

Incident Planning Subcommittee Notes

Agenda: 01/12/2021 0900-1000 PST

Attendees

Present: Chris Buhrig, Heather Gonzalez, Dylan Rader, Cody Wienk, Deb Fleming, Ryan Stone, Ilene Wadkins

Guest attendance: Dana Carter, Lorri Benefield, David Robinson

Members Absent: Cheryl Bright, Colby Jackson, Justin Query, Jim Shultz

Items Worked On

Old Topic

IPD's - All

- Final edit to FOBS and first draft of SITL have been completed.
- DPRO – still needing to be reviewed / evaluated in changing some of the workload. Maybe need to add some jobs in technology.
- DOCL – need to incorporate feedback (Chris lead)
- Status Check-In Recorder – needs to be written. Cody Wienk will take the lead.
- ACPC – SME has been briefed and working on IPD (Heather lead).

Tasking 2021

- E-Doc Box – updating and needing to move forward.

Electronic Records

- E-Doc Box – Update from Heather/Dylan
- Reviewing of the original tasking of 2018, needing to update from NARA and Records needs.
- The *Wildland Fire Incident Record Disposition Authority* has been updated, but not signed. Still with the FS and DOI Records folks for approval, then to NARA.
- Proposed updates needed for the incident records related material posted on the NWCG website.
- Reviewing BLM policy on storage and final records electronic.
- All agencies need to check on the storage side.
- SME group – Dylan Rader, Heather Gonzalez, Pat McKnight looking for more people.
- Meeting on the IMRR call this week to discuss more.
- Trying to complete help guides before this spring.
- Report out by 5/1/2021, Help document and file structure. Recommending changes to FireNet Board and let them make approval.

Recruitment – Ryan

- Review google form and more discussion on next meeting.

New Topics

Lorri Benefield – IMRR

- IMRR group Lorri, the need for a working group and how do we move the two groups together.
- Working Group has produced a lot of great information; may be helpful to lead some SME

work.

- Will create a list of people interested in helping SME work. Dylan will put a plug out there and Ryan will complete a form through FireNet group site.

Current Workload

- Incident Position Description.
- Continue working with E-Isuite group in testing the new version.
- 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

Deb – detailed in to NWCG Program Manager job.

Dylan – electronic check-in – able to upload file into E-Isuite. Ilene will check with the E-Isuite Working group.

Cody – Request for change for DMOB Unit Leader. Where do we sit, are we ready to submit? Chris – need to look at the IPD and ensure that it don't overlap. Need some RESL and DMOB SME to review before we go forward. PMS 210 review guide, nothing to keep all repeated information found elsewhere.

Heather – Schedule meeting with Lori and Dana for Area Command Planning position. Need to finish the training specialist position standards. Field guide publication needs updated, can incorporate in to training. Need to tie it back to 310-1, Field managers guide, task book, etc.

David Robinson – from Shenandoah NP FMO. May be assigned as the new IPSC liaison, replacing Jim Shultz.

Chris – Looking at moving forward and completed the expectation of Chair; we will need to look for a new vice chair for March when Heather takes over as Chair.

Topics for Next Meeting & Upcoming Meetings/Calls

- Next call February 9th, 2021 0900 PST Teams Meeting.