




Incident Logistics Subcommittee
Meeting Notes: January 29, 2020 (1300-1400 MT)

Present: Dan Froelich (IAFC), Chris Alford (NPS), John Wall (NASF), Mike Burkholder (NASF), Cameron Crisp (FS), Sue Zahn (FS), Kate Morris (Admin Staff - FS), Stew Richter (IPSC Liaison), Deb Fleming (NWCG Coordinator), Erin Burkhammer (NWCG Training Liaison), Eric Martinez (FS), Jimmy Grimes (NASF), Todd Johnson (BLM)

Absent: Brian Kruger (NPS), Aaren Nellen (FS), Stu Rodeffer (FS)

	Topic	Action Item #	Presenter	Notes	Action/Decision
1	Incident Positions		ILSC	<ul style="list-style-type: none">• The standard management cycle and how it fits in the big picture• 126 positions to manage• There are 19 Logistic Position pages on the NWCG page under the Standards and References tab• Need to build the incident position descriptions first• On the importance of standards – training is not where standards need to live. Move to position centric focus and that’s where the IPD’s come in (look under the positions tab in IPD development)• Once you are trained at a lower level and as you move up you shouldn’t have to be retrained in the lower level position• Once you develop training and support then move to operations and evaluations – always evolving – they may trigger changes in training	
2	Building the IPD			<ul style="list-style-type: none">• Step by step instructions have been developed• Some committees and gone with a divide and conquer approach other committees looked for SME’s or a combination of the two• Each IPD starts with a precise statement then work on the incident position specific duties etc• There are standardized categories that are in almost all the IPD’s – pull from them and copy and paste to be consistent• Then go through the standards and references tab – go through the existing standards document – there are not a lot of standards documents for logistics – some job aids	

				<ul style="list-style-type: none"> • Focus on the IPD – the standards will come later • As you're updating an IPD put initials next to each line – EX – SME, FFT1, Job Aid or "FFT1 info pulled from CRWB Task book" • All information can be found on the website • Use action-oriented verbs for each task • New task books may look like the IPD – if it's not listed in the IPD the trainee will not be trained or evaluated on it • As you draft you may find holes that will need to be worked on • If a FEMA position – something that has an asterisk next to it has an established FEMA qualification • Collaborate with key stakeholders listed • Share draft IPD's with the parent committee • Then the IPDs will be posted for review. • Goal is to have all IPD's under review by June 1st with feedback solicitation for a few months. Once any feedback is adjudicated, the IPD status will change to approved. • When we go through the Standards and References make sure information is listed under the correct link 	
3	How to get started			<ul style="list-style-type: none"> • Identify a point person for each position • Don't hit all 19 at once – start at the lower level first • Make sure the IPDs are interagency • Go through each position – if no one on the committees is qualified in that position then look for SME's • POC rework the IPD then send it to the rest of the subcommittee 	Set up a sharepoint site to share information
4	MEDL			<ul style="list-style-type: none"> • The Emergency Medical Subcommittee has stewardship of it but the ILSC is a stakeholder since it is a logistics position 	
6	General Information			<ul style="list-style-type: none"> • Develop a calendar for expectations and deadlines • Look at Outlook calendar tools • The NPS is transitioning to Outlook/Teams 	Cameron to look into setting up a test site in Outlook

Next Conference Call

Date: 2/26/20

Time: TBD