

# Incident Planning Subcommittee

Meeting Minutes: 01/14/2020 0900-1000 PST

## Attendees

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

Members Absent: Deb Fleming (NWCG Coordinator), Ilene Wadkins (Primary), Cheryl Bright (Primary)

## Items worked on:

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## Round Robin Updates:

Chris Buhrig

- Provided update for the IBS meeting that was recently held.
- IPD tracking sheet updates.
- Email - Records retention still needs to be signed.

Cheryl Bright

- At PFTC , needs help completing SITL IPD.

Cody Weink

- Willing to help on IPD writing, currently no projects for IPSC.

Dylan Rader

- Work load focused on Great Basin Team stuff.

Heather Gonzalez

- Working on the RESL IPD.

Ilene Wadkins

- Still working on the IPD for PSC2,1

Justin Query

- Willing to help with SCKN

Jim Shultz

- Recommended S-130 to be certified.
- Still working on IPD across all units.
- Future – IPD be reviewed annually and updates be submitted.
- S-110 may become training requirement (Leader level validated on positions in the future)

Colby Jackson

- IPD page – please provide feedback on how to improve the page.
- Reference if there is items not listed please send them to Colby to be added.

## 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.

- New changes on IPD

Justin and Chris = SCKN

Coby and Ryan = SITL

Colby = TNSP

- Continue working with E-Isuite group in testing the new version.
- 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 February 11<sup>th</sup> 2020 0900 PST conference call.