Incident Planning Subcommittee Meeting Minutes

Meeting Minutes: 4/12/2022 0900-1000 PST

Attendees

Present: Deb Fleming, Heather Gonzalez, Ryan Stone, Dana Carter, Robin Jermyn, Ilene Wadkins,
Guest: David Frey, Kevin Maier,

Members Absent:

Items worked on:

Old Topic

Update on projects

- CIM – Deb – Need to review what PSC2 would take to move to CIM, PSC1 is good to move to CIM as is. Position identifiers have been determined already and is moving forward. IPS needs to review the PSC Task Book, make fixes as needed. Review Quals sheet, need to recommend what the path looks to CIM. Update IPSC every Friday, need our three products by April 22, before would be better. Products required – Task Books, Incident Description Position, Quals Sheet. Task Books – if good to go we can add the CIM PSC position. Jesse Binder can send the TB for track changes if needed changes. Refer to Jesse Binder's email.
- S-445 - Heather – It is available in learning portal now, David Frey – will review the class, will report back. Review will be from an instructor point of view.
- E Doc Box – Dylan (Review Video from Dylan) – Working on a Video to be posted to NWCG for reviewing update on E Doc.
- NIMISC endorsements update – Deb NIMS integration committee approved; Executive Board will review now.
- Standard Check-in Form update – Heather – IPSC approved the form, Next is meeting with IT folks, waiting to confirm meeting time and date.

Sub Committee related

- IPS Charter/business practices. – May 10 meeting we will vote on Finial business practices.
- Chair / Vice Chair positions. – Dylan Rader will be taking over the Chair and Robin will be Vice Chair. Vote will be official on May 10th meeting.
- Recruitment.

Current Workload

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

Round Robin Updates:

Topics for Next Meeting & Upcoming Meetings/Calls

- Next call May 10th 2022, 1200 EST Teams Meeting