

# Incident Planning Subcommittee

Meeting Minutes: 05/12/2020 0900-1000 PST

## Attendees

Present: Chris Buhrig (Primary), Dylan Rader (Primary), Heather Gonzalez (Primary), Cody Weink (Primary), Deb Fleming (NWCG Coordinator), Colby Jackson (Training Liaison) Lori Glaeser (NWCG), Ryan Stone (Support Staff)

Members Absent: Ilene Wadkins (Primary), Cheryl Bright (Primary), Justin Query (Primary), Jim Schultz (Liaison)

## Items worked on:

Lori – Update on TNSP / S-445

- PSAT - Performance Support Analysis Tool was completed on new online S-445 class  
Class went live first time – Class completed all prework, took about 1 hour of class time to complete the course, all participants completed end of course assessment and was successful.
  - Working on updating a couple of units from the findings of the class.
  - Class had positive feedback, wanted to keep the instructor lead activities.
  - Corrections will be made to the Field Guide (i.e. online class available)

Couple of items – Where do we go with prerequisites?  
Is S-445 going to be required?

Deb – Keep updating IPSC on monthly calls about the position and course to move it forward.  
Request Parent committee to remove class and add online course.

Briefing paper will come out for the class and recommendation.

Erin – will update field guide

Continue to use same forms for TNSP position off E I-Suite

Chris –

- Update on status of working group
  - 2 drafts came back for RELS and DPRO
  - FOBS – ready for feedback.
  - SCKN – Chris is working on
  - SITL – Stone is working on
  - HSPD – is about completed

Colby –

- Migration from Google doc to OneDrive April 17<sup>th</sup>

Question – will TEAMS work for interagency work? it will work, some committees have started them already.

Waiting for migration and Heather, Ryan, and Dillion was willing to try to get one set up for our group.

## Round Robin Updates:

Chris Buhrig

- **Will send out the DOCL and FOBS for comments**

Dylan Rader

- On detail to the NV state office for 120

Colby Jackson

- Was in Australia for 1 month
- Working with NPS IMT for COVID-19 stuff

Heather, Cody, Lorie, Deb

- Nothing New to add

### 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
- 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