



# Notes

## January 4, 2023, MNICS Task Force Meeting

**Task Force:** Greg Carlson, BJ Glesener, Cory Berg, Mike Hill, Nick Petrack, Jacob Beauregard

**Non-Task Force Attendees:** Ryan Kingsley - MNCC, Leanne Langeberg – Notes, Brian Wise, Shelly Greniger, Kelvin McCuskey

DISCUSSION TOPIC	NOTES
<p><b>Budget Update</b></p>	<ul style="list-style-type: none"> <li>- The primary expenses for December included the L-380 course and associated student lodging, the annual HVAC maintenance from Rapids Plumbing and Heating, and regular utilities. The project expenses exceeded the original funding by approximately \$9,000, and the Task Force approved adjusting the available non-committed funds to cover the \$9,000 shortfall.</li> <li>- Pending budget projects include the Type3 Team supply kits, the MNCC team building session, the installation of paging horns, and the generator voltage repair work.</li> <li>- The MNICS Type 3 Teams spring meeting will draw from the MNICS coop funds. The Task Force approved adding an \$8,000 annual line item for the spring Type 3 IMT meeting and yearly updates to the Type 3 Teams kits.</li> <li>- The Task Force approved an annual budget line item of \$5,000 to cover MNICS annual meeting guest speaker fees and travel expenses.</li> </ul>
<p><b>Building Update</b></p>	<ul style="list-style-type: none"> <li>- The Task Force reviewed the Guidelines for Future Employee Housing at the Minnesota Interagency Fire Center, signed by the MNICS Task Force chair in 2017.</li> <li>- MNICS agencies have requested additional office space at the fire center to accommodate up to six Nature Conservancy staff (under a contract agreement with the USDA Forest Service), DNR fire training staff, and a predictive services intern.</li> <li>- The Itasca County ham radio group holds an office space for their radio equipment, which could be freed up to provide temporary office space and a dedicated location for the predictive service’s oven. Kelvin McCuskey will contact the ham radio group coordinator to discuss relocating their equipment to a county facility.</li> <li>- The MIFC building committee will add the office space assignments to their monthly agenda topics. They will outline a process to track requests and changes to office space and shared the tracker with the MNICS Task Force.</li> </ul>
<p><b>MNICS Meeting AAR/Survey Results</b></p>	<ul style="list-style-type: none"> <li>- Task Force reviewed the results of the 2023 MNICS meeting survey. They approved the decision to continue hosting the MNICS meeting in Duluth.</li> <li>- The MNICS meeting planning committee has arranged a bi-monthly meeting schedule and has identified tasks each committee member will coordinate.</li> </ul>
<p><b>Master Cooperative Agreement/AOP</b></p>	<ul style="list-style-type: none"> <li>- The Doc-u-Sign process went well for collecting MNICS Standard Operating Plan signatures.</li> <li>- The Task Force members will review the MNICS Master Cooperative Agreement located in the FireNet Teams folder to ensure agency contacts are current.</li> </ul>
<p><b>T3 IMT Roster Review/Approval</b></p>	<ul style="list-style-type: none"> <li>- The Task Force will decide and approve the priority trainees for the MNICS Type 3 Incident Management Teams.</li> </ul>
<p><b>MNICS IMT recruitment</b></p>	<ul style="list-style-type: none"> <li>- HSEM supports extending recruitment outside the core MNICS agencies and is ready to move forward with the recruitment plan.</li> </ul>



