

Incident Planning Subcommittee Notes

Meeting Agenda Notes: Incident Planning Subcommittee Agenda 6/13/2023 0900-1000 PST

Members Present:

Dylan Rader (Chair)
Dana Carter (USFS)
Karly DeMars (BLM)
Ryan Stone (USFS)
Tamara Stadel (IAFC)
Jeff Adams (USFWS)
Sarah Lee (NWCG Coordinator)

Other Attendees: Chris Rohrbach

Membership Updates: NO NPS Rep

New Topics:

- SCKN IPTM Briefing for IPS.
- Several NWCG people observing.
- Whole day offsite working meeting for NWCG staff regarding the IPTM project.
- Observe our full steward briefing.
- SME Outreach through IMRR.

eISuite Questions (email from Jill Lipsey emailed 6/1)

Thanks again for taking the time to meet with us during your meeting last month. We had a follow-up question regarding one of the changes we discussed and then one we forgot to run by you all.

- The first one is in regards to adding a Section to the ICS-203 Form. You all indicated the ability to add blank lines is needed, which is current functionality. However, this change request is specifically for adding a Section to the form (ICS-203 attached for reference). After taking another look, it seems like adding a Section would be changing the form since the block numbers would no longer be the same and the form itself only has existing Command and General Staff Sections. I wanted to confirm this is desired functionality, despite that. We are reluctant to implement anything that changes the basic layout of the form.
- The change request I forgot to mention on the call is regarding the ICS-204 and adding Channel Name to Block 8 - Div/Group Communication Summary (ICS-204 attached for reference). The user indicates there is a Channel # but no place where the Channel Name displays, and they felt that would be helpful. The name is currently on the ICS-205, just not on the 204.
- Feel free to share with anyone as needed. Please let me know what you think on these two changes when you have a chance.

Proposed IHF Definition for submission to NWCG Data Standards (Rader):

- So... my recommendation would be to qualify business rule #1 in some way (but I don't know what that seemingly missing rule is). Maybe it's something like.... Wildfire incidents whose management is formally delegated to an Incident Management Team (Type 3 or higher, including NIMO or CIMT), require creation of an IHF. SDL

From: Branson, GaBriella C <gabriella_branson@ios.doi.gov>

As I was preparing the request for Incident History File to go out for review, I began thinking about some things I am learning in a book Roshelle is having us read: Business Knowledge Blueprints. As a result, I would like to make a

couple recommendations for the term before putting out for comment. Definition as proposed in the request: Wildfire incidents on Federal lands require creation of an incident history file (IHF) to document significant events, actions taken, lessons learned, and other information with long-term value for managing natural resources. The host unit is responsible for retaining and managing the incident documentation package including the IHF, temporary records, and financial records. The document types that need to be included in the IHF are located in the Master Documentation Index and are updated based on agency record retention schedules. The Master Documentation Index can be found in the PMS277.

My proposal includes taking some of the definition and calling out as Description and Business Rules. I suggest the following:

Proposed definition: On a wildfire incident, documents information with long-term value for managing natural resources.

Description: The Incident History File may contain information describing significant events, actions taken, and lessons learned.

Incident History File Business Rules –

- i. Wildfire incidents on Federal lands require creation of an incident history file.
- ii. The host unit is responsible for retaining and managing the incident documentation package including the IHF, temporary records, and financial records.
- iii. The document types that need to be included in the IHF are located in the Master Documentation Index and are updated based on agency record retention schedules. The Master Documentation Index can be found in the PMS277.

We are moving towards a definition being the essence of the term (concept), supported by a description, business rules, and examples. More to come on our maturation in future DMC meetings. Please let me know if you have any questions. Thanks in advance for your time.

- Addition of TNSP, FBAN, LTAN, SOPL to Shared Inbox and Approved Positional Account Requests (FireNet SOP Group Follow Up).
- EDOC / PMS277 / Record Retention Schedule Updates. – Dylan
- Sarah following up on memo to NWCG Executive Board for tasking completion.
- Meetings with DOI on Incident Records and Retention Schedules.
- WFIT Prioritization Form to be Completed / Reviewed for DMOB.– Robin
 - Form has not been completed, will be May at earliest before there is an opportunity to complete.
- Electronic Check In Focus Group Update.
- ICS204(WF) Publication Update (Rader – second round of eISuite questions)