

# Incident Planning Subcommittee Notes

Agenda: 04/13/2021 0900-1000 PST

## Attendees

Present: Heather Gonzalez, Dylan Rader, Colby Jackson, Ryan Stone, Ilene Wadkins, Chris Buhrig, Cody Weink, Annie Benoit, Lorri Benefield

Members Absent: Deb Fleming, Justin Query, David Robinson

## Items worked on:

### Old Topic

- NWCG Committee Roles and Membership Information (Annie Benoit) – review of the website <https://www.nwcg.gov/committee-roles-membership-information>
  - Stakeholders for positions such as FBAN and LTAN
  - Committee members responsibilities and roles
  - Committee positions review
  - Need for representation from all agencies
  - Course steering committee guidance and templet

### IPD's – All

- IPD's – update (SCKN – next step)
  - ACPC – Approved end of May? – Posted, waiting for comments
  - DMOB – Update from Chris/Heather – Draft created will be sent out.
  - DPRO – Repackage update Chris / Heather – Still need to create IPD, Friends in R5 to ensure we touch all new taskings. What the position could be with some technology. New due date?

### Update on Projects

- S-445 (Heather) – Class was placed into the learning portal as instructor led. Meeting planned for developer of the course. This will be instructor led course for time being.
- E-Doc Box (Dylan) – 3 items being delt with: naming conventions, file structure/directory structure, best management practice (BMP). After BMP is approved will work with NWCG to have it uploaded. Finance section will be separated out, they have been involved every meeting. Naming convention information needs to be approved by this committee first and then the chair can take it to the other chairs that need to review and approve. No changes to hard copy documentation kits.
- FireNet SOP (Dylan) – response by April 2<sup>nd</sup> requested by NWCG. Draft reviewed by Dylan. Deadline was set for response to FireNet SOP by Thursday at 1200 PST please email to Ryan and Dylan.
- Draft of new tasking update? Review of current tasking needs to happen to ensure no missing items. If the IPS committee feels there is a need for change with taskings, Chair will present them to the IPSC for updates.

### Standard Incident Operations, Business Practices, Forms, User Groups for FireNet

- Check-in forms update (Lorrie) – update us on the standard concepts for collecting data, QR code trough FireNet for hosting check in form and other forms teams needed. Check in documents will be more form looking not spread sheet tables. What are the steps for approval with the work that IMRR is doing with FireNet, it is separate from our tasking?

### Overview on Committee member, responsibilities, and positions.

- Membership changes and/or additions. – Tabled vice-chair till May meeting.

#### Current Workload

- Incident Position Description.
- Continue working with E-Isuite group in testing the new version.
- Continue to monitor progress of records retention schedule.
- Continuous improvement of E-Doc box and work to make it better.

#### Round Robin Updates

#### Topics for Next Meeting & Upcoming Meetings/Calls

- Next call May 11, 2021 0900 PST Teams Meeting