadership Web site under the Archive section. | 3 | 05/05 | Jim Cook, Jennifer Smith, and Pam McDonald | Completed |
| 205 | 03/05 Tucson, AZ | Order boots for future Lead by Example plaques. | 3 | 06/05 | Pam McDonald and Jennifer Smith | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 206 | 03/05 Tucson, AZ | Revise the Lead by Example Operating Plan to include Contact Point information for contractor nominees, selection committee membership, nomination to recipient, and evaluation retention and post on the Leadership Web site. | 3 | 06/05 | John Wood, Pam McDonald, and Jennifer Smith | Completed |
| 207 | 03/05 Tucson, AZ | Create a 2004 Lead by Example award recipient poster for the Human Factors Workshop. | 4 | 04/05 | Jennifer Smith | Dropped |
| 208 | 03/05 Tucson, AZ | Delete the revision cycle information from the introduction section of the Professional Reading Program to reflect a less restrictive revision date. | 4 | 04/05 | Jim Cook | Completed |
| 209 | 03/05 Tucson, AZ | Create an alphabetical and author index for, and print-ready pdf version of, the Professional Reading Program—2005 edition. | 4 | 06/05 | Pam McDonald | Completed |
| 210 | 03/05 Tucson, AZ | Contact universities regarding the possibility of creating a partnership to administer the L-380 evaluation instrument. | 5 | 05/05 | Mark Davidson/Wharton and Rusty Witwer/UC-Davis, Jim Cook; Oregon State University, John Wood; Texas A&M, Mark Stanford | Davidson contacted—awaiting decision. Pursue others if Davidson declines |
| 211 | 03/05 Tucson, AZ | Obtain a spot on the May TWT agenda to address L-480/S-420 and L 580/S-520 concerns by May 2005. | 6 | 05/05 | Jim Glenn and Larry Sutton | Completed 5/05 |

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| 212 | 03/05 Tucson, AZ | Re-address the guiding principles of L-580 and where the LC wants to go with development and relay to the L-480/L-580 Steering Committee. | 6 | 11/05 | Larry Sutton and Jim Cook | Completed |
| 213 | 03/05 Tucson, AZ | Make a proposal to the TWT/IOSWT about PMS 310-1 recommendations for L-381 and L-480. | 6 | 05/05 | Larry Sutton | Completed 5/05 |
| 214 | 03/05 Tucson, AZ | Pursue a process to develop a history/theory video segment for the L-180 video and get new master to PMS to replace stock when current inventory is exhausted. | 6 | | Jim Cook | Combined with 247 |
| 215 | 03/05 Tucson, AZ | Present the AAR revisions to Kurt LaRue for inclusion in the 2006 Interagency Standards for Fire and Fire Aviation Operations (Red Book) and IOSWT for inclusion in 2006 IRPG. | 6 | 06/05 | Jim Cook | Completed |
| 216 | 03/05 Tucson, AZ | Pursue avenues to obtain IQCS recognition for "TDGS/STEX Train the Trainer" and Staff Rides. | 7 | 06/05 | Larry Sutton and Jim Cook | Completed |
| 217 | 03/05 Tucson, AZ | Present recommendations to the NWCG Standards Unit regarding a name change of L-180 to Human Factors in the Wildland Fire Service and that the project leader be the same for L-180 and L-280. | 7 | 06/05 | Tim Blake | Complete 6/05 |
| 218 | 03/05 Tucson, AZ | Create a PMS 310-1 briefing paper regarding the original 14 recommendations from the Leadership Task Group Report and submit to TWT/IOSWT. (Larry Sutton) | 7 | 05/05 | Larry Sutton | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 219 | 03/05 Tucson, AZ | Establish contact with the National Fallen Firefighters Foundation regarding a partnership between the Leadership Program and the Life Safety Initiative and report at the next Leadership Committee meeting. | 7 | 11/05 | Jim Cook, Mark Stanford, and Larry Sutton | Completed |
| 220 | 03/05 Tucson, AZ | Conduct a one-day workshop to develop the framework for a leadership field guide. | 8 | 06/05 | Tim Blake, Jim Cook, and Pam McDonald | 04/05 |
| 221 | 03/05 Tucson, AZ | Develop a marketing plan and outreach plan (including contact matrix) and present a draft at the next Leadership Committee meeting. | 8 | 11/05 | Jennifer Smith | Completed |
| 222 | 03/05 Tucson, AZ | Provide Jennifer Smith two or three stakeholder groups to be contacted in 2006 including venue information by July 1, 2005. | 8 | 07/05 | All members | Completed |
| 223 | 03/05 Tucson, AZ | Create a unit-level leadership program library on the Leadership Web site. | 9 | 08/05 | Larry Sutton and Jennifer Smith | Combine with 175 |
| 224 | 10/05 Boston, MA | Work with Al Crouch to package materials used in the Vale District program for use by other locations/agencies by the next Leadership Committee meeting and place appropriate items on the Leadership Web site. | 1 Merged 175/223 | 2/06 | Larry Sutton | Completed |
| 225 | 10/05 Boston, MA | Formally submit to the TWT the concept of a stand alone values and principles poster which would be available through PMS. | 1 Updated 194 | 11/05 | Tim Blake | Changed to tie in w/fatality posters and #278 |

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| 226 | 10/05 Boston, MA | Contact Cyndie Hogg and Dan Kleinman to notify of Kleinman's appointment as Leadership Committee representative to the L-480/580 Development Committee. | 2 | 11/05 | Jim Cook | 11/05 |