# Notes

## DISCUSSION TOPIC

## NOTES

<p><b>Working Team updates from the Task Force liaisons</b></p>	<ul style="list-style-type: none"> <li>- The Air Operations Working Team focused on Unmanned Aircraft Systems (UAS) and long-term succession planning. They plan to design a tool to assist the training working team with air operations personnel development for critical qualifications. The tool will identify the required trainings to fill specific aviation roles.</li> <li>- The Task Force will assign each working team the task of identifying the required NWCG training staff in their area of expertise must complete to become qualified. The training working team will be tasked with compiling the information into one document to use for identifying and prioritize future MNICS-wide training course offerings.</li> <li>- The Task Force proposed assigning a liaison from each working team to be a point of contact for the Training Working Team. The Task Force will refine the working team training qualification assignment task at their February 2024 meeting.</li> <li>- Training Working Team focused their time on succession planning.</li> <li>- Finance discussed improving participation and outreach opportunities. They will request an IROC report from MNCC that lists all the finance qualifications available in Minnesota. The group also discussed the critical need to host an S-260 and an S-261 training session. They seek the Task Force’s support to offer the S-261 regardless of the number of people who attend. Task Force supports the training, and they will approve hosting the training at a location that meets their needs.</li> <li>- The Logistics Working Team reviews the out-of-state assignment in 2023. The team plans to host the online workshops sometime in 2024.</li> <li>- Prescribed Fire and Fuels Working Team met with predictive services and discussed the air quality index and red flag criteria assignments. The group validated the existing red flag criteria and determined there is no need to change the criteria. The air quality index assignment will require more discussion and will likely not have a resolution before the spring fire season. Each representative will meet with their agency staff this winter and revisit the topic at their spring meeting. The Task Force accepted the red flag recommendations and Mike Hill sent a note of approval to the chair on behalf of the Task Force.</li> <li>- The Information Management Working Team discussed plans to host a 2024 PIO Workshop. They recognize the short planning window that may require them to push the workshop to a later date after the spring fire season. The group was made aware of the GLFFC-sponsored Section Leaders Academy – L-952 PIO training opportunity. They also met with the Air Operations Working Team representative to review work-in-progress on a Drone Safety and Media coordination infographic.</li> <li>- The Communications Working Team plans to establish a contract agreement between Minnesota DNR and the USDA Forest Service to add the USDA Forest Service radio frequencies to the Minnesota DNR network, which will allow dispatching radio frequencies through one computer system. Cory Berg inquired if the working team discussed the new tower installation at White Earth, as there may be some possible national funding through BIA. White Earth’s emergency manager is going to reach out to MNDOT to find a solution to improve the ARMER network. Jacob Beauregard will meet with John Dooley to make him aware of the concerns.</li> <li>- The Type 3 Incident Management Working Team focused on prioritizing trainee positions and have a goal to finalize MNICS Type 3 Team rosters by February 1.</li> </ul>
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<b>Border Agreement Review/Meeting Schedule</b>	<ul style="list-style-type: none"> <li>- William Glesener request requested confirmation from Blair Olson, DNR, and the providences of the winter Border Agreement meeting date and location.</li> <li>- The National Park Service can host the Border Agreement Meeting in International Falls.</li> </ul>
<b>MOB Guide Updates</b>	<ul style="list-style-type: none"> <li>- The request for 2024 MNICS Mobilization Guide updates will be sent next week. There are no considerable changes expected this year. The current Master Cooperative Agreement will likely be extended into March, and the Task Force approves adding either a copy of the extension letter or a statement about the extension.</li> </ul>
<b>Agency Updates</b> BIA DNR FWS HSEM NPS USFS	<ul style="list-style-type: none"> <li>- <b>BIA</b> – The agency is finalizing their protection agreement with the Chippewa National Forest. BIA discussed plans plan to transition selected tribes to WildCAD-e during their meeting the DNR northwest fire staff, White Earth fire program, and the MNCC intelligence officer. BIA plans to meet with the Mille Lacs Agency and expects they will continue to use Survey 123. White Earth plans to make several changes to unit IDs starting in 2025. BIA has a few resources from Minnesota supporting Oklahoma fire.</li> <li>- <b>DNR</b> –Operations dispatcher interview are in progress and the advanced training specialist positions and wildfire administration positions have been advertised. WildCAD-e is rolling out to the regions and training sessions will be completed by the end of January. A few DNR fire staff are covering duty officer rotations due to the low snowpack. The agency responded to a fire on Christmas day. The DNR is collaborating with the Prescribed Fire Council and has encouraged the council to file as fiscal agents (501c3), which will allow them to participate in the training and qualification process.</li> <li>- <b>FWS</b> – The agency is working on the seasonal firefighter hiring process. The agency’s approved the fire management officer position (vice Seth Grimm) and plans to advertise it soon. The region plans to send a few fire staff to the M-581 Agency Administrator training and staff ride. The agency plans to roll out a terrestrial-based lidar system.</li> <li>- <b>HSEM</b> – The Region 3 program coordinator position announcement has closed, and interviews will soon follow. The Incident Action Plan and Situation Plan module is expected to roll out in 2024. It will be made available for county use. The annual Emergency Management Conference will be held Feb 6 &amp; 7, 2024, with drones as the featured topic. Hawaii’s is still requesting support through EMAC. The Department of Safety is updating their entire website. The State Emergency Operations Center (SEOC) Standard Operating Guide will be updated this year. The agency is working on the layout of the SEOC building. Cabinet-level and Commissioner’s Office staff completed senior leadership training for emergency response at the state level. The alternate SEOC exercise is planned to occur sometime in 2024. The School Safety Center conference will be hosted again this year. HSEM plans to host a primary academy in 2025 for emergency managers at all levels and will follow the FEMA course path.</li> <li>- <b>NPS</b> – Several fire staff are on use or lose annual leave. The seasonal hiring certificates were received prior to the end of the year. Brenda Miles position has been filled with a virtual position located outside of Minnesota.</li> <li>- <b>USFS</b> – Mike Rice’s will officially retire on January 11, 2024. The plan is to detail that position out to Steve Teeter through April. John Galazen has announced his retirement. Tony Harding is currently acting in the West Zone fire management officer position and Travis Durkin will fill behind Tony. The agency approved filling the Ely air tanker base position.</li> </ul>

Next Task Force Meeting will be held during the MNICS Meeting February 1, 2024, at MIFC.