

Incident Planning Subcommittee

Meeting Minutes: 11/10/2020 0900-1000 PST

Attendees

Present: Heather Gonzalez, Cody Wienk, Colby Jackson, Deb Fleming, Ryan Stone

Absent: Ilene Wadkins, Chris Buhrig, Jim Shultz, Cheryl Bright, Dylan Rader, Justin Query

Current Workload

Old Topic

IPD Status – (ALL)

- Feb is the deadline for IDP to complete.
 - ACPC - Chris has the lead on finding ACPCs to develop draft; Deb sent Chris the ICAC IPD as an example
 - DMOB - Chris has the lead on finding DMOBs to develop draft
 - DOCL - Draft posted. Three comment received; Chris was going to send the feedback to the NPS person who drafted the IPD for consideration.
 - DPRO - Chris has the lead and is working with a tech on this.
 - FOBS - Ryan sent final draft out to IPS for review and responded to the three comments; READY TO FINALIZE
 - PSC1 - Draft posted. Feedback needs to be considered prior to finalizing (same comment for PSC 1, 2 and 3).
 - PSC2 - Draft posted. Feedback needs to be considered prior to finalizing (same comment for PSC 1, 2 and 3).
 - PSC3 - Draft posted. Feedback needs to be considered prior to finalizing (same comment for PSC 1, 2 and 3).
 - RESL - Draft posted. No feedback received; READY TO FINALIZE
 - SCKN - Draft complete; Chris needs to send to Annie for posting
 - SITL - Draft complete; Chris needs to send to Annie for posting
 - TNSP - Draft posted. No feedback received; READY TO FINALIZE

Electronic Records – Deb

- Electronic Records
- NARA – Waiting for response from Chris re: setting up a meeting with Richard at NARA. Need to review draft document for e-doc box that was sent out to the committee from Penelope.
Need to have a meeting to finalize the file structure by Spring 2021 to have in-place before western fire season.

Incident Training Specialist - Deb

- Discussion on next step. Need to finalize the Field Guide (standards) first. Then we can finish the S-445 training. Have Job aids or guides in draft form and then can move towards the completed product.

Training Delivery – Colby

<https://www.nwcg.gov/committees/training-delivery-committee/correspondence>
<https://www.nwcg.gov/publications/training-courses/vilt>

- Review links provided; have about 20 classes up so far and will keep adding new classes.

New Topics

- Recruiting – No issues with bringing additional members onto the subcommittee. If agencies have multiple members, they just need to be on the same page when the subcommittee is making decisions.
- Demob Unit Leader – Chris suggested that he feels RESL does not need to be a prerequisite to DMOB; others on the call agreed. Talked about what avenue needed to change requirements. If all the documents and guides were in line, then a request for change would be sent to IPSC.

Outstanding Topics

- Incident Position Descriptions – Review spreadsheet on one drive for tracking Incident Position and status. Start IPD and work on developing SME group for review-Need to update- which environment are we working with?
- Continue working with E-Isuite group in testing the new version-is this still valid?
- Continue to monitor progress of records retention schedule.
- Request feedback from users of the E-Doc box and work to make it better.

Round Robin Updates

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Topics for Next Meeting & Upcoming Meetings/Calls

- Next call December 8th 2020 0900 PST Teams Meeting