| 227 | 10/05 Boston, MA | Update the MCU Leadership Workshop Application Form to solicit more detailed information from the applicants. | 2 | 12/05 | Jim Cook and Joel Carlson | 11/05 |
| 228 | 10/05 Boston, MA | Send the previous MCU participant list to Committee members. | 2 | 11/05 | Jim Cook | 10/05 |
| 229 | 10/05 Boston, MA | Recruit individuals to attend the Spring MCU Workshop. | 2 | 12/05 | All Members | Completed |
| 230 | 10/05 Boston, MA | Contact Mike DeGrosky about the possibility of L-380 evaluation tool administration. Explore procedures for contracting. | 2 | 11/05 | Larry Sutton | Completed |
| 231 | 10/05 Boston, MA | Ensure that at least one member of the Committee attends the GATR meeting. | 3 | Ongoing | Larry Sutton and Jim Cook | Moved to a SOP |
| 232 | 10/05 Boston, MA | Create a "What's New" regarding changes in status of L-380 providers. | 3 | 12/05 | Bill Miller | Completed |
| 233 | 10/05 Boston, MA | Provide a link to the Safety and Health Working Team for the National Fallen Firefighters' Foundation. | 4 | 12/05 | Jim Cook | 11/05 |
| 234 | 10/05 Boston, MA | Attend the Firehouse World Conference in San Diego in February 2006 to meet with NFFF representatives and address ways to collaborate. | 4 | 2/06 | Jim Cook | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 235 | 10/05 Boston, MA | Notify Paula Nasiatka that Robert Winston may be contacting her regarding Life Safety Summit Initiative #7—"Create a national research agenda and data collection system that relates to the initiatives." | 4 | 10/05 | Jim Cook | Completed |
| 236 | 10/05 Boston, MA | Add contact information in the staff ride portion of the Web site to identify individuals who are willing to be an advisor for specific staff rides. | 5 | 02/06 | Jennifer Smith and Jim Cook | Dropped |
| 237 | 10/05 Boston, MA | Contact state academies regarding L-180/280 assistance. | 6 | 02/6 | Pam McDonald and Jim Cook | Completed |
| 238 | 10/05 Boston, MA | Create a leadership display promotions page on the Leadership Web site. | 6 | 12/05 | Jennifer Smith and Jim Cook | Completed |
| 239 | 10/05 Boston, MA | Contact Shari Downhill to obtain a photo of the leadership display at the Human Factors Workshop. | 6 | 11/05 | Jennifer Smith | Dropped |
| 240 | 10/05 Boston, MA | Create a statement regarding the Committee's role in the L-380/381 vendor certification/evaluation process and place on an appropriate page on the Web site. | 6 | 12/05 | Jim Cook and Jennifer Smith | 11/05 |
| 241 | 10/05 Boston, MA | Place Bill Miller's contact information on the Leadership Committee Web page and mailing list. | 7 | 10/05 | Jennifer Smith and Pam McDonald | 11/05 |
| 242 | 10/05 Boston, MA | Explore ways to expend NWCG money for agency employees' travel expenses to assist with L-course evaluations. | 7 | 12/05 | Larry Sutton | Dropped |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 243 | 10/05 Boston, MA | Create a certificate to acknowledge nominees for the Gleason Award. | 7 | 01/06 | Pam McDonald | 10/05 |
| 244 | 10/05 Boston, MA | Pursue avenues for creating appreciation gifts. | 7 | 12/05 | Bill Miller and Jennifer Smith | Completed |
| 245 | 02/06 San Diego, CA | Work with a contractor to develop a fireline leadership doctrine prior to November 1, 2006. | 1 | 11/06 | Larry Sutton and Jim Cook | Completed |
| 246 | 10/05 Boston, MA | Once the Fatality Fire poster series is available in PMS, create a link on the Web site to market the product. | 8 | Report at next LC meeting | Jennifer Smith | Dropped—BLM Training will host |
| 247 | 02/06 San Diego, CA | Create a briefing paper of items that should be considered during the L-180/280 revision and submit to NWCG Standards. | 1 | | Jim Cook and Tom Bates | Completed |
| 248 | 02/06 San Diego, CA | Prepare a TWT proposal that the L-180 and L-280 printable training materials be posted on the Leadership Web site. | 2 | | Larry Sutton | Completed |
| 249 | 02/06 San Diego, CA | Present to the TWT the Leadership Committee's proposal to post the L-180 and 280 printable training materials on the Leadership Web site. | 2 | | Jim Glenn | Completed |
| 250 | 02/06 San Diego, CA | Contact Cyndie Hogg regarding NAFRI's archival process for L-480. | 2 | | Dan Kleinman | Completed |
| 251 | 02/06 San Diego, CA | Determine the L-480 Steering Committee's view of posting the printable L-480 training materials on the Leadership Web site. | 2 | | Dan Kleinman | See #285 |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 252 | 02/06 San Diego, CA | Develop a TWT issue paper regarding the Leadership Committee's recommendations for the post-development management of L-480. | 3 | | Larry Sutton | Dropped |
| 253 | 02/06 San Diego, CA | Present the Leadership Committee's issue paper regarding the Leadership Committee's recommendations for post development management of L-480 to the Training Working Team. | 3 | | Jim Glenn | Dropped |
| 254 | 02/06 San Diego, CA | Ensure that the connection has been made between the L-480/580 group and Jim Thomas and Mike Dudley (S-520/620 leadership unit leaders). | 3 | | Dan Kleinman | See #286 |
