



Fire Management Board

Fire Management Board

Meeting Minutes – 27 August 2014

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| FMB Participants | Aitor Bidaburu (USFA), Bill Kaage, Chair (NPS), Rod Bloms for Dick Bahr (DOI-OWF), Frank Guzman (USFS), John Segar (FWS), Lyle Carlile (BIA), Steve Gage (USFS). Not present: Ron Bertsch (USFS), Erin Horsburgh (DOI-OAS), Howard Hedrick (BLM) |
| Other Participants | Dan Smith (Chair, NWCG), Sean Cross (NWCG Program Manager), Deb Fleming (Training Branch Manager), Elaine Waterbury (Planning & Management Branch Coordinator), Krysta Shultz (Executive Secretary), Paul Schlobohm (NWCG FMB Liaison), Tim Blake (Preparedness Branch Coordinator). |

Meeting handouts are available upon request via email at blm_fa_fmb_executive_secretary@blm.gov

| Item | Topic | Presenter | Discussion/Action |
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| 1 | Welcome, Agenda Review and Meeting Minutes Approval | Bill Kaage | Discussion: A brief welcome and overview of the agenda. Action: FMB approved the contents of the July 2014 Meeting Minutes as written. |
| 2 | Update and Discussion of FEC Tasking – Human Factors & Performance <ul style="list-style-type: none"> • FMB Role with Progress and Participation | Bill Kaage | Discussion: A formal tasking has not been issued. FMB will work with Fire Executive Council (FEC) to identify participants and clarify deliverables prior to the release of a tasking. Action: Prepare a memorandum to Tom Harbour and Jim Douglas (Co-Chairs, Fire Executive Council) requesting clarification. Kaage to complete by 12 September, 2014. |
| 3 | Formalization of FEC Tasking – Wildland Fire Aviation Strategy <ul style="list-style-type: none"> • Clarify Tasking & Solidify Membership | Bill Kaage | Discussion: Reviewed the draft tasking memorandum from FMB to the Chair, National Wildland Fire Aviation Strategy Task Group regarding development of 10 year interagency aviation strategy. Action: FMB members will review the draft memorandum and provide feedback to Bill Kaage by 29 August 2014. |
| 4 | Interior Fire Executive Council <ul style="list-style-type: none"> • Meeting Summary and Emerging Issues | Bill Kaage | Discussion: Reviewed IFEC Action Item list. Action: Rod Bloms will share the USFS/DOI priorities and issues list with FMB members by 17 September 2014. |
| 5 | Information Technology Advisory Board <ul style="list-style-type: none"> • Clarify the Necessity of Updates and Info. Sharing | Bill Kaage | Discussion: Explanation that the FMB is part of the WFIT Framework that includes ITAB. FMB members agreed that a semi-annual report out from ITAB would be sufficient. Action: Propose timeframes for future ITAB updates. Bill Kaage and Paul Schlobohm, 17 September 2014. |
| 6 | Fire Management Board Business | Bill Kaage | Discussion: Identifying a Vice-Chair includes a review of the chair rotation schedule of |

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| | Protocols <ul style="list-style-type: none"> • Role of FMB Vice-Chair • ITAB Chair | | the FMB, NWCG and NMAC. Action: Check NWCG and NMAC Chair rotation schedules to propose a FMB Vice-Chair solution. Also, request ITAB select a Chair. Bill Kaage, 17 September 2014. |
| 7 | Fire Management Board Business Protocols <ul style="list-style-type: none"> • Records Management • My Fire Community Usage | Krysta Shultz | Discussion: Reviewed proposed record management protocol. Action: <ul style="list-style-type: none"> • FMB approved the use of the records schedule for Fire Executive Boards (FEB); Record Group 414 “Records of Regional Committees, Commissions, and Boards”. • FMB members agreed to use My Fire Community as a collaborative space until otherwise noted. |
| 8 | Bin Item – EIM Agency Purview Update | Bill Kaage and Paul Schlobohm | Discussion: NWCG is finalizing an updated list of EIM agency purview tasks that require federal agency engagement for delivery to the FMB. Action: N/A |