



Incident Command Subcommittee

Meeting Agenda: November 6, 2019 (1400-1530 MT)

Present: Shane Greer (FS), Jon King (FWS), Lucas Minton (BIA), Rick Young (NPS), Ken Paul (Associate), Amy Ham (Support), Mike Minton (IPSC Liaison), Paul Hannemann (IPSC), Deb Fleming (NWCG Coordinator) Annie Benoit (NWCG Training)

Absent: Les Rogers (NASF), Brad Sawyer (BLM), Brian Harrison (Training Liaison)

	Topic	Action Item #	Presenter	Notes	Action/Decision
1	Introductions		ICSC	<ul style="list-style-type: none"> • Roll call 	
2	Standards Mgmt Cycle & Incident Position Description Overview from Training Program		Annie Benoit	<ul style="list-style-type: none"> • www.nwcg.gov/committees/incident-command-subcommittee/positions • Gave an overview of the process in conjunction with the website, including the tool box. Trying to focus in on each position and dial in on duties and responsibilities. • There's an NWCG Standards Management Cycle which outlines components and processes involved in establishing and implementing standards. • On the standards management cycle page there are corresponding drop downs below which provide information on establishing NWCG standards, building Incident Position Descriptions, implementing the training design process, developing training and performance, operation, and evaluation. • Started off with positions in operations. It took 6 months to do 12 positions and there are 126 positions • Training can't be determined until IPDs are built. • Came up with method of using committees and subcommittees to work with SMEs and build the IPDs. • There are previously completed IPD's to use as examples. There are a lot of standard statements so all of it doesn't have to be created from scratch. There's also an IPD template to use. Duties and responsibilities can be transferred into template to check wording and redundancy. • Working on tying IPDs and task books together in database. • Annie is happy to help and guide people through the process. • Can break them up instead of everyone working on all of them. • Focusing on incident commanders would be a good start. 	
3	Election of Chair & Vice-Chair	2019-01	Minton	<ul style="list-style-type: none"> • Discussion on Chair/Vice-Chair positions. The Chair's role is to keep things moving and keep up communication. 	Decision: Jon will be Vice Chair. Shane will start as

					Chair if someone else can take it over later (Rick?)
8	On the Horizon		Fleming	<ul style="list-style-type: none"> • Get acquainted with link on NWCG page for IPDs and see what investment will be needed. • No hard and fast due date or timeline but it's important to expedite this. Probably a year out from needing to have them complete. • Can solicit the group at the IC/AC meeting at the end of Feb. • Plan for IPD development • Assignment of glossary terms to ICSC 	

Next Conference Call

Date: December 4, 2019

Time: 1400-1530 MST