

# Incident Planning Subcommittee

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Meeting Minutes: 10/8/2019 0900-1000 PST

## Attendees

Present: Chris Buhrig (Primary), Dylan Rader (Primary) Deb Fleming (NWCG Coordinator), Colby Jackson (Training Liaison), Justin Query (Primary), Heather Gonzalez (Primary), Ryan Stone (Support Staff), Jim Shultz (OTC Liaison)

Members Absent: Ilene Wadkins (Primary), Cheryl Bright (Primary)

## Round Robin Updates:

Deb Fleming:

- Fixed errors on forms for the incident decantation kits and updated websites and kits.

Ilene Wadkins

- Continuing to work with group on E-Isuite testing, overall testing is going well. Planning to be at Boise Meeting.

Dylan Radar

- Emailed test information on electronic doc box. Will be at Boise meeting.

Chris Buhrig

- Incident positions have been updated on the G drive.
- Need to identify the priorities for incident position descriptions that need to be completed soon.
- Looking at some position's descriptions coming back to us with some work completed like fire behavior. Cheryl will be getting the information out to the committee.
- Fuels management committee will be working with us on the LTAN and FBAN positions.
- DPRO position is still up for discussion (Deb- update where the position sits on if needed still).

Justin Query

- No updates and will not be attending the meeting in Boise.

Heather Gonzalez

- Working on fire hire stuff now. Will be in Boise meeting.

Annie

- Working on fire hire stuff now. Will be in Boise meeting.
- Brief description of how we should move forward on attacking the incident position description.
- Willing to help IPSC kick off the position descriptions evaluations and rewrites.

## Current Workload

- Incident Position Description – Review spreadsheet on google drive for tracking Incident Position and status.
- Continue working with E-Isuite group in testing the new version.
- Determine a Vice-Chair and solidify common operating procedures.
- Prioritize IPD's to work on if a face to face meeting can happen and find subject matter experts to help with others.
- Determine if HRSP belongs in the Planning IPD's.
- Continue to monitor progress of records retention schedule.
- Gather feedback from users of the E-Doc box and work to make it better.

## Topics for Next Meeting & Upcoming Meetings/Calls

- Next call November 12<sup>th</sup> - 14<sup>th</sup> Boise ID