



Notes

December 5, 2022, MNICS Task Force Meeting

Task Force Attendance: William Glesener, Cory Berg, Greg Carlson, Chase Marshall, Seth Grimm, Mike Hill, Jacob Beauregard

Non-Task Force Attendees: Mike Mackey - MNCC, Leanne Langeberg (notes), Kevin Carlisle

Incident Commanders: Ernie Schmitt, Mike Ware, Aaron Mielke, Jeb Backe

DISCUSSION ITEM	NOTES
Building and Budget Update	<p>Building Update</p> <ul style="list-style-type: none">- A new electrical panel has been installed for the alarm system, and includes an extra alarm placed in the server room. An estimate bid will be sought for cost to install dry chemical to protect the equipment in the server room.- The entry way key card reader continues to work intermittently. New software will likely correct the issue. The current software was installed in 2003. Task Force approved using coop funds to cover the estimated \$1,230 upgrade charge that has been approved by the State of Minnesota's MNIT.- Pro-Tech quoted \$20,000 to upgrade the security camera system which would include cameras at the close-gate system and at the training door. The upgrade will be discussed with the Board of Directors.- The Elevator remains out of order and is likely due to an emergency stop switch preventing the elevator from lifting. While the contractor is looking for a workable solution, the recommendation is to replace the entire elevator system. The Forest Service engineers are aware of the ongoing issue, and agree replacement is the best long-term solution. Kevin Carlisle will begin the process to seek bids. <p>Budget Update</p> <ul style="list-style-type: none">- The MIFC coop funds spreadsheet was adjusted to reflect the fire alarm expenses.- The MNICS Financial plan has been signed by all MNICS partners.
MNICS Type 2 IA Crew Working Team Assignment	<ul style="list-style-type: none">- The Task Force reviewed the MNICS Operations Working Team assignment for the Type 2 IA Crews.- Task Force discussed the recommendations made by the Type 2 IA Crew subcommittee and Crew Boss leaders and how to improve the overall support and success of the crews.- One consideration is to fill the crews with one additional leadership level member (21-person crew). The additional member would serve as a camp liaison dedicated to coordinating crew administrative issues and concerns and be the liaison between the crew and the MNCC coordinator and MNICS representative agency duty officers.- Task Force discussed improving flexibility when rostering slots to allow an agency that is unable to fill a leadership role to still send two FFT-2 positions out with the crew and open the free slot to other agencies to fill.- Task Force is also considering the option to resource order a mobilization crew manager to support crew coordination from the fire center, up to 14-days as needed, in-brief and de-brief with the crews, and act as a liaison to the MNCC coordinator and agency duty officers.



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Working Team Chairs Meeting Agenda	<ul style="list-style-type: none"> - Task Force reviewed the MNICS Working Team Leader's Intent meeting agenda. The topics will focus on the history of the working teams, expectations for meeting coordination and working team charters, explanation of the working team assignment process, and if time permits a brief discussion of the FireNet Working Team Office 365 Teams accounts.
MNICS Type 3 Incident Management Team Incident Commander meeting	<ul style="list-style-type: none"> - The Task Force met with the 2023 MNICS Team Incident Commanders – Team A – Ernie Schmitt and Mike Ware, Team B – Aaron Mielke and Team C – Jeb Backe. <p>Discussion of the rosters</p> <ul style="list-style-type: none"> - The MNICS Type 3 IC's met the week prior to the MNICS meeting and feel they have the rosters filled minus a few holes. They have sent a request out to seek help with filling the planning, operations and public information sections. The safety section has the largest gap to fill. - A lot of job sharing will happen next year, which will help lessen the burden on the single primary position holder. - This year training efforts for the IC-trainee role will focus on prioritizing one to two IC-trainees who are close to completing their task books. <p>Summer team rosters</p> <ul style="list-style-type: none"> - This will be the first trial-run year for national availability. The teams that organize in June and July will most likely be ad hoc teams, though the leading IC's primary team members will be given preference to roster first. <p>SOPs</p> <ul style="list-style-type: none"> - No new changes to the MNICS Type 3 Team's standard operating procedures. - Task Force and IC group agreed to maintain the spring team rotation schedule and adjust the fall rotation to start after Labor Day and run through October 31, with understanding the Task Force may call on teams during high planning levels prior to the start of the fall rotation. - During the fall rotations, or for any additional requests for team availability, the Task Force will make a concerted effort to identify when a team will be needed with 7-day notice prior to rostering, and no later than the Thursday before the rotation is expected to begin. Task Force will plan to announce team needs during the MNICS planning meeting coordination call. <p>Incident FireNet Accounts</p> <ul style="list-style-type: none"> - Nationally, a decision is underway to give responsibility to the local dispatch center to set up and maintain ownership of incidents from the beginning to the end. Task Force requested to add language to the MNICS Type 3 Team SOPs that MNCC Logistics will create the Incident in FireNet. The planning section will maintain responsibility to organize the preliminary documentation box for their team's work during the assignment. <p>Spring Meeting</p> <ul style="list-style-type: none"> - Tentatively planned for week of March 6, 2022. Emphasis will be placed on hosting in-person for all type 3 IMT members and support staff and agency administrators to attend. - The IC's requested support from the Task Force to help increase representation and participation from agency administrators, and to look into hosting additional agency administrator training.