| 255 | 02/06 San Diego, CA | Talk with Kelly Hawk regarding financial avenues for leadership training. | 3 | | Jim Glenn | Completed |
| 256 | 02/06 San Diego, CA | Pursue financial avenues outside the NWCG budget to assist with leadership development support. | 3 | | Paul Head | Dropped |
| 257 | 02/06 San Diego, CA | Draft a budget request for use with future TWT/NWCG requests. | 3 | | Larry Sutton | Completed |
| 258 | 02/06 San Diego, CA | Develop a TWT briefing paper to request that part of the funding given to the Leadership Committee remain under a USFS funding code. | 4 | | Tim Blake | Dropped |
| 259 | 02/06 San Diego, CA | Promote the Lead by Example Award through articles and exposure in industry publications and the "They Said" Web site.) | 4 | Ongoing | Jennifer Smith | Replace with 309 |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 260 | 02/06 San Diego, CA | Send Mike DeGrosky's thesis to Richard Anderson (FSLI). | 5 | | Larry Sutton | Completed |
| 261 | 02/06 San Diego, CA | Create a link to Everyone Goes Home links on the Leadership Web site. | 5 | | Jennifer Smith | Completed |
| 262 | 02/06 San Diego, CA | Assist in locating expertise for a compatibility and credibility review of the FLSI wildland version products. | 5 | Ongoing | Jim Cook | Dropped |
| 263 | 02/06 San Diego, CA | Send Leadership Committee e-mail list and Refresher mailing lists to Ron Siarnicki. | 5 | | Pam McDonald | Completed |
| 264 | 02/06 San Diego, CA | Send wildland fire excerpts to Richard Anderson for inclusion in the NFFF newsletter. | 5 | | Jennifer Smith | Completed |
| 265 | 02/06 San Diego, CA | Send a link to the military leadership guides to Committee members. | 6 | March 2006 | Jim Cook | Completed |
| 266 | 02/06 San Diego, CA | Review the vignette idea list and submit potential situations/events that relate to the idea to Jim Cook. | 6 | April 2006 | All members | Completed |
| 267 | 02/06 San Diego, CA | Develop a process for gathering Wildland Fire Leadership Guide comments from the Leadership Committee members and advisors. | 6 | May 2006 | Tim Blake and Jim Cook | Completed |
| 268 | 02/06 San Diego, CA | Review the draft Wildland Fire Leadership Guide to ensure that the information presented is inclusive and meets the needs of the intended audiences. | 6 | Summer 2006 | All members | Completed |

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| 269 | 02/06 San Diego, CA | Write a "What's New" synopsis highlighting leadership development within each agency and submit to Jim Cook for publication on the Web site. | 6 | Ongoing | Agency Representatives | Dropped |
| 270 | 02/06 San Diego, CA | Explore the possibility of a New Jersey point of contact for developing a Bass River Fire Staff Ride. | 6 | | Paul Head | Completed |
| 271 | 02/06 San Diego, CA | Disable the MCU nomination link on the Web site. | 7 | | Jennifer Smith | Completed |
| 272 | 02/06 San Diego, CA | Draft an e-mail and notify MCU Workshop nominees of the spring 2006 workshop status. | 7 | | Pam McDonald | Completed |
| 273 | 02/06 San Diego, CA | Send a copy of the finalized Army TRADOC MOU to Leadership Committee members. | 7 | | Jim Cook | Completed |
| 274 | 02/06 San Diego, CA | Place inactive notation where appropriate on the "Approved Provider" Web page to document vendor status. | 8 | | Jim Cook and Jennifer Smith | Completed |
| 275 | 02/06 San Diego, CA | Distribute the draft L-380 Evaluation Statement of Work for review and comment by Leadership Committee members. | 8 | | Larry Sutton and All members | Dropped |
| 276 | 02/06 San Diego, CA | Design and produce a display to promote the Lead by Example Award. | 8 | | Jennifer Smith | Dropped |
| 277 | 02/06 San Diego, CA | Prepare a "What's New" item regarding state academy partnership efforts. | 8 | | Jim Cook | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 278 | 02/06 San Diego, CA | Write up the PMS requests for the Values and Principles poster, AAR training package, and the leadership doctrine. | 9 | | Tim Blake and Jim Cook | Completed |
| 279 | 02/06 San Diego, CA | Contact Curtis Heaton about representing the Leadership Committee on the Annual Fireline Safety Refresher Committee. | 10 | | Mark Linane | Completed (assigned Chris Wilcox FWS-NM) |
| 280 | 02/06 San Diego, CA | Compile a report that summarizes leadership program accomplishments and statistics over the last five years. | 10 | | Jennifer Smith and Jim Cook | Completed |
| 281 | 12/06 Austin, TX | Present an issue paper to the TWT regarding approval of the <i>Leading in the Wildland Fire Service</i> publication, including possible additional IMT vignettes, and placement into PMS. | 2 | December TWT meeting | Jim Glenn | Completed |
| 282 | 12/06 Austin, TX | Work with the vendor technical writer/editor and ICs to create IMT, all-hazard vignettes for the <i>Leading in the Wildland Fire Service</i> . | 2 | January 2007 | Jim Cook, Jim Glenn, and Mark Stanford | Completed |
| 283 | 12/06 Austin, TX | Review the L-480 instructor criteria and provide comments to the Steering Group. | 3 | Spring LC meeting | All Committee Members | Completed |
