



Incident Command Subcommittee

Meeting Notes: October 16, 2019 (1300-1400 MT)

Present: Shane Greer (FS), Jon King (FWS), Lucas Minton (BIA), Les Rogers (NASF), Brad Sawyer (BLM), Ken Paul (Associate), Mike Minton (IPSC Liaison), Paul Hahnemann (IPSC), Deb Fleming (NWCG Coordinator)

Absent: Rick Young (NPS)

	Topic	Action Item #	Presenter	Notes	Action/Decision
1	Introductions		ICSC	•	
2	Overview of NWCG Website & ICSC Homepage		Fleming	• Reviewed NWCG website (https://www.nwcg.gov), parent committee (IPSC) (https://www.nwcg.gov/committees/incident-and-position-standards-committee), ICSC homepage and roster (https://www.nwcg.gov/committees/incident-command-subcommittee)	
3	Subcommittee Mission & Objectives		Fleming	• Reviewed ICSC's mission and objectives. What is there now are standard statements across several subgroups. ICSC can add to these objectives in the future if necessary.	
4	Roles & expectations of the subcommittee		Fleming	• Briefly showed where to find information regarding master charter and NWCG subgroup roles & membership information https://www.nwcg.gov/committee-roles-membership-information	
5	Commo channels & decision space		Fleming	• ICSC is under IPSC. Major decisions will need to be carried forward by the Chair or liaison to IPSC prior to finalizing.	
6	Meeting Schedule		Minton	• Agreed to monthly calls.	<u>Decision:</u> calls will be held on the 1 st Wed of the month @ 1300 PT, 1400 MT. Deb will set up Nov call and send an invite.
7	Chair, Vice-Chair & Support Staff		Minton/ Fleming	• The subgroup will need to elect individuals to fill these roles. Only primary members may act as chair of the subcommittee. Chairs typically fill the role for 2 years and then the vice-chair rotates in and a new vice-chair is appointed.	Action Item 2019-01: Send names for chair, vice-chair & support staff to Mike & Deb. Make decision on or before Nov call.
8	Workload on the horizon		Minton/ Fleming	• The first task to tackle will be developing the Incident Position Descriptions (IPDs) for the positions assigned to ICSC. (https://www.nwcg.gov/committees/incident-command-subcommittee/positions); Annie Benoit (NWCG Training) will join us on the	

	Topic	Action Item #	Presenter	Notes	Action/Decision
				<p>Nov call for a 30 minute presentation on the Standards Management Cycle and IPD development.</p> <ul style="list-style-type: none"> • Other things on the horizon include: discussion with the Incident Planning Subcommittee on HRSP steward; misc qualification questions, involvement in linkage between T5 to T1 positions and associated training (e.g., S-320 thru S-620 discussion) 	
9	Round Robin / Wrap Up		ICSC	<ul style="list-style-type: none"> • 	

Next Conference Call

Date: November 6, 2019

Time: 1400-1530 MST