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JOINT BOD & TASK FORCE MEETING

BOD Attendees: Russ Langford, Paul Lundgren, Tom Hall, Tom Remus, Michael Stansberry, Joe Neuberger, Rod Skalsky

Task Force Attendees: William Glesener, Greg Carlson, Jacob Beauregard, Chase Marshall, Seth Grimm, Michael Hill, Cory Berg.

Non-Task Force attendees: Mike Mackey, MNCC Center Manager, Leanne Langeberg (notes) Kevin Carlisle

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Building	<p>Radio Shop Facility Discussion</p> <ul style="list-style-type: none">- The current radio shop requires significant upgrades to bring it to a minimum standard working environment. The alternative office space for the radio shop is to move the staff into the Fire center building. While space may appear more open, many of the open spots remain filled by staff who are working hybrid telework schedules. To move the radio team into the building will require reducing some of the current staff office square footage or incorporating more office desk space to the former Forest Service dispatch area where the current PIO is located. No decisions were made. <p>Building Update</p> <ul style="list-style-type: none">- The Board of Directors were briefed with facility updates on the Cache door intercom system, the status of the elevator repair and expected cost for replacement, results from the annual safety inspections, the roof seal repair project, the annual sprinkler inspection, the results of the active shooter simulation training, replacement of the all-in-one copier on the second floor, replacement of the LED light fixtures, and plans to replace the front parking lot sidewalk cement. <p>Projects in progress</p> <ul style="list-style-type: none">- The Board was briefed on the plans to upgrade the software for the malfunctioning card reader at the training door, the estimated cost to replace the elevator system to meet OSHA and ADA compliance and installing security cameras throughout the building.- The group also discussed the roof replacement project. The Forest Service engineers feel the project will likely be funded next year, though no official approval has been awarded.
Type 2 IA Crew Operations Working Team Assignment	<ul style="list-style-type: none">- The Task Force and Board of Directors reviewed the Operations Working Team assignment to revise the MNICS Type 2 Initial Attack IA Crew's standard operating procedures and build in more rostering flexibility to improve successional training and development.- The Task Force and Board of Directors discussed proposed changes to how the MNICS crews rosters and the associated pros and cons, along with the historical approach to the current interagency rostering efforts to assure fair access to all MNICS partner agencies.- The group discussed the proposal of providing crew coordination support either through a crew rep or liaison (an additional member to the 20-person crew) who would join the crew through the entire assignment, or resource



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	<p>order a mobilization crew manager to help with initial crew cohesion at the start of the season, and help with the in-brief and de-brief process while also being available to the Crew Boss as a local contact to help coordinate with agency duty officers.</p> <ul style="list-style-type: none">- All agree that the role of the crew boss is challenging, and there are factors at play on a national scale reflected in crew membership. They recognize that the challenge to be more flexible with time management and improving crew cohesion are a large part of figuring out how to improve applicant pools, membership retention, and mentorship and job share opportunities.- A suggested solution to help improve interagency crew cohesion and attracting committed rostered team members was to look into the feasibility of forming an interagency MNICS hotshot crew. With a hotshot crew MNICS could hire members solely for fire tasks, divide the crew into response modules during Minnesota's fire seasons to help all MNICS partners with project work and response, and mobilize as a 20-person crew to support needs out west during the summer.
Center Manager timelines	<ul style="list-style-type: none">- MNCC coordinator has accepted another position with the Chippewa National Forest.- Though hiring efforts are underway, three positions will likely not be filled before the center manager transitions to the new position. The plan is to move the vacant DNR position to operations and the open Forest Service position to aviation.- The Delegation of Authority to the MNCC coordinator is generally renewed during this time of the year. However, no decision was made on how to proceed through the interim.- The Forest Service has flown a 120-day detail. There is potential on the Forest Service side to advertise the position and have a cert of potential applicants by January 21, 2023. DNR is also considering advertising the position but recognizes that they will not be able to do so simultaneously with the Forest Service advertisement due to administrative constraints.- Board of Directors and Task Force recognize that including an option to telework into the MNCC coordinator's position will likely draw in a stronger candidate pool, and they are open to the possibility of limited telework during winter months. However, onsite availability during the fire season is critical.
MNICS Master Agreement	<ul style="list-style-type: none">- The new master agreement and operating plan are due by Fiscal Year 2024.- BIA is planning to advertise a grants and agreement specialist who could provide help with some of the agreement coordination.



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ICC agreement/letter of support	<ul style="list-style-type: none">- A letter of support from the MNICS Board of Directors partners to the Itasca Community College (now Minnesota North, Itasca Campus) was drafted when the college initially set up the wildfire program and hired Marty Christensen.- The support included requesting equipment from the NEK Supply Cache and helping with instructor needs the MNICS partners could help support.- Lee Kessler has requested an updated letter that notes the name change to Minnesota North, including all of the campuses – Itasca, Vermillion, and Rainy River. Paul Lundgren, Minnesota DNR, will coordinate the effort to update the letter and seek BOD signatures.
Border agreement	<ul style="list-style-type: none">- With the MNCC Center Manager vacancy, there is a need to identify a person to coordinate the annual border agreement meeting. Blair Olson, Minnesota DNR, is chair of the GLFFC operations working team and with his connections to the GLFFC partners would be ideal to coordinate the border meeting. William Glesener will follow up with Blair.- Minnesota DNR, National Park Service, Forest Service, and BIA are generally represented at the meeting.

Next Task Force Meeting will be January 5, 2022, at MIFC