| 284 | 12/06 Austin, TX | Place the approved instructor criteria on the Leadership Web site. | 3 | June 2007 | Jim Cook and Jennifer Smith | Replace with 330 |
| 285 | 12/06 Austin, TX | Create a link to the L-480 support tools in the Leadership Toolbox. | 3 | January 2007 | Cyndie Hogg, Jennifer Smith, and Jim Cook | Replace with 318 & 319 |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 286 | 12/06 Austin, TX | Obtain the S-520/620 leadership lesson plans from Deb Corner and review for alignment with the leadership curriculum and report. | 3 | Spring LC meeting | Dan Kleinman | Completed |
| 287 | 12/06 Austin, TX | Assist Mike DeGrosky in collecting survey responses from approximately 10-20 BIA/tribal firefighters. | 4 | January 2007 | Duane Tewa | Completed |
| 288 | 12/06 Austin, TX | Notify Mike DeGrosky to resume response reminders after the first of the year and that responses received thus far, inclusive of additional BIA/tribal firefighters, is sufficient to continue with the L-380 analysis. | 4 | January 2007 | Ted Mason | Completed |
| 289 | 12/06 Austin, TX | Determine if/when it is appropriate to have DeGrosky attend a LC meeting to brief the group on results of the evaluation. | 4 | December 2007 | Ted Mason | Completed |
| 290 | 12/06 Austin, TX | Provide follow-up briefings to other work groups regarding the final L-380 evaluation report. | 4 | June 2008 (extended) | Ted Mason | Replace with 324 |
| 291 | 12/06 Austin, TX | Determine whether the Committee needs to facilitate focus groups as specified in the L-380 evaluation methodology and report. | 4 | Fall '07 LC Meeting (extended) | Ted Mason and Bill Miller | Completed |
| 292 | 12/06 Austin, TX | Identify potential cadre members to participate in a Spring 2007 TDGS Workshop and submit to Chris Wilcox or Jim Cook. | 5 | February 2007 | All Members | Completed |
| 293 | 12/06 Austin, TX | Create additional TDGS, including fire use and all-hazard response, and place on the Leadership Web site. | 5 | June 2007 | Chris Wilcox and Jennifer Smith | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 294 | 12/06 Austin, TX | Write up a recommendation from the LC on revisions for L-180 and L 280 and include the recommendation in the annual report to the TWT. | 5 | Spring LC Meeting | Tim Blake | Completed |
| 295 | 12/06 Austin, TX | Develop a protocol for approving new lead instructors from existing approved providers. | 5 | February 2007 | Bill Miller and Jim Cook | Completed |
| 296 | 12/06 Austin, TX | Revise the approved provider page of the Leadership Web site to reflect all agencies' acceptance of current approved providers. | 6 | February 2007 | Jennifer Smith and Jim Cook | Completed |
| 297 | 12/06 Austin, TX | Provide location (latitude/longitude) and <i>Google Earth</i> links to the staff rides in the Staff Ride Library. | 6 | February 2007 | Jim Cook and Jennifer Smith | Dropped |
| 298 | 12/06 Austin, TX | Contact Renee Beams regarding leadership training links for placement on the Leadership Web site. | 6 | January 2007 | Jim Cook and Jennifer Smith | Completed |
| 299 | 12/06 Austin, TX | Change the term "prescribed fire" to "fire use" on the TDG Library page of the Leadership Web site. | 6 | January 2007 | Jim Cook Jennifer Smith | Completed |
| 300 | 12/06 Austin, TX | Send the TY 2007 TWT budget to Jim Cook and Pam McDonald. | 6 | December 2006 | Jim Glenn | Completed |
| 301 | 12/06 Austin, TX | Host a pilot leadership academy in Texas. | 7 | November 2007 | Mark Stanford Rich Gray Paul Hannemann | Completed |
| 302 | 12/06 Austin, TX | Post the L-180 and L-280 electronic course materials on the Leadership Web site. | 7 | January 2007 | Jim Cook Jennifer Smith | Completed |
| 303 | 12/06 Austin, TX | Make contact with Ft. Leavenworth regarding an NCO training opportunity under the existing MOU. | 7 | Ongoing | Duane Tewa Bill Miller | Dropped |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 304 | 12/06 Austin, TX | Post TRADOC and MCU MOUs on the Leadership Web site. | 7 | January 2007 | Jim Cook Jennifer Smith | Completed |
| 305 | 12/06 Austin, TX | Distribute the final draft L-480 instructor criteria and course criteria to LC members. | 8 | January 2007 | Cyndie Hogg Pam McDonald | Dropped |
| 306 | 12/06 Austin, TX | Brief the GATRs on the final status of the L-480 course. | 8 | May 2007 | Bill Waterbury Jim Cook | Completed |
| 307 | 12/06 Austin, TX | Develop a proposal for producing a documentary-based L-580 and report to the LC. | 8 | Spring LC Meeting | L-580 Steering Group | Dropped L-480/580 task |
| 308 | 12/06 Austin, TX | Present the L-580 proposal at the national IC/AC meeting. | 8 | March 2007 | Bill Waterbury Bill Molumby | Dropped L-480/580 task |
| 309 | 12/06 Austin, TX | Put a running advertisement to promote the Lead by Example Award in the <i>Wildland Firefighter</i> magazine. | 8 | Fall 2007 | Jennifer Smith | Completed |
| 310 | 12/06 Austin, TX | Post the original communication plan on the Leadership Web site under the archive section. | 8 | January 2006 | Pam McDonald Jennifer Smith Jim Cook | Completed |
| 311 | 12/06 Austin, TX | Develop a marketing plan for the L-380 evaluation project. | 9 | Spring LC Meeting | Ted Mason Jennifer Smith | Replaced with Item #324 |
