



## Incident Logistics Subcommittee

### Meeting Notes: November 26, 2019 (1300-1400 MT)

**Present:** Dan Froelich (IAFC), Brian Kruger (NPS), Chris Alford (NPS), John Wall (NASF), Mike Burkholder (NASF), Aaren Nellen (FS), Cameron Crisp (FS), Sue Zahn (FS), Kate Morris (Admin Staff - FS), Jill McCurdy (IPSC Liaison), Stew Richter (IPSC Liaison), Deb Fleming (NWCG Coordinator)

**Absent:** Erin Burkhammer (NWCG Training Liaison), Jimmy Grimes (NASF), Todd Johnson (BLM), Stu Rodeffer (FS), Eric Martinez (FS)

	Topic	Action Item #	Presenter	Notes	Action/Decision
1	Introductions		ILSC	<ul style="list-style-type: none"> <li>• Deb is an NWCG Coordinator – she is the link between the committees and the Executive Board</li> <li>• Cameron is a USFS Fire Planner in West Virginia and the LSC2 on the Southern Area Gold Team</li> <li>• Jill is our Liaison to the Incident and Position Standards Committee; she is retiring in December</li> <li>• Aaren is a Captain with the USFS and an LSC3-T</li> <li>• Chris is an Interpretive Specialist with the NPS in Northern Virginia and the LSC1 on the Southern Area Blue Team</li> <li>• Mike is a New York State Forest Ranger and is the LSC on the New York Team</li> <li>• Dan is with San Diego City Fire and our IAFC (International Assn of Fire Chiefs) member and a LSC2 on CA Team 13</li> <li>• Brian is with the NPS in Yosemite and the ORDM on CA Team 14</li> <li>• Stew is our Liaison with the Incident and Position Standards Committee</li> <li>• John is with the Texas Forest Service and the LSC2 on the Texas State Team and an Alternate LSC on the Southern Area Blue Team</li> <li>• Sue is with the USFS Washington Office Fire &amp; Aviation Mgmt and the Phoenix NIMO.</li> </ul>	

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				<ul style="list-style-type: none"> <li>Kate is your Administrative Minion and the Fire Training Assistant on the Mendocino NF in CA. She is the ORDM on CA Team 5.</li> </ul>	
2	<b>Overview of NWCG Website &amp; ILSC Homepage</b>		Fleming	<ul style="list-style-type: none"> <li>Reviewed NWCG website (<a href="https://www.nwcg.gov">https://www.nwcg.gov</a>), parent committee (IPSC) (<a href="https://www.nwcg.gov/committees/incident-and-position-standards-committee">https://www.nwcg.gov/committees/incident-and-position-standards-committee</a>), ILSC homepage and roster (<a href="https://www.nwcg.gov/committees/incident-logistics-subcommittee">https://www.nwcg.gov/committees/incident-logistics-subcommittee</a>)</li> <li>History –originally there was a National Logistics Subcommittee under the Equipment and Technology Committee, but it didn't gain any momentum. The Executive Board was asked to sunset the old committee and stand up a new one approximately one year ago under the Incident Position Standards Committee (IPSC). The NWCG's primary mission is to develop interagency standards. Everything we create are the standards and we are the stewards for the logistics positions.</li> <li>Our website and roster are maintained by NWCG. Any changes go through the Chair and Admin.</li> </ul>	
3	<b>Subcommittee Mission &amp; Objectives</b>		Fleming	<ul style="list-style-type: none"> <li>Reviewed ILSC's mission and objectives. Much of this is standard across multiple subgroups. The third bullet is unique to ILSC. Can add to these objectives in the future if necessary.</li> <li>Our mission objectives pertain to the incident logistics functional area. There is not a lot of published logistics standards information</li> <li>Information only – the steward for MEDL is the Risk Management Committee; ILSC will be a key stakeholder since this is a logistics position.</li> </ul>	
4	<b>Roles &amp; Expectations of the Subcommittee</b>		Fleming	<ul style="list-style-type: none"> <li>Briefly showed where to find information regarding master charter and NWCG subgroup roles &amp; membership information</li> </ul>	

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				<ul style="list-style-type: none"> <li>• It was recommended that we all read the Roles and Membership document on the NWCG website. What is expected of the group</li> <li>• There is no vote in NWCG but reach a consensus; agencies with multiple members, but will need to reach agreement on issues amongst themselves; they should speak with one voice</li> </ul> <a href="https://www.nwcg.gov/committee-roles-membership-information">https://www.nwcg.gov/committee-roles-membership-information</a>	
5	<b>Commo Channels &amp; Decision Space</b>		Fleming	<ul style="list-style-type: none"> <li>• ILSC is under IPSC. Major decisions will need to be carried forward by the Chair or Liaison to ILSC prior to finalizing.</li> </ul>	
6	<b>Meeting Schedule</b>		ILSC	<ul style="list-style-type: none"> <li>• Agreed to monthly calls</li> <li>• Any and all meeting information goes under the Meeting Information link on website</li> <li>• In-Person meeting – let the workload dictate if we want to meet in person. Sometimes, more work can get done in person</li> <li>• Stew recommended setting up the same day of the month for calls is good to keep the rhythm and participation going</li> <li>• Jill recommended having a face to face meeting in March to get rocking and rolling</li> <li>• There was an overwhelming consensus to do a Doodle Poll for meeting selection. (Action item 2019-01)</li> <li>• The IPSC met a couple months ago and spent quite a bit of time on position descriptions</li> </ul>	<b>Action Item 2019-01: Send out doodle poll to find the best time for the subcommittee to meet. Tuesdays are out. (Kate)</b>
7	<b>Chair, Vice-Chair &amp; Admin Staff</b>		McCurdy/ Richter/ Fleming	<ul style="list-style-type: none"> <li>• The subcommittee elected a chair and vice-chair. Chairs typically fill the role for 2 years and then the vice-chair rotates in and a new vice-chair is appointed.</li> </ul>	<u>Decision: Chair will be Chris Alford, Vice-Chair will be Cameron Crisp</u>
8	<b>Workload on the horizon</b>		McCurdy/ Richter/ Fleming	<ul style="list-style-type: none"> <li>• The first task to tackle will be developing the Incident Position Descriptions (IPDs) for the positions assigned to ILSC. (<a href="https://www.nwcg.gov/committees/incident-logistics-subcommittee/positions">https://www.nwcg.gov/committees/incident-logistics-subcommittee/positions</a>); Annie Benoit (NWCG Training)</li> </ul>	

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				<p>will join us on the next call for 30 minutes to present more information on the Standards Management Cycle and discuss the process for IPD development.</p> <ul style="list-style-type: none"> <li>• Other things on the horizon include: Misc. qualification questions, involvement in linkage between T5 to T1 positions and associated training (e.g., S-320 thru S-620 discussion)</li> <li>• NWCG is hoping to have all IPDs completed and approved by the end of 2020</li> </ul>	
9	Round Robin / Wrap Up		ILSC	•	

**Next Conference Call**

**Date:** TBD

**Time:** TBD