

Incident Planning Subcommittee

Meeting Minutes: 11/13-14/2019 0800-1700 MST

Attendees

Present: Chris Buhrig (Primary), Dylan Rader (Primary) Deb Fleming (NWCG Coordinator), Colby Jackson (Training Liaison), Ryan Stone (Support Staff), Ilene Wadkins (Primary), Cheryl Bright (Primary), Pat McKnight (DOCL, SME)

Visiting personnel: Sean Cross (NWCG), Annie Benoit (NWCG), Mark Skudlarek (GBTC), Rebecca Sorensen (GBTC), Lori Glaeser (NWCG)

Members Absent: Justin Query (Primary), Heather Gonzalez (Primary), Jim Shultz (ISPC Liaison), Cody Weink (Primary)

Items worked on:

- Discussion about if HRSP belongs in the Planning IPD's. Chris will draft request to move to command moved to different group for review and development of IDP (Planning Subcommittee will be the Stake Holder)
- Prioritize IPD's to work on and find subject matter experts to help with others. Leads have been assigned and work has started on first draft.
- Determine a Vice-Chair and solidify common operating procedures. Discussion lead to an email to the absent members for volunteers, if none then Heather will be willing. Term limits will be discussed and discussed at a later date.

Round Robin Updates:

Sean Cross

- Update from NWCG and thanking us for the commitment we have for the Planning Subcommittee.

Chris Buhrig

- Provided update from the IPSC meeting that was recently held.

Jesse Bender

- Update on the NWCG publication process and needs.
- Mark and Rebeca update on the TNSP position and what stage we are at with development. Laura will give presentation 11/14 on the new online training.
- Discussion on standard forms for the TNSP position needed? Process was covered to have them prepared and would need to submit them through OBM for approval.
- IDP – Should be written and reviewed, remember they need to be a living document.

Cheryl Bright

- Update provided for the Data Management Committee meeting.
- 3 programs are being worked on and roll out soon, IROC, IRWIN, and INFORM.

Annie Benoit / Colby Jackson

- NWCG website update and review.
Laurie is the Instructor Course Design.
- When developing IPD develop a source sheet using Excel to track the information. Resources

to review Task Books, AD Pay Plan, Red Book, PMS 210, IRPG, Mob Guide, FEMA 509, and other references.

- If information is not found in a guide or manual list as SME experience.
- Use IPD Standard Statement when developing the IPD.
- After Drafting IPD share with Annie and Colby for review.
- After IPD review they will be submitted to Jim for final approval.
- GISS IPD is complete and waiting for review.

Current Workload

- Incident Position Description – Review spreadsheet on google drive for tracking Incident Position and status. Start IPD and work on developing SME group for review.
- Continue working with E-Isuite group in testing the new version.
- Determine a Vice-Chair and solidify common operating procedures.
- 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 December 10th 2019 0900 PST conference call.