| 312 | 12/06 Austin, TX | Develop a marketing plan for L-480. | 9 | Spring LC Meeting | Jennifer Smith Jim Cook | Replaced with Item #320 |
| 313 | 12/06 Austin, TX | Research the costs of replacing the canvas portion of the leadership display. | 9 | Spring LC Meeting | Jennifer Smith | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
|-------------|---------------------|--|------------------|--------------|---|-----------|
| 314 | 12/06 Austin, TX | Order leadership bookmarks. | 9 | January 2007 | Jennifer Smith | Completed |
| 315 | 12/06 Austin, TX | Send the academy contact list to Jennifer Smith. | 9 | January 2006 | Jim Cook | Completed |
| 316 | 12/06 Austin, TX | Talk with Cindy Wolf about placing a statement regarding the leadership display in PMS. | 9 | January 2007 | Jim Cook | Completed |
| 317 | 12/06 Austin, TX | Post new Committee SOPs to Leadership Web site. | 9 | January 2007 | Jim Cook Jennifer Smith | Completed |
| 318 | 3/07 Tucson, AZ | Work with Cyndie Hogg to finalize all L-480 support documents for placement on the NAFRI website. | 2 | | Jim Cook | Completed |
| 319 | 3/07 Tucson, AZ | 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]. | 2 | May 2007 | Jennifer Smith Jim Cook | Completed |
| 320 | 3/07 Tucson, AZ | Work with Jerome MacDonald and Renee Beams to prepare an L-480 briefing paper and present to the GATRs at the May GATR meeting. | 2 | May 2007 | Jim Cook | Completed |
| 321 | 3/07 Tucson, AZ | Complete the L-180/280 Train-the-Trainer Plan. | 3 | May 2007 | Chris Wilcox | Completed |
| 322 | 3/07 Tucson, AZ | Order materials for use with the SDFD Train-the-Trainer by April 1007. | 3 | April 2007 | Bill Miller Pam McDonald Jim Cook | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 323 | 3/07 Tucson, AZ | Provide the SDFD Train-the-Trainer in May 2007. | 3 | | Chris Wilcox, Bill Miller, Duane Tewa, Jim Cook, and Tim Blake | Completed |
| 324 | 3/07 Tucson, AZ | Create a briefing paper regarding the L-380 Evaluation Project and have a LC member personally present to the TWT by Spring 2008. | 4 | Spring 2008 | Ted Mason | Completed |
| 325 | 3/07 Tucson, AZ | 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. | 4 | | Jennifer Smith | Completed |
| 326 | 3/07 Tucson, AZ | Collect footage from the November 2007 Texas Forest Service Leadership Academy for a possible video "What's New" product. | 5 | | Mark Stanford | Dropped |
| 327 | 3/07 Tucson, AZ | Secure a contract for technical assistance to the L-280 revision project by October 31, 2007. | 5 | | Ted Mason Tim Blake Jim Cook | Completed |
| 328 | 3/07 Tucson, AZ | Identify and invite L-180/280 revision SMEs to the Fall '07 Leadership Committee meeting by October 31, 2007. | 5 | | Bill Miller | Completed |
| 329 | 3/07 Tucson, AZ | Finalize the L-180/280 revision guiding principles and send to Bill Miller by May 2007. | 5 | | Tim Blake | Completed |
| 330 | 3/07 Tucson, AZ | Send the finalized <i>Lead Instructor Certification Process for Current Approved Providers of 300 Level L-Courses</i> to Jim Cook for posting on the leadership website. | 5 | | Bill Miller | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 331 | 3/07 Tucson, AZ | Collect lead instructor names from current providers and work with Jennifer Smith to post them on the leadership website. | 5 | | Bill Miller | Completed |
| 332 | 11/07 Austin, TX | Conduct at least one L-380 test focus group prior to the Fall 2008 LC meeting. | 2 | Fall '08 LC Meeting | Ted Mason Tim Blake Bill Miller | Dropped |
| 333 | 11/07 Austin, TX | Develop a standard set of procedures for marketing the Lead by Example award including a quarterly e-mail reminder network. | 3 | Ongoing | John Wood Jennifer Smith | Move to SOPs |
| 334 | 11/07 Austin, TX | Order four Lead by Example award displays and distribute to high traffic training centers such as GBTC, NRTC, PNWTC, and McClellan. | 3 | February 2008 | Jennifer Smith | Completed |
| 335 | 11/07 Austin, TX | Revise the LBE operating plan to include notification of the award to agency fire directors by LC agency representatives and post on the website. | 3 | February 2008 | John Wood Jennifer Smith | Completed |
| 336 | 11/07 Austin, TX | Make contact with the <i>Wildfire Magazine</i> publishers to pursue possible public service announcement options for promoting the Gleason Lead by Example Award. | 3 | March 2008 | Brian Fennessey | Dropped |
| 337 | 11/07 Austin, TX | Confirm new slots at the January L-480 course for John Wood, Doug Alexander, Jennifer Smith. | 4 | December 2008 | Ted Mason | Completed |
| 338 | 11/07 Austin, TX | Notify Deb Epps of the recommended L-381 prerequisite change for inclusion in the Field Manager's Course Guide. | 5 | January 2008 | Jim Cook Tim Blake | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 339 | 11/07 Austin, TX | Post the L-381 prerequisite changes on the leadership website when approved. | 5 | March 2008 | Jennifer Smith | Completed |
| 340 | 11/07 Austin, TX | Contact Kelly Hawk regarding potential funds for leadership course delivery. | 7 | January 2008 | Ted Mason | Completed |
