

# Incident Planning Subcommittee Notes

Agenda: 2/08/2022 0900-1000 PST

## Attendees

Present: Heather Gonzalez, Dylan Rader, Dana Carter, Ilene Wadkins, Deb Fleming, Chris Buhrig,

Absent: Cheryl Bright, Justin Query, Colby Jackson, Heather Good, Jim Shultz, Justin Query, David Robinson, Cody Wienk

## Items worked on:

### Update on projects

- S-445 - Heather – Waiting for guidance from learning portal, needs to be vet'ed by NWCG and learning portal, need to be pushed in to testing. Will follow up with Colby.
- E Doc Box – Dylan – Showed location from comments on FireNet TEAMS. Heather, Deb, and Dylan consolidated review of documents needed. Need to have another separate meeting to cover the EDoc responses to comments.

Proposal – Changing DOC BOX draft in one location so there is one per team. Remove all folders in channels, move them to the general file.

X - in front of the folder/document name, signifies that the file has been moved to EDOC folder.

Naming convention – most people unaware of the naming guide that is in place.

Pinyon – FS issues with coping files over, need some more investigation into this.

NARA – Owner of who makes guidance to records (Permanent, Temporary), need to signify what we are doing with hard copies.

Training Material – Can we develop something on training portal for records management.

Next meeting for EDoc – Feb 22<sup>nd</sup> 1600 EST

- Standard Check-in Form (02/10 - 1130 EST)  
Review the standard questions, and work with IT on the Needs and Nice to Have.  
What is the timeline? Comments from Thursday will be due by 7 days from the meeting.  
Will FAM IT support this through the season?

### IPD's –

- IPD's - DPRO – Move forward with the IPD with what we have.  
Required training – be addressed to meet NWCG requirements.

### Sub Committee related

- IPS Charter/business practices – Please review and add comments as needed. Will approve the business practices March 8<sup>th</sup> meeting.
- Committee recruitment - Dana – would like to add Robin Jermyn (New NIMO PSC) to the group to start participating as a member of IPS. Group accepts Robin to IPS.

## Current Workload

- Incident Position Description, reviewing comments.
- Continue to monitor progress of records retention schedule.
- Continuous improvement of E-Doc box and reviewing comments.

## Round Robin Updates:

## Topics for Next Meeting & Upcoming Meetings/Calls

- Next call March 8<sup>th</sup>, 2022 0900 PST Teams Meeting