| 341 | 11/07 Austin, TX | Pursue using Ready Reserve funds to deliver leadership courses in the Northeast and report to the LC at the Spring 2008 meeting. | 7 | Spring 2008 LC Meeting | Doug Alexander | Completed |
| 342 | 11/07 Austin, TX | Contact Wendy Fisher, Colorado Wildfire Academy, regarding possible sponsorship of an L-380 course. | 7 | January 2008 | Ted Mason | Completed |
| 343 | 11/07 Austin, TX | Contact Big Rivers Academy regarding possible sponsorship of an L 380 course. | 7 | January 2008 | John Grosman | Completed |
| 344 | 11/07 Austin, TX | Contact agency representatives about potential sponsorship of an L 381 course for the 2008 training season in the Southeast. | 7 | January 2008 | Mark Stanford & Georgia FS; John Wood & USFWS; Jim Cook & S&PF-R8 | Completed |
| 345 | 11/07 Austin, TX | Draft briefing paper regarding L-580 name change and continuing education proposal. | 9 | January 2008 | Tim Blake Jim Cook Cyndie Hogg | Completed |
| 346 | 11/07 Austin, TX | Present a briefing paper to regarding a program of IMT continuing education to support the leadership curriculum at the next TWT meeting in 2008. | 9 | January 2008 | Jim Glenn Jim Cook | Completed |
| 347 | 11/07 Austin, TX | Prepare a public leadership neighborhood (Leadership is Action) on the My Fire Community website. | 9 | January 2008 | Cyndie Hogg Jennifer Smith | Superseded by #359 |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 348 | 11/07 Austin, TX | Send specific IMT leadership speaker/topic ideas to Dan Kleinman by December 10, 2007. | 9 | December 10, 2007 | All LC Members | Completed |
| 349 | 11/07 Austin, TX | Complete the revision of the Professional Reading Program and Book on Books by January 2008. | 9 | January 2008 | Kurt La Rue | Completed |
| 350 | 11/07 Austin, TX | Begin providing the Book on Books to various course coordinators as appropriate. | 9 | Ongoing | Kurt La Rue | Move to SOPs |
| 351 | 11/07 Austin, TX | Create an archive for titles that have been removed from the Professional Reading Program. | 9 | March 2008 | Kurt La Rue Jennifer Smith | Completed |
| 352 | 11/07 Austin, TX | Draft an announcement regarding USAI certification and post on the leadership website. | 10 | February 2008 | Brian Fennessey Jim Cook Jennifer Smith | Dropped |
| 353 | 11/07 Austin, TX | Revise L-580 name references on the website. | 10 | April 2008 | Jim Cook Jennifer Smith | Completed |
| 354 | 11/07 Austin, TX | Post the L-180/280 Train-the-Trainer Plan on the leadership website. | 10 | January 2008 | Jim Cook Jennifer Smith | Completed |
| 355 | 11/07 Austin, TX | Review the LC SOPs and the Leadership Toolbox prior to April 2008. | 10 | April 2008 | All LC Members | Completed |
| 356 | 04/08 Philadelphia, PA | Revise and post on the website the Lead by Example Operating Plan including award presentation venue ideas, nominator notification by selected recipient's supervisor, and surprise presentation deadline of April 15 December 31. | 2 | May 2008 December 31 | John Wood Jennifer Smith | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 357 | 04/08 Philadelphia, PA | Order two Lead by Example award displays for use by LC members by June 2008. | 3 | June 2008 | Jennifer Smith | Completed |
| 358 | 04/08 Philadelphia, PA | Write a briefing paper to the TWT regarding the funding request for state scholarships for leadership courses and present to the TWT. | 3 | Fall '08 LC Meeting | Jim Cook Ted Mason | Completed |
| 359 | 04/08 Philadelphia, PA | Formalize the Leadership is Action neighborhood on the LLC's MyFireCommunity.net environment and present at the fall LC meeting. | 6 | November 2008 | L-480/580 Steering Committee | Removed (Sub-committee item) |
| 360 | 04/08 Philadelphia, PA | Conduct an L-480 AAR with GATRs at their May 2008 meeting and provide feedback to L-480 Steering Group. | 7 | May 2008 | Ted Mason Duane Tewa | Completed |
| 361 | 04/08 Philadelphia, PA | Submit briefing paper requesting NIMO assistance for Leadership is Action development. | 8 | May 2008 | Jim Cook | Completed |
| 362 | 04/08 Philadelphia, PA | Put a Lead by Example advertisement into <i>Wildfire</i> magazine. | 8 | November 2008 | Jennifer Smith | Completed Begins Spring 2009 |
| 363 | 04/08 Philadelphia, PA | Inquire with NAFRI contracting personnel about assistance with Leadership is Action. | 8 | June 2008 | Cyndie Hogg Bill Molumby | Removed (Sub-committee item) |
| 364 | 04/08 Philadelphia, PA | Conduct a follow-up L-580 Steering Group meeting on June 17, 2008, to develop a Gettysburg Staff Ride plan. | 8 | June 2008 | Bill Molumby Jim Cook | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 365 | 11/08 San Diego, CA | Follow up with Becky Livingston regarding the coverage of expenses for the Wildland Fire Safety Summit Dude Staff Ride then contact Wildfire magazine to see if an arrangement can be made to exchange advertising for the costs associated with conducting the staff ride. | 2 | December 2008 | Jim Cook Chris Wilcox | Dropped |
| 366 | 11/08 San Diego, CA | Develop a short e-mail announcement to the GATRs regarding the revised L-180 and L-280 courses and get to Ted Mason for distribution by December 1, 2008. | 2 | December 2008 | Bill Miller Tim Blake | Completed |
| 367 | 11/08 San Diego, CA | Send Jim Glenn e-mail with information regarding the use of L-381 as an alternate route for S 420. | 3 | December 2008 Fall 2009 | Brian Fennessy | |
| 368 | 11/08 San Diego, CA | Develop an internal process for vetting municipal requests for assistance regarding the NWCG leadership program. | 3 | Spring 2009 | Mark Stanford Brian Fennessy | Completed |
| 369 | 11/08 San Diego, CA | Validate the leadership content within the IRPG and provide any recommendations to Jim Cook by the Spring 2009 Leadership Committee meeting. | 3 | Spring 2009 | Doug Alexander Chris Wilcox John Wood | Completed |
| 370 | 11/08 San Diego, CA | Create a briefing paper for TWT requesting funding for creating an online version of L-180 and submit to Jim Glenn prior to February 1, 2009. | 5 | February 2009 | Tim Blake | Completed |
| 371 | 11/08 San Diego, CA | Work with Jennifer Smith to update the L 380/381 "Prospective Provider Info" links on the leadership website. | 6 | December 2008 | Jim Cook | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 372 | 11/08 San Diego, CA | Review the pros and cons of dropping the L-580 designator and report at the 2009 Spring Leadership Committee meeting. | 6 | Spring 2009 Fall 2009 | Tim Blake Kurt LaRue Dave Koch | |
| 373 | 11/08 San Diego, CA | Arrange for Dave Caraway (Tapestry Solutions) to experience an S-420 delivery and potentially visit an ICP. | 7 | FY09 | Jim Cook | Completed |
| 374 | 11/08 San Diego, CA | Work with Dave Caraway (Tapestry Solutions) on opportunities to review San Diego FD response and data sharing information and report at the Spring 2009 Leadership Committee meeting. | 7 | Spring 2009 | Brian Fennessy | Completed |
| 375 | 11/08 San Diego, CA | Finalize the Assigned Areas of Primary Responsibility document and coordinate with Jennifer Smith to post in the Archives on the leadership website. | 8 | Spring 2009 | Jim Cook | Completed |
| 376 | 11/08 San Diego, CA | Solicit new talent from the field to take primary responsibility for various Toolbox features in the leadership website that are in need of maintenance. | 8 | Spring 2009 Fall 2009 | Jim Cook Chris Wilcox | |
| 377 | 11/08 San Diego, CA | Check with Cindy Wolf to determine the use rate of PMS-490 videos and report to John Wood and Ted Mason by December 31, 2008. | 8 | December 2008 | Jim Cook | Completed |
| 378 | 11/08 San Diego, CA | Develop a briefing paper for TWT regarding the need for revision of PMS 490 for use with the Annual Fireline Safety Refresher and submit to Jim Glenn prior to February 1, 2009. | 8 | February 2009 | John Wood Ted Mason | Completed |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 379 | 11/08 San Diego, CA | Provide a digital version of the Dude Fire case study video to Billy Phillips and Matt Gibson for development of a FFCS prototype by January 2009. | 8 | January 2009 | Jim Cook | Completed |
| 380 | 11/08 San Diego, CA | Send the electronic NWCG Glossary Entry Change Request form to Mark Stanford. | 9 | December 2009 | Jim Cook | Completed |
| 381 | 11/08 San Diego, CA | Complete and submit the NWCG Glossary Entry Change Request form for leadership terminology to the NWCG Repository Manager and report at the Spring 2009 Leadership Committee meeting. | 9 | Spring 2009 | Mark Stanford | Completed |
| 382 | 04/09 Austin, TX | Follow up on the status of NWCG Glossary Entry Change Request forms for leadership terminology with NWCG personnel. | 2 | June 2009 | Jim Cook | |
| 383 | 04/09 Austin, TX | 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. | 3 | May 2009 | Ted Mason | |
| 384 | 04/09 Austin, TX | Establish a priority list for the revision of toolbox items and make contact with each advocate to begin the revision process by June 2009. | 4 | June 2009 | Chris Wilcox and Jim Cook | |
| 385 | 04/09 Austin, TX | Organize a TDGS Library product team and present a draft of a Train-the-Trainer product at the fall 2009 meeting. | 4 | Fall 2009 | Chris Wilcox and Julian Affuso | |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 386 | 04/09 Austin, TX | Obtain the raw footage from the Lessons Learned Center sand table video by the fall 2009 meeting. | 4 | Fall 2009 | Jim Cook | |
| 387 | 04/09 Austin, TX | Organize a separate L-580 team. | 4 | Fall 2009 | Paul Hanneman and Jim Cook | |
| 388 | 04/09 Austin, TX | Obtain and review the Gettysburg and Wharton Conference AARs. | 4 | June 2009 | Paul Hanneman, Bill Molumby, and Jim Cook | |
| 389 | 04/09 Austin, TX | Post the L3 BPA on the leadership website. | 4 | May 2009 | Jenn Smith and Jim Cook | |
| 390 | 04/09 Austin, TX | Contact Steve Romero at LLC to obtain a newsletter template for use with the e-mail distribution by May 2009. | 5 | May 2009 | Jenn Smith and Pam McDonald | |
| 391 | 04/09 Austin, TX | Develop a feature on the leadership website for the Fireline Leadership newsletter with an e-mail subscription link by May 2009. | 5 | May 2009 | Jenn Smith Pam McDonald | |
| 392 | 04/09 Austin, TX | Create and distribute the first issue of Fireline Leadership to the field by June 2009. | 5 | June 2009 | Jenn Smith Pam McDonald | |
| 393 | 04/09 Austin, TX | Draft a TWT issue paper requesting a name change for L-480 to "Organizational Leadership" and submit to Jim Glenn by May 2009. | 6 | May 2009 | Ted Mason | |
| 394 | 04/09 Austin, TX | Organize a separate L-480 team. | 6 | Fall 2009 | Ted Mason and Jim Cook | |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 395 | 04/09 Austin, TX | Obtain the PMS 490 video in .AVI format from the NWCG Instructional Media unit and give to Billy Phillips and Matt Gibson. | 6 | May 2009 | Jim Cook | |
| 396 | 04/09 Austin, TX | Provide a job code to Billy Phillips to acquire three Google Pro software licenses for PMS 490 revision-- \$1,200/year. | 6 | May 2009 | Jim Cook | |
| 397 | 04/09 Austin, TX | Organize a PMS 490 revision group. | 6 | June 2009 | Chris Wilcox Billy Phillips Matt Gibson | |
| 398 | 04/09 Austin, TX | Make contact with FS-IT personnel regarding blogging and report at the fall 2009 meeting. | 7 | Fall 2009 | John Wood | |
| 399 | 12/09 Orlando, FL | Prepare a new three-year budget proposal for NWCG. | 2 | March 2010 | Jim Cook Chris Wilcox | |
| 400 | 12/09 Orlando, FL | Provide names of individuals to be considered as members of LBE award selection panel to John Wood. | 2 | 12/15/2009 | All members | |
| 401 | 12/09 Orlando, FL | Distribute the quarterly LBE award e-mail nomination reminder all members. | 2 | 12/15/2009 | John Wood | |
| 402 | 12/09 Orlando, FL | Prepare articles for the Spring 2010 <i>Leading & Learning</i> newsletter. | 3 | Spring 2010 | Dan Kleinman Billy Phillips Jim Cook Chris Wilcox Ted Mason Pam McDonald | |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 403 | 12/09 Orlando, FL | Develop standard operating procedures for submitting and moderating blog comments prior to making the blog go live. | 3 | February 2010 | Pam McDonald John Wood | |
| 404 | 12/09 Orlando, FL | Review http://ted.com for consideration as inclusion on the links page of the website. | 3 | February 2010 | Jim Cook | |
| 405 | 12/09 Orlando, FL | Submit to Jim Cook names to be considered as SMEs for the online L-180 project. | 4 | January 2010 | All members | |
| 406 | 12/09 Orlando, FL | Coordinate SMEs with NWCG Distance Learning shop. | 4 | January 2010 | Shane Olpin Jim Cook | |
| 407 | 12/09 Orlando, FL | Review, align, and revise as needed, the L-380 & L-480 evaluation processes. | 4 | March 2010 | Bill Miller Shane Olpin Ted Mason | |
| 408 | 12/09 Orlando, FL | Notify Ted Mason of individuals to be considered for the March 2010 Great Basin L-480 course. | 5 | 1/15/2010 | All members | |
| 409 | 12/09 Orlando, FL | Draft a brief mission statement, including the original guiding principles, into a document to function as a charter for the L-480 Steering Group. | 6 | February 2010 | Ted Mason | |
| 410 | 12/09 Orlando, FL | Remove unnecessary L-480 items in the MyFireCommunity neighborhood. | 6 | February 2010 | Ted Mason Deb Corner | |
| 411 | 12/09 Orlando, FL | Post ted.com leadership video links on the blog and send Jim McMahill's article to all members. | 7 | January 2010 | Pam McDonald | |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 412 | 12/09 Orlando, FL | Submit recommendations of individuals who could perform the lead role for the Wharton Leadership Conference to Dan Kleinman. | 8 | 12/15/2010 | All members | |
| 413 | 12/09 Orlando, FL | Develop a long-term plan for developing and supporting future L-580 venues and present at the Spring 2010 meeting. | 8 | Spring 2010 | Jim Cook Chris Wilcox Brian Fennessy Dan Kleinman Paul Hanneman | |
| 414 | 12/09 Orlando, FL | 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. | 8 | Spring 2010 | Dan Kleinman Jim Cook | |
| 415 | 12/09 Orlando, FL | Finalize the mission statement, including the original guiding principles, into a document to function as a charter for the L-580 Steering Group. | 8 | February 2010 | Dan Kleinman | |
| 416 | 12/09 Orlando, FL | Develop a plan for melding the instructional and video components of the PMS 490 with Google Earth products. | 8 | January 2010 | Shane Olpin, Jesse Myers, Ben Harper, Matt Gibson, Billy Phillips, and Jim Cook | |
| 417 | 12/09 Orlando, FL | Contact California GATR to put John Wood on the Training Officer meeting agenda. | 10 | February 2010 | Jim Cook | |
| 418 | 12/09 Orlando, FL | Work with the Refresher team to develop a Leadership Toolbox segment for 2011 Annual Fireline Safety Refresher video. | 11 | Fall 2010 | Shane Olpin and Chris Wilcox | |

| Item Number | Date Assigned | Action Item | Mtg. Notes Pg. # | Date Due | Person Responsible | Completed |
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| 419 | 12/09 Orlando, FL | Rewrite the Leadership Committee charter and send draft to members for comment by January 31, 2010. Submit to OWDC at their February meeting. | 11 | 1/31/2010 | Jim Cook, Chris Wilcox, and Mark Stanford | |
| 420 | 12/09 Orlando, FL | Determine a long-term strategy for the <i>Book on Books</i> publication. | 11 | Spring 2010 | Kurt La Rue and Chris Wilcox | |